

Application Package Checklist

The following checklist is provided to assist in submitting a complete application package. Complete and include in the front of the application.

In Package	Submittal <i>(For a detailed list of required submittals, see pages 3-4)</i>
X	Complete original and labeled "Original Copy" and seven additional copies in 3-ring binders (3" max binder width) and using section dividers provided by MBLC
X	Original and dated signatures in Original Copy
X	All sections and questions answered completely
X	Massachusetts Historical Commission Notification Form/Approval Letter
X	Certification of Application filled out completely
X	Copy of title/deed and other documents related to land acquisition or gift
X	City/town map showing proposed site
X	Site plan
X	Topographic survey
X	Library Building Program with completion date on cover
X	Half-size set of schematic design drawings of proposed building prepared by architect with labeled furniture and shelving layouts in Original binder
X	11"x17" reductions of schematic design drawings in each binder
X	Copy of site suitability certification by geotechnical consultant
X	Photographs of the existing conditions and building/proposed site
X	Copies of town meeting or city council votes, if available
X	LEED Project Scorecard if applying for the MPLCP Green Library Incentive
X	Cost estimate
X	Copy of town meeting/city council vote
X	Geotechnical, hazardous material and structural analysis reports
X	Excerpts from long range plan / master plan
X	Table of Contents fields updated as last step before printing
X	Print application and five (5) spreadsheets; insert spreadsheets after the pages specified

Massachusetts Public Library
Construction Program

January 2017



Lynnfield Public Library

Grant Application

A. Title/Deed & Related Documentation



**LAW OFFICE
JAMES E. TAMAGINI, LLC**

40 Salem St.
Building #2, Suite 12
Lynnfield, Massachusetts 01940
Tel: (781) 224-1717 • Fax: (781) 224-1002

File: 17-100

January 9, 2017

Thomas A. Mullen, Esquire
40 Salem Street
Lynnfield, MA 01940

RE: 175 Summer Street,
Lynnfield, MA

Dear Tom:

Pursuant to your recent request, we have examined the records at the Essex South District Registry of Deeds, relative to the above referenced property, from several deeds, the earliest being dated April 30, 1927, to and including December 21, 2016, at 4:00 o'clock P.M.

As of said latter date and time we find record title to said property standig in the name of the Town of Lynnfield, who acquired title to said property by an undated Deed from Arthur F. McCormick, Trustee, acknowledged on August 5, 2005, and recorded in Book 24679, Page 171, and during the period of our examination find said property subject to the following matters of record and objections to title:

1. Title to and rights of the public and others entitled thereto in and to so much of said property lying within the bounds of adjacent streets or ways.
2. Recreational Land Tax Lien, dated November 28, 1984, and recorded in Book 7597, Page 526.

This Letter does not cover municipal liens, betterments, assessments, taxes, building laws or zoning laws, or the violation thereof, or any law, ordinance, code or governmental regulation relating to use or environmental protection, or any state of facts which an accurate survey or current inspection of said property would disclose, or any matter which is not correctly indexed in the

Thomas A. Mullen, Esquire
January 9, 2017
Page -2-

chain of title under any owner's name during the period of time the Indices were examined for such owners, or any matter not required by law to be recorded with said Registry of Deeds.

This letter is intended solely for the use of the party, or parties, to whom it is addressed, and shall not be relied upon or made use of, nor inure to the benefit of, anyone other than said party, or parties. The representations made herein are intended solely for the benefit of the transaction contemplated hereby, and do not extend to further sales, transfers, mortgages, or any other or further transaction. No unauthorized reliance upon or use of the contents of this letter may be made by any party, or parties. Any reliance upon or use of this letter at any time for any reason by any other party, or parties, without first obtaining the prior express written consent of JAMES E. TAMAGINI, LLC ("JET") is strictly prohibited, and may give rise to a claim in favor of JET for all of JET's legal fees for services, and for all costs and charges incurred by JET.

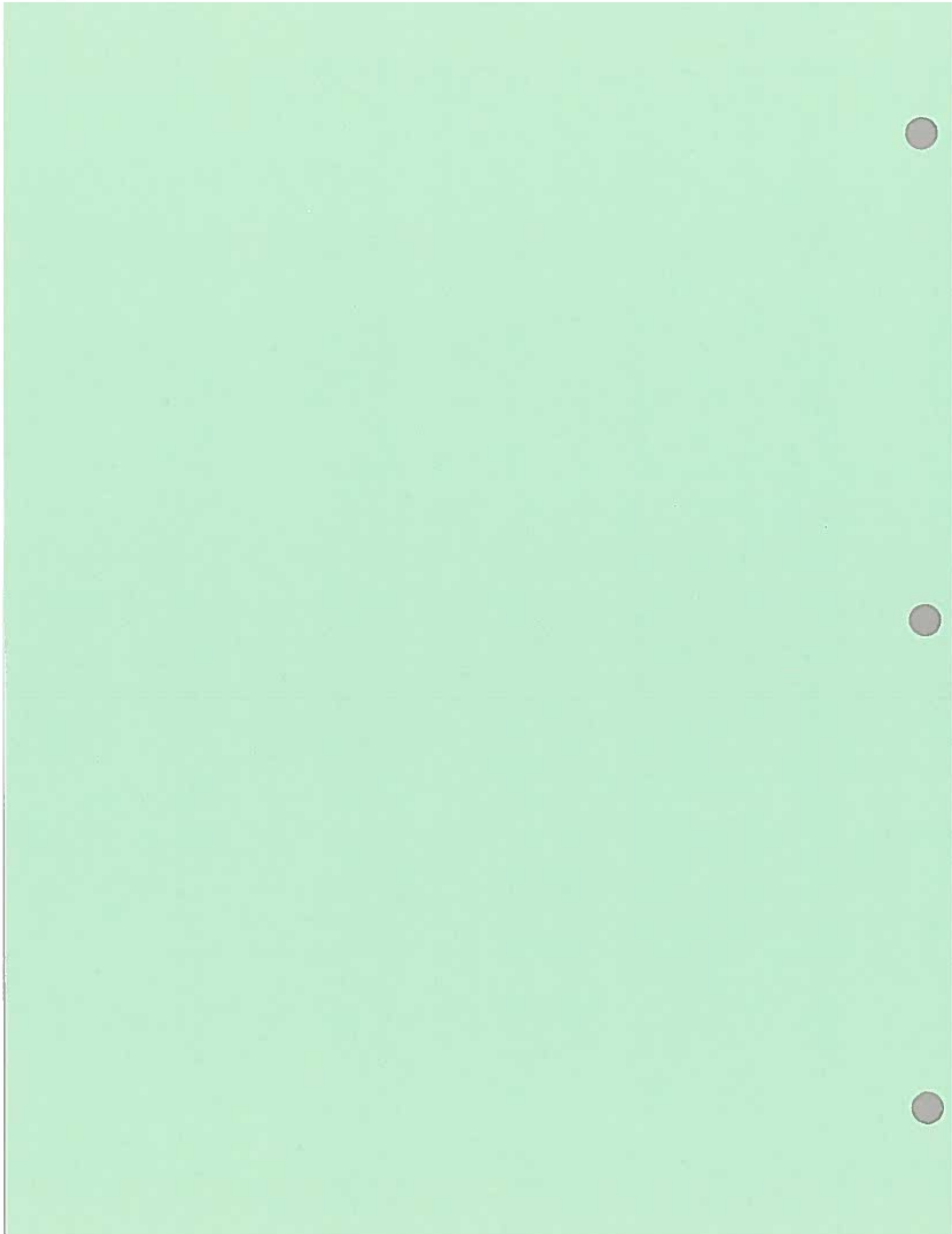
Enclosed herewith please find photocopies of relevant instruments.

Very truly yours
JAMES E. TAMAGINI, LLC


James E. Tamagini

JET/n
encls





25
01

DEED

2005080900756 Bk:24679 Pg:171
08/09/2005 14:54:00 DEED Pg 1/7

I, ARTHUR F. McCORMICK, of 7550 S. W. 57th Avenue, Suite 203, South Miami, Florida 33143, as Trustee of the Robert W. Cox Family Trust and as Trustee of the Robert W. Cox Bypass Trust, both such Trusts established under the Robert W. Cox Revocable Trust Agreement, dated May 5, 1999, and recorded with the Essex South District Registry of Deeds at Book 16552, Page 152,

for consideration paid of TWELVE MILLION AND 00/100 DOLLARS(\$12,000,000.00)

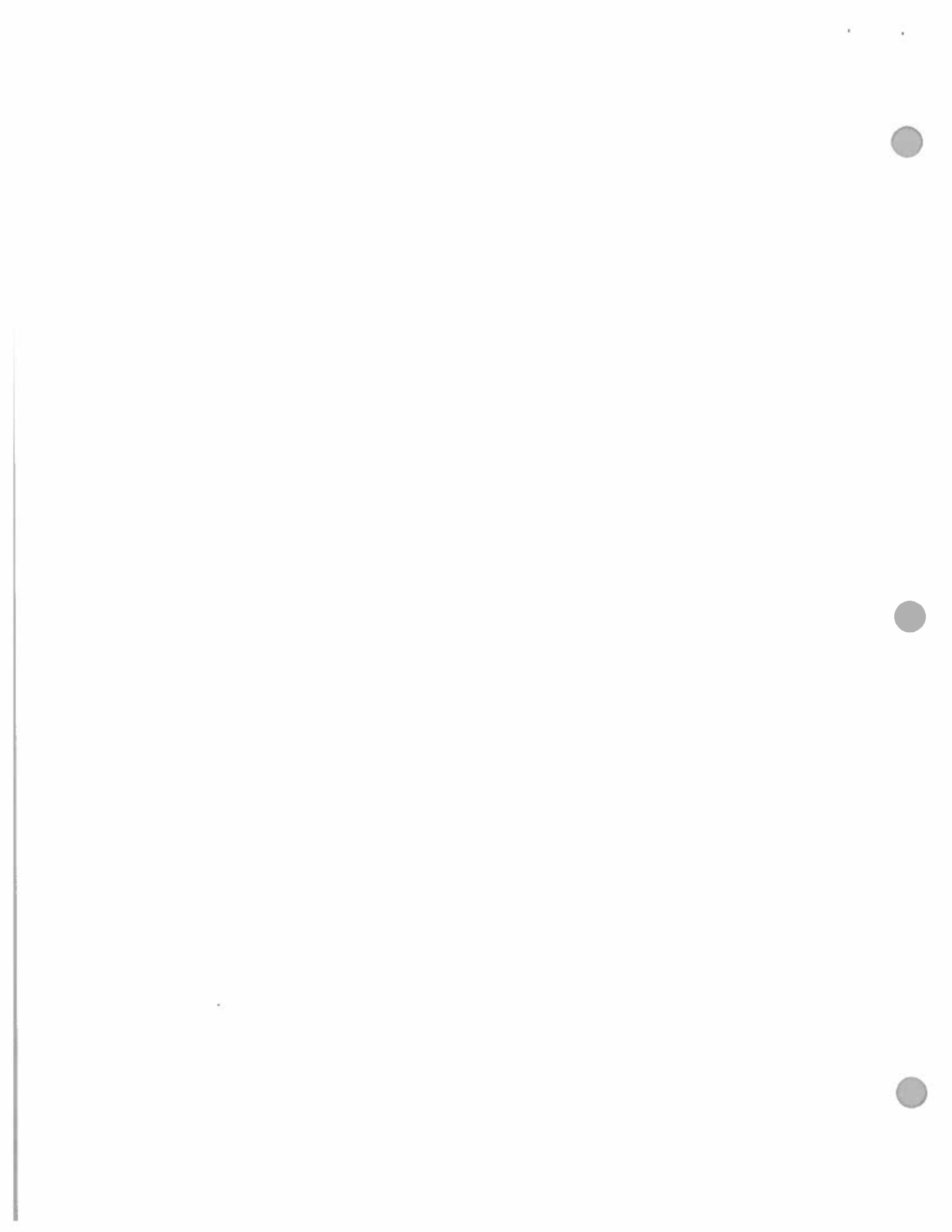
grant and convey to the TOWN OF LYNNFIELD, a body politic organized under the Laws of the Commonwealth of Massachusetts, the land with buildings and improvements thereon in Lynnfield, Essex County, Massachusetts, more particularly described in the attached "Exhibit A," and commonly known as 165-197 Summer Street, Lynnfield, Massachusetts, consisting of 101 acres, more or less.

Grantor, for himself, his heirs, executors, administrators and successors, hereby covenants with the Grantee, its successors and assigns, as follows:

1. That the premises are free from all encumbrances made by Grantor, and
2. That Grantor, and his heirs, executors and administrators shall warrant and defend the same to the Grantee and its successors and assigns forever against the lawful claims and demands of all persons claiming by, through, or under the Grantor, but against none other.

For our title see Trustee's Deed dated October 11, 2002, and recorded at Essex South District Registry of Deeds in Book 20163, Page 393. Also see deed of Robert S. Bowditch dated April 13, 1972, and recorded with said Deeds in Book 5859, Page 003.

MARC J. MILLER, ESQ.
BERNSTEIN & MILLER, P.A.
Lynnfield Woods North
220 Broadway - Suite 205
Lynnfield, MA 01940



Signed, sealed, and delivered in the presence of :

WITNESSES:

[Handwritten signature]

*Arthur F. McCormick, Trustee of
the Robert W Cox Bypass Trust*

Arthur F. McCormick, Trustee of the
Robert W. Cox Bypass Trust

[Handwritten signature]

*Arthur F. McCormick, Trustee of
the Robert W Cox Family Trust*

Arthur F. McCormick, Trustee of the
Robert W. Cox Family Trust

State of Florida

Miami-Dade ~~COMMONWEALTH OF MASSACHUSETTS~~

Middlesex ss

On this ^{5th} day of August, 2005, before me, the undersigned notary public, personally appeared the above-named Arthur F. McCormick, proved to me through satisfactory evidence of identification, which was a driver's license and acknowledged the foregoing instrument to be the free act and deed of the person whose name signed on the preceding or attached document in my presence.

[Handwritten signature]

Notary Public:
My commission expires:



Rose Tapigliani
My Commission DD282474
Expires January 20 2008

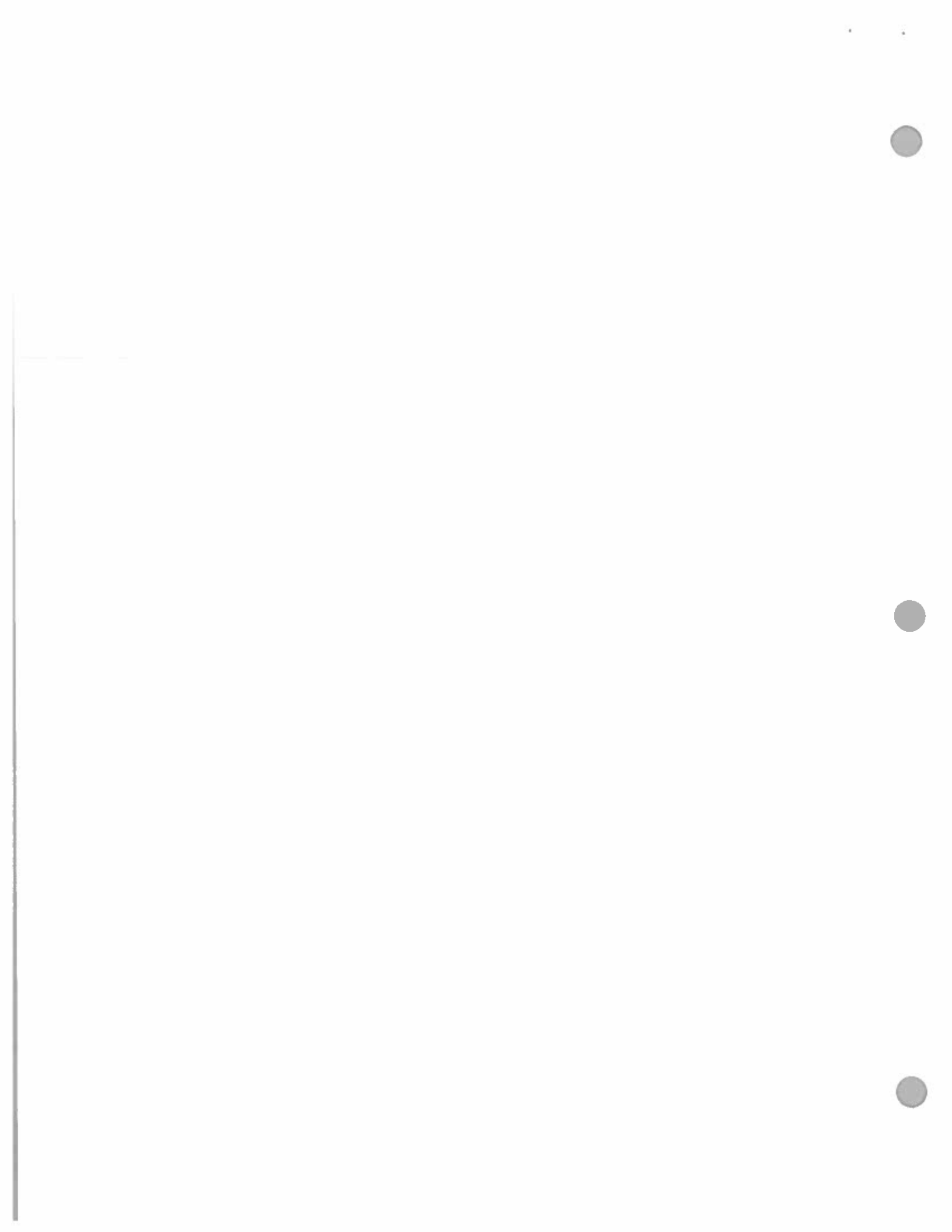


EXHIBIT A

Parcel I

Beginning at Summer Street at land of the Newburyport Branch of the Boston & Maine Railroad;

Thence running Southwesterly by said Railroad to land formerly of the heirs of Warren Newhall;

Thence easterly by said Newhall land by land formerly of Flannigan;

Thence southwesterly by said Flannigan land to land now or formerly of the heirs of James Hewes;

Thence easterly and southwesterly to land late of John Sweetser;

Thence easterly by said Sweetser land to a stump;

Thence northerly by land now or formerly of Parsons to the upland;

Thence easterly and northerly by land formerly of John M. Danforth (which was conveyed by him to Walden) to said Summer Street;

Thence by said Summer Street to the point of beginning.

