

1. Meeting Materials

Documents:

2022.01.20_CAPITAL_PLANNING_AGENDA-
SCHOOL_RESEARCH_SUBCOMM_-_AGENDA.PDF.PDF
DRA_SPACE_NEEDS_PRESENTATION_1-20-2022_1.PDF.PDF

Town of Southborough, Massachusetts**Capital Planning Committee – School Research Subcommittee****Thursday January 20th, 2022 7:30 PM****REMOTE MEETING VIA ZOOM**

May be watched or may participate in the meeting remotely with the meeting link at: <https://www.southboroughtown.com/remotemeetings>.

Pursuant to Chapter 20 of the Acts of 2021, An Act Relative to Extending Certain COVID-19 Measures Adopted During the State of Emergency, signed into law on June 16, 2021, this meeting will be conducted via remote participation. No in person attendance by members of the public will be permitted.

Agenda (all items may have one or more votes taken to the extent action is required):

- I. Call Meeting to Order
- II. Quorum of the Committee is likely to be present for Capital Planning Committee posted meeting for Town Space Needs Presentation by DRA.
- III. Other business that may properly come before the Committee
- IV. Adjournment

Jason W. Malinowski
Chair, Capital Planning Committee – School Research Subcommittee

Progress Update
for
**Southborough Public Buildings
Space Needs Study**

January 20, 2022



DRA

Southborough Space Needs collaborative project team

Town of Southborough
MA

Architect

Drummey Rosane Anderson, Inc. (DRA)

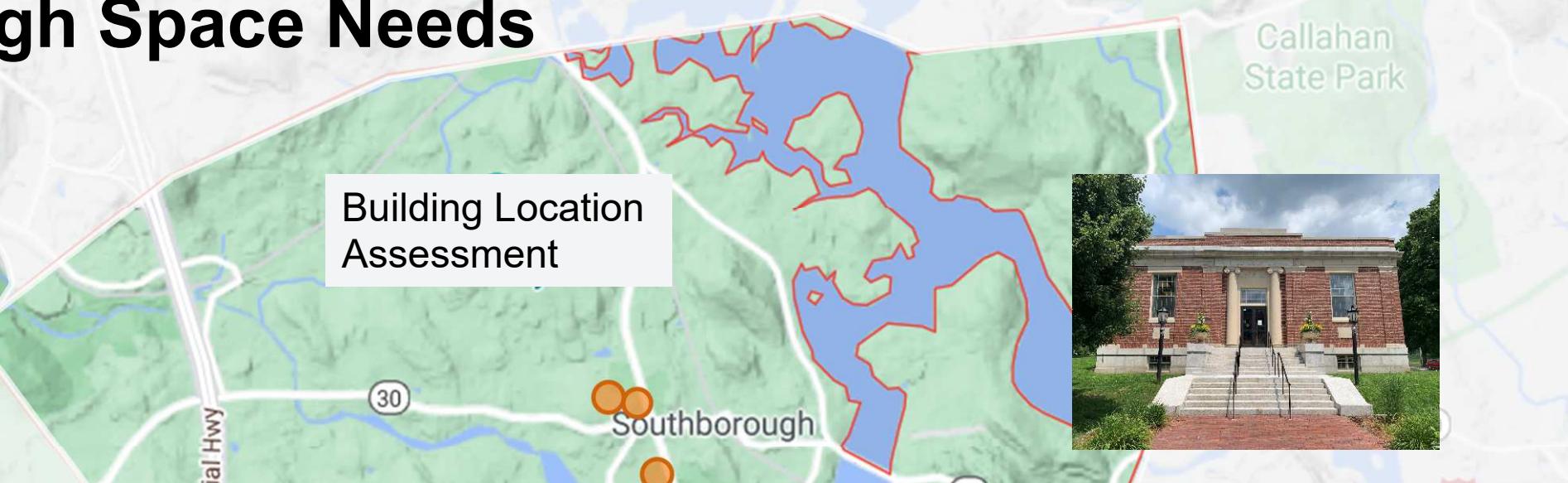
Kenneth C. Best, AIA, MCPPO Principal-in-Charge

Courtney Southwick LEED AP BD+C MCPPO Project Manager



DRA

Southborough Space Needs



DRA



Where we are



collecting b

Review Existing Documents
Photographs
Drawings/Measurement
Summary of Investigation

assessing

Useable Space by Building
Calculate Space Needs
Spreadsheet Summary
Basic Code Reviews

process

collaboration

collecting a

Questionnaire
Interviews – Dept. Staff
Utilization of Buildings
Things we should know

program analysis

Building Suitability
Layout Options
Building Use Options
Spreadsheet Summary

Presentation of Findings

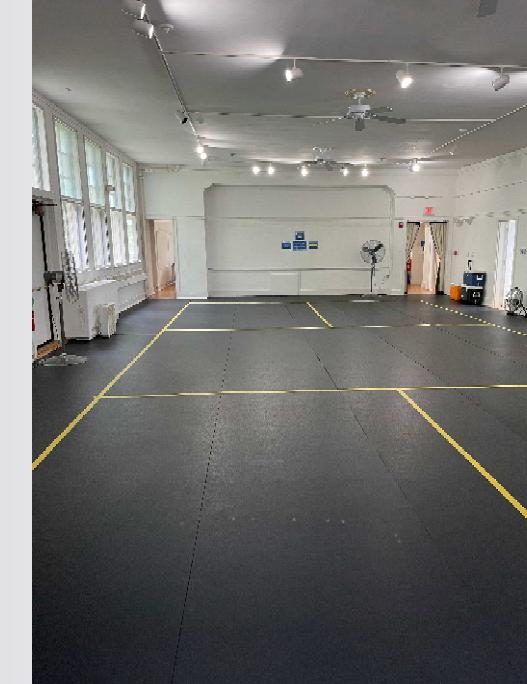
Report – Determine most appropriate format
Recommendations

reporting

Key Points

current findings

- Town needs have been reviewed and assessed by our team
- Overall space needs for Town Buildings are not met with current town-owned buildings
(without renovation/addition/new construction)
- Some programs are in spaces that are not suited for the program type
- Options have been developed for assessment by the committee
- Report is near completion



Southborough – South Union Building



Review Existing Documents
Photographs
Drawings/Measurement
Summary of Investigation
Questionnaire
Interviews – Dept. Staff
Utilization of Buildings

space needs study

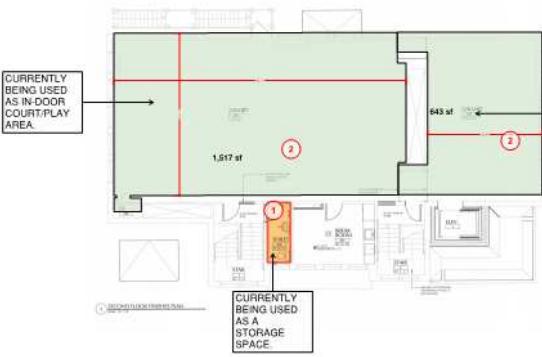


SOUTH UNION BUILDING	Current Space (S.F.)	Floor	SF. by FLOOR
Pottery Studio	687		
Storage	161	Basement.	
Storage	106	Basement.	
Storage	102	Basement.	
Storage	34	Basement.	
Storage	117	Basement.	
Storage	375	Basement.	
			1582
General Office	603	1st Floor	
Darkroom	75	1st Floor	
Office	82	1st Floor	
Youth And Family Reception	278	1st Floor	
Storage	228	1st Floor	
Youth & Family Offices	448	1st Floor	
			1714
Gymnasium	1517	2nd Floor	
Breakroom	148		
Activity Area	643	2nd Floor	
			2308
TOTAL Net Sq.Ft.			5604

Southborough – South Union Building

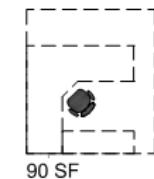
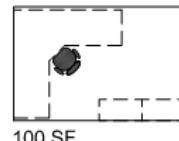
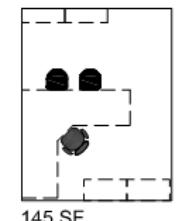
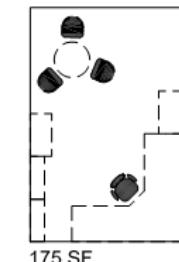
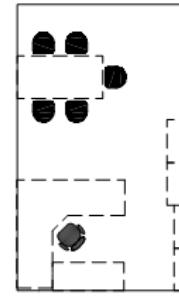
assessing

Useable Space by Building
 Calculate Space Needs
 Spreadsheet Summary
 Basic Code Reviews



