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BILLERICA



*Amended #1  
K. Rufo*

## CAPITAL FACILITIES COMMITTEE

Michael Riley, *Chair*

Dave Gagliardi, *Vice Chair*  
Mike Rosa  
Mark Efstratiou  
Marty Conway

Paul Hayes  
Dan Burns  
John Bartlett  
Mary Riley

## AGENDA

The original posted meeting for January 26<sup>th</sup> has been  
rescheduled to:

**FEBRUARY 2ND @ 5:30PM**

The virtual public hearing can be accessed on a computer, tablet, or smartphone by following the directions  
at the link provided:

<https://us02web.zoom.us/j/89610622951>

or via telephone: US: +1 929 205 6099 Webinar ID: 896 1062 2951

The public hearing will be held at Town Hall in the Auditorium

It will also be livestreamed & Hybrid by BATV

1. OPEN MIC
2. BH&A-Presentation and discussion of conceptual IGC layout.
3. Discussion of a warrant article for feasibility study
4. Scheduling of a public hearing

ADJOURNMENT

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# Billerica Intergenerational Community Center

Billerica, Massachusetts

## Conceptual Designs Options

- *Program*
- *Generic Building Diagram*
- *Site Test Fits*



*Prepared for:*

Town of Billerica  
Capital Facilities Committee

*Prepared by:*

*Architecture:*  
Bargmann Hendrie + Archetype, Inc.  
Boston, MA – Architecture

January 28, 2022

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BARGMANN HENDRIE + ARCHETYPE, INC.

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## Conceptual Design Summary

### Program

The attached proposed program is based the following:

- Meetings with Council on Aging and Recreation Department Staff
- Review of Programming with Capital Facilities Committee
- 2 Public Meetings
- Survey Information
- 3 Meetings with smaller groups of Current COA members.

Jean Bushnell arranged three meetings with approximately 12 COA members at each meeting. Jean lead the discussion regarding how the members use the current center and what improvements that would like to see. The meaning of "multigenerational center" was discussed. This included the need for separated COA and Recreation spaces and the benefit of shared spaces.

The first attached document called Council on Aging and Recreation Department Proposed Program the following:

1. Existing and Proposed Council on Aging Spaces
2. Existing and Proposed Recreation Department Spaces
3. Shared Utility and Common Support Spaces
4. Occupancy Counts based on Massachusetts Building Code
5. Minimum Parking Spaces based on Zoning

Notes on the program:

- The program spaces are net square footages. The net square footage multiplied by a 1.2 grossing factor for circulation and wall thickness generates the gross square footage.
- We have located the gymnasium in the Recreation Program. It assumed that the COA will have access to the gymnasium and walking track during normal business hours. This is a scheduling and management issue between Recreation and the COA.
- The parking calculation based on Zoning is significantly lower than what is required for the center. For example, by zoning the COA only needs fifty-seven spaces. There are roughly seventy seven (77) spaces at the existing COA, and this is not adequate for activities at the current COA.



## **Billerica Intergenerational Community Center Conceptual Summary**

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The proposed Senior Center (COA) square footage is just over 20,000 SF.

The proposed Recreation Department square footage is just over 10,000 SF without the gymnasium and Track.

The gymnasium is 9,000 Square feet. The gym level provides the following:

- a. One (1) Full regulation high school court
- b. Two (2) regulation cross courts
- c. Three (3) Pickle ball courts
- d. One (1) Volleyball court

The track is flat and designed for walking/power walking. The track would have four (4) lanes.

With the large gymnasium and track, the Gross Building Area of the Proposed Building is 41,600 Square Feet.

The second programming document called Space Descriptions of Billerica Council on Aging and Recreation provides descriptions and other attributes considered for the spaces.

## **Billerica Intergenerational Community Center Conceptual Summary**

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# Conceptual Design Narrative

### **Design Approach to Building**

Based on the programming we have developed a design diagram and applied it to each site. This allows for a consistent comparison of sites. The basic approach:

- The building is organized along a central circulation spine.
- One end of the spine contains a separate council on aging entrance.
- A large entrance to the recreation spaces and gymnasium is located along the spine.
- The COA spaces are specific to the COA needs and is separate from the remainder of the building.
- The multipurpose room and shared program spaces separate the COA from recreation.
- The multi-purpose room would have a small stage for performances and lectures.
- Doors at each end of the multi-purpose/shared corridor can secure the COA after hours and on weekends when other events are taking place in the multi-purpose room and program spaces.
- A kitchen is located on the recreation end of the multi-purpose room to provide food service to the multi-purpose room and a serving window to the corridor and recreation. This serving window can be a "snack bar/concession" for events occurring in the recreation end of the building.
- A two story lobby lounge space anchors the far end of the circulation spine and provides an entry/seating area outside of the gymnasium.
- This space can open up to an outdoor seating area.
- A stair and elevator provides access to the second level for track access, fitness spaces, and recreation program spaces.
- The second level corridor would be open to the lobby below.