Containing approximately thirty-nine (39) acres of upland and fifteen (15) acres of meadow land. The upland referred to above is described substantially as follows:

Northeasterly by said Summer Street, six hundred and seventy-five (675) feet;

Northwesterly by the location of the Newburyport Branch of the Boston & Maine Railroad, nineteen hundred (1900) feet;

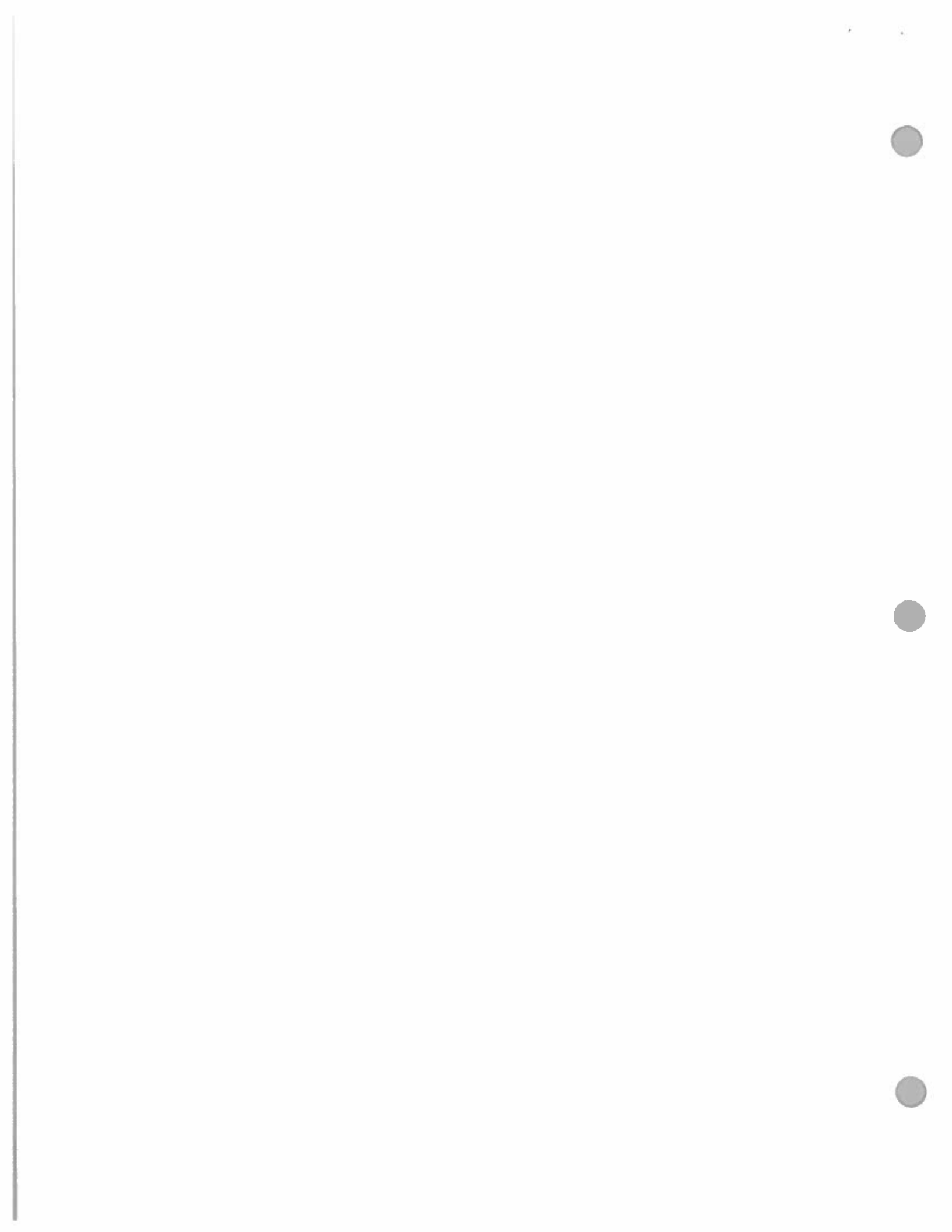
Southwesterly and southerly by the meadow of irregular lines measuring about one thousand and seventy-five (1,075) feet; and

Southeasterly by land now or formerly of Walden, about fourteen hundred (1,400) feet,

The meadow land referred to above and hereby conveyed is bounded substantially as follows:

Northeasterly and northerly by said upland by irregular lines measuring about one thousand and seventy-five (1,075) feet;

Southerly by a ditch;



Westerly and southwesterly by Beaver Dam Brook, so-called; and

Northwesterly by land of owners unknown.

Being the same premises conveyed to said Moulton Cox by William T. Curley by deed dated April 30, 1927, recorded with Essex South District Registry of Deeds, Book 2720, Page 161.

Parcel II:

A certain parcel of real estate in said Lynnfield, bounded and described as follows:

Northwesterly by the Danvers Railroad;

Southwesterly by Beaver Dam Brook;

Southeasterly by land now or late of Flannigan; and

Northeasterly by land now or late of John M. Danforth, containing about two acres more or less, and being in that part of said Lynnfield known as Reedy Meadow.

Being the same premises conveyed to said Moulton Cox by John W. Newhall by deed dated August 8, 1930, recorded with said Deeds, Book 2853, Page 545.

Together with the benefit of any and all rights of way connected therewith in accordance with said Newhall deed.

Parcel III:

A certain piece or parcel of land situated in that part of said Lynnfield called Lynnfield Centre, in Reedy Meadow, so-called, bounded and described as follows:

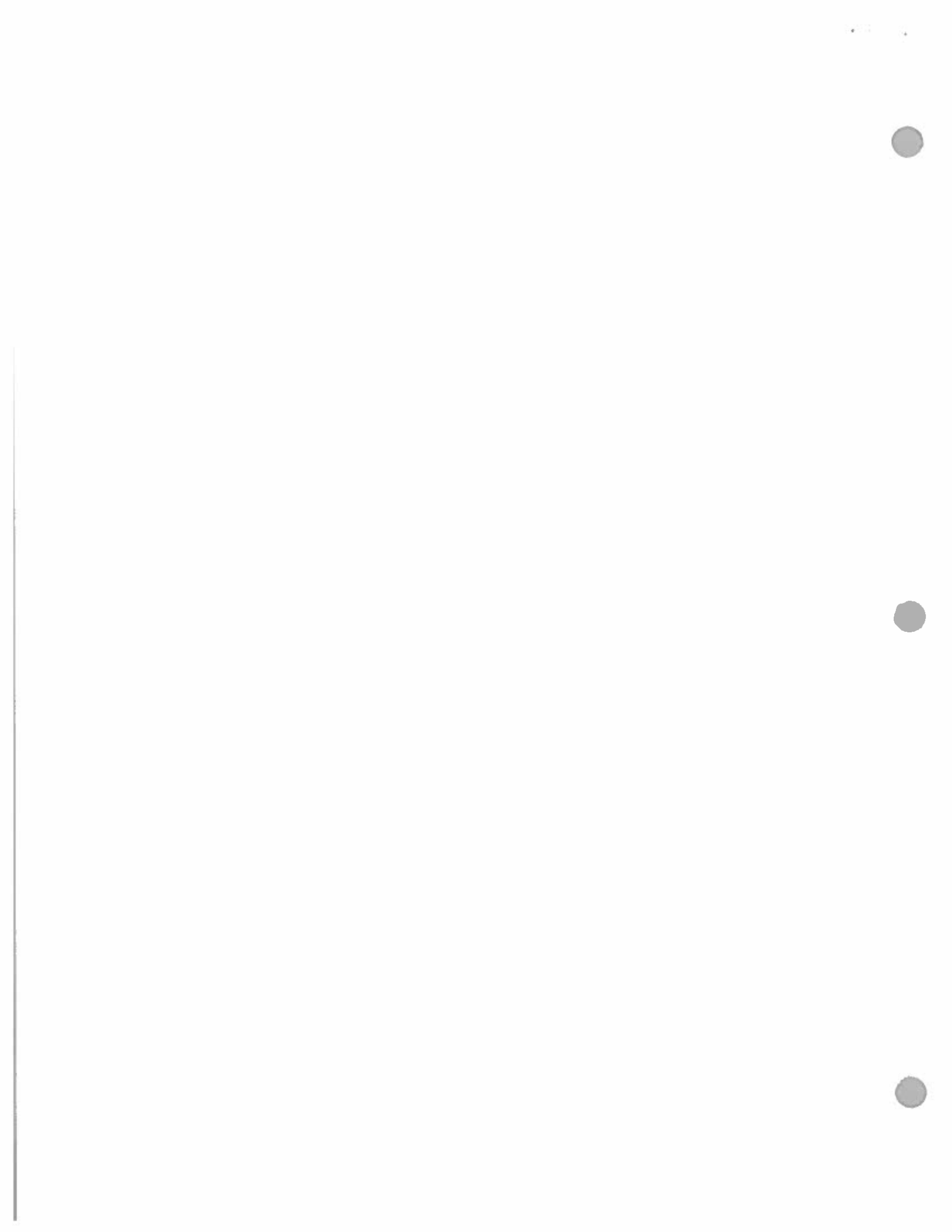
Beginning at a stake at the northwest corner of said land by land now or formerly of John H. Hewes;

Thence the line runs easterly and bounded northerly by Beaver Dam Brook, so-called, to a stake by land now or formerly of John S. Flannigan;

Thence turning and running southerly and bounded easterly by land now or formerly of said Flannigan to a stake at the Commissioner's Ditch, so called;

Thence turning and running westerly and bounded southerly by said Commissioner's Ditch to a stake and land now or formerly of said Hewes;

Thence turning and running northerly and bounded westerly by land now or formerly of said Hewes to the point of beginning.



Containing twelve (12) acres, more or less.

Said premises are conveyed with the benefit of a Right of Way as set forth in a deed of John W. Newhall to Everett B. Richards, recorded with said Deeds, Book 2032, Page 549.

Also a certain piece or parcel of meadow land situated in that part of said Lynnfield called Lynnfield Centre, in Reedy Meadow, so-called, containing nine (9) acres, more or less, bounded and described as follows:

Northerly by a ditch and land now or formerly of John M. Danforth;

Easterly by land now or formerly of said Danforth and land now or formerly of the Heirs of James Hewes;

Southerly by land now or formerly of the heirs of Henry E. Smith; and

Westerly by land now or formerly of the Heirs of Warren Newhall.

Also a certain piece or parcel of meadow and swamp land situated in that part of said Lynnfield called Lynnfield Centre, lying in Dark Swamp or Reedy Meadow, so-called, bounded and described as follows:

Westerly on the ditch by land now or formerly of Joseph Brown;

Thence bounded southerly on land now or formerly of Thomas Nichols, Daniel Gould, Jr., Issac Needham and Jonathan Pool, Jr., to the southwest corner of land now or formerly of Gideon Gowen;

Thence bounded easterly by land now or formerly of said Gowen to the corner of land now or formerly of William Mansfield;

Thence bounded northerly on land now or formerly of said Mansfield and land now or formerly of the heirs of Samuel Putnam to the northeasterly corner of land now or formerly of Ebenezer Swinerton;

Thence turning southerly and bounded westerly on land now or formerly of said Swinerton until the line comes to the southeasterly corner of land now or formerly of said Swinerton.

Thence turning westerly and bounded northerly on land now or formerly of said Swinerton until it comes to a stake at the ditch first mentioned.

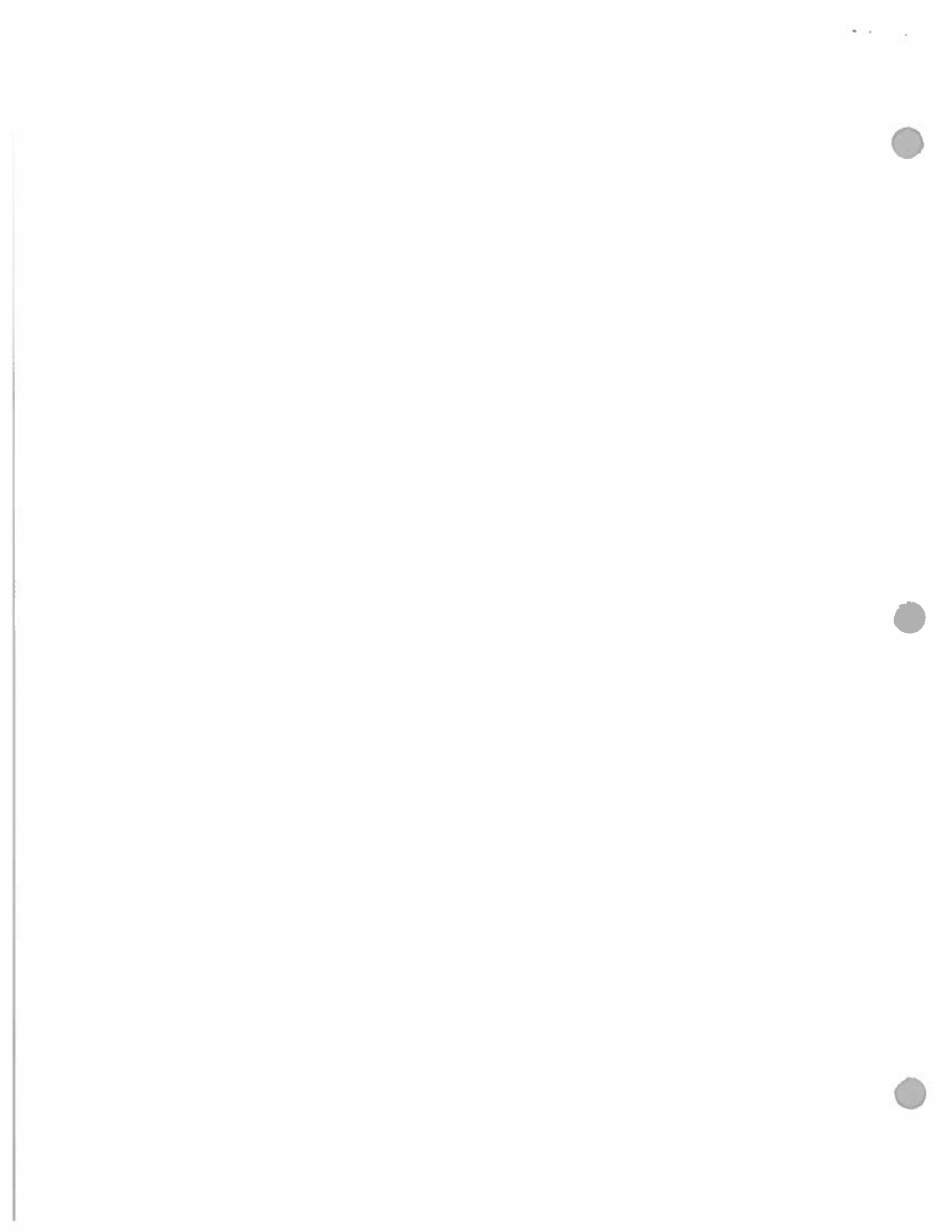
Containing thirteen (13) acres, more or less.

Being the same premises conveyed to said Moulton Cox by Everett B. Richards et ux by deed dated September 4, 1930, recorded with said Deeds, Book 2830, Page 317.



Meaning and intending to convey, and hereby conveying, all of my right, title and interest in all land owned by me and situated in the Town of Lynnfield, however the same may otherwise be bounded or described.

This conveyance creates no new boundaries.



**ACCEPTANCE OF DEED BY THE TOWN OF LYNNFIELD FOR
THE PREMISES COMMONLY KNOWN AS THE LYNNFIELD
CENTER GOLF COURSE**

The Town of Lynnfield, Massachusetts acting by and through its Town Administrator, William J. Gustus (the "Town of Lynnfield") does this 9th day of August, 2005, accept the deed for that certain parcel of land located in Lynnfield, Essex County, Massachusetts, commonly known as the Lynnfield Center Golf Course, Lynnfield, MA, as more particularly described in Exhibit "A" attached hereto and incorporated herein by reference (the "Premises") from Arthur F. McCormick, Trustee of the Robert W. Cox Family Trust and Arthur F. McCormick, Trustee of the Robert W. Cox ByPass Trust under declaration of Trust dated May 5, 1999 and recorded at with the Essex South Registry of Deeds at Book 16552, Page 152 ("Grantors"), to The Town of Lynnfield, Massachusetts ("Grantee")(the "Deed"). The Deed is recorded hereinbefore.