RECREATION: CURRENTLY BEING USED AS OPEN STUDIO/CLASSROOM

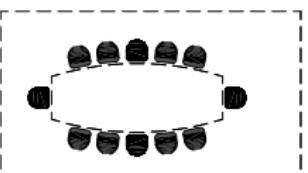
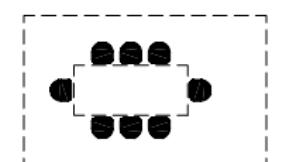
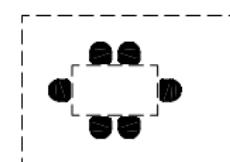
- ① STORAGE - Youth & Family
- ② OPEN STUDIO/PLAY AREA



- ① STORAGE
- ② MAIN OFFICE
- ③ SMALL OFFICE



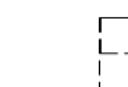
16 SF BOOKCASE



157 SF
CONFERENCE ROOM

178 SF
CONFERENCE ROOM

255 SF
CONFERENCE ROOM



15 SF
VOTING
TABULATORS

15 SF
VOTING
TABULATORS

33 SF
STACKED
BOXES

36 SF
LOVESEAT

23 SF
LOUNGE
SEAT

Reservation	Quantity	CURRENT Space Allocation (sf)	PROPOSED Space Allocation (sf)		Comments
			Total	Total	
Waiting Area	1	0	200	200	Currently occupies lobby space
Offices (Formerly Open Office Areas)	3	413	143	413	2 Full Time, 1 part time that could move to full time
Faculty Studio	1	636	730	730	Currently in basement, not accessible
Storage & Storage	1	320	320	320	Currently in basement, not accessible
Storage - Office	1	59	130	130	Not much additional filing in excess of current use
Indoor Play - Gym	1	1507	2000	2000	Currently occupies upper floor, not accessible
Studio - Activity Area	1	643	903	903	Approximately a dozen room size
Storage - Equipment	1	825	900	900	Some of multiple storage areas in existing; proposed may be multiple areas as well
Boat Area	1	300	100	100	
GYMnasium	1	223	223	223	Current area acceptable size
CURRENT TOTAL		5074	5074	5074	
PROPOSED TOTAL		5416	5416	5416	
SAVINGS					

Southborough

assessing

CURRENT UTILIZATION

TOWN OF SOUTHBOROUGH, MA

fall 2021

BUILDINGS	Quality Factor** for Building (1 Lowest to 5 Highest)	DEPARTMENTS																	
		ASSESSORS	CONSERVATION COMMISSION	ECONOMIC DEVELOPMENT COMMITTEE	PLANNING	PUBLIC RECORDS - TOWN	TECHNOLOGY	TOWN ACCOUNTANT	TOWN ADMINISTRATOR	TOWN CLERK	TREASURER / COLLECTOR	SENIOR CENTER	BOARD OF HEALTH	BUILDING ZONING	FACILITIES	YOUTH & FAMILY SERVICES	RECREATION	PUBLIC WORKS	NORTH-SOUTHBOROUGH SCHOOL DEPT.
TOWN HOUSE	4																		
SOUTH UNION BUILDING	1																		
DPW OFFICES	3																		
MARGARET NEARY ELEMENTARY SCHOOL	2																		
CORDAVILLE HALL (1st flr & basement)	3																		
SOUTHBOROUGH LIBRARY	4																		

Quality Factor**

The Quality Factor considers the condition of the building and the extent to which repairs and renovations would be necessary to make the building suitable for re-use for at least twenty years

Southborough assessing

Useable Space by Building

Calculate Space Needs

Spreadsheet Summary

Basic Code Reviews

Public records space is accounted for in a separate spreadsheet and is currently stored in Town House Basement, Vault and Cordaville Hall

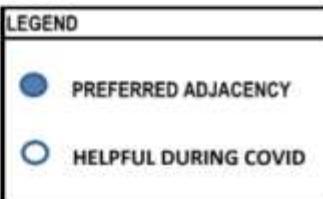
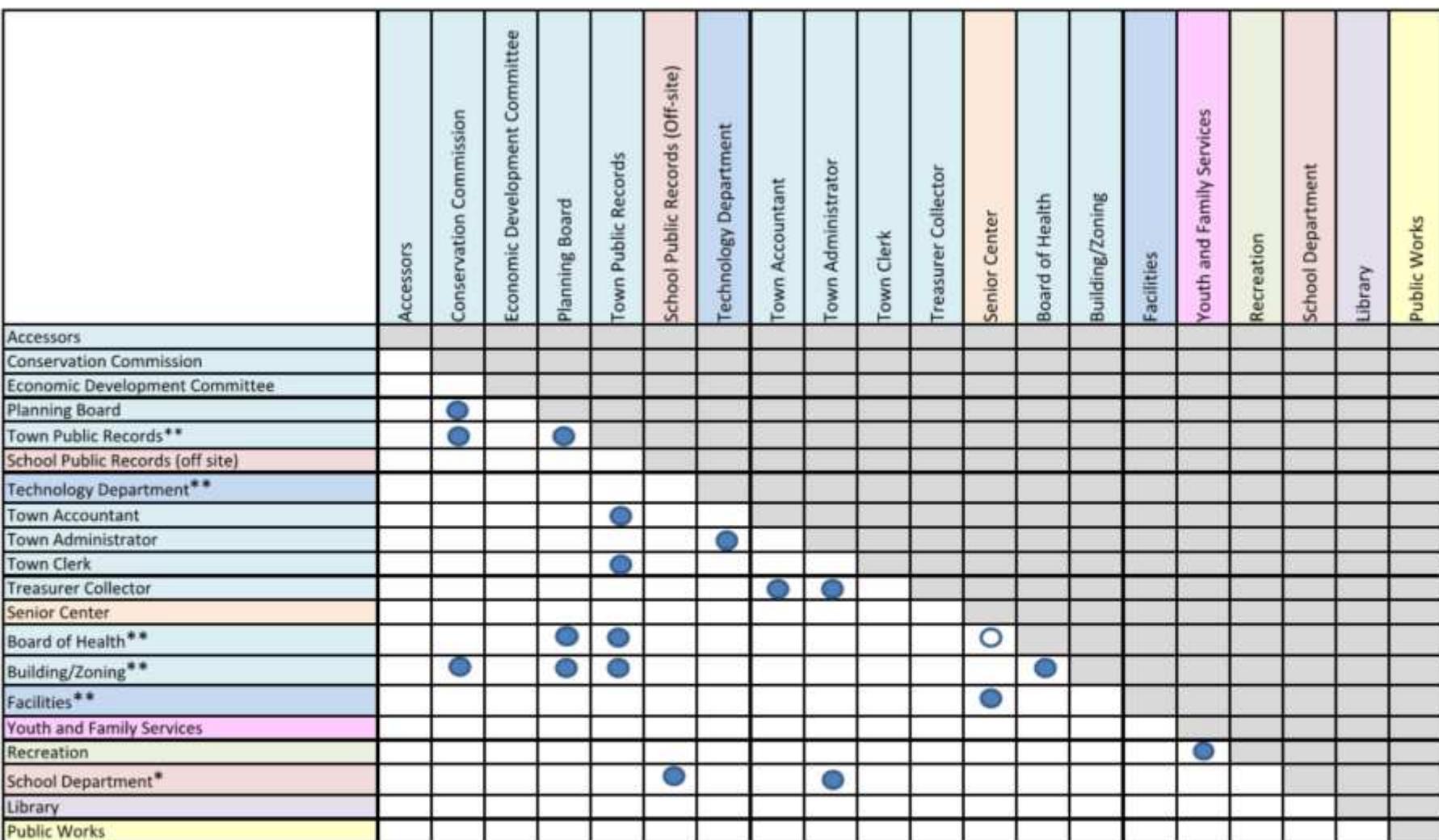
(could be reduced with conversion to electronic files in the future)

Note: Areas include individual space requirements for conference/break areas. Some of these may be shared uses in assessed options.

