



TOWN OF UPTON, MASSACHUSETTS

Library Feasibility Committee

MINUTES

Library Feasibility Committee
April 11, 2016, 7:00 PM
Town Hall, Little Town Hall

JOINT LIBRARY FEASIBILITY COMMITTEE

William Taylor, Chair	Leah Hagen	Alan Rosenfield, Esq.
Linda Arthur, Vice Chair		
Kelly McElreath		
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

James Becker, Associate, Project Architect; Jeffery McElravy, Principal

NOT PRESENT

Leah Hagen, Kelly McElreath

1. Call meeting to order / review agenda. The meeting was called to order at 7:00 pm.
2. If available, review Tecton assessment of feasibility of renovating existing library. The Tecton reps handed out the Architectural Feasibility Report, **attached**, which will be given to the MBLC to explain why we are not considering renovation of the current library. Tecton was asked to add an evaluation of the suitability of the site itself and to add the dates of the building and when it was first used as a library. Liabilities of the current building include: a wooden structure with no fire shields, mold, a leaking foundation, and the worst performance of town structures for energy efficiency.

Other thoughts: Matthew said we would not receive an MBLC grant for a library on the present site. Steve suggested closing Grove St. Matthew said no blueprints or floor plans have been found for the current library. Jeff said zoning restrictions would need to be considered for a new building.

3. Site Selection. Discuss potential library sites and reaching out to property owners to determine interest in responding to RFP. The RFP has been posted on the town website and the Central Register.

4. Discuss grant requirements and determine what will be needed from Tecton. Tecton says site assessment services have been completed. Bill will review.

We reviewed the MBLC list of what must be included in the application and who must provide them:

<http://guides.mblc.state.ma.us/c.php?g=242025&p=3224252>, **attached**.

5. Discuss outreach efforts – informational meetings, etc. We discussed the possibility of mailings, inserts in *The Town Crier* (Matthew and Fran); town email blast; Upton Daily (Matthew), and cable access.

6. Review/update project schedule as needed. The due date for RFPs was Thursday, May 19, 2 pm, but has been rescheduled to Thursday, June 2, 2016, 2 pm. Bill will notify the Town Manager and Matthew will

notify *The Town Crier*.

Contacts will be made for possible sites: Bill will contact Bob Fleming regarding Main St.; Matthew: Mr. Thompson, re. land across from library; Linda, re. Harvey Trask's land, Mendon St.; John and Matthew, Russ Wood, re. leasing land at Maplewood Cemetery (4 acres) at the corner of Maple Ave. and Pleasant, and would represent the Feasibility Committee at the cemetery's annual meeting in May; Steve R. was informed that the VFW building is owned by the post: Bill will check the deed, John will contact the Commander to set up a meeting on or after May 1. We spoke about moving the DPW; using land at BV Tech or the high school; Holy Angel's Church is not suitable as the structure is rotting; land across from the gas station is no longer available; Pederson property assessment was \$300,000.

The application form is daunting but we will look at every submission, whatever length, and will help the owner fill out the form.

7. Financial/budget review. No change.

8. Board of Library Trustees update. None.

9. Approve Joint Library Committee minutes of March 14, 2016. The Minutes were approved as amended. They will be sent to the Town Clerk for posting.

10. Audience participation. None.

11. Future meeting date(s). April 25, 2016, Little Town Hall.

12. Other topics not reasonably anticipated by the Chairman 48 hours in advance

13. Adjournment. A motion was approved to adjourn at 8:36 pm.

Submitted by Fran Gustman, Secretary

Date: April 25, 2016

Attachments: Architectural Feasibility Report (LFC Tecton Knowlton-Risteen Assessment.pdf), "MBLC application must include..."



TOWN OF UPTON, MASSACHUSETTS

BOARD OF SELECTMEN

Architectural Feasibility Report
For
Upton Town Library
2 Main Street
Upton, Massachusetts

- TECTON DOWN

April 11, 2016

Tecton Architects
One Hartford Square West
Hartford, CT 06106

Introduction:

Tecton Architects has prepared this Architectural Feasibility Report under contract with The Town of Upton Massachusetts in response to a request for professional service in review of the current feasibility of re-purposing the existing Library.