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## Program Images

Senior Entry/Drop-In Area

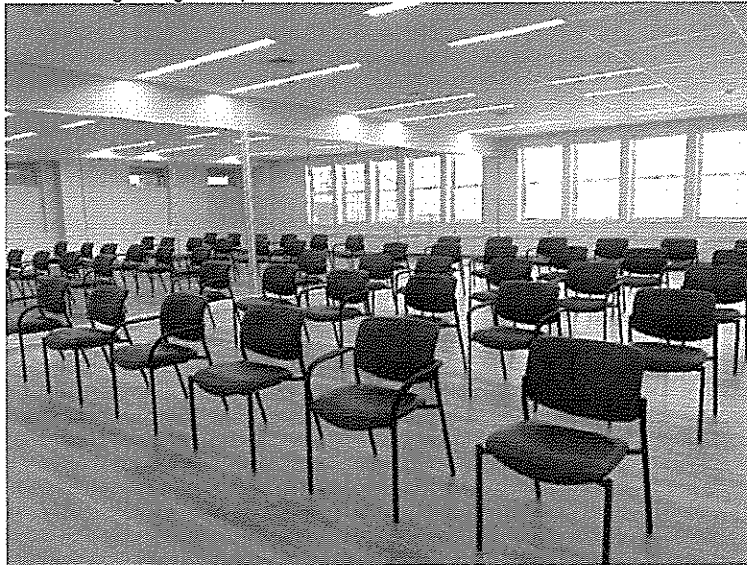


Multi-Purpose Room

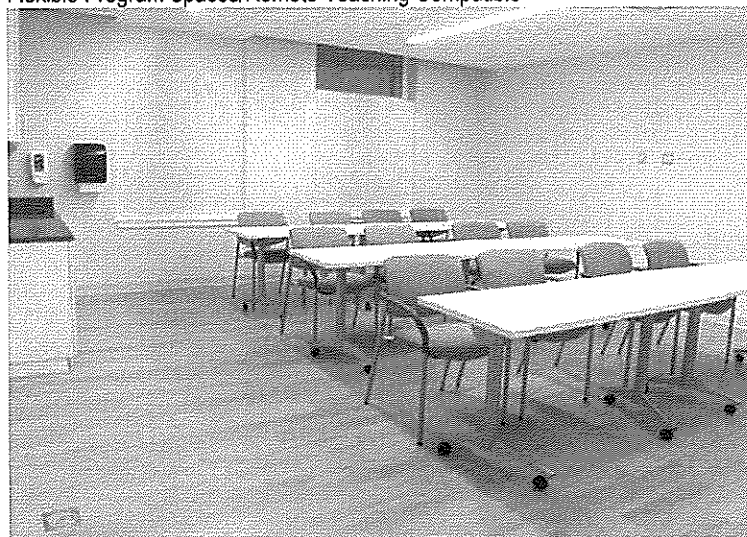


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Flexible Large Program Spaces