Town of Southborough, MA Space Needs Study			Progress Update 1/20/2021		
PROPOSED SPACE NEEDS	EXISTING NET SF	PROPOSED NET USEABLE SF	TOTAL PROPOSED NSF	GSF (NSF PLUS 20%)	GSF (NSF PLUS 30%)
TOWN OFFICES:					
Accessor	459	529			
Economic Development	133	145			
Information Technology	152	346			
Town Accountant	264	389			
Town Administrator	695	673			
Town Clerk	539	912			
Treasure/Collector	1,584	634			
Public Records (Basement Space)					
Common Rooms	463	2,981			
Sub-Total	4,289		6,609	7,931	8,592
PERMITTING DEPARTMENTS					
Conservation		186			
Planning		530			
Building & Zoning		1,215			
Board of Health		1,178			
Sub-Total	2,958		3,109	3,731	4,042
SENIOR CENTER	4,348		5,295	6,354	6,884
RECREATION	4,568		5,540	6,648	7,202
FACILITIES	1,398		1,640	1,968	2,132
YOUTH & FAMILY	1,036		1,613	1,936	2,097
SUPERINTENDENT	5,499		5,995	7,194	7,794
DEPT. PUBLIC WORKS	14,594		16,334	19,601	21,234
LIBRARY	9,186		15,636	18,763	20,327
TOTALS	47,876		61,771	74,125	80,302
Net Area Difference	13,895				

Southborough assessing

Useable Space by Building
Calculate Space Needs
Adjacencies



* Central location for North/ SouthBorough

** Central location in town.

Southborough program analysis

Building Suitability Layout Options Building Use Options Spreadsheet Summary



1 **CHART OF OPTIONS FOR BUILDING USES** TOWN OF SOUTHBOROUGH, MA **fall 2021**

OPTION 1

DEPARTMENTS

BUILDINGS	ASSESSORS	CONSERVATION	ECONOMIC	EDUCATION	ENVIRONMENT	FINANCIAL	PLANNING	PUBLIC SERVICES	TOWN	TOWN CLERK	TOWN CLERK / COLLECTOR	TOWN PLANNING	TOWN PLANNING / ZONING	TOWN PLANNING / ZONING / ZONING	TOWN PLANNING / ZONING / ZONING / ZONING	TOWN PLANNING / ZONING / ZONING / ZONING / ZONING	TOWN PLANNING / ZONING / ZONING / ZONING / ZONING / ZONING	TOWN PLANNING / ZONING / ZONING / ZONING / ZONING / ZONING / ZONING	TOWN PLANNING / ZONING	TOWN PLANNING / ZONING	TOWN PLANNING / ZONING	TOWN PLANNING / ZONING	TOWN PLANNING / ZONING	TOWN PLANNING / ZONING	TOWN PLANNING / ZONING	TOWN PLANNING / ZONING	TOWN PLANNING / ZONING				
TOWN HOUSE	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
LIBRARY	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
SOUTH UNION BUILDINGS	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
DPW OFFICES	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
MARGARET NEARY ELEMENTARY SCHOOL	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
CORDAVILLE HALL	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
NEW OR OTHER BUILDING	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1

LEGEND

- NEW USE
- RENOVATION
- RENOVATION/ADDITION
- EXISTING TO REMAIN
- NEW OR OTHER BUILDING
- MARKET ANALYSIS

OPTION 1 NOTES:

- a. New Construction would allow Town Offices to be centralized. Board of Health and Building/Zoning no longer suffice.
- b. New or other building to be located in Woodward, enough space to relocate to Town House in this option.
- c. Renovation - includes to related buildings in Woodward.
- d. Youth & Family Services can be relocated to Cordaville Hall with easy Building/Zoning relocations.
- e. Senior Center small addition for offices. Use front rooms for living room/library space.
- f. South Union Building can be sold. DPW has addition for needed bays; can happen independently of other moves.

Market Analysis will explore the potential uses of the building is sold. For those buildings where the intention is not to sell, market analysis will explore potential functions that the building could best satisfy.

2 **CHART OF OPTIONS FOR BUILDING USES** TOWN OF SOUTHBOROUGH, MA **fall 2021**

OPTION 2

DEPARTMENTS

BUILDINGS	ASSESSORS	CONSERVATION	ECONOMIC	EDUCATION	ENVIRONMENT	FINANCIAL	PLANNING	PUBLIC SERVICES	TOWN	TOWN CLERK	TOWN CLERK / COLLECTOR	TOWN PLANNING	TOWN PLANNING / ZONING	TOWN PLANNING / ZONING / ZONING	TOWN PLANNING / ZONING / ZONING / ZONING	TOWN PLANNING / ZONING / ZONING / ZONING / ZONING	TOWN PLANNING / ZONING / ZONING / ZONING / ZONING / ZONING	TOWN PLANNING / ZONING / ZONING / ZONING / ZONING / ZONING / ZONING	TOWN PLANNING / ZONING	TOWN PLANNING / ZONING	TOWN PLANNING / ZONING	TOWN PLANNING / ZONING	TOWN PLANNING / ZONING	TOWN PLANNING / ZONING						
TOWN HOUSE	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
LIBRARY	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
SOUTH UNION BUILDINGS	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
DPW OFFICES	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
MARGARET NEARY ELEMENTARY SCHOOL	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
CORDAVILLE HALL	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
NEW OR OTHER BUILDING	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2

LEGEND

- NEW USE
- RENOVATION
- RENOVATION/ADDITION
- EXISTING TO REMAIN
- NEW OR OTHER BUILDING
- MARKET ANALYSIS

OPTION 2 NOTES:

- a. Moves - Planning & Conservation office of Town House requires much needed space.
- b. New or other building to be located in Woodward, enough space to relocate to New or Other Building - Eliminates satellite offices.
- c. Renovation - includes to related buildings in Woodward.
- d. Youth & Family Services to expand in South Union Building sharing the building with the permitting departments.
- e. Not a centralized location for permitting departments.
- f. DPW has addition for needed bays; can happen independently of other moves.

Market Analysis will explore the potential uses of the building is sold. For those buildings where the intention is not to sell, market analysis will explore potential functions that the building could best satisfy.

3 **CHART OF OPTIONS FOR BUILDING USES** TOWN OF SOUTHBOROUGH, MA **fall 2021**

OPTION 3

DEPARTMENTS

BUILDINGS	ASSESSORS	CONSERVATION	ECONOMIC	EDUCATION	ENVIRONMENT	FINANCIAL	PLANNING	PUBLIC SERVICES	TOWN	TOWN CLERK	TOWN CLERK / COLLECTOR	TOWN PLANNING	TOWN PLANNING / ZONING	TOWN PLANNING / ZONING / ZONING	TOWN PLANNING / ZONING / ZONING / ZONING	TOWN PLANNING / ZONING / ZONING / ZONING / ZONING	TOWN PLANNING / ZONING / ZONING / ZONING / ZONING / ZONING	TOWN PLANNING / ZONING / ZONING / ZONING / ZONING / ZONING / ZONING	TOWN PLANNING / ZONING	TOWN PLANNING / ZONING	TOWN PLANNING / ZONING	TOWN PLANNING / ZONING	TOWN PLANNING / ZONING	TOWN PLANNING / ZONING						
TOWN HOUSE	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
LIBRARY	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
SOUTH UNION BUILDINGS	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
DPW OFFICES	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
MARGARET NEARY ELEMENTARY SCHOOL	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	
CORDAVILLE HALL	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	
NEW OR OTHER BUILDING	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3		

LEGEND

- NEW USE
- RENOVATION
- RENOVATION/ADDITION
- EXISTING TO REMAIN
- NEW OR OTHER BUILDING
- MARKET ANALYSIS

OPTION 3 NOTES:

- a. New or Other building for Town offices, with exception of permitting offices which stay in Town House.
- b. Senior Center receives small addition; no change to Facilities & Youth & Family Services move to Cordaville Hall.
- c. Superintendent's Offices move to a New or Other Building and vacate the space for the Recreation Department.
- d. DPW has addition for needed bays.

Market Analysis will explore the potential uses of the building is sold. For those buildings where the intention is not to sell, market analysis will explore potential functions that the building could best satisfy.

4 **CHART OF OPTIONS FOR BUILDING USES** TOWN OF SOUTHBOROUGH, MA **fall 2021**

OPTION 4-a-b (woodward)

DEPARTMENTS

BUILDINGS	ASSESSORS	CONSERVATION	ECONOMIC	EDUCATION	ENVIRONMENT	FINANCIAL	PLANNING	PUBLIC SERVICES	TOWN	TOWN CLERK	TOWN CLERK / COLLECTOR	TOWN PLANNING	TOWN PLANNING / ZONING	TOWN PLANNING / ZONING / ZONING	TOWN PLANNING / ZONING / ZONING / ZONING	TOWN PLANNING / ZONING / ZONING / ZONING / ZONING	TOWN PLANNING / ZONING / ZONING / ZONING / ZONING / ZONING	TOWN PLANNING / ZONING / ZONING / ZONING / ZONING / ZONING / ZONING	TOWN PLANNING / ZONING	TOWN PLANNING / ZONING	TOWN PLANNING / ZONING	TOWN PLANNING / ZONING	TOWN PLANNING / ZONING						
TOWN HOUSE	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4
SOUTH UNION BUILDINGS	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	
DPW OFFICES	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	
MARGARET NEARY ELEMENTARY SCHOOL	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4		
CORDAVILLE HALL (1st fl & basement)	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4				
NEW OR OTHER BUILDING	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4				

LEGEND

- NEW USE
- RENOVATION
- RENOVATION/ADDITION
- EXISTING TO REMAIN
- NEW OR OTHER BUILDING
- MARKET ANALYSIS

OPTION 4 NOTES:

- a. Assumes selling South Union & Cordaville Hall.
- b. New or other building to be Tower Offices & Senior Center, with Facilities & Recreation.
- c. Extension of space.
- d. Margaret Neary moves to school district educational or other use.
- e. Children's Library moves to Town House.
- f. Youth and Family in Woodward with easy access to entrance (first floor).

