

Fryeburg Space Programming

Department: TOWN OFFICES

DRAFT SPACE PROGRAM

July 25, 2023



Room Desc	Room Area (SF)	Number of Rooms	Total Area (SF)	
Town Manager Administration				
Lobby/Airlock	200	0	0	Included with common area program
Town Manager Office	180	1	180	Office for Town Manager with room for (2) files, (1) desk w/ meeting space for 4
Finance Director / HR	120	1	120	An office for the Finance Director. FUTURE
Future Office	140	1	140	A future office to be determined could be IT, GIS, Assistant Town Manager. FUTURE
Storage - TM	60	1	60	Most storage needed in the department is stored within offices.
Vault - Town Manager	-	0	-	Secure storage within a fire rated vault - None is needed for TM.
Old records Storage	180	0	-	Included with common area program
Small conference room	120	1	120	Meeting space for 4-6 people
Work Room	140	1	140	A copy room with copier, counter for assembling packets, storage, etc.
Land Use				
Code Enforcement Office	120	1	120	Office for Code Enforcement Officer
Planner Office Future	150	1	150	An office for the Planning Director. Needs table for plans and a desk.
Assessor Office	120	1	120	An office for the Assessor. Needs to have a table for plans and a desk.
Counter	120	1	120	A counter for staff to serve the public. Should have storage underneath including room for code books.
Waiting	120	1	120	Waiting area with a computer for public use in front of the counter.
Storage - Code & Planning	200	1	200	(17) Five drawer filing cabinets, rolled plan storage, and (4) flat files - would like to look at medical storage because more compact & a shelf for rolled up plan storage.
Old Records Storage - Code & Planning	120	0	-	Space for rolled plans, banker boxes, (2) flat files that can be stacked on each other. (see Common area Program)
Old records Storage - Accessor	120	0	-	Currently have records that are required to be stored for numerous years before they can be destroyed. These are not accessed often but need to be kept. (See common area Program)
Copy / Plotter Room	120	1	120	A room to house the plotter, large format scanner, and supplies. Should be near Code Enforcement.
Town Clerk				
Town Clerk Office	120	1	120	An office for the Town Clerk with good view & easy access to the counter.
Deputy Town Clerk Office	80	1	80	A desk for the Deputy Town Clerk behind the counter area.
Clerk Counter	70	3	210	Need (4) counter with windows (2 for staff, (1) Deputy Clerk, and (1) Clerk (1) is future). There also needs to be counter space behind the desks for various things everybody uses when helping the public at the counter. SF includes space for waiting & space for forms.
Waiting	120	1	120	Waiting area with a computer for public use in front of the counter.
Admin Hoteling desk	80	1	80	A remote small desk for the Clerk Admin to be able to conduct work that is not at the counter.
Public Bathrooms	60	0	-	Need 2 (see common space program)
Storage	140	1	140	Storage within the department or close by.
Old record Storage	-		-	None needed.
Election Equipment Storage	140	1	140	Storage space for election equipment when not in use. Needs to be kept separately secure
Fire Proof Vault	300	1	300	Records need to be close so staff can access them when a member of the public requests them. There should also be space for storing money, state stickers, and similar at night. This assumes movable shelving units in the space.
Economic Development				
Economic Development Director Office - Future	120	1	120	An office for the Economic Developer with a room to meet with people on the other side of the desk and some storage.
Storage	40	1	40	Storage within the department or close by.
Town Offices Support Spaces				
Break Room	170	0	0	Currently in common spaces program.
Town Meeting Room	1,100	0	0	Meeting room for 60 with chairs for public meetings (see common area)
Meeting Room Stor.	150	0	0	chair table storage (see common area)
Fitness Area	275	0	0	weight room and cardio equipment (see common area program)
Janitor Room	36	0	0	A janitor space with a slop sink. (see common area program)
Server room, IT	150	0	0	All servers and IT work space included in common area rooms
Public Bathrooms	60	0	-	Need 2 (see common space program)
Staff Bathrooms	75	0		with showers (see common space program)
Mechanical/Elec	200	0	0	Currently in common spaces.
Totals		25	3,060	
Outdoor Spaces				
Staff Parking			0	Parking for 12 Town Staff, can blend with public parking
Public Parking			0	Need Parking for 40-50 public (see common area)

