

Bolton Town Offices - Space Program

Space	Proposed Size	Proposed Occupancy	Proximities & Requirements
Accountant			no public access
General office	150	1	privacy
Assessor			public, all depts.
General office	150	1	privacy, map table, public computer
			small meetings (5-6 people)
Shared Office			public, Conservation, Planning,
Board of Health	150	1	Assessor
Building Inspector	100	0.5	privacy, meetings (2-6 people)
Conservation			public, Health, Planning,
General office	250	1.5	Town Administrator
			small meetings (2-3 people)
			plan review table, privacy
Planning			public, Conservation, Town Clerk,
General office	150	1	Health - security, small meetings (2-3)
Town Administrator			public (by appt.), Secretary
Town Administrator	150	1	small meetings (2-3 people)
General office	150	0.5	
Town Clerk			public, all depts.
General office	300	2	
Treasurer/Human Resources			privacy and security
Treasurer	150	1	small meetings (3-4 people)
General office	150	0.5	
Town Secretary/Reception			public, Town Administrator,
General office	200	1	all depts.
Support			
Conference	150	10	Houghton
Conference	100	7	Town Hall
Conference	375	40	Town Hall
Copy room/mail	100		
Storage	1200		
Toilet rooms	400		4 per building, @50sf ea.
Vault	600		
TOTAL NET SF	4975		
TOTAL GROSS SF	6633		
NET/GROSS	75%		

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