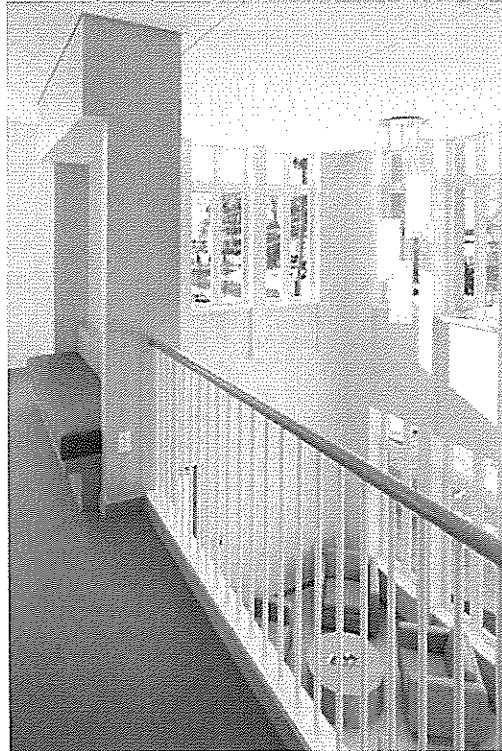


Flexible Program Spaces/Remote Teaching Compatible



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Multi-Story Entry Lobby



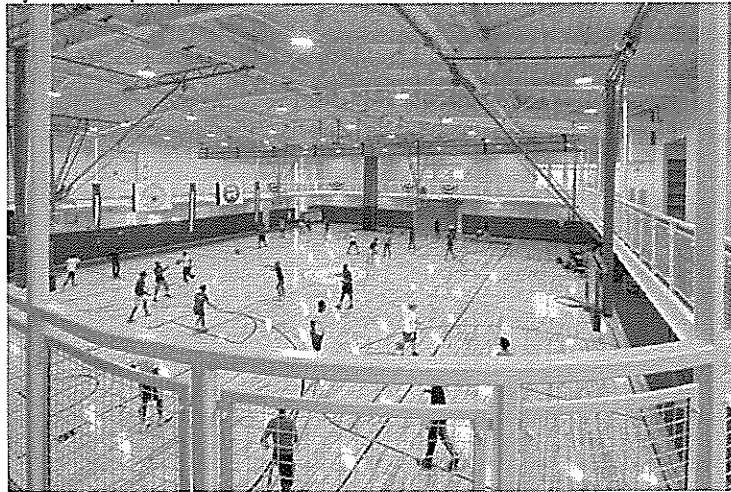
Fitness for All Ages





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Gym for Multiple Sports with Elevated Track



**Billerica Capital Facilities Committee -Intergenerational Community Center**

**Council on Aging and Recreation Department Proposed Program**

Billerica, MA

January 28, 2022

	Area		Occupant Load		Parking	
	Ideal	Actual Current	occupant count	calculation per MA Building code	parking count	calculation per zoning
<b>SENIOR CENTER</b>						
<b>Lobby/Reception/Entry Functions</b>						
Vestibule	125	150		1 per 100 gsf (business)	6	1 per 300 sf (Miscellaneous)
Reception	150	80	1	1 per 100 gsf (business)		
Friend's Gift Shop	370	350	3.7			
Drop-In Social Space/Lending Library	850	650	8.5			
Coat Storage	50	40	0	1 per 300 gsf (storage)		
Friend's Giftshop	350	370	3.5			
Storage for Coats	50	40		1 per 300 gsf (storage)		
<b>Subtotal</b>	<b>1,945</b>	<b>1,680</b>	<b>17</b>			
<b>Administration</b>						
Reception	200	0	3	1 per 100 gsf (business)	5	1 per 300 sf (Miscellaneous)
Executive Director	200	130	1	actual		
Assistant Director	100	0	1			
Admin Assistant	100	75	1	actual		
Event Coordinator	75	100				
Shared Office Space	400	0	3	1 per 100 gsf (business)		
Administrative Copy Supplies	50	0	1	1 per 300 gsf (storage)		
Small Meeting Room	250	0	6	actual		
Staff Break Room	50	50	0	actual		
Staff Toilet	60	55	0	actual		
<b>Subtotal</b>	<b>1,485</b>	<b>410</b>	<b>16</b>			
<b>Wellness</b>						
Outreach	150	410	3	1 per 100 gsf (business)	5	1 per 300 sf (Miscellaneous)
Outreach Waiting	100	0	3	actual		
Outreach Support Space	250	0	3	1 per 100 gsf (business)		
Outreach Supplies/Durable medical Equipment	200	130	1	1 per 300 gsf (storage)		
Exam Room	100	0	3	1 per 100 gsf (business)		
Nurse/Professional Office	100	100	3	1 per 100 gsf (business)		
Medical Equipment	200	130	1	1 per 300 gsf (storage)		
Medical Rental Office	250	0	3	1 per 100 gsf (business)		
<b>Subtotal</b>	<b>1,350</b>	<b>770</b>	<b>20</b>			
<b>Fitness Studio (Controlled by COA.)</b>						
Fitness Studio	800	300	20	actual	6	1 per 300 Sf
Aerobics Room	900	0	50	1 per 10 nsf (assembly)		
Changing/Cubbies	100	0	20	actual		
<b>Subtotal</b>	<b>1,800</b>	<b>300</b>	<b>90</b>			

