



**STOUGHTON PUBLIC LIBRARY**

January 18, 2012

TO: Massachusetts Board of Library Commissioners  
Mass. Public Library Construction Grant Application Resubmission 2012

FR: Pat Basler   
Director, Stoughton Public Library

RE: Resubmission of the MPLCG Application for the Stoughton Public Library

Please accept this resubmission to the MPLCG for the Stoughton Public Library from the Stoughton Public Library Planning & Building Committee, Library Board of Trustees, Board of Selectmen and with the full support of Town Meeting.

This grant is the culmination of a Long Range Planning process that began in 1999. As you can see from the Long Range Plan Time Line on page 9 the Library has had a steady presence at Town Meeting to regularly remind them of the needs of this aging facility. Sufficient parking and full handicap accessibility have been the top priorities over the years, and we are very grateful to Town Meeting for their support. After the Town invested more than \$675,000 into the current location to increase parking adjacent to the building, it became clear that this was the ideal location for the next 20 years. The Stoughton School Committee also unanimously voted to provide up to 30 parking spaces for Library use, thereby solidifying a total of 96 parking spaces for Library patrons.

During the past 5 years the Library has seen dramatic increases in usage with daily visits averaging 800-1000 during the 64 hrs/wk that we are open. Demand for computer use has gone up by 42% and attendance at all programs, but especially children's programs has increased so that we have waiting lists, and have to turn people away. Similar demands on the use of the 2 public meeting rooms often means refusing requests as no room is available.

Stoughton is a very diverse, working class town that depends on public library services. The Library serves as a safe, welcoming, central location for folks to meet, find answers, improve their literacy, continue their education and become more involved citizens. This grant will allow us to continue to meet the needs of the community.

## **Stoughton Public Library Trustees and Planning & Building Committee**

- Barbara Canavan, Library Trustee
- Scott Cararra, Contractor and past selectman
- Allan Daniels, Library Trustee
- Ben Fehan, Town Engineer and Owners Project Manager
- Helen Hansen, Library Trustee
- Joel Harding, Facilities Manager
- Joyce Husseini, GIS Specialist, School Committee Chair, past Library Trustee
- Gary Ilacqua, Electrician and past Finance Committee chair and member
- Harvey Levensohn, Chair, Library Trustees and Building Committee
- Wayne Madan, Library Maintenance, Retired
- Sheila Osborne, Library Trustee and Elementary School Teacher, Retired
- Joseph Palermo, Pre-Construction Manager, Skanska Corp.
- David Parsons, Insurance Agent, Green Builder
- Melinda Rios, Interior Designer and Library Patron
- Margaret Sewcyk, Library Trustee and Pre-School Teacher
- David Tonis, Architect and Building Inspector, Retired
- CBT Architects Richard Bertman, Paul Viccica and Eileen Casciari

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MASSACHUSETTS PUBLIC LIBRARY CONSTRUCTION PROGRAM  
2010-2011 CONSTRUCTION GRANT ROUND  
REAPPLICATION 2012

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Applicant Municipality                    Stoughton

Applicant Library                        Stoughton Public Library  
  
84 Park St.  
Address  
Stoughton, MA 02072  
Municipality and Zip Code

Contact Person                            Patricia Basler  
Name  
Library Director  
Title  
84 Park St., Stoughton, MA 02072  
Address  
781-344-2711  
Telephone  
pbasler@ocln.org  
Email Address

Library Board Chairperson              Harvey Levensohn  
Name  
  
Signature

Building Committee Chairperson        Harvey Levensohn  
Name  
  
Signature

Total Project Cost:                        \$ 14,499,229

Original Plus Seven (7) Copies  
Due: THURSDAY, JANUARY 19, 2012 by 4:00 PM  
Send to: The Commonwealth of Massachusetts  
Board of Library Commissioners  
98 North Washington Street, Suite 401, Boston, MA 02114-1933  
617-725-1860 / 1-800-952-7403 in-state

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-May 9, 2005: Appoint Planning Committee to apply for, accept & expend funds.	

- May 11, 2011: Accept preliminary design for renovation/expansion of Library.
- May 11, 2011: Appropriate up to \$7,000,000 contingent on receipt of MPLCG funds for project

- C. City/Town Map Showing Location of Proposed Site (2 GIS Maps)
  - D. Pictures of Site & Building Conditions (See pages 19-29 of Section 1. Project Information)
  - E. Floor Plans of Existing Building
    - Original floor plans from 1969 opening
    - Current floor plans by CBT 11x17
  - F. Excerpted Pages from Master Plan/Library Long Range Plan (Pertaining only to the building)
    - Library Long Range Plan; (Town Master Plan is over 25 years old and not relevant).
  - G. Library Building Program
    - CBT Program Analysis color-coded, including space and adjacencies
    - Building Program produced in October 2006
  - H. Geotechnical Report by GEI Consultants
    - Preliminary Report 1/25/11
    - Final report 2/9/11
    - Soil conditions photos of 98 & 104 Park St. 2009 during Parking Lot construction
    - Soil conditions photos of 84 Park St. during original construction in May 1968
  - I. Site Plan & Survey (11x17; see full plans in notebook pocket)
    - Site Plan with Property Line, Setback Line, Existing Footprint, Proposed Footprint and Adjacent Parking Lots. Additional parking on Park & Capen Streets as well as at the Jones School.
    - Existing Conditions by Curley & Hansen
    - Proposed Addition by Curley & Hansen
    - Letter from Building & Zoning Commissioner regarding variance
  - J. Schematic Design Drawings (8.5x11; see full plans in notebook pocket)
    - Floor 1
    - Floor 2
    - Parking Plan
    - Building Sections (Pink represents current building)
    - South & West Elevations
    - North & East Elevations
    - Southeast View showing main entrance on Park St. and 2<sup>nd</sup> floor sun/shade devices
  - K. Application Package Checklist
- Other attachments (label sequentially)
- Letter from Chair of School Committee regarding additional parking spaces
  - Monthly Calendar showing meeting room usage

### Preliminary Application Information/Overview

#### A. Abstract

Please summarize your construction project in 200 words or less.

Stoughton Public Library opened in 1969 and was a well built facility of 22,000 sq. ft. with two floors on a corner lot, constructed of steel and concrete in a contemporary style, centrally located within walking distance of the center of town and several public schools. This proposed project is designed to expand and renovate the current structure to approximately 39,000 sq. ft., update and/or replace all systems with energy efficient components and finally, to ensure that this public building is fully accessible to all. Stoughton is a working class community with a very diverse population 20 miles south of Boston, geographically located near 3 major highways and is served by the Brockton Area Transit bus line and a commuter rail line. The Library serves as a focal point for the community, in a Town that provides excellent services to children of all ages, adults, elders and the disabled. The project goals are to create an environment flexible enough to continue to serve the public for another 40 years in a building that is both energy and staff efficient. We feel this project meets these goals.

#### B. Project Site Directions

Give written directions to the site of the existing library and to the proposed site, if different, from the nearest major highway.

Stoughton Public Library is on the corner of Walnut Street and Park Street, (Rt 27). Rts 27, 138, and 139 meet in Stoughton center. The library is two blocks south of Stoughton center on Rt 27 opposite Faxon Park.

FROM THE NORTH: On Rt 128/95 South to Rt 93/1 N., take exit 2A /Rt 138 S. and follow into Stoughton center. Continue through center to fork in road. Bear left onto Rt 27 S. toward Brockton. Library is two blocks further on left at corner of Rt 27/Park St. and Walnut St. From Rt 24, exit onto Rt 139, take left on Prospect and second right onto Walnut St. Library is at foot of hill with entrance to the parking area on left.

FROM THE SOUTH: From Rt 24 take Exit 18B Route 27 S. Just before Stoughton center, Library is on right side of Park Street. Parking is available at rear of library on Walnut St., and south of Library on Park St. Transportation to Stoughton center is also available by commuter rail (MBTA) and by the Brockton Area Transit (BAT) bus.

#### C. Town Meeting / City Council Vote

As required in the 605 CMR 6.03 definition of an Approved Public Library Project, approval of this project is required by "a majority vote of the Town at a Town Meeting, a majority vote of the city council, with the approval of the mayor in the case of a city or, in a municipality having a town council form of government, by a vote of the town council." To meet this requirement two votes are required to: 1) give permission to apply, accept and expend State grant funds, and 2) approve the project's schematic design.

It is important to note that in order for this application to be considered, both of these votes must be secured and a certified copy must be forwarded to the MBLC by June 30, 2012.

If the Town Meeting vote has already been obtained to approve on essentially the same project and if the project being submitted now contains only design changes, please include the votes already obtained. However, if this application includes a new site or locally controversial design changes, a new town meeting approval is necessary. If both votes have taken place, attach copies of certified votes in Appendix B. If one or both votes have not taken place, indicate below the date they are expected.

- 5/9/2005 Vote to approve applying for, accepting and expending State Grant for Library Construction  
(Date)
- 5/11/2011 Vote to approve project design  
(Date)
- 5/11/2011 Vote to approve borrowing article to fund up to 50% of the estimated \$14 million project.  
(Date)

It is not necessary to secure voter approval to fund the library's construction project. This vote is required within six months following the library's receipt of a MPLCP provisional grant award.

## Preliminary Application Information/Overview, cont.

### D. Submission and Format Requirements

#### 1. Submission and Format Requirements

Applications must be completed and received in full:

- One original labeled "Original Copy" in a three ring binder 1" – 3" in size.
- Seven copies, each in a three ring binder 1" – 3" in size.
- Delivered by Thursday, January 19, 2012 by 4:00 PM.
- Send to:

The Commonwealth of Massachusetts  
Board of Library Commissioners  
98 North Washington Street, Suite 401  
Boston, MA 02114-1933

- No faxes or late applications will be accepted. Applications that are incomplete or do not comply with format requirements may be omitted from consideration.
- Send an electronic version of the abstract taken from the grant application by January 19, 2012 by 4:00 PM. Email abstract from page 4 to Rachel Masse at [rachel.masse@state.ma.us](mailto:rachel.masse@state.ma.us).

Note: Library building program must be included in application under appropriate tab.

#### 2. Schematic Design Drawings

- One (1) full size set of schematic drawings, or design development plans and preliminary specifications, in their latest version available. (Scale: 1" = 8ft.) The full size set may be either folded into the "original copy" binder or submitted rolled up. Schematic drawings are adequate for the purposes of a grant application, however you should submit whatever is the latest version. Depending on the status of your project that may be schematic, design development, or even working drawings. For building designs involving many levels and/or ceiling heights, including cross sections is recommended.
- Include a clearly readable set of reduced drawings in each binder.
- Floor plan with a complete furnishings and equipment layout. For an addition/renovation, provide a floor plan of the existing building with furnishings and equipment layout as well as one for proposed layout. Indicate number of square feet in each area/room.
- Elevations of proposed facades, especially those showing public entrances.
- Site plan and topographical survey prepared by a Massachusetts registered architect with parking layout, grading, building location and description of utilities (1" = 40' or larger). Include written explanation of parking plans.



Section 1: Project Information, cont.

B. Project

1. Function of proposed project building will be:

Main Library X Branch Library □ Joint Public Library □
Other (please specify) \_\_\_\_\_

2. Describe the present library facility:

X Library facility exists and will be part of construction project.
X A library facility of 22,000 gross square feet currently exists and was constructed in (date) 1969 and subsequently expanded/renovated in (date(s)) \_\_\_\_\_.
□ The existing library facility, which will not be part of the construction project, will be reused as \_\_\_\_\_.
□ A library facility does not exist.

3. Description of project:

□ New library building of \_\_\_\_\_ gross square feet
X Existing library building of 22,000 gross square feet, constructed in (date) 1969 and subsequently expanded/renovated in (date(s)) \_\_\_\_\_, will be:
□ Remodeled/renovated
X Remodeled/renovated and enlarged by an addition of 16,737 gross square feet.
□ An existing building, that was previously a \_\_\_\_\_, will be converted to a library of \_\_\_\_\_ gross square feet.

4. Completed project will be (figure taken from architectural plans):

38,737 gross square feet 28,002 net usable square feet

5. Projected space needs for the library in 20 years will be (figure taken from Library Building Program):

39,382 gross square feet 28,256 net usable square feet

6. This project will attain LEED certification and apply for the MBLC Green Library Incentive.

Yes X No □

7. Will this facility share space with another agency/organization?

Yes □ No X

If "Yes," please specify agency \_\_\_\_\_ and provide complete information for project costs for a library facility to be shared with another agency or organization on page 26.
\_\_\_\_\_ % of the total gross square feet of facility will be shared by library.

8. Does the town or the library hold fee simple title or other such estate or interest in the site, including access thereto, or does the town or library lease it?

Yes X No □ 99 Year Lease □

9. The existing building to be renovated is:

□ On the National Register of Historic Places
□ In the Massachusetts Historical Commission's Inventory of Historic and Archaeological Assets
□ In a potential historic district
X None of the above.

## 10. Estimated Capacities

	Present Holdings	Building Program Capacity 2006	Design Capacity
Volumes- Adult	55690	66497	69890
Volumes-Young Adult	8982	10300	10000
Volumes-Children	26805	35500	37005
Volumes-Other	378	300	300
<b>TOTAL VOLUMES</b>	91855	112097	117195
Videodiscs/DVD's/Videotapes	2894	4800	5000
Music Recordings	1970	2100	3100
Audiobooks	1484	3900	5200
Other A/V Materials	3653	300	300
<b>TOTAL AUDIOVISUAL</b>	10001	10800	13600
<b>TOTAL NO. PERIODICAL SUBSCRIPTIONS</b>	189	340	340
Seating-Adult	96	122	96
Seating- Young Adult	28	32	30
Seating-Children	29	35	31
<b>TOTAL SEATING</b>	153	189	157*
Computer Stations-Adult	7	15	22
Computer Stations- Young Adult	2	4	6
Computer Stations- Children	2	10	10
<b>TOTAL COMPUTER STATIONS</b>	11	19	38
Parking Spaces-Staff	6	6	6
Dedicated Parking Spaces- Library Patrons ONLY*	41	41	41
<b>TOTAL LIBRARY PARKING SPACES</b>	96 (effective 2009)	96	96
FTE Professional Staff	4	4	5
FTE Non-professional staff	11.5	13	13
<b>TOTAL STAFF</b>	15.5	17	18
Large Meeting Room Seats	150	150	162
Historical/Small Conf Rm	12	12	16
Multipurpose Conf. Room 2 <sup>nd</sup> fl	0	30	64
Children's Playroom, Story Hour/Activity Seats	0	25	60

\*Total number of general seats (157) and meeting room seats was increased from 315 to 459, and reallocated to meet need for quiet study, small group meetings, children's programs, etc. Wisconsin seating standard is 4.5 seats per 1000 pop. (for a projected population of 30,000,  $30 \times 4.5 = 135$  total seats.)

## Section 1: Project Information, cont.

### C. Needs Assessment

Respond concisely and thoroughly to each of the following topics. Address topics or answer each question individually or write an essay that incorporates information relative to your project. Number pages 9a, 9b, 9c, etc.

1. Existing Building Deficiencies and Their Impact of Library Service
  - a) Describe the specific space needs or conditions of the existing building which generated the proposed project.

As indicated in the Executive Summary of the 2006 Building Program "*The primary problems are that there is*

- *lack of adequate parking*
- *not enough meeting room space*
- *not enough computers*
- *lack of space for quiet study*
- *lack of space to expand the non-print and print collection*
- *Children's services are in cramped spaces*
- *Literacy Program does not have a separate space*
- *There is no space for tutors and students*
- *There is not enough desk space or office space*
- *There is not enough storage space*
- *The elevator is too small and not ADA compliant*

In the past 12 years the Library Board of Trustees have brought articles to Town Meeting in various attempts to address some of these concerns.

#### Long Range Plan Time Line

Every 5 years the Library submits a Long Range Plan to the Mass. Board of Library Commissioners. Top priorities were to increase parking space and install a handicap accessible elevator.

- 1999 Town Meeting approved \$10,000 for Right of First Refusal Agreements with abutters
- 1999 Town Meeting approved borrowing \$55,000 to improve handicap accessible elevator
- 2001 Town Meeting approved borrowing \$75,000 to replace carpet
- 2001 Town Meeting dismissed article to replace elevator as cost prohibitive
- 2004 Town Meeting approved purchase of 104 Park St at \$275,000 for future Parking Lot
- 2005 Town Meeting approved purchase of 98 Park St. at \$300,000 for future Parking Lot
- 2005 Town Meeting approved appointing a Library Planning & Building Committee to apply for, accept and expend any state and federal funds available for Library project
- 2006 Town Meeting disapproved articles to construct parking lot and repair HVAC system,
- 2006 Completed Building Program (needs assessment for the future library services)
- 2007 Town Meeting approved borrowing \$100,000 to construct a parking lot
- 2007 Town Meeting approved borrowing \$20,000 as matching funds to a \$40,000 grant for Feasibility & Design Study
- 2009 Opened Additional Parking Lot on Park St. in July

- 2010 Planning & Building Committee hired CBT to complete a Feasibility & Design Study for possible renovation and expansion of the Public Library
- 2011 Applied for MBLC Public Library Construction Grant to provide 50% reimbursement of cost
- 2011 Town Meeting overwhelmingly approved funding up to \$7 million contingent on receipt of Construction Grant.
- 2012 Submit Revised MBLC Public Library Construction Grant for \$14 million.

The top 2 priorities were to improve access by installing a **handicap accessible elevator** and to provide **additional parking**. As is evident from the Time Line, although the Library was unable to secure funds sufficient to install an ADA compliant elevator they were able to move forward with providing additional parking. The decision to approach abutters with a Right of First Refusal proposal was not immediately successful, but when the families were ready to sell they did offer their properties to the Town first. Town meeting approval to purchase the two adjacent properties at a cost of \$575,000 demonstrated a commitment by the Town to continue to invest in the Library at this location.

Once the properties were purchased however, the next Town Meeting was reluctant to spend money to demolish the existing homes, and asked that we find another way to remove the structures. Eventually South Shore Habitat for Humanity became involved in the process with an agreement that they would remove the two structures at no cost to the Town in exchange for 3 parcels of land in Town to build affordable housing. This required finding suitable Town owned parcels, and bringing the proposals to Town Meeting, which took another 3 years.

Finally, in 2009 the Park St. parking lot was constructed thereby doubling our current parking spaces adjacent to the Library to 46 including 2 handicap accessible spaces in both the rear and front lots. The Library also has access to 20 additional parking spaces on Park St. and Capen St. and has recently received a unanimous vote from the Stoughton School Committee to continue to use up to 30 parking spaces at the Jones School on Walnut Street. Since our needs for additional parking are usually during evening and weekend programs, there is no conflict with using the school lot. There are now 96 total parking spaces available to Library patrons as a result of these measures.

The original elevator was designed as a freight elevator to transport processed books from the second floor workroom to the first floor stacks. It has a heavy outside door with knob, a metal accordion door and is too small to turn a wheelchair around or meet ADA space requirements. Several attempts were made at town meetings to improve this elevator but the cost was prohibitive. Replacement of the existing elevator with an enlarged ADA compliant unit were complicated by ledge surrounding the rear of the building and the front portion of the building design, which has no second floor. In the areas where it would have been easy to install an elevator on the outside of the building there was no second floor, and in the areas where there was a second floor, there was ledge. In 2005 after obtaining the adjacent properties, but failing to improve the elevator, the Trustees decided to begin the Feasibility & Design Study project.

All of the remaining building space limitations are still problems that continue to grow due to increased patron use. Spatial constraints limit the ability of the Library to meet the needs of the public on a regular basis. The two existing meeting rooms are heavily used and often unavailable for regularly scheduled Library programs as well as for outside requests. Limits on the number of instructional programs, story hours and literacy training and all adult and young adult programs are also constrained by space availability. With the open space design of the main part of the Library, sound is often a problem with Adult Literacy tutors and students meeting regularly. Since the meeting room space is so heavily used, the Thursday Children's Story/Craft, and Wednesday Night Teddy Bear Story and Saturday Story Hour are all held in the Children's area. Disruption to other patrons is unavoidable.

It is difficult to meet the Long Range Plan goals of increased programs and services within these constraints.

- b) Describe the adequacy or inadequacy of existing space, the age of the existing facility, possible safety, security, and health issues including code violations, handicapped access, energy efficiency and other relevant factors which justify the need for a new, improved or expanded facility.