The Town of Lynnfield acknowledges and it has complied with Massachusetts General Laws, Chapter 40, Section 14.

William J. Gustus

TOWN OF LYNNFIELD
William J. Gustus, Town Administrator

COMMONWEALTH OF MASSACHUSETTS

ESSEX, ss.

AUGUST 9, 2005

On this 9th day of August, 2005, before me, the undersigned notary public, personally appeared William J. Gustus, Town Administrator of the Town of Lynnfield, Massachusetts, proved to me through satisfactory evidence of identification, which was a valid Massachusetts driver's license, to be the person whose name is signed on the preceding document, and acknowledged to me that he signed it voluntarily for its stated purpose.



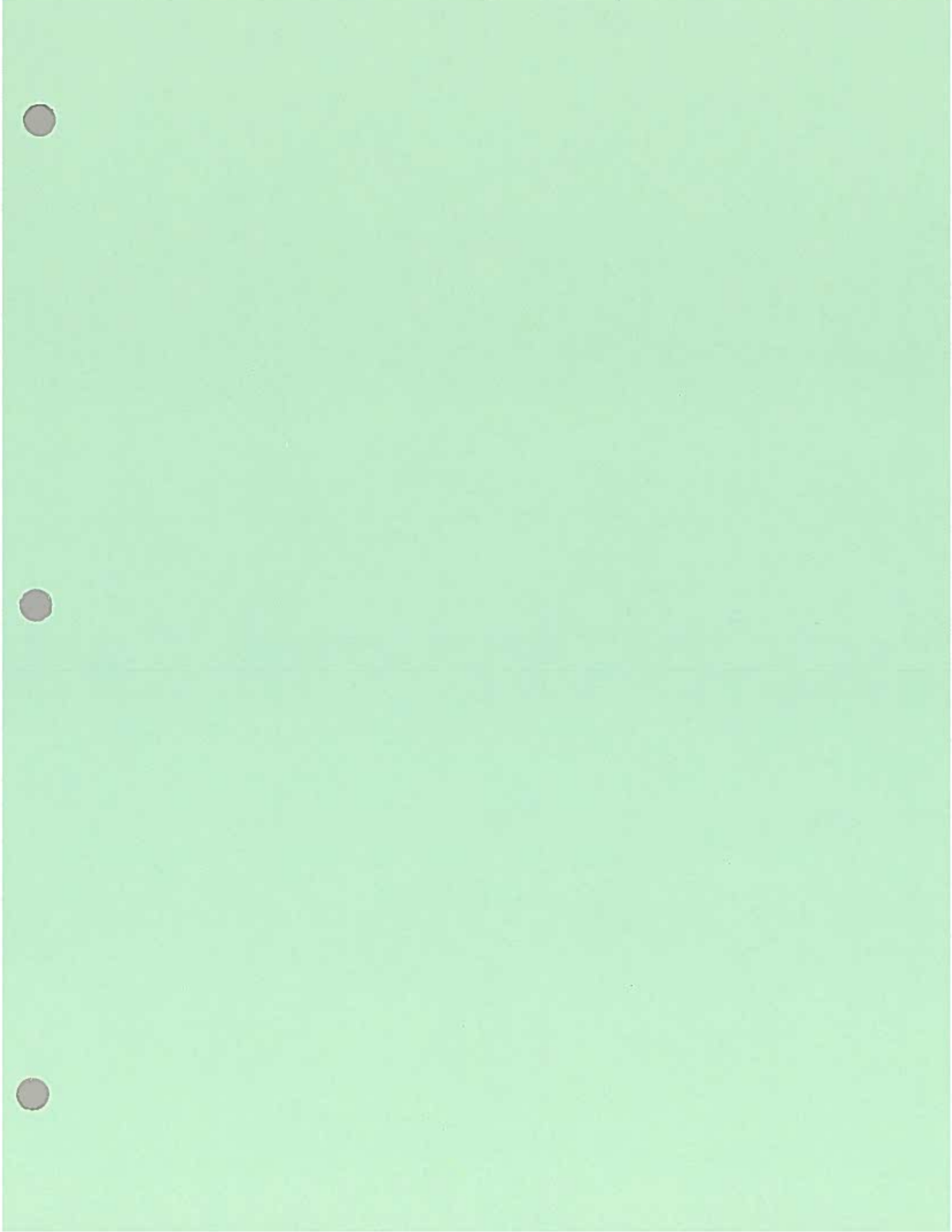
Marc J. Miller Notary Public
My commission expires 4/12/2012

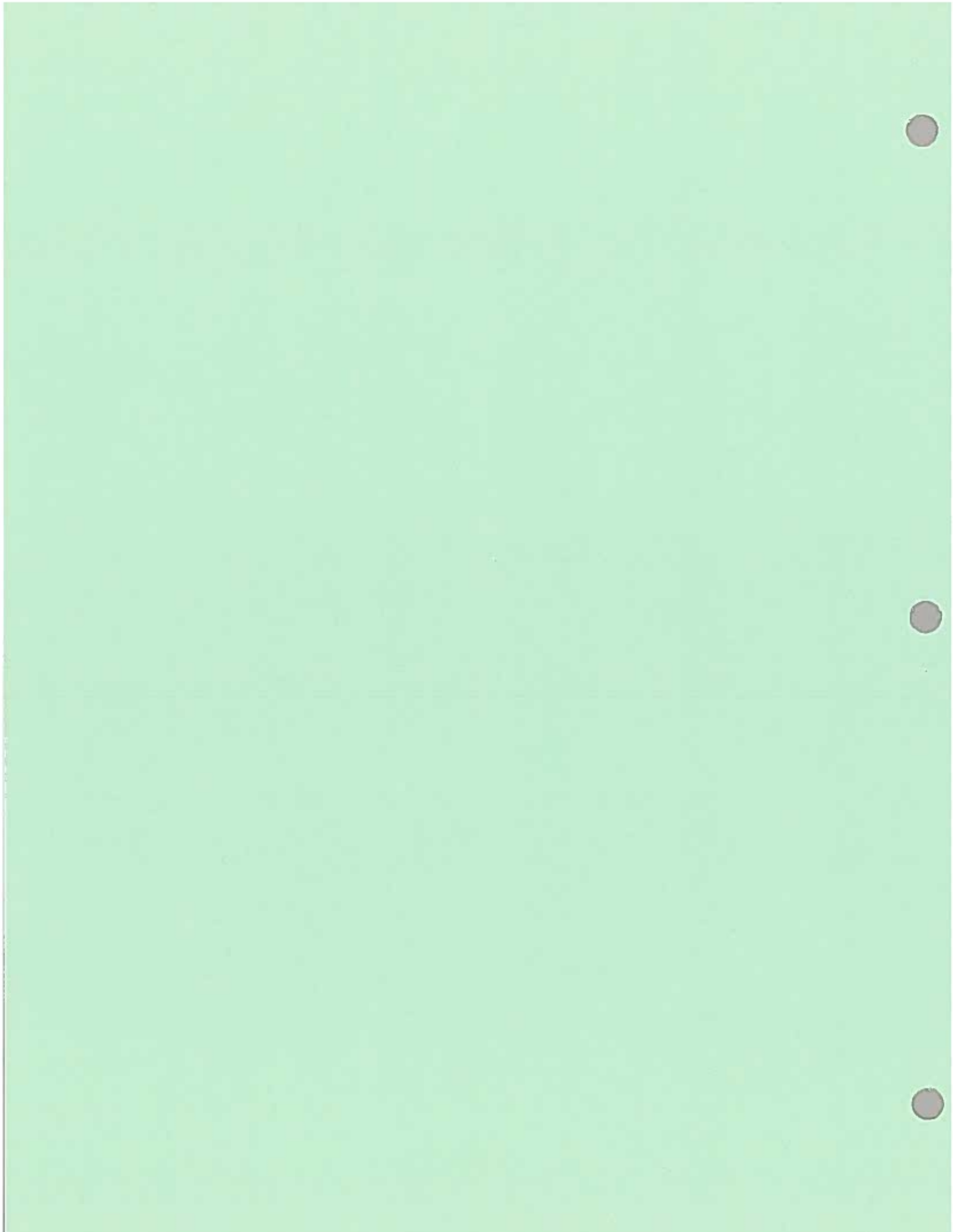
COMMONWEALTH OF MASSACHUSETTS
ESSEX REGISTRY OF DEEDS, SO. DIST., SALEM, MASS
ESSEX SS Dec 5 2016

A TRUE COPY OF RECORD:

BOOK 24679 PAGE 171

ATTEST *[Signature]* REGISTER





Town of Lynnfield Board of Assessors
55 Summer Street
Lynnfield, MA 01940
781-334-9450

Donald P. Garrity - Chairperson
Bonnie Celi - Secretary
Richard J. O'Neil - Member



Raymond E. Boly, MAA
Assessing Manager

January 3, 2017

Holly Mercer, Library Director
Lynnfield Public Library
18 Summer Street, Lynnfield, MA 01940

Re: Real Estate Appraisal of 183 Summer Street, Lynnfield, MA

Ms. Mercer,

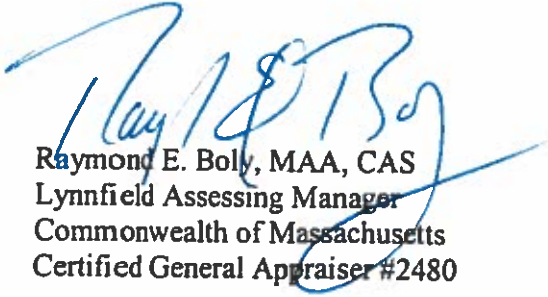
In accordance with your request, I have completed an appraisal/assessment of the property located at the above captioned address for the purpose of estimating its market value. The property rights appraised are those of the "Fee Simple" interest in Real Estate. *Please Note: the subject is appraised as vacant land. Excluded are all structures and items regarded as equipment, trade fixtures, licenses, personal property or goodwill.*

A complete inspection of the subject site and improvements was made. All factors influencing the property's value have been carefully analyzed. The attached Property Record Card describes in detail the general and specific data which was utilized to support the value estimate. After consideration of all data available, it is the appraiser/assessor's opinion that the Market Value of the subject property "As if Vacant" was, as of January 1st, 2017:

One Million One Hundred Six Thousand Dollars
(\$1,106,000.00)

No investigation was made of the title to, or any liabilities against the property.. Should any questions arise in connection with this matter or if I can be of further assistance, please feel free to contact me.

Respectfully submitted,


Raymond E. Boly, MAA, CAS
Lynnfield Assessing Manager
Commonwealth of Massachusetts
Certified General Appraiser #2480



Patriot
 Properties Inc.

USER DEFINED

Use Code	Building Value	Yard Items	Land Value	Total Value	Legal Description	User Acct
903	315,200	24,000	1,106,000	1,130,000		0
Total Parcel	315,200	24,000	1,106,000	1,130,000		
Total Parcel	423,400	24,000	1,106,000	1,445,200	Entered Lot Size	GIS Ref
Source: Market Adj. Cost	Total Value per SQ unit / Card: N/A		Parcel 729 80	Land Unit Type:	Insp Date	
					08/14/14	

Tax Yr	Use	Cal	Big Value	Yrd Items	Land Size	Land Value	Total Value	Asses'd Value	Notes	Date
2017	903	FV	447,700	24000	2 04	901,500	1,373,100	1,373,100	Year End Roll	1/3/2017
2016	903	PR	423,400	24000	2 004	883,900	1,331,300	1,331,300	Year End Roll	6/10/2016
2015	903	FV	423,400	24000	2 004	883,900	1,331,300	1,331,300	Year End Roll	12/21/2015
2014	903	FV	445,700	24000	2 004	881,500	1,351,200	1,351,200	Year End Roll	12/3/2014
2013	903	FV	330,300	0	2 004	881,500	1,211,800	1,211,800	Year End Roll	12/30/2013
2012	903	FV	330,300	0	2 004	771,300	1,101,600	1,101,600	Year End Roll	12/17/2012
2011	903	FV	330,300	0	2 004	842,400	1,172,700	1,172,700	Year End Roll	12/22/2011
2010	903	FV	330,300	0	2 004	901,700	1,232,000	1,232,000	Year End Roll	12/28/2010

Grantor	Legal Ref	Type	Date	Sale Code	Sale Price	V	Tst	Verif	Assoc PCL Value	Notes
ROBERT W COX R	24679 171		8/9/2005	PORTION ASSD	12000000	No	No			center golf course
COX REALTY TRU	16552 196		9/8/2008	CONVENIENCE	1	No	No			
	05859 003		8/17/1990			No	No			

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	05859 003		8/17/1990			No	No			

Item Code	Description	%	Item Code	Description
Z RB	RES B	100	U	
0			1	
n			1	
			Exempt	
			Topo	
			Street	
			Traffic	

Use	Description	LUC	No of Units	Depth / Precipitans	Unit Type	Land Type	LT Factor	Base Value	Adj Value	Height	Mod	Height	Mod	Ind 1	%	Ind 2	%	Ind 3	%	Appraised Value	%	Spec Land	J Code	Use Value	Notes
903	MUNICIPAL		60000		SQ FEET SITE		1.0	0	7.5	2,425	XG			USE	200	0	0	0	1,091,070				1,091,000		
903	MUNICIPAL		2,04659		ACRES EXCESS		1.0	0	10,000	0.730	XG								14,933				14,900		

Signature	Date	Result	Name
	8/14/2014	INFO AT DOOR	PAT WELCH
	12/29/2003	CYN INSP	MIKE CASSIDY
	12/29/2003	INFO AT DOOR	MIKE CASSIDY

Code	Description	Amount	Com Int

Code	Description	Amount	Com Int

Code	Description	Amount	Com Int

PROPERTY FACTORS
 903 MUNICIPAL 60000
 903 MUNICIPAL 2,04659

LAND SECTION (First 2 Lines Only)
 903 MUNICIPAL 60000
 903 MUNICIPAL 2,04659

SALES INFORMATION
 TAX DISTRICT PAT ACCT.
 ROBERT W COX R 24679 171 8/9/2005 PORTION ASSD 12000000 No No
 COX REALTY TRU 16552 196 9/8/2008 CONVENIENCE 1 No No
 05859 003 8/17/1990 0 No No

BUILDING PERMITS
 8/17/1990 C

ACTIVITY INFORMATION
 8/14/2014 INFO AT DOOR 372 PAT WELCH
 12/29/2003 CYN INSP 197 MIKE CASSIDY
 12/29/2003 INFO AT DOOR 197 MIKE CASSIDY

PREVIOUS ASSESSMENT
 2017 903 FV 447,700 24000 2 04 901,500 1,373,100 1,373,100 Year End Roll 1/3/2017
 2016 903 PR 423,400 24000 2 004 883,900 1,331,300 1,331,300 Year End Roll 6/10/2016
 2015 903 FV 423,400 24000 2 004 883,900 1,331,300 1,331,300 Year End Roll 12/21/2015
 2014 903 FV 445,700 24000 2 004 881,500 1,351,200 1,351,200 Year End Roll 12/3/2014
 2013 903 FV 330,300 0 2 004 881,500 1,211,800 1,211,800 Year End Roll 12/30/2013
 2012 903 FV 330,300 0 2 004 771,300 1,101,600 1,101,600 Year End Roll 12/17/2012
 2011 903 FV 330,300 0 2 004 842,400 1,172,700 1,172,700 Year End Roll 12/22/2011
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 2014 903 FV 445,700 24000 2 004 881,500 1,351,200 1,351,200 Year End Roll 12/3/2014
 2013 903 FV 330,300 0 2 004 881,500 1,211,800 1,211,800 Year End Roll 12/30/2013
 2012 903 FV 330,300 0 2 004 771,300 1,101,600 1,101,600 Year End Roll 12/17/2012
 2011 903 FV 330,300 0 2 004 842,400 1,172,700 1,172,700 Year End Roll 12/22/2011
 2010 903 FV 330,300 0 2 004 901,700 1,232,000 1,232,000 Year End Roll 12/28/2010

PROPERTY FACTORS
 903 MUNICIPAL 60000
 903 MUNICIPAL 2,04659

LAND SECTION (First 2 Lines Only)
 903 MUNICIPAL 60000
 903 MUNICIPAL 2,04659

SALES INFORMATION
 TAX DISTRICT PAT ACCT.
 ROBERT W COX R 24679 171 8/9/2005 PORTION ASSD 12000000 No No
 COX REALTY TRU 16552 196 9/8/2008 CONVENIENCE 1 No No
 05859 003 8/17/1990 0 No No

BUILDING PERMITS
 8/17/1990 C

ACTIVITY INFORMATION
 8/14/2014 INFO AT DOOR 372 PAT WELCH
 12/29/2003 CYN INSP 197 MIKE CASSIDY
 12/29/2003 INFO AT DOOR 197 MIKE CASSIDY

