

Programmatic Space Evaluation

Summary Sheet

Space	Proposed SF	Total SF	Notes:
ADMINISTRATION		2,392	
PUBLIC		2,721	
OPERATIONS		2,729	
APPARATUS BAYS		11,172	
STAFF SUPPORT		3,338	
BUILDING SUPPORT		2,567	
GRAND TOTAL (NET)		24,919	
Gross area adjustment 15% (*)		3,179	* 10% for Apparatus Bays
Circulation adjustment 25% (**)		3,437	** 0% for Apparatus Bays
GROSS SQUARE FOOTAGE		31,535	

Programmatic Space Evaluation

Full Descriptions of Spaces

Space	Proposed SF	Total SF	Notes:
ADMINISTRATION		2,392	
Fire Chief	208		Includes small table with 4 chairs
Fire Deputy Chief FTE	168		
Fire Deputy Chief PTE	168		
EMS Deputy Chief	168		
Administrative Assistant	144		
Fire Prevention	144		Room to include desk, table for plan review; 4 guest chairs
Fire Captain - Shared by 2	100		1 FTE, 1 PTE; Locate adjacent to EMS Captain, Lieutenants and Conference Room as a suite
EMS Captain	100		1 FTE; Locate adjacent to Fire Captain, Lieutenants and Conference Room as a suite
Fire Lieutenants	176		5 worksurfaces - Part of suite
EMS Lieutenants	176		4 worksurfaces - Part of suite
Conference Room	336		Located with Captains and Lieutenants as part of suite
EMS/ Training Storage	100		This may be a double count and not required - see Shared Training Room Storage
Office Supplies / Copy	100		
Archive Document Storage	168		20 lf with secure area
Coat Closet	15		
Staff Toilet	121		
SUBTOTAL		2,392	
Gross area adjustment 15%		359	
Circulation adjustment at 25%		598	
TOTAL		3,349	

Programmatic Space Evaluation

Full Descriptions of Spaces

Space	Proposed SF	Total SF	Notes:
PUBLIC		2,721	
Entry Vestibule and Lobby; Safe Haven	300		Public Record Requests; Wall displays for pamphlets and notices; Bench for visitors seating
Public Toilet	183		(3) Single use toilets
Training Room Community Room Emergency Operations Center	1,368		For 50 persons at tables and chairs; Two means of egress - prefer door direct to outside for moving things in and out; Community use: warming/cooling/charging room; Multiple display options for large sized room; Video conferencing, Floor boxes for power/data; screens; projectors, Smart Boards; WiFi; Blackout window coverings
Radio Room	550		Directly adjacent to Training Room built?
Dedicated Training Storage	160		Directly adjacent to Training Room
General Storage	80		Chairs and tables
Kitchenette	80		Off of Training Room
SUBTOTAL		2,721	
Gross area adjustment 15%		408	
Circulation adjustment at 25%		680	
TOTAL		3,809	

Programmatic Space Evaluation

Full Descriptions of Spaces

Space	Proposed SF	Total SF	Notes:
OPERATIONS		2,729	
Hose Storage	100		
Gear Storage	616		74 gear lockers in two rooms; 20" D x 72" H x 18"W wall hung lockers
Turnout Gear + Equip Decontamination	324		(2) Gear washers and extractors; countertop, air compressor
Toilet shower	168		For shower if contaminated
Medical Decontamination and Laundry	180		Scullery sink with drainboard for backboards; regular washer/dryer
SCBA Fill Room	120		
Medical Supply Storage	225		
Workshop	168		Storage of tools and repair of portable equipment
Air Compressor Room	64		
Oxygen Storage	64		
Haz Mat Supply Storage	100		
Bulk Storage	216		
Training Area	384		Could be in stair on 2 levels or on mezzanine
SUBTOTAL		2,729	
Gross area adjustment 15%		409	
Circulation adjustment at 10%		682	
TOTAL		3,821	

APPARATUS BAYS		11,172	
	11,172		18 pieces of equipment; 7 bays: Equipment on separate document
SUBTOTAL		11,172	
Gross area adjustment 10%		1,117	
Circulation adjustment at 0%		0	
TOTAL		12,289	

Programmatic Space Evaluation

Full Descriptions of Spaces

Space	Proposed SF	Total SF	Notes:
STAFF SUPPORT		3,338	
Dorm Rooms - 8 Doubles	1,104		8 double rooms with 2 beds; 1 desk, 1 side chair
Dorm Rooms - 2Singles	180		2 single rooms with 1 bed; 1 desk, 1 side chair
Fitness	500		Spin, elliptical, Stair master
Storage Room for Bedroom Linens in Separate Storage bins/cubbies	80		Double Tier- 18 cubbies
Toilet / Shower Rooms	288		(3) toilet, lav + shower
Locker Room	360		Provides for (40) 2x2 personal clothing/uniform lockers
Kitchen	216		
Day Room	480		
Report Writing / On-Line Training	100		
Janitor's Closet	30		Additional due to living quarters
SUBTOTAL		3,338	
Gross area adjustment 15%		501	
Circulation adjustment at 25%		835	
TOTAL		4,673	