**Billerica Capital Facilities Committee -Intergenerational Community Center**

**Council on Aging and Recreation Department Proposed Program**

Billerica, MA

January 28, 2022

	Area		Occupant Load		Parking	
	<i>Ideal</i>	<i>Actual Current</i>	occupant count	calculation per MA Building code	parking count	calculation per zoning
<b>Veteran's</b>						
Veterans Waiting	100	0	3	actual	2	1 per 300 Sf
Veterans Director	150	0	2	actual		
Veterans Meeting Room	250	0	6	actual		
Veterans File Storage	70	0	0	actual		
Veterans Copy/Supply	50	0	0	actual		
Subtotal	<b>620</b>	<b>0</b>	<b>11</b>			
<b>Program Spaces</b>						
Multi-Purpose Room	3,000	1,830	50	1 per 10 nsf (assembly)	26	1 per 300 Sf
Multi-Purpose Room/Stage	250	0	33	1 per 20 nsf (classroom)		
Multi-Purpose Room AV Closet	8	0	16	1 per 50 gsf (exercise)		
Arts and Crafts	400	0	14	(library/reading)		
Technology Resourse Room	275	275	50	1 per 10 nsf (assembly)		
Game Room	1,000	715	80	1 per 10 nsf (assembly)		
Game Room Storage	100	100	36	1 per 20 nsf (classroom)		
Large Program Room	1,000	785	15	1 per 20 nsf (classroom)		
Large Program Room Storage	200	0		1 per 300 gsf (storage)		
Medium Program Room	600	0	36	1 per 20 nsf (classroom)		
Medium Program Room Storage	100	0		1 per 300 gsf (storage)		
Conference Room/Small Mtg.	450	470	12	actual		
Technology Resourse	275	275	15	1 per 20 nsf (classroom)		
Conference Room for 12	150	0	12	actual		
Subtotal	<b>7,808</b>	<b>4,450</b>	<b>369</b>			
<b>Food Service</b>						
Kitchen	650	450	4	1 per 200 gsf (kitchen)	4	1 per 300 Sf
Walk-In Cold Storage	150	1	1			
Kitchen Storage	100	0	0	1 per 300 gsf (storage)		
Nutrition Coordinator	150	100	0	1 per 300 gsf (storage)		
Loading / Receiving	150	100	0			
Subtotal	<b>1,200</b>	<b>651</b>	<b>5</b>			
<b>Restrooms</b>						
Multi-Purpose Restrooms	400	400	0		2	1 per 300 Sf
Lobby Restroom	60	0	0			
Companion Restrooms	120	0	0			
Subtotal	<b>580</b>	<b>400</b>	<b>0</b>			
<b>Support Spaces</b>						
Custodial Storage	50	50	1	1 per 300 gsf (storage)	1	1 per 300 Sf
Custodial Services	150	0	1	1 per 300 gsf (storage)		
Subtotal	<b>200</b>	<b>50</b>	<b>2</b>			
<b>Total Net Square Feet</b>	<b>16,988</b>	<b>7,641</b>				

**Billerica Capital Facilities Committee -Intergenerational Community Center**

**Council on Aging and Recreation Department Proposed Program**

Billerica, MA

January 28, 2022

	Area		Occupant Load		Parking	
	Ideal	Actual Current	occupant count	calculation per MA Building code	parking count	calculation per zoning
Grossing Factor	1.20	1.20				
<b>Senior Center Program Gross Area</b>	<b>20,386</b>	<b>9,169</b>	<b>408</b>	<b>occupants</b>	<b>57</b>	<b>parking spaces</b>

**RECREATION**

**Lobby/Reception**

Vestibule	100	0	1	1 per 100 gsf (business)	1 per 300 sf (Miscellaneous)
Lobby/Reception	200	80	2	1 per 100 gsf (business)	
Subtotal	300	80	3		

**Recreation Offices**

Reception	250	350	3	1 per 100 gsf (business)	1 per 300 Sf
Director	200	150	1	actual	
Admin Assistant	150	0	1	actual	
Assistant Director	150	0	1	actual	
General Staff					
Program Office 1	100	600	1		
Program Office 2	100	0	1		
Common Workspace (Swing Space)	150	0	2	1 per 100 gsf (business)	
Copy / Supplies	100	0	1	1 per 300 gsf (storage)	
File Storage	150	0	1.0	1 per 300 gsf (storage)	
Coat Closet	10	0	1.0	1 per 300 gsf (storage)	
Subtotal	1,360	1,100	13		

**Program Spaces**

Room 1	750	1,500	16	1 per 50 gsf (exercise)	1 per 300 Sf
Room 2	750	0	16	1 per 30 nsf	
Room 3	750	0	18	(library/reading)	
Gymnasium	9,000	0	144	1 per 50 gsf (exercise)	
Subtotal	11,250	1,500	194		38

