



TOWN OF HOPKINTON  
Permanent Building Committee  
Town Hall, 18 Main Street, Room 211  
Thursday, September 9th, 2010  
7:00 PM  
Meeting Minutes Updated 9/17/10

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Board Members Present: Laura Barry, Michael Dawley \*, Michael Dimascio \*, Marie Eldridge, John Ferrari \*, Miguel Linera \*, Scott Richardson, Robert Scomaci \*  
\*permanent members

Attendees: David Daltorio (Town Engineer), Rownak Hussain (Director - Library), Brian Main (Project Manager), Stewart Roberts (Architect), Approximately 25 guests

Members Absent: None

Distribution: Attendees, Geri Holland, Ann Click

Documents Presented: Hopkinton Public Library, Library Construction Program, Library Staffing September 2010, Area Spreadsheet, Public Library Planning Space Needs:, Program Notice, State Aid to Public Libraries, Mass Public Library Construction, Hopkinton Library FY11 Power point, LEED Prerequisites, LEED project scorecard, Architect Matrix Review, Evaluation of firm, Library FAQ

#### Meeting Minutes

1. Approval of meeting minutes
  - a. Meeting minutes approved
2. Presentation from architect regarding the different options
  - a. 0 Claflin Place
  - b. Current location
  - c. Center School
    - i. Existing
    - ii. Remove additions and add new addition keep historic front
    - iii. New building behind the current Center School

Questions/comments from the audience:

1. Need to make an adjustment on option c1 for relocation costs.
2. I seem to recall from a few years back that it was determined that it would cost \$500,000 for structural repairs to the Center School this was from a few years

back and concern was expressed about the use of the building. Preferred behind center school and expressed likeness to center location but expressed concern about ledge similar to the school in Newton. Expressed favor for new building.

3. Is the option contingent on Center School not being used as a school?
  - a. Yes
  - b. What is going on with the school?
    - i. Brian Main - Center School has been eliminated as an option and would be available 2013
4. What if we do nothing? The library should be considered separate from the school. What is the worst case scenario if we do nothing?
  - a. Chairman – the committee will support the process to receive state funding. The committee picked up the process at the point where we are now.
  - b. Rownak – The library would operate with a continued lack of space. Rownak presented FAQ that is available on the web site. Library customers are currently using other libraries. The last library renovation was 1967.
5. Follow up: this hinges on grant money, schools changing. What happens if these do not happen please expand?
  - a. Chair of trustees – the library has always been owned privately and there is no income to maintain the building and the trustees have come up against state issues such as ADA and they cannot accommodate the current needs.
  - b. Librarian - there is no ADA access to the second floor and there are difficulties in presenting the current program with the current space.
6. Ken Weismantel – (not speaking for the Planning Board) The scenario of vacating the Center School was looked at in the '90s. The focus tonight was of the optimization of the library and the board needs to consider the implications of moving the library. The Planning Board did do a parking study down town and there are three main culprits to parking difficulties down town, the Library, Town Hall, and Center School. KW does not think that the town's people will approve all the projects in a current year. Which domino goes first? Could both Center School and the library coexist? What are we going to do with Center School and the existing library? KW Urged the committee to make sure that parking of 60 spaces enough should the town hall move to Center School. Is it enough spots to use Center School in the future? KW expressed the need to optimize for the down town and future of all the schools also there is the need to have a capital plan that people can support.
7. At the current library site have we considered underground parking?
  - a. Architect - Cost would be prohibitive and \$30,000-\$50,000 per space and the space is too small.
8. How is the square footage for the library determined and has Legacy Farms been considered in that equation?