Market Analysis will explore the potential uses of the building is sold. For those buildings where the intention is not to sell, market analysis will explore potential functions that the building could best satisfy.

5 **CHART OF OPTIONS FOR BUILDING USES** TOWN OF SOUTHBOROUGH, MA **fall 2021**

OPTION 5 (Woodward)

DEPARTMENTS

BUILDINGS	ASSESSORS	CONSERVATION	ECONOMIC	EDUCATION	ENVIRONMENT	FINANCIAL	PLANNING	PUBLIC SERVICES	TOWN	TOWN CLERK	TOWN CLERK / COLLECTOR	TOWN PLANNING	TOWN PLANNING / ZONING	TOWN PLANNING / ZONING / ZONING	TOWN PLANNING / ZONING / ZONING / ZONING	TOWN PLANNING / ZONING / ZONING / ZONING / ZONING	TOWN PLANNING / ZONING / ZONING / ZONING / ZONING / ZONING	TOWN PLANNING / ZONING / ZONING / ZONING / ZONING / ZONING / ZONING	TOWN PLANNING / ZONING	TOWN PLANNING / ZONING	TOWN PLANNING / ZONING	TOWN PLANNING / ZONING				
TOWN HOUSE	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5
SOUTH UNION BUILDINGS	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	
DPW OFFICES	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5		
MARGARET NEARY ELEMENTARY SCHOOL	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5			
CORDAVILLE HALL (1st fl & basement)	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5				
NEW OR OTHER BUILDING	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5				

LEGEND

- NEW USE
- RENOVATION
- RENOVATION/ADDITION
- EXISTING TO REMAIN
- NEW OR OTHER BUILDING
- MARKET ANALYSIS

OPTION 5 NOTES:

- a. Assumes selling South Union & Cordaville Hall.
- b. Superintendent's Office and most Town Offices in Woodward. Permitting departments in Town House.
- c. Expansion of space.
- d. Margaret Neary returns to school district educational or other use.
- e. Senior Center and Recreation moves to Woodward ; some space is shared (e.g. Gym).
- f. Youth and Family in Woodward with easy access to entrance (first floor).

Market Analysis will explore the potential uses to sell the buildings. For those buildings where the intention is not to sell, market analysis will explore potential private functions that the building could best satisfy.

6 **CHART OF OPTIONS FOR BUILDING USES** TOWN OF SOUTHBOROUGH, MA **fall 2021**

OPTION 6 (Woodward)

DEPARTMENTS

BUILDINGS	ASSESSORS	CONSERVATION	ECONOMIC	EDUCATION	ENVIRONMENT	FINANCIAL	PLANNING	PUBLIC SERVICES	TOWN	TOWN CLERK	TOWN CLERK / COLLECTOR	TOWN PLANNING	TOWN PLANNING / ZONING	TOWN PLANNING / ZONING / ZONING	TOWN PLANNING / ZONING / ZONING / ZONING	TOWN PLANNING / ZONING / ZONING / ZONING / ZONING	TOWN PLANNING / ZONING / ZONING / ZONING / ZONING / ZONING	TOWN PLANNING / ZONING / ZONING / ZONING / ZONING / ZONING / ZONING</
-----------	-----------	--------------	----------	-----------	-------------	-----------	----------	-----------------	------	------------	------------------------	---------------	------------------------	---------------------------------	--	---	--	---

Southborough program analysis

Option 1

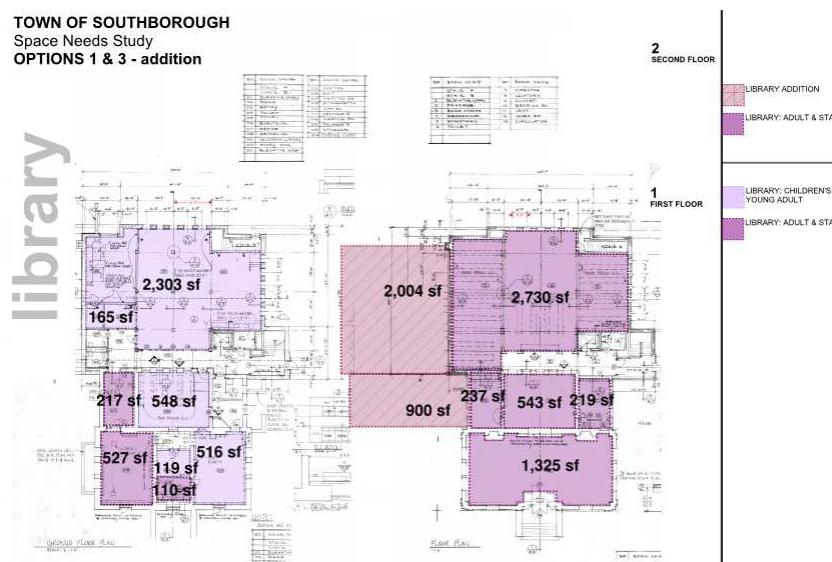


town house

TOWN OF SOUTHBOROUGH
Space Needs Study
OPTIONS 1 & 4 - Relocate NSBORO



TOWN OF SOUTHBOROUGH
Space Needs Study
OPTIONS 1 & 3 - addition



DRA

CHART OF OPTIONS FOR BUILDING USES TOWN OF SOUTHBOROUGH, MA

fall 2021

OPTION 1	DEPARTMENTS													OPTION 2	OPTION 3	OPTION 4	OPTION 5
BUILDINGS	ASSESSORS	CONSERVATION COMMISSION	ECONOMIC DEVELOPMENT COMMITTEE	PLANNING	PUBLIC RECORDS - TOWN	TECHNOLOGY	TOWN ACCOUNTANT	TOWN ADMINISTRATOR	TOWN CLERK	TREASURER / COLLECTOR	SENIOR CENTER	BOARD OF HEALTH	BUILDING ZONING	FACILITIES	YOUTH & FAMILY SERVICES	RECREATION	PUBLIC WORKS
TOWN HOUSE																	
LIBRARY																	
SOUTH UNION BUILDING																	
DPW OFFICES																	
MARGARET NEARY ELEMENTARY SCHOOL																	
CORDAVILLE HALL																	
NEW OR OTHER BUILDING	1	1	1	1	1	1	1	1	1	1	1	1	1		1		
LEGEND	OPTION 1 NOTES:																
NEW USE	a New Construction would allow Town Offices to be centralized. Board of Health and Building/Zoning no longer satellite offices.																
RENOVATION	b Superintendent's Office - Northborough-Southborough to relocate to Town House in this Option																
RENOVATION/ADDITION	c Recreation - relocates to vacated Superintendent's Offices																
EXISTING TO REMAIN	d Youth & Family Services can be relocated to Cordaville Hall once BOH & Building/Zoning relocate.																
NEW OR OTHER BUILDING	e Senior center small addition for offices. Use front rooms for living room/library space.																
MARKET ANALYSIS	f South Union Building can be sold. DPW has addition for needed bays; can happen independently of other moves.																
Market Analysis will explore the potential uses if the building is sold. For those buildings where the intention is not to sell, market analysis will explore potential functions that the building could best satisfy.																	