**Restrooms**

Women's	250	100	0		1 per 300 Sf
Men's	250	75	0		
Unisex	60	0	0		
Unisex	60	0	0		
Subtotal	620	175	0		2

**Changing Facilities**

Women's Lockers	850	0	0		1 per 300 Sf
Men's Lockers	850	0	0		
Companion/Family Changing	100	0	0		
Subtotal	1,800	0	0		6

**Support Spaces**

Storage for Program Rooms					1 per 300 Sf
General Storage	500	250	2	1 per 300 gsf (storage)	
Fitness Storage	150	0	1	1 per 300 gsf (storage)	
Rotating Storage	75	0	1	1 per 300 gsf (storage)	
Custodian	50	40	1	1 per 300 gsf (storage)	
Subtotal	775	290	5		3

**Billerica Capital Facilities Committee -Intergenerational Community Center**  
**Council on Aging and Recreation Department Proposed Program**  
 Billerica, MA  
 January 28, 2022

	Area		Occupant Load		Parking	
	Ideal	Actual Current	occupant count	calculation per MA Building code	parking count	calculation per zoning
Total Net Square Feet	16,105	3,145				
Grossing Factor	1.20	1.20				
<b>Recreation Program Gross Area</b>	<b>19,326</b>	<b>3,774</b>	<b>215</b>	occupants	<b>53</b>	parking spaces
<b>Support Spaces-Building Wide</b>						
Boiler	600	1,080	2	1 per 300 gsf (mech)	1 per 300 Sf	
Dedicated Electrical/Tel Data	200	0	1	1 per 300 gsf (mech)		
MDF Room	125	0	1	1 per 300 gsf (mech)		
Water Service/Sprinkler Room	75	0	1	1 per 300 gsf (mech)		
General Storage	125	0	1	1 per 300 gsf (storage)		
Exterior Maintenance Storage	100	0	1	1 per 300 gsf (storage)		
Storage for Outdoor Furniture	150	0	1	1 per 300 gsf (storage)		
Storage for Outdoor Equipment	200	0	1	1 per 300 gsf (storage)		
Subtotal	1,575	1,080	9		5	
Total Net Square Feet	1,575	1,080				
Grossing Factor	1.20	1.20				
<b>General Building Wide Gross Area</b>	<b>1,890</b>	<b>1,296</b>	<b>9</b>	occupants	<b>5</b>	parking spaces
<b>Total Program Gross Area</b>	<b>41,602</b>	<b>14,239</b>	<b>632</b>	occupants	<b>115</b>	parking spaces

SPACE DESCRIPTIONS FOR BILLERICA COUNCIL ON AGING AND RECREATION DEPARTMENT  
 BILLERICA, MASSACHUSETTS  
 January 28, 2022

Room	Description	# of Employees		Work Areas			Audio Visual Requirements				Comments	Parking	Existing Area (in square feet)	Proposed Area (in square feet)
		FTE	PTE	Private Offices	Open Workstations	Work Tables	Video Monitor	Sound System	Hearing Assistance	Remote Teaching				
<b>COUNCIL ON AGING</b>														
<b>Lobby</b>														
Vestibule	Sized large enough so patrons can be seated waiting for rides. A relaxing area for casual conversations and human connectivity and engagement.												125	150
Receptionist Desk	Sized for two staff members. Should provide area for self-check-in as well as accessible counter for patrons using wheelchairs.	2			X				X				80	150
Drop-In Social Space/Lending Library	A warm inviting space where patrons can wait for assistance or sign up for a program. Would include soft seating, a coffee station and bookshelves. Should be located off of the reception area. Provides a variety of reading materials including newspaper and large gathering table. Can have a coffee station.								X				620	850
Coat Storage	A central coat storage area is preferred. Individual coat storage for program rooms can also be explored.												40	50
Friends Giftshop	A place to display handmade items for sale. This should be a light and airy retail space.								X				370	350
Technology Resource Room	A storage space for laptops, chromebooks or pads can be checked out by patrons at the reception desk.					X			X				275	75
Informal ProSocial Spaces	Window seats, nooks, inglenooks and breakout areas throughout the building that foster informal connectivity.												0	0

**SPACE DESCRIPTIONS FOR BILLERICA COUNCIL ON AGING AND RECREATION DEPARTMENT**  
**BILLERICA, MASSACHUSETTS**  
 January 28, 2022

