

## **SCULLY / ARCHITECTS**

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### **3 - TOWN HALL**

- A) BUILDING / SITE ASSESSMENT, WITH EXISTING SITE PLAN.  
RECOMMENDED ROOF REPAIRS**

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May 14, 2014

### Building Assessment for Existing Swanzey Town Hall

620 Old Homestead Highway  
Swanzey, New Hampshire 03446

#### History of Building:

The building was originally constructed in 1914, of wood balloon-framed construction with timber trusses, twelve feet on center, framing the roof. The original volume was sixty feet wide by fifty-four feet long. The meeting space was originally taller and larger, before office space was carved out of it. It also had a stage where the Town Administrator and Human Resources offices are currently located on the south side of the building. At some point, bathrooms were added to the back east side of the main floor of the building, and a concrete vault added to the north side of the main floor. In the 1960s, the basement was modified to house the Central Swanzey Fire Station. There was a 9' addition made to the south side of the basement at this time, in which the garage doors are located. In 1988, Zaluki Construction designed and built an underground concrete generator room to the west of the fire station garage doors, below the front lawn of Town Hall. In 1992, Thomas Weller designed a back door with accessible ramp and a new attic stair and storage area over the Tax Collector's office and building lobby.



## Site Conditions:

The Swanzey Town Hall and Central Fire Department share occupancy of a building located at 620 Old Homestead Highway. Map 34 Lot 1 is a 1.02+/- acre lot in the Residential zone in Swanzey Center. The original building was constructed in 1850. It consists of a 3749 sf two story, wood-framed building with a 3 bay fire station on the walk-out basement level and the Town Hall offices on the second level. An at-grade access to the Town Hall offices is provided via steps on the west side of the building and a handicap ramp with steps on the east side. There are currently 8 - 10 full and part-time employees working out of the facility. The Central Fire Station facility operates 24 hours per day.

## Site Data:

- **Lot Size**- 1.02 +/- acres
- **Land Assessed Value** – The 2013 town assessment of the land value is \$55,700.
- **Building Assessed Value** – The 2013 town assessment of the building value is \$401,300.
- **3 Phase Power** – 3 phase power exists at the site. A 25KW diesel emergency generator provides 3 phase, 480 volt emergency power, converted to 208Y/120 volts through a 45 KVA transformer.
- **Site Access** – Two driveways to Old Homestead Highway (Rt. 32) on the east side of the road with adequate line of sight in each direction. The southernmost driveway is shared with the Mt. Caesar Union Library, the Town Hall and the Central Fire Station. To the south of the library is an additional shared access over a 50' right of way over land of the Monadnock Regional School District for access to the rear of the Town Hall Property. See map recorded at CCRD Cab. 11, Drawer 8-480, 8-24-93.
- **Topography** – The site is sloping upward from the road at 4%-5% and then is relatively flat around the building. On the south side the driveway slopes down to the Fire Station access at approximately 12%. Retaining walls surround the Fire Station access on the south side of the building.
- **Uplands/Wetlands** – No wetlands were visible at the site.
- **Soils** – NRCS soils maps indicate soil group 26 B (Windsor loamy sand) on the site.
- **Floodplain** – The property is not in the 100 year floodplain.
- **Site Configuration** – The existing site is L shaped, approximately 180' wide at the frontage, approximately 196'deep on the north side, approximately 297' on the rear side, approximately 84' on the south side, approximately 133' along the rear of the library lot, and approximately 94' along the north side of the library lot.
- **Sewer** – On site septic, installed 1993 +/- on land purchased from Monadnock School District, capacity 640 gpd (32 occupants at 20 gpd). (See septic design plans by James Ferguson, approved NHWSPC 5-15-92, #192462)
- **Floor Drains** - None
- **Water** – On site well, installed \_\_\_\_\_, capacity \_\_\_\_ gpm, last tested \_\_\_\_\_, not registered as non-transient community well. (Well data not available)
- **Parking** – 19 paved parking spaces with 2 HC spaces are provided near the front of the Town Hall on land within the Rt. 32 right of way. An additional 23 paved parking spaces are provided at the rear of the Town Hall. A wooden ramp provides HC access to rear of Town Hall.
- **Site Lighting** – 2-HID wall pak lights located on building. No light poles on site.
- **Propane/Oil** – Inside 2-330 gallon oil storage tanks.

- **Special Equipment** – Emergency generator, 25KW diesel emergency generator provides 3 phase, 480 volt emergency power, converted to 208Y/120 volts through a 45 KVA transformer.
- **Site Drainage** – Sheet drainage to all sides away from building.

**Site Observations:** Site visit on March 05, 2014

- Driveway to rear parking only 9' wide along north side of Town Hall.
- Inadequate on-site snow storage at front parking.
- Runoff from rear slope causing icing at rear parking in winter and occasional washouts after heavy rains.
- HC spaces located at front parking area while HC ramp located at rear parking area.
- Front parking area located on State land (Rt. 32 right of way).
- Sewer line freezes in winter.
- Inadequate site lighting for public areas.
- No motion sensors or lighting timers.
- Number of parking spaces limits public meetings and uses; inadequate for voting.
- No van accessible handicap parking. HC signage out of compliance.
- No parking lot striping at rear parking, east side.

**Considerations:**

- Site will support a building expansion to the south up to 60 feet wide x 100 feet deep.
- Parking can be expanded at the rear lot extending to the south, adding at least 20 more spaces.
- Adjacent school district property should be considered for creation of a shared parking lot which could service both school functions (athletic activities, graduations, employee parking) and Town functions (public meetings, voting, employee parking).

**\*Existing Site Plan is included at the end of this assessment**

## Structural Conditions:

Many others have looked at this facility. The Fire Station (basement) and Town Hall (first floor) are two attached (up/down) yet independent facilities. Without going outside one cannot access the other. Most of the buildings features are well documented, therefore, the time is approaching to begin detailed analysis of the structure with an eye towards future use. Code requires: Office loading (50#/square foot), storage loading (125 P/SF)+, and assembly loading (100 P/SF) will have an impact on design analysis. The community needs to define the use of each floor.



The structure is approximately 60' x 54'. A short addition has been added to the lower basement space to accommodate the fire equipment truck length. The foundation is stone and concrete reinforced and buttressed around the interior basement areas. The foundations appear sound. Sidewalls are of wood framing. Exact construction and insulation are unknown. The exterior walls also appear to be sound.



At this time the first floor appears to adequately support the office loading conditions imposed upon the beams and joists. We know steel beams have been added in the basement ceiling of the fire station. If the first floor is changed to assembly loading a very careful look needs to be made of the floor beams and joists. As noted above there are no stairs between the basement and the 1st floor. Mechanical, heating and plumbing services are shared.

The roof framing is very questionable. As others have recommended, all storage in the attic should be removed. We can observe cracks in the finishes in the office space below the loaded areas. Significant sagging can be seen in the plain of the roof deck when viewed from the exterior. This condition is not safe. The wood framed hip roof is supported with 4 heavy timber wood trusses spaced at 12'. The roof pitch is approximately 7/12. The trusses also support the ceiling and at one time structural elements of a stage. Again office storage in the attic does not appear to be part of the original design. The trusses are approximately 54' long. A few tension members are constructed of steel rods. The upper chord compression members of the



trusses are not adequately laterally braced. Therefore, the upper chords are not properly aligned. As noted above cracks in the finishes of the partitions below the trusses indicate the trusses have sagged enough to load the interior partitions. A preliminary analysis indicates the trusses are inadequately designed and braced to support current snow loading criteria. A preliminary analysis is attached. The preliminary analysis indicates the trusses can only support approximately 1/2 of current design criteria. Options to fix the roof include: repairing the trusses and bracing, or placing a new full pre-engineered premanufactured roof on the structure. The merits of both systems need to be discussed as part of the building's future use. A full span roof structure allows more flexibility with partitions below. At this point the slate roof is part of a roof bigger assembly which needs to be addressed. I would not remove the slate roof and replace it with asphalt shingles. Snow does not slide off asphalt shingles.



The building does not appear to be well insulated. The side walls if insulated are 6" thick. The roof structure truss/attic space has loose fiberglass 6-12" thick. Adding insulation without fixing the structural problems is not recommended. Heat is needed to keep the snow sliding.

#### **Architectural Exterior Condition:**

The roofing on the original volume of the building is slate, and quite old. A recommendation from a slate roofing specialist should be sought with regards to repair work. Leaking at the attic dormers was noted to be a recurring issue. Some slate roof repair and selective slate replacement will be required. There is a metal ice and snow belt around the perimeter of the main roof. Lower roofs over the bathroom and fire station garage doors are lower pitch membrane roofs and need to be regularly cleared of snow through the winter. The vault and covered entry roofs are asphalt shingle roofs in fair condition.



Daylight could be seen through the roof eaves from the attic. Exterior trim conditions around the roof eave should be examined and repaired. Roof venting should be implemented to meet building code at all roofs.

The exterior trim at the entry columns and column bases are rotted and need to be replaced and repainted. The exterior clapboards are in poor condition and need to be selectively replaced, scraped and painted at a minimum. Water damage, rot and mold in the clapboards adjacent to the snow build-up on the low roofs is evident. Consideration should be given to replacing the



clapboards over a proper air barrier, continuous insulation, and vented cavity for longevity.

Many window sills show signs of rot, especially over the fire station roof. These should be replaced and repaired. The windows have mostly been replaced with double-glazed windows, except the attic dormer windows, but are in poor condition, reportedly leaking air and rattling in the window. Window replacements should be planned, and shutter repair and repainting.

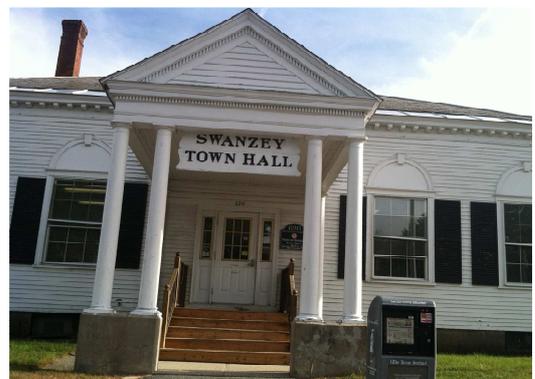
There are several through-wall air conditioning units in place year round, many with small shed roofs built over them. They do not sufficiently cool the building, and allow cold air into the building during the winter months. Once the HVAC system is updated, through wall air conditioners should be removed, and wall openings patched and repaired.

Wiring and panels on the exterior of the building should be reconsidered, and possibly relocated and/or better protected from the public entrance. Wiring should enter the building in one location, instead of running stapled to the exterior clapboards and drilled through to separate offices. Underground electrical service should be considered for security.

The main entrance is not currently handicap accessible, and should be modified. The main entrance should have an area available for posting public meetings as is required by the State of New Hampshire.

**Architectural Interior Condition – General Comments:**

Generally speaking the interior of the building appears to be sound in terms of finishes. The main problem throughout the interior at both levels is the overcrowding of space. At the Town Hall level, floors are hard wood floors, with selective locations of area mats and carpeting. The walls are painted plaster with stained wood wainscot in most locations. The South wall behind the table is painted homasote. The ceilings are a combination of painted plaster and dropped lay-in acoustical ceiling. The doors are stained wood panel, and door and window trim are also stained wood. The windows are in poor condition, and quite leaky. Windows should be replaced. Security should be considered in any town hall renovations. From an attic inspection, it appears that the walls are balloon-framed with actual 2x6 studs and the cavity filled with cellulose insulation (R3.6/inch), providing a thermal resistance of 21.6 in the



cavities. The attic floor has a cap of about 8” of cellulose insulation (R3.6/inch), with another 4” of fiberglass insulation (R3.2/inch) on top of that, for an effective thermal resistance of R41 at the attic. The attic insulation meets Energy Code, but the walls do not. The current energy code requires continuous insulation outside of the wall framing and at the below grade walls.

**Architectural Interior Condition First Floor Town Hall:**

The large meeting room is subdivided, so that the northwest corner is dedicated to copy machines and coffee service, the northeast corner defined with office partitions is dedicated to a smaller “private” meeting place, and smaller area in the southwest corner is dedicated to maps with a work space. The remaining meeting space itself accommodates an 8-person table at the front, with 28 interconnecting, somewhat inflexible, chairs for the audience. The floor is hardwood in fair condition, with area mats. The walls are painted plaster, with a stained wood wainscot. The wall behind the table is painted homasote. The ceiling is a dropped lay-in acoustical ceiling with (9) 2x4 fluorescent lights. Generally finishes and construction appear to be sound, although there is some cracking near the ceiling in the walls of the northeast corner of the room. Floor construction was not visible and needs to be verified in order to determine allowable loading conditions for an assembly type space. The meeting room is clearly over-crowded.



The entry area is consistent in finish, with wood floors and walk-off mats, plaster walls, but with a painted ceiling. There is not enough room to provide waiting area seating, public postings, or brochures, or storage for things like shovels, ice melt, and coats for that matter. Glass (lexan) openings and wood doors into the tax and town clerk offices to either side need to be more secure. There is a fire extinguisher in the entry, which should possibly be located somewhere more accessible to staff and less accessible to visitors.



The tax office has the security panel, 8 file cabinets for the master property files and two work stations. It also has a small closet (under the attic stair) in which the server is located, unventilated, uncooled. There are other modems and panels that extend outside of the server into the Tax Clerk's office.

To the east of the tax office and next to the large meeting room is an office shared by Human Resources and the Assessing Coordinator. They each have a work station and share a small 4-6 person meeting table. There are also (6) lateral files, (1) 5-drawer file cabinet, and a small closet for office supply storage. This space was formerly the Selectmen's Office in the 1990s, and a stage for the meeting hall prior to that. Issues in this office are overcrowding and inadequate privacy for Human Resources.

This office has a door into the Town Administrator's office, which is quite long and narrow. The Town Administrator's office has 2 doors, one into the restroom hall off of the meeting space, and one into the Human Resources office. It has one work space, and 5 file cabinets. Generally speaking, file cabinet storage could be relocated to its own space, just leaving file space enough for current projects in the individual offices.

On the northeast corner of the building is the Planning and Zoning office, with a carpeted floor. There are 2 work stations and considerable file and drawing storage. There is no dedicated open plans table on which to review plans with the public. There is also a door to the Finance Office which is unused, and has a shelving unit located in front of it.



SwanzeyTown Hall

Scully Architects

The Finance Office, also with a carpeted floor, has 2 work stations and 3 doors, 2 of which are active to the Meeting Room and to the Town Clerk's office. The main problem in this office is that it is used for circulation to access the Town Clerk's office.



The Town Clerk's office has 3 work stations and sole access to the vault addition, which is completely filled with secure file storage.

There are 3 women's toilets, and the accessible stall does not appear to meet current requirements. There are 2 men's toilet stalls and 2 men's urinals, and again the accessible stall does not appear to meet current requirements. The count of fixtures, including the janitor's sink and water fountain does meet the plumbing code requirements. There is a janitor's closet within the men's room. This should not have to be accessed through a single sex restroom. Similarly the storage closet in the women's restroom should not have to be accessed through a single sex restroom.

There is also a stair to a designated attic storage space, which is a winder stair and does not meet commercial building code for tread and riser dimensions or handrail details.



## Mechanical Conditions:

### Sprinkler

- The building is not sprinklered.

### Plumbing

- The building shares a well water system with the adjacent library building.
- The building is on the Town septic system.
- There are two toilet rooms upstairs, fixtures appear to be selected for ADA compliance but clearances do not seem to be maintained. The fixtures upstairs are served by a 10 gallon electric water heater.
- A dual height wall hung drinking fountain is located in the meeting hall. A janitor's sink is provided in a closet adjacent to the toilet rooms. There is a single toilet room downstairs, this room is not ADA compliant.
- The kitchen in the fire training room utilizes residential style systems and appliances.
- A second electric domestic water heater is located in the equipment room in the basement.
- A shop air compressor is located in the general room. The compressor is mounted on a vertical tank and appears to be in good condition. Air drops are located in the apparatus bays.



### HVAC

- The building is heated with an oil fired cast iron boiler Model Q215/3, 180 MBH output. There are two (2) 330 gallon oil tanks located in adjacent storage room. There are four (4) thermostatic zones.
- Heating of the upper level is done with baseboard radiation. The apparatus bay is heated with unit heaters.



- There are no ventilation systems or tailpipe exhaust systems other than ceiling exhaust fans in toilet rooms.



