

REVIEW OF INTERIM CHANGES TO TOWN OFFICE REVISED 5/2/2008

Assumptions:

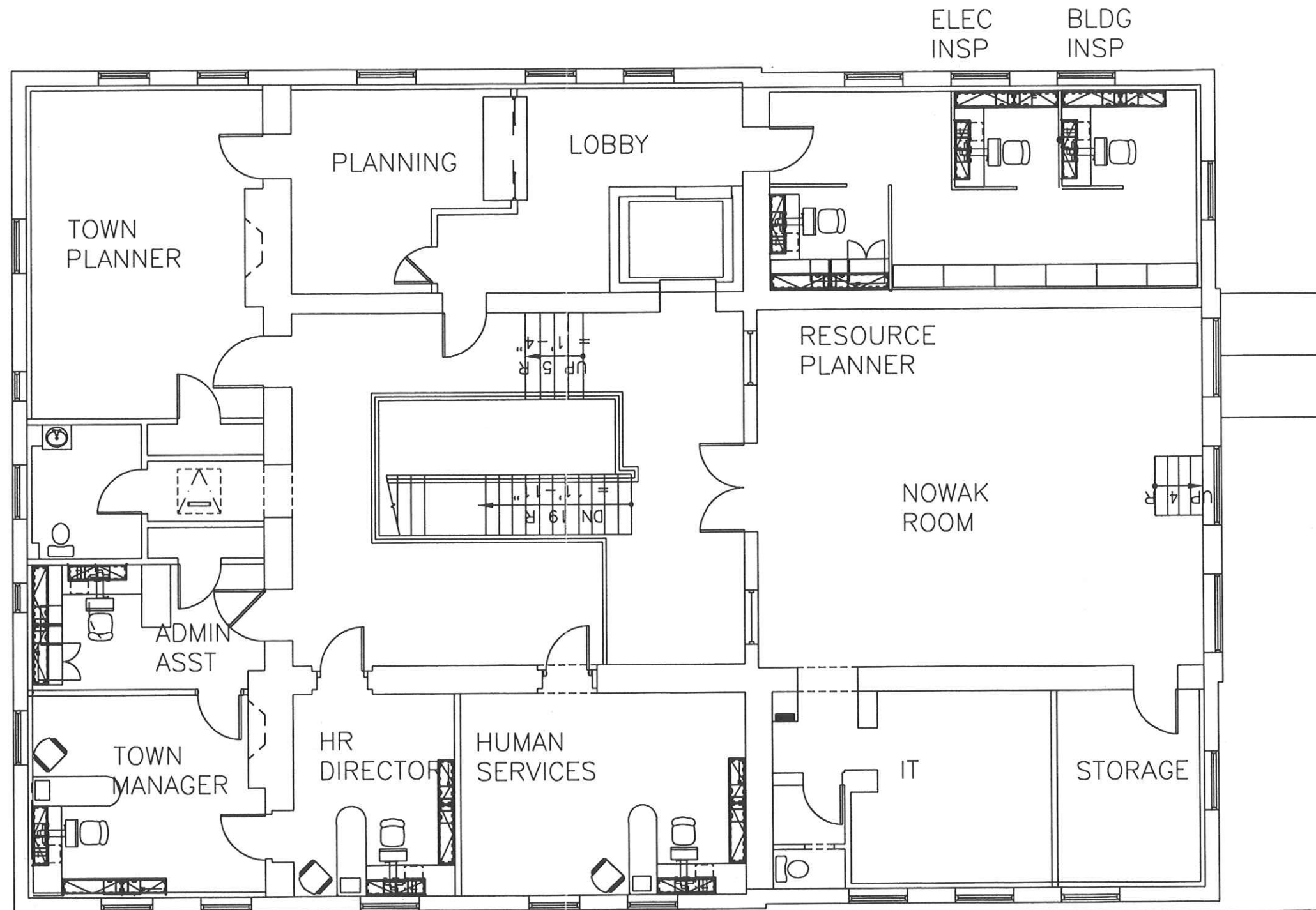
1. The Committee has been advised that Town Clerk has a mandate from the State for a new process which requires the addition of two network printers with multiple tray feeds. This process will require additional space in the Town Clerk's area.
2. The Town of Exeter has approved a new position of a Human Resource Director. Currently the town office plan does not have space for this position. It has been noted that functionally it would be beneficial if this position could share an administrative assistant with the Town Manager.
3. The Town of Exeter has approved a new position for a Resource Planner to be associated with the Planning and Building Department.
4. It has been noted that storage is at a premium.
5. The Committee considered the number of departments that would need to be moved and to what extent the disruptions may have to daily operations and staff.
6. The committee also reviewed the financial impact of this interim plan to assure that the plan could be achieved through funds currently budgeted.
7. The Employee entrance on the East face of the facility circulates directly through the admin area for the Town Manager. This circulation path has an impact on the productivity of the admin assistant as well as the Town Manger.