Fryeburg Space Programming

Department: Police

DRAFT SPACE PROGRAM

July 25, 2023



Room Desc	Room Area (SF)	Number of Rooms	Total Area (SF)	
Police Administration				
Lobby/Airlock	200	0	0	Included with common area program, need drug drop, display cabinets
Chief's Office	180	1	180	room for (2) personel files, (1) desk w/ small meeting space for 4
Sargent	200	1	200	An office for two people
Detective / SRO	250	1	250	An office for two to three people
Detective Storage	100	1	100	Storage for the detectives
Lieutenants Office	120	1	120	An office for one lieutenant
Admin Office	120	1	120	Share admin with Fire department?
Future Office	120	1	120	for growth
Small Conference	120	1	120	Room (4-6 People)
Work Room	140	1	140	A room with copier, counter for assembling packets, paper storage, etc.
Supply Closet	40	1	40	A closet for office supplies which is within Workroom.
Records Storage	140	1	140	could be possibly combined with town records if secured
Admin Bathroom	50	1	50	
Secure Area				
Patrolroom / Meeting	340	1	340	4 workstations, adjacent to booking, staff meetings, charging devices
Interview Rooms	70	2	140	Separate rooms - one near lobby and one near detectives for 3-4 people each
Staff Bathroom	50	1	50	Unisex bathroom around patrol
Evidence Storage	500	1	500	Rolling racks for evidence, gun/ drugs / money -very secure
Evidence Bagging	20	2	40	counter arear off corridor to enter evidence in system
Evidence Processing	120	1	120	Area to process evidence w/ drying chamber, other equipment, refrig, passthrough lockers
Locker Room	720	1	720	Gender neutral room with 24 large lockers each with power and USB outlets
Changing Rooms	80	2	160	Private rooms off of locker room to change clothes and shower
Police Bunkrooms	100	0	0	They will use Fire Station if needed
Armory	150	1	150	blast resistant room for weapons and ammo storage and cleaning, separate ventilation, 32 gun safe
Non-lethal Room	120	1	120	Storage for tasers, other non-lethals, camera vests,
General Storage	120	1	120	extra uniforms and gear storage
Interior Firearm Range	700	2	1400	each lane 5' x 100' w/ support space and ventilation equipment in basement
Sallyport Area				
Sally port	415	1	415	1 16 x 26 Bay w/ 10x10 door for light maintenance and cleaning with eyewash
Boat Storage	850	0	0	Will store 3 police watercraft in fire app bays
Sallyport Storage	130	1	130	Bicycles, tires, clean products, light maintainence items and similar
Restroom - Booking	50	1	50	
Booking & Processing	300	1	300	Booking, intoxilizer, fingerprinting, sturdy cuff bench, near patrol room
Police Support Spaces				
Break Room	170	0	0	Currently in common spaces. Is this ok for police?
Training Room/EOC	450	0	0	Training room for 20 with desk and chairs (see common area)
Training Room Stor.	120	0	0	chair table storage (see common area)
Fitness Area	275	0	0	weight room and cardio equipment (see common area program)
Janitor Room	36	1	36	A janitor space with a slop sink.
Server room, IT	150	0	0	All servers and IT work space included in common area rooms
Mechanical/Elec	200	0	0	Currently in common spaces.
Totals		33	6,371	
Outdoor Spaces				
Officer Parking			0	Secure parking for officers and impounded vehicles 12 spaces
Pole Barn			0	Secure unheated Carport, 3 cars covered from weather, store traffic
Public Parking				Share with other departments in common area