## Electrical

- The building is provided with a 120/208 volt, 3-phase service. Panels are obsolete and should be replaced. There are branch panels on both floors.
- Wiring includes the use of NM non-metallic type which needs to be removed to comply with current code.
- The building also has a 25 kW standby generator. A free-standing fuel storage tank is located in the generator room. When required power is transferred manually.
- The building is equipped with a central fire alarm system. Pull stations are located at building exits, smoke detectors are provided in selected areas but not complete. Horn strobe annunciation is not provided in all rooms as required by code.
- There are some exit and emergency lights but coverage is incomplete.





TOWN OF SWANZEY  
 PO BOX 10009  
 SWANZEY, NH 03446

**Brickstone**  
 Land Use Consultants, LLC  
 185 Winchester Street, Keene, NH 03431  
 Phone: (603) 357-0116

SWANZEY FIRE DEPARTMENT CENTRAL STATION  
 AND TOWN HALL  
 OLD HOMESTEAD HIGHWAY, SWANZEY, NH

REVISION

EXIST. PLOT PLAN

SCALE: 1"=40'  
 DATE 4/14/14

TH/SFD

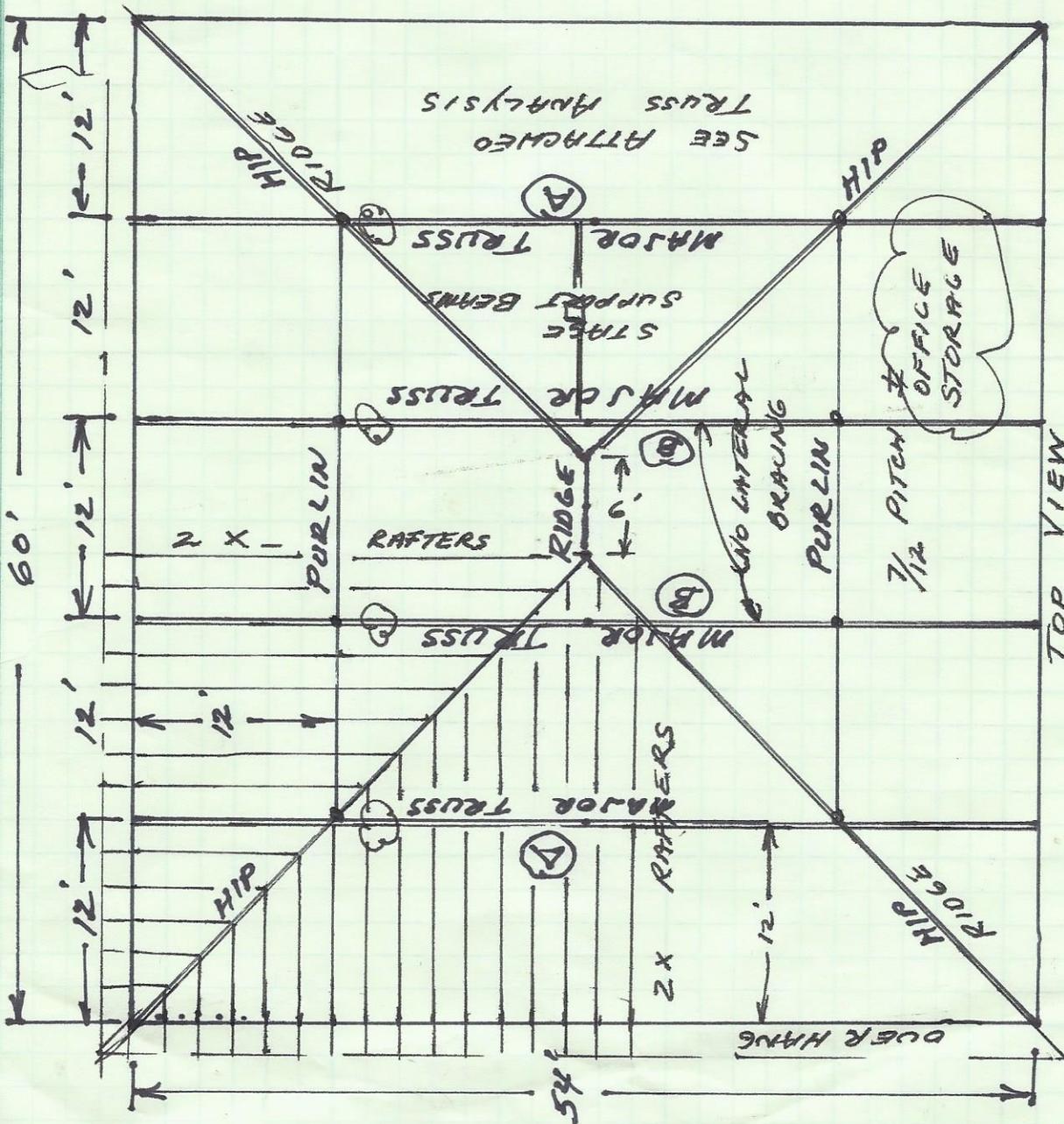


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## RECOMMENDED ROOF REPAIRS

AMPAD



CURRENT DESIGN CRITERIA

SITE ELEV ~ 500' ±

B - GROUND SNOW 65 @ 800

∴ 65 - 2.3 x 3 = 60 #/sq

SNOW ROOF LOAD

TOTAL ROOF LIVE SNOW LOAD

(Ct I)

60 x .7 x 1.1 x 1.2 = 55 #/sq

55 #/sq + DL (15 #/sq) = 70 #/sq

TOTAL DESIGN LOAD = 70 #/sq

REFERENCE:

SEE ATTACHED PRELIMINARY STRUCTURAL ANALYSIS

ROOF STRUCTURE

SWANZEY TOWN HALL / FIRE FACILITY

PREPARED BY:

T. R. FELLOWS P.E.

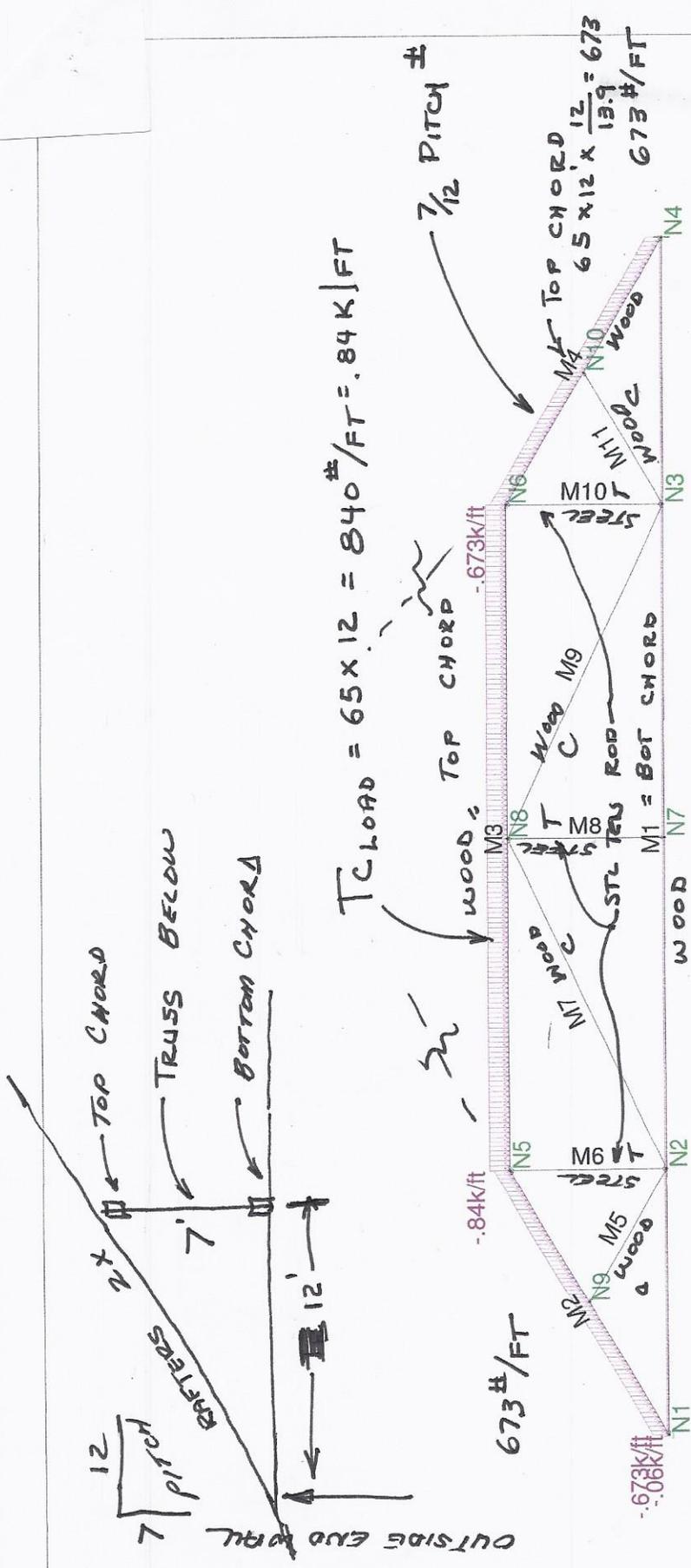
WALPOLE, NH 03608

3/1/2014

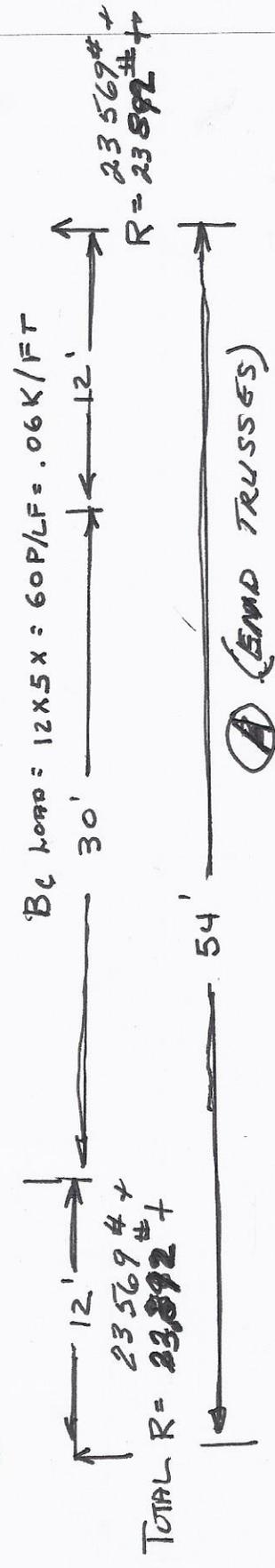
TOP VIEW

ROOF FRAMING

SCALE: 1" = 10'



$TC_{LOAD} = 65 \times 12 = 840 \text{ #/FT} = .84k/FT$



$B_c \text{ load} = 12 \times 5 \times 60P/LF = .06k/FT$

**A** (END TRUSSES)

TRUSS ANALYSIS

SWANZEY CTR TOWN HALL / FIRE FACILITY  
N.T.S.

Loads: BLC 1, TOTAL	March 26, 2014
Thayer R. Fellows, PE	4:40 PM
Kristin McCusker	SWANZEY TOWN HALL 2.r2d
<b>A</b> OUTSIDE TRUSSES SUPPORTING HIP & RAFTERS (2 PLACES)	

**Basic Load Case Data**

BLC No.	Basic Load Case Description	Category Code	Category Description	Gravity		Load Type Totals		
				X	Y	Joint	Point	Direct Dist.
1	TOTAL	None						4

**Steel Design / NDS Parameters**

Member Label	Section Set	Length (ft)	Lb out le out (ft)	Lb in le in (ft)	L_comp le_bend (ft)	K out	K in	CH	Cm	Cb B	Sway out in	R
M1	TYPWOOD	54				1.	1.					0.
M2	TYPWOOD	13.892	2	7		1.	1.					0.
M3	TYPWOOD	30	30	15		1.	1.					0.
M4	TYPWOOD	13.892	2	7		1.	1.					0.
M5	TYPWOOD	6.946				1.	1.					0.
M6	TENSIONROD	7				1.	1.					0.
M7	TYPWOOD	16.553				1.	1.					0.
M8	TENSIONROD	7				1.	1.					0.
M9	TYPWOOD	16.553				1.	1.					0.
M10	TENSIONROD	7				1.	1.					0.
M11	TYPWOOD	6.946				1.	1.					0.

**Member Direct Distributed Loads, Category : None, BLC 1 : TOTAL**

*65x12x12/13.9*

Member Label	Direction	Start Magnitude (k/ft, F)	End Magnitude (k/ft, F)	Start Location (ft or %)	End Location (ft or %)
M2	Y	-0.673	-0.673	0	13.892
M4	Y	-0.673	-0.673	0	13.892
M1	Y	-0.06	-0.06	0	54
M3	Y	-0.84	-0.84	0	30

**Materials (General)**

*12x70*

Material Label	Young's Modulus (ksi)	Shear Modulus (ksi)	Poisson's Ratio	Thermal Coef. (per 10^5 F)	Weight Density (k/ft^3)	Yield Stress (ksi)
STL	29000	11154	.3	.65	.49	36

**Wood Material Parameters**

Wood Set Label	NDS Species Database	Fb (ksi)	Ft (ksi)	Fv (ksi)	Fc (ksi)	E (ksi)	Cm	Cr	E mod	Poisson's Ratio (10^5 F)	Therm Coef. (10^5 F)	Weight Density (k/ft^3)
WOOD	EWPINNO1_8X8	.8	.525	.065	.625	1100			1	.3	.3	.035

**Joint Coordinates**

Joint Label	X Coordinate (ft)	Y Coordinate (ft)	Joint Temperature (F)
N1	0	0	0
N2	12	0	0
N3	42	0	0
N4	54	0	0
N5	12	7	0
N6	42	7	0
N7	27	0	0
N8	27	7	0
N9	6	3.5	0
N10	48	3.5	0

**Reactions, By Combination**

LC	Joint Label	X Force (k)	Y Force (k)	Moment (k-ft)
1	N1	0	23.569	0
1	N4	0	23.569	0
1	Totals:	0	47.139	
1	COG (ft):	X: 25.421	Y: 4.533	

**Load Combinations**

Num	Description	Env	WS	PD	SRSS	CD	BLC	Factor	BLC	Factor	BLC	Factor	BLC	Factor
1	TOTAL					1.15	1	1						

**Member Section Forces, By Combination**

LC	Member Label	Section	Axial (k)	Shear (k)	Moment (k-ft)
1	M1 <i>BOT CHORD</i>	1	-36.277	.311	0
		2	-49.494	.375	-.04
		3	-49.494	.435	.359
		4	-49.494	-.375	-.04
		5	-36.277	-.311	0
1	M2 <i>SLOPED CHORD</i>	1	43.055	1.811	0
		2	41.877	-.208	-2.785
		3	38.181	2.227	1.443
		4	37.003	.208	-2.785
		5	35.826	-1.811	0
1	M3 <i>TOP CHORD</i>	1	31.858	4.804	0
		2	31.858	-1.496	-12.408
		3	31.858	7.796	22.434
		4	31.858	1.496	-12.408
		5	31.858	-4.804	0
1	M4 <i>SLOPED CHORD</i>	1	35.826	1.811	0
		2	37.003	-.208	-2.785
		3	40.7	2.227	1.443
		4	41.877	.208	-2.785
		5	43.055	-1.811	0
1	M5	1	5.116	0	0
		2	5.116	0	0
		3	5.116	0	0
		4	5.116	0	0
		5	5.116	0	0
1	M6 <i>STL</i>	1	-11.683	0	0
		2	-11.683	0	0
		3	-11.683	0	0
		4	-11.683	0	0
		5	-11.683	0	0
1	M7	1	19.462	0	0
		2	19.462	0	0
		3	19.462	0	0
		4	19.462	0	0
		5	19.462	0	0
1	M8 <i>STL</i>	1	-.869	0	0
		2	-.869	0	0
		3	-.869	0	0
		4	-.869	0	0
		5	-.869	0	0
1	M9	1	19.462	0	0
		2	19.462	0	0
		3	19.462	0	0
		4	19.462	0	0
		5	19.462	0	0
1	M10 <i>STL</i>	1	-11.683	0	0
		2	-11.683	0	0
		3	-11.683	0	0
		4	-11.683	0	0
		5	-11.683	0	0
1	M11	1	5.116	0	0
		2	5.116	0	0
		3	5.116	0	0
		4	5.116	0	0
		5	5.116	0	0