BUILDING SUPPORT		2,567	
Town Network Room	256		All Town Servers; 60 degree temperature; VOIP Server, Town Hall Server; PD/FD Reserve Server
Records / Archive Document Storage	225		
Mechanical Room	400		
Main Electrical Room	180		
Plumbing / Fire Protection Room	167		
Emergency Electrical Room	80		
Electrical Closet (1 per floor)	96		
Janitor's Closet (1 per floor)	40		
Stairs	880		Per floor
Elevator	162		Per floor
Elevator Machine Room	81		Per floor
SUBTOTAL		2,567	
Gross area adjustment 15%		385	
Circulation adjustment at 25%		642	
TOTAL		3,594	

Programmatic Space Evaluation

Full Descriptions of Spaces

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GRAND TOTAL (NET)		24,919	
Gross area adjustment 15% (*)		3,179	* 10% for Apparatus Bays
Circulation adjustment 25% (**)		3,437	** 0% for Apparatus Bays
GROSS SQUARE FOOTAGE		31,535	

Programmatic Space Evaluation

Operational Space Backup Information

Apparatus Floor

Location/space/unit	Current size	Additional spacs	Total space	Shelves L.W.H.	Cabinets L.W.H	Sizes
Engine 1	32					all apparatus 9 wide
Engine 2	32					
Ladder 1	39					
Tanker 1	33					
Utility 1	28					
Utility 2	21					9
Ambulance 1	22					8. wide
Ambulance 2	26					9 wide
Ambulance 3	22					
Ambulance 4	22					
Ambulance 5	20					9
Trench trailer	24					
Haz-mat trailer	19					
Fire alarm trailer	12					
utility trailer	14					8
Car 1	26					
Car 2	18					
Boat	20					
Snowblower		w	l	h		
SCBA compressor		34	40	53		inches
SCBA fill station		30	22	56		inches
SCBA cascade cylinders		24	12	56		inches
Miscellaneous equipment		8	4	10		
Foam storage		4	4	6		
Bottled water		4	4	6		
Hose storage		10	3	9		
PPE Extractor		4	4	5.5		
PPE dryer		6	3	6		
Members work station						
Maintenance shop		11	13	8		
Backboard storage		12	1	10		both combined
Step ladder storage						both combined
PPE storage		12	12	10		combined with uniform
Uniform storage		3	2	6		3 of these
Washer/dryer		3	3	6		
Utility sink		2	2	6		

EMS Supply Room

Location/space/unit	Current size	Additional spacs	Total space	Shelves L.W.H.	Cabinets L.W.H	Sizes
EMS Supply Room	48 sq ft	144	48	84		14'L x 7'H x 1'D Verical Storage & 4 Shelves 4'W x 3'D x 1.5'H

Secured EMS supplies

Location/space/unit	Current size	Additional spacs	Total space	Shelves L.W.H.	Cabinets L.W.H	Sizes
Controlled Substances Safe	2.5 sq ft	18	18	18		18"W x 18"W x 18"H
Secure Fridge	2.5 sq ft	18	18	20		18"W x 20"D x 18"H
Cabinets 1 & 2	5 sq ft	36	20	72		36"W x 20"D x 72"H - 4 Shelves
Cabinets 3 & 4	5 sq ft	36	20	72		36"W x 20"D x 72"H - 4 Shelves
Cabinet 5 (nitrous)	3.25 sq ft	26	18	72		26"W x 18"D x 72"H - 4 Shelves
Cabinet 6	6 sq ft	36	24	72		36"W x 24"D x 72"H - 6 Shelves

Medical Gases

Location/space/unit	Current size	Additional spacs	Total space	Shelves L.W.H.	Cabinets L.W.H	Sizes
Secured	4 sq ft	24	24	18		24"W x 24"D X 18H
Non-Secured	6 sq ft	32	26	76		32"W x 26"D X 76"H

EMS Training Supply & Bulk Storage

Location/space/unit	Current size	Additional spacs	Total space	Shelves L.W.H.	Cabinets L.W.H	Sizes
Training Supplies	28 sq ft	168	24			168"W x 24"D - 28 sq ft
Interior Bulk Supplies	48 sq ft	144	48			144"L x 48"D 48 sq ft
Exterior Storage Container	160 sq ft	240	96			

Uniforms

Location/space/unit	Current size	Additional spacs	Total space	Shelves L.W.H.	Cabinets L.W.H	Sizes
Cabinet 1	6 sq ft	36	24	72		36"W x 24"D x 72"H - 6 Shelves
Cabinet 2	7 sq ft	36	24	72		36"W x 24"D x 72"H - 6 Shelves
Cabinet 3	8 sq ft	36	24	72		36"W x 24"D x 72"H - 6 Shelves
Flammable liquids		4	2	4		48 sq ft
Boiler room/janitorial supplies		14	20	16		
Radio repair/ supplies /gen		12	18	12		2
House air compressor						
House air storage tank						