Room	Description	# of Employees		Work Areas			Audio Visual Requirements				Comments	Parking	Existing Area (in square feet)	Proposed Area (in square feet)	
		FTE	PTE	Private Offices	Open Workstations	Work Tables	Video Monitor	Sound System	Hearing Assistance	Remote Teaching					
<b>Administration</b>															
Executive Director	Sized for work table for leadership team meetings.	1		X		X								130	200
Assistant Director	Sized for desk and chairs. This office should be located next to the executive director.	1		X	X									0	100
Administrative Assistant	This position needs a private office to process and store personal records.	1		X										75	100
Event Coordinator	In addition to work space, the event coordinator also needs dedicated storage space for supplies and equipment. They work with a team of volunteers.	1		X										75	100
Shared Office Space	Workspace for 4-5 visiting professionals, for example SHINE. This would be located in the center of the administration suite.		5		X					X				0	400
Administrative Copy Supplies	A room for a photocopier and office supplies.													0	50
Small Meeting Room	Sized for staff meetings and conveniently located to all departments.							X						0	250
Staff Break Room	Sized for a kitchenette and small table and chairs and conveniently located to all departments.													0	150
Staff Restroom	An accessible restroom that is conveniently located to all departments. This room is located next to the break room.													55	50

SPACE DESCRIPTIONS FOR BILLERICA COUNCIL ON AGING AND RECREATION DEPARTMENT

BILLERICA, MASSACHUSETTS

January 28, 2022

Room	Description	# of Employees		Work Areas			Audio Visual Requirements				Comments	Parking	Existing Area (in square feet)	Proposed Area (in square feet)
		FTE	PIE	Private Offices	Open Workstations	Work Tables	Video Monitor	Sound System	Hearing Assistance	Remote Teaching				
<b>Outreach &amp; Wellness</b>														
Outreach	This position provides information, referrals case management, and social services. The outreach suite would have a small waiting area and access to a private meeting room. They require a private office for consultations, a table for meetings with small groups or families. Outreach would benefit from having a second entrance from the outside and a restroom.	1		X	X		X						410	150
Outreach Waiting	The outreach suite would have a small waiting area.	1		X									0	100
Outreach Support Space	This area would be an open office shared by two additional employees and volunteers/consultants.	2	0.5		X								0	250
Outreach Supplies/Durable Medical Equipment	A room divided into two areas: one area for general office supplies and a separate area for health care supplies and a smaller quantity of durable medical equipment.												130	200
Exam Room	Sized for small kitchnette, desk and exam table.	1		X									0	100
Nurse/Professional Office	An office for visiting health professional to use for various clinics (such as a podiatrist).			X									100	100
Medical Equipment	Storage for medical equipment like blood pressure machine.												130	200
Medical Rental Office	An office that can be rented to a medical professional like an eye doctor or physical therapist			X									0	250
<b>Fitness</b>														
Fitness Studio	The fitness studio would have a dedicated staff person. Sized for 10 pieces of workout equipment.	1					X	X					300	800
Aerobics Room	Sized for 25-40 participants.						X	X					0	1,000
Locker Room	Personal lockers/cubbies and water fountain.												0	100



SPACE DESCRIPTIONS FOR BILLERICA COUNCIL ON AGING AND RECREATION DEPARTMENT

BILLERICA, MASSACHUSETTS

January 28, 2022

Room	Description	# of Employees		Work Areas			Audio Visual Requirements				Comments	Parking	Existing Area (in square feet)	Proposed Area (in square feet)
		FTE	PTE	Private Offices	Open Workstations	Work Tables	Video Monitor	Sound System	Hearing Assistance	Remote Teaching				
<b>Veterans</b>														
Veterans Waiting	The veterans suite would have a small waiting area and work area for a receptionist and access to a private meeting room.	1											0	100
Veterans Director	A private office with small table.	1		X	X			X					0	150
Veterans Meeting Room	Sized for meal meetings of 4-6 participants.					X							0	250
Veterans File Storage	A lockable room for files.												0	70
Veterans Copy Supplies	A room for a photocopier and office supplies.												0	50

SPACE DESCRIPTIONS FOR BILLERICA COUNCIL ON AGING AND RECREATION DEPARTMENT  
 BILLERICA, MASSACHUSETTS  
 January 28, 2022