**Member Stresses, By Combination**

LC	Member Label	Section	Axial (ksi)	Shear (ksi)	Bending top (ksi)	Bending bot (ksi)
1	M1	1	-.645	.007	0	0
		2	-.88	.008	.007	-.007
		3	-.88	.009	-.061	.061
		4	-.88	-.008	.007	-.007
		5	-.645	-.007	0	0
1	M2	1	.765	.039	0	0
		2	.744	-.004	.475	-.475
		3	.679	.048	-.246	.246
		4	.658	.004	.475	-.475
		5	.637	-.039	0	0
1	M3	1	.566	.102	0	0
		2	.566	-.032	2.118	-2.118
		3	.566	.166	-3.829	3.829
		4	.566	.032	2.118	-2.118
		5	.566	-.102	0	0
1	M4	1	.637	.039	0	0
		2	.658	-.004	.475	-.475
		3	.724	.048	-.246	.246
		4	.744	.004	.475	-.475
		5	.765	-.039	0	0
1	M5	1	.091	0	0	0
		2	.091	0	0	0
		3	.091	0	0	0
		4	.091	0	0	0
		5	.091	0	0	0
1	M6	1	-26.444	0	0	0
		2	-26.444	0	0	0
		3	-26.444	0	0	0
		4	-26.444	0	0	0
		5	-26.444	0	0	0
1	M7	1	.346	0	0	0
		2	.346	0	0	0
		3	.346	0	0	0
		4	.346	0	0	0
		5	.346	0	0	0
1	M8	1	-1.967	0	0	0
		2	-1.967	0	0	0
		3	-1.967	0	0	0
		4	-1.967	0	0	0
		5	-1.967	0	0	0
1	M9	1	.346	0	0	0
		2	.346	0	0	0
		3	.346	0	0	0
		4	.346	0	0	0
		5	.346	0	0	0
1	M10	1	-26.444	0	0	0
		2	-26.444	0	0	0
		3	-26.444	0	0	0
		4	-26.444	0	0	0
		5	-26.444	0	0	0
1	M11	1	.091	0	0	0
		2	.091	0	0	0
		3	.091	0	0	0
		4	.091	0	0	0
		5	.091	0	0	0

**Member Data**

Member Label	I Joint	J Joint	Rotate (degrees)	Shape / Section Set	Material Set	Phys Memb	End Releases I-End AVM	J-End AVM	End Offsets I-End (in)	J-End (in)	Inactive Code	Length (ft)
M1	N1	N4		TYPWOOD	WOOD	Y	PIN	PIN				54
M2	N1	N5		TYPWOOD	WOOD	Y	PIN	PIN				13.892
M3	N5	N6		TYPWOOD	WOOD	Y	PIN	PIN				30

**Member Data (continued)**

Member Label	I Joint	J Joint	Rotate (degrees)	Shape / Section Set	Material Set	PhysEnd MembEnd	Releases J-End TOM	End Offsets I-End AVM	J-End (in)	Inactive Code (in)	Length (ft)
M4	N6	N4		TYPWOOD	WOOD	Y		PIN	PIN		13.892
M5	N9	N2		TYPWOOD	WOOD	Y		PIN	PIN		6.946
M6	N2	N5		TENSIONROD	STL	Y		PIN	PIN		7
M7	N2	N8		TYPWOOD	WOOD	Y		PIN	PIN		16.553
M8	N7	N8		TENSIONROD	STL	Y		PIN	PIN		7
M9	N8	N3		TYPWOOD	WOOD	Y		PIN	PIN		16.553
M10	N3	N6		TENSIONROD	STL	Y		PIN	PIN		7
M11	N3	N10		TYPWOOD	WOOD	Y		PIN	PIN		6.946

**Sections**

Section Label	Database Shape	Material Label	Area (in)^2	SA (0,180)	SA (90,270)	I (90,270) (in^4)	I (0,180) (in^4)	T/C Only
TYPWOOD	EWPINNO1_8X8	WOOD	56.25	1.2	1.2	263.672	263.672	
TENSIONROD	3/4 ROD	STL	.442	1.2	1.2	.016	.016	

**Member AISC ASD 9th Code Checks, By Combination**

LC	Member Label	Code Chk	Loc (ft)	Shear Chk	Loc (ft)	ASD Eqn.	Message
1	M6	1.224	0	.000	0	H2-1	
1	M8	.091	0	.000	0	H2-1	
1	M10	1.224	0	.000	0	H2-1	

STEEL RODS

**Member NDS Code Checks, By Combination**

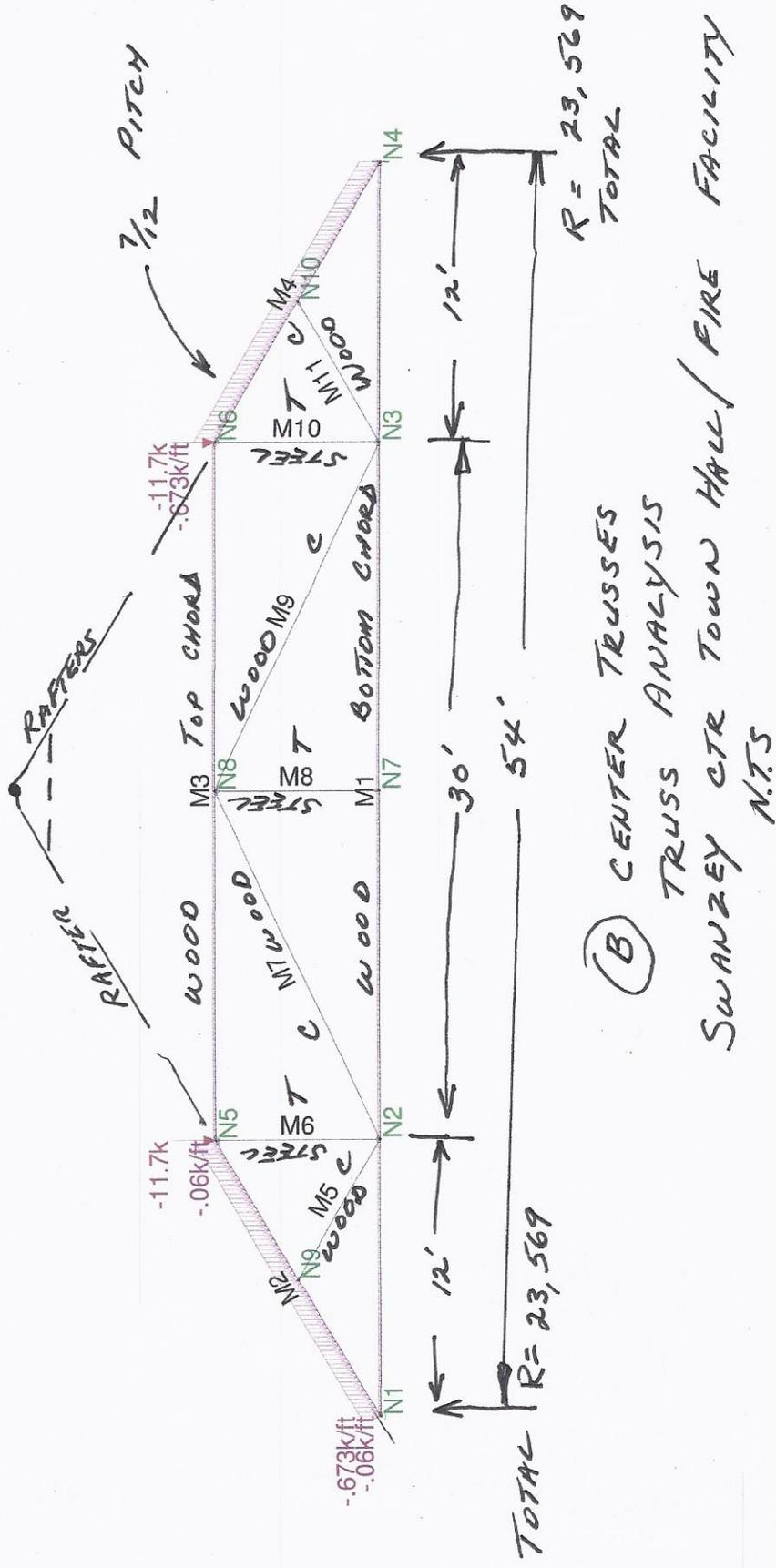
LC	Member Label	Code Chk	Loc (ft)	Shear Chk	Loc (ft)	Eqn	Message
1	M1	1.683	34.312	.126	12.375	3.9-1	
1	M2	1.965	3.039	.636	6.946	3.9-3	
1	* M3	* fc is great...					fc is greater than FcE2 -
1	M4	1.965	10.853	.636	6.946	3.9-3	
1	M5	.018	0	.000	0	3.9-3	
1	M7	.816	0	.000	0	3.9-3	
1	M9	.816	0	.000	0	3.9-3	
1	M11	.018	0	.000	0	3.9-3	

WOOD MEMBERS

NOTE:

\* M3 AXIAL COMPRESSION TOP CHORD (BUCKLING/ALIGNMENT OUT) SEVERELY OVERSTRESSED

CODE CHK - OVER 1.0 IS OVERSTRESSED



Loads: BLC 1, TOTAL  
Results for LC 1, total

Thayer R. Fellows, PE  
Kristin McCusker

INSIDE TRUSSES SUPPORTING ROOF CORDS  
(2 PLACES)

March 26, 2014

4:38 PM

SWANZEY TOWN HALL.r2d

Company : Thayer R. Fellows  
 Designer : Kristin McCusker  
 Job Number :

March 26, 2014  
 4:37 PM  
 Checked By: \_\_\_\_\_

**Basic Load Case Data**

BLC No.	Basic Load Case Description	Category Code	Category Description	Gravity		Load Type Totals		
				X	Y	Joint	Point	Direct Dist.
1	TOTAL	None				2		4

**Steel Design / NDS Parameters**

Member Label	Section Set	Length (ft)	Lb out le out (ft)	Lb in le in (ft)	L_comp le_bend (ft)	K out	K in	CH	Cm	Cb B	Sway		R
											out	in	
M1	TYPWOOD	54				1.	1.						0.
M2	TYPWOOD	13.892	2	7		1.	1.						0.
M3	TYPWOOD	30	30	15		1.	1.						0.
M4	TYPWOOD	13.892	2	7		1.	1.						0.
M5	TYPWOOD	6.946				1.	1.						0.
M6	TENSIONROD	7				1.	1.						0.
M7	TYPWOOD	16.553				1.	1.						0.
M8	TENSIONROD	7				1.	1.						0.
M9	TYPWOOD	16.553				1.	1.						0.
M10	TENSIONROD	7				1.	1.						0.
M11	TYPWOOD	6.946				1.	1.						0.

**Member Direct Distributed Loads, Category : None, BLC 1 : TOTAL**

Member Label	Direction	Start Magnitude (k/ft, F)	End Magnitude (k/ft, F)	Start Location (ft or %)	End Location (ft or %)
M2	Y	-.673	-.673	0	13.892
M4	Y	-.673	-.673	0	13.892
M1	Y	-.06	-.06	0	54
M3	Y	-.06	-.06	0	30

**Materials (General)**

Material Label	Young's Modulus (ksi)	Shear Modulus (ksi)	Poisson's Ratio	Thermal Coef. (per 10^5 F)	Weight Density (k/ft^3)	Yield Stress (ksi)
STL	29000	11154	.3	.65	.49	36

**Wood Material Parameters**

Wood Set Label	NDS Species Database	Fb (ksi)	Ft (ksi)	Fv (ksi)	Fc (ksi)	E (ksi)	Poisson's Ratio			Therm Coef. (10^5 F)	Weight Density (k/ft^3)	
							Cm	Cr	E_mod			
WOOD	EWPINNO1_8X8	.8	.525	.065	.625	1100			1	.3	.3	.035

**Joint Coordinates**

Joint Label	X Coordinate (ft)	Y Coordinate (ft)	Joint Temperature (F)
N1	0	0	0
N2	12	0	0
N3	42	0	0
N4	54	0	0
N5	12	7	0
N6	42	7	0
N7	27	0	0
N8	27	7	0
N9	6	3.5	0
N10	48	3.5	0

**Joint Loads/Enforced Displacements, Category : None, BLC 1 : TOTAL**

Joint Label	[L]oad,[M]ass,or, [D]isplacement	Direction	Magnitude (k, k-ft, in, rad, k*s^2/ft)
N5	L	Y	-11.7
N6	L	Y	-11.7

**Reactions, By Combination**

LC	Joint Label	X Force (k)	Y Force (k)	Moment (k-ft)
1	N1	0	23.569	0
1	N4	0	23.569	0
1	Totals:	0	47.139	
1	COG (ft):	X: 26.166	Y: 4.968	

**Load Combinations**

Num	Description	Env	WS	PD	SRSS	CD	BLC	Factor	BLC	Factor	BLC	Factor	BLC	Factor
1	total					1.15	1	1						

**Member Section Forces, By Combination**

LC	Member Label	Section	Axial (k)	Shear (k)	Moment (k-ft)
1	M1	1	-36.321	.333	0
		2	-34.002	.316	-.212
		3	-34.002	.494	.992
		4	-34.002	-.316	-.212
		5	-36.321	-.333	0
1	M2	1	43.081	1.771	0
		2	41.904	-.248	-2.643
		3	38.161	2.267	1.726
		4	36.984	.248	-2.643
		5	35.806	-1.77	0
1	M3	1	31.821	.376	0
		2	31.821	-.074	-1.134
		3	31.821	.524	1.108
		4	31.821	.074	-1.134
		5	31.821	-.376	0
1	M4	1	35.806	1.771	0
		2	36.984	-.248	-2.643
		3	40.726	2.267	1.726
		4	41.904	.248	-2.643
		5	43.081	-1.77	0
1	M5	1	5.21	0	0
		2	5.21	0	0
		3	5.21	0	0
		4	5.21	0	0
		5	5.21	0	0
1	M6	1	-4.436	0	0
		2	-4.436	0	0
		3	-4.436	0	0
		4	-4.436	0	0
		5	-4.436	0	0
1	M7	1	2.408	0	0
		2	2.408	0	0
		3	2.408	0	0
		4	2.408	0	0
		5	2.408	0	0

**Member Section Forces, By Combination, (continued)**

LC	Member Label	Section	Axial (k)	Shear (k)	Moment (k-ft)
1	M8	1	-988	0	0
		2	-988	0	0
		3	-988	0	0
		4	-988	0	0
		5	-988	0	0
1	M9	1	2.407	0	0
		2	2.407	0	0
		3	2.407	0	0
		4	2.407	0	0
		5	2.407	0	0
1	M10	1	-4.436	0	0
		2	-4.436	0	0
		3	-4.436	0	0
		4	-4.436	0	0
		5	-4.436	0	0
1	M11	1	5.21	0	0
		2	5.21	0	0
		3	5.21	0	0
		4	5.21	0	0
		5	5.21	0	0

**Member Stresses, By Combination**

LC	Member Label	Section	Axial (ksi)	Shear (ksi)	Bending top (ksi)	Bending bot (ksi)
1	M1	1	-.646	.007	0	0
		2	-.604	.007	.036	-.036
		3	-.604	.011	-.169	.169
		4	-.604	-.007	.036	-.036
		5	-.646	-.007	0	0
1	M2	1	.766	.038	0	0
		2	.745	-.005	.451	-.451
		3	.678	.048	-.294	.294
		4	.657	.005	.451	-.451
		5	.637	-.038	0	0
1	M3	1	.566	.008	0	0
		2	.566	-.002	.193	-.193
		3	.566	.011	-.189	.189
		4	.566	.002	.193	-.193
		5	.566	-.008	0	0
1	M4	1	.637	.038	0	0
		2	.657	-.005	.451	-.451
		3	.724	.048	-.294	.294
		4	.745	.005	.451	-.451
		5	.766	-.038	0	0
1	M5	1	.093	0	0	0
		2	.093	0	0	0
		3	.093	0	0	0
		4	.093	0	0	0
		5	.093	0	0	0
1	M6	1	-10.042	0	0	0
		2	-10.042	0	0	0
		3	-10.042	0	0	0
		4	-10.042	0	0	0
		5	-10.042	0	0	0
1	M7	1	.043	0	0	0
		2	.043	0	0	0
		3	.043	0	0	0