Workshop/Maintenance Area

Location/space/unit	Current size	Additional space	Total space	Shelves L.W.H.	Cabinets L.W.H	
Workshop	120sq/ft (10x12)	min. 105 sq/ft	min. 225sq/Ft (15'x15')			
Outside shop work area	0	12sq/ft	12sq/ft		64"x22"x40"	
Outside shop storage cabinet	0	36x18x72"	36x18x72"			
Shop Shelving	33"x74" (14sq/ft)			60x30x96		
Wire Cage	0	24x38x63	24x38x63	24x38x63		
Shop Cabinets	36x25x72	0	36 x 18 x 74"			
Work Bench	33x74 & 36x72	0	33x74 & 36x72			
Flamable liquids Locker	18x43x44				34x34x65"	
Ladder Storage	6'x8'	4ft	4'x10'			
Grinder/Wire Wheel						
Vice						

PROGRAMMING QUESTIONNAIRE

**New Fire Station + Municipal Campus Design
Peterborough NH**

HKT Project No.: 22111

Name / Title:

Department / Division: Fire Department

Phone / Email:

Date of Completion:

General Information

Function: Please respond to the following questions:

F1. Please describe the primary functions / activities / duties of your department in as much detail as possible.

Peterborough Fire & Rescue provides fire protection to the towns of Peterborough and Sharon and emergency ambulance service to the towns of Peterborough, Sharon, Dublin, Hancock, Temple, and Frankestown. In addition, we provide emergency and non-emergency transfers out of Monadnock Community Hospital (located in town.)

The department also provides fire prevention services for the Town of Peterborough and the fire chief serves as the town health officer and Emergency Management Director.

F2. Identify any functions / activities / duties that you would like to see your department perform now and in the future that are not currently being done and for whom?

There is a need to provide additional training services to both our members and the general public. Currently we lack any sort of training/meeting space.

F3. Please describe your current dispatch / communications situation and your preferred placement for this function.

Currently we are dispatched by Southwest New Hampshire Fire District Mutual Aid out of Keene, NH. The town has explored the possibility of a joint communications center that would provide dispatch services to both our police and fire departments. One of the main obstacles to this has been the lack of physical infrastructure.

We do maintain a small radio room to help with local communications during planned events or disasters. At a minimum, this function needs to be maintained with two (2) console positions. Ideally, this would be located adjacent to the space that is utilized as our EOC.

Operations: Please respond to the following questions:

O1. How many visits by members of the public do you receive on an average day? Are there times of day / year that are busier than others? How many of these are medically related? Please explain.

On average we receive 8-12 visits a day from the public. These range from general inquires (directions, etc.) to mail/package deliveries and scheduled appointments with staff.

Typically, we do not receive regular medically related visits.

O2. What functions / activities / duties within your department have direct interaction with the public?

Direct public interaction typically occurs in three broad categories. Fire prevention, education, and general meetings.

For fire prevention, the meetings are generally between builders, owner, PFR, and other town departments; public education is classes related to first aid and fire safety; general meetings are between any of our officers and the public.

O3. Are there any spaces you currently share with the Community? Do you envision sharing any spaces with the Community in the future such as the Training Center?

Not currently. In the future we envision having a meeting room that the public could use. We also envision the station as having the resources to act as a warming/cooling/charging station in the event of prolonged inclement weather.

O4. Does your department have any special or specific security or safety concerns? Please explain.

Yes, the business side of the building must be secured from the public with card access as well as video surveillance. This is particularly critical in the areas that store controlled medications and any PII information.

This should also include the ability to have our public areas unlocked and partitioned.

Emergency Events: Please describe any special requirements or needs during emergency events.

Possible examples might include fuel, communication needs, outside assistance by other fire departments or changes to parking or queuing.

One main goal of the new building will be to provide the town with a modern Emergency Operations Center (EOC.) This space can be our training/meeting room but will need access to facilities to make it essentially self sufficient in the building. For example, separate kitchen and bathroom facilities that will not interfere with the regular day to day functions of the staff. As mentioned, it should be located adjacent to the dispatch/radio room.

With the campus approach, we will not need separate fueling facilities.

Staffing Organization

Please provide an organizational chart for your department, if available, and complete the table below. Please include current staffing and possible projected staffing until the year 2041.

Position	Staffing Projections				FTE	PTE	Comments
	2021	2026	2031	2041			
<i>Example: Chief</i>	1	1	1	1	X		<i>Manages Department</i>
<i>Example: Staff Title</i>	1	2	2	3	X		<i>Staff Member of Division B</i>
Fire Chief	1	1	1	1	1		
EMS Deputy Chief	1	1	1	1	1		
Fire Deputy Chief	2	2	2	2	0	2	Goal is to convert one of the positions to full-time by 2024
Fire Captain	1	1	1	1		1	
EMS Captain	1	1	1	1	1		
Fire Lieutenant	4	4	4	4		4	
Administrative Assistant	1	1.5	2.0	2.0	1.5		
Call Firefighters	20+	20+	20+	20+		20+	
Per Diem/PT EMS	40+	40+	40+	40+		40+	

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Space Needs Requirements

The next section deals with space needs for your department. This section is divided into four parts. The first part deals with general questions regarding existing and future space needs. The second part deals with general space requirements for your department including things such as public, lobby, conference, locker rooms, lunch room and other support facilities. The third part is devoted to individual office and/or workstation requirements. Storage requirements will be covered in the fourth part. Parking or vehicle storage needs will be addressed in the next section.