Room	Description	# of Employees		Work Areas			Audio Visual Requirements				Comments	Parking	Existing Area (in square feet)	Proposed Area (in square feet)	
		FTE	PTE	Private Offices	Open Workstations	Work Tables	Video Monitor	Sound System	Hearing Assistance	Remote Teaching					
<b>Program Rooms</b>															
MultiPurpose Room	The multipurpose room would accommodate up to 300 patrons at tables and chairs. This space would be used for presentations, performances, and board meetings. The multipurpose room would be rented out to other community associations. This space is subdividable into (3) 1000 sf rooms.						X				X			1,830	3,000
MultiPurpose Room Stage	A portable stage for special events.													0	250
MultiPurpose Room Storage	Sized large enough to store tables and chairs when not in use.													100	300
MultiPurpose Room Audio Visual Closet	Small closet for rack and audio visual equipment.														
Arts and Crafts	Program room sized to accommodate 30 participants seated at tables and chairs. Room would have a small kitchenette with sink.								X					400	700
Arts and Crafts Storage	Storage for pottery program supplies, sewing machines and knitting and quilting supplies. Kitchenette cabinetry can provide storage as well.													0	400
Technology Resource Room	A storage space for laptops, chromebooks or pads can be checked out by patrons at the reception desk.								X					275	75
Game Room	Sized for three pool tables, a poker table and pingpong table.								X					715	1,000
Game Room Storage	Storage for supplies.													100	100
Large Program Room	Program room sized to accommodate 40 participants seated at tables and chairs.										X			785	1,200
Large Program Room Storage	Sized large enough to store tables and chairs when not in use.													0	200

SPACE DESCRIPTIONS FOR BILLERICA COUNCIL ON AGING AND RECREATION DEPARTMENT

BILLERICA, MASSACHUSETTS

January 28, 2022

Room	Description	# of Employees		Work Areas			Audio Visual Requirements				Comments	Parking	Existing Area (in square feet)	Proposed Area (in square feet)	
		FTE	PTE	Private Offices	Open Workstations	Work Tables	Video Monitor	Sound System	Hearing Assistance	Remote Teaching					
Medium Program Room	Program room sized to accommodate 20 participants seated at tables and chairs.						X			X					
Medium Program Room Storage	Storage for supplies.												0	600	
Conference Room/Small Program Room	Sized for a conference room table and 12 chairs. This room can be used as a small program room for smaller groups like book clubs.						X			X			0	100	
<b>Nutritional Services</b>															
Kitchen	The commercial kitchen would be managed by two full-time chefs. The kitchen will serve 2+ meals a day to patrons. The kitchen would also provide space for the meals on wheels program. The kitchen could be used for cooking programs. The kitchen would be connected to the multipurpose room.													450	650
Walk-In Cold Storage	A walk-in cooler and walk-in freezer.													0	150
Kitchen Storage	Dedicated pantry for dry goods, ice maker, paper goods, dishes and utensils.													0	100
Loading/Receiving/Trash	A small area connected to the exterior for receiving deliveries. May have a small desk for the chef to make purchases.													0	0
Nutrition Coordinator	The nutritionist runs the kitchen and any other food program including the commodity food pantry program. This office would have a desk for the chef.	2				X							100	150	

SPACE DESCRIPTIONS FOR BILLERICA COUNCIL ON AGING AND RECREATION DEPARTMENT  
 BILLERICA, MASSACHUSETTS  
 January 28, 2022

Room	Description	# of Employees		Work Areas			Audio Visual Requirements				Comments	Parking	Existing Area (in square feet)	Proposed Area (in square feet)	
		FTE	PTE	Private Offices	Open Workstations	Work Tables	Video Monitor	Sound System	Hearing Assistance	Remote Teaching					
<b>Support Spaces</b>															
Multipurpose Restrooms	6 single stall fully accessible restrooms near the multipurpose room.													400	400
Lobby Restroom	1 single stall fully accessible restroom near the lobby.													0	50
Companion Restrooms	2 single stall fully accessible restrooms sized for a patron and companion.													0	120
Custodial Services	Space for a desk and maintenance supplies.													0	150
Custodial Storage	Storage for custodial supplies.													50	50
Outdoor Equipment Storage	Storage lawnmowers, snowblowers etc.													100	100
Mechanical/Electrical/Fire Protection Rooms	Space for heating and cooling equipment, electrical panels and any additional utility needs.													530	200