**Member Stresses, By Combination, (continued)**

LC	Member Label	Section	Axial (ksi)	Shear (ksi)	Bending top (ksi)	Bending bot (ksi)
		4	.043	0	0	0
		5	.043	0	0	0
1	M8	1	-2.237	0	0	0
		2	-2.237	0	0	0
		3	-2.237	0	0	0
		4	-2.237	0	0	0
		5	-2.237	0	0	0
1	M9	1	.043	0	0	0
		2	.043	0	0	0
		3	.043	0	0	0
		4	.043	0	0	0
		5	.043	0	0	0
1	M10	1	-10.042	0	0	0
		2	-10.042	0	0	0
		3	-10.042	0	0	0
		4	-10.042	0	0	0
		5	-10.042	0	0	0
1	M11	1	.093	0	0	0
		2	.093	0	0	0
		3	.093	0	0	0
		4	.093	0	0	0
		5	.093	0	0	0

**Member Data**

Member Label	I Joint	J Joint	Rotate (degrees)	Shape / Section Set	Material Set	Phys Memb TOM	End Releases		End Offsets		Inactive Code	Length (ft)
							I-End AVM	J-End AVM	I-End (in)	J-End (in)		
M1	N1	N4		TYPWOOD	WOOD	Y	PIN	PIN				54
M2	N1	N5		TYPWOOD	WOOD	Y	PIN	PIN				13.892
M3	N5	N6		TYPWOOD	WOOD	Y	PIN	PIN				30
M4	N6	N4		TYPWOOD	WOOD	Y	PIN	PIN				13.892
M5	N9	N2		TYPWOOD	WOOD	Y	PIN	PIN				6.946
M6	N2	N5		TENSIONROD	STL	Y	PIN	PIN				7
M7	N2	N8		TYPWOOD	WOOD	Y	PIN	PIN				16.553
M8	N7	N8		TENSIONROD	STL	Y	PIN	PIN				7
M9	N8	N3		TYPWOOD	WOOD	Y	PIN	PIN				16.553
M10	N3	N6		TENSIONROD	STL	Y	PIN	PIN				7
M11	N3	N10		TYPWOOD	WOOD	Y	PIN	PIN				6.946

**Sections**

Section Label	Database Shape	Material Label	Area (in)^2	SA (0,180)	SA (90,270)	I (90,270) (in^4)	I (0,180) (in^4)	T/C Only
TYPWOOD	EWPINNO1_8X8	WOOD	56.25	1.2	1.2	263.672	263.672	
TENSIONROD	3/4 ROD	STL	.442	1.2	1.2	.016	.016	

**Member AISC ASD 9th Code Checks, By Combination**

LC	Member Label	Code Chk	Loc (ft)	Shear Chk	Loc (ft)	ASD Eqn.	Message
1	M6	.465	0	.000	0	H2-1	
1	M8	.104	0	.000	0	H2-1	
1	M10	.465	0	.000	0	H2-1	

STEEL ROBS

**Member NDS Code Checks, By Combination**

WOOD MEMBERS

LC	Member Label	Code Chk	Loc (ft)	Shear Chk	Loc (ft)	Eqn	Message
1	M1	1.240	48.375	.141	27	3.9-1	
1	M2	1.936	2.894	.647	6.946	3.9-3	
1	* M3	* - fc is great...					- fc is greater than FcE2 -
1	M4	1.936	10.998	.647	6.946	3.9-3	
1	M5	.019	0	.000	0	3.9-3	
1	M7	.012	0	.000	0	3.9-3	
1	M9	.012	0	.000	0	3.9-3	
1	M11	.019	0	.000	0	3.9-3	

NOTE:

M3 AXIAL COMPRESSION  
 TOP CHORD (BUCKLING/ALIGNMENT OUT)  
 SEVERELY OVERSTRESSED

CODE CHK- OVER 1.0 IS OVERSTRESSED

## **SCULLY / ARCHITECTS**

17 Elm Street, Keene, New Hampshire 03431 [www.scully-architects.com](http://www.scully-architects.com) (t) 603-357-4544 (f) 603-357-4545

### **3 - TOWN HALL B) PROGRAM**

# Town Hall

## Draft Program Summary

PROJECT  
Swanzy Municipal Masterplan

Town Hall  
DATE 4.14.14

Primary Areas Room Name	Capacity (Persons)		Number Rooms	Notes	Area / Person	Proposed Area Net SF	Existing Building Area
Entry-Reception	20	p	1		35	700	205
Large Meeting Rm	125		1	a	15	1875	800
Emergency Operations Rm	30			a			
Small Meeting rm	16		1		20	325	110
Clerk's Office	2-4		1	b		560	323
Tax Office	2-4		1	b		365	323
Town Administrator Office	1-4		1			240	157
Planning & Code Enforcement Office	4-8		1	b		675	252
Tax Maps	1-4		1			165	157
Assessing Coordinator Office	1-4		1			165	100
Human Resources office	1-4		1			165	130
Finance Office	2-4		1	b		365	239
Administration Office	1-2		1	c		165	
Swing Office Space	1-2		1	c		165	
Swing Office Space	1-2		1	c		165	
Subtotal (Net SF)						6095	2796
<b>Support Spaces and Equipment</b>							
Copy Rm	1	p	1		120	120	110
Staff Kitchenette Rm	10		1		11	145	
Server Rm	1		1		100	100	29
<u>Storage Rooms</u>							
Security File Storage (Long Term)			1			432	
Security File Storage (Active)			1			202	82
Committee Storage			1			200	
Chair, Table & Poll			1			100	
Office Supply Storage			1			100	99
Coat Storage			1			100	
Trash & Recycling			1			84	
Toilet Rooms			2		150	300	282
Janitor Room			1			48	27
Mechanical Room			1			200	
Subtotal (Net SF)						2131	629
<b>Total Program Area (Net SF)</b>						<b>8226</b>	<b>3425</b>
Wall and Chase Factor						10%	823
Circulation Factor						10%	823
Mechanical & Electrical Factor						5%	411
Schematic Design SF Factor						15%	1234
<b>Subtotal of Adjustment Factors</b>						<b>40%</b>	<b>3290</b>
<b>Gross Floor Area SF</b>						<b>11516</b>	
Total Existing Floor Area SF							3730
Additional Available Floor Area SF							3490
<b>Total Area Required vs Total Existing Area SF</b>						<b>11516</b>	<b>7220</b>
<b>General Comments and Notes:</b>							

- a. Combined Meeting and Emergency Operations
- b. Current employees plus 20% future growth
- c. Current employees not currently housed in Town Hall

# SCULLY / ARCHITECTS

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## Programming for Future Swanzey Town Hall **Entry Reception**

FUNCTION / ROOM: Public Entry to Building. Need better directional signage to departments.

SIZE: +/- 700 SF, See attached room diagram.

OCCUPANT LOAD: Up to 20 at a time passing through for meetings.

EMPLOYEE WORKSTATIONS: None

TIMES OF USE: Weekdays, some weekends

OUTSIDE ACCESS: Yes, main entrance

ADJACENT TO: Adjacent to large meeting room, and public offices (Town Clerk, Tax Collection, and others)

SEATING / FURNISHINGS: Waiting area seats

EQUIPMENT: Bulletin Boards for Postings, Counter for pamphlets, Exterior Glass Case on Building outside entrance for public meeting notices.

STORAGE: Coat Room / Closet near the entry

FLOOR FINISH: Durable, walk off matt system, easily cleaned.

WALL FINISH: Painted gypsum board

CEILING FINISH: Painted gypsum board

ACOUSTICS: None required

ELECTRICAL: To accommodate equipment

DATA / TEL / INTERNET: Yes

SECURITY: Yes

NATURAL LIGHT: Yes

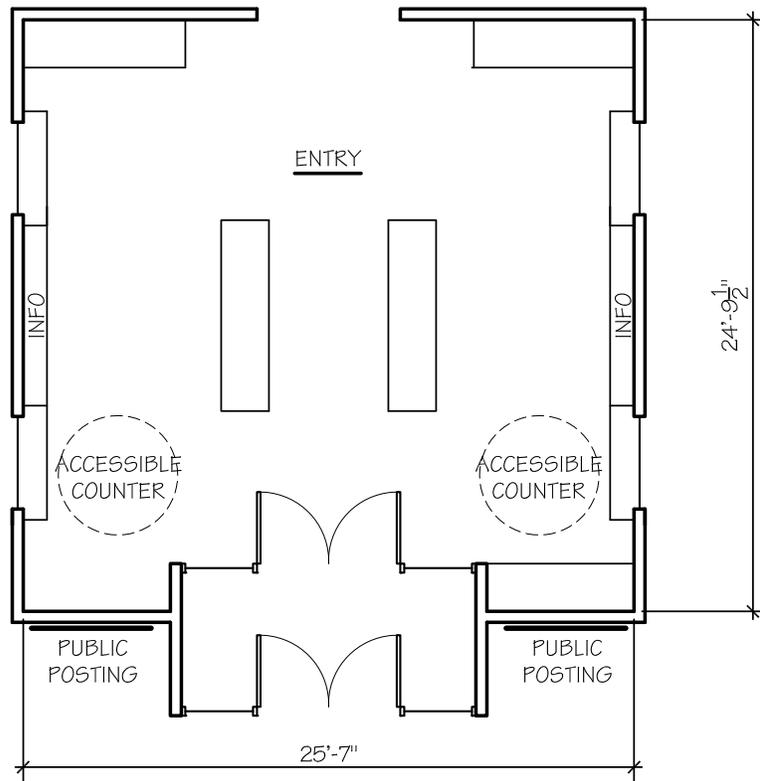
ARTIFICIAL LIGHT: Yes

PLUMBING: No

HVAC: Yes

VISUAL PRIVACY: No

NOTES: Vestibule at entry for energy efficiency.



ENTRY RECEPTION

SCALE: 1/8" = 1'-0"

# SCULLY / ARCHITECTS

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## Programming for Future Swanzey Town Hall Large Meeting Room Program Sheet

FUNCTION / ROOM: Public Meetings for the Planning Board, Zoning Board of Adjustment, and Board of Selectmen Meetings, Congressional Talks 1x year (current use); Voting, Deliberation Sessions, Emergency Operations Training Room (to be considered for future use).

SIZE: See Room Diagram - 1,875 SF

OCCUPANT LOAD: Up to 100 max people currently in 2014, more in future.

EMPLOYEE WORKSTATIONS: None desired in meeting room.

TIMES OF USE: Mostly evening meetings

OUTSIDE ACCESS: Per building code egress requirements

ADJACENT TO: Public Entry, Small Meeting Room, Meeting Room Storage, Coat Room, Public Bathrooms

SEATING / FURNISHINGS: Possible U-shaped table of 12 Board Members facing up to 100 seats

EQUIPMENT: White board, projection, place names, microphones at table.

STORAGE: Chairs, Voting Booths, Tables

FLOOR FINISH: Durable

WALL FINISH: Consider Acoustics

CEILING FINISH: Consider Acoustics

ACOUSTICS: Yes, need to be considered and greatly improved.

ELECTRICAL: As needed for White Board, Projection, Network Connections, and Training Room (floor outlets)

DATA / TEL / INTERNET: As needed for White Board, Projection, Network Connections, and Training

SECURITY: Yes, security is needed, while still welcoming public

NATURAL LIGHT: Yes

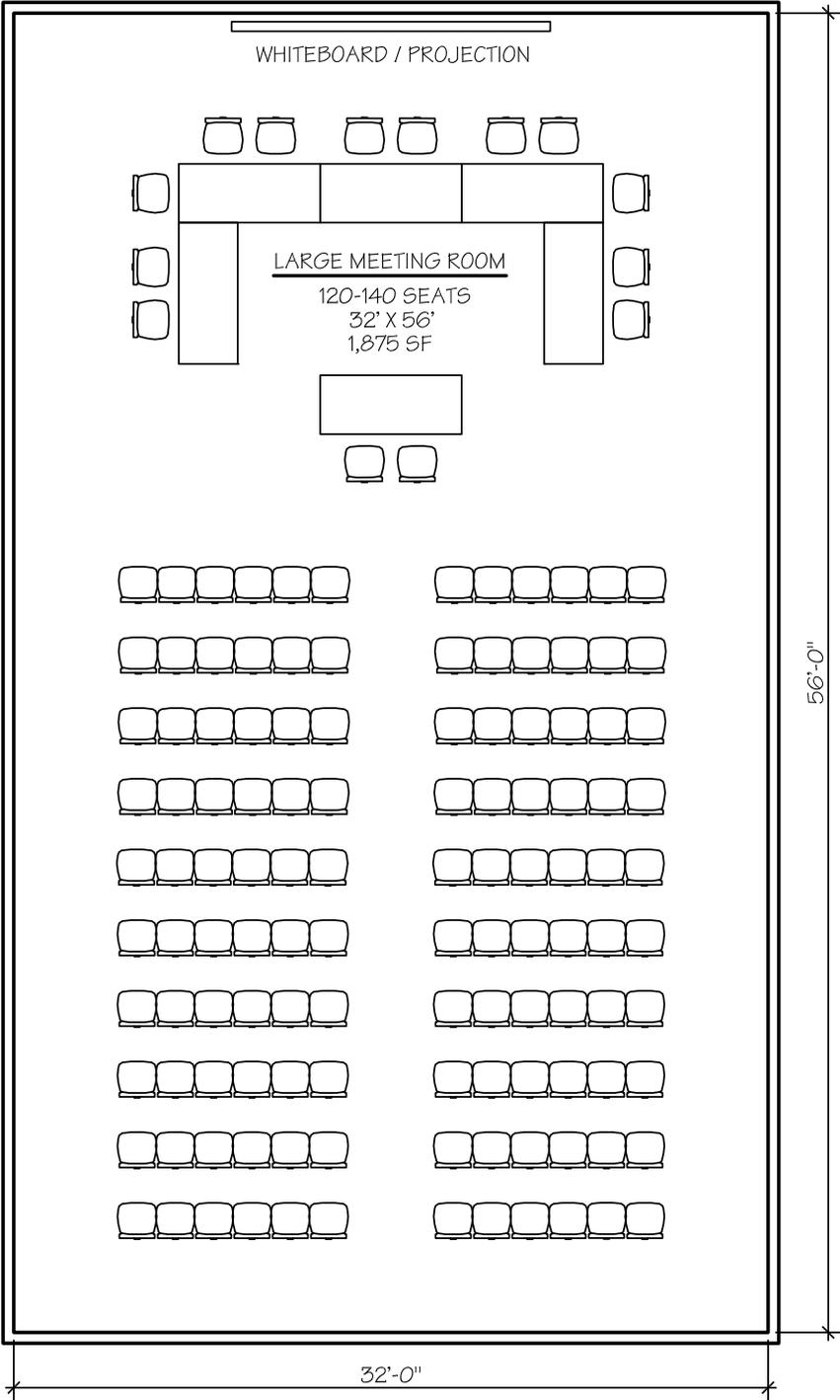
ARTIFICIAL LIGHT: Yes

PLUMBING: No requirements

HVAC: Yes, planned to accommodate highest occupancy levels

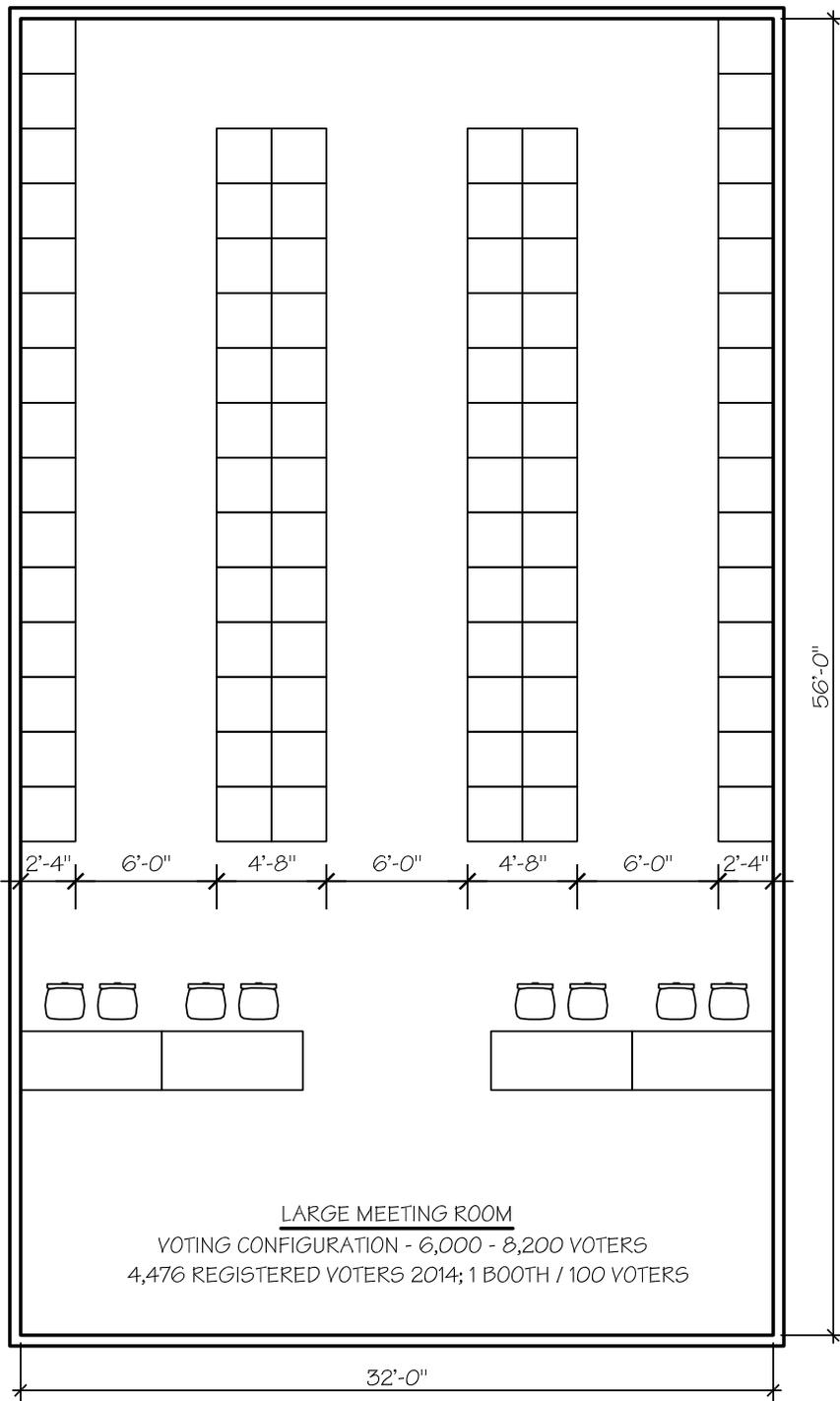
VISUAL PRIVACY: N/A

NOTES: Deliberation Session is now held at High School, can continue at high school. 100 seats is a minimum for Deliberative Session, at current time, 2014.