The Library was very functional in its original design, with a high open ceiling in the main front part of the building and the back half of the building nestled into ledge. The open space design provides staff efficiency, and ground insulation provides an energy efficient design. From the central circulation desk there is clear visibility throughout the first floor from front entrance to rear exit. Built over 42 years ago of steel and concrete, the Library is well insulated and has a redundant HVAC system of top quality from that time period. The air handling system circulates fresh air from the outside with a sealed window system.

The Library has been well maintained throughout the years, but as all things age, physical deterioration becomes more apparent. Cracks are clearly visible in the outside brick façade of the building and interior concrete sections and walls both inside and out. Although the windows were of high quality in 1969, dramatic improvements in the quality and energy efficiency of windows today would greatly reduce energy costs. Annual gas heat costs are about \$9,000 but the cost of AC during the summer months is over \$35,000. New lights and fixtures as well as improved materials in ceiling tiles are needed for improvements in sound and energy performance.

The Library is accessible to the first floor through the front door on Park St., with on and off street parking, stairs and handicap ramp with rails, and automatic doors. Access to the second floor off of Walnut St. is through the rear doors, which are also automatic and then to the elevator. This is the only elevator in the two-story building and it is not ADA compliant. The elevator is difficult for wheelchair bound patrons to manage both the heavy outside door and accordion door, along with the lack of space to turn a wheelchair around in the elevator. Frail elders with canes and mothers with children in strollers also have a difficult time maneuvering the doors in order to use the elevator. There is sufficient Handicap Parking space in both the front and rear parking lots, and adequate lighting around the outside of the building in both lots and along the street. There is a 6' wide main staircase, which brings visitors from the rear entrance down through the Woodward Art Gallery to the first floor.

The age and condition of the mechanical equipment is of grave concern since the Library is open 64 hours a week and most of the major equipment in the building is original. Difficulty in obtaining replacement parts is a problem with the HVAC system, and rewiring of the fire/smoke alarm system is necessary since it was originally designed as one zone. The building does not have a fire suppression sprinkler system. Both of these fire protection systems do not meet current fire safety code. There are also thirty-two 6' tall x 2' wide vertical glass windowpanes at the rear entrance and inner lobby and surrounding the front entrance atrium. Unfortunately this original glass is not shatterproof safety glass and they should all be replaced.

A Hazardous Materials Survey recently performed for this grant application, revealed several areas of concern. Asbestos is present in floor tile and associated black mastic, in joint compound associated with all gypsum board, window glazing, window and beam caulking, flashing, interior boiler components, flange gaskets and chimney/flue packing. Radon was found to be above the EPA action level. Small amounts of lead paint were found in an isolated area. Although none of these issues pose an immediate threat, they would all involve a licensed abatement process during demolition of any portion of the building. At that time, all fluorescent light tubes, ballasts, lead-acid batteries, hydraulic door closers and

any chlorofluorocarbon containing items would have to be properly disposed or recycled. (See Hazardous Materials Survey for more details).

- c) How does the existing facility limit the ability of the library to meet local demands for public library service? What populations are unable to use the present facility?

All populations are able to use the present facility, but with certain accommodations. Handicap patrons, those with canes and parents with baby strollers who are visiting the Library for a function in the large meeting room will try to find parking in the rear lot, to have easier access to the meeting room. Those who only need to visit the main Library will park in the front lot if space is available and enter on the first floor. The difficulty is for those who attend a meeting or children's program upstairs, and then must use the elevator to go downstairs to exchange books or use the computer or other Library services.

The Town has limited **public meeting rooms** and members of the community who need access to meeting room space are often turned away because the rooms are already reserved. The Library has two rooms available for public and Library use. The large meeting room, called the Wales French room and named after the first Town Librarian, holds up to 150 stackable chairs in auditorium seating, or twelve 6' tables for a classroom setup. A small Trustees Conference room has 10 chairs around a large conference table, and is only accessible by walking through the Secretary or Director offices. These rooms are so heavily used that the weekly **Children's Programs** such as the Toddler Craft and Story Hour for 2-4 year olds, is held downstairs in the open space Children's Area, which is very noisy and disruptive to other patrons. The weekly Teddy Bear Story Hour held on Wednesday evenings and the Saturday Morning Story Hour are both held in the Children's area as well, where up to 30 adults and children have regularly sat on the floor among the shelves to hear the stories.

The Library has a very active **Adult Literacy Program** that has been in operation for over 12 years and is modeled after the Literacy Volunteers of America Program. There are currently about 80 matched pairs of adult learners and volunteer tutors who meet at least 2 hours per week at the Library to improve the English language skills of the adult student. Since there are no quiet study rooms, all of this tutoring takes place in the open space of the first floor, which has its own acoustic challenges. The Adult Literacy office consists of open cubicles in the upstairs workroom, which offers no privacy to incoming students, especially needed during initial intake and testing procedures.

**Outreach Services** at the Library are limited due to lack of office and storage space for the materials to be delivered to homebound patrons or those living in senior housing, long term care facilities or local nursing homes. The Outreach office consists of another open cubicle in the upstairs workroom near the Garage, convenient for loading book carts into the Outreach Van. Unfortunately, there is no security to these areas. They are easily accessible to anyone using the elevator or making deliveries to the workroom. This space is also difficult to heat since the door to the Garage is often open for access to the Van and landscaping and snow removal equipment.

As stated in the Building Program, there are 20 Special Concerns, which include the above issues, as well as the need for additional space for children's programs, expanded shelf space, and an additional enclosed meeting room for crafts and story hour. There is virtually no storage space in the current building. There is neither attic nor basement. All storage closets also serve as space for HVAC units. Even the custodial office has an HVAC unit in it. More space for technical services, actual desk space for staff, increased shelf and program space for the Young Adult area, and increased public access computer seats are needed.

Although the public areas of the Library offer wireless access to the internet, the current design of the Library limits the number of computers available to the public due to lack of electrical outlets. Since

most outlets are located along the peripheral walls of the Library, which are also lined with book shelves, to place computer desks near outlets would block access to book shelves. As a result, public access computers are limited in number and clustered around pillars with outlets. Patrons who bring in their own laptops to use wireless internet access have to use a table that has a power plug on it if they need electricity. Plugging into any of the peripheral outlets would cause a tripping hazard for patrons.

- d) What service goals/objectives cannot be met because of the limitations imposed by the present facility? A copy of the library's long-range plan is on file at the MBLC. For the purposes of this grant, you should photocopy relevant sections or excerpt from it direct quotes from your long-range plan about the physical plant. (Do not attach your entire long range plan.)

The top three services responses that rose above the rest as a result of the Long Range Plan Community Forum process were:

- **Visit a Comfortable Place:** Physical and virtual spaces. Residents will have safe and welcoming physical places to meet and interact with others or to sit quietly and read and will have open and accessible virtual spaces that support networking.
- **Learn to Read and Write:** Adult, teen and family literacy. Adults and teens will have the support they need to improve their literacy skills in order to meet their personal goals and fulfill their responsibilities as parents, citizens and workers.
- **Satisfy Curiosity:** Lifelong learning. Residents will have the resources they need to explore topics of personal interest and continue to learn throughout their lives.

The future success of these 3 service responses will be closely connected to many of the issues previously raised regarding the limited physical space, lack of meeting room space, and physical plant restrictions related to increased access to computers. The Library Trustees are very committed to continue to meet the needs of literacy, and lifelong learning as well as establish a welcoming meeting place for all members of the community. The institutional service goals and objectives that we cannot meet will be those of increased service on all levels. The two meeting rooms are currently scheduled several times a day, and the custodial staff barely has time to clean and rearrange the tables and chairs as needed between programs.

There are over 100 adult learners on the waiting list for a volunteer tutor in the Adult Literacy Program, but we do not have the time or space to schedule more than four 18-hour trainings per year.

For the past 5 years we have provided a **Monday Night Homework Center** for Middle and High School students who meet certain risk factors for not completing High School. These might be at least one failed grade, involvement with the Court system, or a home where English is not the first language. Honor Society students volunteer to tutor classmates in need every Monday Night from 6-8 pm. A light dinner of pizza and cookies is served at 7:30, and occasional speakers provide stories about different occupations. This has become so successful that the Superintendent of Schools has offered to cover the cost of two teachers to run the program, however, due to space limitations of about 55 students, we have had to turn 10-20 students away every Monday.

The many children's programs offered weekly are held either in the large meeting room if available, or within the open space of the Children's Area on the first floor. As seen from the photos this area is very cramped with adults sitting on the floor along book stacks, and the rest of the library patrons are affected by the noise and disruption.

- e) How has local demand or need for public library services or enhanced library services been growing?

Over the past 6 years we have seen a dramatic increase in demand for public access to computers and the Internet. The chart below clearly documents an increase in patron visits to the Library. This count is done daily through the use of laser people counters at both the front and rear entrances of the Library. There has also been a significant increase in circulation of materials with Stoughton maintaining its long held status as a network-wide lender throughout the Old Colony Library Network. The Library has attempted to increase the number of programs offered within the constraints of available meeting room space and has seen a healthy increase in attendance at Library programs. The Library also became an emergency community resource this past fall after Hurricane Irene. Power was out in most of Stoughton for more than 5 days, and patrons were in desperate need to recharge their cell phones and laptop computers. Since the Library was only without power for 1 day, it was able to provide this valuable support to the public.

**Increase in Services Over the Past 6 Years**

<u>Service</u>	<u>2004</u>	<u>2010</u>	<u>Percent change</u>
Items borrowed	134,000	155,846	16% increase
Patron visits	146,700	183,698	25% increase
Program attendance	5,200	6,703	29% increase
Computer use	13,000	18,460	42% increase

**Local demand for Adult Literacy** has continued during the past 12 years with over 100 adult students consistently on the waiting list for a tutor. Since this program involves one-on-one tutoring and each tutor has gone through 18 hours of training beforehand, there is a significant investment of time and energy to prepare volunteer tutors for their adult student. The town of Stoughton has 17 different languages represented in the High School and currently has 3 separate active Portuguese social clubs. During the past 5 years there has been an increase of Brazilian immigrants to the area, and most recently we have seen an influx of Haitian immigrants to town. These population shifts place increased demand on our adult literacy services. We have had the opportunity to bring the Sharon Public Library Adult Literacy program under our umbrella, thereby widening our pool of possible tutors as well as students.

**High demand for computer access**, computer training and related support for job seekers has been very apparent over the past 3 years. Although space and funds are limited, we have repeatedly scheduled a 4-part series of workshops for the recently unemployed, offered by a local employment specialist. We have added more material to develop the college and careers collection. In response to long waiting lines for computer access we turned all PAC's (public access catalog) computers to Internet computers in order to meet the demand. We only have 2 dedicated PAC's available for patrons to search the on-line catalog in the Children's Area. The recession has forced families to cancel their Internet connection and newspaper and magazine subscriptions, and the result has been an increase in the number of people who come in daily to read the newspapers in the Adult Reading Area.

- f) What difficulties if any, has the library traditionally experienced in efforts to improve and maintain its facility?

The library was very successful in addressing the problem of inadequate parking space. Over the past 5 years the Town purchased 2 adjacent properties for a total cost of \$575,000 and then entered into an agreement with South Shore Habitat for Humanity (SSHH) to remove the two homes on the newly acquired property in exchange for 3 undeveloped lots allowing SSHH to build affordable housing in

town. Soon after Town Meeting approved funding of \$100,000 to construct a second parking lot, thereby doubling available library parking spaces on site.

Although all the facility upgrades listed in section g) below were funded by Town Meeting over the past 10 years, two big ticket items have not been successful. The first was an ADA accessible elevator, which was requested several times without success. The second was a new roof for the library. This request was withdrawn last year when the Feasibility & Design Study for the library was underway and a Town-wide Facilities Master Plan was funded. It was determined that it was better to wait for the outcome of these two studies before investing in a roof repair. The Town-wide Facilities Master Plan put the Library building needs on hold until the results of the Feasibility & Design Study are complete, but it did earmark over \$600,000 for immediate repairs if the Library Expansion/Renovation Project does not go forward.

g) What has been done in the past ten years to maintain the facility?

During the past 10 years the 4,000 gallon underground oil tank was removed and the original boiler was converted to gas heat. The hydraulic piston of the original elevator was replaced to meet underground oil contamination guidelines. An energy retrofit to all the ceiling light fixtures was completed and an Energy Management System was installed to better control the heat and air conditioning of disparate parts of the building with a computerized program. The *Northeast Document Conservation Center* performed a Preservation Study in 2000 to determine the variability of internal temperatures and humidity levels relative to the temperature fluctuations outside. This study also highly recommended the installation of a fire protection sprinkler system. And most recently, the carpet was replaced throughout the building on both floors except where original linoleum floor tiles exist. We have made chronic repairs to the 5 sets of automatic doors at both entrances to the building. The entire ductwork and all air vents in the building have been cleaned, and regular repairs and parts replacement to all mechanical heating and air conditioning units have been performed as needed.

A Town-wide Facilities Master Plan was completed in April 2010 which evaluated the current condition of all town buildings and estimated approximately \$50 million would be needed for all building repairs and upgrades. The Library was not listed as a top priority in this report because the Library Planning & Building Committee was in the midst of the Feasibility & Design Study. If this construction project does not go through, approximately \$632,500 was listed for immediate repairs and upgrades to the building, including the roof, which is over 10 years past the 20-year warranty.

1) Proposed Building in Relationship to Existing Building Deficiencies and Service Needs

- a) Describe the future library's impact on projected 20-year library service needs for your community.

The proposed library expansion and renovation will offer all the current services in a much more complete and comprehensive manner. The community will have access to:

- **3 public meeting rooms** of varying sizes (16, 64 and 162 seats) during the 64 hours that we are open, as well as after hours, which is not currently an option.
- **After Hours space** is marked by a blue line on the 2<sup>nd</sup> floor plans to encompass the rear lobby, pre-meeting space, small and large meeting rooms and bathrooms. A security grill pulls out from the wall at the top of the main stairs to block public access to the rest of the building after hours. If this space is used when the Library is closed, a custodian will be there to manage the use of the building, and an additional emergency exit is available from the large meeting room to the south side of the building.
- **Pre-meeting space with a self-serve café** located in the rear entrance lobby for folks to have spontaneous and informal meetings without disturbing other patrons.

- **Adult Literacy program** will have a small conference room for testing and small group meetings, an enclosed office, as well as 3 quiet rooms for tutoring. These will also be available to the public as needed.
- **Outreach Services** will improve greatly with the creation of an enclosed office space to plan and prepare deliveries to homebound elders and senior housing facilities.
- **Children's Playroom, story hour and craft** will provide parents, grandparents, caregivers and toddlers with a well lit, enclosed space designed for these types of activities without worry of disturbing others or making a mess.
- **Unlimited computer access** with an increased number of stations, automatic time management and privacy will be a huge benefit to the public.
- **Welcoming environment.** The proposed renovation and expansion will also guarantee that the public will be able to meet in a welcoming, well lit, properly heated or cooled space, with access to whatever new developments in technology may provide.
- **Flexibility of use** has been a key point of discussion in the preliminary design of the future library. In just the past 5 years from the 2006 Building Program to the 2011 Library Grant submission, it has been necessary to rethink what the patron demands might be based on technology developments of today. Since we cannot predict the future, flexibility of use of space has become a high priority. Increased access to electrical power, increased opportunity for automation, and flexibility in how spaces will be used drives any changes from the Building Program to the current Preliminary Design.

- b) What people or groups of people will be able to make use of an expanded or renovated facility that cannot or do not use it now?

There is an entire group of people who are wheelchair bound, use canes or walkers, or bring children in strollers who are unable, or avoid using the ADA non-compliant elevator. Many handicap patrons appreciate the improved access provided from the new parking lot, but are still greatly inconvenienced by the elevator. Other groups of people who will benefit from the expanded and renovated library are all those we have to turn away due to lack of space in the meeting rooms, or limited space available for children's programs, or no availability to reserve the meeting rooms due to over booking. Most of our library programs require a sign up in advance to prevent overcrowding, especially for children and family programs. We also expect groups who do not ordinarily use the library but are in need of meeting space, will make use of the newly renovated and expanded building.

With the installation of floor to ceiling glass partitions along the Children's Area and the Young Adult Area, we hope that patrons who left due to disruptive noise will return. The 2 new Adult Literacy quiet study rooms and small tutoring conference room will also improve problems with noise for other patrons. These design solutions will still maintain clear sight lines and visibility for staff and parents to keep an eye on younger children.

The increased number of computer stations and inclusion of automatic time management programs will reduce the wait time for patrons, and increase the amount of time they can use the computer. Currently we give people 30 minutes when they sign up with more time if no one is waiting. Unfortunately, we generally have to ask folks to leave after 30 minutes because other patrons are waiting.

A Circulation/Info Desk on both the first and second floor as well as self-checkout stations on both floors will also improve the patron experience for those who are in a hurry and don't want to wait in line or go up or downstairs unnecessarily. An additional Info Desk near the Young Adult area will allow the Young Adult Librarian to be more available to this age group.

- c) What services and programs, etc. can be offered in a new, expanded or renovated facility?

As stated previously, all programs for children, young adults and adults can be offered to more people, at greater frequency, while providing easy access and comfort. Those patrons who have been denied use of the meeting space, been limited in their use of public computers because others were waiting and those languishing on the waiting list for a tutor or to attend the Monday Night Homework Center will be better served. The opportunity to use the facility after hours will also be of great benefit to the community.

- d) How are existing health and safety issues resolved in the new, expanded or renovated facility?

Certainly, the top health and safety improvements will be handicap accessibility and increased fire protection. We currently have no ADA compliant elevator. We currently have no fire suppression system. Although the current building does not create any immediate health concerns, we did discover during the hazardous materials survey that there are various amounts of asbestos in the floor tile and mastic, wall board compound and window glazing as well as a small amount of lead paint and radon. While intact, none of these present a health issue, but, since the building is over 42 years old, degradation has occurred over time. Floor tiles are beginning to crack and break, interior and exterior walls are cracking. Glazing around all windows needs to be replaced. The proposed project will eliminate all of these potential concerns. The issue of 32 6'x2' vertical panes of glass located in both the front and rear lobbies that do not meet shatter-proof safety glass standards for a public building will be resolved, and finally, all 5 sets of automatic doors will be replaced, providing improved, safe access to the building.

## **Section 1: Project Information, cont.**

### **D. Special Conditions**

If not already included in this application, note and explain any special conditions pertaining to this project or municipality. Special conditions might include such elements as demography, economics, branches or private libraries within your municipality or other conditions that have had an effect on the proposed project's scope or size.

The following brief history of Stoughton is provided to further explain the Town's priorities and the unlikely chances of a successful tax override to fund this type of project. Decisions on the location and size of the project were also affected by this history.

The Town of Stoughton is a medium sized suburban community with great ethnic and religious diversity. Stoughton is located twenty miles south of Boston and is primarily a residential community with a range of both large and small businesses. Transportation to Boston is conveniently accessible by both, commuter rail and major highways, Routes 24, 27, 139 and I-93, and I-95. Stoughton borders Sharon on the west, Canton on the north, Randolph on the northeast, Avon on the east and Brockton and Easton on the south. It is 16.27 square miles in size and is located in Norfolk County.

First settled in the early 1600s by European settlers as part of the Dorchester Land Grant, the land was part of the Ponkapoag Plantation, which had originally been set aside for that tribe. The rich history of Stoughton includes being called the "Birthplace of American Liberty" because on August 16, 1774, at the Doty Tavern, the first formal meeting, or County Congress, was held to write the principles of American Independence. "This document was carried on horseback by Paul Revere...and electrified a discordant Congress at Philadelphia with the boldest statement ever made on the continent." (*Beyond the Blew-Hills* by John E. Flynn, Stoughton Historical Society, 1976, p. 6.) "Until early in the 19<sup>th</sup> century, Stoughton

was primarily a self-sufficient farming community. In 1821, Isaac Beals commenced the manufacture of boots....Until the Civil War, Stoughton was the center of that industry....In 1872 a corporation known as the Stoughton Boot and Shoe Company was formed which created a resurgence of the shoe industry here. By 1883 there were 15 boot and shoe firms in the town." (*This is Stoughton: a Citizen's Guide to Our Town*, League of Women Voters of Stoughton, 1982, p. 8.)

Manufacturing continues in Stoughton today, as well as wholesale and retail businesses. This has attracted immigration, especially from Portugal and the Islands. In 1974 the "Stoughton Chronicle" inaugurated a weekly section in Portuguese. Stoughton is also the home of immigrants from Brazil, "as well as at least 17 different countries according to public school student census. The Mass. Dept. of Education has also identified Stoughton as a town that has a higher rate of adults without a high school diploma than the state average." (*Stoughton Public Library Long Range Plan 2007 – 2010*, Summary.)

