



TOWN OF UPTON, MASSACHUSETTS

Library Feasibility Committee

MINUTES

Library Feasibility Committee
April 25, 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

Kelly McElreath, Alan Rosenfield, James Becker, Jeffery McElravy, Steve Kirby

1. Call meeting to order / review agenda. The meeting was called to order at 7:00 pm.
2. Site Selection

a. Discuss landowner responses to conversations about responding to the RFP.

Bill left a message with Kevin Lobisser about the property on Main St.; the site is small and a two-story building would be required. Bill will also contact Bob Fleming regarding this property.

John spoke to the Assessor's Department and to David Lowell, guardian of Harvey Trask, about donation or sale of Mr. Trask's property; as the property is in trust, it will be difficult, perhaps impossible, to obtain the property. The property in question is near St. Gabriel's and is on both sides of Mendon Road, consisting of fields and woodlot.

Bill, John, and Matthew will attend the Maplewood Cemetery Commission meeting on May 3, 6:30 pm (at a residence near the Memorial School property). Two members of the Knowlton family will be there; Knowlton connections to the library will be explored prior to the meeting.

Matthew and John measured the site owned by the Maplewood Cemetery at the corner of Maple Ave. and Pleasant St., pursuant to leasing it. One side of the property is steep and wooded, with ledge and outcroppings; it drops off into a field, drained by a culvert. Most of the frontage is on Maple Ave. The property offered originally would be suitable for burial and columbariums. Matthew and John will attend the Cemetery Commission's annual meeting in May.

Matthew will contact Mr. Thompson, about site across from library.

The VFW :John described members as being willing to listen but not particularly interested in forming an alliance with the library. The newly elected Commander is Sean Craig, who follows Joe McMahan. Steve and Alan may attend the monthly meeting, which is Wednesday, May 4, 6:30 pm; Bill will notify Alan of the details and copy Steve.

The RFP deadline is June 2; the amendment was posted today.

b. Identify other landowners we may want to contact. John will call Margaret Stanton, regarding her farmland on Grove St. We discussed contacting the Planning Board about swapping land with developers of new projects. There is a property on Williams St. that may be available. Bill will look at the property for sale on Rt.140 next to the

state property.

3. Discuss efforts to let landowners in general know about the RFP. Matthew has prepared a flyer, paid for by the Friends, to be inserted in *The Town Crier*. Matthew will post the flyer in public areas in the library and check with Kelly about posting it in the Town Hall. An ad will be placed on cable TV. All this is to be done on May 6.

4. Discuss any updates to the suitability analysis of the Knowlton-Risteen building that may have been received. The Knowlton-Risteen building was built in 1871, purchased by the town in 1970, and in 1972, the library moved into it. Matthew checked past applications to the MBLC for suitability analyses, but didn't find a report he considered adequate.

5. Review/update project schedule as needed. No changes.

6. Financial/budget review. Matthew sent the March monthly report to the MBLC. As of April 25, the Town Treasurer received the final \$8,844.00 from the State, The grant funding totaled \$17,000. The appraiser has been paid, and after deducting the amounts needed for the contracts with Tecton and Vertex, 9088.33 remains for the rest of the project.

Tecton's contract is for \$30,000 worth of work. Bill will review the meeting minutes to detail what Tecton has produced for us. Jim stated at the April 11 Feasibility Committee meeting that Tecton had looked at eight sites, which Bill says is incorrect. He will review the contract to see if there is an end date specified. Matthew has sent Tecton an example of the kind of detailed cost analysis needed and has not heard back. Matthew is very concerned by the quality of the work thus far submitted by Tecton.

7. Board of Library Trustees update. None.

8. Approve Feasibility Committee minutes of April 11, 2016. The Minutes were approved as amended. They will be sent to the Town Clerk for posting.

9. Audience participation. None

10. Future meeting date(s). TBA, the week of May 9.

11. Other topics not reasonably anticipated by the Chairman 48 hours in advance. None.

12. Adjournment. A motion was approved to adjourn at 8:17 pm.

Submitted by [Fran Gustman](#), Secretary

Date: March 17, 2016