

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

Drumme Rosane Anderson, Inc. (DRA)

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

Courtney Southwick LEED AP^{BD+C} MCPPO Project Manager



Southborough Space Needs



Building Location
Assessment



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

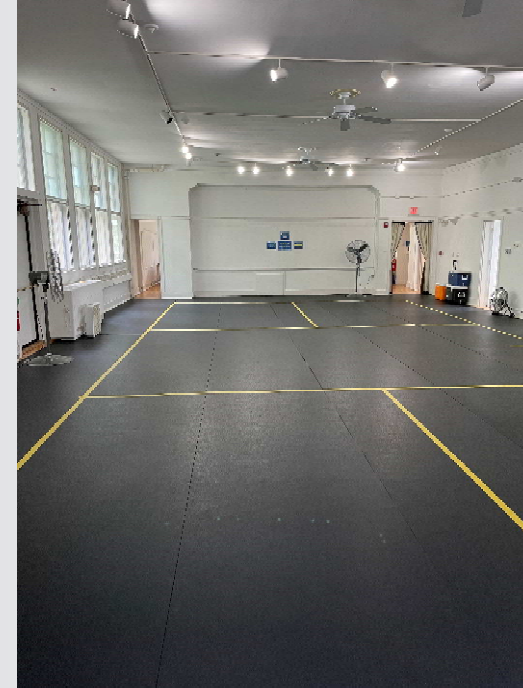
Presentation of Findings
Report – Determine most appropriate format
Recommendations

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

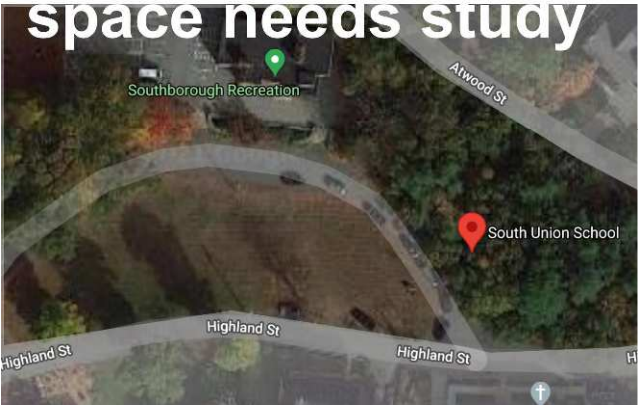


Southborough – South Union Building

collecting

 SOUTH UNION BUILDING
southborough.ma
(2 departments)

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

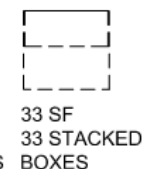
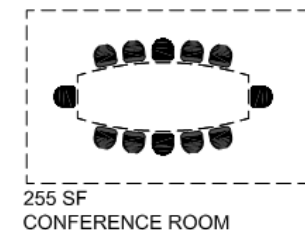
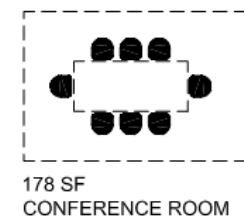
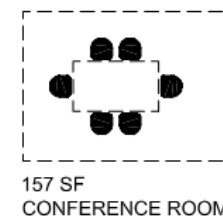
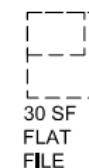
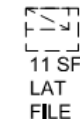
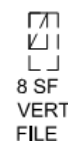
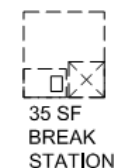
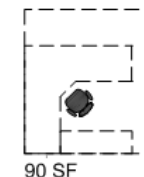
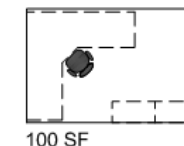
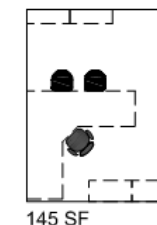
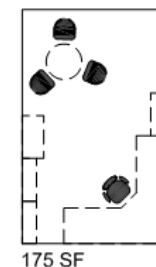
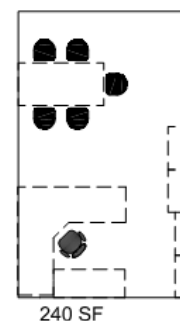


SOUTH UNION BUILDING	Current Space (S.F.)	Floor	SF. by FLOOR
Pottery Studio	687		
Storage	161	Basement.	
Storage	106	Basement.	
Storage	102	Basement.	
Storage	34	Basement.	
Storage	117	Basement.	
Storage	375	Basement.	
			1582
General Office	603	1st Floor	
Darkroom	75	1st Floor	
Office	82	1st Floor	
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

assessing

Diagram illustrating the current and proposed uses for the second floor of the building:

- Top Left (Green Area):** 1,917 sf. Currently being used as an indoor court-play area.
- Top Right (Green Area):** 643 sf. Currently being used as an open studio/classroom.
- Bottom (Yellow Area):** Currently being used as a storage space.
- Legend:**
 - 1: STORAGE - Youths & Family
 - 2: OPEN STUDIO/PLAY AREA