	Description	Pros	Cons	Impact to Functional Areas
Option 1	<ul style="list-style-type: none"> ▪ HR Director moves to Town Manager Office. ▪ Town Manager/Assistant moves to Wheelwright Room. 	<ul style="list-style-type: none"> ▪ Only one functional area moves. ▪ No work in current BOS office. ▪ Planning Dept Storage isn't changed. 	<ul style="list-style-type: none"> ▪ HR may not have adequate privacy and confidentiality concerns. ▪ HR Director and Town Manager are not located near each other and can't share Admin Assistant. ▪ Lose Meeting Room 	1. Town Mgr/Assist.
Option 2	<ul style="list-style-type: none"> ▪ HR Director moves to Wheelwright Room. (Maintain access to storage room.) ▪ Town Manager/Assistant moves to BOS Office. ▪ BOS move to Town Manager's office. 	<ul style="list-style-type: none"> ▪ Town Mgr/Assistant stays on 1st Floor. ▪ Planning Dept Storage isn't changed. 	<ul style="list-style-type: none"> ▪ Lose Meeting Room ▪ HR Director and Town Manager are not located near each other and can't share Admin Assistant. ▪ Closet in BOS office is demolished and new partition will be required. ▪ Town Mgr Assistant could be interrupted by visitors looking for other departments. 	1. Town Mgr/Assist. 2. BOS

Option 3	<ul style="list-style-type: none"> ▪ HR Director moves into BOS Office. ▪ Town Manager moves into Welfare Office. ▪ Admin Assistant and Welfare move into Wheelwright Room. ▪ BOS moves to Town Manager's Office. 	<ul style="list-style-type: none"> ▪ Welfare gets admin support. ▪ No work in current BOS office. 	<ul style="list-style-type: none"> ▪ Lack of privacy for Welfare visitors. Need to go through admin assistant. ▪ HR and Town Mgr are not located near each other. ▪ HR doesn't get admin support. ▪ Town Manager is on 2nd Floor. ▪ Three Functional areas are impacted. ▪ Lose Meeting Space. 	<ol style="list-style-type: none"> 1. Town Mgr/Assist. 2. Welfare 3. BOS
Option 4	<ul style="list-style-type: none"> ▪ HR Director moves to Wheelwright Room. (Maintain access to storage room.) ▪ Assessing moves to BOS Office. ▪ Town Manager/Assistant moves to Assessing office. ▪ BOS move to Town Manager's Office. 	<ul style="list-style-type: none"> ▪ Town Mgr/Assistant stays on 1st Floor. 	<ul style="list-style-type: none"> ▪ BOS office is approximately 50 square feet smaller than current Assessing office. Possibly not enough space for files. ▪ Customer counter would need to be installed. ▪ Three functional Areas are impacted. ▪ Lose Meeting Space. ▪ Town Manager and HR Director are not located next to each other and can't share Admin Assistant. 	<ol style="list-style-type: none"> 1. Assessing 2. Town Mgr/Assist. 3. BOS
Option 5	<ul style="list-style-type: none"> ▪ HR Director moves to BOS Office. ▪ BOS moves to Town Manager's Office. ▪ Town Manager/Assistant moves to Wheelwright Room. (Maintain access to storage room.) 	<ul style="list-style-type: none"> ▪ No work in current BOS Office. ▪ Private office for HR Director. ▪ Planning Dept storage is not changed. 	<ul style="list-style-type: none"> ▪ Town Manager is on 2nd Floor. ▪ HR Director gets more space than maybe needed. ▪ Lose Meeting Space. ▪ Town Manager and HR Director are not located next to each other and can't share Admin Assistant. 	<ol style="list-style-type: none"> 1. Town Mgr/Assist. 2. BOS