PREVIOUS ASSESSMENT
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 20

UNFIELD PLANNING BOARD
 APPROVED THIS PLAN ON 11/15/2011
 (2011) 1st and 2nd Meetings

REVISIONS	
NO.	DATE
1	11/15/2011
2	11/15/2011
3	11/15/2011
4	11/15/2011

OSM
 OS M
 DRONE SURVEY & MAPPING
 100 Main Street, Suite 1
 Lynnfield, MA 01901
 Phone: (978) 309-1111
 Fax: (978) 309-1112
 www.osm-mapping.com

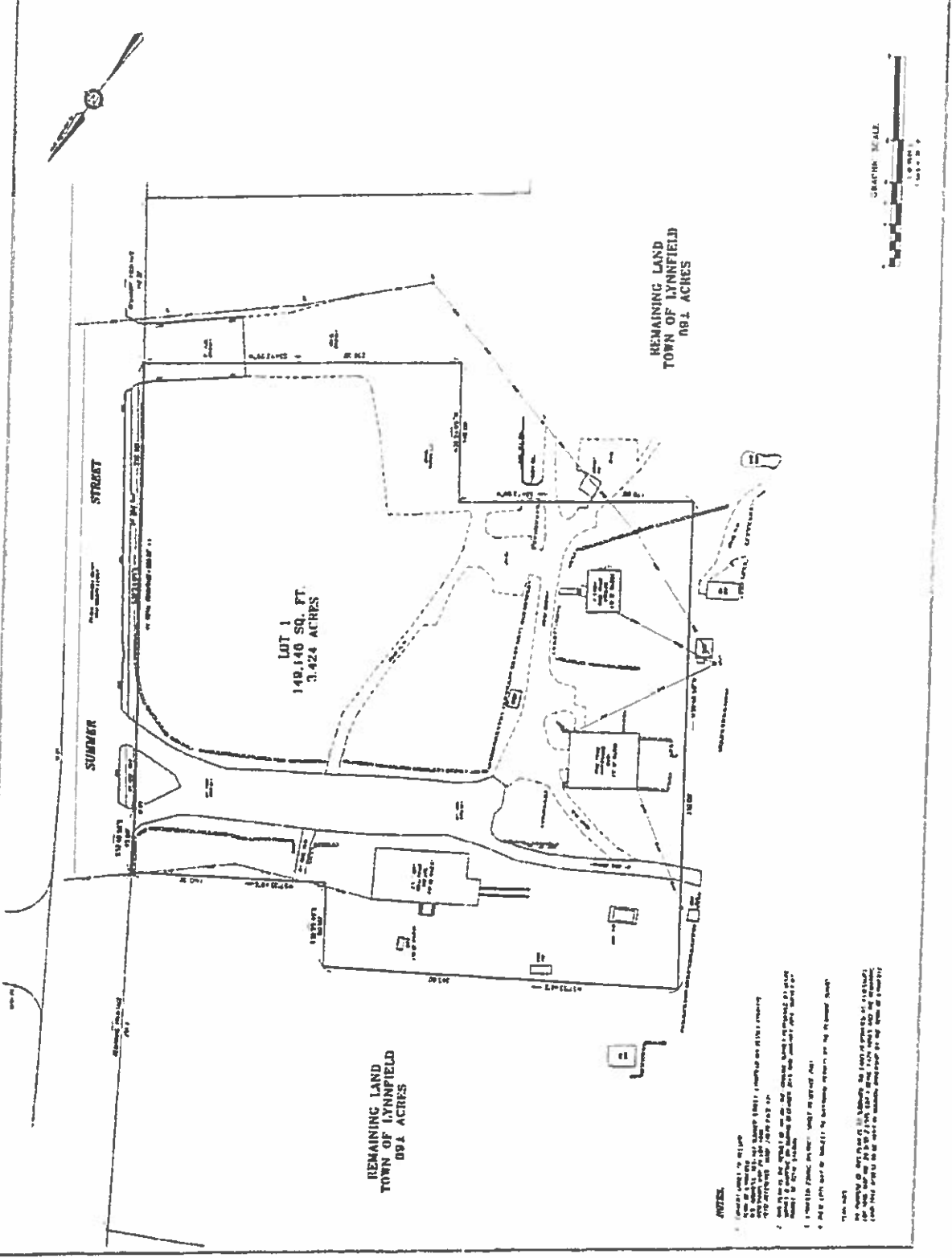
PLAN OF LAND
 175 SUMMER STREET
 LYNNFIELD, MA
 01901 COUNTY

TOWN OF LYNNFIELD
 55 SUMMER STREET
 LYNNFIELD, MA 01901

Scale: 1" = 100'

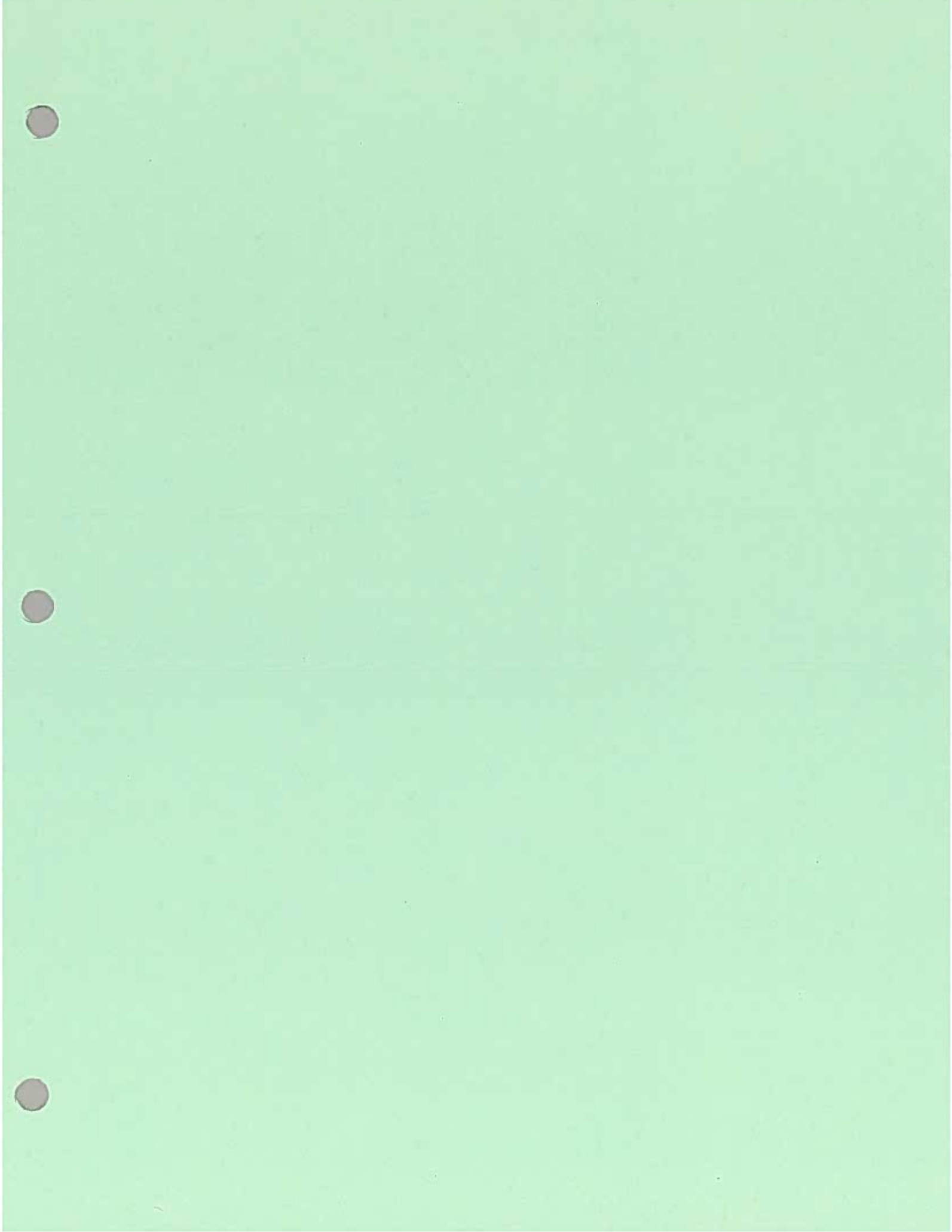
DATE: 11/15/2011

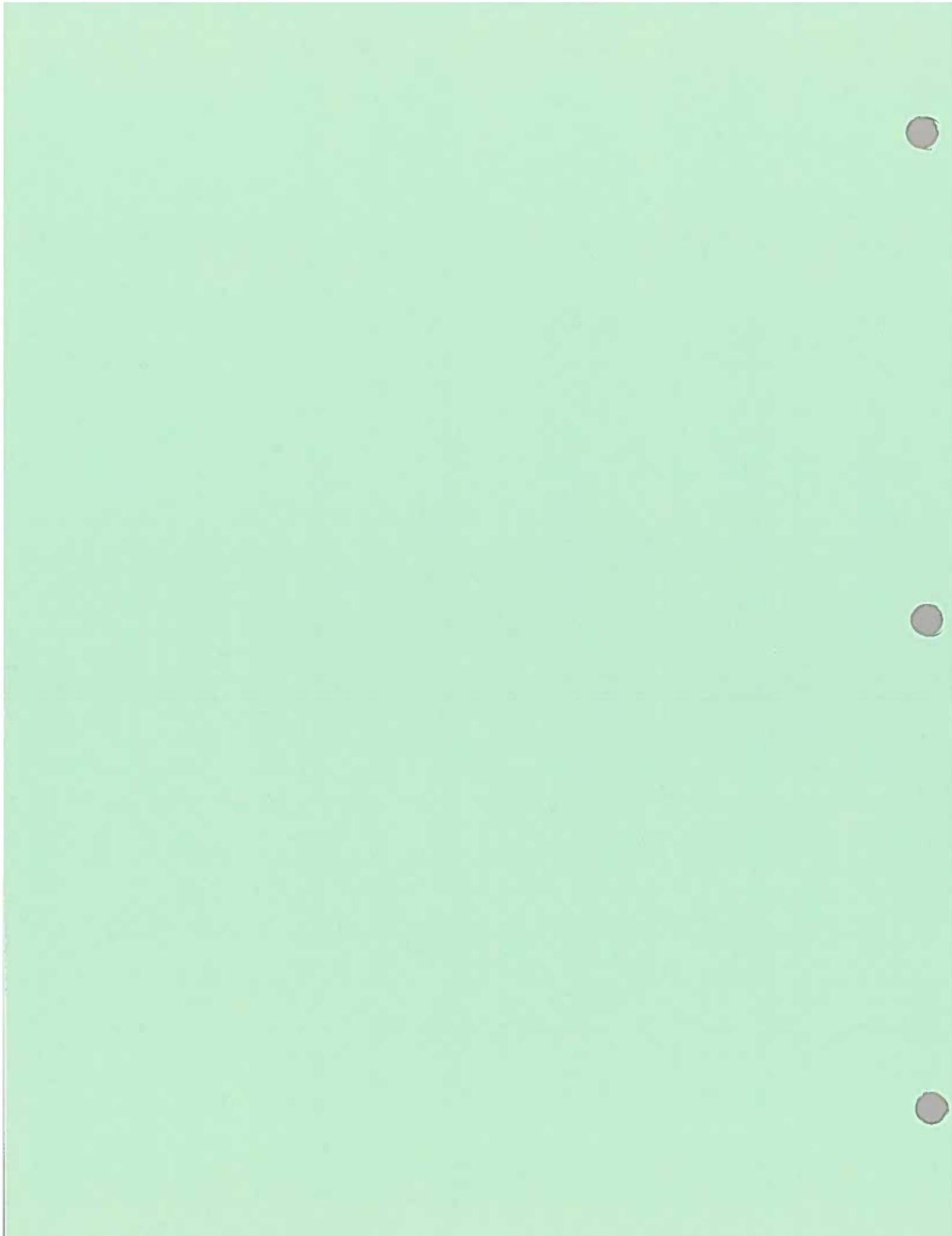
PROJECT: 175 SUMMER STREET



- ARTICLE**
1. GENERAL PURPOSE OF THIS PLAN
 2. THE TOWN OF LYNNFIELD HAS REVIEWED THIS PLAN AND HAS APPROVED IT FOR THE PURPOSES OF THE ZONING BY-LAW AND THE SUBDIVISION MAP ACT.
 3. THE TOWN OF LYNNFIELD HAS REVIEWED THIS PLAN AND HAS APPROVED IT FOR THE PURPOSES OF THE ZONING BY-LAW AND THE SUBDIVISION MAP ACT.
 4. THE TOWN OF LYNNFIELD HAS REVIEWED THIS PLAN AND HAS APPROVED IT FOR THE PURPOSES OF THE ZONING BY-LAW AND THE SUBDIVISION MAP ACT.







**Memorandum of Agreement
Between the Board of Selectmen
and the Board of Library Trustees
of the Town of Lynnfield, Massachusetts**

This Memorandum of Agreement by and between the Board of Selectmen of the Town of Lynnfield (the "Selectmen") and the Board of Library Trustees of the Town of Lynnfield (the "Trustees") dated as of the 23rd of January, 2017

Witnesseth That:

Whereas, the Town of Lynnfield (the "Town") owns certain real property known and numbered as 165-197 Summer Street, Lynnfield, consisting of 101 acres, more or less, pursuant to a certain deed recorded with the Essex South District Registry of Deeds at Book 24679, Page 171, most of which is used for golf course purposes (the "Reedy Meadow Golf Course Property"); and

Whereas, the Selectmen voted on July 18, 2016, to declare a portion of the Reedy Meadow Golf Course Property as surplus to the needs of the Town, which portion consists of approximately 149,146 square feet (3.424 acres) and is shown as Lot 1 on that certain plan of land entitled "Plan of Land 175 Summer Street Lynnfield, MA" dated July 8, 2016 and recorded with said Deeds at Plan Book 457, Plan 1 (the "Property"); and

Whereas, by a 2/3 vote under Article 5 of the Warrant of the Regular Town Meeting of October 17, 2016, the voters of the Town attending the said meeting authorized the Selectmen pursuant to G.L. c. 40, § 15A to transfer to the Trustees the care, custody, management and control of the Property, subject to certain conditions, which vote (together with the aforesaid vote of the Selectmen) has been recorded with said Deeds at Book 35505, Page 306;

Now, Therefore, in consideration of the premises set forth above and the mutual covenants set forth below, and for other good and valuable consideration the receipt and sufficiency of which are hereby acknowledged, the undersigned hereby agree as follows:

1. **Transfer.** Pursuant to G.L. c. 40, § 15A and the aforesaid Town Meeting vote, the Selectmen hereby transfer the care, custody, management and control of the Property to the Trustees for the purposes and subject to the conditions and limitations set forth herein.
2. **Purpose of Transfer.** The purpose of the said transfer is to permit the Trustees to construct and operate a new library building on the Property.
3. **Use, Occupancy and Responsibility Prior to Funding of New Library.** Until such time as Town Meeting votes to appropriate a sufficient sum of money for the purpose of constructing a new library building on the Property, equipping such building, demolishing existing structures on the Property and making site improvements on the Property in connection with such new building, the Selectmen may continue to use and occupy the Property (including the buildings thereon) as such Property and buildings have heretofore been used, or as the

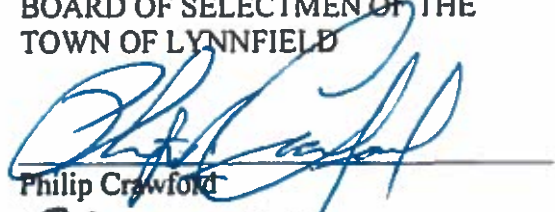
Selectmen may otherwise determine, and shall continue to be responsible for the maintenance and insurance thereof.

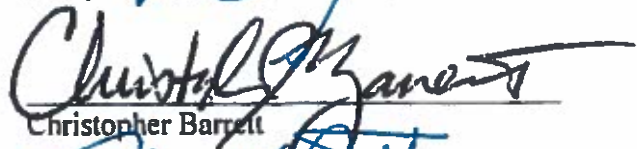
4. Turnover of Property for New Library Construction. If, prior to October 17, 2021, Town Meeting votes to appropriate a sufficient sum of money for the purpose of constructing a new library building on the Property, equipping such building, demolishing existing structures on the Property and making site improvements on the Property in connection with such new building, the Selectmen shall, with reasonable promptness following such vote, cease the use and occupancy of the Property, and the Trustees shall thereafter take control of the Property for the purpose of such demolition, construction, equipping and site improvements, and shall operate and maintain the Town's new library on the Property following completion of such work.

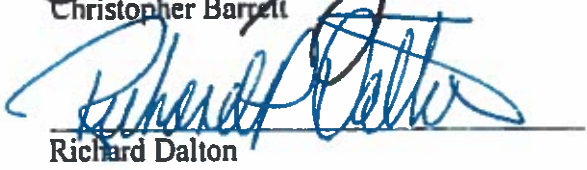
5. Reversion of Property to Selectmen. If, prior to October 17, 2021, Town Meeting shall fail to approve the construction of a new library building on the Property, together with the equipping of such building, demolition of existing structures on the Property, and the making of site improvements on the Property in connection with such new building, then the care, custody, management and control of the Property shall revert from the Trustees to the Selectmen, and the Trustees shall have no further rights to or responsibilities for the Property.

