



**Needham Town Hall**  
**Existing + Proposed Net Area Comparison**  
**July 29, 2008**

Department & Support Spaces	Net* Existing s.f.	Net* Estimated Future	Net Proposed Square Footage					
			Alt. 1	Alt. 1A	Alt. 1B	Alt. 2	Alt. 3	Alt. 4
<b>TOWN ADMINISTRATION</b>								
Town Manager/ Selectmen	730	1,080	757	757	757	757	757	757
Finance/Asst. Town Mgr.	78	150	302	285	285	265	256	192
Personnel/Asst. Town Mgr.	423	500	679	679	679	679	679	679
Town Clerk/ Registrar	784	850	873	873	873	873	873	873
Accounting	507	525	747	747	747	809	897	888
Treasurer / Tax Collector & Parking Clerk	722	800	705	705	705	922	1,109	673
Retirement	259	250	275	250	250	348	355	243
Information Technology Center	1,162	1,100	993	256 ***	925	925	1,074	1,072
Assessor	772	775	727	743	743	936	942	651
<b>Total Administration</b>	<b>5,437</b>	<b>6,030</b>	<b>6,058</b>	<b>5,039</b>	<b>5,964</b>	<b>6,514</b>	<b>6,942</b>	<b>6,028</b>

\* Does not include corridors, stairs, public entries and bathroom spaces.

**COMMUNITY DEVELOPMENT**

Planning & Economic Development	<b>707</b>	<b>850</b>	<b>0 **</b>	<b>0 ***</b>	<b>0 ***</b>	<b>728</b>	<b>872</b>	<b>0 **</b>
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**COMMUNITY SERVICES**

Public Health	849	1,050	1,168	<b>0 ***</b>	<b>0 ***</b>	1,273	1,397	1,100
Veteran's Services	163	200	123	<b>0 ***</b>	<b>0 ***</b>	269	99	123
Youth Services	686	850	541	<b>0 ***</b>	<b>0 ***</b>	719	776	639
Park & Recreation	626	700	0 **	<b>0 ***</b>	<b>0 ***</b>	800	927	0 **
<b>Total Community Services</b>	<b>2,324</b>	<b>2,800</b>	<b>1,832</b>	<b>0</b>	<b>0</b>	<b>3,061</b>	<b>3,199</b>	<b>1,862</b>

<b>TOTAL DEPARTMENT SPACES</b>	<b>8,468</b>	<b>9,680</b>	<b>7,890</b>	<b>5,039</b>	<b>5,964</b>	<b>10,303</b>	<b>11,013</b>	<b>7,890</b>
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**SUPPORT SPACES**

Selectmen's Meeting Room	443	587	587	587	587	587	587	587
Training/ Conference Rooms	200	150	165	264	264	170	276	308
Shared Conference Rooms	0	250	906	64	1,127	795	650	1,482
Lunch Room	219	250	165	165	165	165	165	165
Record Storage Vault	223	223	223	223	223	223	223	223
Town Clerk Storage	332	300	302	302	302	302	302	302



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Assessor's / IT Storage	146	300	296	144	144	296	296	99
Paper Supply Room	154	170	Space is with Copy Rooms					
Cable TV	25	30	64	64	64	64	64	64
Copy Room(s)	106	80	274	274	274	175	181	151
Public Health / Veteran's Storage	73	100	144	0***	0***	147	98	38
Mail Room	82	80	72	72	72	72	72	88
Custodian	205	200	135	160	190	174	252	127
Lower Level Corridor Storage & Trash Storage	250	Storage to remote location					4,749	742
Park & Rec. Storage (Over Stage)	169	100	0 **	0 ***	0 ***	135	99	0
General Storage at and Over Stage	169	169	395	0	0	0	395	395
Custodial Closet	31	30	87	87	87	110	109	80
<b>Total Support Spaces</b>	<b>2,827</b>	<b>3,019</b>	<b>3,815</b>	<b>2,406</b>	<b>3,499</b>	<b>3,415</b>	<b>8,518</b>	<b>4,851</b>
<b>Total Net Occupied</b>	<b>11,295</b>	<b>12,699</b>	<b>11,705</b>	<b>7,445</b>	<b>9,463</b>	<b>13,718</b>	<b>14,782</b>	<b>12,741</b>

**Auditorium**

Restored Auditorium and Stage			<b>No Auditorium</b>				4,280	4,280
Auditorium Storage							57	334

\* Does not include corridors, stairs, public entries and bathrooms.

\*\* Under Alternate No. 1 and Alternate No. 4 Planning and Economic Development as well as Park and Recreation, Youth Services and I.T.C. are relocated outside.

\*\*\*Under Alternate No. 1a, Planning and Economic Development, Public Health, Veteran's Services, Park and Recreation, Youth Services and I.T.C are relocated outside of Town Hall.

Under Alternate No. 1b, Planning and Economic Development, Public Health, Veteran's Services, Park and Recreation and Youth Services are relocated outside of Town Hall.



McGinley Kalsow  
& Associates LLP  
ARCHITECTS & PRESERVATION PLANNERS

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4,280

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