LARGE MEETING ROOM

SCALE:  $\frac{1}{8}$ " = 1'-0"



LARGE MEETING ROOM

SCALE: 1/8" = 1'-0"



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## Programming for Future Swanzey Town Hall **Large Meeting Room - Emergency Operations Function**

FUNCTION / ROOM: Alternate Emergency Operations Center (Share with Large Meeting Space)

SIZE: See attached room diagram

OCCUPANT LOAD: Training 25-30 People

EMPLOYEE WORKSTATIONS: None

TIMES OF USE: Training classes 4 x per year

OUTSIDE ACCESS: None necessary.

ADJACENT TO: Storage closet (Radios)

SEATING / FURNISHINGS: tables and chairs

EQUIPMENT: Projection screen with projector, radios

STORAGE: Radio closet.

FLOOR FINISH: Durable, easily cleaned, flush floor outlets.

WALL FINISH: Painted gypsum board

CEILING FINISH: Painted gypsum board

ACOUSTICS: Yes, but no special requirements

ELECTRICAL: Yes, multiple stations at training tables (flush floor outlets).

DATA / TEL / INTERNET: Yes, multiple stations at training tables (flush floor outlets).

SECURITY: Yes

NATURAL LIGHT: Not needed

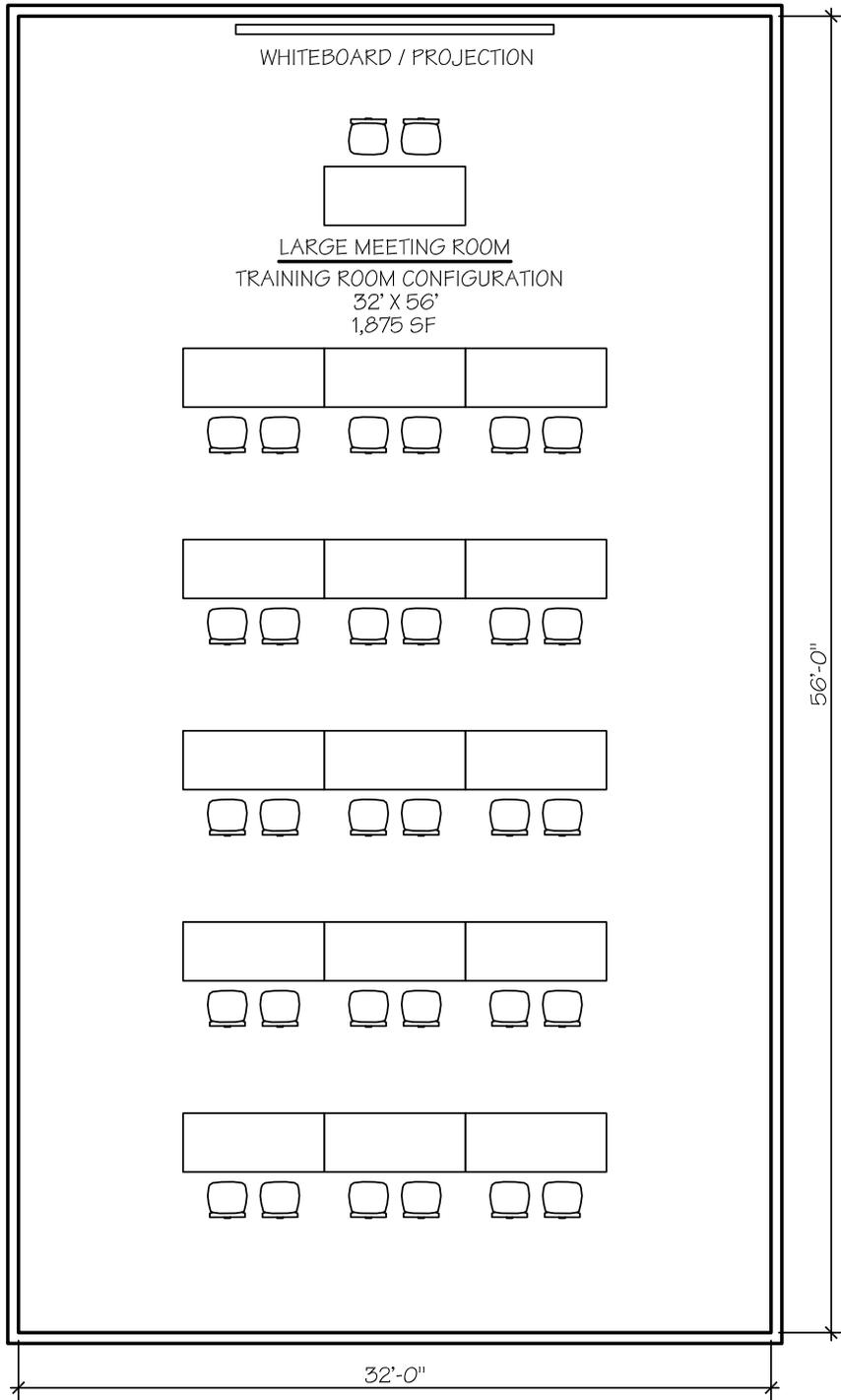
ARTIFICIAL LIGHT: Yes

PLUMBING: No requirements, consider shower in building.

HVAC: Yes

VISUAL PRIVACY: Not needed

NOTES:



LARGE MEETING ROOM

SCALE:  $\frac{1}{8}$ " = 1'-0"

# SCULLY / ARCHITECTS

17 Elm Street, Keene, New Hampshire 03431 www.scully-architects.com (t) 603-357-4544 (f) 603-357-4545

## Programming for Future Swanzey Town Hall Small Meeting Room Program Sheet

**FUNCTION / ROOM:** Public Committee Meetings for EDAC, Open Space, Conservation Commission, Trustees of Trust Funds, Old Home Day Committee, Whitcomb Hall Committee. Private deliberations room for Selectmen adjacent to large meeting hall, Visiting Nurse 1 x month, annual audits. Public space to review tax maps.

**SIZE:** See Room Diagram – 320 SF

**OCCUPANT LOAD:** 10-14

**EMPLOYEE WORKSTATIONS:** None desired in meeting room.

**TIMES OF USE:** Mostly evening meetings.

**OUTSIDE ACCESS:** Per building code egress requirements – no special program requirements

**ADJACENT TO:** Large Meeting Room, Kitchenette

**SEATING / FURNISHINGS:** 10 Person Conference Table with additional seats

**EQUIPMENT:** White board, projection.

**STORAGE:** See Storage Sheet for Committee Storage

**FLOOR FINISH:** Durable, easily cleaned, eating area

**WALL FINISH:** Consider Acoustics

**CEILING FINISH:** Consider Acoustics

**ACOUSTICS:** Yes, need to be considered.

**ELECTRICAL:** As needed for White Board, Projection, Network Connections

**DATA / TEL / INTERNET:** As needed for White Board, Projection, Network Connections

**SECURITY:** Yes, security is needed, while still welcoming public

**NATURAL LIGHT:** Yes

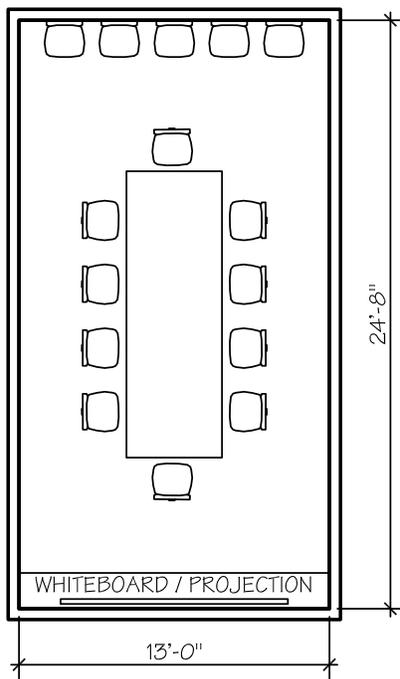
**ARTIFICIAL LIGHT:** Yes

**PLUMBING:** No requirements

**HVAC:** Yes, planned to accommodate highest occupancy levels

**VISUAL PRIVACY:** N/A

**NOTES:**



SMALL MEETING ROOM

SCALE:  $\frac{1}{8}$ " = 1'-0"

# SCULLY / ARCHITECTS

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## Programming for Future Swanzey Town Hall Clerk's Office

FUNCTION / ROOM: Office, Open to Public; issue marriage, automobile, dog licenses, voter registration.

SIZE: See attached room diagram – 560 SF

OCCUPANT LOAD: 3 desks current, with room for additional future employee

EMPLOYEE WORKSTATIONS: 3 workstations current plus 1 future.

TIMES OF USE: 8:30 – 5:00 weekdays.

OUTSIDE ACCESS: None necessary.

ADJACENT TO: Tax Office, Waiting Area

SEATING / FURNISHINGS: 4 workstations, safe, secure shelving area, file cabinets

EQUIPMENT: Desk PC, copier access, small safe – could share with Tax Collection; typewriter w table; counter, including a HC accessible window.

STORAGE: Need secure shelving storage for Vital Records, some files, safe

FLOOR FINISH: Durable carpet

WALL FINISH: Painted gypsum board

CEILING FINISH: Painted gypsum board

ACOUSTICS: Acoustical separation desired.

ELECTRICAL: To accommodate office equipment.

DATA / TEL / INTERNET: To accommodate office equipment.

SECURITY: Yes, locked doors / files.

NATURAL LIGHT: Yes

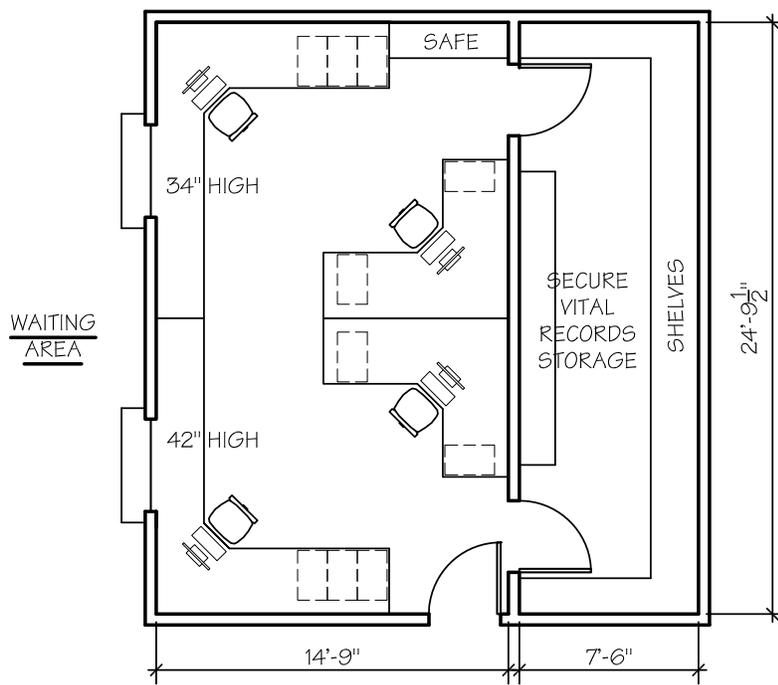
ARTIFICIAL LIGHT: Yes

PLUMBING: No requirements

HVAC: Yes

VISUAL PRIVACY:

NOTES: Permanent vital records storage adjacent to Town Clerk, accessed regularly, fireproof, waterproof



CLERK'S OFFICE

SCALE: 1/8" = 1'-0"

# SCULLY / ARCHITECTS

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## Programming for Future Swanzey Town Hall Tax Office

FUNCTION / ROOM: Office, Open to Public; collect Property taxes and Sewer Taxes

SIZE: Current approximately 12'6" x 18'6" is fine, IF all other files are removed from the room, as well as the Server room be relocated. See attached room diagram. – 365 SF

OCCUPANT LOAD: 2 - 4

EMPLOYEE WORKSTATIONS: 2 workstations. Need extra chairs / waiting area for visitors. Need computer near windows to public space.

TIMES OF USE: 8:30 – 5:00 weekdays.

OUTSIDE ACCESS: None necessary.

ADJACENT TO: Waiting area, Town Clerk's office, a Revenue Collection side of the building, Property File Storage Room.

SEATING / FURNISHINGS: 2 workstations, file cabinets (current one 4-drawer), plus future

EQUIPMENT: Desk PC, copier access, small safe; prefer own copier and larger printer

STORAGE: Currently store the property files (need to remove). Need more file storage- both lateral and several vertical files. Tax Map Storage; Safe (could share with Town Clerk). Remote files, if in a central storage area, require key locking cabinets. 7 year sequence in & out files can be remote. Permanent records can be in long term storage area. Vital records to the vault. Master Property files to fire-proof storage **If separate file area is required, only small number of active file cabinets would be required in the Tax Office.**

FLOOR FINISH: Durable carpet

WALL FINISH: Painted gypsum board

CEILING FINISH: Painted gypsum board

ACOUSTICS: Acoustical separation desired.

ELECTRICAL: To accommodate office equipment.

DATA / TEL / INTERNET: To accommodate office equipment.

SECURITY: Yes, locked doors / files. Need better security than the current glass window. Safe.

NATURAL LIGHT: Yes, (existing windows too big?)

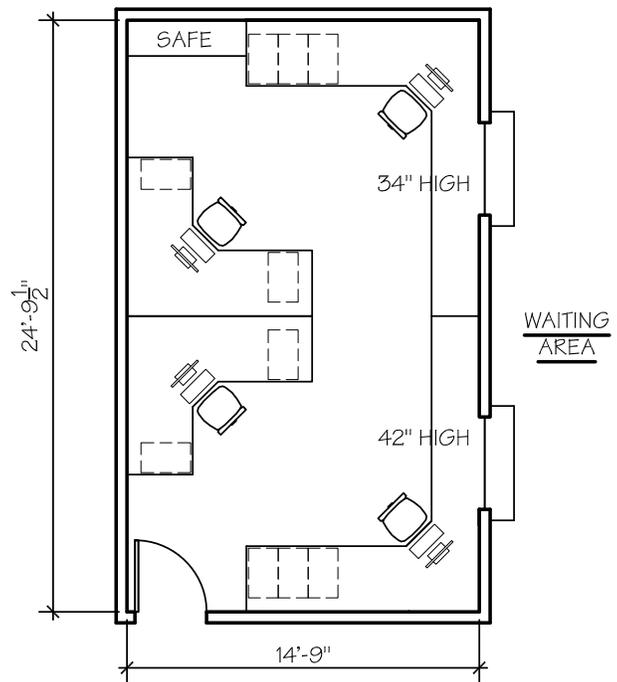
ARTIFICIAL LIGHT: Need better task lighting as the current lighting gives too much glare on the computer screens.