[illegible]

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

DRA

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

	Accessors	Conservation Commission	Economic Development Committee	Planning Board	Town Public Records	School Public Records (Off-site)	Technology Department	Town Accountant	Town Administrator	Town Clerk	Treasurer Collector	Senior Center	Board of Health	Building/Zoning	Facilities	Youth and Family Services	Recreation	School Department	Library	Public Works
Accessors																				
Conservation Commission																				
Economic Development Committee																				
Planning Board		●																		
Town Public Records**		●		●																
School Public Records (off site)																				
Technology Department**																				
Town Accountant					●															
Town Administrator							●													
Town Clerk					●															
Treasurer Collector								●	●											
Senior Center																				
Board of Health**				●	●							○								
Building/Zoning**		●		●	●								●							
Facilities**												●								
Youth and Family Services																				
Recreation																●				
School Department*						●			●											
Library																				
Public Works																				

* Central location for North/ SouthBorough

**Central location in town.

LEGEND	
●	PREFERRED ADJACENCY
○	HELPFUL DURING COVID

**Building Suitability
Layout Options
Building Use Options
Spreadsheet Summary**



2

CHART OF OPTIONS FOR BUILDING USES <small>TOWN OF SOUTHERNDROUGH, MA</small> <small>Jul 2021</small>																						
OPTION 2	DEPARTMENTS																					
	ASSESSORS	CONSERVATION	ECONOMIC DEVELOPMENT	COMMITTEE	PLANNING	PUBLIC SERVICES	TECHNOLOGY	TOWN	ACCOUNTANT	ADMINISTRATOR	TOWN CLERK	WASHLINE / COLLECTOR	SENIOR CENTER	BOARD OF	BEACHES	TRAILING ZONING	ADULTS	YOUTH & FAMILY SERVICES	RECREATION	JANUARY	PUBLIC WORKS	NORTH-SOUTH SIDE COLLECT
BUILDINGS																						
EDWYNS HOUSES	2		2				2	2		2												
LIBRARY																						
WELTH LINCOLN RESIDENCES		2					2															2
NEW CHURCHES																						2
MANAGER'S QUARTY & EMERGENCY HOUSE																						
CORDEVILLE HALL													2			2						
NEW OR OTHER BUILDING																						2
LEGEND	OPTION 2 NOTES: <ul style="list-style-type: none">■ Known - Planning & Conservation out of town house provides much needed space■ Superintendent - North/South/Side/central to relocate to New or Other Building - Eliminates satellite offices■ Recreation - relocates to vacant Superintendent's Offices■ Town & Family Services to expand in South Union Building sharing the building with the permitting department■ Not a critical location for expanding department■ DWV has additional for needed beds can happen independently of other services																					
USE CASE																						
RENOVATION																						
RENOVATION/ADDITION																						
DESIGN TO REMAIN																						
NEW OR OTHER BUILDING																						
MARKET ANALYSIS	Market Analysis will explore the potential uses if the building is sold vs those buildings where the intention is not to sell, market analysis will explore potential functions that the building could best serve.																					

[illegible][illegible][illegible]

Southborough program analysis

Option 1



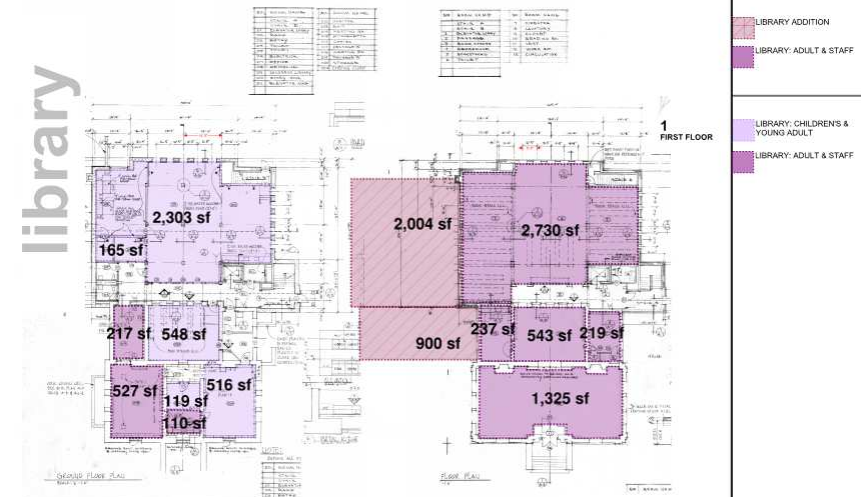
OPTION 1	DEPARTMENTS																		
	ASSESSORS	CONSERVATION COMMISSION	ECONOMIC DEVELOPMENT COMMITTEE	PLANNING	PUBLIC RECORDS - TOWN	TECHNOLOGY	TOWN ACCOUNTANT	TOWN ADMINISTRATOR	TOWN CLERK	TREASURER / COLLECTOR	SENIOR CENTER	BOARD OF HEALTH	BUILDING ZONING	FACILITIES	YOUTH & FAMILY SERVICES	RECREATION	LIBRARY	PUBLIC WORKS	NORTH-SOUTHBOROUGH SCHOOL DEPT.
BUILDINGS																			
TOWN HOUSE																			1
LIBRARY																	1		
SOUTH UNION BUILDING																			
DPW OFFICES																		1	
MARGARET NEARY ELEMENTARY SCHOOL																			
CORDAVILLE HALL											1			1	1				
NEW OR OTHER BUILDING	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.																		