Witness our hands and seals as of the first date set forth above.

BOARD OF SELECTMEN OF THE
TOWN OF LYNNFIELD


Philip Crawford


Christopher Barrett


Richard Dalton

BOARD OF LIBRARY TRUSTEES OF
THE TOWN OF LYNNFIELD


Robert D. Calamari Jr.


Dr. Janine Rodrigues-Saldanha


Richard Mazzola


Faith Honer-Coakley


Russell Boekenkroeger



Massachusetts Public Library
Construction Program

January 2017



Lynnfield Public Library
Grant Application

B. Copy of Town Meeting/City Council Votes



& PLAN

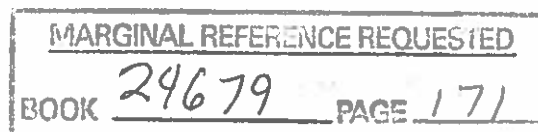
RECORD OF ACTION AND CERTIFICATION OF ANNUAL TOWN MEETING MONDAY, OCTOBER 17, 2016 Lynnfield Middle School

ARTICLE 5 – To see if the Town will vote, pursuant to G.L. c. 40, § 15A and all other applicable legal authority, to transfer from the Board of Selectmen to the Board of Library Trustees the care, custody, management and control of the land on Summer Street shown on that certain plan of land entitled “Plan of Land 175 Summer Street Lynnfield, MA” and dated July 8, 2016, consisting of 149,146 square feet, more or less, according to such plan, the Board of Selectmen having determined that such land is no longer needed for golf course purposes, provided that the Board of Library Trustees shall hold and use such land for the purpose of constructing and operating a new library building, or to take any other action in connection therewith. Submitted by Board of Library Trustees

MOTION: Selectman Dalton moved that the Town vote, pursuant to General Laws Chapter 40, Section 15A and all other applicable legal authority, to transfer from the Board of Selectmen to the Board of Library Trustees the care, custody, management and control of the land on Summer Street shown on that certain plan of land entitled “Plan of Land 175 Summer Street Lynnfield, MA” and dated July 8, 2016, consisting of 149,146 square feet, more or less, according to such plan, the Board of Selectmen having determined that such land is no longer needed for golf course purposes, provided that the Board of Library Trustees shall hold and use such land for the purpose of constructing and operating a new library building.

2/3 VOTE REQUIRED

ACTION: Selectman Dalton explained this motion would allow a transfer of land – not money – to the Library Board of Trustees, as part of their grant application. Several residents questioned as to what would happen to the land if the new library was not built. The maintenance responsibility of the land was questioned as well, and it was explained by the BOS the current maintenance of the land by the golf course would stay in place. Harry Lecours made a motion for the article to be indefinitely postponed, and the motion was 2nd. The motion to move the question on the amendment was made, and 2nd. The Moderator called for a vote, and declared Article 5 to indefinitely postpone failed unanimously.



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Town of Lynnfield



**RECORD OF ACTION AND CERTIFICATION OF
ANNUAL TOWN MEETING
MONDAY, OCTOBER 17, 2016
Lynnfield Middle School**

ARTICLE 5 (Cont'd)

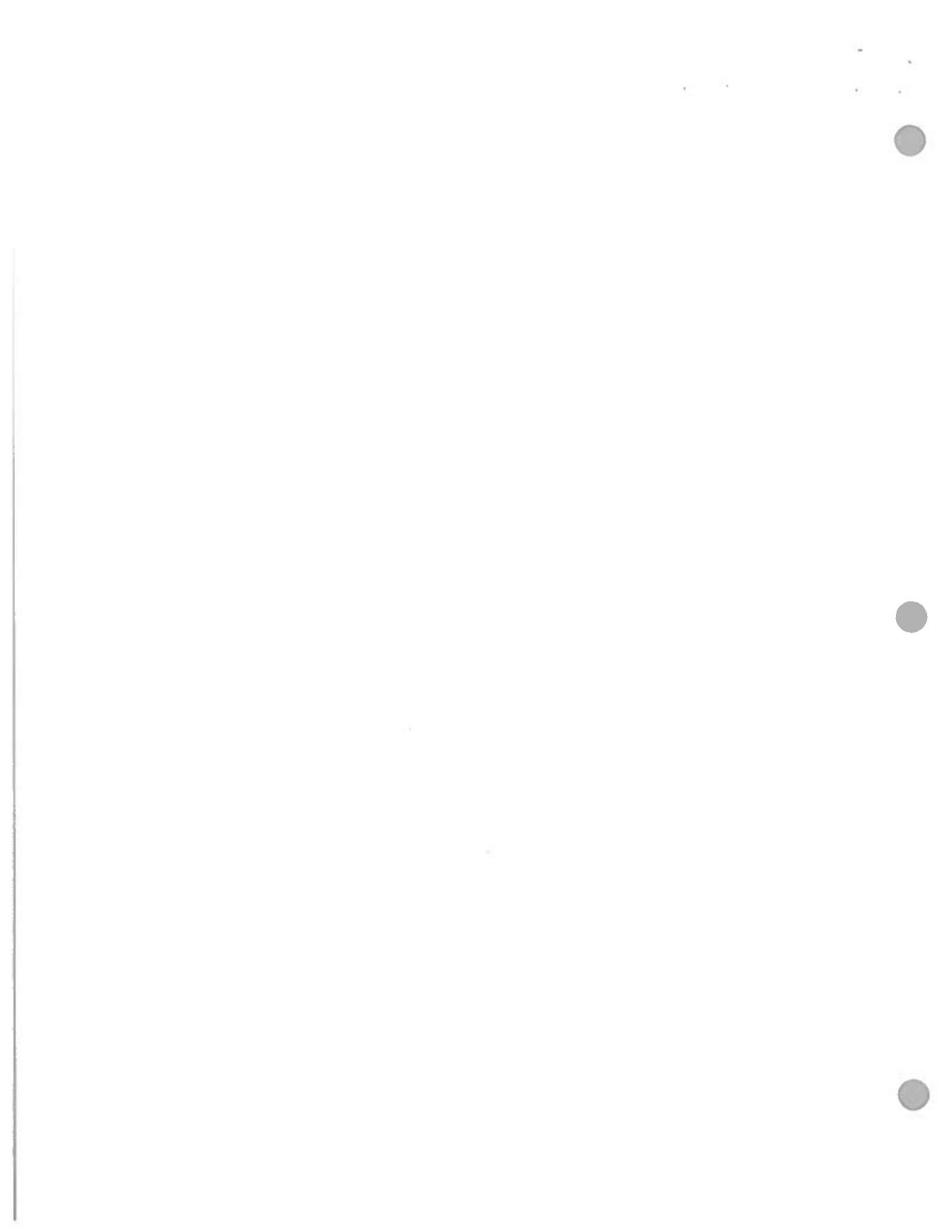
After further discussion on the land and how and when it would be transferred back to the Town should the new library not be built, Selectman Crawford made a motion to amend Article 5 to state at the end of the motion "and provided that such care, custody, management and control shall revert to the Board of Selectmen if Town Meeting shall fail to approve the construction of a new library on such land within five (5) years from the date hereof". This motion was 2nd by Selectman Dalton. The Moderator called for a vote on the amended motion as read by Selectman Crawford, which the Moderator declared passed with several in opposition.

The Moderator called for a vote on the amended motion which he declared passed by a 2/3 majority; 161 in favor and 13 against.

ATTEST:

Trudy L. Reid

Trudy L. Reid, Town Clerk



Board of Selectmen
Regular Session

July 18, 2016
Selectmen's hearing room, Town Hall

Present: Philip Crawford, Chairman
Christopher Barrett, Selectman
Richard Dalton, Selectman

Chairman Crawford called the meeting to order at 7:00 p.m. Chairman Crawford announced that the meeting was being recorded for transmission by cable television. He led those assembled in the Pledge of Allegiance.

Proclamation for Jon and Jean Procurot

Chairman Crawford said that the Board wishes to honor Jon and Jean Procurot, who serves as animal control officer and assistant animal control officer, respectively, for 28 years before retiring on July 1. He and his fellow Board members thanked them for their service. Police Chief David Breen also recognized the Procurots for their dedication.

Chairman Crawford read the below proclamation, which was signed by the Board members.

WHEREAS: Jon and Jean Procurot have served as the Town of Lynnfield's Animal Control Officer and Assistant Animal Control Officer for a period of 25 years, commencing in October of 1991;


WHEREAS: Jon Procurot also served the Town of Lynnfield as a call firefighter for 46 years, rising to the rank of Lieutenant;

WHEREAS: During their terms as Animal Control Officer and Assistant Animal Control Officer, Jon and Jean Procurot worked diligently to protect the health and safety of Lynnfield's population, making themselves available around the clock to respond to calls for assistance;

WHEREAS: In their service to the Town of Lynnfield, Jon and Jean Procurot showed a commendable concern and compassion for both Lynnfield's citizens and Lynnfield's animal populations, working diligently with both pet owners and complainants to ensure fair outcomes for both Lynnfield residents and their pets;

THEREFORE: We, the Board of Selectmen of the Town of Lynnfield do hereby offer our deep gratitude, and convey to them the thanks of the citizens of Lynnfield, for their decades of dedicated service.

A True Copy Attest


Town Clerk



1000 1000 1000

1000 1000 1000

Chief Breen mentioned that the Police Department has received an outpouring of public support following the recent police shooting tragedies around the nation and thanked the public for its support.

Interview for Historical Commission

Roy Sorli of Main Street appeared before the Board to interview for a vacant position on the Historical Commission. He told the Board he is a lifelong resident of Lynnfield and grew up as a neighbor of, and now resides in the former home of, the late Katherine Ross, the Town's longtime unofficial historian. He said he has long had an interest in the Town's history and has been following the work of the Historical Commission for a decade. Board members said they are aware of Mr. Sorli's interest in the Town and its history. Mr. Sorli said he would like to work with the School Department on including Lynnfield history in the curriculum and work on the project in which local historic sites would be marked with a granite post which would link to a website from which information about that site could be obtained.

On the motion of Selectman Barrett, duly seconded by Selectman Dalton, the Board voted unanimously to appoint Roy Sorli to the Historical Commission for a term expiring on June 30, 2017.

E. Seavey Bowdoin

Chairman Crawford said that he wanted to recognize the recent passing of E. Seavey Bowdoin, longtime resident and member of the Board of Library Trustees for over three decades. Board members remembered Mr. Bowdoin's dedication to the Town and the library and Selectman Barrett said that the plans for a new library will be part of his legacy. Board members expressed their condolences to his family and friends.

Application for an amended weekday entertainment license, Legal C Bar, Market Street

Chairman Crawford said that the Board agreed to allow Legal C Bar to have live acoustic music one day per week as part of a one-month trial.

John Archambault, general manager, said that the restaurant has had acoustic performers a few times during that trial period. He said he wanted to be courteous to the neighbors and that he measured the sound volume during performances. He said that the performances have been on Wednesdays so not to conflict with other live performances such as concerts and movies. Chairman Crawford said he was on hand for a recent performance and said it went well, and that the sound was not of a volume to disturb the neighbors.

On the motion of Selectman Barrett, duly seconded by Selectman Dalton, the Board voted unanimously to amend the weekday entertainment license for Legal C Bar to allow the performance of acoustic music by not more than three musicians one day per week.

Application for beer and wine and cordials restaurant license, Sugarloaf Concepts, LLC, dba Fat Biscuit, 600 Market Street Suite 335, R. Dale Broach, manager



At the advertised time of 7:15 p.m., Chairman Crawford declared open the public hearing on the application for beer and wine and cordials restaurant license, Sugarloaf Concepts, LLC, dba Fat Biscuit, 600 Market Street Suite 335, R. Dale Broach, manager. The hearing was duly advertised and posted.

Mr. Broach said the restaurant would serve breakfast, lunch and dinner, with fresh ingredients. He said the menu would have a "Southern feel." He said that the restaurant seeks to offer beer and wine as well as liqueurs. Chairman Crawford said the Board is always concerned that restaurants do not over-serve patrons who are ordering alcoholic beverages.

In response to questions from the Board, Mr. Broach said that he is ServSafe certified and is a TIPS trainer, He said while working at TGI Friday's, he was in charge of training servers on alcohol service. He said everyone handling alcoholic beverages at Fat Biscuit will be ServSafe certified. He said there are no plans to serve patrons outside the restaurant. He confirmed that there are two principal partners in the restaurant.

Chairman Crawford asked if anyone wished to speak on the matter. No one came forward.

On the motion of Selectman Barrett, duly seconded by Selectman Dalton, the Board voted unanimously to approve the application for a beer and wine and cordials restaurant license of Sugarloaf Concepts, LLC, dba Fat Biscuit, 600 Market Street Suite 335, R. Dale Broach, manager, contingent on receipt of the affidavit of mailing to abutters of the public hearing notice.

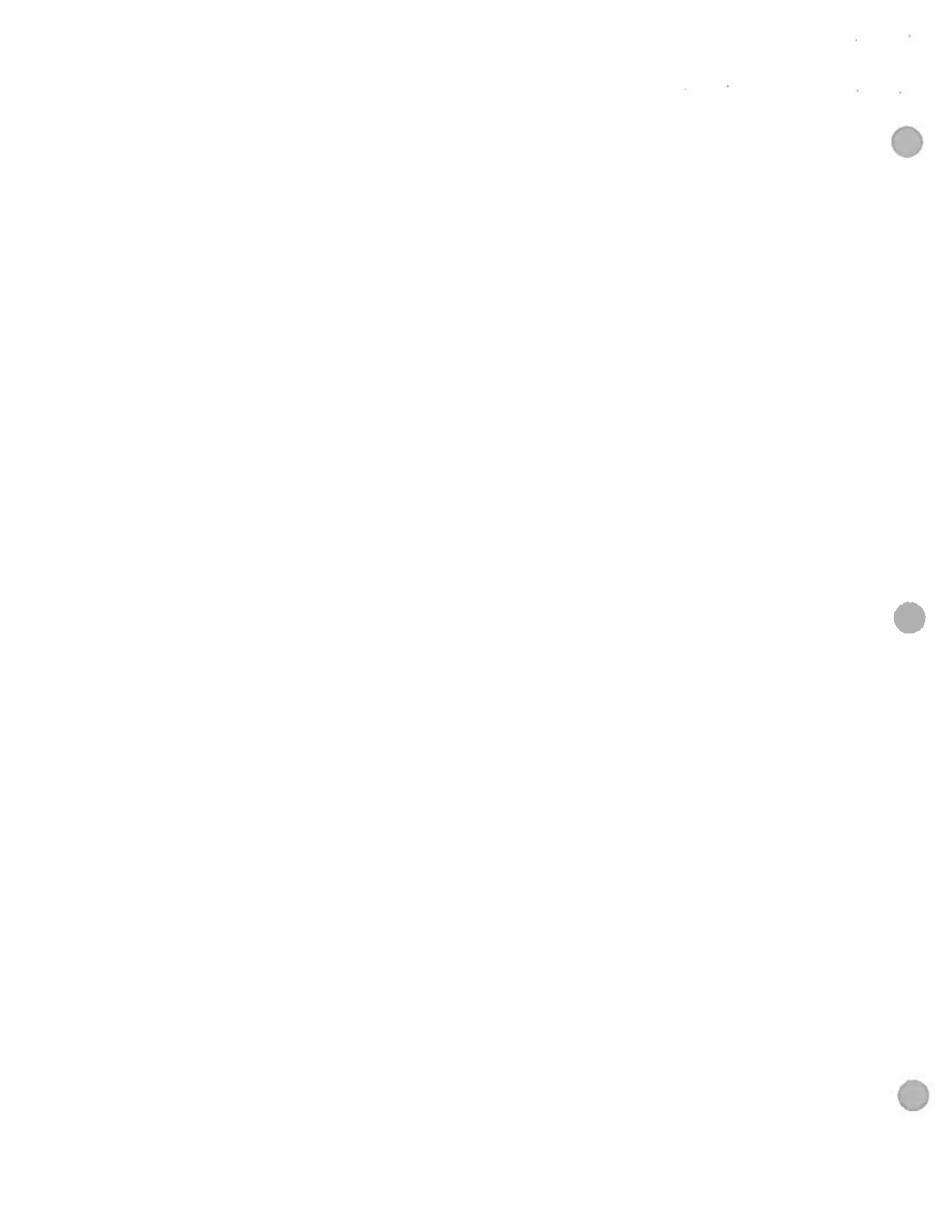
Application of Sugarloaf Concepts, LLC, dba Fat Biscuit, 600 Market Street Suite 335, for common victualler and weekday entertainment licenses

On the motion of Selectman Barrett, duly seconded by Selectman Dalton, the Board voted unanimously to approve the application of Sugarloaf Concepts, LLC, dba Fat Biscuit, 600 Market Street Suite 335 for a common victualler license.