Notes:				
Items with yellow highlighting are moved to common areas or other program sheets				

Fryeburg Space Programming

Department: Fire

DRAFT SPACE PROGRAM

July 25, 2023



Room Desc	Room Area (SF)	Number of Rooms	Total Area (SF)	
Fire Administration				
Lobby/Airlock	200	0	0	Included with common area program, need space to house antique apps
Chief's Office	180	1	180	Office for Fire Chief with room for (2) files, (1) desk w/ meeting space for 4
Dep Chief Office	200	1	200	(2 desks) for dep chief and shift commander
Shift Commander	100	0	-	Shares office with deputy chief
Traning Officer	150	1	150	4 file cabinets with locked employee records, local records, near dep chief
Future office	120	1	120	office for future staff, EMS?
Report Room	100	1	100	PC's for writing reports
Small Conference Rm	120	1	120	4-6 people, near chief and dep. Chief
Work Room	140	1	140	A copy room with copier, counter for assembling packets, storage, etc.
Admin area Storage	60	1	60	suppl closet off of work room
Records Storage	140	1	140	could be possibly combined with town records if secured
Radio Room	200	1	200	backup dispatch for county, monitor FD entrance, near bath and pantry
Radio Room Pantry	40	1	40	small sink, UC fridge, coffee maker, and microwave for radio room dispatch
Admin Bathroom	50	1	50	unisex bathroom in admin area
Living Quarter Area				
Bunkrooms	110	6	660	future paid staff to allow 24/7 staffing (1bed, 1 desk, 4 personal lockers)
Bunkroom Baths	70	3	210	Private unisex bath/showers for overnight staff near bunks. One near dayroom
Bunkroom Storage	80	1	80	living area supplies
Personell Laundry	80	1	80	W/D for personal bedding and clothes
Kitchen / Dining	300	1	300	common meal prep and dine area for live-in and volunteer staff seat 12-15
Pantry	40	1	40	personal food items on shelving
Dayroom	225	1	225	Communal Area for live-in and volunteer staff
Apparatus Bay				
App Bays	1,430	5	7150	5 Drive thru Bays (17 x 84) w/ 14x14 doors. Stores 10 vehicles plus smaller items, includes 3 police water craft, added a bay for growth
Decon Room	240	1	240	removes toxins from gear, walk-in shower, extractor, dryer, 3-bay sink
Gear / Locker Rooms	225	1	225	24 2x2 lockers between living and app bays
Call company lockers	300	1	300	32 2x2 lockers between parking and app bays
Gear Storage room	150	1	150	unassigned gear storage
SCBA filing /storage	120	1	120	SCBA unit, 6 bottle storage, small workbench
Locked Med supply stor	70	1	70	
Project Rm/Mach shop	100	1	100	small equip repair area with work benches, tools
Training Tower	275	1	275	stair, ladder, confined space training, hose drying
Dirty Gear Bathroom	60	1	60	for use with dirty gear to keep contaminants out of living/admin area
Mezz storage	1,000	0	-	not included because area is above other spaces already included in program, light bulk storage, compressor, etc.
Fire Support Spaces				
Janitor Room	36	1	36	A janitor space with a slop sink.
Training Room/EOC	750	0	0	Training room for 40 with desk and chairs (see common area)
Training Room Stor.	150	0	0	chair table storage (see common area)
Fitness Area	300	0	0	weight room and cardio equipment (see common area)
Server room, IT	150	0	0	All servers and IT work space included in common area rooms
Mechanical/Elec/Util	200	0	0	Currently in common spaces.
Totals		41	11,821	
Outdoor Spaces				
Firefighter Parking			0	Separate parking for firefighter call company away from public, near app bays
Pole Barn			0	Secure unheated Carport, 3 cars covered from weather, store traffic equipment
Public Parking				Share with other departments in common area
Notes:				
Items with yellow highlighting are moved to common areas or other program sheets				
Blended Force, most robust force in the area with Bridgton and Brownfield, 347 annual calls, backup dispatch for area, private ambulance service, but dept provides first response at EMS calls, but no transport.				