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

town house



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



DRA

Southborough program analysis

Option 2

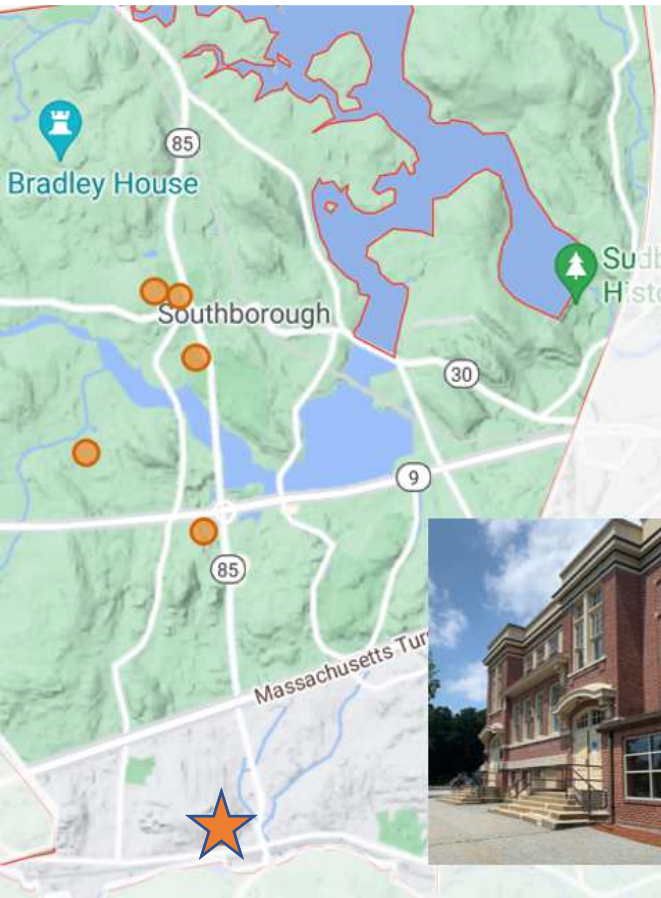


CHART OF OPTIONS FOR BUILDING USES

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	NORTH-SOUTHBOROUGH SCHOOL DEPT.
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
NOT VALID																			
LEGEND	OPTION 2 NOTES:																		
NEW USE	a Moving Planning & Conservation out of Town House provides much needed space .																		
RENOVATION	b Superintendent's Office - Northborough-Southborough to relocate to New or Other Building - Eliminates satellite offices-storage																		
RENOVATION/ADDITION	c Recreation - relocates to vacated Superintendent's Offices																		
EXISTING TO REMAIN	d Youth & Family Services to expand in South Union Building sharing the building with the permitting departments																		
NEW OR OTHER BUILDING	Not a central location for permitting departments																		
MARKET ANALYSIS	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.																			

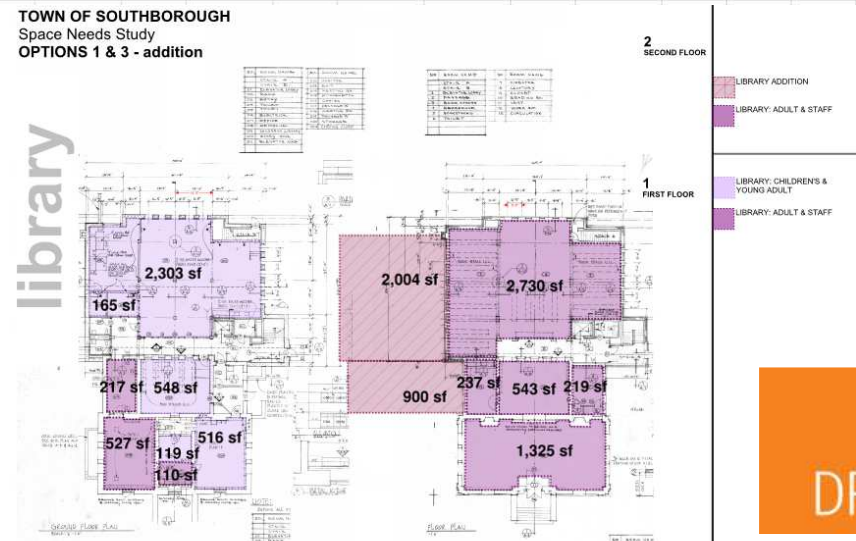
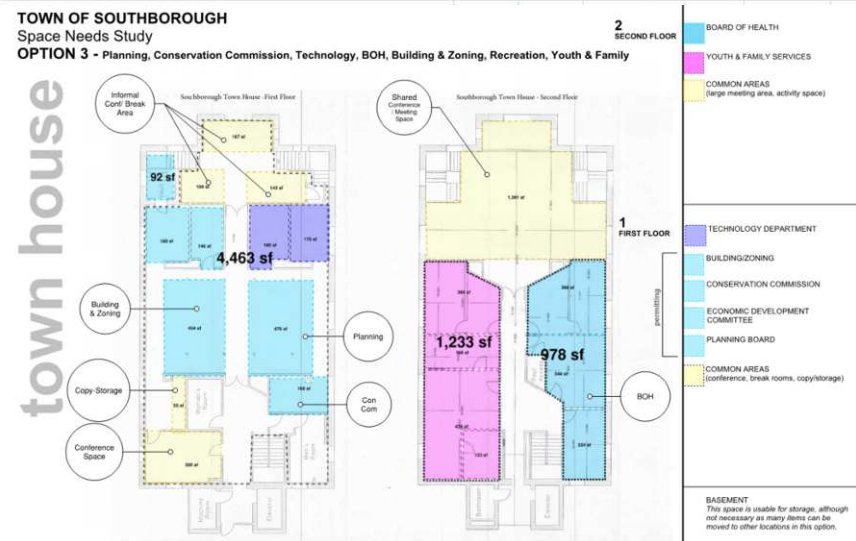
- Building Quality – several upgrades needed
- Location is not central