Please provide as much detail as possible to the questions. Your responses will help to guide programming discussions with the Design Team.

Existing and Future Space Needs: Please respond to the following questions:

E1. What are your thoughts regarding the current space your department occupies? Please comment on positive as well as negative attributes.

There are no positive comments. The space is old, dirty, unsafe, and small.

E2. What are your conference / meeting / training space needs? How often are meetings held? How many people attend your meetings? Can you share meeting facilities with others (such as the police department) or the public? What equipment is required in different meeting spaces?

One training room / EOC that will double as a public meeting space. Should be sized to hold 50 people classroom style. Two small conference rooms (12 or so people.) One in the administrative area and a second in the staff day areas.

The training room / EOC will need to have multiple phone and IT jacks and multiple projectors. The conference rooms will need to be set up with projectors / smart boards. All three (3) spaces will need to be video conference capable.

E3. Describe centralized file, archived file and secure storage needs. How many linear feet of active files / records are accessed daily? How many linear feet of files / records do you produce in a year for archiving? How many years of files / records do you maintain? Can any files / records be maintained off-site or digitized?

This is very difficult to estimate. Currently we have about 20 linear feet of storage with all our archives in boxes.

We have begun to digitize most files, but there is still a need for some paper. One area for consideration is the need to have medically sensitive information stored separate from other information.



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General Space / Support Facility Requirements: Please provide a list of key spaces used by your department. If you have an idea of how large an existing space is or any distinguishing features, please note that. If you have existing floor plans we can use those to determine the size of existing spaces.

Space	Size (L x W)	Quantity	Comments
<i>Example: Lobby</i>	<i>Existing 10 x 12</i>	<i>1</i>	<i>Meet and Greet, seating, access to public toilets</i>
<i>Example: Conference Rm</i>	<i>Existing Approximately 14 x 18</i>	<i>2</i>	<i>Needs multiple lighting levels, flat screen monitor with computer hook-up</i>
<i>Example: Lunch Room</i>	<i>Seating for 10</i>	<i>1</i>	<i>Full Kitchen with sink, microwave, full size refrigerator, water cooler</i>
<i>Example: Locker Rooms</i>	<i>?</i>	<i>1 male / 1 female</i>	<i>x male lockers, x female lockers</i>



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Office and/or Workstation Requirements: Please list any specific individual needs for staff in your department.

Think about the work performed: Do they have private meetings during the day? If so, with how many people. Do they have multiple private phone or personal conversations during the day? How long are they at their desk each day? Could they share workspace with another individual on another shift? Could they work at a shared work surface assigned on a daily or even hourly basis?

Note any furniture, equipment or storage they may need. Do they need a work surface with a computer hookup only or one with file drawers? Do they need visual or acoustic privacy? Do they need quick access to printers / copiers?

Office (private) or Workstation (open)	Individual Needs for files, copiers etc.	Comments
<i>Example: Private Office for Chief</i>	<i>Desk with return, lateral files, bookcase, small table for 4, whiteboard</i>	<i>Acoustic privacy required. Access through admin assistant's area is preferred.</i>
<i>Example: Workstation for Admin Assistant</i>	<i>Desk with return, lateral files, copier/printer</i>	<i>Control point for visitors</i>

Storage Requirements: Please list any specific storage needs for your department.

Consider items currently stored on site and those that are stored elsewhere in Town. Consider whether current storage locations create any issues for access (i.e. *paper is stored in a locked room in an adjacent building or all equipment used in conference rooms needs to be moved from one floor to another x times a day/week*). Please list specific items stored. Please note if these items need special security (assume all doors can be locked).

Material - Items	Size or Weight	Security Needs Secure (S) Unsecured (US)	Comments
<i>Example: Office Supplies</i>	<i>Currently stored in three 8' x 8' rooms</i>	S	<i>Needs to be adjacent to admin offices</i>

Apparatus / Town-Owned Vehicles

Apparatus: Please respond to the following questions regarding your apparatus.

V1. Do you perform light maintenance on your vehicles in-house?

Yes, we currently have a small mechanics shop for storage of tools as well as repair of portable equipment.

V2. Do any department owned vehicles go home with employees at night?

Yes, the fire chief has a take home vehicle. On duty weekends, the officer will take home our car 2.



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Apparatus Storage: Please provide as detailed of a list as you can. Parking counts are required by zoning and this list will help us confirm needs and special issues particularly as it relates to your specific department's vehicles and equipment. Please provide overall vehicle sizes: Small = 8 'x 10', Medium = 8 'x 20' (typical car), Large = 12' x 30', X-Large = 12' x 40' or larger. Please note if vehicle must be stored indoors or in an uncovered parking lot and other unique features (i.e. electric vehicles, etc.).