On the motion of Selectman Barrett, duly seconded by Selectman Dalton, the Board voted unanimously to approve the application of Sugarloaf Concepts, LLC, dba Fat Biscuit, 600 Market Street Suite 335 for a weekday entertainment license. The license is for recorded music only.

Declaration of a portion of the Reedy Meadow Golf Course property as surplus for the purposes of transferring control and custody of the land to the Board of Library Trustees

Russell Boekenkroeger, chairman of the Library Building Committee, appeared before the Board along with fellow Board of Library Trustees member Faith Honer Coakley and Library Director Holly Mercer to request that the Board declare the portion of the Reedy Meadow Golf Course property surplus. He said that this would pave the way for town meeting to transfer control and custody of that portion to the Board of Library Trustees for use as a building site for the proposed new Lynnfield Public Library.



Mr. Boekenkroeger explained that in order for the library building project to qualify for state grant funds, the Board of Library Trustees must control the proposed building site. He said that the site concept was approved at the annual town meeting in April and that if the state grant is not approved or if a future town meeting did not approve funding for the project, the Board of Library Trustees would plan to transfer the property back to the Board of Selectmen. He said Town Counsel Thomas Mullen crafted the proposed motion.

Mr. Mullen agreed that since the Board of Selectmen holds the property currently for golf purposes, the transfer is necessary. He said the next step after this declaration by the Board would be putting an article before the fall town meeting that would transfer the land from the selectmen to the trustees. A two-thirds vote would be required for approval.

Chairman Crawford asked about the timeline after the town meeting vote. Mr. Boekenkroeger said that the application would be filed by the end of January, and the Town will learn if it received the grant by July of 2017, after which the Town would have to vote to approve the funding. He said a vote at the fall 2017 town meeting on project funding would be "very optimistic" in terms of timeline. He said the grant would not be a lump sum, but reimbursements to the Town on payments made on the project.

In response to questions, Town Administrator James Boudreau said that the only way the Town would move ahead on the grant funding list is if another community refused to appropriate the funds for its library project. After a discussion of the best method to return the property's control to the Board should the library project not go forward, Mr. Mullen said the cleanest approach would be to have the Board of Library Trustees declare the property surplus and have town meeting transfer the property back to the Board for golf purposes. Mr. Boudreau said that while the library would control the property after the town meeting vote to transfer it from the Board to the trustees, the golf course will be allowed to use the property until the building project is underway. Mr. Mullen suggested that a Memorandum of Agreement between the Board and the library trustees could memorialize these understandings.

Resident Mary Stewart asked if the entire golf course would be used for the library project. Chairman Crawford said the portion of the property to be transferred would be the front section along Summer Street containing the shed and the Danforth House, both of which would be razed. The nine-hole golf course and the clubhouse would remain in operation.

On the motion of Selectman Barrett, duly seconded by Selectman Dalton, the Board voted unanimously to determine, pursuant to G.L. c. 40, § 15A, that the land on Summer Street shown on that certain plan of land entitled "Plan of Land 175 Summer Street, Lynnfield, MA" and dated July 8, 2016, consisting of s149,146 square feet, more or less, according to such plan, which is currently held by the Board of Selectmen for the purpose of a golf course, is no longer needed for such purpose, and that the Board seek the approval of Town Meeting to transfer the care, custody, management and control of such



land to the Library Trustees for the purpose of constructing and operating a new library building.

Request for stop signs on Hart Road and Juniper Road at their intersections with Candlewood Road

The Board took up a request for the installation of stop signs on Hart Road and Juniper Road at their intersections with Candlewood Road. Resident Gary Mendes said that stop signs exist on Candlewood Road at those intersections, but not on Hart and Juniper. He said the drivers often travel at excessive speeds through those intersections, and that the streets are used as cut-throughs. Chairman Crawford said he previously lived on Juniper Road and is familiar with the issue. He said that the problem is found more on Hart than Juniper. Mr. Mendes agreed. Selectman Barrett thanked Mr. Mendes for bringing this issue forward and said he spoke to neighbors with the same concern, especially among parents of young children. He suggested Mr. Mendes gather signatures from the neighborhood to demonstrate the support for the change. Chairman Crawford suggested asking for the stop sign on Hart and not on Juniper.

The Board agreed to defer action until its next meeting.

Signing of September 2016 state primary warrant

On the motion of Selectman Barrett, duly seconded by Selectman Dalton, the Board voted unanimously to approve and sign the September 8, 2016 state primary warrant as presented by Town Clerk Trudy Reid. The election will be held on a Thursday instead of the customary Tuesday. Voting will be from 7:00 a.m. to 8:00 p.m. at Lynnfield High School.

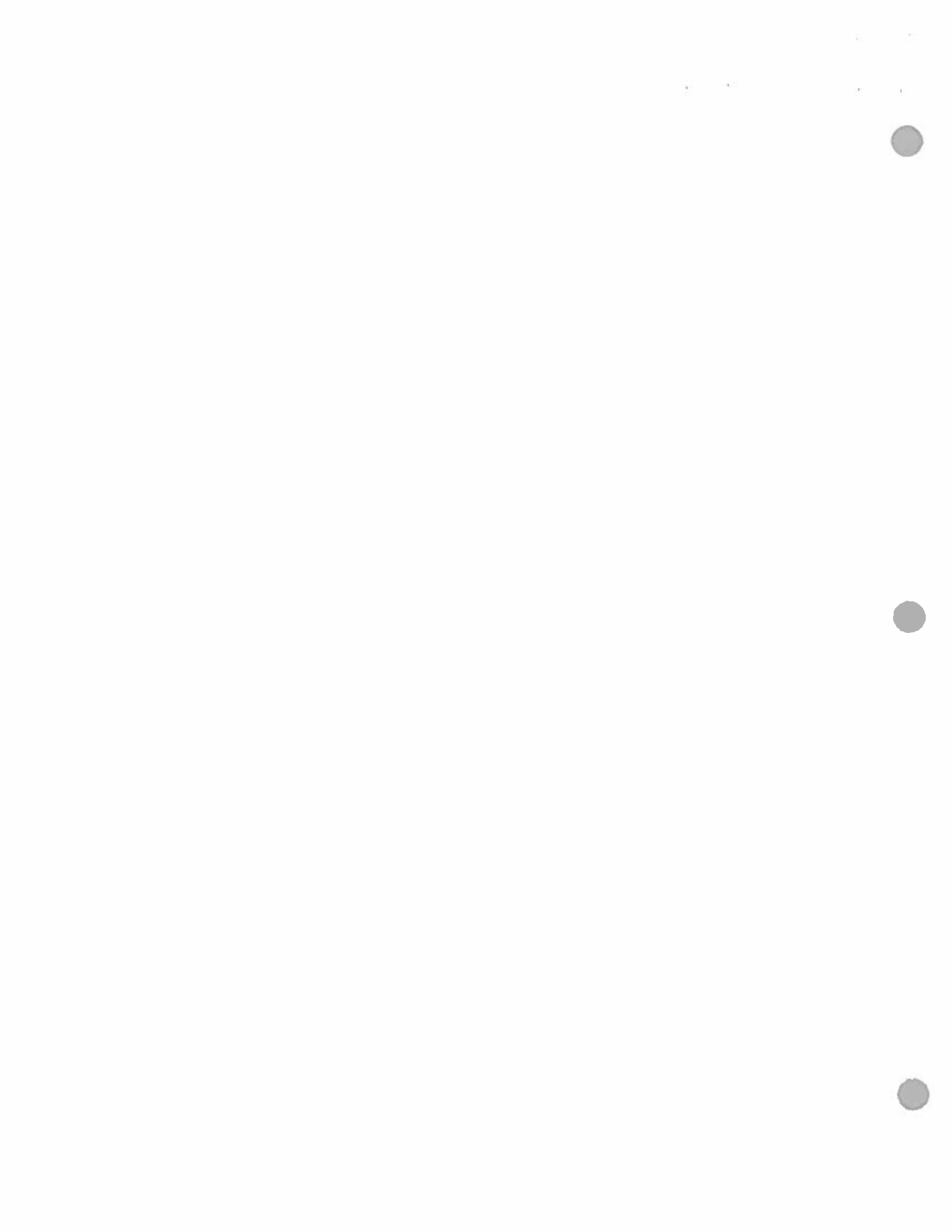
Memorandum of Understanding with Lynnfield Police Association

Mr. Boudreau presented for the Board's approval the Memorandum of Understanding between the Town and the Lynnfield Police Association, Massachusetts Coalition of Police Local 414, AFL-CIO, for approval. Mr. Boudreau said the agreement, which would run from July 1, 2016 to June 30, 2019, would include a 2.5 percent increase in base pay for each of the three years, and the union agreed to carry Narcan in all cruisers. It also carries a fitness benefit which is tied to the Cooper standards of physical fitness. Officers who meet the fitness standard receive a stipend. It also memorializes the two detective positions and the canine officer position which were added.

On the motion of Selectman Barrett, duly seconded by Selectman Dalton, the Board voted unanimously to approve the Memorandum of Understanding between the Town and the Lynnfield Police Association, Massachusetts Coalition of Police Local 414, AFL-CIO, for the period July 1, 2016 to June 30, 2019.

Disclosure under Massachusetts General Laws Chapter 268A, Section 19 (B) by Town Counsel Thomas Mullen

The Board took up the disclosure filed by Town Counsel Thomas Mullen, which stated that he is a Director and Corporator of The Savings Bank and performs legal services for and is an account holder at the bank, which has a branch office on Main Street. He is



working with the Board of Health on a septic issue at the shopping center property on which the bank is situated, and that the actions taken on the septic system could conceivably cause an interruption of business at the bank and, depending on the structure of its lease, require the bank to bear a portion of the costs related to the action required on the septic system.

On the motion of Selectman Barrett, duly seconded by Selectman Dalton, the Board voted unanimously to find that this financial interest disclosed was not so substantial as to affect the integrity of the services which the Town would expect from the employee.

Renewal of agreement with Town of Wakefield for shared inspectors

Mr. Boudreau presented proposed agreements between the Town of Lynnfield and the Town of Wakefield for a shared electrical inspector and a shared gas and plumbing inspector. He said that these agreements renew the existing relationship.

On the motion of Selectman Barrett, duly seconded by Selectman Dalton, the Board voted unanimously to approve the agreements between the Town of Wakefield and the Town of Lynnfield for a shared electrical inspector and for a shared gas and plumbing inspector, and authorized the town administrator to sign the agreements.

Amendment to town administrator's contract

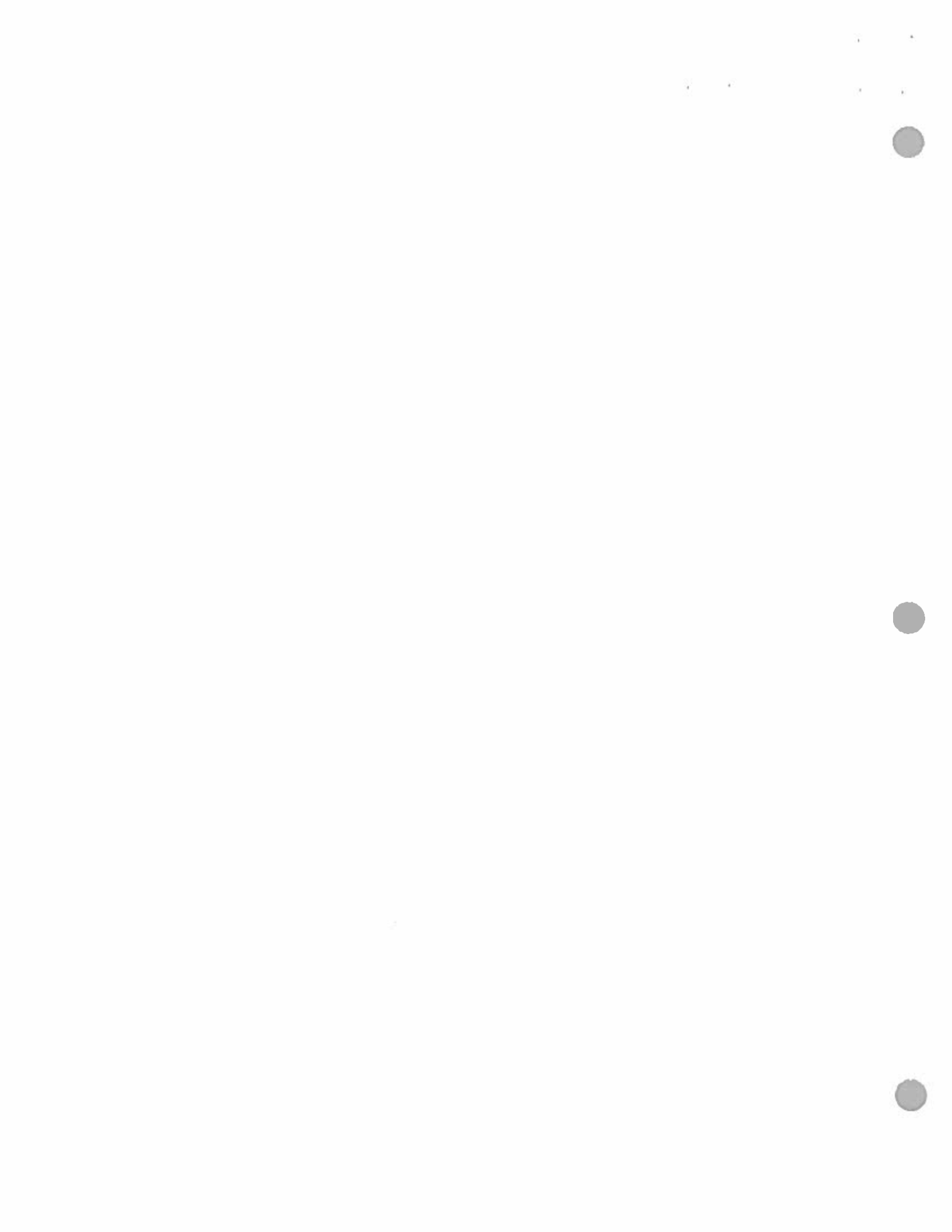
On the motion of Selectman Barrett, duly seconded by Selectman Dalton, the Board voted unanimously to approve an amendment to the town administrator's contract as presented. The contract amendment addresses compensation levels after January, 2016, as provided for in the original employment agreement. Chairman Crawford said Mr. Boudreau is doing a tremendous job and asked if in a future agreement, it would make sense to have compensation addressed at intervals that coincide with the fiscal year. Mr. Boudreau said that he agreed and would discuss such a provision in the next contract amendment.

Resignation from Personnel Board

Chairman Crawford read a letter of resignation from Personnel Board member Denis Ritchie, who has moved out of Town. He thanked Mr. Ritchie for his work in this role and past efforts as a member of the Recreation Commission and the many other activities he has been engaged in on behalf of the Town and its residents. He asked those interested in serving on the Personnel Board to submit a letter of interest to the selectmen's office, and said the Board will take applications for at least a month before making an appointment.

Union Hospital update

Chairman Crawford said that he attended a recent hearing in Salem of the state Public Health Council on the proposal of Partners Healthcare to expand Salem Hospital, which is part of a plan to close services at Union Hospital in Lynn, which is also part of the Partners Healthcare network. He and others spoke on the effect this expansion would have on Union Hospital and the communities that rely on its services. He said the Public Health Council was sympathetic to the need to continue services at Union Hospital



during the construction period of the Salem Hospital project. He said the biggest concern was about the provision of emergency services at Union Hospital, and that Partners Healthcare agreed to consider providing a satellite or additional emergency room in this area. Chairman Crawford suggested using the Union Hospital location. Partners will have one year to review the proposal and response to the Public Health Council.

Resident Mary Stewart thanked the chairman and current and past Board members for their support on this issue. She also said Police Chief David Breen had submitted a strong letter, and many residents and local businesses had supported keeping Union Hospital open. She said the Public Health Council seems to view the Union Hospital matter as a Lynn issue rather than a regional issue, and ignored the concerns expressed by officials and residents in Lynnfield, Saugus and other communities. She thanked all the elected officials and the town administrator and all residents and businesses who supported this effort. She also said that if Partners does not wish to continue to operate Union Hospital, she hopes that another party buys it and continues to operate it. She said the hospital would have strong support from the area.

Chairman Crawford thanked Ms. Stewart for her efforts and said he wished there had been more support among political leaders for this effort. He said that only Lynn and Salem will be represented on the planning committee, despite his request that officials from Lynnfield and Saugus be included.

Mr. Boudreau said that due to a recent electrical problem at Union Hospital, emergency calls were diverted to other hospitals. The Fire Department is tracking those ambulance runs to measure the time it takes to reach Salem Hospital.

Chairman Crawford said that the Board will continue to keep an eye on this issue.