Southborough program analysis

Option 3

CHART OF OPTIONS FOR BUILDING USES																					TOWN OF SOUTHBOROUGH, MA	fall 2021
OPTION 3		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	NORTH-SOUTHBOROUGH SCHOOL DEPT.		
BUILDINGS																						
TOWN HOUSE			3		3		3						3	3		3						
LIBRARY																		3				
SOUTH UNION BUILDING																						
DPW OFFICES																			3			
MARGARET NEARY ELEMENTARY SCHOOL																						
CORDAVILLE HALL												3			3		3					
NEW OR OTHER BUILDING		3		3		3		3	3	3	3									3		
LEGEND		OPTION 3 NOTES:																				
NEW USE		a New or Other Building for Town Offices, with exception of permitting offices which stay in Town House																				
RENOVATION		b Senior Center receives small addition; no change to Facilities and Youth & Family Services move to Cordaville Hall																				
RENOVATION/ADDITION		c Superintendent's Offices move to a New or Other Building and vacate the space for the Recreation Department.																				
EXISTING TO REMAIN		d DPW has addition for needed bays.																				
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.																				



Southborough program analysis

Option 4



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

OPTION 4 -a-b (woodward)	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.	LIBRARY
BUILDINGS																			
TOWN HOUSE																		4	
SOUTH UNION BUILDING																		OPTION 4A	
DPW OFFICES																	4		
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		4A	
																			SUBTOTAL
LIBRARY																			4
LEGEND	OPTION 4 NOTES:																		
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