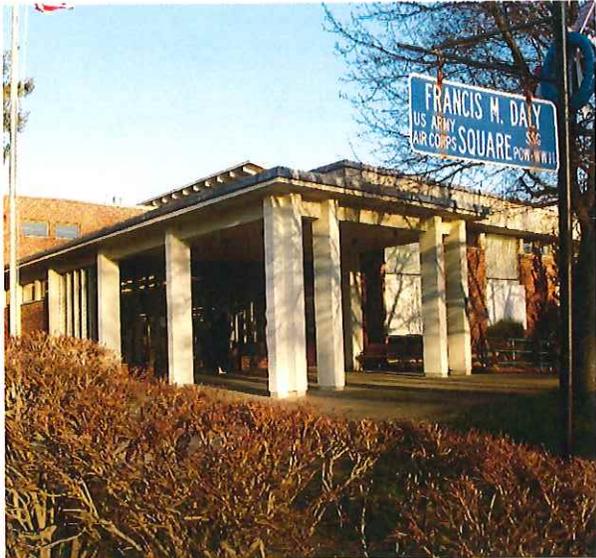
The Stoughton community has an active core of volunteers in the schools, the library, town government and churches, and in sporting and cultural activities as well. Stoughton takes pride in offering excellent town services and quality public schools. Unique services, such as the Stoughton Visiting Nurses, which is one of the few remaining Town owned Visiting Nurse Associations in the state, and the Stoughton Youth Commission, which is also unique, as it offers free mental health counseling for troubled youth and their families. Decisions are made at Town Meeting by elected town meeting representatives to provide the most functional and efficient services for the cost. In 2009, due to budget shortfalls, the Youth Commission and Council on Aging were merged into one facility because neither program could be eliminated without harm to a particular group of citizens.

**In the past 12 years the Town has built a new Council on Aging facility, a Police Station and a second Fire Station, all without any type of Prop. 2 ½ Override or additional tax levy.** This fact was discussed frequently during the feasibility phase of the project and taken into consideration when making decisions related to the location and final design of the project.

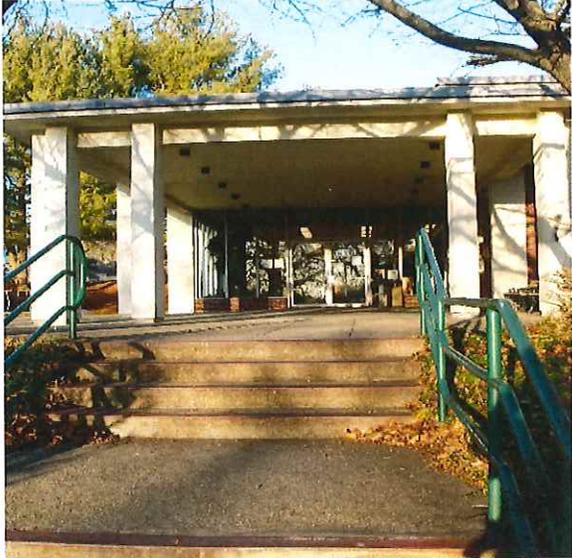
Town government is designed to have a strong Town Manager, 5 Selectmen and 168 elected Town Meeting Representatives from 8 precincts. The town has always been financially supportive of the Public Library, and although the Library has had to request waivers from the MBLC in the recent past, its budget is generally reduced in line with other departments during difficult financial times. The Library Board of Trustees and Planning & Building Committee feel receipt of the Library Construction Grant and a borrowing article would be more successful than any type of tax levy for this project. **The Feasibility & Design Study process was guided by the desire to meet the needs of the Building Program and yet keep the final product true to the expectations of the community, that is, functional and efficient for the cost.**

On May 11, 2011 the Annual Town Meeting voted on a count of 105 Yes, 10 No to accept the preliminary design for the public library renovation and expansion, and on a count of 101 YES, 22 No to borrow up to \$14,000,000 contingent on a 50% grant from the MPLCG to construct the public library renovation and expansion.

E. Pictures and Descriptive Captions of Existing Building Conditions & Site



Corner of Walnut and Park St. Front



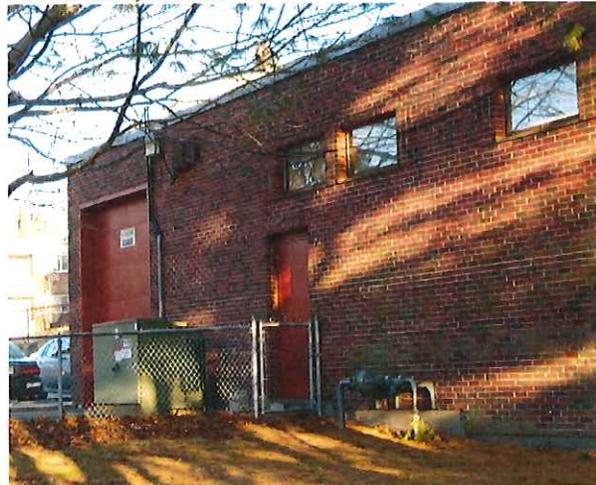
Front Entrance on Park St.



North Side, Walnut St.



Ramp to Front Entrance from Park St.



Walnut St. Side



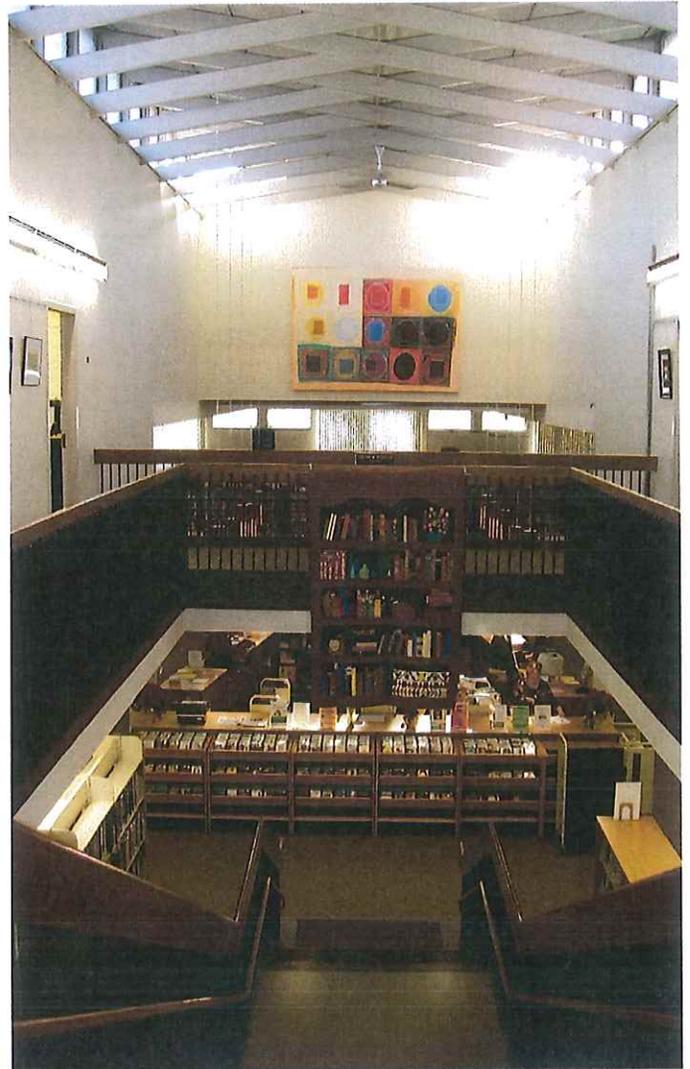
South Side Next to Park St. Parking Lot

**Municipality Stoughton**

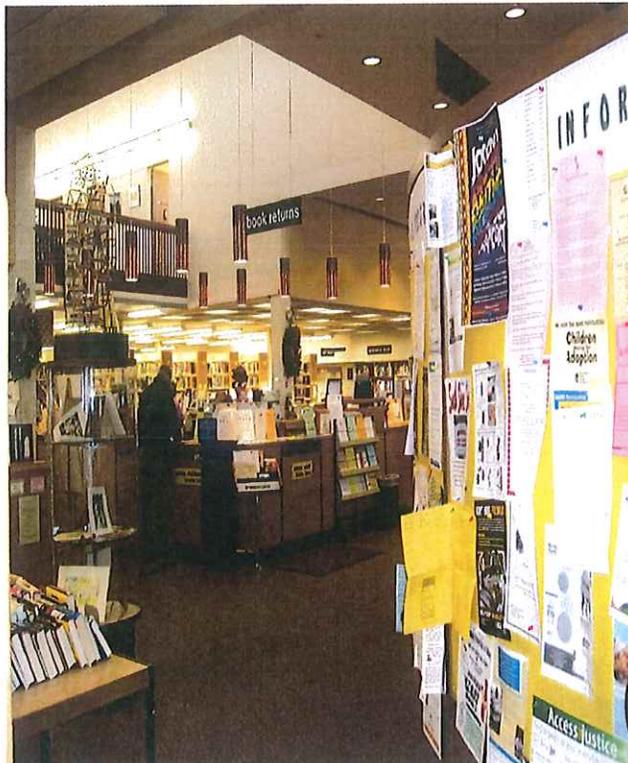
**Library Stoughton Public Library**



Rear Parking Lot off Walnut St.



Entering from Rear Door



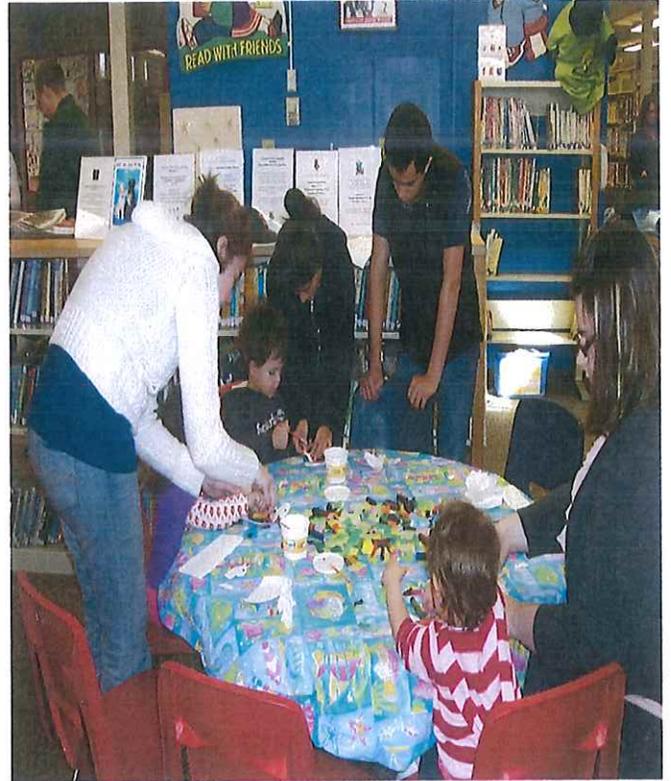
Entering from Front Door Walkway from End of Front Ramp to Front Parking Lot



Front Entrance Handicap Ramp



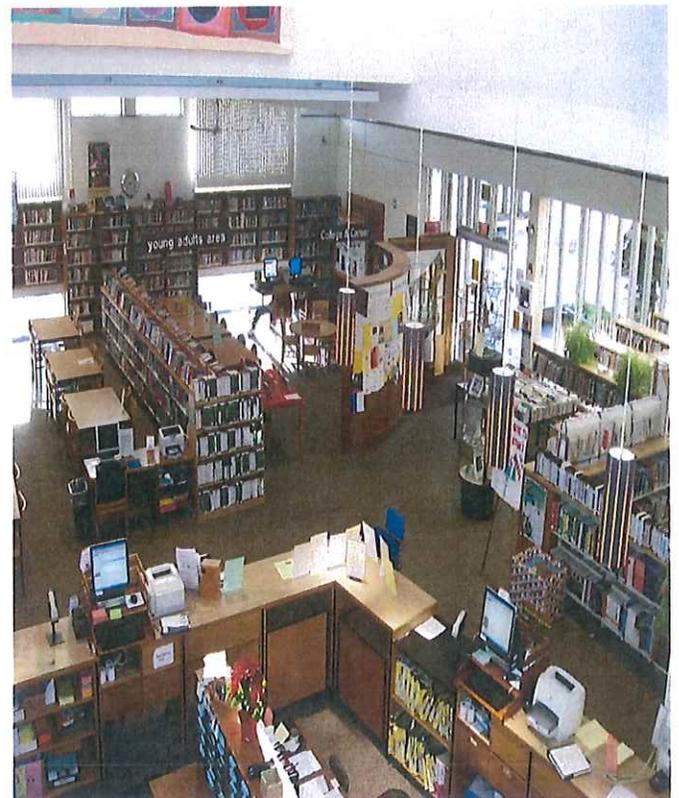
Story Hour in Children's Area



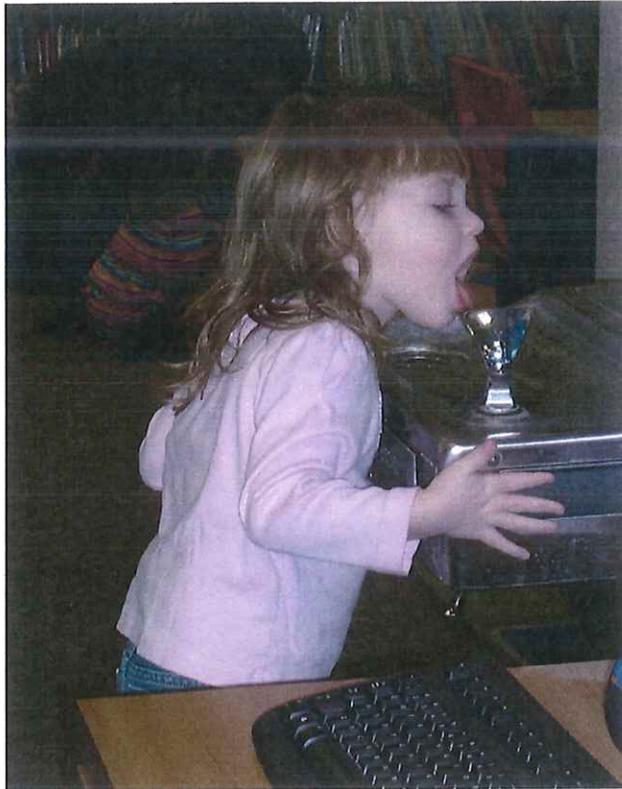
Toddler Craft in Children's Area



View from 2<sup>nd</sup> Fl. Balcony toward South Corner



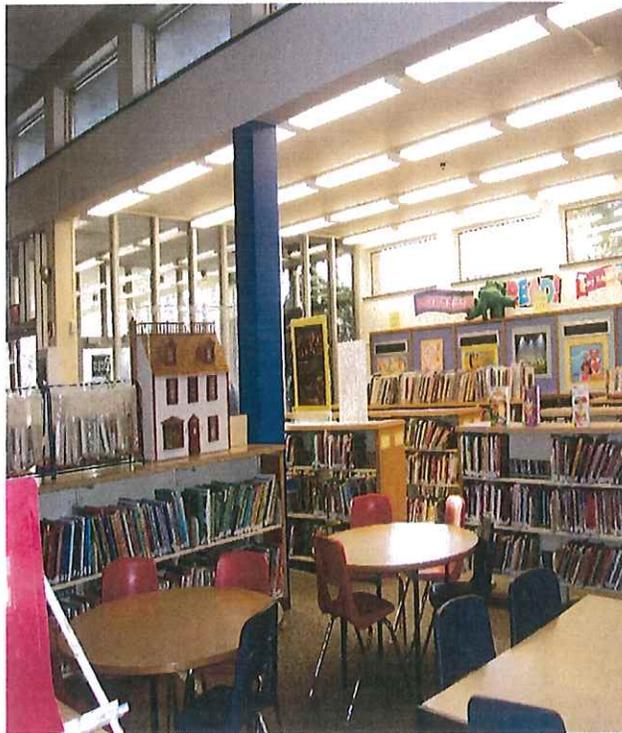
View from 2<sup>nd</sup> Fl. Balcony toward North Corner



Cramped space (Bubbler next to Computer)



Monday Night Homework Center Full to Capacity



Children's Room



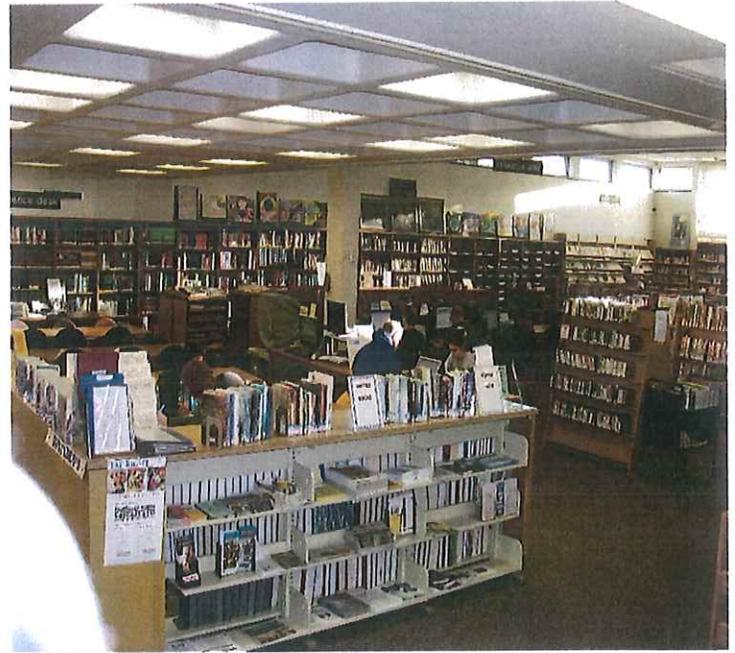
Large Community Room, Literacy Pot Luck Dinner Full to Capacity (Asbestos floor tiles)

Municipality Stoughton

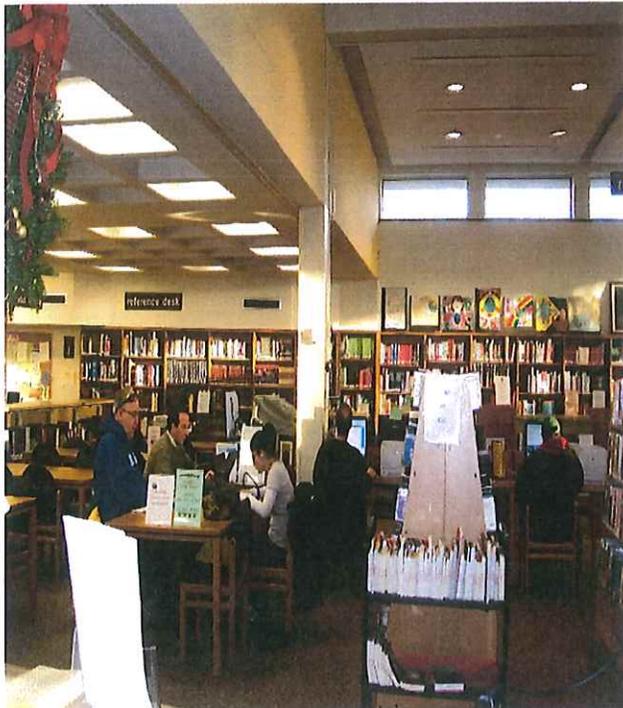


Small Conference Room Thru Directors Office

Library Stoughton Public Library



Public Computer Area from Stairs



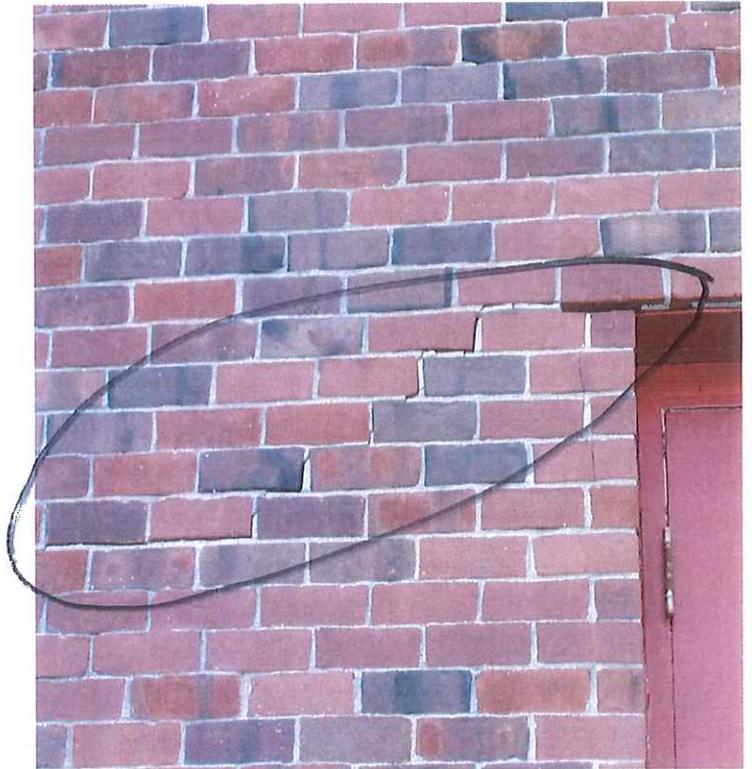
Public Computer Area Near Pillar for Electric Outlet