NORTH-SOUTHBOROUGH SCHOOL DEPT. 1

Southborough program analysis

Option 2

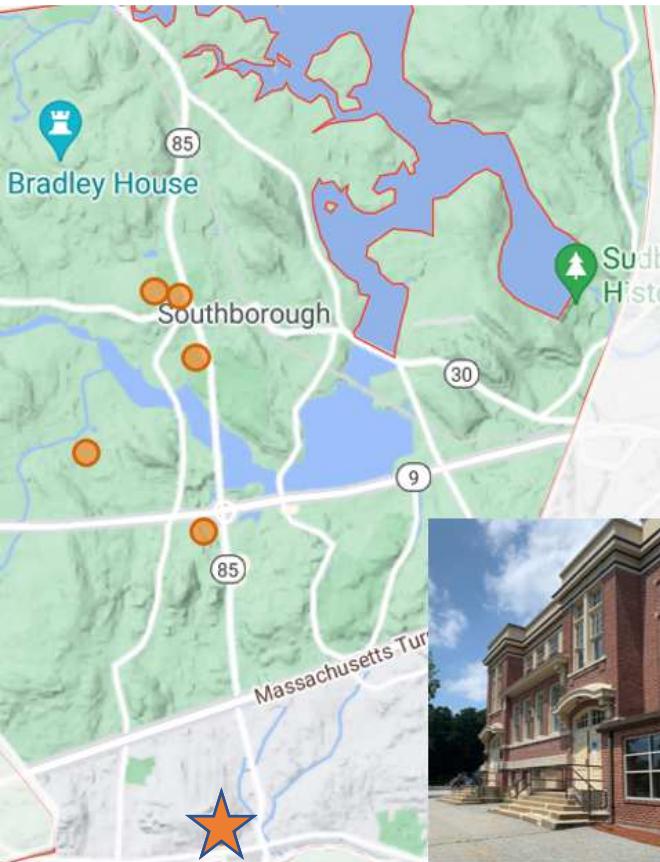


CHART OF OPTIONS FOR BUILDING USES TOWN OF SOUTHBOROUGH, MA fall 2021

OPTION 2	DEPARTMENTS																	
	ASSESSORS	CONSERVATION COMMISSION	ECONOMIC DEVELOPMENT COMMITTEE	PLANNING	PUBLIC RECORDS-TOWN	TECHNOLOGY	TOWN ACCOUNTANT	TOWN ADMINISTRATOR	TOWN CLERK	TREASURER / COLLECTOR	SENIOR CENTER	BOARD OF HEALTH	BUILDING ZONING	FACILITIES	YOUTH & FAMILY SERVICES	RECREATION	LIBRARY	PUBLIC WORKS
BUILDINGS																		
TOWN HOUSE	2		2		2	2	2	2	2	2								
LIBRARY															2			
SOUTH UNION BUILDING		2	2									2	2	2				
DPW OFFICES																	2	
MARGARET NEARY ELEMENTARY SCHOOL															2			
CORDAVILLE HALL											2		2					
NEW OR OTHER BUILDING																	2	
LEGEND																		
NEW USE																		
RENOVATION																		
RENOVATION/ADDITION																		
EXISTING TO REMAIN																		
NEW OR OTHER BUILDING																		
MARKET ANALYSIS																		

NOT VALID

OPTION 2 NOTES:

- a Moving Planning & Conservation out of Town House provides much needed space .
- b Superintendent's Office - Northborough-Southborough to relocate to New or Other Building - Eliminates satellite offices-storage
- c Recreation - relocates to vacated Superintendent's Offices
- d Youth & Family Services to expand in South Union Building sharing the building with the permitting departments
- e DPW has addition for needed bays; can happen independently of other moves.

Market Analysis will explore the potential uses if the building is sold. For those buildings where the intention is not to sell, market analysis will explore potential functions that the building could best satisfy.

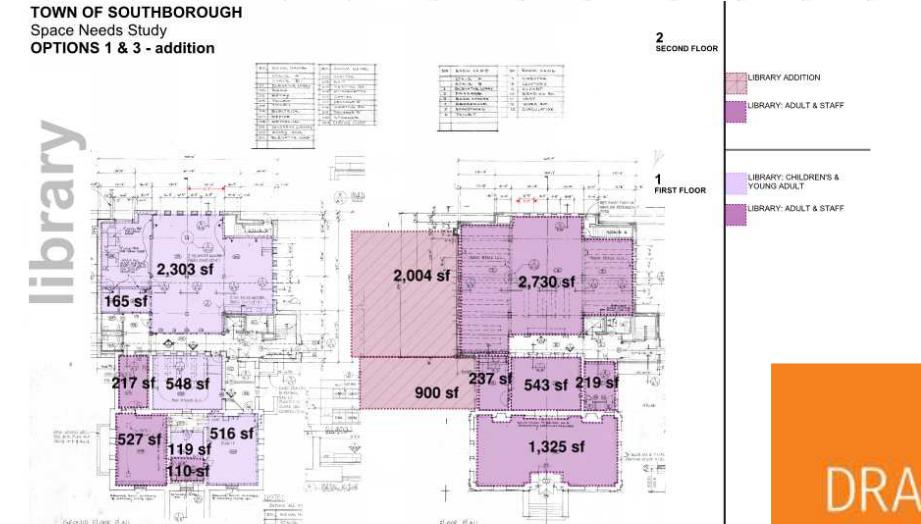
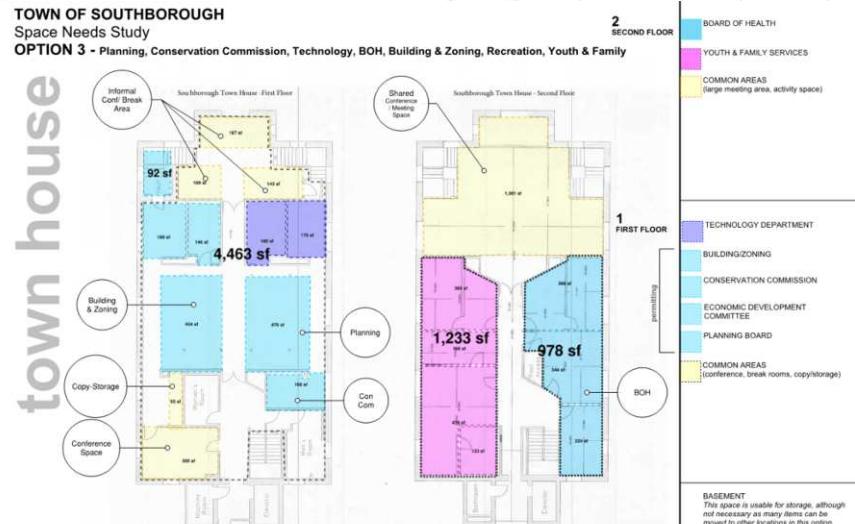
- Building Quality – several upgrades needed
- Location is not central



DRA

Southborough program analysis

Option 3



DRA

Southborough program analysis

Option 4

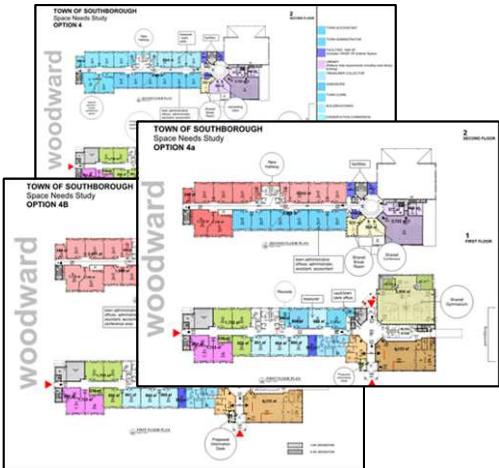


CHART OF OPTIONS FOR BUILDING USES TOWN OF SOUTHBOROUGH, MA													fall 2021							
OPTION 4 -a-b (woodward)		DEPARTMENTS																		
BUILDINGS		ASSESSORS	CONSERVATION COMMISSION	ECONOMIC DEVELOPMENT COMMITTEE	PLANNING	PUBLIC RECORDS - TOWN	TECHNOLOGY	TOWN ACCOUNTANT	TOWN ADMINISTRATOR	TOWN CLERK	TREASURER / COLLECTOR	SENIOR CENTER	BOARD OF HEALTH	BUILDING ZONING	FACILITIES	YOUTH & FAMILY SERVICES	RECREATION	PUBLIC WORKS	NORTH-SOUTHBOROUGH SCHOOL DEPT.	LIBRARY
TOWN HOUSE																				
SOUTH UNION BUILDING																				
DPW OFFICES																				
MARGARET NEARY ELEMENTARY SCHOOL																				
CORDAVILLE HALL (1st flr & basement)																				
NEW OR OTHER BUILDING	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	
LIBRARY																				
LEGEND	OPTION 4 NOTES:													<ul style="list-style-type: none"> a Assumes selling South Union & Cordaville Hall b New, or other building, for Town Offices & Senior Center, with Facilities c Expansion of Library and DPW d Superintendent Offices move to Town House e Recreation & Youth & Family move to NEW/OTHER Building; some overlap with needed space is utilized by the existing GYM f OPTION 4A shows the school department moving to NEW/OTHER Building as well to occupy space; no use for Town House. 						
NEW USE																				NET TOTAL
RENOVATION																				
RENOVATION/ADDITION																				
EXISTING TO REMAIN																				
NEW OR OTHER BUILDING																				
MARKET ANALYSIS																				

Market Analysis will explore the potential uses if the building is sold. For those buildings where the intention is not to sell, market analysis will explore potential functions that the building could best satisfy.