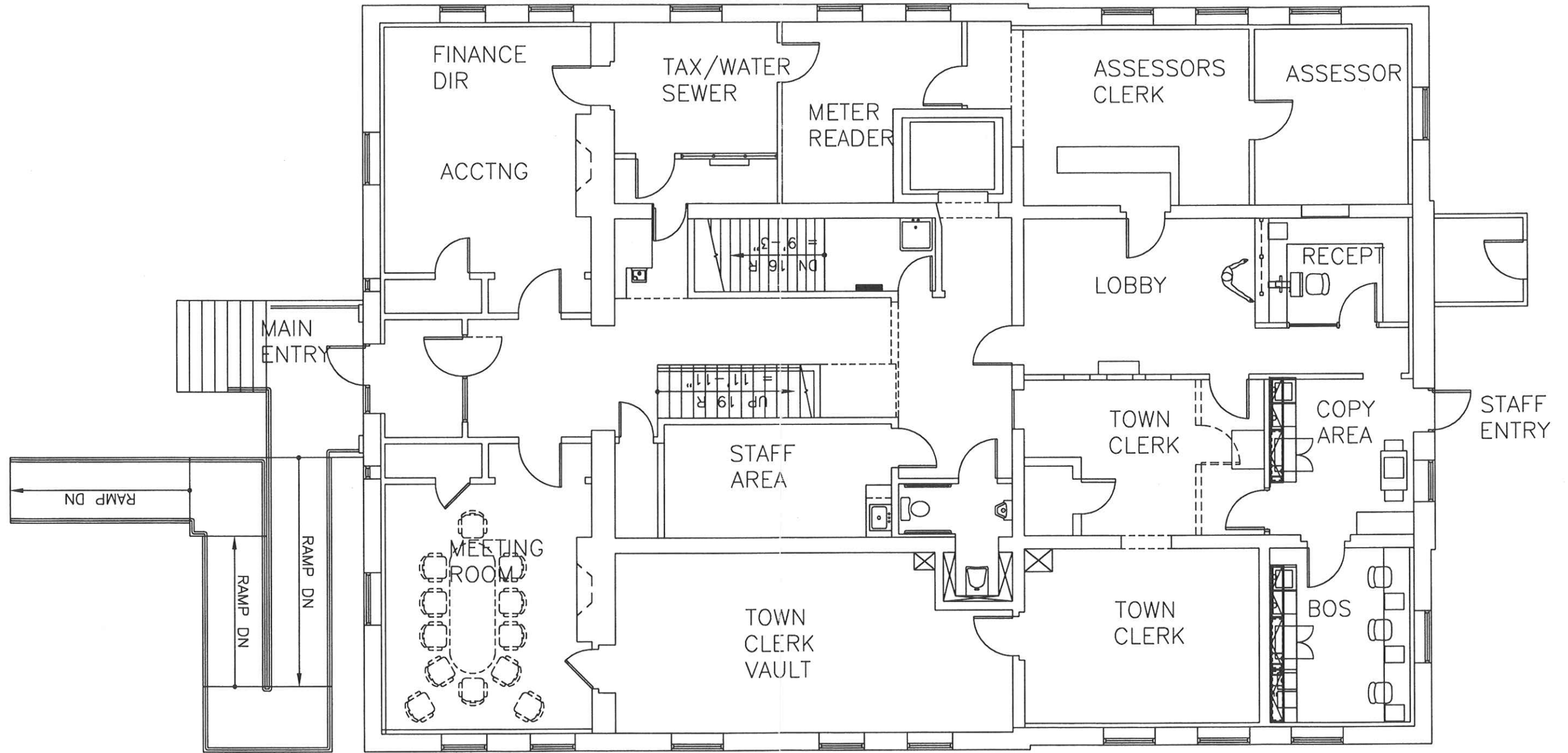
Option 6	<ul style="list-style-type: none"> ▪ HR Director and Town Manager move into Wheelwright Room. (Maintain access to storage files) ▪ Admin Assistant moves into area outside of Wheelwright Room. ▪ BOS moves to Town Manager's Office. ▪ BOS office turns into meeting space 	<ul style="list-style-type: none"> ▪ HR Director and Town Mgr. are located next to each other. ▪ HR Director will get admin support. ▪ Maintain a meeting space and location is improved for public use. ▪ No work in current BOS office. 	<ul style="list-style-type: none"> ▪ Lose waiting area outside of Wheelwright Room. ▪ Possible lack of privacy for Admin Assistant. ▪ Town Manager is on 2nd Floor. 	<ol style="list-style-type: none"> 1. Town Mgr/Assist. 2. BOS
Option 7	<ul style="list-style-type: none"> ▪ Town Manager/Admin Assistant moves to Welfare Office. ▪ Welfare and HR Director Moves to Wheelwright. ▪ Landing in front of Wheelwright room extends to Nowak Room wall and expands Planning Dept storage. ▪ BOS moves to Town Manager's Office. ▪ BOS Office turns into meeting space. 	<ul style="list-style-type: none"> ▪ Planning Dept Storage is increased. ▪ Town Mgr and HR Director are adjacent to each other and can share Admin Assistant. ▪ Welfare will get Admin Support. ▪ Maintain a meeting space and location is improved for public use. ▪ No work in current BOS office. 	<ul style="list-style-type: none"> ▪ Impact to three functional areas. ▪ Town Manager is on 2nd Floor. 	<ol style="list-style-type: none"> 1. Town Mgr/Assist. 2. BOS 3. Welfare
Option 7A	<ul style="list-style-type: none"> ▪ Same as Option 7 except that current Planning Dept storage is not expanded. Landing is still expanded. 	<ul style="list-style-type: none"> ▪ Town Mgr and HR Director are adjacent to each other and can share Admin Assistant. ▪ Welfare will get Admin Support. ▪ Maintain a meeting space and location is improved for public use. ▪ No work in current BOS office. 	<ul style="list-style-type: none"> ▪ Impact to three functional areas. ▪ Town Manager is on 2nd Floor. 	<ol style="list-style-type: none"> 1. Town Mgr/Assist. 2. BOS 3. Welfare