Vehicle Type	Vehicle Projections				Size				Comments
	2021	2026	2031	2041	S	M	L	XL	
<i>Example: Fire Truck</i>	4	4	5	6			x		<i>Indoors</i>
<i>Ex: Command Vehicle</i>	2	2	2	2		x			<i>Parking lot or...</i>

Other

Other Information: Please respond to the following questions:

1. Please provide additional information that you believe would provide a more complete picture of your needs with a focus on intangible ideas (such as: *we want to provide an open atmosphere, but our work is too sensitive because...*).

We do not have a complete idea of what the building should look like. We are aware of what we are lacking in terms of our ability to accomplish some day to day tasks as well as function as an organization. It will be necessary to have separation between the administrative, duty crew, and public areas so that there is not a lot of distraction.

PROGRAMMING QUESTIONNAIRE

**New Fire Station + Municipal Campus Design
Peterborough NH**

HKT Project No.: 22111**Name / Title:** Lisa A Koziell-Betz

Department / Division: Recreation Center

Phone / Email 603-924-8080, lbetz@peterboroughnh.gov

Date of Completion: 10 July 21 with the exception of the vehicle storage section

General Information

The Recreation Center building on Elm Street will be part of the Municipal Campus Design project and therefore needs to be assessed to determine the needs of the program related to shared site use. Though the building is not slated for any redesign or development at this time, we are interested in understanding how the Center uses the site and interacts with the current DPW and how it may see it interacting with a future fire and police station. Therefore, we ask that you complete this programming document.

Function: Please respond to the following questions:

F1. Please describe the primary functions / activities / duties of the Recreation Center in as much detail as possible. Special focus should be on outdoor program needs.

- 1) The PCC is the home for all of our senior programming that Gloria Schultz runs. She currently utilizes the conference room and dining room on Monday, Wednesday and Friday. We offer Bingo, Mahjong, Cribbage, indoor walking as well as a senior lunch program, an Arts and crafts program. She is also expanding to include new cards games such as Canasta and has special events.
 - a. During COVID, many of the programs were run outdoors. This may very well continue on nice days but is no longer mandatory.
 - b. The Bocce Court is another outdoor area they use periodically.
- 2) Pickleballers use the gym during the winter and on rainy days when the gym is empty. Their schedule is Monday through Friday mornings, Tuesday, and Thursday evenings as well as Sunday at 4pm. When pickleball time and senior programming time overlap at the PCC, there are a lot of cars. We have asked the pickleballers to park away from the building so the less mobile seniors can access the building easier.
- 3) During the 8 weeks the Summer Playground Program (PP) and Summer Teen Challenge (STC) runs, it is the home base – every day – for STC and the rainy-day location for the PP. (7:30 to 5:30pm)
 - a. They utilize the outside grounds as well as the inside.
- 4) The PCC is utilized for voting. The gym is reserved from very early the previous day to around noon the day after voting. Parking is scattered everywhere.
- 5) The Food Pantry uses the front door and front offices. They utilize the front circle for parking.
- 6) They have expanded to one of our storage closets and it is almost exclusively used by them now,
- 7) Farmer's Market use the building April through December on Wednesday afternoons, 3 to 6pm

- a. April to October, they are outside on the front lawn
 - b. October through December, they use the gym.
 - c. They have grown significantly since COVID hit. So they are starting to use the side lawn area also.
- 8) Dublin Christian Academy:
- a. Use the gym in the fall for their girls' volleyball program which includes matches. 2 to 3 times per week for a 3-hour block.
 - b. Use the gym from November through Early March for their basketball program. Because the floor is not to spec, they do not play games against other teams there. 3 to 4 times a week for a 3-hour block of time.
- 9) Holiday of Trees: Run for the past several years during the second week in December. Utilizes the gym for multiple days prior to the weekend of the event. Set up is in and out, the main event is all day Saturday and Sunday afternoon.
- 10) February Valentine Day: Utilizes the kitchen and gym. Weekend event, in the evening. Attendance well over 100. Set up occurs all day Saturday. Parking is tight so cars even park along the entrance to the DPW.
- 11) Dog obedience classes utilize both indoor and outdoor space at the PCC. Usually a series of 6 classes, being an hour each. She tries to put two classes back-to-back as she lives in Keene.
- 12) The Garage Band program for teens will happen T/Th, in the afternoons, if we have enough registrants. They will be using the gym in the afternoons for 3 to 4 hours.
- 13) PRD basketball program: November to February. Practices only. Have not done this in recent years, but the basketball program was abandoned by the overseeing organization in 2019 so the PRD needs to resume the program. I foresee using the gym for the greater part of Saturdays and some weekday evenings. The volume of cars will be high.
- a. We used to run a youth indoor futsal program at the PCC from Jan to March until another organization took it over. Rumor has it that the organization may be approaching the PRD to see if we will take soccer back. Again, if we run this program, I foresee us utilizing the greater part of the day on Saturday and weekday evenings.
- 14) Men's Indoor Futsal, Sunday mornings, 8:30 to 9:30am, January to April. Being an adult program, it was normal to see 12 cars there during the pandemic. More prior to the pandemic.
- 15) Youth Lacrosse, Baseball and Softball: They like to start utilizing the indoor gym before the spring snow/mud season is over. Once that is over, they play outside full time. Many of the lacrosse groups could be seen outside the PCC practicing because that area is in the full sun and tends to dry up quicker. Hence, we have a broken window or two at the PCC because of this.
- 16) Library Outdoor reading: Tuesday mornings near the Bee Mural.
- 17) Large summer staff meetings and trainings. Parking is okay with the dirt area near the DPW storage building.
- 18) Peterborough Community Garden out of the back of the PCC. Volunteer run. Times are variable. Can expect to see 2 to 4 cars over there when work is going on.
- 19) Though it is not finalized, it looks like SNHS will be renting the conference room starting in September or October. Not quite sure what that will look like right now.
- 20) The PCC is the emergency evacuation site for the Peterborough Elementary School. Buses are scheduled to pick kids up here in the case the emergency plan is activated.
- 21) We rent the PCC out for a variety of purposes: Big or small.
- a. A local caterer rents the kitchen when she has a big event to plan. Usually all day on multiple days.
 - b. American Legion uses the conference room 1 Sunday every month for a couple hours.
 - c. Book selling events all day event
 - d. Train show – all day event
 - e. Saber Legion rents 1x/month during the winter months. 2 hours/rental time.