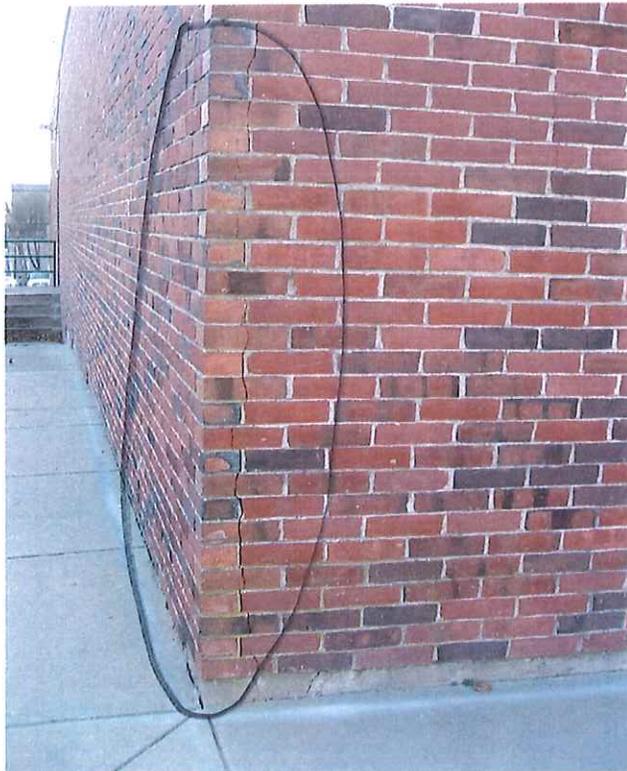
Stacks and Adult Literacy Collection on Right  
(Asbestos floor tiles)



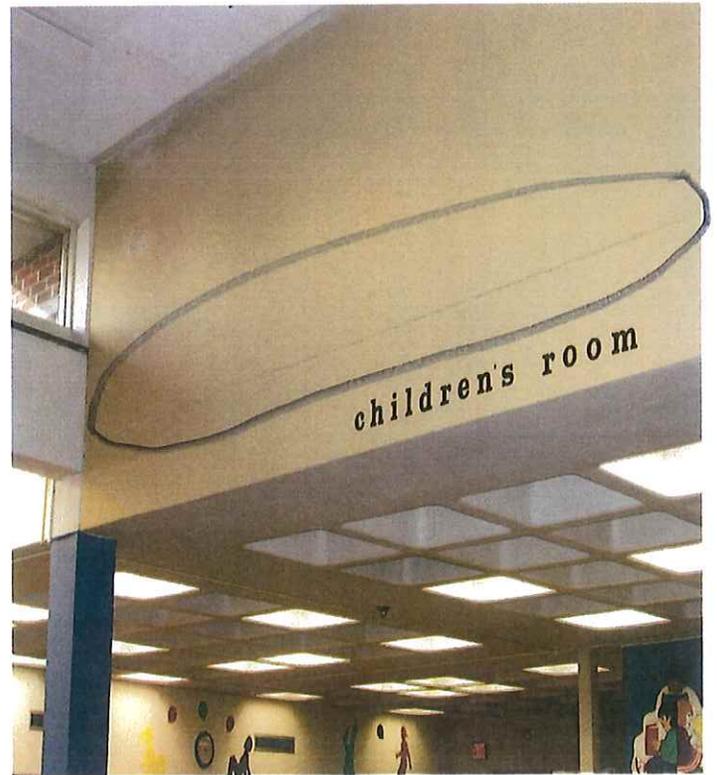
Exterior Cracks



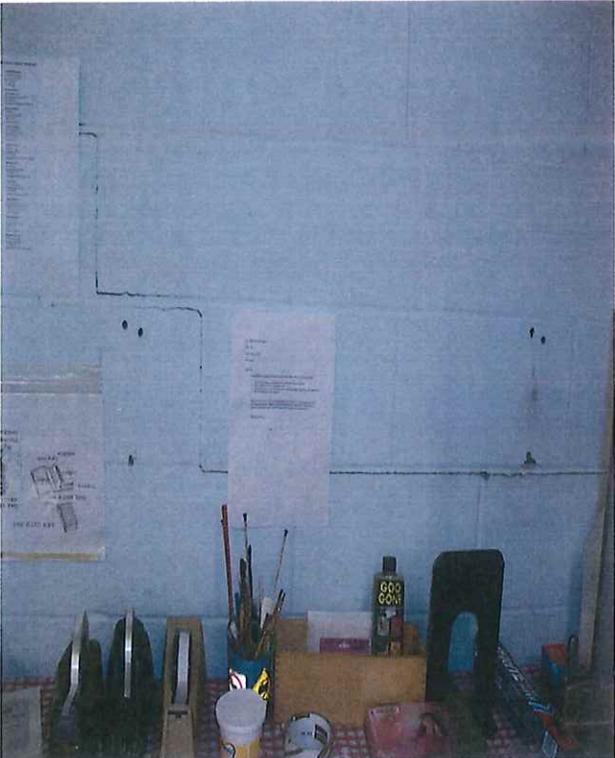
Exterior Cracks



Exterior Cracks



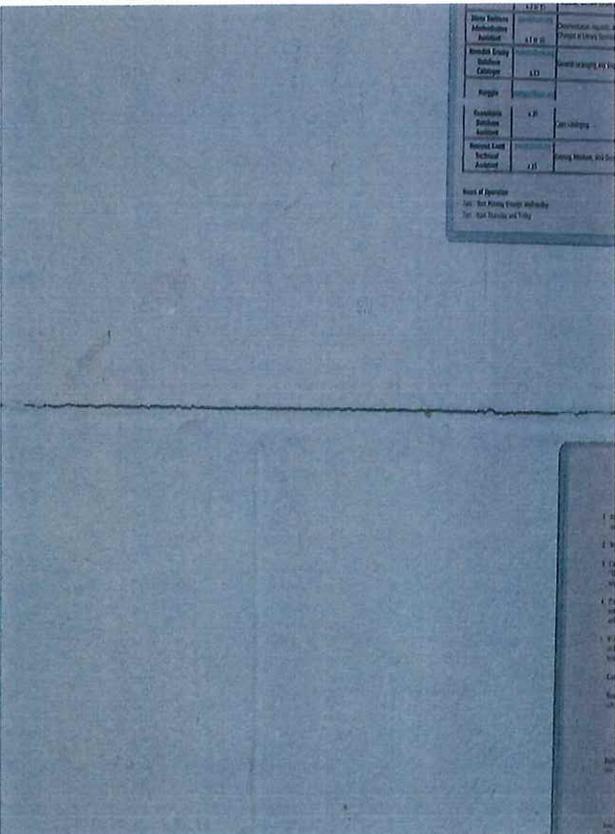
Interior Cracks



Interior Cracks



Roof patches



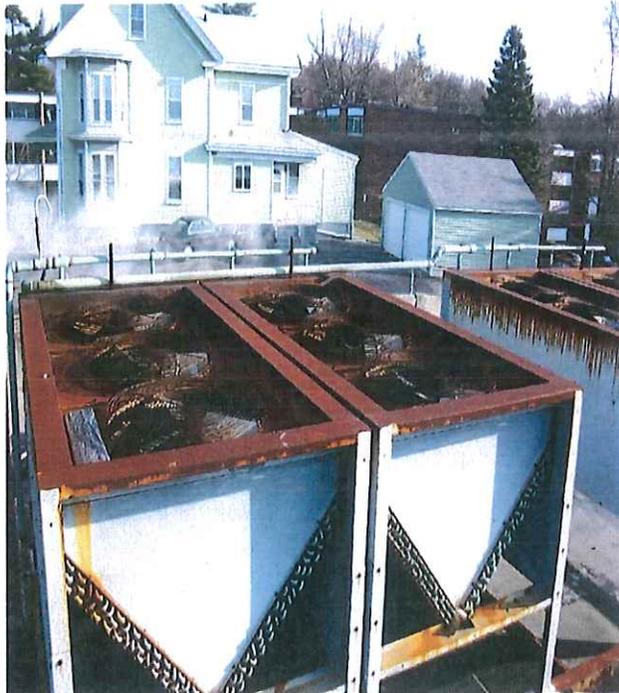
Interior Cracks in Workroom



Patches in Clerestory Roof

**Municipality Stoughton**

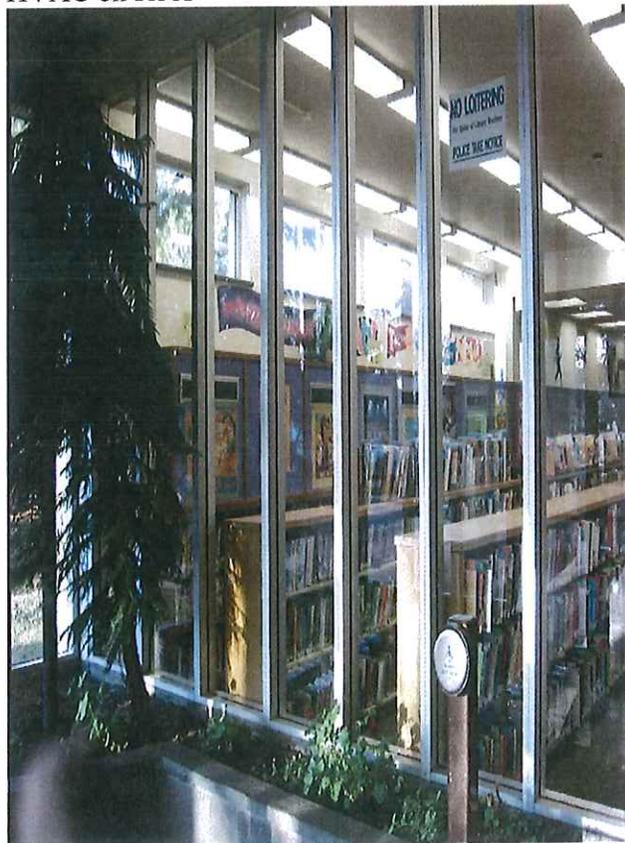
**Library Stoughton Public Library**



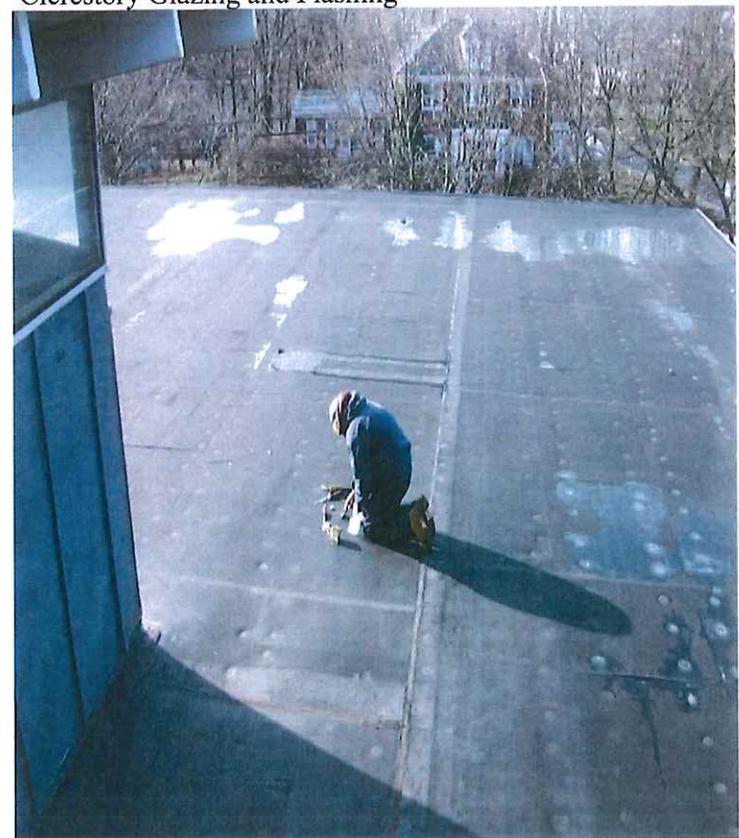
HVAC on Roof



Clerestory Glazing and Flashing



32 6'x2' Glass Panes in Front & Rear Lobbies  
(not Shatterproof Safety Glass)



Roof Patching Repairs

Municipality Stoughton



Elevator Outside Door (not ADA Compliant)

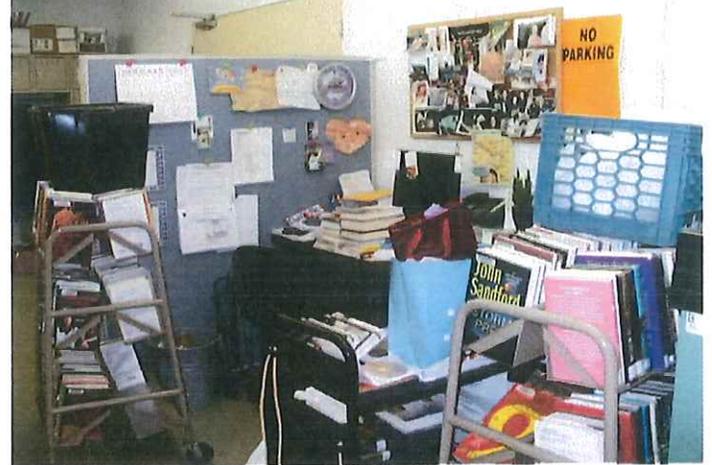


Freight Elevator Accordion Gate

Library Stoughton Public Library



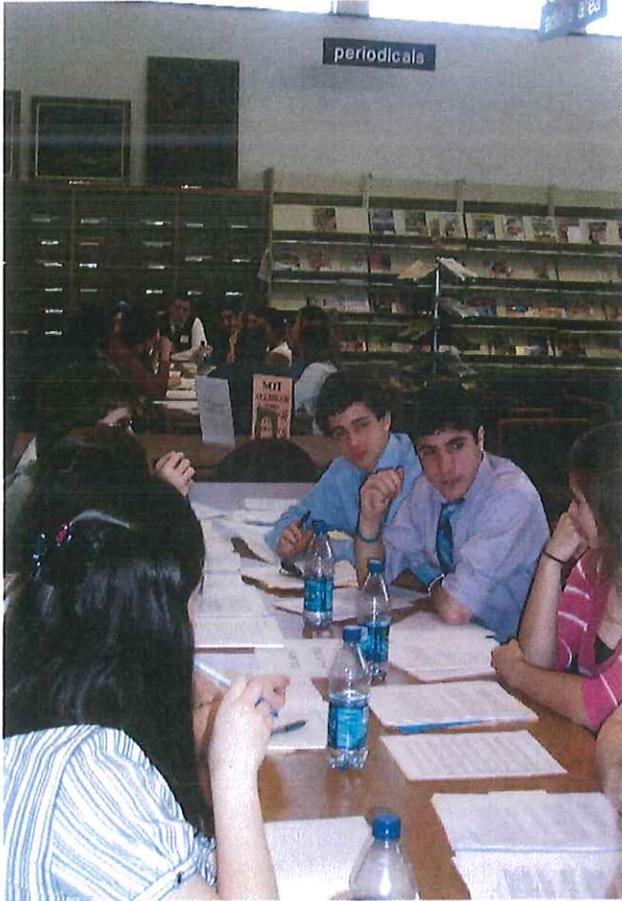
Adult Literacy Office (Open Cubicle in Workroom)



Outreach Services (Open Cubicle in Workroom)



Outreach Services Van in Garage off Workroom



Lack of quiet study space



Adult Literacy Student and Tutor



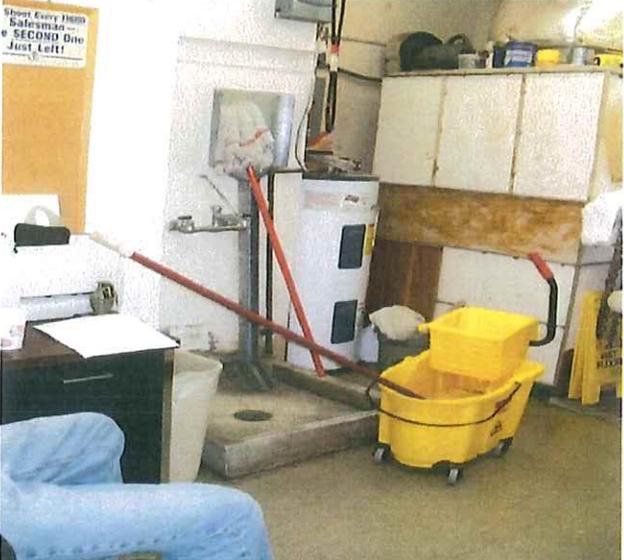
Adult Literacy Tutor and Student, No quiet study space



Conversation Circles Group, Small Conference Rm, only Accessible thru Secretary or Director's Office



Workroom space (Asbestos floor tiles)



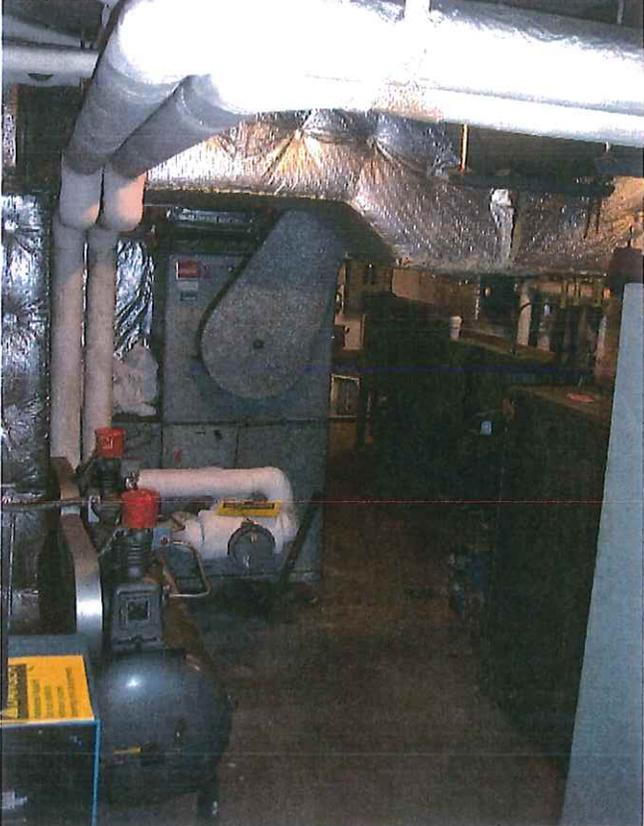
Custodial Office with HVAC Unit



Boiler Room, Original Equipment



Boiler Room



Boiler Room, Original Equipment

**F. Timeline**

It is estimated the architects will take 11 months to prepare working drawings and 16 months from the start of construction to completion.

After Town Meeting votes to approve the funding, the Design Development phase would take 4 months; Construction Documents would take 5 months; 8 weeks to put out to bid and negotiate a contract; and 16 months to complete construction.

**Section 1: Project Information, cont.**

**G. Architect and Owner's Project Manager (OPM) Information**

The current Architect listed below and OPM are for the Design phase only, and if funding is successful, both the Architect and OPM would be put out to bid for the next phase.