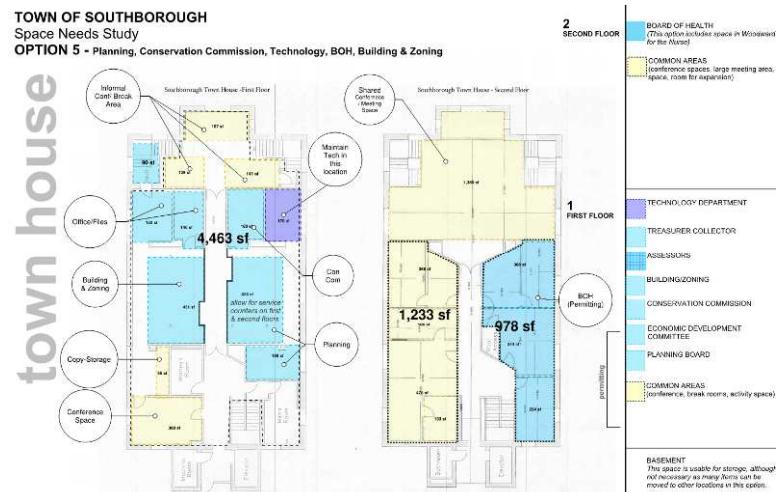
DRA

Southborough program analysis

Option 5



town house



library

LEGEND

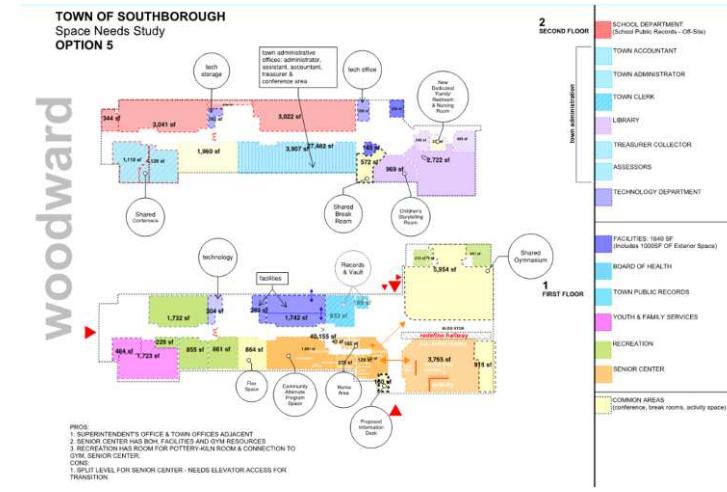
NEW USE
RENOVATION
RENOVATION/ADDITION
EXISTING TO REMAIN
NEW OR OTHER BUILDING
MARKET ANALYSIS

OPTION 4 NOTES:

- a Assumes selling South Union & Cordaville Hall
- b Superintendent's Office and most Town Offices in Woodward. Permitting departments in Town House.
- c Expansion of DPW
- d Margaret Neary returns to school district educational or other use
- e Senior Center and Recreation moves to Woodward; some space is shared (e.g. Gym)
- f Youth and Family in Woodward with their own separate entrance.

Market Analysis will explore the potential uses to sell the buildings. For those buildings where the intention is not to sell, market analysis will explore potential private functions that the building could best satisfy.

woodward



fall 2021

Southborough program analysis

Option 6



CHART OF OPTIONS FOR BUILDING USES TOWN OF SOUTHBOROUGH, MA **fall 2021**

OPTION 6 (Woodward)		DEPARTMENTS																			
BUILDINGS		ASSESSORS	CONSERVATION COMMISSION	ECONOMIC DEVELOPMENT COMMITTEE	PLANNING	PUBLIC RECORDS - TOWN	TECHNOLOGY	TOWN ACCOUNTANT	TOWN ADMINISTRATOR	TOWN CLERK	TREASURER / COLLECTOR	SENIOR CENTER	BOARD OF HEALTH	BUILDING ZONING	FACILITIES	YOUTH & FAMILY SERVICES	RECREATION	PUBLIC WORKS	NORTH-SOUTHBOROUGH SCHOOL DEPT.	LIBRARY	
TOWN HOUSE																					
SOUTH UNION BUILDING																					
DPW OFFICES																			6		
MARGARET NEARY ELEMENTARY SCHOOL																					
CORDAVILLE HALL (1st flr & basement)																					
NEW OR OTHER BUILDING	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	
LIBRARY																				6	
LEGEND	OPTION 4 NOTES:													<p>a Assumes selling South Union & Cordaville Hall b Superintendent's Office and most Town Offices in Woodward. Permitting departments in Town House. NET TOTAL</p>							
NEW USE																					
RENOVATION																					
RENOVATION/ADDITION																					
EXISTING TO REMAIN																					
NEW OR OTHER BUILDING																					
MARKET ANALYSIS																					
<p>Market Analysis will explore the potential uses to sell the buildings. For those buildings where the intention is not to sell, market analysis will explore potential private functions that the building could best satisfy.</p>																					

DRA

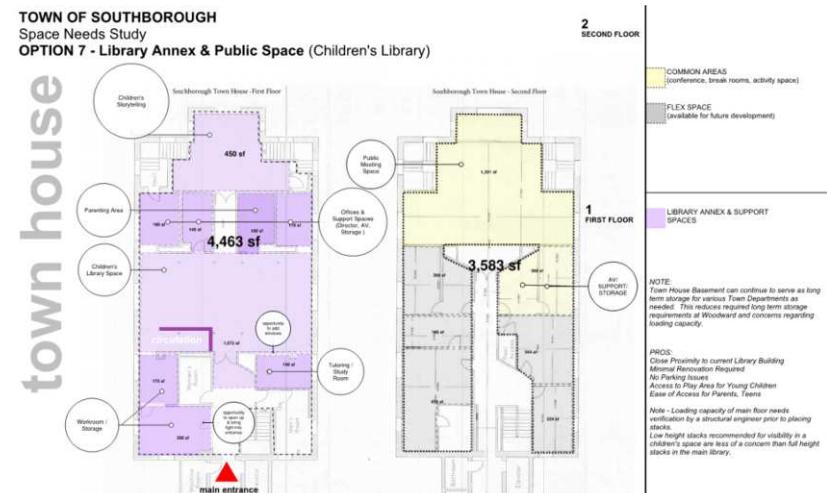
Southborough program analysis

Option 7

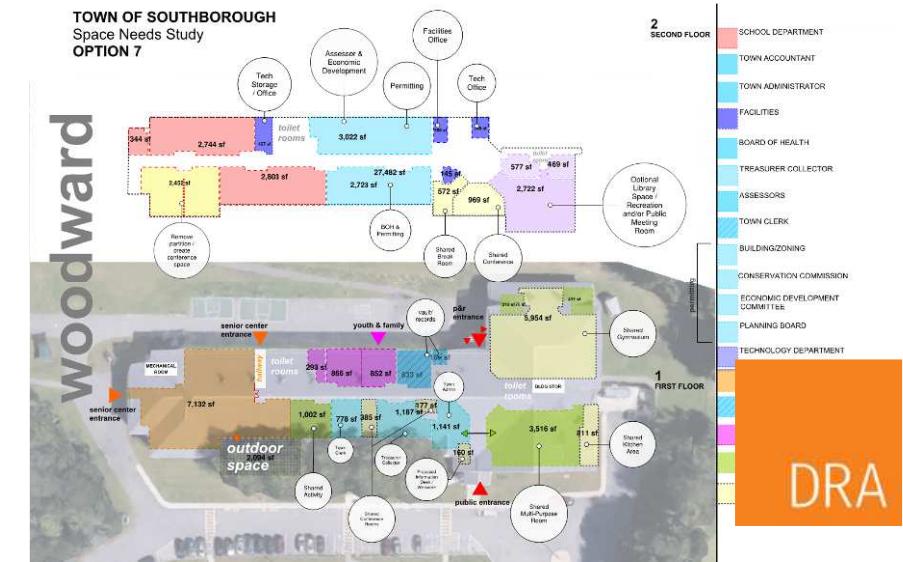
CHART OF OPTIONS FOR BUILDING USES TOWN OF SOUTHBOROUGH, MA

fall 2021

OPTION 7A/B (Woodward)	DEPARTMENTS													RECREATION	PUBLIC WORKS	NORTH-SOUTHBOROUGH SCHOOL DEPT.	LIBRARY
	ASSESSORS	CONSERVATION COMMISSION	ECONOMIC DEVELOPMENT COMMITTEE	PLANNING	PUBLIC RECORDS - TOWN	TECHNOLOGY	TOWN ACCOUNTANT	TOWN ADMINISTRATOR	TOWN CLERK	TREASURER / COLLECTOR	SENIOR CENTER	BOARD OF HEALTH	BUILDING ZONING	FACILITIES	YOUTH & FAMILY SERVICES		
BUILDINGS																	
TOWN HOUSE																	7
SOUTH UNION BUILDING																	
DPW OFFICES																	7
MARGARET NEARY ELEMENTARY SCHOOL																	
CORDAVILLE HALL (1st flr & basement)																	
NEW OR OTHER BUILDING	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7
LIBRARY																	7
LEGEND	OPTION 7 NOTES:															NET TOTAL	
NEW USE	a Assumes selling South Union & Cordaville Hall																
RENOVATION	b Facilities, Superintendent's Office, Senior Center, Recreation & ALL Town Offices in Woodward.																
RENOVATION/ADDITION	c Expansion of DPW																
EXISTING TO REMAIN	d Margaret Neary returns to school district educational or other use																
NEW OR OTHER BUILDING	e Children's Library moves to Town House																
MARKET ANALYSIS	f Youth and Family in Woodward with easy access to east entrance (first floor).																
Market Analysis will explore the potential uses to sell the buildings. For those buildings where the intention is not to sell, market analysis will explore potential private functions that the building could best satisfy.																	