- f. We have a big event this Sept for the retirement of a local priest., all evening
- g. Birthday parties - varies
- h. Used to run a Holiday Crafts Fair – all day event
- i. Used to run a 5K out of the PCC front lawn. Evening event
- j. Family holiday gatherings – varies from three to four hrs. to all day.
- k. Annual plant sales (May), in the mornings, outdoors
- l. Occasional Boy Scout rentals – depends upon the event, indoors and outdoors
- m. Annual Soccer Referee training for youth (January), 4 to 5 hours, indoors
- n. Political campaign visits, varies
- o. ARC Blood drives during the colder months, usually all day
- p. Coaches rent the gym for indoor training, in 2 to 4 hour increments, usually in the evening
- q. In years past, some big events, that included outdoor tents etc have occurred for Peak into Peterborough Days or the Health and Wellness Festival – all day events
- r. Parking location for trips
- s. Organizational meetings

F2. Identify any functions / activities / duties that you would like to see the Recreation Center perform now and in the future that are not currently being done?

- We have been asked to run pick up programs like basketball. In the winter, gym time is incredibly tight, and we have not had a volunteer step up to supervise the program, so we do not do it. In the winter, outdoor lighting is far from ideal so having open gym time is not a safe proposition.
- We would like to plan a large event in the fall, like a community family dance that utilizes both the indoors as well as the outdoors, but COVID hit.
- There is very little storage. For example – the Garage Band organizer wanted to store his drums and electrical stuff at the PCC. We cannot do that because it is full already. As it is, the food pantry and the senior programs dicker over space.
- Youth basketball. If we ever get the floor to regulation size, folks can play games there. With the current set up and conditions, we can just run a skills and drills development program only.

F3. Please describe how the Recreation Center communicates with other Town departments in the case of an emergency or extraordinary event. Or is the Recreation Center used for an emergency shelter needs?

- As listed above, it is the emergency off site shelter for PES.
- It can be used for emergency needs; we have not had to up to this point. It was used during the huge ice storm many, many years ago. To what capacity? I do not have all the details.
- Communication happens via phone. We do have a portable panic button that the Senior Program Specialist has. She moves around in the building. I do not know if the Food Pantry has a panic button. They do have a phone.

Operations: Please respond to the following questions:

O1. How many visits by members of the public do you interact with on an average day? Are there times of day / year that are busier than others? Please explain.

The building is not staffed on a regular basis outside of the senior programming on Monday, Wednesday and Friday. Pre-Covid, the food pantry was open 5 days a week, 9 to noon. Gloria runs her senior programs Monday, Wednesday and Friday, 10 to 4. Friday is until 1pm. We program other rec programs and private events around these schedules, access to and availability of rooms.

Wintertime is incredibly busy (see programs above). I can give you a sample Pre-Covid schedule if you would like.

O2. Please describe any large-scale public events that bring more than 10 people to the site at any time of the day or year. This could include campers, or bringing in vendors for a farmer’s market, or holiday events, among others.

10 or more people: Almost everything I listed above is 10 or more people. If SNHS comes in, I know they will have private, confidential meeting so that will be small. I know they plan on programming, especially in the afternoons, but I do not have a handle on quantity.

O3. If there are activities bringing in outside vendors or participants, how long are they on site? *It varies. Events that may bring in outside vendors such as the Holiday Trees, book selling events, craft fairs, train show etc is usually an all-day event, usually wrapping up no later than 6pm. The Holiday trees event has gone later in the evening. The dances bring in performers and are usually in the evenings. Many potential events want to set up sooner, but we charge for time used so this discourages many from overnight/longer term rentals.*

Are there nighttime activities? *Yes*

Where do people currently park and setup? *Food pantry recipients park in the front. Everyone else parks on the side (the bee mural side). The community garden folks either park on the side or in back of the building. During voting, folks park everywhere!*

Emergency Events: Please describe any special requirements or needs during emergency events. Possible examples might include water, fuel, or communication needs, outside assistance or changes to parking or queuing.