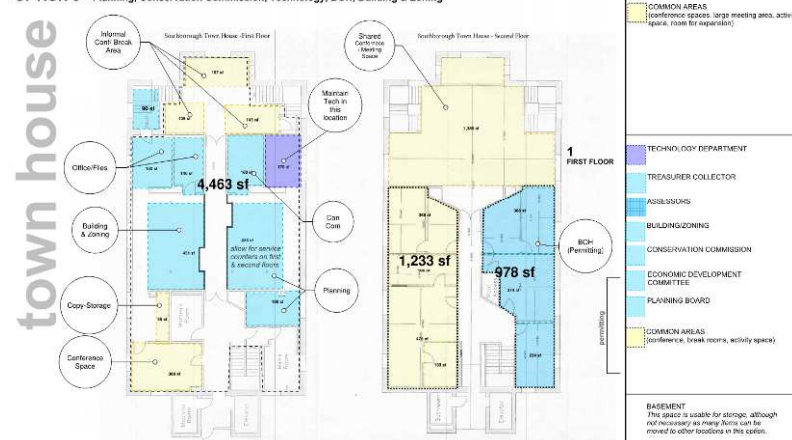
Option 5



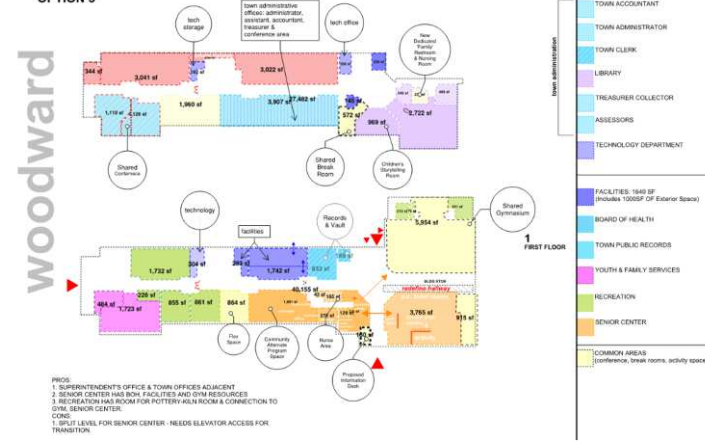
CHART OF OPTIONS FOR BUILDING USES		TOWN OF SOUTHBOROUGH, MA															fall 2021			
OPTION 5 (Woodward)		DEPARTMENTS																		
BUILDINGS	ASSESSORS	CONSERVATION COMMISSION	ECONOMIC DEVELOPMENT COMMITTEE	PLANNING	PUBLIC RECORDS TOWN	TECHNOLOGY	TOWN ACCOUNTANT	TOWN ADMINISTRATOR	TOWN CLERK	TREASURER / COLLECTOR	SENIOR CENTER	BOARD OF HEALTH	BUILDING ZONING	FACILITIES	YOUTH & FAMILY SERVICES	RECREATION	PUBLIC WORKS	NORTH-SOUTHBOROUGH SCHOOL DEPT.	LIBRARY	
TOWN HOUSE		5	5	5								5	5							
SOUTH UNION BUILDING																				
DPW OFFICES																	5			
MARGARET NEARY ELEMENTARY SCHOOL																				
CORDAVILLE HALL (1st flr & basement)																				
NEW OR OTHER BUILDING	5				5	5	5	5	5	5	5			5	5	5		5	5	
LIBRARY																			5	
LEGEND	OPTION 4 NOTES:																			
NEW USE	a Assumes selling South Union & Cordaville Hall																			
RENOVATION	b Superintendent's Office and most Town Offices in Woodward. Permitting departments in Town House.																			
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 Senior Center and Recreation moves to Woodward ; some space is shared (e.g. Gym)																			
MARKET ANALYSIS	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.																				

TOWN OF SOUTHBOROUGH Space Needs Study

OPTION 5 - Planning, Conservation Commission, Technology, BOH, Building & Zoning



TOWN OF SOUTHBOROUGH Space Needs Study OPTION 5



Southborough program analysis

Option 6



CHART OF OPTIONS FOR BUILDING USES TOWN OF SOUTHBOROUGH, MA

fall 2021

OPTION 6 (Woodward)

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																		6	
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
LIBRARY																			6
LEGEND	OPTION 4 NOTES:																		
NEW USE	a Assumes selling South Union & Cordaville Hall																		
RENOVATION	b Superintendent's Office and most Town Offices in Woodward. Permitting departments in Town House.																		
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 Senior Center and Recreation moves to Woodward ; some space is shared (e.g. Gym)																		
MARKET ANALYSIS	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.																			
NET TOTAL																			

DRA

Southborough program analysis

Option 7

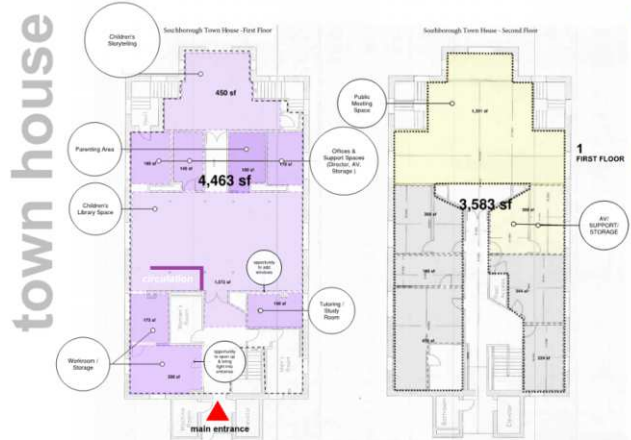
CHART OF OPTIONS FOR BUILDING USES TOWN OF SOUTHBOROUGH, MA

fall 2021

OPTION 7A/B (Woodward)	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.	LIBRARY
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																			
NEW USE																			
RENOVATION																			
RENOVATION/ADDITION																			
EXISTING TO REMAIN																			
NEW OR OTHER BUILDING																			
MARKET ANALYSIS																			
OPTION 7 NOTES:				a Assumes selling South Union & Cordaville Hall															
				b Facilities, Superintendent's Office, Senior Center, Recreation & ALL Town Offices in Woodward.															
				c Expansion of DPW															
				d Margaret Neary returns 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 east entrance (first floor).															
				NET TOTAL															
				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.															