Needham Road zoning issue update

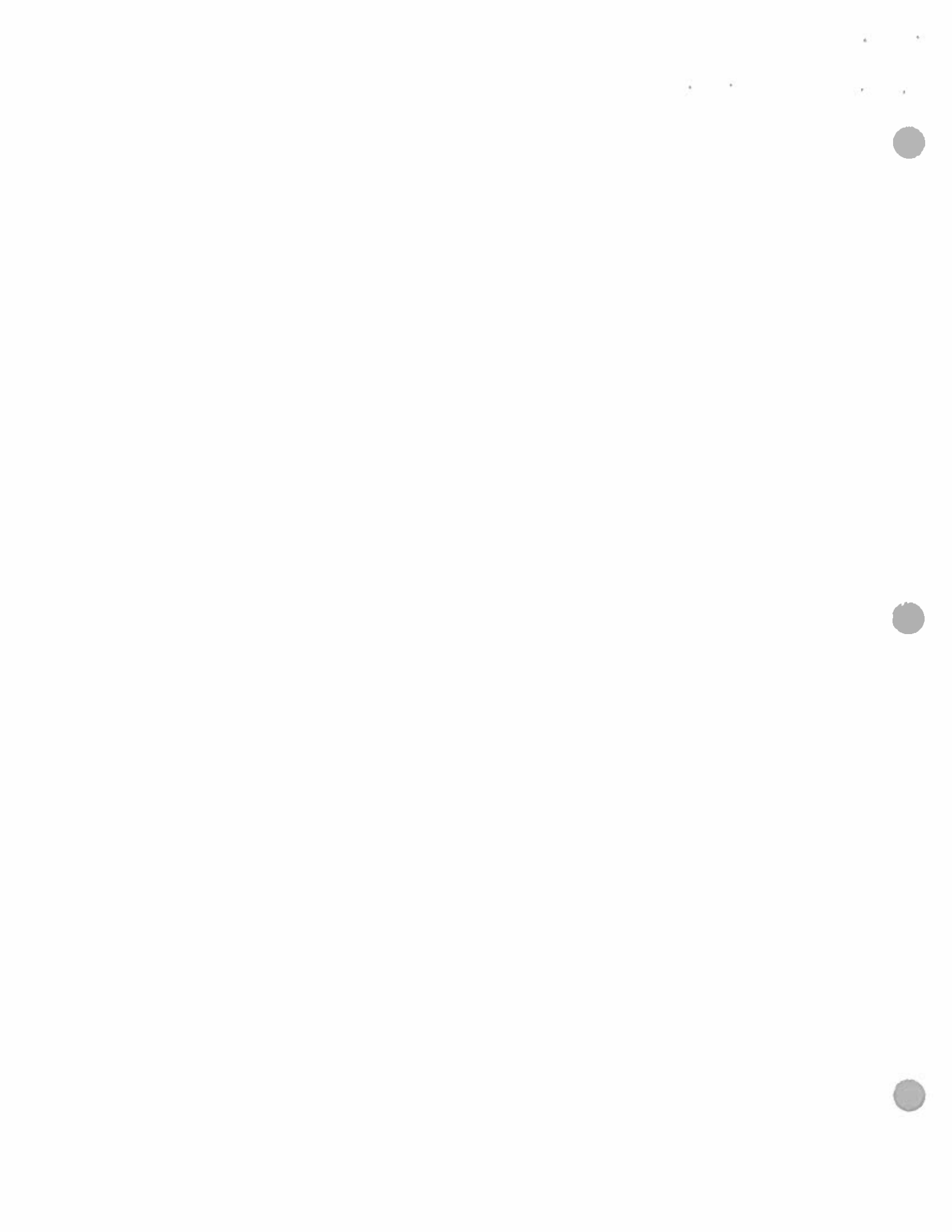
Chairman Crawford announced that the Board of Appeals will hear the case of the Needham Road house being offered for short-term rentals on August 2 at 7:30 p.m. at the Lynnfield Middle School auditorium. He said that residents have expressed much interest in this issue.

Public comment period

Resident Wayne Perry said he attended the same Public Health Committee meeting attended by Chairman Crawford, and urged that any agreement made by Partners Healthcare be made in writing. He said that when Lynn Hospital was closed, North Shore Medical Center made certain promises, but since they were not in writing they could not be enforced.

Use of public facilities

On the motion of Selectman Barrett, duly seconded by Selectman Dalton, the Board voted unanimously to approve the use of the common on July 22 from 9:00 a.m. to 12:30 p.m. and on July 29 from 9:00 a.m. to 3:30 p.m. for a fitness program run by the Lynnfield Public Library.



The Board of Selectmen deferred to its August 15 meeting a request from Kitchen and Kraft to hold a farmers' market on the common on the following dates in 2017: May 21, June 8, July 23, August 20 and September 17. Mr. Boudreau noted that while the common is generally not reserved for for-profit entities, farmers' markets have been very popular in other communities, and the person proposing it is a Lynnfield resident. The Board asked that the applicant attend the next meeting to discuss the matter.

On the motion of Selectman Barrett, duly seconded by Selectman Dalton, the Board voted unanimously to approve a request to use the South Fire lot on September 18, 2016 by the Lynnfield High School hockey team for a car wash.

On the motion of Selectman Barrett, duly seconded by Selectman Dalton, the Board voted unanimously to approve a request to use the South Fire lot on September 25, 2016 and October 2 by the Lynnfield High School boys' soccer team for a car wash.

Administrative matters

On the motion of Selectman Barrett, duly seconded by Selectman Dalton, the Board voted unanimously to approve the minutes of the meeting of June 7, 2016 as presented.

On the motion of Selectman Barrett, duly seconded by Selectman Dalton, the Board voted unanimously to approve the minutes of the meeting of June 21, 2016 as presented.

On the motion of Selectman Barrett, duly seconded by Selectman Dalton, the Board voted unanimously to adjourn at 8:13 p.m.

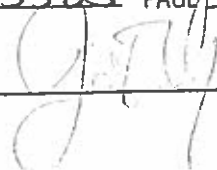
Judy A. Reed
Town Clerk

COMMONWEALTH OF MASSACHUSETTS
ESSEX REGISTRY OF DEEDS, SO. DIST., SALEM, MASS
ESSEX SS 12-6 2016

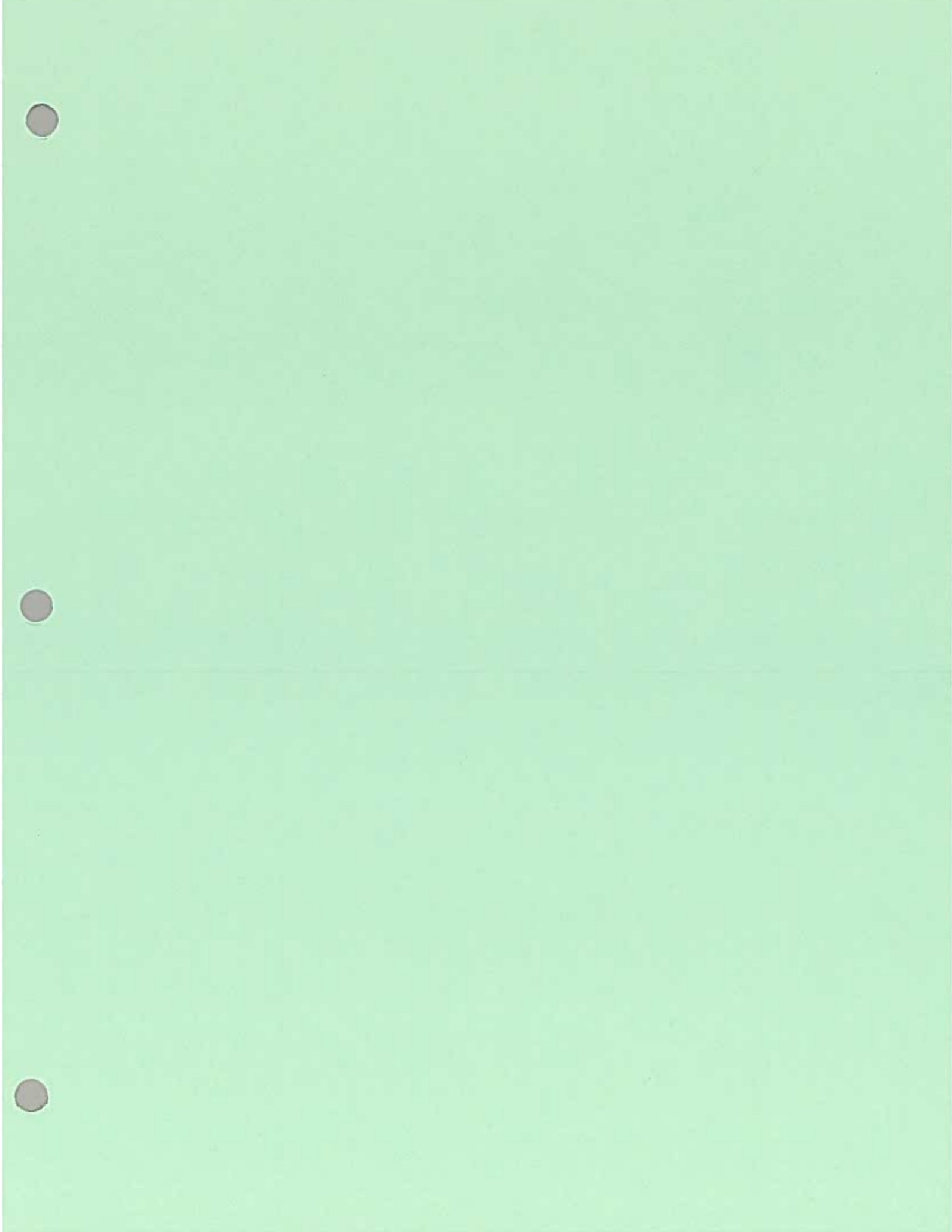
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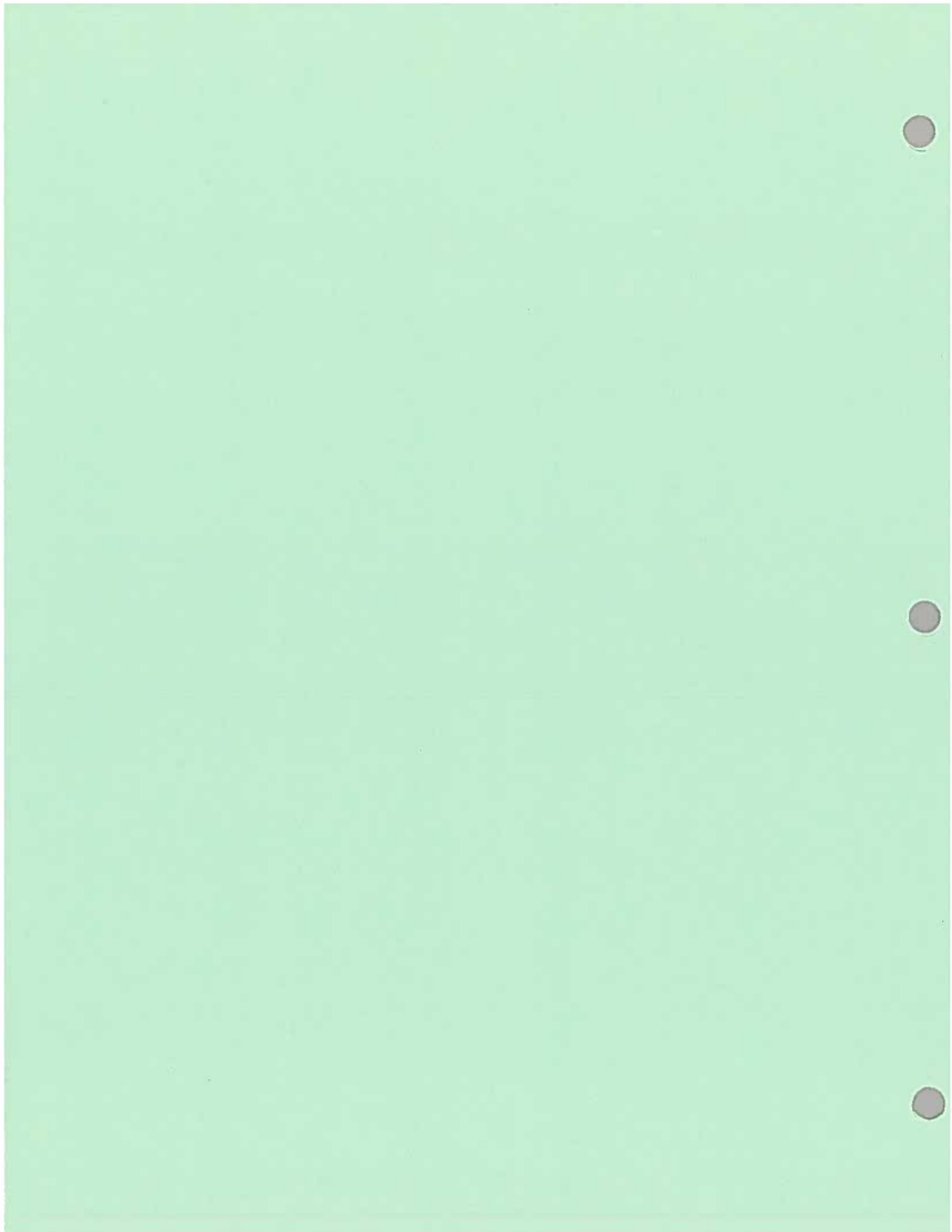
BOOK 35505 PAGE 306

ATTEST



REGISTER





Town of Lynnfield



**RECORD OF ACTION AND CERTIFICATION OF
ANNUAL TOWN MEETING
MONDAY, APRIL 25, 2016
Lynnfield Middle School**

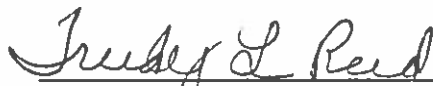
ARTICLE 20: To see if the Town will vote to authorize the Board of Library Trustees to apply for, accept and expend without further appropriation any state funds which may be available to defray all or part of the cost of the design, construction and equipping of a new library building, and to approve the schematic design for such a project that are shown on the set of plans entitled "Preliminary site plan and schematic layout for new Lynnfield Public Library," dated March 25, 2016, which are on file with the Town Clerk, or to take any other action in relation thereto. Submitted by the Board of Library Trustees

MOTION was made by Library Trustee Chairman Robert Calimari to move that the Town vote to authorize the Board of Library Trustees to apply for, accept and expend without further appropriation any state funds which may be available to defray all or part of the cost of the design, construction and equipping of a new library building, and to approve the schematic design for such a project that are shown on a set of plans entitled "Preliminary site plan and schematic layout for new Lynnfield Public Library," dated March 25, 2016, which are on file with the Town Clerk, or to take any other action in relation thereto. The motion was 2nd by Library Trustee member Faith Honer-Coakley

ACTION: Mr. Calimari made a motion to waive the 10 minute limit on speaking, which was 2nd by board member Faith Honer-Coakley. The Moderator asked for any discussion on this motion, none was heard. The Moderator asked for a voice vote on the motion, which was passed by a majority, with few objections.

During the 20 minutes presentation, Library Trustee member Russell Boekenkroeger, Director Holly Mercer, and Clifford Gayley, architect for the design took turns presenting the new design of the library, and answering questions and comments from the voters. Once the Moderator felt all had been heard, he called for a voice vote on Article 20. The Moderator declared the motion passed in the majority, with a few objections.