PLUMBING: No requirements

HVAC: Yes

VISUAL PRIVACY:

NOTES: Server closet is currently located in this office and should be larger, ventilated space.



TAX OFFICE

SCALE: 1/8" = 1'-0"

# SCULLY / ARCHITECTS

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## Programming for Future Swanzey Town Hall **Town Administrator Office**

FUNCTION / ROOM: Office, Open to Public but mostly accessed by staff.

SIZE: Current 9'x16', would prefer 12' x 16' minimum. See attached room diagram. – 240 SF

OCCUPANT LOAD: 2-4 anticipated

EMPLOYEE WORKSTATIONS: One workstation, plus one administrative assistant outside office.

TIMES OF USE: 7:30-9 Monday - Saturday

OUTSIDE ACCESS: None necessary.

ADJACENT TO: Private Meeting space / Selectmen's meeting room

SEATING / FURNISHINGS: 4 Chairs and table for private conferences, desk and chair, credenza

EQUIPMENT: Desk PC (multiscreen), Printer (not necessary, but has extra), Phone.

STORAGE: Currently 4 file cabinets, should have at least 1 lateral file in office for current projects if separate file storage room is created. Would like shelving as well, and small closet.

FLOOR FINISH: Durable carpet

WALL FINISH: Painted gypsum board

CEILING FINISH: Painted gypsum board

ACOUSTICS: Acoustical separation desired, soundproof doors for private conferences.

ELECTRICAL: To accommodate office equipment.

DATA / TEL / INTERNET: To accommodate office equipment.

SECURITY: Yes

NATURAL LIGHT: Yes

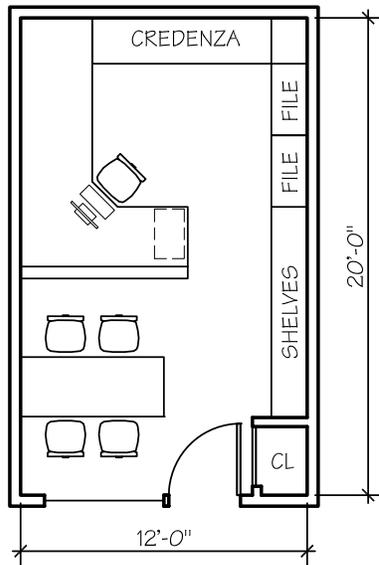
ARTIFICIAL LIGHT: Yes

PLUMBING: No requirements

HVAC: Yes

VISUAL PRIVACY: None required, shades on interior windows would be useful.

NOTES:



**TOWN ADMINISTRATOR**

SCALE:  $\frac{1}{8}" = 1'-0"$

# SCULLY / ARCHITECTS

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## Programming for Future Swanzey Town Hall **Planning and Code Enforcement**

FUNCTION / ROOM: Office, Open to Public

SIZE: See attached room diagram. – 675 SF

OCCUPANT LOAD: 2 - 8

EMPLOYEE WORKSTATIONS: 1 full time (planner), 1 part time (code enforcement), anticipate 2 full time + 1 or 2 part time employees in future.

TIMES OF USE: 8:00 – 6:00 weekdays

OUTSIDE ACCESS: None necessary.

ADJACENT TO: Assessing for access to Master Property Files, File Storage Area, Tax Maps.

SEATING / FURNISHINGS: 2 workstation, plus room for future growth, file cabinets, plans table, drawing files, land use files.

EQUIPMENT: Desk PCs

STORAGE: Numerous Land Use Files, Drawings storage.

FLOOR FINISH: Durable carpet

WALL FINISH: Painted gypsum board

CEILING FINISH: Painted gypsum board

ACOUSTICS: No special requirements

ELECTRICAL: To accommodate office equipment.

DATA / TEL / INTERNET: To accommodate office equipment.

SECURITY: Yes, locked doors / files.

NATURAL LIGHT: Yes

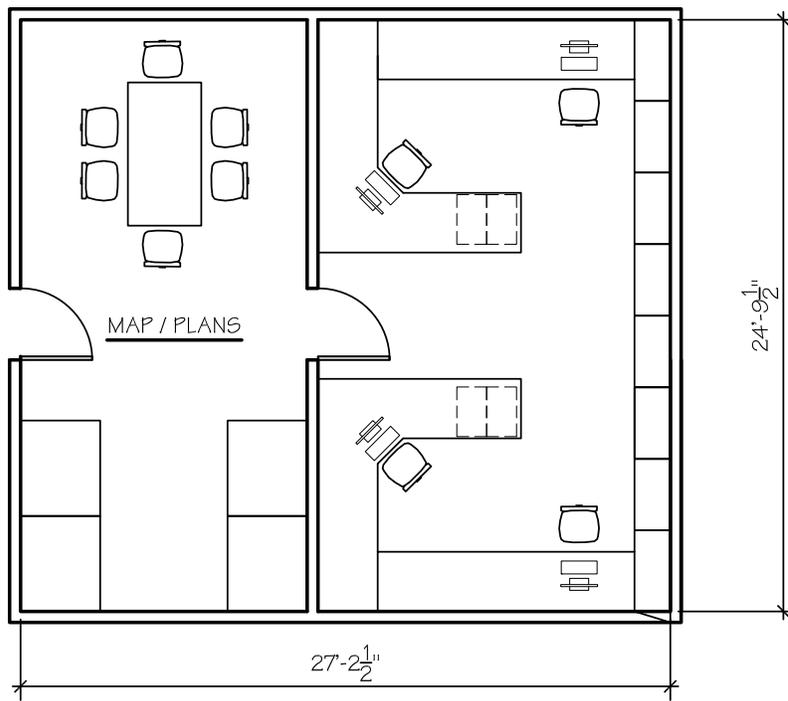
ARTIFICIAL LIGHT: Yes

PLUMBING: No requirements

HVAC: Yes

VISUAL PRIVACY: No

NOTES:



PLANNING / CODE ENFORCEMENT

SCALE: 1/8" = 1'-0"

## SCULLY / ARCHITECTS

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### Programming for Future Swanzey Town Hall **Tax Map Room**

FUNCTION / ROOM: Public review space and storage of tax maps

SIZE: See attached room diagram. - 165 SF

OCCUPANT LOAD: 1 - 2

EMPLOYEE WORKSTATIONS: 1 work station for public use / sometimes with help from employee

TIMES OF USE: Available and open when town hall is open.

OUTSIDE ACCESS: None necessary.

ADJACENT TO: Assessing Coordinator and Planning Department

SEATING / FURNISHINGS: 1 workstation, 2 chairs, Drawing storage and desk top

EQUIPMENT: Desk PC

STORAGE: Tax Map Drawing Drawers

FLOOR FINISH: Durable carpet

WALL FINISH: Painted gypsum board

CEILING FINISH: Painted gypsum board

ACOUSTICS: No special requirements

ELECTRICAL: To accommodate office equipment.

DATA / TEL / INTERNET: To accommodate office equipment.

SECURITY: None required

NATURAL LIGHT: Yes

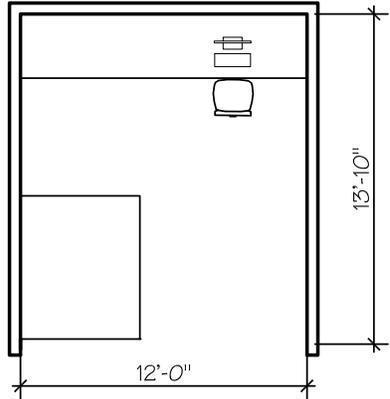
ARTIFICIAL LIGHT: Yes

PLUMBING: No requirements

HVAC: Yes

VISUAL PRIVACY: None required.

NOTES:



TAX MAPS  
SCALE:  $\frac{1}{8}$ " = 1'-0"

# SCULLY / ARCHITECTS

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## Programming for Future Swanzey Town Hall **Assessing Office**

FUNCTION / ROOM: Assessing Coordinator Office, Open to Public

SIZE: See Room Diagram – 165 SF

OCCUPANT LOAD: 1-3, Open to public visitors.

EMPLOYEE WORKSTATIONS: 1 workstation.

TIMES OF USE: 8-5 Weekdays

OUTSIDE ACCESS: Per building code egress requirements – no special program requirements

ADJACENT TO: Town Administrator, Tax Collector, Planning – Land Use Files, Tax Map Area

SEATING / FURNISHINGS: Chairs for visitors to sit down and review documents with the assessing coordinator.

EQUIPMENT: Desk PC, Printer, Phone. Currently there is a shared printer with HR, Town Administrator.  
Separate Copy Area that is shared by all offices.

STORAGE: Currently not enough space. The Master Files are currently stored in Tax Collector Office, 1 lateral file and some in attic. Perhaps files should be located between Assessing and Planning Department, as those departments access the files most regularly.

FLOOR FINISH: Durable

WALL FINISH: Painted gypsum board

CEILING FINISH: Painted gypsum board

ACOUSTICS: No special requirements

ELECTRICAL: As needed for equipment.

DATA / TEL / INTERNET: Standard for offices.

SECURITY: Some separation needed between desk and public. Sometimes Coleen returns to a visitor sitting at her desk.

NATURAL LIGHT: Yes

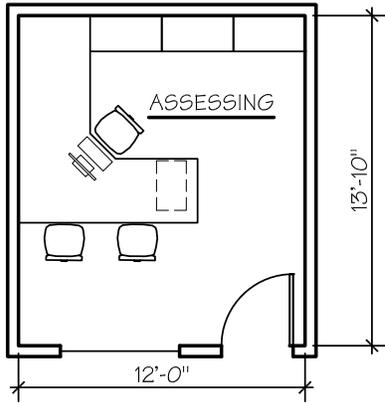
ARTIFICIAL LIGHT: Yes

PLUMBING: No requirements

HVAC: Yes

VISUAL PRIVACY: None Required.

NOTES:



ASSESSING

SCALE:  $\frac{1}{8}$ " = 1'-0"

## SCULLY / ARCHITECTS

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### Programming for Future Swanzey Town Hall **Human Resources Office**

FUNCTION / ROOM: Human Resources Office, Open to Public

SIZE: See Room Diagram – 165 SF

OCCUPANT LOAD: 1-4 Anticipated

EMPLOYEE WORKSTATIONS: One workstation

TIMES OF USE: 8-5 Weekdays

OUTSIDE ACCESS: None necessary, but another exit to a secure place is desired.

ADJACENT TO: Small Meeting Space, Finance, Assessor, Tax Collector, Town Administrator

SEATING / FURNISHINGS: Workstation plus 2 chairs for visitors

EQUIPMENT: Desk PC, Printer, Phone, fax, private copier.

STORAGE: Currently 2 lateral files, and 4 drawer file cabinet. More file storage needed including locked employee files.

FLOOR FINISH: Durable

WALL FINISH: Painted gypsum board

CEILING FINISH: Painted gypsum board

ACOUSTICS: Acoustical separation needed

ELECTRICAL: To accommodate office equipment.

DATA / TEL / INTERNET: To accommodate office equipment.

SECURITY: Yes, security is needed, camera plus a glass window to other offices

NATURAL LIGHT: Yes

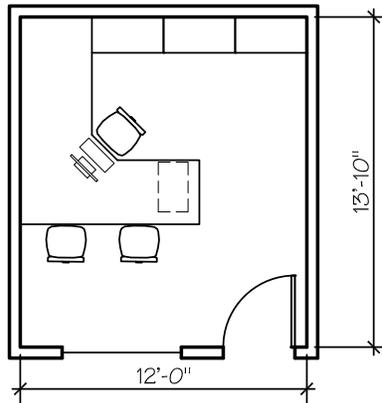
ARTIFICIAL LIGHT: Yes

PLUMBING: No requirements

HVAC: Yes

VISUAL PRIVACY: Glass window to another office, not public space, desired.

NOTES: A posting area is needed for employees, perhaps with mailboxes, perhaps with break room.



HUMAN RESOURCES

SCALE:  $\frac{1}{8}$ " = 1'-0"

# SCULLY / ARCHITECTS

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## Programming for Future Swanzey Town Hall **Finance Office**

FUNCTION / ROOM: Finance Office

SIZE: Current 14' x 14', not large enough. See attached room diagram. – 365 SF

OCCUPANT LOAD: 2 full time employees current, provide growth potential for one more. Provide flex space for Treasurer / Trustees Work station

EMPLOYEE WORKSTATIONS: Two full-time workstations, one part time, one future growth.

TIMES OF USE: 7:00-6:00 Monday – Friday, some weekends

OUTSIDE ACCESS: None necessary.

ADJACENT TO: Most interaction with Human Resources, and equal interaction with the rest of the departments.

SEATING / FURNISHINGS: 2 work stations with large L-shaped desks, 2 additional workstations.

EQUIPMENT: Desk PCs, printer, typewriter, phones

STORAGE: Currently 4 file cabinets, 2 lateral files plus 1/3 of attic. Anticipate more, include file cabinet for trustees and 1 fireproof file cabinet for Treasurer.

FLOOR FINISH: Durable carpet

WALL FINISH: Painted gypsum board

CEILING FINISH: Painted gypsum board

ACOUSTICS: Acoustical separation desired.

ELECTRICAL: To accommodate office equipment.

DATA / TEL / INTERNET: To accommodate office equipment.

SECURITY: Yes, locked doors.

NATURAL LIGHT: Yes

ARTIFICIAL LIGHT: Yes

PLUMBING: No requirements

HVAC: Yes

VISUAL PRIVACY: Yes, no windows to public spaces.

NOTES: Typically no public visitors, but staff visits for payroll and Human Resources comes in a lot. Could have a door directly to Human Resources office.

# SCULLY / ARCHITECTS

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## Programming for Future Swanzey Town Hall **Finance Office - Trustees of Trust Funds / Treasurer Space**

FUNCTION / ROOM: Office, could be shared with Treasurer and in Finance Department

SIZE: See attached room diagram

POTENTIAL OCCUPANTS: 3 Trustees, 1 book-keeper, 1 recording secretary, Treasurer

EMPLOYEE WORKSTATIONS: 1 large or 2 small tables /workstations.

TIMES OF USE: Part time, varies.

OUTSIDE ACCESS: None necessary.

ADJACENT TO: Finance

SEATING / FURNISHINGS: 1 large or 2 small tables /workstations.

EQUIPMENT: Desk PC, copier access

STORAGE: Currently 2 vertical file (4 drawer) cabinets in attic, wills and trusts in vault (1 file drawer), fire safe drawer in tax collectors office. Consolidate in office space, and provide room for growth. Designated area in long term file storage should be sufficient.

FLOOR FINISH: Durable carpet

WALL FINISH: Painted gypsum board

CEILING FINISH: Painted gypsum board

ACOUSTICS: Acoustical separation desired.

ELECTRICAL: To accommodate office equipment.

DATA / TEL / INTERNET: To accommodate office equipment.

SECURITY: Yes, locked doors / files.

NATURAL LIGHT: Yes

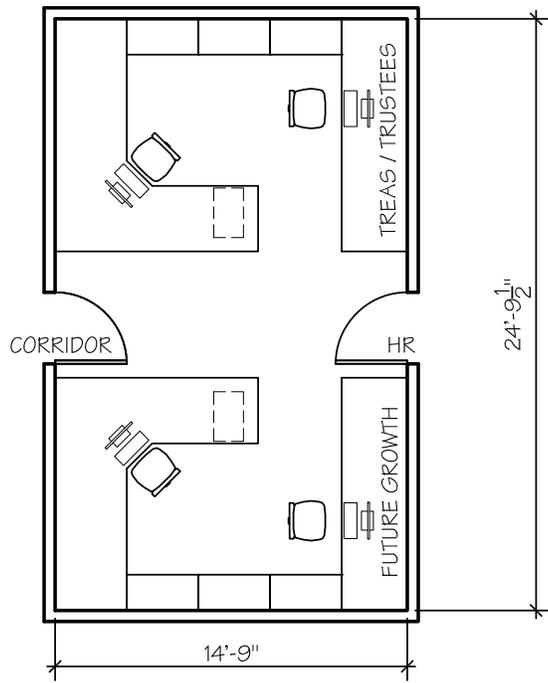
ARTIFICIAL LIGHT: Yes

PLUMBING: No requirements

HVAC: Yes

VISUAL PRIVACY: Yes, no windows to public spaces.