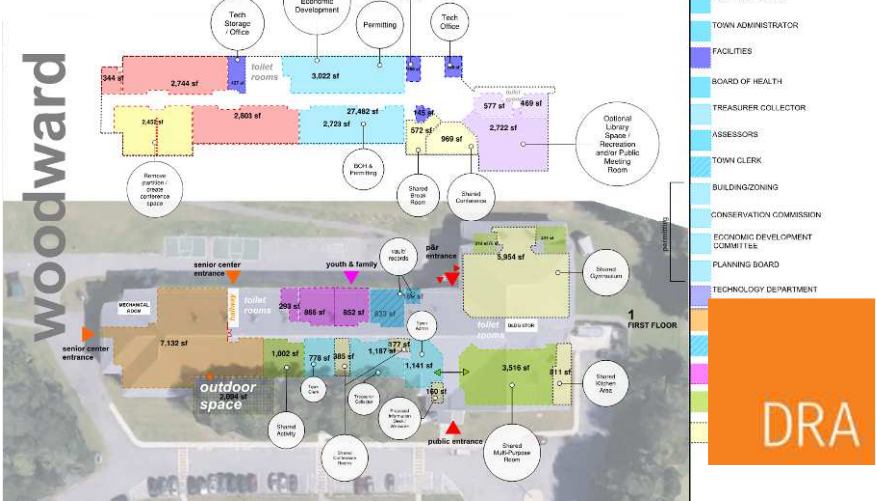


TOWN OF SOUTHBOROUGH
Space Needs Study
OPTION 7 - Library Annex & Public Space (Children's Library)



*Multiple options for library use at Town House

TOWN OF SOUTHBOROUGH
Space Needs Study
OPTION 7



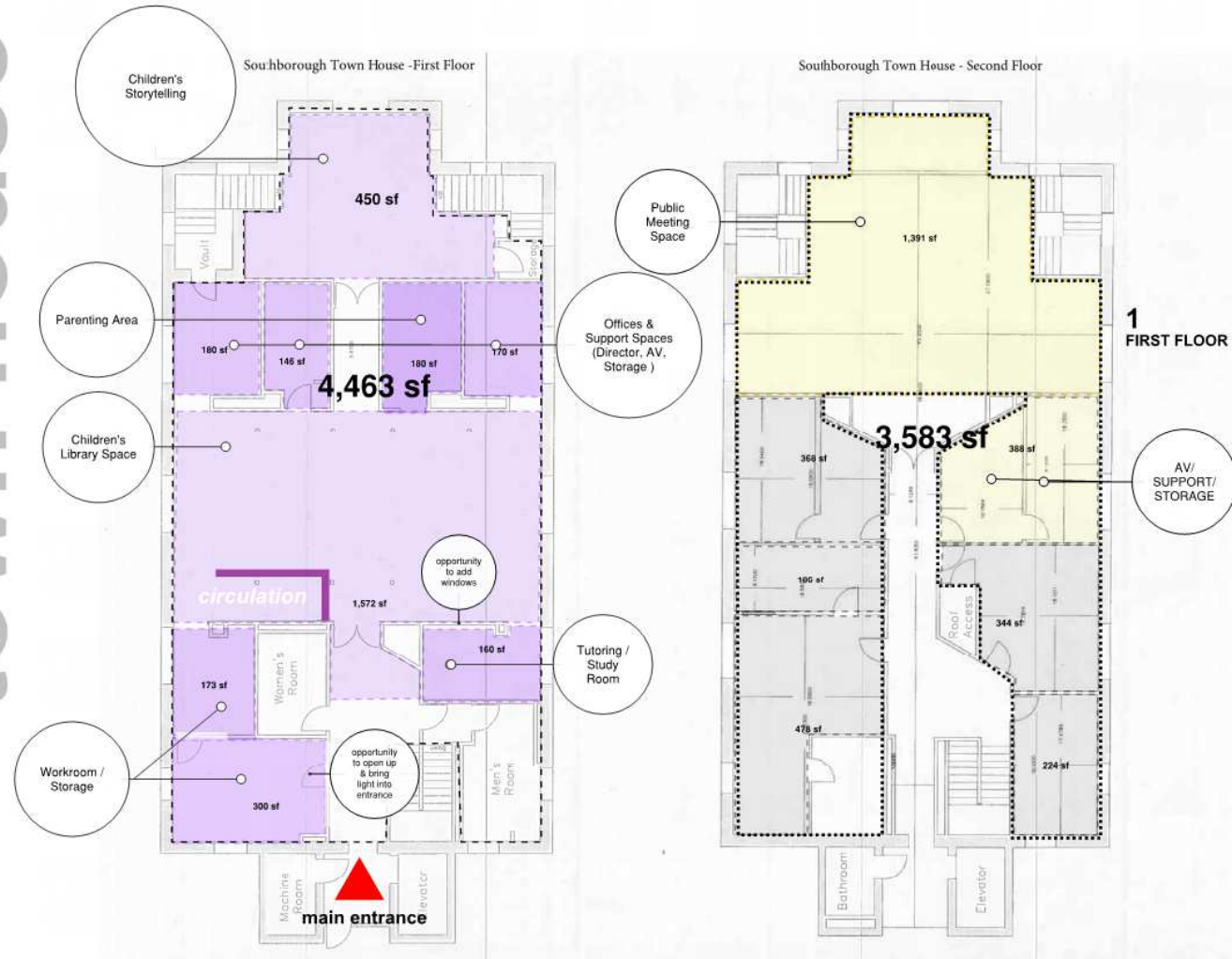
DRA

Southborough program analysis

Option 7



town house



COMMON AREAS
(conference, break rooms, activity space)

FLEX SPACE
(available for future development)

LIBRARY ANNEX & SUPPORT
SPACES

NOTE:
Town House Basement can continue to serve as long term storage for various Town Departments as needed. This reduces required long term storage requirements at Woodward and concerns regarding loading capacity.