1. Architect:

Project Architect  
cbt Architects  
Richard Bertman, Paul Vიცicca and Eileen Cascieri  
110 Canal St.  
Boston, MA 02114  
617-646-5293  
[www.cbtarchitects.com](http://www.cbtarchitects.com)  
Date of Hire: 6/28/10

2. Owner's Project Manager (OPM)

OPM  
Benjamin Fehan  
Town Engineer  
Town of Stoughton  
10 Pearl St.  
Stoughton, MA 02072  
[bfehan@stoughton-ma.gov](mailto:bfehan@stoughton-ma.gov)  
[www.stoughton.org](http://www.stoughton.org)  
Date of Hire: Appointed by Town Manager on 10/9/09

BENJAMIN J. FEHAN  
96 Weston Avenue  
Braintree, MA 02184  
(781) 848-3162

EDUCATION: Northeastern University; B.S. in Civil Engineering  
Northeastern University; M.S. in Civil Engineering

REGISTRATION: Registered Professional Engineer in the State of Massachusetts  
Formerly registered in Maine, New Hampshire, New York.

EXPERIENCE:

Sept. 2008 to  
present

Town of Stoughton, 10 Pearl St. Stoughton, MA

Town Engineer Direct activities in multidiscipline department. Assist Town Manager by providing engineering advice, assist various town boards and responding to town engineering needs.

Nov. 2001 to  
June 08

Braintree Water & Sewer Department, 90 Pond St. Braintree, MA

Senior Engineer Originally hired to run the sump pump redirect program. Other duties performed included: Preparation of Bid documents, awarding the bids and overseeing the construction of over 10 contracts. Contracts ranged in size from \$50,000 sump pump redirect contract to \$2.7M water main contract. Also completed quarterly Reports for the DEP, issued construction permits, reviewed plans for the planning Board and maintained numerous tracking systems for the Department.

Mar. 2001 to  
Oct. 2001

Consultant Services

Provided consultant services to various Utility Contractors. Services included estimating and preparation of bids, documentation and submittal of change order requests and other administrative duties.

Oct. 1984 to  
July 2000

LEA/Guertin & Associates (Since purchased by SEA Consultants)

Vice President/Project Manager Managed numerous water and sewer projects ranging in value up to \$11M. Work included client relationship; design oversight, budgeting, marketing and all facets of Project Management.

Resume of Ben Fehan  
Page 2 of 2

Oct. 1974 to  
Sept. 1984

SEA Consultants, Cambridge, MA

Project Manager Managed water, sewer and solid waste contracts for municipalities.

Feb. 1973 to  
Sept. 1974

Fantoni Construction Co.

Provided Engineering services for subdivisions and various water and sewer projects.

Dec. 1962 to  
Feb. 1973

Metcalf & Eddy Engineers, Wakefield, MA

Project Engineer Designed numerous water and sewer contracts for municipalities.

References available upon request.

# Town of Stoughton

10 Pearl Street • Stoughton, MA 02072 • (781) 341-1300 • FAX (781) 344-5048

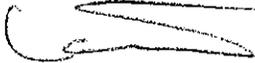
October 19, 2009

Ben Fehan, Town Engineer  
C/o Engineering Department  
Town Hall  
10 Pearl St.  
Stoughton, MA 02072

Dear Mr. Fehan,

Thank you for agreeing to act as the Owner's Project Manager (OPM) for the Stoughton Public Library Planning and Building Committee. We appreciate your expertise and willingness to assist the committee with the Feasibility Study and Design Phase of this addition/renovation to the Town Library.

Sincerely,



Mark Stankiewicz, Town Manager

cc: Patricia Basler, Library Director  
Harvey Levensohn, Chair, SPLPBC

## Section 2: Project Description

Respond concisely but thoroughly to each of the following topics. Use drawings and flow charts whenever appropriate and number pages 12a, 12b, 12c, etc.

### A. Planning Process and Participation

- 1) Describe the steps you have taken to plan for an improved library facility. How did the Library and the Town decide that this project is necessary?

In 1997 the Town funded an ADA Improvement Project to all municipal buildings to ensure they were meeting the requirements of the Americans with Disabilities Act. At that time the Library received upgrades to all public bathrooms, front ramp and rails, and two handicap parking spaces were created near the rear entrance. Sufficient funds were not available to replace the one elevator in the Library to meet ADA regulations. Town Meeting had articles in the following few years to address this problem, but each year the estimated cost increased due to structural limitations of the building (i.e. no second floor in the front half of the building and the back half of the building is surrounded by ledge).

In 1999 the Library Board of Trustees began the discussion of whether to replace or build a new Library as the current one was 30 years old. At that time it was decided that the two most pressing needs were additional parking space and an ADA compliant elevator. The outcome of these two issues would determine if a new site was necessary. The Town voted to offer two neighbors adjacent to the Library a Right of First Refusal agreement, whereby they would receive funds in exchange for giving the Town the Right of First Refusal to purchase their property at fair market value should they decide to sell their homes in the future. Neither party was interested at the time; but, within the next few years one neighbor agreed to sell their property to the Town, and then the other followed the next year. With strong support from the Town Manager and Chairman of the Board of Selectmen, both properties were purchased by the Town for \$575,000 within two years. Two years later another \$100,000 was voted to build a parking lot, thereby doubling the number of parking spaces. During this same time, the Trustees submitted several articles to Town Meeting to fund improvements to the freight elevator. These requests were unsuccessful. However, the new parking lot allowed more flexibility in planning for the future.

- 2) What individuals and groups were involved in the planning process and what were their roles? Describe community support and municipal involvement.

During the Long Range Planning (LRP) process for 2004-2007, there was much interest in making improvements to the current facility, and in 2005, Library Consultant Marjorie Judd was hired to assist the Library with a Building Program or Needs Assessment for Future Planning. Since Ms. Judd had been a Children's Librarian here in Stoughton before going on to become a Library Director in Middleboro, she had a personal sense of the community that only comes from working closely with citizens of the Town.

The process of Long Range Planning and writing a Building Program also included assistance from South Eastern Mass Library System (SEMLS) advisor Cheryl Bryan, and close adherence to the American Library Association (ALA) *New Planning for Results* by Sandra Nelson. The Library LRP committee was made up of the 6 Trustees (3 were retired teachers and one principal who has an elementary school named after her), the Adult Literacy Coordinator, the Children's Librarian, Pres. of the Stoughton Clergy Association, Pres. of the Stoughton Historical Society, the Exec. Dir. of the Stoughton Chamber of Commerce, and a member of the Board of Selectmen (who also belongs to the monthly book discussion

group and the Stoughton Reads Together Committee.) Responses from recent annual Patron Surveys were collected as well. Over the course of several months focus groups and two facilitated Community Forums were held to collect input from all the stakeholders and begin to build support for the plan. Most importantly, meetings were held with all Library staff to hear their concerns and suggestions. The 4 Library Assistants who manage the Circulation Desk had many concrete ideas for improvements. The Town Manager and Board of Selectmen were kept abreast of the progress, and every year at least one related article went before Town Meeting. The articles included funding the Right of First Refusal Agreements, funding for two property purchases, the agreement with South Shore Habitat for Humanity of free demolition of 2 houses in exchange for 3 suitable lots, funding for the parking lot construction, and matching funds for the Feasibility & Design Study. **This steady progress has kept the concept of Long Range Planning for the Library in the public discussion for the past 10 years.**

- 3) What methods were used to develop your Library Building Program? Who or what groups were involved in writing the actual Program? (Involvement could come from a variety of sources like trustees, consultants, residents, patrons and building committee.) How were they involved? When was the Program written? If it has been revised or updated how has the Program changed? What other written reports or studies have been done?

The same methods were used as listed above since the 2004-2007 Long Range Plan and Building Program completed in 2006 were done by the same committee. Consultant Marjorie Judd wrote the bulk of the Building Program with assistance from the Library Director, Trustees, Library staff and feedback from several focus groups, community forums and surveys. The actual writing of the program took about 6 months and the final product followed the units of measure from "A Library Building Program Workbook" by Patience Kenney Jackson, June 1999. If the Town had not supported the concept of purchasing the 2 adjacent lots and building additional parking space, this site may not have been suitable for future growth. The design provides 42 off street parking spaces, 4 handicap accessible spaces (two in the front and 2 in the rear lots), 20 on street parking in front of the Library on Park St. and along Capen St., and up to 30 available at the Jones School just up Walnut St. Please see Revised Parking/Site Plan and Parking Spaces (96) Site Plan. We have also included a unanimous vote by the Stoughton School Committee dated Dec. 20, 2011 to allow the Library patrons to use parking spaces at the Jones School as needed. All streetlights, sidewalk, parking lots and street conditions, such as during snowstorms, are well managed by the Town Department of Public Works so that patrons have safe access to all these locations.

The Stoughton Public Library Planning & Building Committee (SPLPBC) was appointed in 2009. When CBT was hired to assist the SPLPBC with the Feasibility & Design Study, the first step they took was to update the 2006 Building Program. In the Spring of 2010, similar meetings were held with Library staff, Trustees, the SPLPBC, patrons, focus groups and another community forum facilitated by SEMLS Advisor Cheryl Bryan. These meetings led to some adjustments to the 2006 Building Program in order to include advances in technology, patron needs and service trends. (See Program Analysis by CBT in Appendix G.) These discussions resulted in reductions in microfilm collection but increase in DVD collection based on current demand. However, it is difficult to predict the impact of new trends such as downloading movies and music. There were changes to the concept of a dedicated Technology Training Room and Music Download stations for the Young Adults. Again, future flexibility of use of space is critical.

There is a slight decrease in gross square footage recommended by Building Program of 645 sq. ft., but this translates into only 254 less usable sq. ft. in the new design.

Based on recent data on usage of areas in the building, there was some reallocation of seats in the building. The existing building has 153 public seats and 162 meeting room seats, totaling 315; the proposed design offers 157 public seats and 232 meeting room seats, totaling 389. These include seats in

the new Children's Playroom, Story Time/Craft room, Adult Literacy quiet study rooms (2) and conference rooms, and seats in the quiet area of the YA area, with an overall increase of public seats by 74. The Wisconsin standard for public seats for a town of 30,000 is 135 seats.

We also included two Self-Checkout Stations, one near the Circulation Desk on each floor and an Automatic Sorting Room adjacent to the main front entrance to the building with both outside and lobby access to a drop slot that will scan and sort the returned items. This is adjacent to the main first floor Circulation Desk also so staff can work in the Sorting Room when needed. The main Circulation Desk will have space for book carts and a patron holds shelf, with clear pathways from the Sorting Room along the back of the Circ. Desk space and out onto the floor to provide easy access for Pages to move the book carts for re-shelving.

A second Circulation/Info Desk is planned for a central location on the second floor mezzanine area. The Reference, Adult Literacy and Periodical collections have been moved to the second floor also, along with the majority of public access computers. Since the on-line catalog is via Internet we will have all computers available for both on-line catalog and Internet use. The entire building will offer wireless Internet access, and the large meeting room will have a portable 20-netbook cart available for various programs such as Computer Training, Employment Training, Monday Night Homework Center and Staff Training.

During the past 5 years the Town has also completed a *Town-wide Facilities Master Plan* produced by DRA in 2010 and a *Demography and PK-12 Enrollment Projection Study* produced by the New England School Development Council in 2006. These and previous studies have been based on the assumption that the Public Library would continue at its current location.

- 4) Describe how community input was solicited and used in writing the Building Program, including library consultants, if any were involved.

As previously stated, the Building Program was written by Library Consultant, Marjorie Judd with assistance from SEMLS Advisor Cheryl Bryan and Library Director Patricia Basler. Community input was received through several public meetings in the form of community forums, focus groups that included patrons, municipal employees and officials, community stakeholders such as representatives from the Clergy Association, Chamber of Commerce, Historical Society, Board of Selectmen and Finance Committee. Patron surveys were collected bi-annually, and suggestion box responses were tabulated. Through all these venues we heard repeated requests for additional parking, a handicap accessible elevator, more access to the Internet, additional meeting room space, quiet study rooms, and a café.

We also heard compliments regarding programs offered, specifically the adult literacy and homework tutoring, and an appreciation for the clear visibility available in the building especially by parents of young children.

## **B. Site Investigation**

- 1) How many sites were investigated? Why was this site chosen? Has this site been used in the past?

The existing Library location was evaluated for ease of access to the center of Town, commuter rail and public bus transportation, within walking distance of most public schools and on a main thoroughfare. Other suggested locations were investigated, but none were available on Town-owned property that offered the same benefits of the current location. It was felt additional cost for purchase of land would be

prohibitive since the Town had recently spent \$675,000 to expand the footprint at the town center site for parking and future renovation of the Library.

- 2) Describe the site, its general characteristics and its relationship to other municipal facilities, commercial or educational facilities, transportation, etc. If the project will be an addition to an existing building, discuss how this decision was made. Include pictures of the site, if they would be helpful in understanding it.

The current Library is on a corner lot (Walnut St. and Park St.) with adequate off street parking space accessible from both streets. It is located in a residential area a few blocks outside the Town center, across from a Veterans Memorial Park, which provides open green space and a covered Gazebo available for public programs. The Brockton Area Transit (BAT) Bus stops in front of the Library on Park St. (Rt. 27) and the MBTA Commuter Rail is within walking distance of the Library. It is an easy walk to Town Hall, three churches, the Police Station, Fire Station and Post Office. At least 5 of the 7 public schools are within 2 miles of the Library and a Transitional Family Shelter, the Evelyn House is just up the street. The Jones School, which offers extended day and summer camp programs to elementary school children, is just a block up Walnut St. and is close enough to provide additional parking for Library programs.

The SPLPBC considered the long-term viability of the current location, as well as the structural integrity of the existing building (see Structural Narrative, Section F.) We also considered the Town's plans to develop the downtown area around the state's proposed South Coast Rail Extension, and it was felt that the current location would continue to be convenient and advantageous for Library patrons.

- 3) Does the site provide adequate space for the facility and for future expansion?

The site is suitable for this planned expansion of 17,000 sq. ft., almost doubling the current 22,000 sq. ft. of the current structure. The proposed design was accepted based on meeting the needs of the Building Program while maintaining the current number of parking spaces (96). If future expansion were required, alternate parking arrangements would have to be considered in order to expand on this site. A multilevel parking facility was discussed, but since this is a residential area and there is no grant funding for parking construction, this concept was dismissed.

- 4) Describe how physically visible and prominent the proposed building will be within the library's service area.

A full two-story structure will be slightly more visible than the current building, but the contemporary style of the existing Library fits well in the neighborhood and has been accepted for the past 42 years. Retaining the current location for the Library is critical to maintaining its prominence in the community. As mentioned previously, the current placement is extremely accessible to all within walking distance as well as by two forms of public transportation and car. Bicycle racks will be available for those traveling by bike at both entrances, and it is hoped the current trends toward improved energy efficient travel will increase the use of public transportation.

Anecdotally, when Town Meeting voted overwhelmingly to fund this project contingent on the grant, one of the final speakers said something along the lines of "imagine driving through the center of town in 5 years, and you still hate how the center of town looks, but then you drive by this beautiful, new, modern library, and you feel good about living in Stoughton."

- 5) Indicate if the project meets the municipality's zoning requirements for the site, including setbacks from the property lines, building height and other elements that impact the design.

A letter from the Town Building and Zoning Commissioner, Robert Grover, states "I have reviewed the preliminary design and feel the project is reasonable and do not foresee any problems with granting a zoning variance for 100% relief of setbacks on the front (Park St.), and side (Walnut St.) on the existing town-owned property, per Section VI. Dimensional & Density Regulation of the Town Zoning By-laws." One of the SPLPBC members is on the Zoning Board of Appeals and another is the recently retired Town Building Commissioner, and they have been very involved in the placement of the building expansion relative to Zoning By-laws. Building height is not a concern according to the current Building Commissioner. Once the project moves forward and the structural design is finalized, these requests for variance will be submitted.

- 6) Discuss the project's plan for parking capacity and configuration. Indicate if the municipality's planning department or planning board has approved this plan, and provide documentation.

The project's plan for parking is to remain as is, but flip the rear parking spaces to the back wall instead of along the building. Both parking lots adjacent to the building were constructed by the Town Engineering and Planning Depts. The rear lot was built in 1969 and the front lot was complete in 2009. The proposed design will not change these in any substantial way. The retaining wall along the rear lot will have to be reinforced, and the lot repaved, but these are not included in the project. A new handicap ramp connecting the Front and Rear Parking Lots is included in the design as an eligible cost and will assist patrons who exit the building and find their car is in the other lot. A total of 96 Library parking spaces exist with 46 spaces adjacent to the building and 2 Handicap spaces near each entrance. Street parking on Park St. and Capen St. offers 20 more spaces and at least an additional 30 spaces are available at the Jones School. (See School Committee Unanimous Vote, Dec. 20, 2011).

- 7) Summarize the results of the geotechnical report, any soil borings, perk tests (if no sewers) and topographic surveys. Topics should include such issues as soil properties; unstable slopes; tunnels and/or mine shafts; seismic issues; ground water conditions; wetlands or proximity to wetlands or bodies of water; location of bedrock; pollution issues. Attach a copy of the geotechnical report in Section 5 of the application.

The Geotechnical Report produced by GEI of Woburn, MA is based on documents, blueprints and soil boring logs and photographs taken in 1968 during the original construction of the building as well as photos and reports from excavation of the Park St. parking lot in 2009 and additional borings taken in January 2011. "It appears that the subsurface conditions at the site consist of granular fill, overlying dense glacial till, overlying shallow bedrock. We expect that there are numerous boulders and cobbles of various sizes in the glacial till soil, and that the fill soil varies in thickness from a few feet to on the order of 10 feet thick at the northern end of the existing building adjacent to the foundation wall." There are no concerns related to unstable slopes; tunnels and/or mine shafts; seismic issues; ground water conditions; wetlands or proximity to wetlands or bodies of water. (See Geotechnical Report in Appendix H.)

## Section 2: Project Description, cont.

- 8) Will any of the conditions add significantly to the cost of developing the site or negatively impact the use of the site for a public library building?

The conditions related in the geotechnical report are not significantly different from what was known about the property in 1968 during the original excavation. Funds (\$30,000) were included in the cost estimate to cover the worse case scenario of hitting ledge at the rear sides of the building where expansion will require digging down to the first floor level. The current site was established in 1969, with a

concrete slab floor, and concrete and steel structure. Plans to demolish the front portion of the current structure and expand out on the front and both sides during the reconstruction of a two-story building is expected to have little negative impact since it is an established site. There are no conservation or wetland issues on this site. Utilities and services such as water, sewer, gas, electricity, cable, and telephone are already in place.

- 9) If this project is dealing with an existing building, what is the date of the most recent asbestos survey? How will the removal of asbestos impact the cost of the project? Include a copy of the asbestos survey, if any, in the appendix.

A recent hazardous materials survey was completed January 5, 2011 and asbestos was found in some areas of the boiler room, in the floor tile and mastic, in wallboard joint compound, and in some window glazing materials. A small amount of lead paint was found on a random number of balcony vertical rails, and radon was evident in the back first floor area. During demolition all of these health and safety concerns will be addressed appropriately and funds for such abatement are included in the cost estimate (see full report at end of Section 2.).

### C. Building Program and Its Relationship to Project

- 1) How was the Library Building Program used in the design of the proposed project?

The Library Building Program was a critical tool in the design process. Since the Building Program was completed in 2006 the SPLPBC and CBT determined the most efficient action would be to construct a color-coded program analysis of the Building Program, and then meet with the committee, Trustees, staff, and focus groups and a community forum to determine the changes or adjustments that might be needed. All of the 20 "Special Concerns" were discussed in these meetings, and adjustments made according to our current needs.

**The final product in the preliminary design phase meets more than 95% of the Library Building Program.** The SPLPBC asked CBT to follow the intent of the Building Program and at the same time stressed the following points the new design should include: 1) no loss of parking space, 2) include a fully Handicap Accessible elevator, 3) limit the number of floors to 2 so as not to require additional staff, and 4) try to maintain the current open space design that will "continue to be a beautifully functional building" as stated the Building Program.

The original Library Building Program's Executive Summary was as follows:

*"The current library opened its doors in 1969 with 22,000 square feet on two floors. The first level has 14,000 sq. ft., including a Children's Area of 1,808 sq. ft., The Adult Reading Area has 1,020 sq. ft. and the Reference/Study Area has 1,774 sq. ft. The Young Adult Area has 1,182 sq. ft. There is a lockable area containing Local History, Genealogy and back issues – 579 sq. ft. The second level, 1,808 sq. ft., includes a Meeting Room, Trustees Conference Room, Director's and Secretary's Offices, the Staff Room and Work Room. The primary problems are that there is lack of adequate parking, not enough meeting room space, not enough computers, lack of space for quiet study, lack of space to expand the non-print or the print collection. Children's services are in cramped spaces. The Literacy Program does not have a separate space. There is no space for tutors and students. There is not enough desk space or office space. There is not enough storage space. The elevator is too small.*

There are twenty "Special Concerns".