<p>Option 8</p>	<ul style="list-style-type: none"> ▪ Construct new wall in current IT space to provide storage for Planning & Bldg Dept. Servers will be relocated to space currently occupied by Conservation Commission files. ▪ Conservation Commission files currently in IT space will be consolidated and relocated to Planning & Building Office as proposed by Sylvia Von Aulock. ▪ The wall separating the current Planning/Building storage space in the Wheelwright room will be demolished. Welfare Department will have office as shown on Option 7A plus the storage space as one office. ▪ Extending the landing as shown on Option 7A and a third door will not be required. ▪ Town Clerk Space: The space will be expanded as shown on Option 7A but the proposed door will be relocated to open against existing wall. 	<ul style="list-style-type: none"> ▪ Town Mgr and HR Director are adjacent to each other and can share Admin Assistant. ▪ Welfare will get Admin Support. ▪ Maintain a meeting space and location is improved for public use. ▪ No work in current BOS office. 	<ul style="list-style-type: none"> ▪ Impact to four functional areas. ▪ Town Manager is on 2nd Floor. ▪ IT Department loses space. 	<ol style="list-style-type: none"> 1. Town Mgr/Assist. 2. BOS 3. Welfare 4. IT Department
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EXETER TOWN OFFICES
 SECOND FLOOR INTERIM PLAN
 OPTION 8

May 28, 2008
 1/8"=1'-0"



EXETER TOWN OFFICES
 FIRST FLOOR INTERIM PLAN
 OPTION 8

May 28, 2008
 1/8"=1'-0"