PROS:
Close Proximity to current Library Building
Minimal Renovation Required
No Parking Issues
Access to Play Area for Young Children
Ease of Access for Parents, Teens

Note - Loading capacity of main floor needs verification by a structural engineer prior to placing stacks.
Low height stacks recommended for visibility in a children's space are less of a concern than full height stacks in the main library.

**Multiple options for library use at Town House*

DRA

Southborough Space Needs recommendations



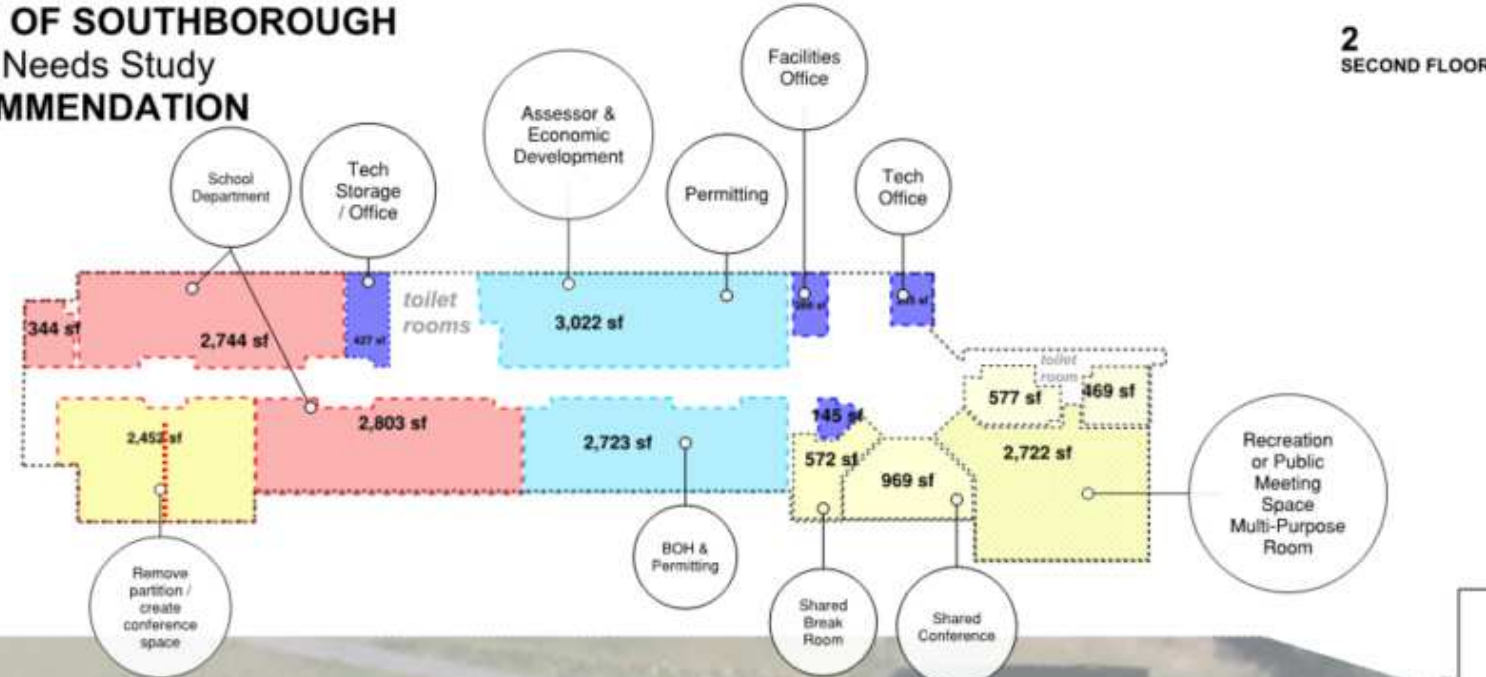
Option 7

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

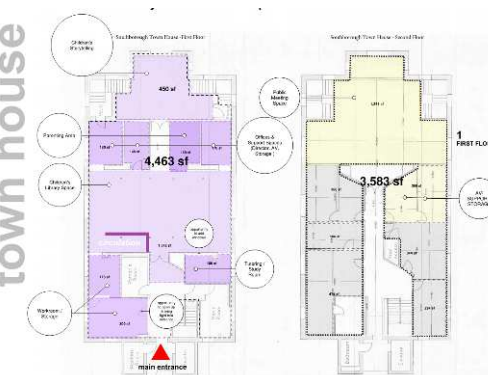
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TOWN OF SOUTHBOROUGH Space Needs Study RECOMMENDATION