1. *The Multilevel Addition and Renovation will optimally use the existing site, as well as the newly purchased site of 15,294 sq. ft. Continuing the existing multilevel library into the*

- addition is preferred. The renovation should return the building to a fresh, airy, uncluttered look. Any maintenance issues should be addressed. Barriers to ADA compliance should be removed.
2. Historical Room, seating 12, will have humidity control to preserve the local history and genealogy collections.
  3. Conference Room, seating 30, will accommodate community groups, as well as library programs and meetings.
  4. Meeting Room/Exhibit Space/Kitchen, seating 150, needs to be renovated and updated. The art collection should be removed and stored flat per Northeast Document Conservation Center Preservation Study.
  5. Quiet Room, seating 4, will be available for small group meetings or individuals seeking quiet space.
  6. Tutoring Rooms (3) seating 2 each, will be located in the Multicultural Learning Center.
  7. Multicultural Learning Center is a centralized space designated for materials in foreign languages, the 3 tutoring room and the office for the Literacy Coordinator.
  8. Information Technology Center is a centralized space designated for computers, printers and any other equipment or items having to do with Information Technology. A computer classroom will be included.
  9. Exhibit Space must be provided in the new facility. The Dorothy M. Woodward Gallery provides space for fine art currently and should be continued.
  10. Technical Services Room is an open work area. Plenty of storage should be provided. Careful planning for the multiple tasks taking place in this room is a must.
  11. Circulation Work Room is the major work space in the Library. Desks for the Head of Circulation, Reference/Adult Services and the Young Adult Librarian are located here.
  12. Children's Room should reflect the current and anticipated future usage and holdings statistics. It should be light and airy, homey and inviting, with enough room for different functions and ages, yet not fragmented.
  13. Story Hour/Craft Room, seating 30 is primarily for library children's programs, but could be used for other meetings or programs.
  14. Young Adult Room provides space for the young adults' information needs, as well as their need to socialize.
  15. Café Area, seating 8, is an attractive, cozy area, contributing to the "experience" of coming to the Library. There is space for two tables for two each and one table for four. A Friends' area for the ongoing book sale could be located here.
  16. Outdoor Commons/Garden Area will provide space for events, programs or a place to sit – rain or shine. This should be a flexible, attractive area for book sales, summer events or outdoor story hours.
  17. Efficient Use of Staff should be shown in the design. Clear unobstructed views to multiple areas should be the rule.
  18. Efficient Use of Space includes adaptable spaces. Any area should be able to accommodate overflow from other areas with little line of demarcation.
  19. Storage should be plentiful; in particular, Custodial Area, Children's Room, Circulation Room, Technical Services Room, Meeting Rooms, Staff Room, and Kitchen.
  20. Site of the Library is located on a sloping site of 38,800 sq. ft. The two lots on the east side of the Library have been purchased to provide room for the addition and parking.

General Characteristics of the facility should include the following. The Stoughton Public Library is an integral part of the Stoughton Community. The Library must be a diverse, broad-based institution able to serve all the residents of Stoughton and the larger community. The library must continue to be a beautifully functional building.

*High priority must be given to the warm, welcoming ambience of the existing building. It should be easily supervised and easily maintained. It should be environmentally safe and energy efficient. There should be plentiful storage areas and the building should be able to accommodate whatever the electronic needs of the future will be. The facility should be fully accessible to the disabled, meeting or exceeding ADA Standards. The acoustics, lighting, HVAC, fire protection and security should be highly effective systems.*

*The building will include four rooms available for meetings or programs. The existing Meeting Room seats 150, the Conference Room seating 30, the Historical Room seating 12 and the Children's Story Hour/Craft Room seating 25. An Audiovisual Area is close to the Young Adult Area. There is a Photocopier Area.*

*The New Books/ Periodical Browsing Area, the Large Print/Paperback Area and the Reference/Study Area will provide adequate seating for browsing and study.*

*The Multicultural Learning Center and the Information Technology Center gathers together similar functions for ease of use.*

*Storage areas are located throughout the building: custodial area, circulation and technical services rooms, offices, meeting rooms, story hour/craft room, closed storage and in kitchen and galley areas.*

*Office/work space includes the Director's Office, Assistant Director's Office, Secretary's Office, four desks and two work stations in the Circulation Work Room, three desks and two work stations in the Technical Services Room, the Children's Librarian's Office, the Literacy Office and the Outreach Office. Provisions have been made for 57 machine work stations. The collection capacities are as follows: Children's Room 37,300, Adult Bookstacks 51,497, Reference 2,000, Historical Room 2,000, Periodicals 340, Young Adult 10,000, Large Print/Paperbacks 6,800, Information/Technology Center 300, Multicultural Language Center 5,100 and Adult Non-print 8,200 for a total of 123,537. Seating for the public totals 199, seats from four meeting rooms total 217. The building has 39,382 square feet.*

*The building must be highly efficient, utilizing flexible spaces, so that it will meet the informational, educational and cultural needs of the citizens of Stoughton well into the twenty-first century."*

- 2) Compare the space allocations from your Library Building Program to those in your plans. Explain any significant differences. If there are areas of the proposed library described in the Library Building Program and/or in the Schematic Design that are larger or smaller than accepted library building guidelines and standard, explain the rationale for their size.

One of the adjustments was to increase the size of the Children's Craft room to 60, and place the small conference room with the 3 quiet study rooms as adjacent to the Adult Literacy Office, but make these rooms available to the public also through the room reservation process. We also felt a separate Information Technology Center was unnecessary since we now have a portable cart with 20 wireless net books and a Smart Board and LCD projector. These are available in the large meeting room and used for the Monday Night Homework Center and Adult Literacy Training and will also be available for staff and outside trainings. Adjustments to seating numbers were made with general and meeting room seats, which results in an overall increase of 144 seats in the building. The overall size is slightly smaller than recommended due to physical site limitations, but only translates into a 254 usable sq. ft. reduction. The Audio Visual counts were changed since we decreased the microfilm subscriptions that we purchase, but in general we followed the 2006 Building Program quite closely.

- 3) Document that the proposed library building provides adequate space for the provision of library services within the applicant's municipality. Make reference to your Library Building Program and your Long Range Plan as appropriate.

The proposed library renovation and expansion project will provide adequate space for future library services in Stoughton based on population growth projections of approximately 30,000 by the year 2030. This estimate is taken from both a School Dept. student population projection as well as the Mass. Area Planning Council (MAPC) figures. In the past 12 years the population has varied between 26,000 and 27,000, but has not demonstrated a steady growth trend. The Library Building Program almost doubles the current size of the Library from 22,000 sq. ft to almost 39,000 sq. ft. Input from the Long Range Planning process for 2007-2010 indicated an increased demand for access to technology, increased space for children's programs and public meeting room space and a continued demand for literacy and tutoring services.

Some of the Special Concerns discussed regarding the demography and history of the Town of Stoughton indicate that if projects are seen as functional and efficient they are usually supported by the public. Demographics in the 2010 census show over 5000 individuals do not speak English at home, and over 4400 are foreign born. More than 4,000 are over age 65. This data indicates that the demand for services to elders and those with language needs will continue.

#### **D. Discussion of Project Design**

- 1) Summarize the functional relationships between areas and discuss how these will result in improved services.

**First Floor Space:** As a patron you will enter the new Library by ramp or stairs through the front entrance, which is centered along the front wall of the building on Park St. Upon approach you will see two outside book drop slots to the left of the doors, and as you enter the lobby, two more book drop slots which will provide auto scanning of each item as it passes through the slots, and is then pre-sorted by conveyor belts to either bins for delivery, or to be shelved in the Library, or placed on the Patron Hold Shelf inside the Circulation Desk. This Sorting room is an enclosed space with 2 computer stations and phones for staff to make calls and package items for the Patron Hold Shelf. The design shows a fire rated book drop bin connected to the outside drop for added protection when the building is closed. The Front Lobby will also have bulletin boards for public notices and Library programs. As you move through the next set of doors you will be facing a large, open and welcoming space with clear sightlines and appropriate signage to assist the new visitor. To your immediate left is the main Circulation Desk adjacent to the Sorting room and Children's area. The Circulation Desk will provide 3 staff stations to assist the public, storage space for book carts for re-shelving, a desk, and another staff station facing the Children's area. All staff stations at the Circulation Desk meet ADA height standards for accessibility.

As you move to the left you will enter the Children's area, which is a long, open space receiving natural light from above and windows along the north side. Full height glass partitions will create clear sight lines and sound proofing for the main Library space. A Playroom/Story/Craft room seating up to 60 with a variety of tables, chairs and a curved bench along the perimeter wall of the room will be open unless a specific story or craft is scheduled. In the main Children's area, more seating, computer stations and low shelving will provide safety and age-appropriate activities for children and families. Next to this room is the Children's Librarian Office with 2 computer stations and windows into the Children's area and Circulation Desk. As you exit the Children's area the New Books and Audio Visual collection will be on your left, and then a Self-Checkout Station. Continuing towards the back of the building you will see 2 public bathrooms, the ADA compliant elevator, stacks for the Adult Collection, Large Print material and quiet reading alcoves between the Multicultural Collection on the south wall. The front south corner of

the first floor is a glass enclosed Young Adult area complete with shelves, seating and computer stations. Just outside the glassed in area the YA section will continue along the front of the building. Near this section is a stairway to the 2<sup>nd</sup> floor mezzanine area, a YA/Info desk, public computer stations and a microfilm reader/printer station. In the center of the 1<sup>st</sup> floor in line with the front entrance is the main stairway, which brings you up to the second floor and out the rear door.

**Second Floor Space:** As you enter the Library from the rear parking lot you will find the entrance centered along the back wall of the building. Once through the doors you will see a door on the right for local deliveries and bulletin board for local programs. As you pass through the second set of doors you will be in a large lobby and pre-function space with several café tables, a coffee vending space, 2 public bathrooms and entrance to both a small history/conference room and a large meeting room. The history room will have a conference table and seating for 16 and lockable glass door cabinets along 2 walls. The large meeting room will seat 162, will have a ceiling mounted LCD projector, and at least fifteen 6 ft tables stored for alternate use. Fully wireless, and with 20 netbooks on a cart, this room will also be used for trainings and classes. A kitchen, coatroom, storage and technology closet will be along one wall. The After Hours space just described can be closed off from the rest of the building "after hours" by use of a wall pocket security grill at the top of the main stairs. See blue line After Hours Boundary on 2<sup>nd</sup> floor plans.

As you stand at the top of the stairs you will see light from the roof clerestory windows shine down past the stairs to the first floor. On your right is the custodian office and director's office and an art gallery along the walls of this space. On your left is the Circulation/Info/Reference Desk which will provide staff assistance to patrons on the second floor. Facing the front of the building you will see a wide mezzanine, windows along the front of the building, and a 42" translucent glass guardrail along the inner opening of the mezzanine to below. This design concept provides a connection to the original design of the building, continues the open space feel, brings natural light to the first floor, and offers additional quiet reading and work space for the public.

As you continue to the right along the mezzanine you will pass the secretary office, entrance to technical services, the adult literacy office, two small quiet study rooms (seats 4) and a quiet tutor room (seats 6), and then a multipurpose conference room seating up to 64. On the guardrail side of this section is the Adult Literacy collection for tutors. (Additional material is downstairs in the Multicultural collection). As you move along the front of the second floor you will pass a variety of seating options along the windows and public access computer stations along the guardrail. Turning the corner along the south side of the mezzanine you will see more seating, the Periodicals collection, and then back towards the Circulation Desk, the Reference collection. A Self-Checkout station will be opposite the Circulation Desk and a copier station between the Circulation Desk and Reference collection. A second staircase opposite the Reference collection provides easy access to both floors as well. Although sound travels easily in this type of open space design, the full height glass partitions for the Children and Young Adult areas will reduce disruptive noise effects. The Library staff will make most phone calls in the Sorting room down stairs, or upstairs in technical services, to reduce noise also.

Technical services is out of public view and accessible from the mezzanine next to the Secretary office, or through the rear entrance by way of delivery route past the garage. The staff kitchen is also off this area. Outreach Services will have an office next to Technical Services and near the garage to be able to load the Outreach Van, but away from possible vehicle fumes. The garage and loading dock stores the Outreach Van and lawn and snow maintenance equipment and is therefore Fire rated. The garage will also have a Back Up Generator Connection, so that in the event of extended power outages the Town will provide a portable generator. Technical Services will receive and process all new book deliveries, place orders for all materials, supplies, etc., and will have 6 staff workstations as well as work tables and additional counter and storage space. All Library staff are cross trained, and capable of doing almost every function

if needed. Inter Library delivery will be processed in the Sort room on the first floor, but all other activities will occur on the second floor. Paperless delivery and other forms of automation will streamline staff tasks and allow for more time for staff/public interactions. An automated public computer management system, self-checkout stations and automatic sorting of books will also ensure staff availability to patrons when the new building opens up.

- 2) Summarize space allocations by area and for the total project.

All space allocations are very similar to the 2006 Building Program, which were increased according to need at the time. The Reference collection has decreased in linear feet as more information is accessible on the Internet and through Databases. Increase in meeting room space, children's area, office and storage space will return the building to its original design of a wide, open and uncluttered space. Clear visibility as you enter the building from either entrance will offer obvious cues to the newcomer as to where to go. The central Circulation Desk is located adjacent to the Children's area for oversight when the Children's Librarian is not on duty, yet offers clear sight lines to both entrances and the mezzanine above. The second floor Circulation/Info Desk will provide supervision of the second floor space as well as assistance to patrons for all related services.

Space allocations were developed based on standard accepted formulas (see below) and applied to the entire building program, which resulted in an increase of 17,307 additional sq. ft.

- 3) Identify measures or standards used to support your space needs projections, etc.

The formulas of measure used in the Building Program were from "A Library Building Program Workbook" by Patience Kenney Jackson, June 1999. These formulas have been accepted by the MBLC and take ADA requirements into consideration. (See page 45 and 46 of the Building Program). Standards from the "Wisconsin Public Library Space Needs 2009" were also met.

- 4) Explain how the design solves accessibility issues including public entrances.

This proposed design will increase accessibility by the front entrance by moving the front door closer to the Park St. parking lot and offer a slightly sloping handicap accessible ramp starting from the Park St. parking lot at the southeast corner along Park St. as well as a ramp from entrance to the corner of Walnut & Park. The southeast ramp has such a minor slope that a rail is not required by ADA. Entrance from the second floor rear parking lot will now offer a fully handicap accessible elevator. Access to all meeting rooms will be through wide, uncluttered hallways, with public bathrooms conveniently located by the elevator on both floors. There will also be improved handicap access to computer stations on both floors. Both entrances will have overhangs that protect against inclement weather and provide easier storm cleanup. A fully ADA compliant ramp will connect the rear parking lot with the front lot.

- 5) Discuss how the design responds to current and future needs for collections, services and programs in your community.

The proposed design, by increasing the overall space by over 17,000 sq. ft., will provide for expansion of the collection, which is not possible in the current library. As in all libraries after they reach capacity, for every item we purchase, we have to discard an item. The children's collection is so tight, it is in constant need of weeding. Throughout the entire collection we have tried to meet ADA shelf height requirements and limit the use of the top and bottom shelves, although we sometimes are forced to use these shelves in the adult collection. As mentioned before, increased meeting room space will benefit the community by offering more options for outside public use and improve programming for Library patrons by increasing the number who can attend and also the number of programs offered. We expect the trend for increased

for increased literacy services to continue and, of course, increased space for both the collection and programs will benefit everyone.

- 6) Explain how the project's design will impact current staffing levels, and how the library will accommodate potentially increased staffing needs that result from an improved/expanded building.

The proposed design was created to function within the current staffing levels. Hours of operations are 9am-9pm Monday –Thursday, 9am-5pm Friday and Saturday. The Library is open 64 hours/week, and with 4 full-time Librarians and 4 full-time Library Assistants the schedule of day and night shifts works well. We also have 1.5 FTE Custodial staff, a full-time Secretary and 13 part-time positions to provide Outreach, Adult Literacy, Story Hours, and desk coverage for nights and Saturdays. Planned improvements in automation, including the auto-sorting system, 2 self-checkout stations, and a time-management program for the public access computers will assist in managing the expected increase in demand for services when the new building opens. Paperless delivery is also expected to reduce staff tasks at the Circulation Desk.

## **Section 2: Project Description, cont.**

### **E. Sustainable Features**

All applicants must answer the questions 1 – 4. Applicants that are applying for official LEED certification must follow the instructions in number 5 and fill out the LEED for New Construction and Major Renovation 2009 Project Scorecard form, which follows this page of the application.

- 1) How has the library worked with its community, staff, OPM and architect to integrate sustainable design features into the planning process and design?

The architects facilitated a Sustainable Design Charette on site, with our SPLPBC, Board of Trustees members and staff representatives, which focused on sustainable design opportunities for the addition and renovation of the Library. Using the USGBC LEED checklist as a guide we reviewed items such as light harvesting, water saving, building envelope design and other opportunities that will be incorporated into the design. The SPLPBC was very responsive to the “greening” of the building and members suggested, in response to problems of other Stoughton public projects, to carry Enhanced Commissioning as an element of the building project. During the design process the SPLPBC, staff and architects met with patrons, neighbors and Town Officials to review the progress of the design and included in these presentations were discussions of sustainable design components, which were being considered for the project. The SPLPBC plans to apply for the Green Library Incentive grants if the current grant is successful, and will investigate the latest green opportunities for inclusion in the final design phase of the project. It is expected that the new building would reach LEED certification in the Silver-Gold range of 47-65 points.

Last year the Town hired a Town Planner and in May of 2011, the Stoughton Energy & Sustainability Committee (ESC) developed the Town of Stoughton's "Greenhouse Gas Emissions Baseline Study" to serve as a benchmarking and planning assistance tool for the Town. The Stoughton Energy & Sustainability Committee analyzed data for the entire Town and for municipal services (e.g., fire protection, schools). The main objectives of the study were as follows: (1) identify the largest source of GHG emissions and resource consumption; (2) determine the resource impacts of the town (electricity, natural gas, water, wastewater, solid waste, and transportation); (3) provide recommendations to town leadership and other parties interested in reducing Stoughton's GHG footprint and resource consumption and (4) determine the next steps for the committee in helping the town become more sustainable

(Greenhouse Gas Emissions Baseline Study, p.1). The SPLPBC has included the Town Planner in the planning process and will continue to work with both the Planner and the ESC in future planning as the Library Project moves forward.

- 2) Beyond the LEED prerequisites, discuss how the project will limit the building's impact on the environment?

The architects were very mindful of the existing Library's solar orientation and its history of solar gain problems. In response, the design incorporates passive shading devices to limit or eliminate solar gain on our western and south western facades, therefore, decreasing the need for air conditioning during the summer months. These devices/shades are designed to allow for winter solar gain to provide heating during the winter. Native plants and trees are also incorporated into the design to augment shading of the most exposed areas of the facades. There was a robust discussion about demonstrable conservation practices that the building will possess, which will be visible and used by our patrons. Dual flush toilets, waterless urinals, lighting controls, materials with high recycled content (carpet, acoustical ceilings, linoleum, etc...) will be incorporated into the design to save water and demonstrate recycling as a critical element of conservation. Any educational opportunities for the public will be welcome in the design.

- 3) Discuss the impact of the green features on the project's budget.

The Commonwealth of Massachusetts' Building Code is a very progressive energy code relative to sustainability. By meeting the code LEED Silver certification is achievable without major effects on our budget. The architect and engineers have begun, and will continue, studies of Life Cycle Cost benefits for all major Mechanical systems so that we can gauge the first costs relative to energy savings over the expected life of the equipment. If payback periods are short, the Town will consider using more expensive equipment while understanding that this first cost will be reimbursed quickly by reducing energy costs over a long period of time. Minimizing operating costs are very important to the Library and green design initiatives that will reduce our energy costs at a reasonable first cost will help reduce our future operating budgets. The architects will specify materials, which will be either locally manufactured or fabricated within 500 miles of the Library. Brick, steel, concrete, finishes and other components of the project that we would use in any case, will be selected within our budget and meet this criterion -- thus having no major effect on our budget but providing sustainable design attributes.