NOTES: Public trustee morning meetings 8 x year, routine bookkeeping end of month routine, quarterly more involved, and 40-60 additional hours at the end of every year



FINANCE OFFICE

SCALE:  $\frac{1}{8}" = 1'-0"$



# SCULLY / ARCHITECTS

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## Programming for Future Swanzey Town Hall **Administration Office**

FUNCTION / ROOM: Office for Administrative Assistant or Office Manager, open to public

SIZE: See attached room diagram. – 165 SF

OCCUPANT LOAD: 1-3

EMPLOYEE WORKSTATIONS: 1 Work Station

TIMES OF USE: Weekdays, some weekends

OUTSIDE ACCESS: None required

ADJACENT TO: Adjacent to Town Administrator, Public Entry

SEATING / FURNISHINGS: Work Station, Files

EQUIPMENT: Computer, Phone / Fax

STORAGE: File cabinets

FLOOR FINISH: Durable

WALL FINISH: Painted gypsum board

CEILING FINISH: Painted gypsum board

ACOUSTICS: None required

ELECTRICAL: Yes

DATA / TEL / INTERNET: Yes

SECURITY: Yes

NATURAL LIGHT: Yes

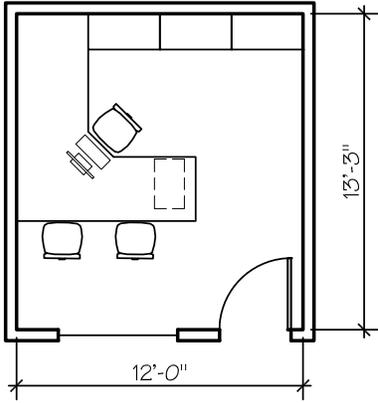
ARTIFICIAL LIGHT: Yes

PLUMBING: No

HVAC: Yes

VISUAL PRIVACY: No

NOTES:



ADMIN OFFICE

SCALE:  $\frac{1}{8}$ " = 1'-0"

## SCULLY / ARCHITECTS

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### Programming for Future Swanzey Town Hall **Swing Office Space**

**FUNCTION / ROOM:** Office for Part time uses for part time supervisors of check list, or to be used by various committees as needed and scheduled.

**SIZE:** See attached room diagram. – 102 SF

**OCCUPANT LOAD:** 1-3

**EMPLOYEE WORKSTATIONS:** 1 – 2: Future Conversion of Swing Space to Additional 2 person office.

**TIMES OF USE:** Part time, shared on weekdays, some weekends

**OUTSIDE ACCESS:** None required

**ADJACENT TO:** Adjacent to Town Administrator, Public Entry

**SEATING / FURNISHINGS:** Work Stations, Files

**EQUIPMENT:** Computer, Phone / Fax

**STORAGE:** File cabinets

**FLOOR FINISH:** Durable

**WALL FINISH:** Painted gypsum board

**CEILING FINISH:** Painted gypsum board

**ACOUSTICS:** None required

**ELECTRICAL:** Yes

**DATA / TEL / INTERNET:** Yes

**SECURITY:** Yes

**NATURAL LIGHT:** Yes

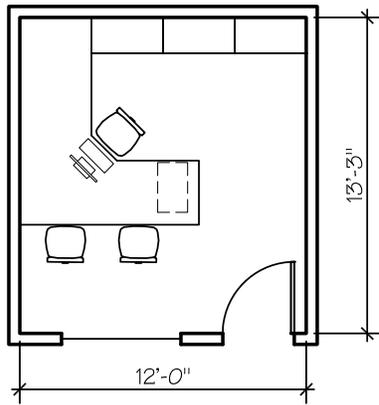
**ARTIFICIAL LIGHT:** Yes

**PLUMBING:** No

**HVAC:** Yes

**VISUAL PRIVACY:** No

**NOTES:** Can be divided into 2 separate offices in the future as needed.



SWING OFFICE

SCALE:  $\frac{1}{8}$ " = 1'-0"

PART TIME  
COMMITTEES

## SCULLY / ARCHITECTS

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### Programming for Future Swanzey Town Hall **Swing Office - Recreation Director Function**

FUNCTION / ROOM: Office for Recreation Director, open to public

SIZE: See attached room diagram. – 165 SF

OCCUPANT LOAD: 1-3

EMPLOYEE WORKSTATIONS: 1 Work Station

TIMES OF USE: Part time weekdays

OUTSIDE ACCESS: None required

ADJACENT TO: TBD

SEATING / FURNISHINGS: Work Station, Files, Additional Chairs

EQUIPMENT: Computer, Phone / Fax

STORAGE: Currently (2) 4-drawer File cabinets.

FLOOR FINISH: Durable

WALL FINISH: Painted gypsum board

CEILING FINISH: Painted gypsum board

ACOUSTICS: None required

ELECTRICAL: Yes

DATA / TEL / INTERNET: Yes

SECURITY: Yes

NATURAL LIGHT: Yes

ARTIFICIAL LIGHT: Yes

PLUMBING: No

HVAC: Yes

VISUAL PRIVACY: No

NOTES: Position starts September 2014, Judy Bohannon, 357-3340

## SCULLY / ARCHITECTS

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### Programming for Future Swanzey Town Hall **Swing Office - Sewer Commission Function**

FUNCTION / ROOM: Office

SIZE: See attached room diagram. – 102 SF

OCCUPANT LOAD: 1 Part Time

EMPLOYEE WORKSTATIONS: 1 Part Time

TIMES OF USE: 15 – 20 Hours / Week

OUTSIDE ACCESS: None necessary.

ADJACENT TO: N/A

SEATING / FURNISHINGS: 1 workstation, file cabinets

EQUIPMENT: Desk PC

STORAGE: 2-3 drawer lateral file, 1-4 drawer file

FLOOR FINISH: Durable carpet

WALL FINISH: Painted gypsum board

CEILING FINISH: Painted gypsum board

ACOUSTICS: No special requirements

ELECTRICAL: To accommodate office equipment.

DATA / TEL / INTERNET: To accommodate office equipment.

SECURITY: Yes, locked doors / files.

NATURAL LIGHT: Yes

ARTIFICIAL LIGHT: Yes

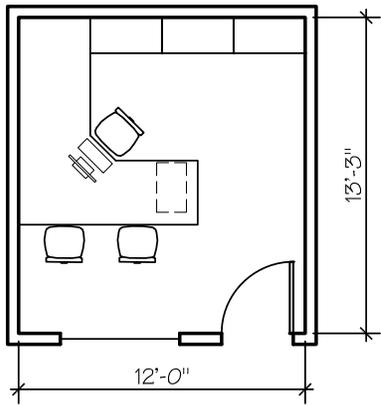
PLUMBING: No requirements

HVAC: Yes

VISUAL PRIVACY: None required.

NOTES:





SWING OFFICE

SCALE:  $\frac{1}{8}" = 1'-0"$

REC DIRECTOR  
SEWER

## SCULLY / ARCHITECTS

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### Programming for Future Swanzey Town Hall **Copy and Office Supply Room**

FUNCTION / ROOM: Copiers and other shared office equipment

SIZE: See attached room diagram. – 120 SF

OCCUPANT LOAD: up to 11 current staff , but likely 1 - 4

EMPLOYEE WORKSTATIONS: None

TIMES OF USE: Weekdays

OUTSIDE ACCESS: None necessary.

ADJACENT TO: Could be adjacent to kitchenette, staff offices

SEATING / FURNISHINGS: counters for equipment, cabinets for paper and equipment storage, mailboxes

EQUIPMENT: Copiers, Fax machine, network printer, phone, computer

STORAGE: paper products, office supplies, could be accommodated in cabinets under counter

FLOOR FINISH: Durable carpet

WALL FINISH: Painted gypsum board

CEILING FINISH: Painted gypsum board

ACOUSTICS: Acoustically separated from other office and meeting spaces

ELECTRICAL: To accommodate equipment

DATA / TEL / INTERNET: Yes

SECURITY: No special requirements

NATURAL LIGHT: N/A

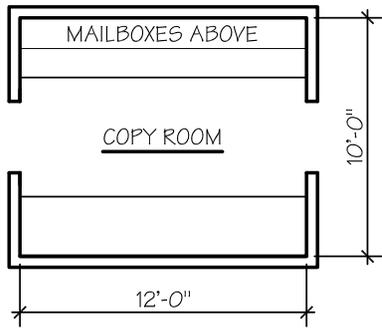
ARTIFICIAL LIGHT: Yes

PLUMBING: No

HVAC: Yes, ventilated

VISUAL PRIVACY: Yes, no windows to public spaces, staff only.

NOTES:



COPY ROOM

SCALE:  $\frac{1}{8}$ " = 1'-0"

## SCULLY / ARCHITECTS

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### Programming for Future Swanzey Town Hall **Staff Kitchenette**

FUNCTION / ROOM: Mail, Lunch table, Small Kitchenette, HR Postings

SIZE: See attached room diagram. – 145 SF

OCCUPANT LOAD: 1-4

EMPLOYEE WORKSTATIONS: None

TIMES OF USE: Weekdays

OUTSIDE ACCESS: Could possibly be staff entrance with coat closet. Outside access good if catering kitchen

ADJACENT TO: Could be adjacent to small meeting room, which could be used as lunch table / staff meeting room, possibly adjacent or open to copy room.

SEATING / FURNISHINGS: 1 small table, large bulletin board

EQUIPMENT: Small kitchenette with sink, refrigerator, microwave, coffee.

STORAGE: Some dish cabinets, paper goods

FLOOR FINISH: Durable carpet

WALL FINISH: Painted gypsum board

CEILING FINISH: Painted gypsum board

ACOUSTICS: None required

ELECTRICAL: To accommodate kitchenette

DATA / TEL / INTERNET: Yes

SECURITY: No

NATURAL LIGHT: N/A

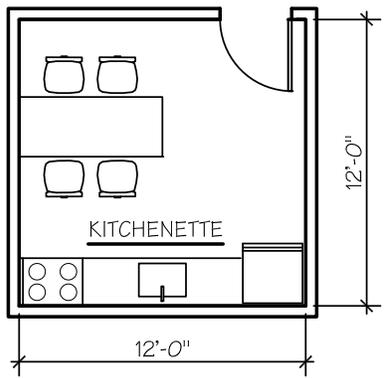
ARTIFICIAL LIGHT: Yes

PLUMBING: Yes

HVAC: Yes

VISUAL PRIVACY: Yes, no windows to public spaces, staff only.

NOTES: Consider kitchenette serving as warming kitchen for catered events at Large Meeting Room.



STAFF KITCHENETTE

SCALE:  $\frac{1}{8}$ " = 1'-0"

# SCULLY / ARCHITECTS

17 Elm Street, Keene, New Hampshire 03431 www.scully-architects.com (t) 603-357-4544 (f) 603-357-4545

## Programming for Future Swanzey Town Hall **Server Room**

FUNCTION / ROOM: Copiers and other shared office equipment

SIZE: See attached room diagram. – 100 SF

OCCUPANT LOAD: 1-2 people max

EMPLOYEE WORKSTATIONS: None

TIMES OF USE: Weekdays

OUTSIDE ACCESS: None necessary.

ADJACENT TO: Could be adjacent to break room, copy room

SEATING / FURNISHINGS: rack for computer equipment

EQUIPMENT: network server equipment

STORAGE: none

FLOOR FINISH: Durable

WALL FINISH: Painted gypsum board

CEILING FINISH: Painted gypsum board

ACOUSTICS: None required

ELECTRICAL: To accommodate equipment

DATA / TEL / INTERNET: Yes

SECURITY: No special requirements, no public access, designated staff only, locked door

NATURAL LIGHT: N/A

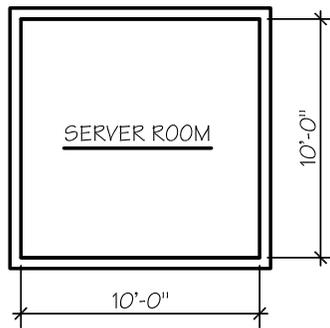
ARTIFICIAL LIGHT: Yes

PLUMBING: No

HVAC: Yes, ventilated and cooled

VISUAL PRIVACY: Yes.

NOTES:



SERVER ROOM

SCALE:  $\frac{1}{8}$ " = 1'-0"

# SCULLY / ARCHITECTS

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## Programming for Future Swanzey Town Hall **Secure File Storage – Long Term**

FUNCTION / ROOM: Vital Records Long Term File Storage

SIZE: See Room Diagram. - 432 SF - Includes fireproof storage of Vital Records (Public Meeting Minutes), boxes of registrations (kept for 5 years), deposit slips (kept for 8 years), Personnel files (kept for 50 years), accounts payable (kept for 7 years), treasurer's files (kept for 5 years).

OCCUPANT LOAD: 1-4 Anticipated

EMPLOYEE WORKSTATIONS: None

TIMES OF USE: Limited access

OUTSIDE ACCESS: None necessary

ADJACENT TO: Could be in basement

SEATING / FURNISHINGS: Small table and chairs for sorting through files in a file room, file cabinets and shelving for boxes file storage.

EQUIPMENT: Desk PC, Phone, wire for possible future scanner for conversion to electronic storage.

FLOOR FINISH: Durable

WALL FINISH: Painted gypsum board

CEILING FINISH: Painted gypsum board

ACOUSTICS: No special requirements

ELECTRICAL: Yes

DATA / TEL / INTERNET: Yes

SECURITY: Storage not accessible to public.

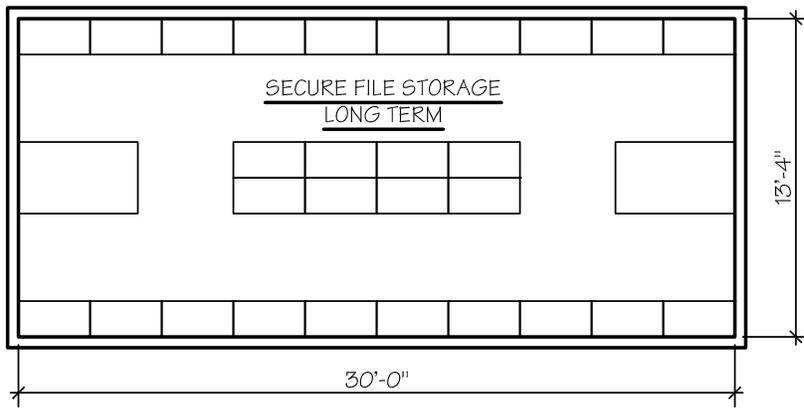
NATURAL LIGHT: No special requirements

ARTIFICIAL LIGHT: Yes

PLUMBING: No requirements

HVAC: Yes

NOTES: Accommodate long term storage, fire proof and water proof.



SECURE FILE STORAGE -  
LONG TERM  
SCALE:  $\frac{1}{8}$ " = 1'-0"

## SCULLY / ARCHITECTS

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### Programming for Future Swanzey Town Hall **Secure File Storage - Active**

FUNCTION / ROOM: Vital Records Active File Storage

SIZE: See Room Diagram(s). Includes Master Property Files (Deeds, Wetlands, Current Use, Granted Permits and Cos), Drawing Storage. EDAC file storage, 1 – 2 file drawers, Trustees of Trust Funds (file storage), Health Officer Testing Files. Include legal size and deeper files.

OCCUPANT LOAD: 1-4 Anticipated

EMPLOYEE WORKSTATIONS: None

TIMES OF USE: 8-5 Weekdays, also some weekends

OUTSIDE ACCESS: None necessary

ADJACENT TO: Assessing, Planning Department

SEATING / FURNISHINGS: Small table and chairs for sorting through files in a file room.

EQUIPMENT: Desk, Phone.

FLOOR FINISH: Durable

WALL FINISH: Painted gypsum board

CEILING FINISH: Painted gypsum board

ACOUSTICS: No special requirements

ELECTRICAL: Yes

DATA / TEL / INTERNET: Yes for future flexibility

SECURITY: Storage not accessible to public.