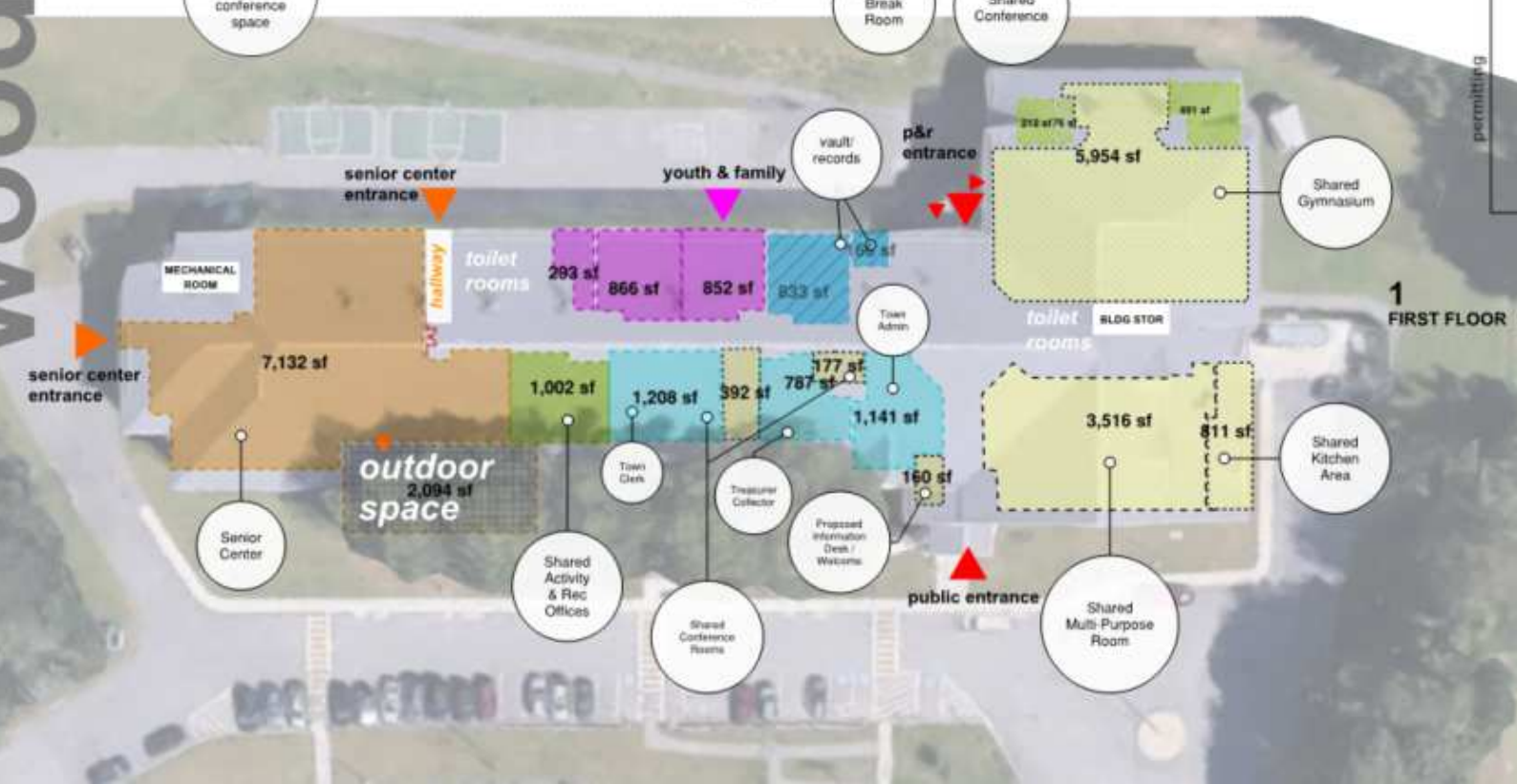
woodward



town house



*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 COMMISSION
- ECONOMIC DEVELOPMENT COMMITTEE
- PLANNING BOARD
- TECHNOLOGY DEPARTMENT
- SENIOR CENTER
- TOWN PUBLIC RECORDS
- YOUTH & FAMILY SERVICES
- RECREATION
- COMMON AREAS (conference, break rooms, activity space)

DRA

Southborough look ahead

		1	2	3	4	5	6	7	8	9	10	11	12	12a	13	14	
COLLECT	1 Kick-Off Meeting																
	2 Distribute DRA's Survey Form																
	3 Develop Schedule for Dept. Head/Staff Meetings																
	4 Dept. Head/Staff Interviews (3-4 weeks)																
ASSESS	5 Assess existing Space Use																
	6 Develop Dept Proximity Chart																
PROJECT	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																
REPORT	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																

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

reporting
Presentation of Findings
Report – Determine most appropriate format
Recommendations

DRA

TOWN REVIEW & COMMENTS

DRA

[illegible]



thank
you!

- the DRA team