- 4) What additional funding sources will the library seek for building, operating and maintaining these sustainable features integrated into its design and construction?

Any appropriate grants will be applied for along with the Green Library Incentive grants. The SPLPBC is also working closely with the new Town Planner to ensure that the Town and the Library qualify for additional grants as they become available.

- 5) Applicants applying for official LEED certification must fill out "LEED for New Construction and Major Renovation 2009 Project Scorecard" form, which follows this page of the application.

Note: The Massachusetts Public Library Construction Program regulations, 605 CMR 6.00, provide for a Green Library Incentive of 2% - 3.5% or a minimum of \$100,000 to a maximum of \$500,000. To be eligible for this additional award, official LEED certification must be received from the US Green Building Council following the completion of construction. Documentation must be submitted to the MBLC to receive the Green Library Incentive.

The following 2009 LEED Project Checklist gives this project 47 points for construction with materials and design that maintains the highest values for energy conservation and efficiency. There are another

possible 18 points that we may achieve to bring the new Library to the Gold level. The SPLPBC was very specific in discussions regarding energy efficiency and the ability to use some of these attributes as an educational tool for the public. The decision to remain at the current location, which is within walking distance to several community services such as Town Hall, US Post Office, banks, churches, public transportation, small shops and markets and several public schools was part of this discussion. Bike racks will be available at both the front and rear entrance to the Library.

U.S. Green Building Council  
<http://www.usgbc.org/DisplayPage.aspx?CMSPageID=220>

<b>LEED 2009 for New Construction and Major Renovations</b>		Stoughton Public Library	
Project Checklist			
<b>17 5 Sustainable Sites</b>		<b>Possible Points: 26</b>	
Y	Prereq 1	Construction Activity Pollution Prevention	
1	Credit 1	Site Selection	1
5	Credit 2	Development: Density and Community Connectivity	5
N	Credit 3	Brownfield Redevelopment	1
6	Credit 4.0	Alternative Transportation—Public Transportation Access	6
1	Credit 4.3	Alternative Transportation—Bicycle Storage and Changing Rooms	1
3	Credit 4.4	Alternative Transportation—Low-Emitting and Fuel-Efficient Vehicles	3
2	Credit 4.4	Alternative Transportation—Parking Capacity	2
N	Credit 5.0	Site Development—Protect or Restore Habitat	1
N	Credit 5.2	Site Development—Maximize Open Space	1
1	Credit 5.3	Stormwater Design—Quantity Control	1
1	Credit 5.3	Stormwater Design—Quality Control	1
N	Credit 7.0	Heat Island Effect—Non-roof	1
1	Credit 7.2	Heat Island Effect—Roof	1
1	Credit 8	Light Pollution Reduction	1
<b>6 2 Water Efficiency</b>		<b>Possible Points: 10</b>	
Y	Prereq 1	Water Use Reduction—20% Reduction	
4	Credit 1	Water Efficient Landscaping	2 to 4
2	Credit 3	Innovative Wastewater Technologies	2
2	Credit 2	Water Use Reduction	2 to 4
<b>8 4 Energy and Atmosphere</b>		<b>Possible Points: 35</b>	
Y	Prereq 1	Fundamental Commissioning of Building Energy Systems	
Y	Prereq 2	Minimum Energy Performance	
Y	Prereq 3	Fundamental Refrigerant Management	
4 2	Credit 1	Optimize Energy Performance	1 to 19
2	Credit 2	On-Site Renewable Energy	1 to 7
2	Credit 3	Enhanced Commissioning	2
N	Credit 4	Enhanced Refrigerant Management	2
N	Credit 5	Measurement and Verification	3
2	Credit 6	Green Power	2
<b>3 5 Materials and Resources</b>		<b>Possible Points: 14</b>	
Y	Prereq 1	Storage and Collection of Recyclables	
1	Credit 1.1	Building Reuse—Maintain Existing Walls, Floors, and Roof	1 to 3
N	Credit 1.2	Building Reuse—Maintain 90% of Interior Non-Structural Elements	1
1 1	Credit 2	Construction Waste Management	1 to 2
N	Credit 3	Materials Reuse	1 to 2
<b>Materials and Resources, Continued</b>			
1 1	Credit 4	Reycled Content	1 to 2
1 1	Credit 5	Regional Materials	1 to 2
1	Credit 6	Rapidly Renewable Materials	1
N	Credit 7	Certified Wood	1
<b>10 2 Indoor Environmental Quality</b>		<b>Possible Points: 15</b>	
Y	Prereq 1	Minimum Indoor Air Quality Performance	
Y	Prereq 2	Environmental Tobacco Smoke (ETS) Control	
1	Credit 1	Outdoor Air Delivery Monitoring	1
N	Credit 2	Increased Ventilation	1
1	Credit 3.1	Construction IAQ Management Plan—During Construction	1
1	Credit 3.2	Construction IAQ Management Plan—Before Occupancy	1
1	Credit 4.1	Low-Emitting Materials—Adhesives and Sealants	1
1	Credit 4.2	Low-Emitting Materials—Paints and Coatings	1
1	Credit 4.3	Low-Emitting Materials—Flooring Systems	1
1	Credit 4.4	Low-Emitting Materials—Composite Wood and Agrifiber Products	1
1	Credit 5	Indoor Chemical and Pollutant Source Control	1
1	Credit 6.1	Controllability of Systems—Lighting	1
1	Credit 6.2	Controllability of Systems—Thermal Comfort	1
N	Credit 7.1	Thermal Comfort—Design	1
N	Credit 7.2	Thermal Comfort—Verification	1
1	Credit 8.1	Daylight and Views—Daylight	1
1	Credit 8.2	Daylight and Views—Views	1
<b>3 Innovation and Design Process</b>		<b>Possible Points: 6</b>	
1	Credit 1.1	Innovation in Design: Specific Title	1
1	Credit 1.2	Innovation in Design: Specific Title	1
N	Credit 1.3	Innovation in Design: Specific Title	1
N	Credit 1.4	Innovation in Design: Specific Title	1
N	Credit 1.5	Innovation in Design: Specific Title	1
1	Credit 2	LEED Accredited Professional	1
<b>Regional Priority Credits</b>		<b>Possible Points: 4</b>	
N	Credit 1.1	Regional Priority: Specific Credit	1
N	Credit 1.2	Regional Priority: Specific Credit	1
N	Credit 1.3	Regional Priority: Specific Credit	1
N	Credit 1.4	Regional Priority: Specific Credit	1
<b>47 18 Total</b>		<b>Possible Points: 110</b>	
Certified 40 to 49 points    Silver 50 to 59 points    Gold 60 to 79 points    Platinum 80 to 110			

## Section 2: Project Description, cont.

### F. Existing Building and/or Historic Site

Please complete this section only if the project deals with an existing building and/or an historic site.

- 1) Is this building an historic building? NO; or does it sit on an historic site? NO
- 2) If the project involves an existing building, describe it in a short essay. Include date(s) of construction, maintenance issues, structural problems or water issues. What has already been done to maintain this building?

The existing building was constructed in 1969 of steel and concrete on a corner lot near the center of Stoughton, with a contemporary design that is both energy and staff efficient. The building does not contain an ADA compliant elevator, lacks proper fire protection, as it has no sprinkler system and only one zone for fire/smoke alarms, and has limited electrical outlets for public computer use. The Library has been regularly maintained, but after 41 years of heavy use, is showing serious signs of wear and degradation. The rubber roof is 10 years out of warranty, and many replacement parts for the HVAC system are difficult to find. The building contains some hazardous materials such as asbestos, lead paint and radon, which, if left undisturbed are not currently a threat to safety, but may become so over time. It also has thirty-two 6' x 2' glass panes at both entrances that are not made of shatterproof safety glass. Both entrances also have 5 sets of hydraulic automatic door openers that are constantly in need of repair.

- 3) Describe any parts of this building that will be demolished.

The preliminary design requires the front half of the building along Park St. and back, up to the balcony, to be demolished, including the front and most of both sides of the structure. The expansion and renovation will include a higher front half of the building, with both the front and both sides expanding out to the property lines. A full two-story structure, with a second floor mezzanine in the front half will allow for additional space, yet will not require additional staff to manage the new, larger space. It is assumed that the Library operation will have to be relocated for approximately 16 months during the construction phase.

**Section 2: Project Description, cont.****F. Existing Building and/or Historic Site, cont.**

1) What issues in the existing building will be dealt with as part of the project? (Check all that apply.)

- |   |   |
|---|---|
| <input type="checkbox"/> Groundwater issues           | <input checked="" type="checkbox"/> Handicapped access    |
| <input checked="" type="checkbox"/> Drainage issues   | <input checked="" type="checkbox"/> Wiring                |
| <input checked="" type="checkbox"/> Foundation        | <input checked="" type="checkbox"/> Acoustics             |
| <input checked="" type="checkbox"/> Parking           | <input checked="" type="checkbox"/> Plumbing/ restrooms   |
| <input type="checkbox"/> Structural integrity         | <input checked="" type="checkbox"/> HVAC System           |
| <input type="checkbox"/> Self-supporting book stack   | <input checked="" type="checkbox"/> Asbestos insulation   |
| <input type="checkbox"/> Chimney(s)                   | <input checked="" type="checkbox"/> Asbestos flooring     |
| <input checked="" type="checkbox"/> Exterior finish   | <input checked="" type="checkbox"/> Lead Paint            |
| <input checked="" type="checkbox"/> Exterior masonry: | <input type="checkbox"/> Calcimine paint                  |
| Repointing <input checked="" type="checkbox"/>        | <input checked="" type="checkbox"/> Interior woodwork     |
| Replacement <input type="checkbox"/>                  | <input checked="" type="checkbox"/> Dropped ceilings      |
| Cleaning <input checked="" type="checkbox"/>          | <input checked="" type="checkbox"/> Interior lighting     |
| Waterproofing <input type="checkbox"/>                | <input type="checkbox"/> Height of basement ceiling       |
| <input checked="" type="checkbox"/> Exterior trim     | <input type="checkbox"/> Decorative stained glass         |
| <input checked="" type="checkbox"/> Exterior steps    | <input checked="" type="checkbox"/> Interior traffic flow |
| <input checked="" type="checkbox"/> Exterior portico  | <input checked="" type="checkbox"/> Personal safety       |
| <input checked="" type="checkbox"/> Roof              | <input checked="" type="checkbox"/> Meeting rooms         |
| <input checked="" type="checkbox"/> Skylights         | <input checked="" type="checkbox"/> Storage               |
| <input checked="" type="checkbox"/> Windows           | <input checked="" type="checkbox"/> Energy efficiency     |
| <input type="checkbox"/> Fire hazards                 | <input type="checkbox"/> Atrium                           |
| <input checked="" type="checkbox"/> Fire sprinklers   | <input type="checkbox"/> Other (Please list)              |
| <input checked="" type="checkbox"/> Fire egress       |   |

- 1) Have the items checked in Question 4 been included in the project budget? If not, why not?  
Yes.
- 2) What additional funding is being projected or sought for these preservation and maintenance issues?

Additional grants will be sought and local fundraising is planned to assist in the project, however it is expected that the Town will borrow what is not provided by the MPLC Grant. We also have access to Trust Funds and the annual State Aid Grant.

**Section 2: Project Description, cont.**

**A. Existing Building and/or Historic Site, cont.**

See approved form on pages

Massachusetts Historical Commission Notification

Municipality Stoughton

Library Stoughton Public Library

RECEIVED

950 CMR: OFFICE OF THE SECRETARY OF THE COMMONWEALTH JAN 19 2011

APPENDIX A

MASSACHUSETTS HISTORICAL COMMISSION

220 MORRISSEY BOULEVARD

BOSTON, MASS. 02125

617-727-8470, FAX: 617-727-5128

MASS. HIST. COMM

2492

PROJECT NOTIFICATION FORM

Project Name: Stoughton Public Library

Location / Address: 84 Park St.

City / Town: Stoughton, MA 02072

Project Proponent Name: Patricia Basler  
Library Director

Address: 84 Park St.

City/Town/Zip/Telephone: Stoughton, MA 02072 781-344-2711

Agency license or funding for the project (list all licenses, permits, approvals, grants or other entitlements being sought from state and federal agencies).

Agency Name Type of License or funding (specify): Funding from Mass. Public Library Construction Grant (Mass. Board of Library Commissioners) and Town funding; Town building permits.  
Project Description (narrative): See attached

Does the project include demolition? If so, specify nature of demolition and describe the building(s) which are proposed for demolition.

Does the project include rehabilitation of any existing buildings? If so, specify nature of rehabilitation and describe the building(s) which are proposed for rehabilitation.

Does the project include new construction? If so, describe (attach plans and elevations if necessary).

5/31/96 (Effective 7/1/93) - corrected 950 CMR - 275

After review of MHC files and the materials you submitted, it has been determined that this project is unlikely to affect significant historic or archaeological resources.

RL-2492

Jonathan K. Patton  
Archaeologist / Preservation Planner  
Massachusetts Historical Commission

1/20/11

Date

Municipality Stoughton

Library Stoughton Public Library

**950 CMR; OFFICE OF THE SECRETARY OF THE COMMONWEALTH  
APPENDIX A (continued)**

To the best of your knowledge, are any historic or archaeological properties known to exist within the project's area of potential impact? If so, specify. See attached

What is the total acreage of the project area? 54,000 GSF; Footprint Developed 14,100 GSF;  
Open Space 39,900 GSF; Footprint Addition 7,600 GSF.

Woodland 0 acres Productive Resources:  
Wetland 0 acres Agriculture 0 acres  
Floodplain 0 acres Forestry 0 acres  
Open space .92 acres Mining/Extraction 0 acres  
Developed .32 acres Total Project Acreage 1.24 acres

What is the acreage of the proposed new construction? .17 acres

What is the present land use of the project area? See attached

Please attach a copy of the section of the USGS quadrangle map which clearly marks the project location.  
This Project Notification Form has been submitted to the MHC in compliance with 950 CMR 71.00.

Signature of Person submitting this form: Patricia Basler Date: 1/13/11

Name: Patricia Basler

Address: 84 Park St.

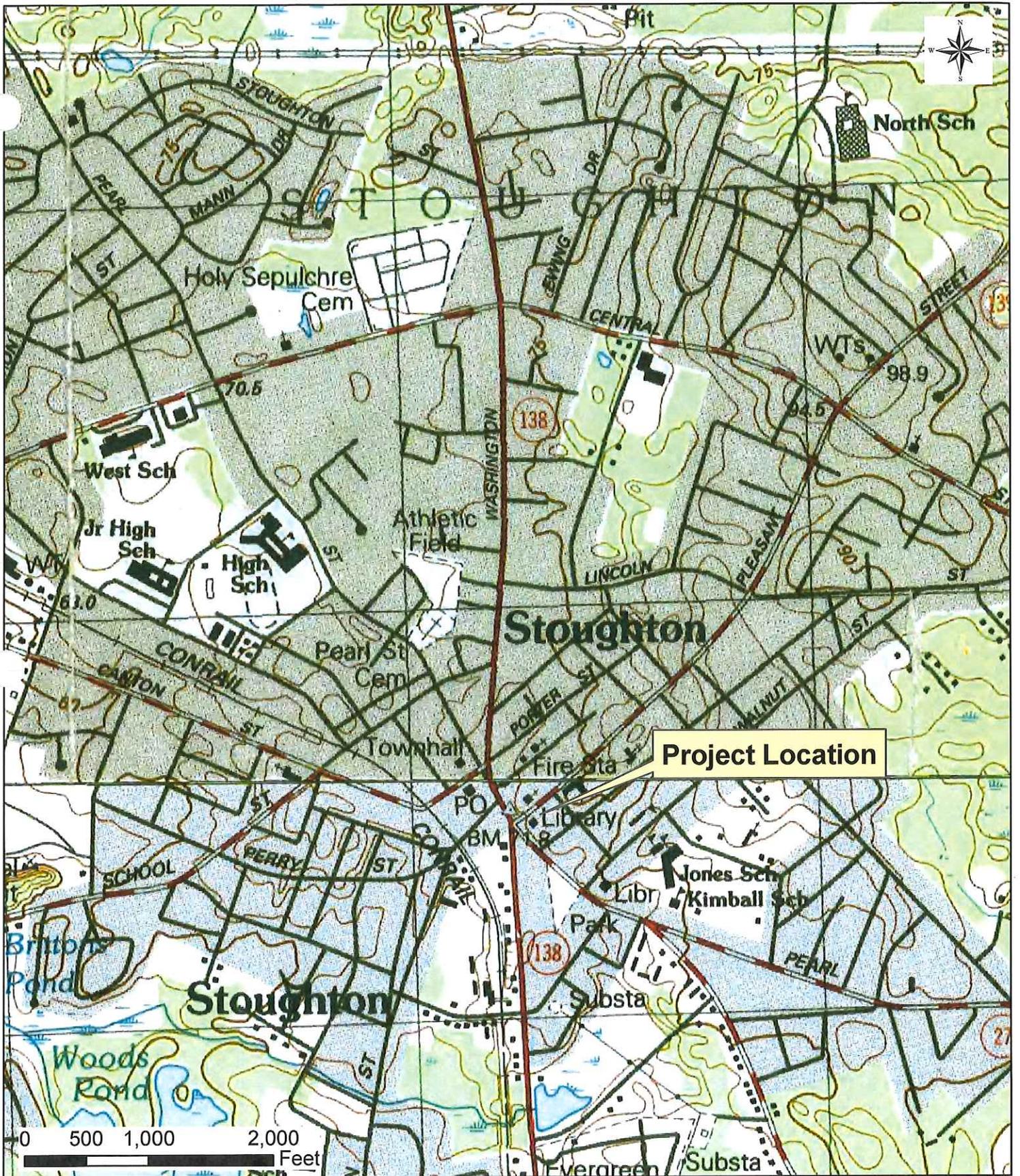
City/Town/Zip: Stoughton, MA 02072

Telephone: 781-344-2711

**REGULATORY AUTHORITY**

950 CMR 71.00; M.G.L. c. 9, §§ 26-27C as amended by St. 1988, c. 254.

7/1/93 950 CMR - 276  
(Inserted in MBLC Construction  
Grant Application 10/10)



Stoughton Public Library  
84 Park Street  
Stoughton, Massachusetts

**Section 3: Financial**

## A. Eligible/ Non-Eligible Project Costs (Page One)

ACTIVITY/ITEM	ELIGIBLE	NON-ELIGIBLE	TOTAL
1.0 General Requirements, OH &P <sup>1</sup>	921457		921457
2.1a Site Work, excluding landscaping & paving	749002		749002
2.1b Landscaping and Paving		155817	155817
3. Concrete	529993		529993
4. Masonry	214720		214720
5. Metals	811038		811038
6. Wood & Plastics	251740		251740
7. Moisture-Thermal Control	773083		773083
8. Doors, Windows & Glass	715465		715465
9. Finishes	926298		926298
10. Specialties	68469		68469
11. Fixed Equipment	45000		45000
14. Conveying Systems	73000		73000
15.3 Fire Protection	154948		154948
15.4 Plumbing	226325		226325
15.6 HVAC	1117136		1117136
16.1 Electrical, except Data	815977		815977
16.2 Data/Communications Wiring	116211		116211
LEED Registration	3000		3000
LEED Points	0		0
LEED- Qualifying Hard Costs, such as Solar panels, windmills, green roof, where separate cost estimates are available.	Included in above costs		
Other- B. (attach breakdown and explanation)	40,500		40,500
Rear Parking Handicap Ramp	250,000		250,000
<b>Construction Subtotal</b>	<b>8,803,362</b>	<b>155817</b>	<b>8,959,179</b>
Design Contingency (give dollar figure)	868885		868885
Construction Contingency (give dollar figure)	767008		767008
Escalation to (give date) Spring 2012, percentage 7%, and dollar figure on right.	669041		669041
Escalation to Spring 2013	409,071		409,071
<b>Page 1 Total</b>	<b>11,517,367</b>	<b>155817</b>	<b>11,673,184</b>

<sup>1</sup> Item numbers correspond to standard construction divisions used by architects and contractors. Subdivisions have been made in some cases to clarify eligible/non-eligible costs or to ensure that a certain element is accounted for.