Tecton Architects has performed a comprehensive existing condition study of the site and structure in support of the Library Building Program study in April 2015. This site study reviewed the areas of overall egress, fire safety, corridor locations, exterior envelop of walls and roof. The review also included ADA accessibility both interior and exterior.

During the course of the site observation of the facility, history research, several items of major concern surfaced as follows:

- Site parking and HC Parking is undersized for the facility.
- Accessible routes from public transportation and the parking lot is non-existent.
- Sidewalks and Exterior Stair restrict the facility's use by those with disabilities.
- Access to the upper and lower level is a stair. A chair lift exists; however, one must navigate a single step to reach the lift.
- Potential Health Safety & Welfare (HSW) fire issues exist.
- Fire Suppression system is non-existent.
- Adequate egress loads of stairs and corridors are questionable.
- Roof deck is un-insulated.

First floor above unconditioned basement is uninsulated.

- Based on age of the structure, assumed minimal if no insulation exists in the exterior walls (verification by destructive observation would be required).
- Interior of stone foundation walls are exposed and uninsulated.
- Multiple locations of stained ceiling tiles suggest multiple overhead leaks.
- Toilet fixtures; finish material and clearances do not meet current code.
- Centralized HVAC capacity and adequacy of existing system.

These items shall be further detailed in the following Site Conditions below. Data gathered for this report was through direct field observations, conversations with users and research of the latest applicable codes.

*Point
Refer
Library
1872
1970 non walls
1972*

*COMBUSTIBLE
MATT
WOOD FRAME
BUNK*

*- ROOF
- WOOD STONE
- GUMMUS /
MOOD*

- VAPOR BARRIER

*ANALY
EPPIC*

Architectural Feasibility Report
Upton Library
Town of Upton, Massachusetts
April 11, 2016

Publications of local and state codes affecting the project:

2009 International Codes (I-Codes)

1. IBC - International Building Code
2. IEBC - International Existing Building Code
3. IECC - International Energy Conservation Code for stretch code buildings, 2012 IECC for non-stretch code buildings.
4. IMC - International Mechanical Code
5. IFC - International Fire Code

Massachusetts Regulations

1. 780 CMR - MA Amendments to the IBC
2. 527 CMR - MA fire prevention and electrical regulations
3. 521 CMR - MA accessibility regulations
4. 248 CMR - MA plumbing regulations
5. 524 CMR - MA elevator regulations
6. 780 CMR 7th and 8th edition

Site Conditions

Major concerns in this study include: egress, health and safety, handicap accessibility and improvement of the general circulation for the public and staff.

All library service responses are compromised by the current inadequacies of our facility and infrastructure.

- Does not meet, nor attempt to comply with, any state or federal ADA regulations.
- The site is restricted and no ADA access into the building exists.
- ADA parking is on a slope greater than that allowed by the regulations.
- Stair are absent of any type of HC lift aids and the handrails do not meet code in several locations as they do not extend beyond the bottom step or upper landings.

- Does not have any dedicated parking spaces for library patrons or staff, sharing off-street parking and a lot for 9 vehicles with other municipal departments and their patrons.
- The gutter currently purges rain water onto the asphalt parking lot at the HC parking spot and entrance door. This is cause of a hazardous event when the water freezes on the pavement.
- The existing stone foundation wall is suspect and appears to have repair attempts.
- Interior of stone foundation walls are exposed and uninsulated.
- Has a chronic problem with elevated mold spore levels and water entering through the fieldstone foundation to pool in the crawl space of the dirt-floored basement. It appears that a poly sheet has been loose laid to reduce the migration of water vapor into the facility.
- Exhibits excessive levels of humidity and temperature fluctuations.
- The First floor is above an unconditioned moist basement and is uninsulated at the floor line.
- Structural modifications appear needed to preserve the integrity of the building. The structure suggests that the floor load levels were not designed for racks of books. *TO THE FOUNDATION*
- The toilet does not meet ADA requirements for clearances and fixture type. Additionally the accessories typically found are absent. Grab bars, call for aid and other are required.
- Multiple ceiling leaks are evident throughout the facility suggesting water damage and the potential for mold growth.
- An attempt is made to provide access to the upper level via a chair/stair lift; however, the lift is mounted to the staircase one step above the ground floor. No ramp or other is provided. This lift is secondary to the lack of ability to actually enter the Library as the exterior stair is absent of a lift function.
- Multiple locations of interior stair provide no ADA access.
- Multiple examples are found where the millwork and plumbing fixtures are not ADA accessible.
- The roof deck is un-insulated and does not meet the current energy code.