- a. Rownak – Legacy Farms was considered and the library worked with the town to determine the best possible projections for 20 years.
9. Will public have options to add input in the design?
  - a. Rownak – yes once we come up with the preferred site.
10. Has there been any discussion about LEED determination?
  - a. Architect – yes there is an incentive to complete LEED certification and MBLC would pay for half of the additional costs
  - b. Is there a better site – Architect – all sites could work for LEED
11. Are there any alternate scenarios to the existing library site and using the Center School parking?
  - a. If you have to cross a major road you lose points.
12. Follow up: if there were municipal parking provided would we lose points and could it be offset by other points?
  - a. Chairman - the further away the parking is the less favorably it is viewed.
13. Regarding access and visibility, are there plans to widen the roads adjacent to Center School?
  - a. Architect - the plan relies on Center School moving and there would be no buses and there are limits as to how much we can expand.
  - b. Is there the possibility of access from Main St? Architect - no
14. The state has warned the library that the library may be closed based on ADA non-compliance.
15. There will be competition amongst other communities and about 10 will be approved.
16. What is the time frame for making the decision?
  - a. Application due January 27<sup>th</sup>, 2011 4pm
  - b. Grants get reviewed June 16<sup>th</sup>, 2011
  - c. Town must approve funding after June 2011 and before January 2012
  - d. Chairman – letter of intent is due October 5<sup>th</sup> and describes location and provides a dollar estimate.
  - e. Town meeting in May 2011 approval must be given
  - f. All dates are on the library website
17. Since we are competing with other towns which option gives us the best chance of receiving grant?
  - a. Chairman - the leaning is that renovation the library and Center School would be difficult and the new building may give us the best option.
18. Why not use Claflin?
  - a. Chairman - the shape of the site and putting the library in residential and not near the center of town.
19. If we do nothing what happens?
  - a. In 2009 there were ADA complaints and at that time the building was private held and there would be extraordinary costs involved and the town now owns the building and would need to resolve the problems.
20. Chairman - we will be meeting every other Thursday at 7 pm and everyone is welcome.

Two minute break

Meeting called back to order.

#### Review of the Draft letter of intent

- 24,000 square feet will be the recommended size
- Rownak will issue the square footage to be included in the meeting minutes
- Rownak do we need selectman approval for the letter of intent? Chairman - we will submit and they don't need to approve but if they have concerns we need to consider them. The Selectman are meeting September 14<sup>th</sup> and 28<sup>th</sup>. We will brief them on the 14<sup>th</sup>, consider changes or concerns or get direction to go ahead if there are no changes.
- On the 28 update and issue the final word.
- Mr. Main recommended for the 14<sup>th</sup> putting forth the no build option.
- Chairman – we need to consider options for a master plan if given that charge from the town
- Brian and the architect should refine the costs that they think are appropriate
- Add to new business next meeting operational costs and documents from Rownak
- What happens if we don't get the grant? – regroup and determine new requirements and how we can meet them

#### Cons of doing a phased project:

1. Cheaper to do in one phase
2. Need to do a lot in the first phase to add infrastructure might be 50/50 for space and 60/40 on costs. Also entire cost would be born by the town and we would not get the grant.
3. Would the MBLC consider it - most likely not.

#### Matrix review

1. Issued matrix review for designer RFQ evaluation summary
2. Issued evaluation of candidates RFQ strengths and weakness
3. Mr. Daltorio reviewed each architecture firm and discussed each firm
4. Motion to open negotiations with the top ranked firm for schematic design phase, Johnson and Roberts from Mr. Linera – second by Mr. Richardson (this will go to MBLC-BM) all voted in the affirmative supporting the motion
5. The negotiations with the board of trustees and amend the contract with Johnson/Roberts

#### New business

1. Rownak discussed what it is costing the town to run the library to function now and the future and as well as budget data
  - a. State aid means we can share resources and are certified
    - i. If we lose certification citizens cannot use other libraries and we would not be eligible for MBLC grant

- ii. Documents referenced by Rownak were not distributed but will be included in the minutes for reference
  - b. Grant can be up to 50 percent but not include parking and FFE
  - c. 9 Church St. is privately owned and has \$40,000 debt that needs to be paid off should it be acquired
- 2. Communication external to the committee
  - a. It should be clear that any communication from the library or other individuals are kept separate and clearly not from the PBC as a committee.

Who has the contact with Johnson and Roberts? Chairman – the contract is with the town and the PBC is the agent of the town.

Does the town have to pay for the grant?

Rownak the long range plan, feasibility study and schematic design are all paid for by the trustees. There are no costs to the town to apply for the grant.

Will we invite abutters specifically in the future?

As needed there will be an effort to increase awareness in the future.

Move to adjourn

All voted to adjourn

Meeting adjourned 9:20 pm