*Multiple options for library use at Town House

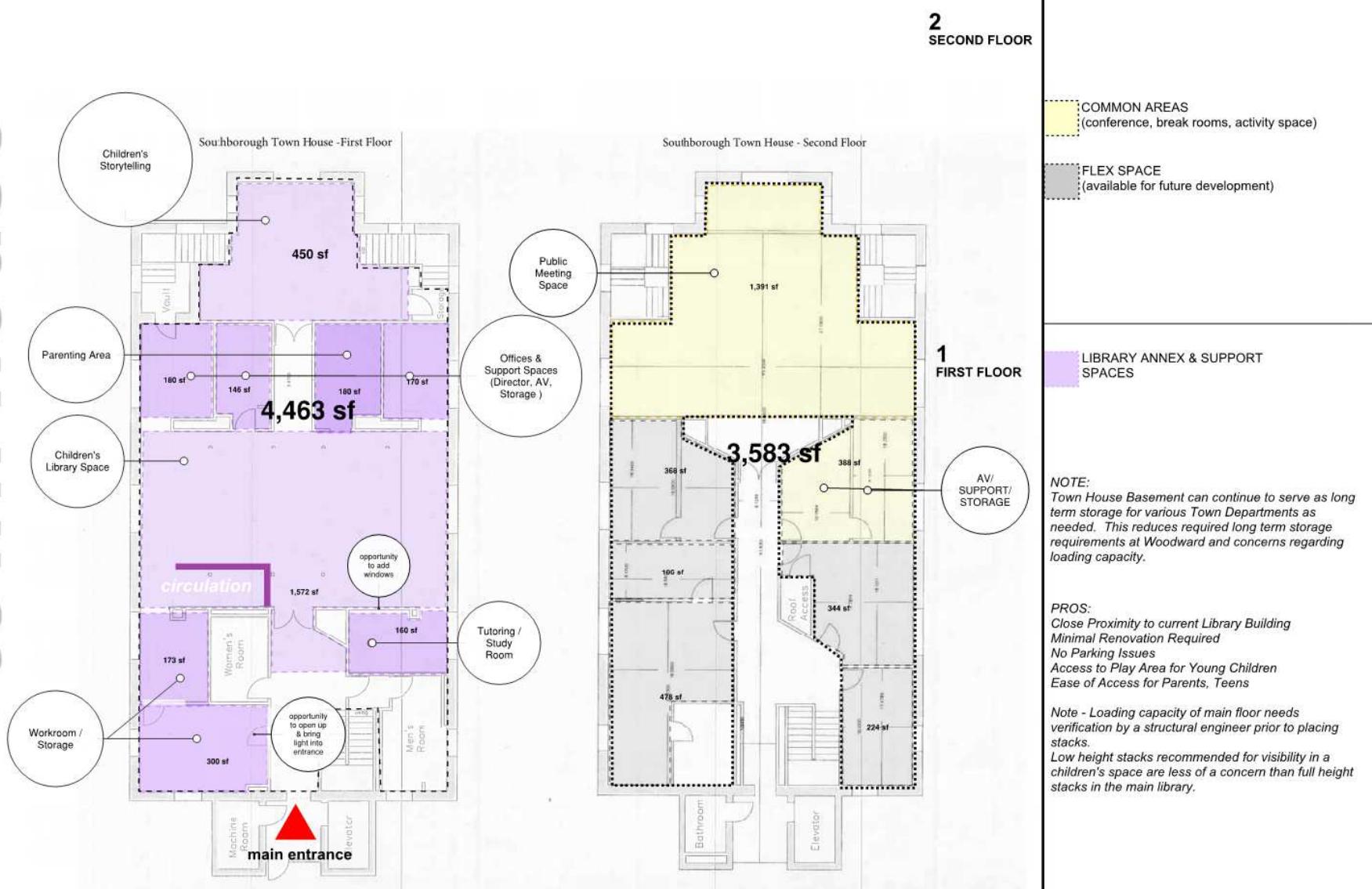


Southborough program analysis

Option 7



town house



*Multiple options for library use at Town House

DRA

Southborough Space Needs recommendations

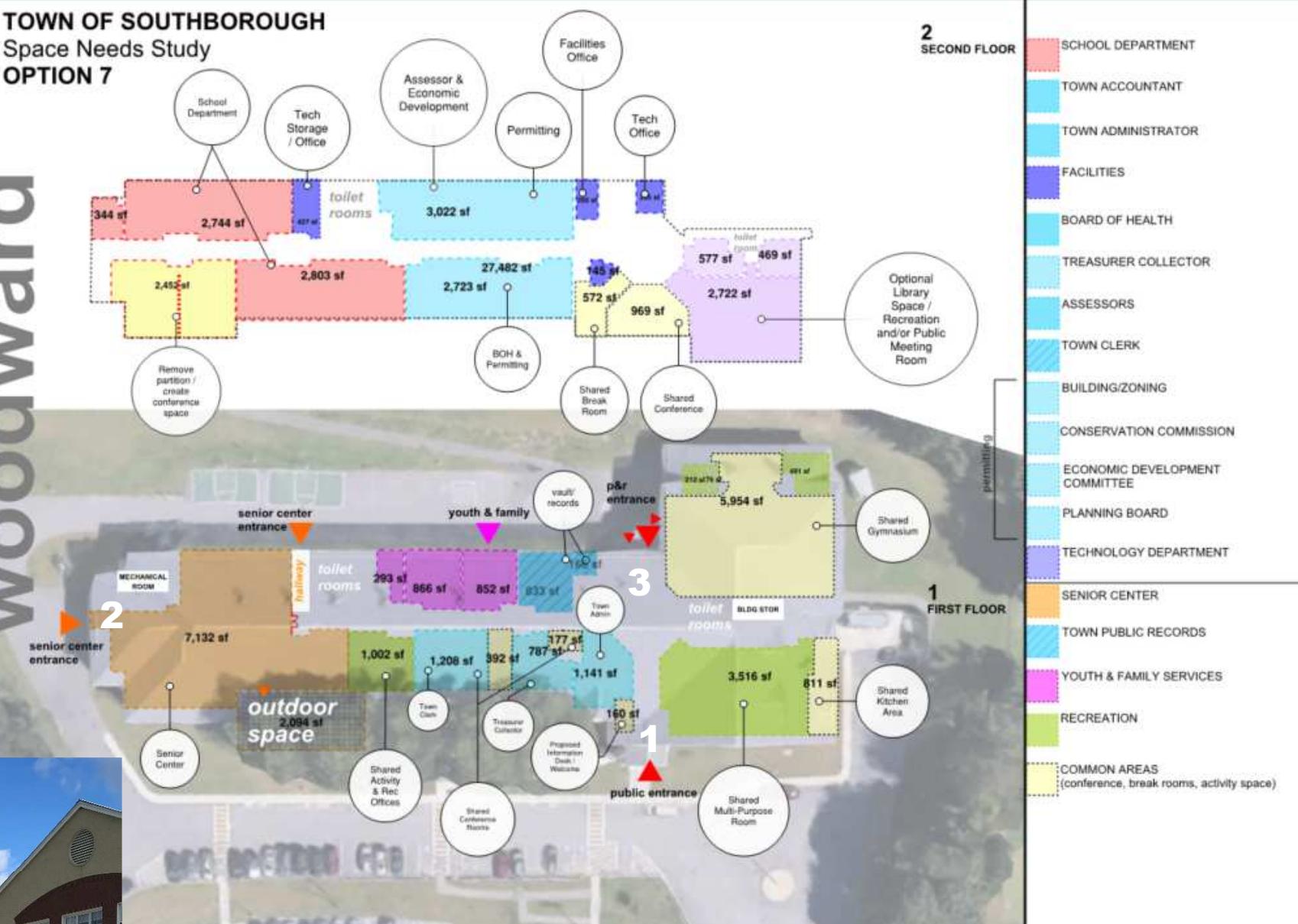


Southborough program analysis

Option 7



Woodward



Southborough program analysis

Option 7

WOODWARD Current parking:
109 spaces
(not including circle)

Proposed Parking
on East side of building:
34 spaces
(account for ADA parking & entrances)

Cordaville Hall:
Approx 70+ spaces



1
FIRST FLOOR

SENIOR CENTER
TOWN PUBLIC RECORDS
YOUTH & FAMILY SERVICES:
RECREATION:
COMMON AREAS (conference, break rooms, activity space)