Architectural Feasibility Report
Upton Library
Town of Upton, Massachusetts
April 11, 2016

- Based on age of the structure it is assumed that minimal if no insulation exists in the exterior walls (verification by destructive observation would be required).
- Two newer condensers are on site; however, the addition of window units suggests the cooling is inadequate for the facility. Possible the age of the structure is systemic of the amount of, or lack thereof, wall insulation.

Disclaimer

This report and related images are provided as a feasibility study only and are not intended to provide sufficient detail for construction. Tecton Architects assumes no responsibility for construction performed based on this report and/or the related information and images.

End

Attachments

Image Summary		
Image	Title	Description
1	Exterior Sidewalk and Stairs	The sidewalk exhibits ADA barriers of steps, inadequate guardrails and handrails
2	Exterior HC Parking and Stair	Amount of parking is below requirement and slope is greater than regulation. Stair rail does not meet code and no chair lift provided. Gutter discharges on pavement; hazard when frozen.
3	Exterior Stair Railing	Railing at stairs do not continue below last step
4	Exterior Foundation	Foundation is blocked and mortared
5	Interior Foundation Moisture & Insulation	Interior foundation is w/o insulation, moisture is creating mold issues, no insulation under first floor
6	Toilet, Fixtures & Accessories	The clearances in the toilet room do not meet ADA compliance, grab bars and a call for aid is required
7	Above Ceiling Leaks	Multiple locations exhibit leaks that may be from pipes or exterior sources. All are concerning for mold grown.
8	Stair Chair Lift	The stir lift allows access to the upper level if one can navigate the single step at the lower landing. Handrail does not meet code (typical).
9	Inaccessible Stairs	Multiple locations demonstrate the lack of accessibility throughout the facility. Railings do not meet code. Handrail does not meet code (typical).
10	Millwork and Fixtures	Millwork and fixtures does not meet ADA for height, reach and clearance access
11	Attic Insulation	The below roof deck requires insulation. Wall insulation is unknown.
12	Condensers, Mold, Window Units	Condensers appear new, window units suggest inadequate cooling, mold on exterior wall

Architectural Feasibility Report
Upton Library
Town of Upton, Massachusetts
April 11, 2016



1. Exterior Sidewalk and Stairs



2. Exterior HC Parking and Stair

Architectural Feasibility Report
Upton Library
Town of Upton, Massachusetts
April 11, 2016