**Section 3: Financial, cont.**

## A. Eligible/ Non-Eligible Project Costs ( page two)

ACTIVITY /ITEM	ELIGIBLE	NON-ELIGIBLE	TOTAL
Library Building Consultant, if used			-
Consultant/Architect/Engineer Fees: Schematic <sup>2</sup>	169925		169925
Consultant/Architect/Engineer Fees: Design Development to Bid Documents	679702		679702
Construction Administration Cost- Architect	283209		283209
Commissioning Agent (HVAC)			-
LEED Building Consultant, if planned or used	40000		40000
LEED Engineer, if planned			-
LEED Enhanced Commissioning, if planned	25000		25000
Interior Design Fees	30000		30000
Owner's Project Manager (OPM)	219535		219535
Clerk of the Works, if separate from OPM			-
Value Engineering			-
Independent Review prior to bidding, if planned	7500		7500
Building Permit, if fee not waived by municipality			-
12.1 Steel Shelving and Metal End Panels	318750	35000	353750
12.2 All Other Furnishings		323170	323170
12.3 Computer Terminals & Peripherals		50000	50000
			0
<b>Project Subtotal</b>	<b>13,290,988</b>	<b>563,987</b>	<b>13,854,975</b>
Project Contingency (give dollar figure)	255254		255254
Land Purchase or Value of Town, School or Gift Land (give date and append documentation) <sup>3</sup>			
Other-C. (attach breakdown)		199000	199000
Moving & Related Expenses		30000	30000
Temporary Quarters		160000	160000
Municipal Bonding Costs			0
<b>PROJECT GRAND TOTAL</b>	<b>13,546,242</b>	<b>952,987</b>	<b>14,499,229</b>

<sup>2</sup>Include only those costs incurred within three years of the date of this application or planned for the future. This may include surveys, construction and materials testing, Article 17 structural inspection, and structural peer review. For clarity, you may append a separate budget for this line.

<sup>3</sup> Purchased land and/or building may be valued up to the actual purchase price. Donated land only may be valued up to cap of \$800,000. In the case of town-owned, school-owned or donated land, do not include a value for any existing town-owned, school-owned or donated *BUILDING*.

**Section 3: Financial, A. Eligible/Non-Eligible Project Costs  
Other B. Attach Breakdown and Explanation**

Hazardous Materials Consultant	\$12,000
Print Costs	\$ 6,000
Materials Testing	\$15,000
Utility Backcharges	<u>\$ 7,500</u>
Total	\$40,500

**Other C. Attach Breakdown and Explanation.**

Automatic 5 Bin Sorting Unit	\$120,000
2 Self Checkout Stations	\$ 24,000
Time Management System for Public Computers	\$ 15,000
Intrusion Alarm and CCTV Security System	<u>\$ 40,000</u>
Total	\$199,000

**C. Summary of Costs**

1. Current Working Construction Cost Estimate	\$10,920,842
2. Total Gross Square Footage of Library	38,737
3. Construction Cost per square foot (Total Construction cost ÷ by total gross square footage.)	\$282
4. Project cost per square foot	\$333
5. For renovations or renovation/additions only	
a. Cost of new construction ÷ square feet to be built	\$334
construction	Cost per sq. Ft. new
b. Cost of renovation ÷ square feet to be renovated	\$240
space	Cost per sq. Ft of renovated
6. Date of Cost Estimate	Jan. 9, 2012
7. Independent Cost Estimator	
Estimator:	Peter Timothy
Firm:	AM Fogarty & Associates, Inc.
Address:	175 Derby St., Suite 5 Hingham, MA 02043
Email:	<a href="mailto:ptim@amfogarty.com">ptim@amfogarty.com</a>
Telephone:	781-749-7272

**SECTION 3: Financial****D. PROJECTED FUNDING SOURCES**

Indicate the projected sources of funding for your project. Attach also a narrative describing in detail your fundraising plan.

FUNDING SOURCE	SECURED (In-hand)	PROPOSED	TOTAL
Tax Levy or General Funds			
Bonds	\$7,000,000*		\$7,000,000
Accumulated Capital Construction/Improvement Funds			
Library Trust Monies			
Sale of Library-Owned Assets or Artifacts, with Permission of Town Meeting			
Gifts/Fundraising <sup>7</sup>		\$300,000**	\$300,000
Federal Funds (specify agency or program on a separate page)			
MPCLP Planning Grant			
MA Public Library Construction Program Construction Grant (this proposal)		\$7,000,000	\$7,000,000
Other State Funds (specify agency or program on a separate page.) Green Library Incentive Grants		\$100,000	\$100,000
Value of Donated Land (up to \$800,000) or Value of Purchased Land and/or Building.			
Other (Specify on a separate page.) State Aid Grant to Libraries	\$100,000***		\$100,000
<b>GRAND TOTAL <sup>8</sup></b>	<b>\$7,100,000</b>	<b>\$7,400,000</b>	<b>\$14,500,000</b>

<sup>7</sup> Give detailed plan for private fundraising

<sup>8</sup> Note: In this grid, which may include both actual and proposed funding, it is quite possible that your grand total, in the lower right hand-square, may exceed the cost of the project.

\*Town meeting approved borrowing up to \$7,000,000 contingent on receipt of this grant.

\*\*A Library Friends group called SOLA (Support Our Library Assoc.) has been created to support this project and has filed with the IRS as a 501C3 Non profit organization, and plans a membership drive and several fundraisers per year for the next 5 years, with expectations of raising \$300,000.

\*\*\*The Library currently has about \$100,000 in the State Aid to Libraries Grant account set aside for this project.

## Section 4: Assurances and Certifications

### A. Qualifications and Duties of Project Personnel

- 1) Project Director. Complete this form for the project director. The library director may function as the project director.

Name and Position: Patricia Basler, Library Director

Current Duties and Responsibilities:

Director of the Stoughton Public Library; manages 21 full and part time employees, operating 64 hours per week, 6 days a week; responsible for annual budget of \$909,113, supervision and management of staff and facility.

Proposed Project-Related Responsibilities:

Coordinate all tasks related to hiring OPM and Architect for construction phase of project, schedule and record meetings, maintain records and keep all related parties informed of projects process.

Qualifications, Education and Professional Experience Applicable to This Project:

MLIS from URI; BA from UMASS/Boston; recent experience as secretary for the Stoughton Public Library Planning & Building Committee; and 13 years as Public Library Director. Completed the Public Contracting Overview 3-day seminar offered by the State Office of the Inspector General and plan to take the Design and Construction Course next.

**Section 4: Assurances and Certifications, cont.**

**A. Qualifications and Duties of Project Personnel, cont.**

2) Architect. Complete this form for the architect working on the project.

Name, Firm and Position: CBT Architects, Paul Viccica, Eileen Casciara and Richard Bertman

Current Responsibilities:

CBT was hired to assist in the Feasibility & Design process including updating the Building Program from 2006, meeting with Building Committee, submitting at least 3 alternative design concepts, and preparing the final preliminary designs for this phase.

Description of Proposed Project-Related Work:

CBT was only hired for the Preliminary Design phase and if funding is successful, new bids will be required for the Development & Construction phase.

Qualifications, Education and Professional Experience Applicable to This Project:

All professional licensed architects with LEED certifications. Past experience includes the renovation and additional to the historic Thomas Crane Public Library in Quincy.

**Section 4: Assurances and Certifications, cont.**

**A. Qualifications and Duties of Project Personnel, cont.**

- 3) Owner's Project Manager (OPM). Complete this form for OPM. The OPM also may be the project's clerk of the works.

Name, Firm and Position: Benjamin Fehan, Town Engineer

Current Responsibilities:

As Town Engineer, Mr. Fehan had agreed to serve as the OPM for the Design Phase of the project, but as with the architect, if funding is successful this position will be put out to bid.

Description of Proposed Project-Related Work:

Served on SPLPBC for the past 18 months and brings experience, advice and understanding of all engineering related issues as well as water, sewer, planning and zoning concerns.

Qualifications, Education and Professional Experience Applicable to This Project:

See attached resume Section 4 Assurances.

**Section 4: Assurances and Certifications, cont.**

**A. Project Personnel Qualifications, cont.**

- 4) Library Director. Complete this form for the library director if he/she is not the project director.

Name and Position \_\_\_\_\_

Current Responsibilities Duties:

Description of Proposed Project-Related Work:

Qualifications, Education and Professional Experience Applicable to This Project:

**Section 4: Assurances and Certifications, cont.**

**B. Project Awarding Authority and Fiscal Information**

- 1) The sole awarding legal authority for this project will be:  
(Check one)

- Board of Library Trustees
- Local Building Committee
- Other Municipal Official

Francis T. Crimmins, Jr., Town Manager  
Stoughton Town Hall  
10 Pearl St.  
Stoughton, MA 02072  
781-341-1300 x9211  
[fcrimmins@stoughton-ma.gov](mailto:fcrimmins@stoughton-ma.gov)

Lindsay Pope, Acting Chief Procurement Officer  
Stoughton Town Hall  
10 Pearl St.  
Stoughton, MA 02072  
781-341-1300 x9180  
[lpope@stoughton-ma.gov](mailto:lpope@stoughton-ma.gov)

- 2) The person legally authorized to receive and safeguard Massachusetts  
Public Library Construction Program funds locally:

Donna Erickson, Town Treasurer  
Stoughton Town Hall  
10 Pearl St.  
Stoughton, MA 02072  
781-341-1300 x9247  
[derickson@stoughton-ma.gov](mailto:derickson@stoughton-ma.gov)

**Section 4: Assurances and Certifications, cont.**

B. Project Awarding Authority and Fiscal Information, cont.

- 3) The person legally authorized to requisition and approve local expenditures of Massachusetts Public Library Construction Program funds:

Lindsay Pope, Acting Chief Procurement Officer  
Francis T. Crimmins, Jr., Town Manager  
William Rowe, Town Accountant  
Stoughton Town Hall  
10 Pearl St.  
Stoughton, MA 02072  
781-341-1300 x9180  
[lpope@stoughton-ma.gov](mailto:lpope@stoughton-ma.gov)

- 4) Name and address of bank or other institution where Massachusetts Public Library Construction Program funds will be deposited:

Rockland Trust Co.  
608 Washington St.  
Stoughton, MA 02072  
781-297-7341  
[Cynthia.Niesel@RocklandTrust.com](mailto:Cynthia.Niesel@RocklandTrust.com)

- 5) Official accounts of receipts and disbursements for the proposed construction project will be maintained by:

Town Accountant William Rowe

- 6) Official documents to verify information shown in official accounts will be on file at:

Stoughton Town Hall  
10 Pearl St.  
and  
Stoughton Public Library  
84 Park St.  
Stoughton, MA 02072  
781-344-2711  
[pbaster@ocln.org](mailto:pbaster@ocln.org)

**Section 4: Assurances and Certifications, cont.**

**B. Project Awarding Authority and Fiscal Information, cont.**

Person authorized to serve as the municipality's Massachusetts Certified Public Purchasing Official (MCPPO ) is:

Name of MCPPO-certified City Hall/ Town Hall Individual

Lindsay Pope

Acting Chief Procurement Officer, AMCPPO

10 Pearl St.

Stoughton, MA 02072

781-341-1300 x9180

[lpope@stoughton-ma.gov](mailto:lpope@stoughton-ma.gov)

## Section 4: Assurances and Certifications

### C. Compliance Assurances

Applicants shall agree in writing to the 37 assurances found in 605 CMR 6.05 (2) which are based on full municipal enforcement and compliance with federal, state and local laws, rules and regulations.

1. An assurance that new, remodeled or renovated library buildings shall be planned for a minimum operational life of 20 years.
2. An assurance that the completed facility will continue to be used as a free public library for at least 20 years. Prior approval from the Board shall be obtained if there is any change in proportional use, or if the building is sold or reused for a non-public library function. In the event that the building is not kept in continuous use as a free public library for 20 years, the city or town shall return the amount of the grant award plus interest to the Board of Library Commissioners within 30 days of the date the library building falls out of compliance with 605 CMR 6.05.
3. An assurance that the applicant shall make all full and good faith efforts to support the continued participation and qualification of the library in programs established by or the successors to M.G.L. c. 78, §§ 19A and 19B. Should the library fail to be certified by the Massachusetts Board of Library Commissioners to receive State Aid to Public Libraries during the period in which the Grant Agreement is in effect, until project completion and final payment, this shall be considered a breach of the contract.
4. An assurance that when construction is complete, the applicant shall make all full and good faith efforts ensure to that sufficient funds will be available for the effective operation and maintenance of the facility, in accordance with applicable federal, state and local requirements and standards.
5. An assurance that a sign will be displayed on the construction site and a plaque will be placed in the completed building stating that State funds administered by the Massachusetts Board of Library Commissioners have been or are being used for construction.
6. An assurance that the applicant and contractors shall not knowingly employ, compensate, or arrange to compensate any employee of the Massachusetts Board of Library Commissioners during the term of the project, unless such arrangement is permitted under the provisions of M.G.L. c. 268A.
7. An assurance that the Board shall have the authority to review and approve plans, specifications, bid documents, contract awards, payments and all documents of obligation or expenditure for the project.
8. An assurance that if required, precontract and preconstruction conferences will be held with representative(s) from the Board.
9. An assurance that the designer(s) of an approved library project were selected using the Guidelines for Local Designer Selection Procedures as issued by the Designer Selection Board under the provisions of M.G.L. c. 7, § 38K.
10. An assurance that all design, construction, construction contracts and sub-contracts shall be in conformity with all applicable provisions of state and local law, rules and regulations including, but not limited to, M.G.L. c. 143, St. 1972, c. 802, St. 1984, c. 348 and 780 CMR. All construction contracts shall be bid under M.G.L. c. 149, § 44A or M.G.L. c. 30, § 39M.

**Section 4: Assurances and Certifications, cont.****C. Compliance Assurances, cont.**

11. An assurance that the applicant shall be in compliance with the provisions of the Governor's Code of Fair Practices, Executive Order 227, and M.G.L. c. 151B as amended. The applicant shall not discriminate in any manner because of race, color, religion, national origin, ancestry, age, sex, or handicap.
12. An assurance that the applicant will require that all construction contracts shall be in conformity with applicable law and regulations related to minority hiring. Every state assisted contract for an approved public library project including sub-contracts shall include the Commonwealth's Supplemental Equal Opportunity/ Anti-Discrimination and Affirmative Action Program as part of the contract.
13. An assurance that the applicant shall comply with Executive Order 237 that includes provisions for a 10% set aside for minority and women's business.
14. An assurance that the applicant is in compliance with Executive Order 215 with respect to the community's housing policies and practices.
15. An assurance that the rules and procedures of the Massachusetts Emergency Finance Board will be followed.
16. An assurance that the applicant shall submit the project to local, regional or state boards or agencies for comment and/or approval as may be required by law or regulation.
17. An assurance that the applicant shall assist the Massachusetts Board of Library Commissioners in complying with the Massachusetts Environmental Policy Act, M.G.L. c. 30, §§ 61 through 62H.
18. An assurance that the building will be designed according to 521 CMR: Architectural Access Board.
19. An assurance that life-cycle cost estimates of all technically feasible energy systems as defined in St. 1976, c. 433, shall be considered during the design development design stage in order to ensure that the energy system with the lowest life-cycle cost estimate will be identified in accordance with the provisions of St. 1976, c. 433.
20. An assurance that the applicant shall closely monitor the cost effects of program and design decisions and materials and systems selections so that the facility can be constructed and operated in a cost effective, sustainable and staff efficient manner considering the type of project and structure.
21. An assurance that there shall be an evaluation of flood hazard so that the facility to be constructed will be located insofar as practicable to preclude the exposure of said facility to potential flood hazards.
22. An assurance that the building shall be designed to minimize the effects of vandalism, weather conditions and natural conditions and that materials and finishes shall be selected to minimize

operational costs and maintenance. This shall include provision for a fire-rated enclosure for any exterior book or nonprint materials return that penetrates a wall of the building.

## Section 4: Assurances and Certifications, cont.

### C. Compliance Assurances, cont.

23. An assurance that the applicant will be responsible for supplying the Massachusetts Board of Library Commissioners with the necessary documentation, information and drawings so that they can comply with the steps outlined in M.G.L. c. 9, §§ 26 and 27C and 950 CMR 71.00. This shall include an assurance from the municipality that the Massachusetts Historical Commission has been afforded an opportunity to review and comment on projects listed or eligible for listing on the State Register of Historic Places, as early as possible in the planning stages of the project. This shall include a review for the proposed physically handicapped access plans compliance with the Secretary of the Interior's Standards for Rehabilitation and 950 CMR 71.00. Furthermore, applicants shall assist the Board in complying or shall comply with legal and regulatory requirements of the Massachusetts Historical Commission.
24. An assurance that prior approval from the Massachusetts Board of Library Commissioners will be obtained for significant budget, program or plan changes and revisions including deduct change orders. Change orders of an emergency nature shall be excluded.
25. An assurance that the applicant will provide adequate supervision during the term of the project including architectural supervision, value engineering and the retention of a qualified Clerk of the Works and when required a Project Manager that meets the qualifications promulgated by St. 2004, c. 193, entitled "An Act Further Regulating Public Construction In the Commonwealth" signed into law July 19, 2004 and codified in M.G.L. c 149, §44A½.
26. An assurance that designated Agency staff shall be provided reasonable access to the project and site considering site conditions and with appropriate notification.
27. An assurance that monies from any department, unit, agency or board of the Commonwealth of Massachusetts and U.S. Government shall not be used as part of the first 25% of local matching funds.
28. An assurance that every good faith effort will be made to obtain sufficient funds beyond those granted under this program for the non-matching and non-eligible shares of project costs.
29. An assurance that the Board shall not be held responsible for meeting any increased costs or increasing the amount of the grant award beyond the provisional award.
30. An assurance that the project will be completed as described in the application and approved by the Board. Any significant reductions in the project's program shall require prior approval.
31. An assurance that the Massachusetts Board of Library Commissioners, the Governor or his designee, the Secretary of Administration and Finance, and the State Auditor or his designee shall have the right, at reasonable times and upon reasonable notice, to examine the books, records and other compilations of data of the recipient which pertain to the performance of the provisions and requirements of this agreement. Upon request, the recipient shall furnish to the Board copies of any such books, records and compilations. In all contracts or subcontracts entered into by the

recipient concerning the project, there shall be included a provision requiring similar access by the Board to the contractor's or subcontractor's books, records and other compilations of data which pertain to the project (as per Executive Order 195 of April 27, 1981).

**Section 4: Assurances and Certifications, cont.**

**C. Compliance Assurances, cont.**

32. An assurance that the applicant shall file required reports and the Massachusetts Board of Library Commissioners shall be notified when the approved public library project is completed and a certified reporting of expenditures by category, financial sources and other documentation shall be supplied to the Board.
  
33. An assurance that all income received by the applicant from the Massachusetts Board of Library Commissioners' grant funds shall be placed in an interest bearing account separate from other applicant accounts. All grant funds including interest income must be expended for purposes specified in the construction grant application. Purposes specifically excluded include landscaping, paving, and associated costs of borrowing.
  
34. An assurance that the applicant will file a final evaluation form on the performance of contractors on the project as required by the Division of Capital Asset Management (DCAM) upon completion of the project.
  
35. An assurance that construction on the project will commence within one year of signing a grant agreement with the Massachusetts Board of Library Commissioners.
  
36. An assurance that a copy of the As-built Drawings, in paper or electronic form, will be supplied to the Massachusetts Board of Library Commissioners within 60 days subsequent to issuance of Certificate of Occupancy.
  
37. An assurance that the project site will remain as described in the application and approved at the time of award or waiting list placement. The Approved Site may only be changed with Massachusetts Board of Library Commissioners approval and only for circumstances unforeseen and beyond the control of the applicant. In general, such approval would only be granted for physical conditions that cannot be remediated.

Section 4: Assurances and Certifications, cont.

D. Application Certifications

We the undersigned, having official responsibility for the project herein described, do hereby attest to the facts and figures presented as true to the best of our knowledge and belief and do hereby certify our intent to carry out all the provisions and conditions agreed/delineated in this application. (At a minimum, one person officially representing the town and one library trustee representing the library should sign.)

Name: Harvey Levensohn

Title and Board/Committee: Chair, Library Board of Trustees & Building Committee

Signature: *Harvey Levensohn* Date 1/17/2012

Name: Francis T. Crimmins, Jr.

Title and Board/Committee: Town Manager

Signature: *Francis T. Crimmins, Jr.* Date 1/18/2012

Name: \_\_\_\_\_

Title and Board/Committee: \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_

Name: \_\_\_\_\_

Title and Board/Committee: \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_

Name: \_\_\_\_\_

Title and Board/Committee: \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_