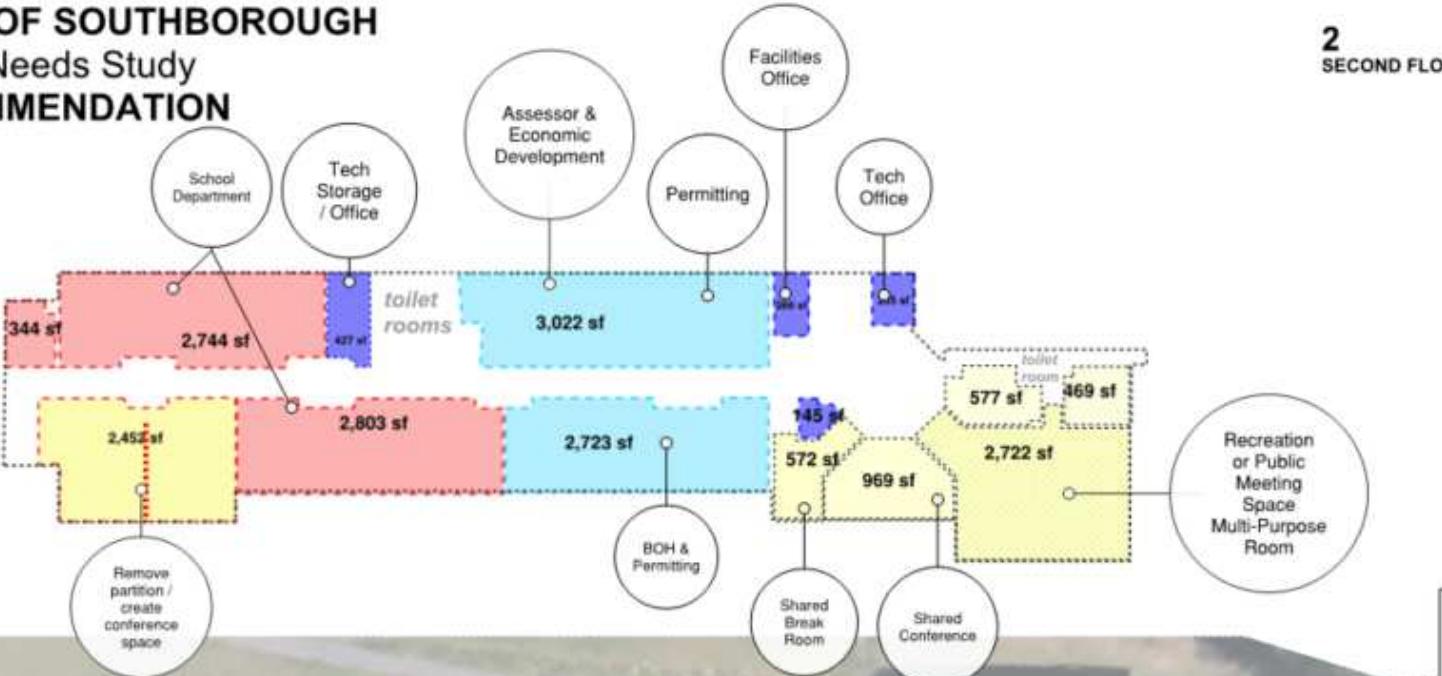
DRA

TOWN OF SOUTHBOROUGH

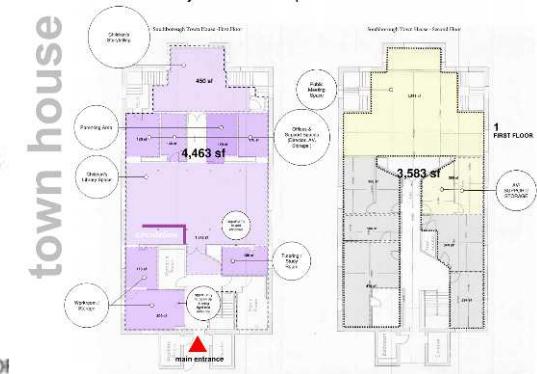
Space Needs Study

RECOMMENDATION

Woodward



2
SECOND FLOOR

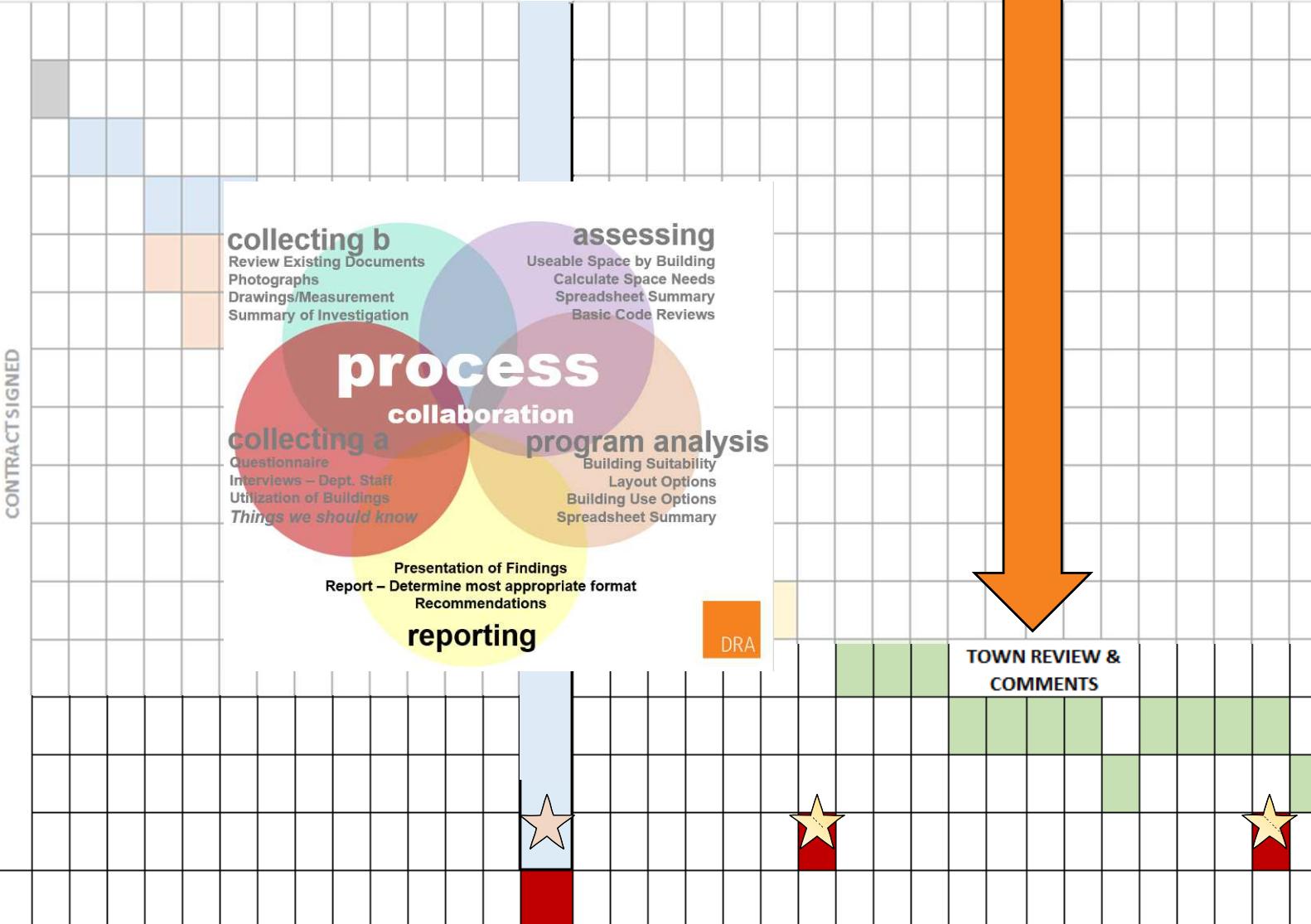


**Multiple options for library programs
available at Town House*

SCHOOL DEPARTMENT
TOWN ACCOUNTANT
TOWN ADMINISTRATOR
FACILITIES
BOARD OF HEALTH
TREASURER COLLECTOR
ASSESSORS
TOWN CLERK
BUILDING/ZONING
CONSERVATION COMMITTEE
ECONOMIC DEVELOPMENT COMMITTEE
PLANNING BOARD
TECHNOLOGY DEPARTMENT
SENIOR CENTER
TOWN PUBLIC RECORDS
YOUTH & FAMILY SERVICES
RECREATION
COMMON AREAS (conference, break rooms, etc.)

Southborough look ahead

COLLECT	1 Kick-Off Meeting							
ASSESS	2 Distribute DRA's Survey Form							
PROJECT	3 Develop Schedule for Dept. Head/Staff Meetings							
REPORT	4 Dept. Head/Staff Interviews (3-4 weeks)							
	5 Assess existing Space Use							
	6 Develop Dept Proximity Chart							
	7 Develop Space Needs Report for each Dept.							
	8 Develop Floor Area Chart with Existing Areas and Current & Future Space Needs							
	9 Review Useable Floor Areas for Existing Buildings							
	10 Develop Chart Showing Different Scenarios for Meeting the Town's Space Needs							
	11 Recommend Building Use and Disposition							
	12 First Draft Submission							
	12a Receive Comments and Adjust Report							
	13 Final Study Assessment Delivered							
	14 Three Meetings with Capital Planning Committee. Actual dates TBD.							
	Capital Planning Committee Meeting							



DRA



thank
you!

- the DRA team



DRA