



TOWN OF UPTON, MASSACHUSETTS

Library Feasibility Committee

MINUTES

Committee: Library Feasibility Committee

Meeting Day, Date, Time: Wednesday, February 17, 2016, 7:00 PM

Location: Town Hall Ground Floor Conference Room

JOINT LIBRARY/COA FEASIBILITY COMMITTEE

William Taylor, Chair

Robert Fleming

Leah Hagen

Linda Arthur, Vice Chair

Kelly McElreath

Alan Rosenfield, Esq.

Fran Gustman, Secretary

Steven Rakitin

ASSOCIATE MEMBERS

John Robertson, Jr., Chair Library Board of Trustees

Matthew Bachtold, Library Director

OPM Steve Kirby, Vertex

TECTON ARCHITECTS: Barbara Joslin, Consultant; James Becker, Associate, Project Architect

NOT PRESENT: Robert Fleming, Barbara Joslin, James Becker

ADDITIONAL PARTICIPANT: Rosemary Waltos, Massachusetts Board of Library Commissioners

1. Call meeting to order / review agenda. Linda called the meeting to order at 7:04 pm and reviewed the agenda. Bill arrived at 7:05. Kelly arrived at 7:06. Steve K. arrived at 7:41.
2. Invited Guest: Rosemary Waltos from the Massachusetts Board of Library Commissioners:
Discuss MBLC grant process.

Rosemary answered questions about the grant process, deadlines, how money will be disbursed.

The MBLC grant will not reimburse us for a monthly property lease fee, which is considered an operating cost of the library. It will cover payment for 2 acres of whatever size property is purchased, for about 45-50% of the assessed value; out of three appraisals, the middle of the three would be accepted.

Rosemary said that what is asked for in the proposal is what is expected in a building program, because the proposal was based on community needs; she commented that it doesn't make sense to invest in something that is too small. She said community meeting space is a driver in a 21st century library and young adults are an underserved population and a YA room must be included. Matthew said that a browsing collection was the #1 priority of this community, out of 600 responses. The current design includes space for a collection of 70,000 books. The Wisconsin Standard is 68,000 for a basic level.

The MBLC is expecting 30-35 libraries to apply in this cycle. 2017 will be the next construction grant round. 80% of applicants received funding from the previous grant in 2010. Payments are divided into five annual payments.

MBLC wants healthy contingencies included in construction estimates. The town can begin construction without the grant and receive payment later. Application for the construction grant is due at the end of January and notification is made at the end of July.

Rosemary complimented Matthew on a great planning and design grant application, saying it was one of best received.

The June 1 deadline for submitting the signed P&S agreement is flexible. Rosemary will check to see if the P&S could be written so the sale is contingent on getting the grant.

3. Review Tecton conceptual and site plans and cost estimates for the Main Street and Maple Avenue sites. These were not reviewed. Fran expressed her opinion that Maple Avenue is not suitable due to proximity to the train depot and toxic materials in it.
4. The Tecton assessment of feasibility of renovating existing library has not been received.
5. Site Selection: review quotes for site assessment services (soil borings, topographic survey, wetlands survey, and delineation, and appraisal) and select provider(s). Borings have to show if soil is capable of supporting the building. Bill's figures showed that the present day cost of the Maplewood lease would be \$250,000 at \$900/mo. Appraisals are made for the most valuable use of the land.

A Motion was made and accepted to schedule an appraisal of \$2,450.00 and wetland delineation of \$1,162.00 for the Main St. property and a topographic survey of \$3,830.00 for the Maple Avenue property, to be completed in 4 weeks. A Friendly Amendment was made to allow the Chairman leeway of 5% additional funds with which to negotiate. Bill will work with Blythe to finalize contracts.

6. Discuss/review draft warrant articles for Annual Town Meeting. The warrant reads: *To see if the Town will vote to accept the preliminary design for the construction of a new Library for the Town of Upton and to authorize the Board of Library Trustees to apply for, accept, and expend any state grants that may be available for the project, consistent with the requirements of the Town Manager Act.* The original wording regarding the CoA was deleted.
7. Discuss outreach efforts – informational meetings, etc. Postponed.
8. Review/update project schedule as needed. No changes.
9. Financial/budget review. Tecton has been paid 80% of its fee. Kelly recommended making no more payments until products are received.
10. Board of Library Trustees update. All members of the reconstituted Feasibility Committee were sworn in, except Bob Fleming. The Trustees will be asked to make Matthew a full member in order to give the committee an odd number of members. The Trustees will be asked to approve the expenditure of funds for evaluating the proposed sites.
11. Approve Joint Library/COA Committee minutes of December 14, January 11, and January 26. Motions to accept the Minutes of December 14, January 11, and January 26, as amended, were made and approved. They will be sent to Kelly for filing.
12. Audience participation: Rosemary Waltos. See above.
13. Future meeting date(s). Bill will send out a poll.
14. Other topics not reasonably anticipated by the Chairman 48 hours in advance.
15. Adjournment. A motion was made to adjourn at 9:15 pm.

Submitted by Fran Gustman, Secretary

Date: March 14, 2016