

Library Facility Needs Assessment Committee, (LFNAC)
March 24, 2010, 7pm, Town Hall
Meeting Minutes

LFNAC Members Present: Karen Traub, Dale Houle, Weezie Houle, Michele Regan-Ladd, Lori Tuominen

LFNAC Members Absent: Martha Field

Guests: Mary Anne Antonellis, Mark Sullivan, Matthew Oudens, Conrad Ello,, Andrew Webster, Sue Personette, Jim Lee, Becky Torres, Paul Jacobs, Eric Stocker

OEA Comments in Red Bold Italics

1. Approved Minutes March 3, 2010
2. Announcements – Dates & Events
 - a. Town Meeting, May 1, 2020
3. OEA
 - a. Design Updates – 30 minutes
 - i. Review the plan of last meeting and issues we wanted changed
 - ii. Main changes in the floor plan:
 1. Increase the size in the children's room by shifting the circ desk west.
and reduction of size of Adult Reading Room
 2. Modified the children's toilet access, storage got a little bit bigger
 3. Pulled things in a bit: Community is now 986 sq. ft.
 4. ***MAA, OEA and MS*** Met with Roe W. yesterday. All of her comments were fairly minor and is pretty comfortable with the way the plan is shaping up. ***Items or areas of concern discussed with Roe:***
 - a. Staff room & director's office,
 - b. Need a bay window in the adult's area for comfortable seating
NOTE: This was not a concern of RW, but rather a good idea that MAA had had proposed and that was mentioned during the meeting as a future modification to the plans.
 - c. Connection from children's room, circ desk and lobby ***RW wanted to see an increase in dimension to the threshold between the area in front of the Circulation Desk and the Children's Room proper.***
 - d. Discussion about the type of door for closing off after hours, currently 2 9' sliding panels. ***RW wanted to see a fixed (glass or solid) wall with a hinged, glass double door***
 - e. Need to find a place for stroller/coat storage
 - f. Placement of the storage room for the tables & chair storage in the community room needs to not interfere with the speaker ***The table & chair storage room does not interfere with the speaker. RW's specific concern was***

about access to table and chair storage at the speaker end of the room and the potential disruption in doing so after a lecture or meeting has begun.

- g. *RW stressed the importance of making sure the plans align with the program tallies for furniture and shelving. If they don't align, then an explanation needs to be given in the grant application.* Mary Anne is going to do an evaluation and review of the children and adult's furniture – we have too much in the children's room and not enough in the adult room.
- Her comments regarding the site plan: where are the dumpsters and trash storage. *RW also mentioned that the site plan should show how the building can incorporate future expansion.*

5. Reviewed *OEA's design proposal* in 3D
6. Reviewed the square footage. The total gross has come down 400 sq ft. since last meeting.
7. Mary Anne revised the shelving requirements downward by about 500 lineal feet.

b. Review Estimates

i. Hard Costs - \$1,800,000 + \$205,559 = \$2,005,559

1. Not reflected in the Hard Costs are the landscaping, parking, etc. Division 2
2. There is a credit of \$205,559 for 407 sq.ft. for the reduction of size since the estimate was done. Also included is an \$80,000 for fire protection credit.
3. In addition worth noting are: Construction bonds of \$21,565, a 10% contingency (5% Design & 5% Construction), 3% for Escalation (2 years until construction), Contractor overhead & profit & Bond –of 12%

ii. Soft Costs - \$555,226

1. 10% for design fees,
2. Leed Certification, Consultant, Architect , Engineer, Clerk of the works, steel shelving & metal end panels total about \$225,000
3. Furnishings - \$100,000
4. Landscaping & parking – \$205,559
5. Project contingency – 1%, \$27,700
6. Value of land for the portion of the library – the higher the better – credit in the grant

iii. MBLC Grant

1. Reimbursement of \$1,727,873, plus LEED Silver bonus of \$43,197
2. Discussion re: the importance of LEED certifications, commissioning and going for Platinum.
3. Other grant

iv. Obligation to the town would be \$1,339,278, about \$539,278 over the \$800,000 we had hoped for. We can pair things down somewhat but we will probably end of at \$1,100,000.

v. Mark talked about that this was a first pass and that there are a few areas that are high.

c. Discussion regarding how to approach marrying the current estimate and the amount the town is willing to afford - which is still undetermined.

4. Public Comments

a. Various comments by community members

5. Next steps

6. Next meeting dates:

- a. March 31, 2010 – With OE & LFNAC & Consigli Cost Estimators
- b. April 6, 2010 – OE, LFNAC, Fin Comm. & Select Board @ SES
- c. April 26, 2010 @ 7pm Ice Cream Social @ Town Hall