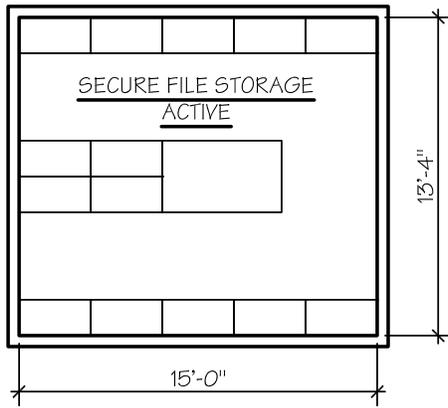
NATURAL LIGHT: No special requirements

ARTIFICIAL LIGHT: Yes

PLUMBING: No requirements

HVAC: Yes

NOTES: Accommodate shared active file storage for offices and committees.



SECURE FILE STORAGE -  
ACTIVE

SCALE:  $\frac{1}{8}$ " = 1'-0"

## SCULLY / ARCHITECTS

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### Programming for Future Swanzey Town Hall **Shared Committee Storage**

FUNCTION / ROOM: Storage for Town Committees

SIZE: See Room Diagram. - 200 SF

OCCUPANT LOAD: 1-4 Anticipated

EMPLOYEE WORKSTATIONS: None

TIMES OF USE: 8-5 Weekdays, also some weekends – limited use

OUTSIDE ACCESS: None necessary

ADJACENT TO: Could be long term basement storage

SEATING / FURNISHINGS: Shelves

EQUIPMENT:

FLOOR FINISH: Durable

WALL FINISH: Painted gypsum board / Chain link fenced area in larger space

CEILING FINISH: Painted gypsum board

ACOUSTICS: No special requirements

ELECTRICAL: Yes

DATA / TEL / INTERNET: Yes (For future flexibility)

SECURITY: Storage not accessible to public.

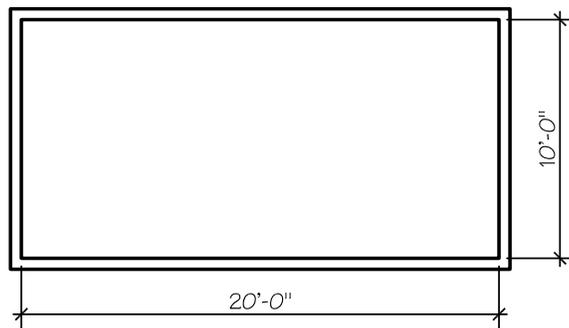
NATURAL LIGHT: No special requirements

ARTIFICIAL LIGHT: Yes

PLUMBING: No requirements

HVAC: No special requirements

NOTES: Accommodate long and short term storage



SHARED COMMITTEE  
STORAGE

SCALE:  $\frac{1}{8}$ " = 1'-0"

# SCULLY / ARCHITECTS

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## Programming for Future Swanzey Town Hall **Chair, Table, and Poll Storage**

FUNCTION / ROOM: Storage

SIZE: See Room Diagram. – 100 SF

OCCUPANT LOAD: 1-2

EMPLOYEE WORKSTATIONS: None

TIMES OF USE: 8-5 Weekdays, also some weekends

OUTSIDE ACCESS: None necessary

ADJACENT TO: Large Meeting Room

SEATING / FURNISHINGS: None

EQUIPMENT: Radios

FLOOR FINISH: Durable

WALL FINISH: Painted gypsum board

CEILING FINISH: Painted gypsum board

ACOUSTICS: No special requirements

ELECTRICAL: Yes – for radios

DATA / TEL / INTERNET: Yes – for radios

SECURITY: Storage not accessible to public.

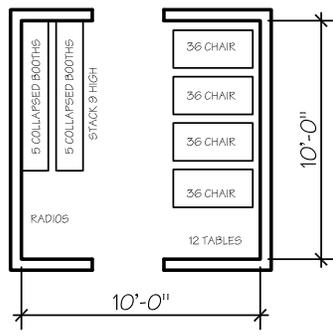
NATURAL LIGHT: No special requirements

ARTIFICIAL LIGHT: Yes

PLUMBING: No requirements

HVAC: None required

NOTES:



CHAIR, TABLE, POLL STORAGE

SCALE:  $\frac{1}{8}'' = 1'-0''$

PLAN OF CASE FOR 5  
 COLLAPSED BOOTHS, 5.75" HIGH  
 - PLAN FOR 18 FUTURE

# SCULLY / ARCHITECTS

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## Programming for Future Swanzey Town Hall **Office Supply Storage Closet**

FUNCTION / ROOM: Office Supply Storage

SIZE: See Room Diagram. – 100 SF

OCCUPANT LOAD: 1-2

EMPLOYEE WORKSTATIONS: None

TIMES OF USE: 8-5 Weekdays, also some weekends

OUTSIDE ACCESS: None necessary

ADJACENT TO: Copy Room

SEATING / FURNISHINGS: Shelves

EQUIPMENT:

FLOOR FINISH: Durable

WALL FINISH: Painted gypsum board

CEILING FINISH: Painted gypsum board

ACOUSTICS: No special requirements

ELECTRICAL: Yes

DATA / TEL / INTERNET: Yes

SECURITY: Storage not accessible to public.

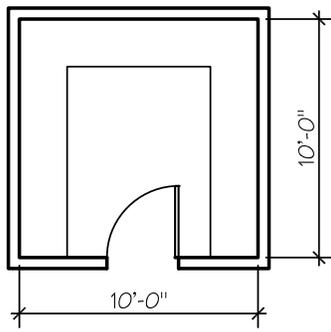
NATURAL LIGHT: No special requirements

ARTIFICIAL LIGHT: Yes

PLUMBING: No requirements

HVAC: No Requirement

NOTES:



STORAGE CLOSET

SCALE:  $\frac{1}{8}$ " = 1'-0"

# SCULLY / ARCHITECTS

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## Programming for Future Swanzey Town Hall **Coat Closet Storage**

FUNCTION / ROOM: Coat Storage

SIZE: 124-140 Coats - 100 SF

OCCUPANT LOAD: 4-12

EMPLOYEE WORKSTATIONS: None

TIMES OF USE: 8-5 Weekdays, also some weekends

OUTSIDE ACCESS: None necessary

ADJACENT TO: Large & Small Meeting Entry Waiting Area

SEATING / FURNISHINGS: Rods & Shelves

EQUIPMENT:

FLOOR FINISH: Durable

WALL FINISH: Painted gypsum board

CEILING FINISH: Painted gypsum board

ACOUSTICS: No special requirements

ELECTRICAL: Yes

DATA / TEL / INTERNET: No

SECURITY: Storage not accessible to public.

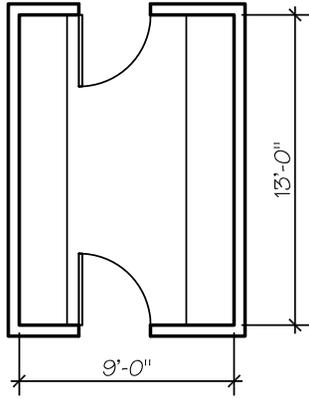
NATURAL LIGHT: No special requirements

ARTIFICIAL LIGHT: Yes

PLUMBING: No requirements

HVAC: No Requirement

NOTES: Staff & Public



COAT CLOSET

SCALE:  $\frac{1}{8}'' = 1'-0''$

## **SCULLY / ARCHITECTS**

17 Elm Street, Keene, New Hampshire 03431 [www.scully-architects.com](http://www.scully-architects.com) (t) 603-357-4544 (f) 603-357-4545

### **3 - TOWN HALL**

#### **C) RECOMMENDATIONS - EXECUTIVE SUMMARY, PROPOSED SITE AND BUILDING PLAN**

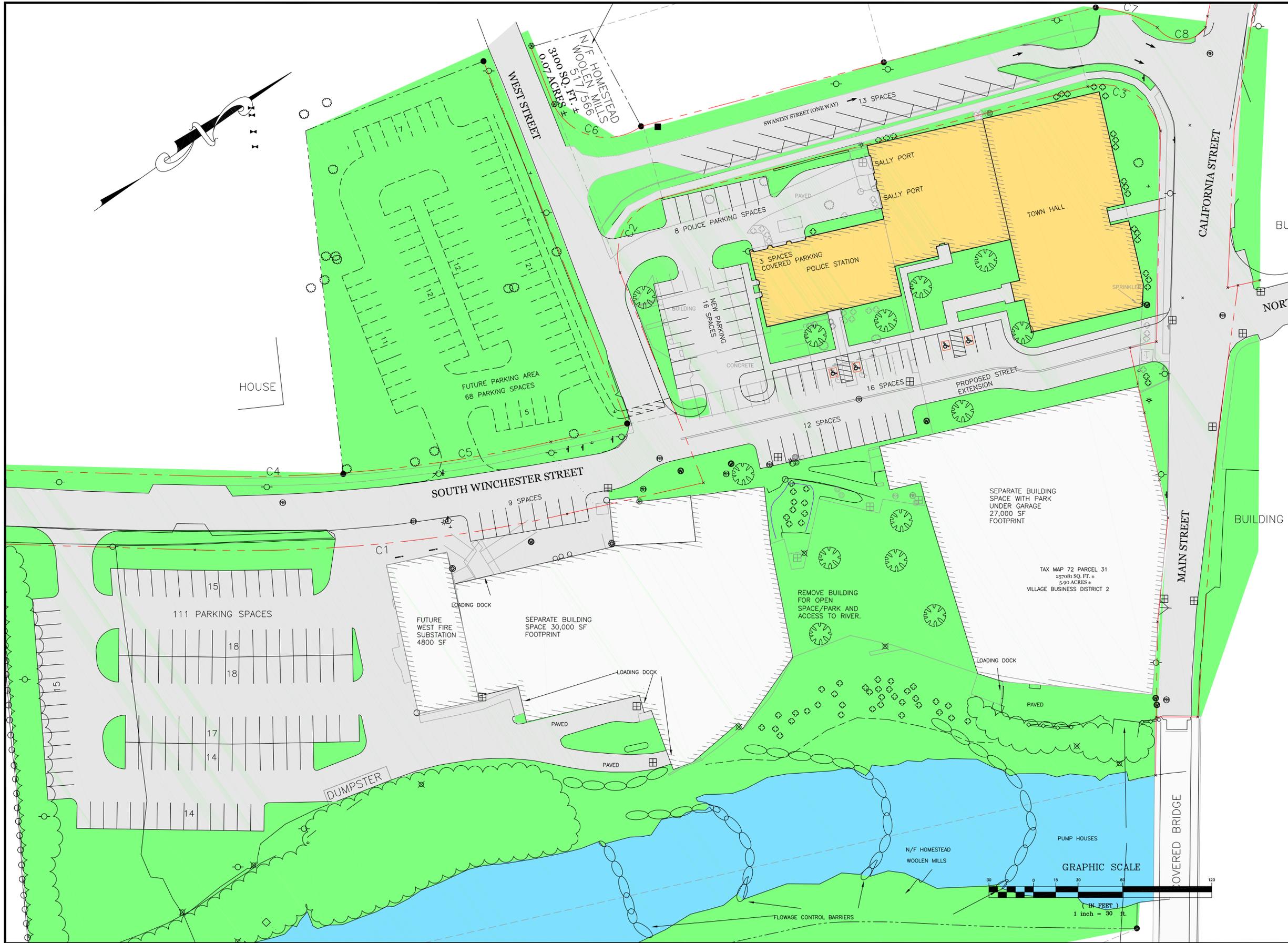


## Program

The current Town Office utilizes **3,750 SF** in the existing building. Both the main floor and lower floor (the fire station) combined total **7,220 SF**. The current space needs assessment actually adds up to **11,500 SF**.

If the Town Hall were to remain in the existing building, it would effectively need to triple the current space. It would need to take over the basement and that would include a fire stair and elevator. Once an addition was made to the existing building, the parking would be limited on the existing site.

As the conceptual Town Hall plan shows, the 11,500 SF requirements would be well accommodated in a portion of the recommended Mill complex location.



REVISIONS: DATE:

TOWN OF SWANZEY  
PO BOX 10009  
SWANZEY, NH 03446

**Brickstone**  
Land Use Consultants, LLC  
Site Planning, Permitting and Development Consulting  
185 Winchester Street, Keene, NH 03431  
Phone: (603) 357-0116

HOMESTEAD  
WOOLEN MILLS  
WEST SWANZEY, NH

CONCEPT  
PLAN

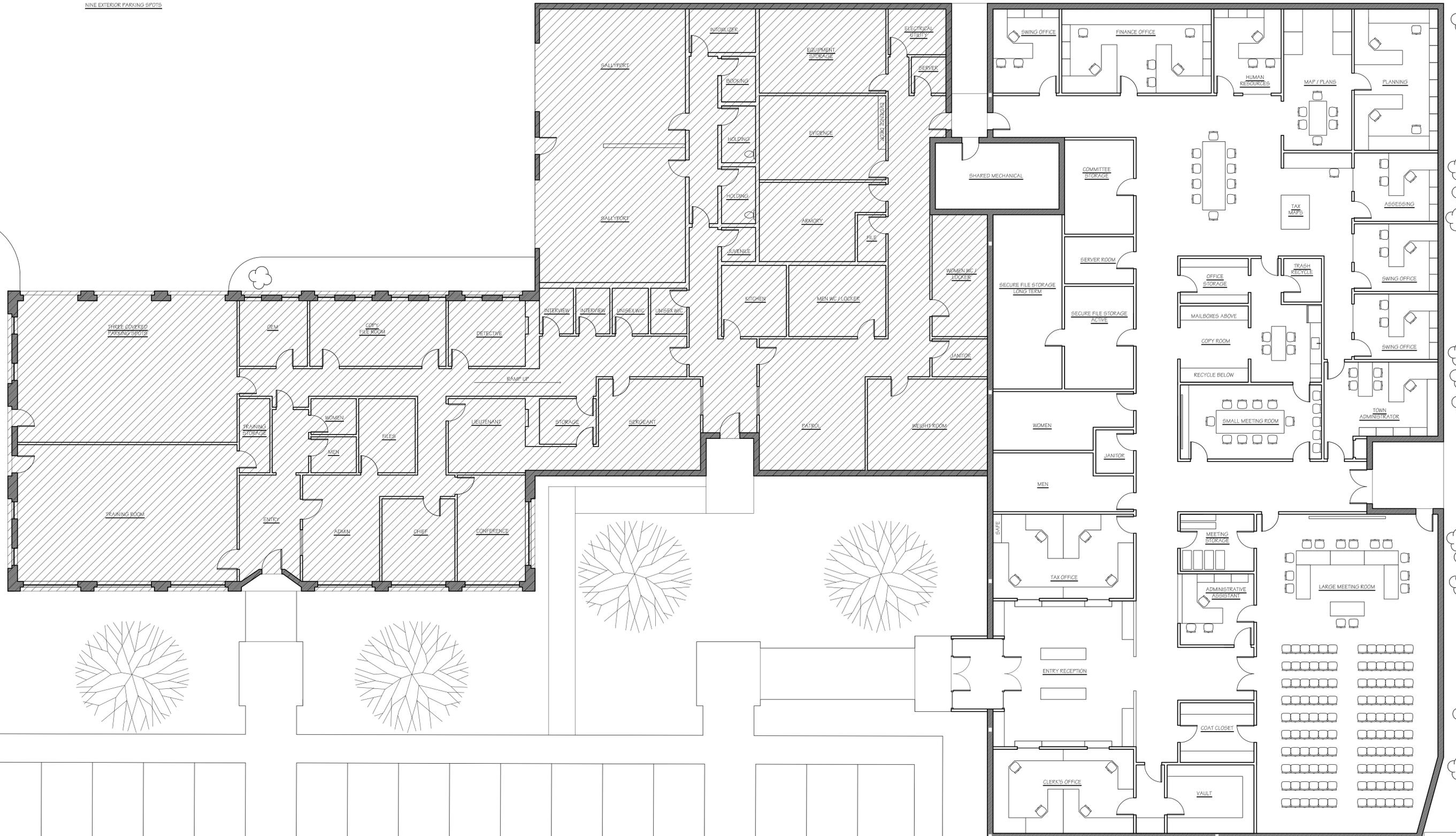
SCALE: 1"=30'

DATE: 6/4/14

SHEET 1 OF 1



NINE EXTERIOR PARKING SPOTS



8.28.14	REVIEW
8.4.14	REVIEW
DATE:	FOR:
ISSUE LOG	