SPACE DESCRIPTIONS FOR BILLERICA COUNCIL ON AGING AND RECREATION DEPARTMENT

BILLERICA, MASSACHUSETTS

January 28, 2022

Room	Description	# of Employees		Work Areas			Audio Visual Requirements				Comments	Parking	Existing Area (in square feet)	Proposed Area (in square feet)
		FTE	PTE	Private Offices	Open Workstations	Work Tables	Video Monitor	Sound System	Hearing Assistance	Remote Teaching				
<b>Outdoor Spaces</b>														
Patio	Outdoor patio connected to the multipurpose room, can accommodate 40x80' tent.												0	3,500
Bocce Court													0	1,000
Horse Shoes													0	100
Raised Gardens													0	500
		16	6											

SPACE DESCRIPTIONS FOR BILLERICA COUNCIL ON AGING AND RECREATION DEPARTMENT

BILLERICA, MASSACHUSETTS

January 28, 2022

Room	Description	# of Employees		Work Areas			Audio Visual Requirements				Parking	Existing Area (in square feet)	Proposed Area (in square feet)
		FTE	PTE	Private Offices	Open Workstations	Work Tables	Video Monitor	Sound System	Hearing Assistance	Remote Teaching			
<b>Recreation Department</b>													
<b>Lobby/Reception</b>													
Vestibule	Sized to provide airflow at entry and small amount of waiting space.											0	100
Lobby/Reception	Area that is part circulation and waiting space to accommodate patrons entering the building, checking in at the front desk, waiting to meet with a staff member.						X					80	200
<b>Recreation Offices</b>													
Receptionist Desk	Sized for two staff members. Should provide area for self-check-in as well as accessible counter for patrons using wheelchairs. Area would contain space for display, video bulletin board. Desk will have visual and physical connection to the recreation offices.	2			X		X					80	150
Director	Working and Meeting Space for the Director. Added meeting and storage space in the general office area allows for an appropriately sized office.	1					X					350	250
Administrative Assistant	Space that is part of general recreational office with sufficient privacy for working; location will back-up reception	1											
Assistant Director	Working space with sufficient space for visitor chairs and storage												
<b>General Staff</b>													
Program Office 1	Plan for Future Staff or dedicated program operator											600	100
Program Office 2	Plan for Future Staff or dedicated program operator												100
Common Swing/Work Space	Flexible work space for full and part time staff						X						150
Copy Supplies	Secure space for networked copier and office supplies												100
File/Equipment Storage	Secure space for files and equipment												150
Coat Closet	Coat and storage for visitors and staff												50
<b>Program Spaces</b>													
Room 1	Program spaces will be flexible to accommodate classes, STEM, games, crafts, and other activities. More detail would be developed in final design						X	X	X	X		1,500	750
Room 2							X		X	X		750	750
Room 3							X	X	X	X		750	750
Gymnasium	Gymnasium is sized to provide 1 full size high school basketball court and two cross courts sized for recreational basketball games with smaller baseline, 3 pickleboard courts and 1 volleyball court would be overlaid on the main basketball court. A 4 lane walking track is located above the gymnasium floor accessed by stair and elevator in the circulation space.											0	9,000

SPACE DESCRIPTIONS FOR BILLERICA COUNCIL ON AGING AND RECREATION DEPARTMENT

BILLERICA, MASSACHUSETTS

January 28, 2022

Room	Description	# of Employees		Work Areas			Audio Visual Requirements				Comments	Parking	Existing Area (in square feet)	Proposed Area (in square feet)
		FTE	PTE	Private Offices	Open Workstations	Work Tables	Video Monitor	Sound System	Hearing Assistance	Remote Teaching				
Restrooms														
Men's Room	General Use for all Patrons													250
Women's Room	General Use for all Patrons													250
Unisex Toilets	Two unisex, gender neutral toilets for all patrons													120
Changing Facilities														
Women's Lockers	Size for lockers, changing, showers and toilet facilities.													850
Men's Lockers	Size for lockers, changing, showers and toilet facilities.													850
Companion/Family Changing	Single use or companion changing showering and toilet facility													100
Support Spaces														
General Storage	For supplies, equipment, consumable products													500
Fitness Storage	To store equipment not currently in use in a secure location													150
Rotating Storage	Storage for use by seasonal programs													75
Custodian	Local storage for recreation space maintenance and cleaning													50
Outdoor Spaces														
Outdoor Basketball	A single multi-sport basketball court for year around use (weather permitting)													
Pickleball Courts	Outdoor courts for year around use (weather permitting)													
Assembly Area	Area for outdoor instructions, lectures, and performances													
Outdoor Terrace	General seating area with benches, tables and chairs for informal gatherings, eating, etc.													
Connections to Walking Trail	Provide wayfinding and connection points to exterior amenities and Bay Circuit Trail													