- 1) WiFi is not strong and we have one public land line. Food pantry has their own number.
- 2) Parking during large events is very random...front, back, side, the dirt parking near the DPW storage building, even down the road towards the DPW complex.
- 3) Does not have a back-up generator.

Storage Requirements: Please list any specific outdoor storage needs for your department. *The Community Center does not have enough room for storage.*

Consider items currently stored on site and those that are stored elsewhere in Town. Consider whether current storage locations create any issues for access. Please list specific items stored. Please note if these items need special security (assume all doors can be locked).

Material – Items	Size or Weight	Security Needs Secure (S) Unsecured (US)	Comments
<i>Example: Outdoor tables and chairs</i>	<i>Currently stored in xxx</i>	<i>S</i>	<i>Currently indoors with no impact on space or currently indoors with impact on space or currently brought to site per event etc.</i>
Picnic tables outdoors	Around the bldg.	US	
Bocce Court	Outdoors	US	
Benches	Outdoors	US	
Garden in back	Outdoors	US	Gated
Sporting Equipment	Indoors	S	We are very close to not having enough space



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PROGRAMMING QUESTIONNAIRE

**New Fire Station + Municipal Campus Design
Peterborough NH**

HKT Project No.: 22111

Name / Title:

Department / Department: Department of Public Works

Phone / Email

Date of Completion:

General Information

Function: Please respond to the following questions:

F1. Please describe the primary functions / activities / duties of your department in as much detail as possible.

Ongoing maintenance and improvement of the Town's roadway network and related infrastructure, including: paving, repairing and plowing roads and parking lots; maintaining stormwater and drainage systems; roadside mowing, brushing, and tree work; maintaining and improving sidewalks and curbs; repairing/replacing signs and guardrail; fleet services; maintaining town owned parks and common lands; maintaining and repairing town buildings; supporting other town departments and activities as needed.

F2. Identify any functions / activities / duties that you would like to see your department perform now and in the future that are not currently being done and for whom?

F3. Please describe how your department communicates with other Town departments in the case of an emergency or extraordinary event.

Cellphone and in-person, typically via the Town House and Director's office.

F4. List any functions / activities / duties within your department that should be adjacent to one another.

Operations: Please respond to the following questions:

O1. Operation: What are your hours of operation? Does it change seasonally?

Summer: 6am – 4pm, Monday through Thursday.

Fall/Winter/Spring: 7am – 3:30pm, Monday through Friday.

O2. Security Issues: Security concerns would consist of two factors - anti-theft and vandalism and public access to the site. Does your department have any special or specific security or safety concerns? Please explain.

Portions of the facility are gated and the Highway Garage has a keypad security system.

O3. How many visits by members of the public, including delivery vehicles, do you interact with on an average day? Are there times of day / year that are busier than others? Please explain.

Tim

O4. What functions / activities / duties within your department have direct interaction with the public?

All our work interacts with the public on some level.

O5. Are there any spaces you currently share with other Town department/groups? Do you envision sharing any spaces in the future?

None.



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Staffing Organization

Please provide an organizational chart for your department, if available, and complete the table below. Please include current staffing and possible projected staffing until the year 2041.

Position	Staffing Projections				FTE	PTE	Comments
	2021	2026	2031	2041			
<i>Example: Director</i>	<i>1</i>	<i>1</i>	<i>1</i>	<i>1</i>	<i>X</i>		<i>Manages Department A</i>
<i>Example: Staff Title</i>	<i>1</i>	<i>2</i>	<i>2</i>	<i>3</i>	<i>X</i>		<i>Staff Member of Department B</i>
Director	1	1	1	1	X		Manages all Public Works
Highway Superintendent	1	1	1	1	X		Manages Highway/General Services
Fleet Mechanic	1	1	1	1	X		
Asst. Fleet / Labor	1	1	1	1	X		
Laborer	8	8	8	10	X		
Seasonal Labor	4	4	4	4		X	
Custodian	1	1	1	1	X		

Space Needs Requirements

The next section deals with space needs for your department. This section is divided into four parts. The first part deals with general questions regarding existing and future space needs. The second part deals with general space requirements for your department including things such as public, lobby, conference, locker rooms, lunchroom and other support facilities. The third part is devoted to individual office and/or workstation requirements. Storage requirements will be covered in the fourth part. Parking or vehicle storage needs will be addressed in the next section.

Please provide as much detail as possible to the questions. Your responses will help to guide programming discussions with the Design Team.

Existing and Future Space Needs: Please respond to the following questions:

E1. What are your thoughts regarding the current space you occupy? Please comment on positive as well as negative attributes.

The condition is well-known; the building and site require substantial rehabilitation. The Town has a \$2.5 million bond authorization to address building and site needs, as well as build cold storage to properly store numerous vehicles that presently sit outside.

The present space is old, outdated, cold, leaks, and is unsafe. It offers little for comfort for our employees, especially during long winter nights, as the breakroom is small and cannot accommodate the full staff during breaks. The breakroom and offices are not properly serviced with HVAC systems.

The site itself, while conveniently located, is in great disrepair.

E2. What are your conference / meeting space needs? How often are meetings held? How many people attend your meetings? Can you share meeting facilities with other departments? What equipment is required in different meeting spaces?

