

### Possible Record Storage Location 10/09/19

Required by State *	*	*	*	*	*	*	*	*				
Re Location	Fireproof	Flood Safe	Secure	Air Quality	Lighting	Pest Safe	Accessible	Public Use	Expandable	Work Space	Current Uses/Conflict	
<b>Renovation:</b>												
Part of Current Kitchen Space	N	N	N	in process	N	N	Y	limited	N	adjoining rm	Emergency Shelter	
Electronics Rm TH	Y	?	Y	in process	N	N	Y	limited	N	adjoining rm	Police/Electrical/Utilities	
Main Rm downstairs TH	N	N	N	in process	N	N	Y	limited	Y	Y	Large mtgs/activities, School Emerg. Shelter, Elections	
Old Town Hall	N	N	Y	N	N	N	N	limited	N	Y	Historical	
Old Town Hall Kitchen Area	N	N	N	N	N	N	N	limited	N	adjoining rm	future uses	
MN Spear Building	N	?	Y	?	N	N	Y	limited	Y	Y	possible other dept.	
Vacated Office Space in TH	N	?	Y	in process	N	N	Y	limited	N	adjoining rm	possible other dept.	
Space at Elem. School	?	?	some	Y	N	?	Y	limited	Y	could be	School population changes	
<b>New Construction:</b>												
Free Standing Building	Y	Y	Y	Y	Y	Y	Y	limited	Y	Y	N	
Module on Back Town Hall	Y	Y	Y	Y	Y	Y	Y	limited	Y	Y	N	
Module on Old Town Hall	Y	Y	Y	Y	Y	Y	Y	limited	N	Y	N	
Addition on Front of TH	Y	Y	Y	Y	Y	Y	Y	Y	TBD	Y	well access	
Part of New Library Space	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	

Discoveries - Here are some concepts we discovered in our discussions and field trips:

- \* Any space should be used for that which it is best suited.
- \* A good solution should solve multiple problems.
- \* Occupied spaces are easier to monitor. Unoccupied spaces can lead to unobserved problems.
- \* Town Government is a team effort. Staff should be kept together.
- \* The record storage design is meant to improve our stewardship of the records and evolve forward.
- \* Multiple participants use our town spaces. Communication, cooperation, and consideration of multiple needs and future needs is important.

Location	Parking	TC access	Related Benefits	Related Problems	Notes
<b>Renovation:</b>					
Part of Current Kitchen Space	Y		nearby	Reduces kitchen space/use	
Back Storage Rm, Town Hall	Y		nearby	Access to Utilities impinged	Access through well used room only.
Main Rm downstairs TH	Y		nearby	Eliminates large group space	Predicated on building a more suitable meeting/activity space
Old Town Hall	N		not near	not occupied	added shoveling
Old Town Hall Kitchen Area	N		not near	not occupied	added shoveling
MN Spear Building	Y		not near	not occupied	added shoveling
Vacated Office Space in TH	Y		nearby		predicated on New Library building
Space at Elem. School	Y		not near	School maintenance/shoveling	access would have to be secured School space needs change
<b>New Construction:</b>					
Free Standing Building	Y		near-ish	built to specs	Not occupied added shoveling
Module on Back Town Hall	less		nearby	built to specs	reduces parking area added shoveling
Module on Old Town Hall	N		not near	built to specs	limited property space, not occ. added shoveling
Addition on Front of TH	Y	Y		built to specs, occupied	Construction in TC space Space for TC, Airlock and Workroom, less shoveling
Part of New Library Space	Y		not near	built to specs, public use	co-operation with library funding separate from Library Grant, predicated on New Library