Fryeburg Space Programming

Department: Common Spaces

DRAFT SPACE PROGRAM

July 25, 2023



Room Desc	Room Area (SF)	PVT. # of Rooms	PVT. Area (SF)	Pub # of Rooms	Pub Area (SF)	Total # of Rooms	Total Area (SF)	
Council Chamber / Training Room								
Council Chamber / Training Room/ Emergency Op Center	1,100	0		1	1,100	1	1100	Chamber Council room with a dais for (8) people and 50 viewing. The dais should be movable so that it could be stored and the room used for elections or similar
Chamber / Training V/IT Closet	36	0		1	36	1	36	A dedicated V/IT closet that would have limited access for the IT infrastructure and storage of any electronical equipment used in the Chamber.
Chamber / Training Storage	170	0		1	170	1	170	Room for storage for chairs, tables, and dais to make the Chamber more flexible
Office Support Spaces								
Large Conference Room (20 People)	375		0	1	375	1	375	The conference rooms should be available for all and located through out the building and accessible to all.
Medium Conference Room (8 People)	200		0	1	200	1	200	
Small Conference Room (6 People)	120		0	1	120	1	120	
Break Room	170	1	170	0	0	1	170	A dedicated space for staff to store their lunches and to eat. The current breakroom is also a conference room so typically, people are unable to access their lunches. Include: dishwasher, sink, microwave, coffee maker, fridge. This should be separate from the Kitchen/Day Room in Fire.
Paper Good Storage	60	1	60	0	0	1	60	A closet for paper supplies for entire building.
Janitor Room	60	1	60	0	0	1	60	A janitor space located conveniently throughout the building.
Supply Closet	40	1	40	0	0	1	40	A closet for office supplies which is within Copy / Supply.
Lobby/Airlock	200		0	1	200	1	200	A lobby should be strategically placed to accommodate all department and the common areas. It should be large enough to house antique fire apparatus and display cabinets.
Staff Bathrooms	75	2	150	0	0	2	150	Staff bathrooms with shower so staff can bike or walk to work.
General Support								
Public Bathrooms	50		0	4	200	4	200	A quick code review indicates a total of 6 toilets, 1 urinal, & (4) sinks.
Fitness Area	300	1	300		0	1	300	For use by Police, Fire, and Town Staff.
Server Room/ IT office	200	1	200		0	1	200	A room to house the server and phone system. Look at for entire building.
Mechanical / Electrical / Sprinkler Room(s)	500	1	500		0	1	500	There will need to be mechanical, electrical, and sprinkler space within the building. This could be located within one room or in several. Look at for entire building.
Elevator	90		0		0	0	0	If this is a two story building, it will need an elevator & stairs.
Elevator Machine Room	40		0		0	0	-	- If this is a two story building, it will need an elevator & stairs.
Stairs per floor	120		0		0	0	-	- If this is a two story building, it will need an elevator & stairs.
Totals		9	1,480	11	2,401	20	3,881	
Outdoor Spaces								
Staff Parking			0		0	0	0	Parking for 12 Town Staff, can blend with public parking
Public Parking			0		0	0	0	Need Parking for 40-50 public (see common area)

Fryeburg Space Programming

Department: Total All Departments

DRAFT SPACE PROGRAM

July 25, 2023



Room Desc	Total # of Rooms	Total Area (SF)	
Town Hall Total	25	3,060	
Police Total	33	6,371	
Fire Total	41	11,821	
Common Area Total	20	3,881	
SubTotal	119	25,133	
Circulation Factor of 25%		6,283	Circulation and wall thicknesses
Grand Total	Program:	31,416	
Notes:			