

**Library Facility Needs Assessment Committee  
(LFNAC)  
November 11, 2009  
7:00 PM  
Town Hall  
Meeting Minutes**

**LFNAC Members Present:** Karen Traub, Mary Anne Antonellis, Martha Field, Dale Houle, Michele Regan-Ladd, Lori Tuominen  
**Absent:** Weezie Houle  
**Guests:** Mark Sullivan of D.A. Sullivan & Sons, Inc.  
Becky Torres  
Matthew Oudens, Oudens Ello Architecture  
Conrad Ello, Oudens Ello Architecture

Meeting called to order at 7:12 PM

1. Minutes – approved October 14, 2009, minutes  
LFNAC minutes will be kept by LFNAC and OEA meeting notes will be attached to the LFNAC minutes
  
2. Benchmarking Summary
  - a. Review of sites visited
    - i. Sunderland Library
    - ii. Leverett Library
    - iii. Wendell Library
    - iv. Pelham Library
    - v. Southampton
    - vi. Sirius Community
  
  - Details of pros and cons of each library were presented and discussed; see *Benchmarking Visits to Local Libraries* by OEA
  - Discussed:
    - benefits of having some windows that can be opened especially during the shoulder seasons.
    - options for wall separation of a community room from the main floor of the library.
    - possibilities of using local wood and lumber
    - importance of a welcoming and inviting porch with seating
  
  - b. Comparison of key spaces from each branch (i.e. community room, circ. desk/workroom, reading room, etc.)
  
  - c. Review of draft design criteria checklist – refer to OEA *Design Criteria Checklist*
    - Discuss this checklist at next LFANC meeting

- d. Discussion of possible future site visits aimed at sustainable design (Tin Mountain, Cambridge School of Weston, Omega Center)
  - Reviewed OEA visits with their site engineers; one of the engineers is from Belchertown and is very familiar with the soils and limitations and possibilities of the site conditions.
  - Landscape architect also visited and noted plant life characteristic of wetter areas
  - Drainage will probably be a condition which will need to be addressed at both sites.
  - Site 1 (town hall, 10 acres) is more narrow near the street than Site 2 (Lot O32) so parking and street entrances may be more difficult
  - Specifications and mapping of the sites were presented
  - Discussed pros and cons of each site – refer to “
3. Discussion of Town Hall site (Site 1)
  - a. Existing conditions and key natural features
  - b. Initial analysis including setbacks, vehicular access, parking, etc.
  - c. Possible building location(s) on site.
  - Site 1 (180 feet frontage): One pro is the adjacency to the Town Hall and the site lines to the Community Church on the Town Common. There is a visual connection between the Town Hall steeple and the Community Church steeple. Having the library located in back of the Town Hall would be to increase the green space of the middle of the town. To make this location work for a new library there would need to be some renovation of the Town Hall to visually connect the Town Hall to a Library green located behind the Town Hall. There would need to be town investment to increase green spaces in the town center. The current budget for a new library grant would not support the need for doing such a project well on this site. Other location options for a library on this site would not work; the failings of Site 1 are too great. The future of the Town Hall is critical to placing a library on Site 1.

With the land falling back in the rear of the lot, the amount of buildable land decreases. With the use of Town Hall and other events, parking may require at least 30 stalls. Parking movement of cars may be limited around a narrow driveway.
4. Discussion of Lot O-32 site (Site 2)
  - a. Existing conditions and key natural features
  - b. Initial analysis including setbacks, vehicular access, parking, etc.
  - c. Possible building location(s) on site.
  - Site 2 (Lot O-32, 400 feet frontage): Discussed how to connect site 2 with the Town Center because the current library has been on the

Town Common since 1902. The fire dept. and the public works dept. are municipal sites that link back to the Town Center. It would be good if those places could be linked with a recurring theme back to the Town Center. It could be planting a row of trees, spaced every 25 feet, from Town Center to Site 2 so there is a link and prolong the sense that you are still in Shutesbury as you go down the hill toward Lot O-32. Creating a clear zone for pedestrians even if it wasn't a sidewalk would help. This could be built over time and would start with the theme at the library. The trees could be replicating the crab apple trees in Town Center.

Lot O-32 rises and a deep view could be created.

Landscape designer walked the site and identified this site as very wet based on the type of vegetation; there is an area of stripped landscape in the middle of the lot.

A library would need to be placed near the front of the lot to enable the visibility of the library from Leverett Road. Most likely the access road would be in a similar location because of wetlands on the other side of the lot. Given the size of the wetlands which is greater than 1000 square feet, a 100 foot set-back may be needed; the project will need the consultation of the town Conservation Committee.

*At this point in time we need to keep flexibility with options and to keep open discussion of all possibilities.*

5. Site analysis summary – Pros and Cons of each site, refer to *Site Analysis Summary* from OEA.

- Discussed the desire to have at least a couple options for both sites to ensure that we are doing due diligence for both sites
- Discussed parking

6. Next Steps

7. Other: Belchertown Vote Discussion - postponed

8. Next meeting dates

**Tuesday, November 17**, 7PM, Town Hall – continuation of site selection discussion; review design criteria checklist

**Wednesday, December 2**, 7PM, Town Hall – invitation to town committees and abutters; Becky will work with Karen for invitations

Adjournment: 10:05PM  
Respectfully submitted,  
Martha Field