3. Exterior Sidewalk and Stairs

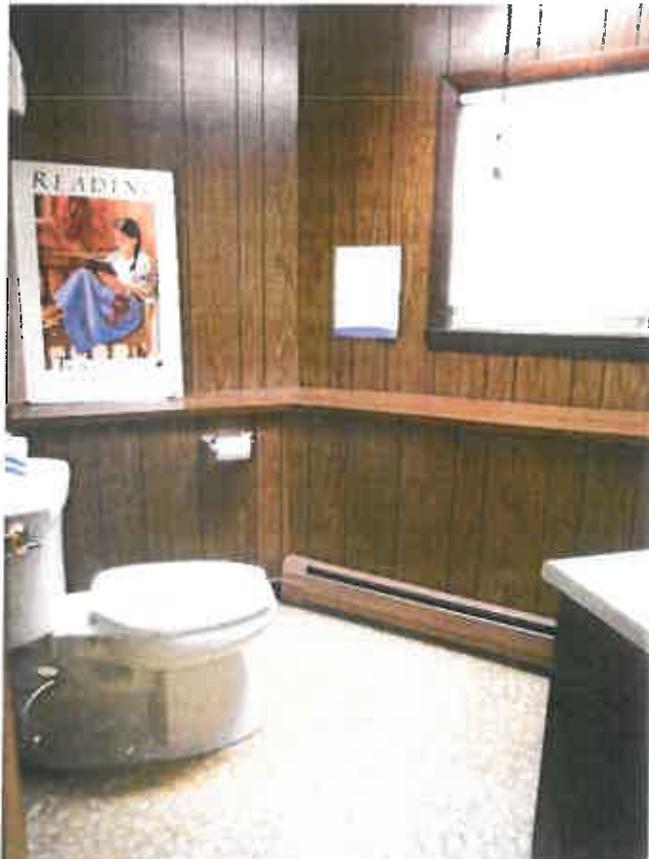


4. Exterior Foundation

Architectural Feasibility Report
Upton Library
Town of Upton, Massachusetts
April 11, 2016



5. Interior Foundation Moisture & Insulation



6. Toilet, Fixtures & Accessories

Architectural Feasibility Report
Upton Library
Town of Upton, Massachusetts
April 11, 2016



7. Above Ceiling Leaks



8. Stair Chair Left

Architectural Feasibility Report
Upton Library
Town of Upton, Massachusetts
April 11, 2016



9. Inaccessible Stairs



10. Millwork and Fixtures

Architectural Feasibility Report
Upton Library
Town of Upton, Massachusetts
April 11, 2016



11. Attic Insulation



12. Condensers, Mold, Window Units

End of Report

*** MBLC applications must include:**

1. Completed Application with all sections filled out completely, including Certification of Application.
2. Library building program
3. Matthew provided his map of the library. Tecton will add to it: Schematic drawings (or more complete drawings as available) prepared by a Massachusetts registered architect, and bearing his or her stamp, including:
 - o Floor plan(s) with a complete furnishing and equipment layout
 - o Elevations as appropriate
 - o Tabulation of square footages called for in the library building program and comparison to the square footages shown on the architectural plans
 - o Tabulations of the number of books, magazines, and audiovisual materials called for in the library building program in comparison to the square footages shown on the architectural plans
 - o Tabulations of the number of seats and staff work spaces called for in the library building program in comparison to the numbers shown on the architectural plans
4. Tecton: Estimated project budget, prepared independently by an experienced professional cost estimator, based on the site plan, building plans, and construction budget.
5. Tecton: Site plan prepared by a Massachusetts registered architect with parking, grading, building location, and designation of utilities (1" = 40 feet or larger).
6. Independent Contractor: Geotechnical survey, including soil boring and percolation tests (as appropriate) certified by a licensed professional providing a thorough subsurface soil analysis to document the appropriateness of the site for construction and existing special conditions.
7. Independent Contractor: Hazardous materials survey report.
8. Independent Contractor, unless owner has one: Stamped topographic land survey, completed within 15 years of the application, delineating boundary lines for entire site to be included in the library building project. Map showing existing and, if different, selected future library site.
9. Feasibility Committee with help from Vertex: Proposed plan/schedule for funding the project.
10. Feasibility Committee with help from Vertex: Proposed project schedule, from design development through completion of construction (timeline).
11. Matthew: Statement of need.
12. Pictures of site and building.
13. Copy of the completed [Massachusetts Historical Commission Project Notification Form](#) in compliance with 950 CMR 71, along with proof that the original has been submitted to the Massachusetts Historical Commission.
14. Copy of title/deed or lease of 99 years or more.
15. Floor plan(s) of existing building.
16. Not applicable: LEED project checklist, for applicants intending to apply for the Green Library Incentive.
17. Copies of town meeting or city council votes (if not yet available, give anticipated date of vote)
18. Other documents as needed to communicate the project completely.

***All tasks will be completed by members of the Feasibility Committee, unless otherwise noted:**

<http://guides.mblc.state.ma.us/c.php?g=242025&p=3224252>