

**MEETING NOTICE
TOWN OF LYNNFIELD**

Town Clerk Date Stamp

Board/Committee Name: Library Building Committee

Day/Date: Thursday, October 15, 2015

Time of Meeting: 7:00 PM

Location: Public Library

AGENDA

CALL TO ORDER:

- Chairman calls the meeting to order with a roll call
- Chairman informs attendees that the meeting operates under MA Open Meeting Law

NEW BUSINESS: Objectives for Next 30 Days

- Approve Minutes of 8/5/15 meeting
- Kick-off meeting with Library Building Committee and William Rawn Associates, Architects

Next meeting date: To Be Determined

Adjournment

Lynnfield Library Building Committee (LLBC)

Minutes

Lynnfield Public Library

October 15, 2015 – 7:00 pm

At 7:01 p.m. Nancy welcomed everyone to the kick off meeting of the LLBC with William Rawn Associates. Roll call was taken of those present.

1. Team Introductions: Nancy Ryan, (Library Director); Faith Honer-Coakley, Library Trustee; Steve Todisco, Lynnfield Library Building Committee (LLBC); Heather Sievers of the LLBC; Ann Miller, Library Trustee; Clifford Gayley, of Rawn Associates; Kevin Bergeron, of Rawn Associates; Sam Lasky, of Rawn Associates; John Sayre-Scibona, of Design Technique; Gail Rober, LLBC Secretary; Ted Caswell of the LLBC; Chris Mattia of the LLBC; and Russ Boekenkroeger, of the Library Board of Directors, and Chairman of the LLBC, remotely.
2. John gave an introduction, with the William Rawn Associates Contract Update.
 - The contract with Rawn Associates is with Town counsel at this time. John, Sam and Town counsel are working together on an amendment for the septic design and revised cost, to be presented to the Library Trustees for approval. John clarified that this expense for an excavator, or possibly the DPW, to do perk tests, is in addition to the \$5000 added for septic work. Russ acknowledged that this is understood by the LLBC.
 - John will contact Town Administrator Jim Boudreau, who will in turn contact DPW head Andrew Lafferty to seek Town approval for the additional expenses.
 - John has calls out to 4 surveyors.
 - Sam explained that boring locations are yet to be determined.
3. Sam asked for the committee's thoughts on the big picture of the project.
 - Ted spoke as the CFAC (Capital Facilities Advisory Committee) chairman. He feels that the library project is ahead of the CFAC plans for the Town. Ted explained parallels to the LLBC's mission and related issues that the CFAC sees in future years. He feels that public education and support are most critical for gaining support of library expansion.
 - Cliff spoke about hitting milestones and spacing meetings for the present project aptly, to achieve support.
 - Chris, representing the Finance Committee, mentioned that Reedy Meadow was purchased for \$12 million by the Town 7 years ago. He feels that financial issues may be a challenge for some residents to accept. This year the Town budget of

approximately \$50 million (for which half goes to schools) has about 10% remaining for optional purposes. There is very little interest on Town debt. There is a goal to maintain an AA+ Bond rating that Lynnfield has attained.

- Chris feels that the Huckleberry Hill School and the Lynnfield Mom's Group, headed by Catherine Price, should be enlisted for support.
- Ted said that the CFAC is trying to tie in recreation use and other Town purposes to accelerate Town approval. The space that would be freed in the current library building would provide needs for another Town department; this should be communicated.
- Ann feels that Community space should serve groups such as the Girl Scouts, and other school-age projects; promoting these interests may help to get more conservative townspeople on board.
- Ann suggested that the older population and intergenerational groups would enjoy using the Maker Space; use for creative projects and art groups can be promoted. She also stressed the need for transparency.
- Heather spoke of resistance from Charles Wills, a senior member of the Planning Board. The Planning Board is starting a new Master Plan, an integral aspect of which is an active Town center.
- Heather related her experience with the Wakefield Library. Creation of many interesting programs have been made possible through the availability of new space. Her realization of the value of new library space can be shared with others.
- Cliff mentioned the outdoor space. A discussion of whether the space is part of the library or part of the community center can be presented as options for future flexibility. Space can be redesigned in the future. The building space is not a fixed concept, and can be moved to suit current needs. Cliff suggested leaving the golf course intact in the near future.
- John asked if the Reedy Meadow barn is a library topic. Ted feels it is more of a CFAC issue. Library purposes are possibilities. Ted questioned the costs of renovating the barn. It may be more successful to work it into the Master Plan rather than the library alone.
- Faith said that the Historical Commission would like to conserve some part of the Bancroft Danforth House. Architectural elements from the building could be used as features in the new library, perhaps in an area for historical literature.
- Steve is excited by the location at Reedy Meadow. It is a great site, and the LLBC is working with a great firm. We have potential for a unique opportunity for the proposed new library.