An adequate break room should suffice for this group, as the Town House is available for larger trainings, etc.

E3. Describe centralized file, archived file and secure storage needs. How many linear feet of active files / records are accessed daily? How many linear feet of files / records do you produce in a year for archiving? How many years of files / records do you maintain? Can any files / records be maintained off-site or digitized?

Not applicable.

General Space / Support Facility Requirements: Please provide a list of key spaces used by your department. If you have an idea of how large an existing space is or any distinguishing features, please note that.

Space	Size (L x W)	Quantity	Comments
<i>Example: Conference Rm</i>	<i>Existing 14 x 18</i>	<i>2</i>	<i>Needs multiple lighting levels, flat screen monitor with computer hook-up</i>
<i>Example: Locker Rooms</i>	<i>?</i>	<i>1 male / 1 female</i>	<i>x male lockers, x female lockers</i>
<i>Example: Lunchroom</i>	<i>Seating for 25</i>	<i>1</i>	<i>Kitchenette with sink, microwave, full size refrigerator, water cooler</i>



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Office and/or Workstation Requirements: Please list any specific individual needs for staff in your department.

Think about the work performed: Do they have private meetings during the day? If so, with how many people. Do they have multiple private phone or personal conversations during the day? How long are they at their desk each day? Could they share workspace with another individual on another shift? Could they work at a shared work surface assigned on a daily or even hourly basis? Do they work remotely and only come to the office for meetings?

Note any furniture, equipment, or storage they may need. Do they need a work surface with a computer hookup only or one with file drawers? Do they need visual or acoustic privacy? Do they need quick access to printers / copiers?

Office (private) or Workstation (open)	Individual Needs for files, copiers etc.	Comments
<i>Example: Private Office</i>	<i>Desk with return, lateral files, bookcase, seating for 2, whiteboard</i>	<i>Acoustic privacy required.</i>
<i>Example: Workstation</i>	<i>Desk with return, lateral files, copier/printer</i>	



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Storage Requirements: Please list any specific storage needs for your department.

Consider items currently stored on site and those that are stored elsewhere on other Town properties. Consider whether current storage locations create any issues for access (i.e. *paper is stored in a locked room in an adjacent building or all equipment used by "x" is moved from one building to another x times a day/week*). Please list specific items stored. Please note if these items need special security (assume all doors can be locked).

Material - Items	Size or Weight	Security Needs Secure (S) Unsecured (US)	Storage Type: Covered Y or N Enclosed Y or N	Comments
<i>Example: Office Supplies</i>	<i>Currently stored in 8' x 8' room</i>	S	NA	<i>Needs to be adjacent to office</i>
<i>Example: Hand Tools</i>	<i>Various</i>	S	Yes Yes	<i>Needs to be adjacent to office</i>

TOWN-Owned Vehicles

Vehicles: Please respond to the following questions regarding any vehicles that are assigned to your department.

V1. Please describe light/heavy maintenance on your vehicles? Do any vehicles require maintenance that cannot be performed on site?

V2. Do any department owned vehicles go home with employees at night?

No.



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Vehicle Storage: Please provide as detailed of a list as you can. Parking counts are required by zoning and this list will help us confirm needs and special issues particularly as it relates to your specific department's vehicles and equipment. Please provide overall vehicle sizes: Small = 8 'x 10', Medium = 8 'x 20' (typical car), Large = 12' x 30', X-Large = 12' x 40' or larger. Please note if vehicle must be stored indoors or in an uncovered parking lot and other unique features (i.e. electric vehicles, accessible van, etc.).

Vehicle Type	Vehicle Projections				Size				Comments
	2021	2026	2031	2041	S	M	L	XL	
<i>Example: Assigned Vehicle</i>	<i>1</i>	<i>1</i>	<i>2</i>	<i>2</i>		<i>x</i>			<i>Parking lot</i>
<i>Ex: Truck</i>	<i>0</i>	<i>1</i>	<i>1</i>	<i>1</i>		<i>x</i>			<i>Indoors</i>

Other

Other Information: Please respond to the following questions:

1. Please provide additional information that you believe would provide a more complete picture of your needs with a focus on intangible ideas (such as: *we want to provide an open atmosphere, but our work requires us to...*).

We're committed to the existing building's footprint not changing significantly, though enhancements through our rehab project should have a small focus on cleaning up and providing better office, breakroom, and bathroom space.

2. Have you considered how your department might function should any proposed construction work require you to reroute daily processes? Think about priorities: what functions / equipment / storage are critical and what could you live without short-term?

Yes. Rehab work will need to occur during warmer months, as temporary cold space to house employees and equipment is limited. Our intent was to utilize the existing cold storage space (new Fire location) from spring through fall, with an aim toward the new DPW facility being available prior to the fall of snow. Equipment will inevitably have to be stored outside during this time, unless new cold storage space can be sequenced first.

3. Emergency Events: Please describe any special requirements or needs during emergency events. Possible examples might include water, fuel or communication needs, outside assistance or changes to parking or queuing. Describe any needs during storm events when some of the people accessing the site do not use site on a regular basis.

Not applicable.