- Russ also feels it is a very desirable site. He feels that the barn is a gem, and it would be great if it can be incorporated. He felt it should be reserved for future, alternative development on the site, not necessarily the library.
 - Chris stressed the importance of getting people to appreciate the site. The Rawn models are very important; it would also be good for people to be on the site. Nancy said perhaps there can be some tours given.
 - Sam proposed discussion of Town center inclusion, and how commercial it might be.
 - Kevin asked what might make Town constituents excited.
 - Chris says a more "rural" tone would be desirable. (This is a comparison to Market Street, which is about as commercial as townspeople are likely to accept.)
 - Ted suggested that a small restaurant might be appropriate. Vision needs to be encouraged. Use of Town space is a big issue for the CFAC.
 - Visuals at the April Town Meeting will be integral to persuade people to vote in favor of going forward.
 - Cliff said library transformation anecdotes could be very helpful
3. Program: The program, project, site constraints and financial feasibility need to be considered and understood early on.
- Sam explained the architectural use of the word program. The program is the list of rooms in a building, and the square footages.
 - The MLBC defines Net or Assignable areas as the sum of all the usable floor space for the building's function.
 - The total square footage is 23,110.65 total at this juncture. The adult space is 11,168.4 NSF. Children's space is 4,811.5 NSF. The teen space is 2,284.8 and the staff area is 4,846.
 - Discussion about the amount of space needed for shelved books must take the shelf height into consideration for sight lines and accessibility to books.
 - Seat count and furniture need to be considered.
 - Heather thinks that a 20x20 space for a café is too small at 400 NSF. It would allow for a possibility of one vending machine and a Keurig coffee maker and a couple of tables to sit at.
 - Russ suggested that we think of a café as an integrated aspect, but have a separate discussion about the café. It needs to have its own focus. We don't want this to be a distraction right now, but the space indicated seems too small.
- Cliff spoke of the option for food and drink being permitted outside the café, and choosing flooring other than carpet in that is the case. This can be further discussed in the future.

- Sam asked Nancy if her ideas have changed in the last 6 months. Nancy created a very detailed document, and has retained her ideas of usage and area.
- 4. Sam introduced MBLC definitions of net or assignable areas versus non-assignable areas. Gross area is the total area.
- Non-assignable area – Rawn associates listed ranges of space. For example 23,110 NSF could be multiplied by 1.35 to equal 31,200 GSF. Kevin said that gross square footages are much more variable
- Variables that may affect gross square feet are what we have for corridors, utility space, bathroom space, wall space, open space and views of the Golf Course.
- Sam suggested creating a hierarchy of importance, if it is necessary for space to be reduced. Priorities in space needs must be weighed against cost estimates. He felt a conservative multiplier should be the starting point.
- There are 5 available acres available for the library site.
- Rawn Associates gave examples of gross to net ratios from projects they have done. In East Boston and Mattapan, differences in the utility space, for example, affected the gross to net ratios. Some decisions are esthetically based, as well as practicality.
- In planning we should be prudent. It was questioned whether the efficiency ratio continues with a larger net.
- Ted noted that we are considering a project of \$12 million to \$15 million, an increase from the \$8 million original estimate.
- The costs will be in 2019 (at the earliest) dollars. Kevin explained a graph of footage in terms based on the Grant timeline. We are talking about money in future time. John said it had to be figured at the prevailing wage.
- Cost benchmarks: Reading and Woburn were given as examples in 2019 dollars, noting variables in square feet, and renovation versus new construction.
- We have to consider what information is most pertinent for our comparisons.
- Site costs are questioned.
- Averages were in the \$500 range per square foot just for construction costs.
- That cost per square foot can have 1.3 or higher multipliers for finish work.
- John asked Ted about how we want to project costs. If we thought of costs in today's figures it is easier to comprehend.
- The presentation to the public has to be in future dollars. A baseline estimate in today's dollars should be translated to 2019 dollars.
- Kevin reiterated that until a design is done, they have to use information based on previously completed projects to try to estimate costs. Variables in different projects they have done were discussed, with averages of costs.
- Cost factors are likely to increase. Estimated cost escalation in 4 years could be expected at 5% a year, or 20%.

- John explained that grants for library construction will have the escalation in future dollars per square feet factored in.
 - Chris made the point that the cost in current dollars. (around \$400 - \$435 or more PSF), as well as the cost to the Town in future dollars, has to be explained to the community.
 - Quality factors and value have to be considered, as well as the likely longevity of the building.
 - Ted raised the issue that the architectural design has to be appropriate to Lynnfield.
 - Cliff said we should be considering 3 aspects that we would like to make memorable, features that we might want to spend more on.
 - Cliff and Steve emphasized that the Reedy meadow location is an incredible site for a new building. It is important to consider how to be creative, and open up the space to enjoy the potential of the golf course view.
 - Cliff explained that variation in the footprint of the perimeter ratio, or the wall space with the same area used, will impact cost. Another variable is how layout and perimeter ratio may impact the mechanical system.
5. Reedy Meadow Site Investigation;
- The area for the survey for site planning is extended a bit into the golf course, to have some context.
 - Constraints of the area need to be determined. Sam inquired about the how the cost of demolition and salvaging architectural features from the Bancroft House will be handled. Ted hopes that the cost for this will go to the CFAC.
 - At the next meeting Cliff said we should visit the site. Orientation of the building and perimeter shape should be discussed.
6. Scheduling Meetings:
- We should have a community meeting in late October or November. The first community meeting should be a listening session and then allow the community to have input about their concerns.
 - Meetings in November and December with this group aim to resolve questions from the community as well as to deal with design on the site and cost estimates. If the cost estimate is on budget and design scheme meshes, Rawn will go to the MBLC to make sure they're comfortable with the design.
 - Ted said the CFAC could sponsor some meetings and that he LLBC, CFAC and Planning Board should all build a consensus together.
 - Ted said that the Library and CFAC would fall under the updated Master Plan, but the Library is way out in front of the Master Plan.
 - Heather spoke of the Planning Board's Master Plan agenda; the Library should figure into that prominently.

- Ted said that the LLBC should invite the newspapers in and educate them. Cliff said we need time to get word out so that the meeting is well attended. Ted will call the newspapers tomorrow. Post cards and fliers can be sent out.
- Mom's groups and the Friends of the Library should be enlisted to get the word out.
- John suggested we have tours of the site on November 14. Ted thought photos would be a better way to introduce the site at the public forum.
- Ted will call Bob Priestley to take photos for the public forum.
- Cliff discussed formats for the community meeting. In Somerville they had an auditorium presentation and then broke into 4 discussion groups.
- It was decided that we will aim to have the first Public Community Meeting on Thursday, November 19 at the Lynnfield Middle School.
- The LLBC will meet on November 12. The Trustees of the Library meet on the first Tuesday in November. The LLBC, Trustees and Friends need to have a strategy meeting on public communication.
- Russ will meet with Nancy and Ted this Saturday, October 18th.
- The LLBC will meet on Wednesday, October 21st to have the planning session, at 7:00.
- On Thursday, November 12 at 7:00, Rawn Associates will meet with the LLBC to preview and prepare for the public meeting.
- Photos by Bob Priestley will be sent out to Rawn in around 2 weeks.
- John wants to determine a generic fee amount for the budget, to figure a quote for an as-built budget draft. John can do this with a range of multipliers.
- Ted will have numbers for Town Meeting on the CFAC.
- Chris will see if he can address the money issue with the FinCom before Town Meeting on Monday. Chris will speak with Chris Barrett, the BOS liaison.
- John asked who will need the financials to decide if the estimated budget is acceptable. Chris said the Town Administrator, BOS, and Finance Committee would make the initial assessment of whether the price is in an acceptable range, informally. For now Rawn Associates needs to know, not the public. Rawn can then understand if the square footage needs to be altered.
- The Town's debt schedule is known by the Finance Committee – it is out about 10 years.
- Placement on the Warrant Article for Town Meeting has to be strategically located.
- Sam wondered how important it is to go to the Reedy Meadow location, and if the public needs to be swayed that new construction is necessary. Nancy said that it is an issue to be addressed.
- Cliff said at Rawn they photo document information. He inquired if we have a website, or other way to have input recorded. He suggested that we post graphics near the front of the library to welcome input. Cliff suggested post-its, and John mentioned

use of post-its at a community meeting. We could have them logged or photographed.

- We can have a link for the public entered on Mind Mixer, showing comments from the Community Meeting.
- Russ feels that benchmark costs per sq. ft. presented by WRA are much higher than we initially considered, and we need to focus on inputs to project/ process that we can manage.
- John suggested that the November 12 meeting is a milestone meeting to discuss the cost, program and prioritization. Cliff also said to consider what could become of future growth.
- Among proposed sessions in the near future is an all-day meeting of Rawn Associates with the LLBC, kids, and other sub-groups in the first week of December. Kevin said it's important to meet with the LLBC at the beginning and the end of that day.

Steve made a motion to adjourn, seconded by Chris. The meeting was adjourned at 9:49 p.m.
Respectfully submitted by Gail Rober