ATTEST:



Trudy L. Reid, Town Clerk



Massachusetts Public Library
Construction Program

January 2017



Lynnfield Public Library

Grant Application

C. Map of Location of Proposed Site

Zoning Map

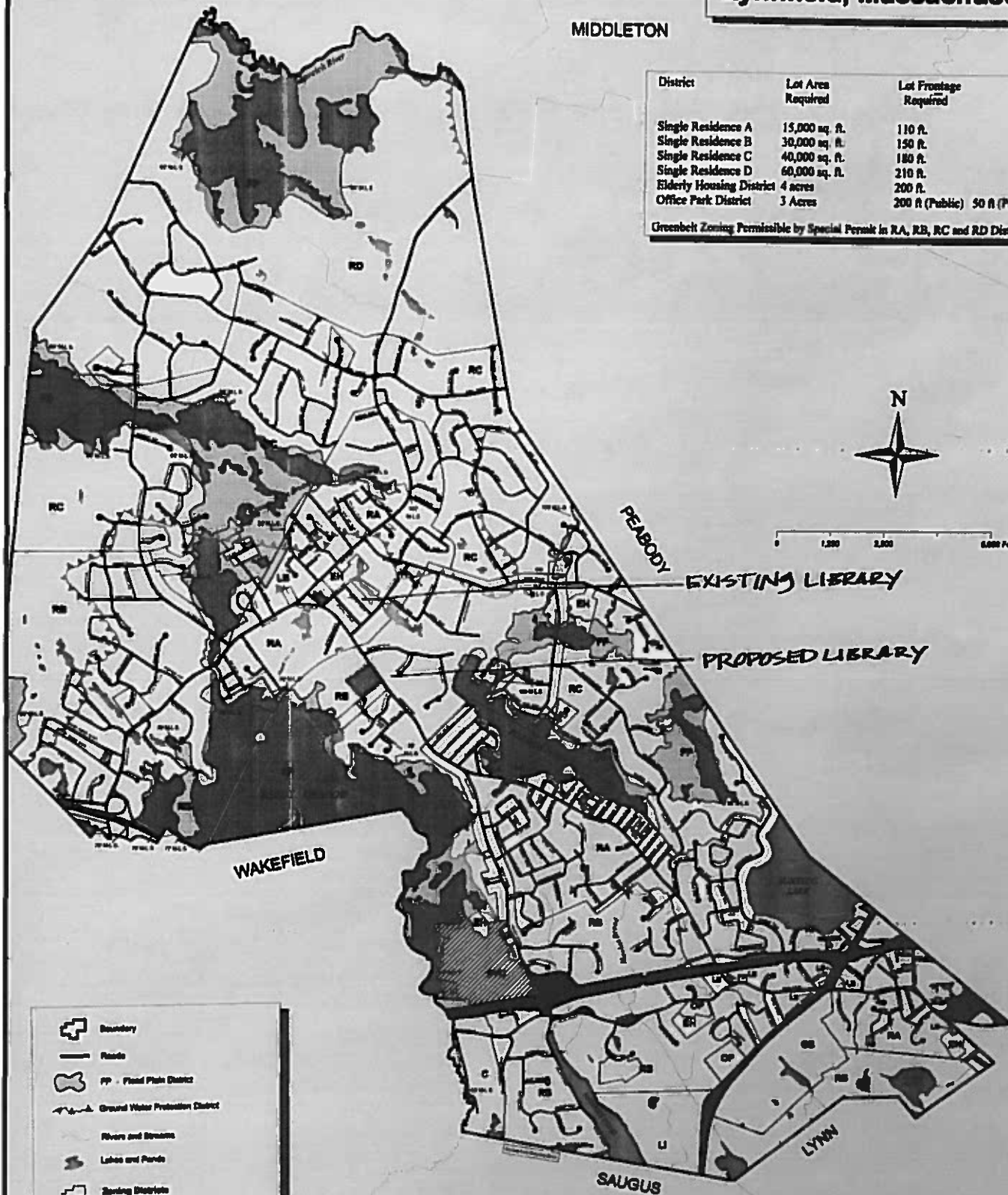
Lynnfield, Massachusetts

NORTH READING

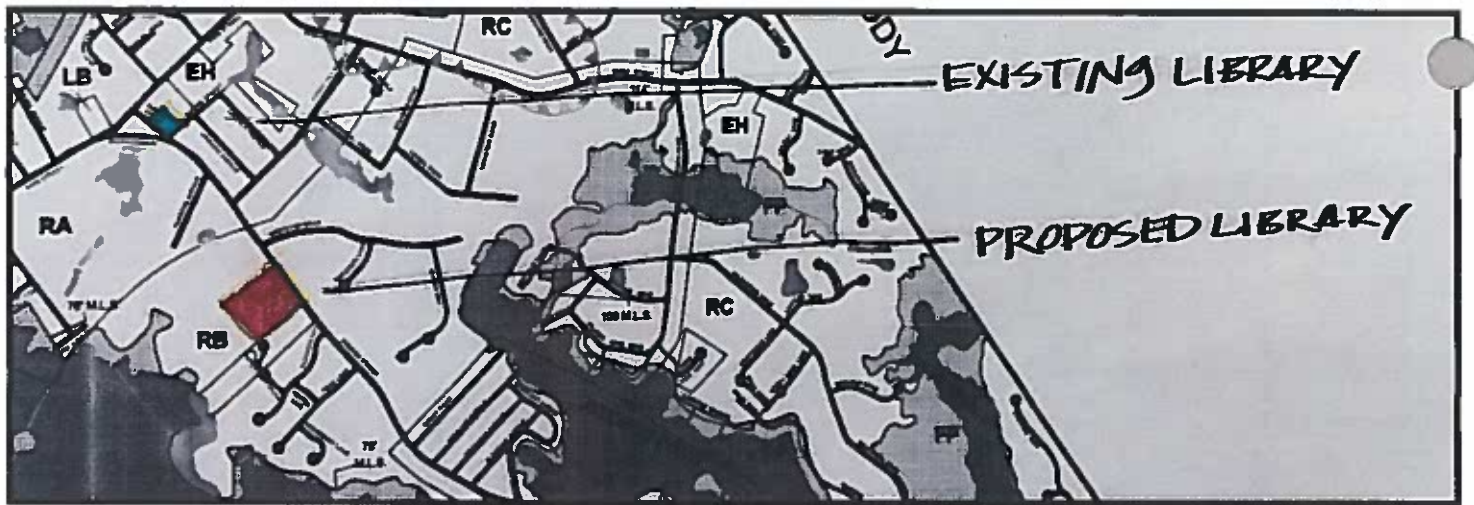
MIDDLETON

District	Lot Area Required	Lot Frontage Required
Single Residence A	15,000 sq. ft.	110 ft.
Single Residence B	30,000 sq. ft.	150 ft.
Single Residence C	40,000 sq. ft.	180 ft.
Single Residence D	60,000 sq. ft.	210 ft.
Elderly Housing District	4 acres	200 ft.
Office Park District	3 Acres	200 ft (Public) 50 ft (Private)

Greenbelt Zoning Permissible by Special Permit in RA, RB, RC and RD Districts



- Boundary
- Road
- FP - Flood Plain District
- Ground Water Protection District
- Rivers and Streams
- Lakes and Ponds
- Savings Districts
- RA - Single Residence A CB - General Business
- RB - Single Residence B C - Commercial
- RC - Single Residence C LI - Limited Industrial
- RD - Single Residence D EB - Elderly Housing
- LB - Limited Business OP - Open Park
- PVD - Planned Village Development



Google Maps 175 Summer St



Imagery ©2017 Google, Map data ©2017 Google 1000 ft



Massachusetts Public Library
Construction Program

January 2017



Lynnfield Public Library

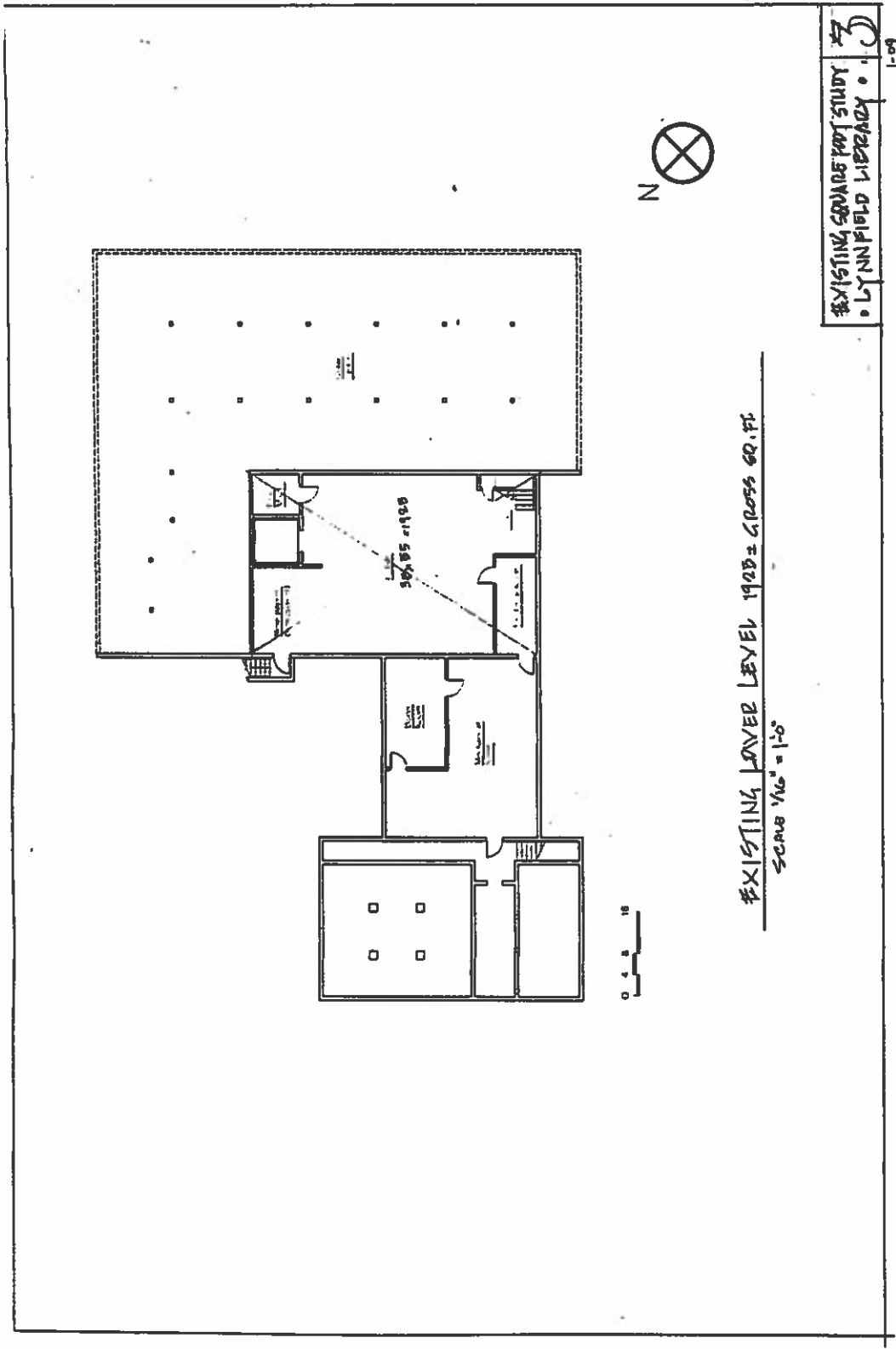
Grant Application

D. Existing Library Building Floor Plans





Appendix D: Floor Plans of Existing Library Building – Lower Level





Massachusetts Public Library
Construction Program

January 2017



Lynnfield Public Library

Grant Application

E. Master/Library Long Range Plan Excerpts

Town of Lynnfield Master Plan Update

January 2017

The Town of Lynnfield is currently in the process of creating a new Master Plan. The process is being overseen by the Planning Board, which has set up a Master Plan Steering Committee consisting of Planning Board Members and a Selectman. This committee is charged with gathering input from the public through surveys, public meetings and forums. Once the public outreach portion of the process is completed, subcommittees representing most departments, boards and committees in town (including the library) will engage in data collection and analysis in light of the public input received. Then, under the oversight of the Master Plan Steering Committee, subcommittees will develop the various sections and subsections of the Master Plan. Upon plan completion, community boards and commissions and town departments will be charged with implementing the short- and long-term plan recommendations relevant to each board, committee or department.

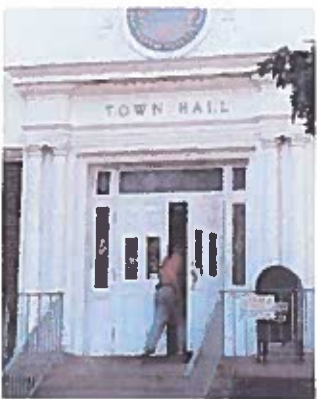
Additional information on the Master Plan is available at: <http://lynnfieldmasterplan.org/>





Town of Lynnfield, MA

Master Plan



**Submitted by:
Planners Collaborative, Inc.
Boston, MA**

September 2002

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EXECUTIVE SUMMARY

This document represents the culmination of work completed over approximately four years, from March 1998 to June 2002. The Master Plan presented herein is intended as a tool to guide decision-makers. As opportunities arise for development, the Master Plan will provide goals and a vision against which to evaluate proposals. It is also a plan with which public investment and decisions can be prioritized. The plan is the result of the coordination and compilation of public input, town officials' opinions, demographic and market trend analyses, and professional expertise. It represents an identification and articulation of what in Lynnfield can and should be preserved and enhanced and what can and should be changed to meet the challenges and needs of the future.

Vision for Lynnfield

Lynnfield will be a community for life that will provide appropriate and attractive housing and activities for all of its residents. Any new development will respect the visual quality of the town's architecture and open space, and will be concentrated in pre-defined areas. Both Lynnfield Center and South Lynnfield will have attractive and vibrant centers that will meet the service and social needs of the town's residents and will bring back some of what has been lost from the sense of community that the town residents remember. There will be a diversity of housing types made available so that young people, town employees, and the elderly can all afford to live in Lynnfield. Services and activities appropriate to all generations will be provided, and opportunities for interaction will be increased. A network of paths will traverse the town and connect many of its important locations to support pedestrians and bicyclists. This will help to alleviate some of the traffic and parking congestion currently experienced by town residents. Open spaces will be prioritized, preserved, and made accessible to all residents for both passive and active recreation as well as for the protection of natural habitat. Alternative methods of increasing tax revenues will be explored to help finance some of the above. Development will be guided by principles as developed by the town's residents and government officials and will be evaluated in terms of adherence to these master planning goals.

Goals for Lynnfield

- Preserve Lynnfield character
- Enhance the Town Center
- Strengthen South Lynnfield
- Provide suitable facilities for Town activities
- Stabilize the tax base
- Increase the amount of affordable housing
- Permit the Town to be pro-active in meeting future challenges and opportunities

Master Plan Main Recommendations

The Plan's main recommendations are summarized below:

- *Expand the boundary definition of the two town centers*

Both Lynnfield Center and South Lynnfield center grew out of railroad stations and were once the centers for commercial activity and public interactions. In addition, South Lynnfield was along the route of a main highway connecting Boston to the North Shore ports, New Hampshire, and Maine. Commercial and other activity centers were located primarily in these centers, but were also more geographically dispersed, resulting in more concentrated and more vibrant centers than is the case today.

The plan proposes that both Lynnfield Center and South Lynnfield center be strengthened by intensifying uses in the centers and expanding their boundaries. The plan proposes that Lynnfield Center retain its function as a civic center (Town Hall, library, post office) and that the number and types of uses be increased in a number of ways including encouraging apartments and professional offices in existing houses and mixed-use with apartments and offices over commercial spaces. Strong design guidelines should be developed to ensure aesthetic compatibility.

It is proposed that South Lynnfield continue in its role as primarily an economic center, but also that connections between churches, senior center, and other non-commercial activity centers be provided in order to improve its function as a social center. A similar "core densification zone" is proposed here as in Lynnfield Center.

- *Redefine the role of each of the golf courses*

The town's three golf courses are the largest parcels of undeveloped land in Lynnfield. Under current zoning they are potentially developable. The plan proposes to view the golf courses as an opportunity to meet some of the master planning goals and to this end to utilize each of the golf courses in very specific ways – each maximizing the benefit to the town – as described below.

- *Sagamore Golf Course* – Because of its more remote location and proximity to Water District land, the plan proposes to keep this area for recreation, i.e., retain its use as a golf course. The Town could either acquire the development rights through gift or purchase or encourage the sale and transfer of those rights to another parcel (i.e., one of the other golf courses).

- Center Golf Course – The plan encourages that this course be developed with cluster housing, town recreation and open space. More specifically, it is recommended that 30 acres of the 44 upland acres be designated as possible areas for affordable, rental housing at 8 units per acre. The combination of affordable and market rate housing should be required to meet Chapter 40B requirements, so 100% of the units built count towards the 10% goal. The residents living in this housing would help support new businesses in the center core area. Additionally, it is recommended that the remaining 14 acres be used for a possible site for all or parts of relocated DPW functions and for town-wide recreation.
- Colonial Golf Course – It is recommended that this course be reduced to a 9-hole course and that a large portion of the site be designated for development as an office park, with some market rate housing.

Provide Affordable Housing

As mentioned above, the plan encourages development of affordable rental housing. Possible areas for development are identified below. Once the 10% is reached, Lynnfield cannot be targeted for Ch. 40B developments.

Possible Development Sites*:

- Center Golf Course
- Behind Senior Center (age-restricted)
- Salem Street locations

**Note: No study has yet been performed to support the viability of any of these sites for development*

Further Recommendations

- Rental units should be encouraged since they all qualify as affordable housing
- Assume 8 units per acre
- Make half of the non-age-restricted units 2-bedroom and half 3-bedroom
- Involve the Lynnfield Housing Authority in the selection of residents and give preference to town residents, town employees, etc.

Increase the tax base by expanding Economic Development

The Plan proposes the following ways of increasing the tax base be considered:

- Intensified use of existing centers – both Lynnfield Center and South Lynnfield
- Rezoning of some of South Lynnfield land to commercial (currently residential)
- Use of Colonial Golf Course for office park development

Some residents' quotes:

"There is nowhere to go in Lynnfield"
"Preserve Lynnfield's New England charm."
"Lynnfield should be a community for life, for all generations."
"I want Lynnfield to be a nice place to bring up my children."
"I want to be able to go places and meet people and socialize more."
"Not enough attention is being paid to the elderly and their needs."

Upon acceptance of the Plan the first subsequent step should be to develop a detailed action plan, which outlines the necessary actions, parties involved, funding if applicable and time of implementation.

Implementation Actions (Not in order of priority)

Action	Parties/Committees Represented	Time to Complete
Route 1 Zoning		
Study group to review permitted uses, neighborhood impact, and economic benefit	Planning Board, Selectmen, Business Council, Assessor, Neighborhood Reps	6 - 12 months (study group)
Propose zoning changes at Town Meeting		6 -12 months after completion of study
Recreation		
Provide increased pedestrian and bicycle facilities	Bike Path, Recreation, ConCom & Open Space	Report progress in 6-12 months (ongoing)
Land Acquisition and Infrastructure Changes		
Establish a plan for the procurement of land that will enable growth of town facilities and traffic mitigation (Library, Town Center bypass road) DPW facilities relocation	Selectmen, Library Trustees, DPW, Planning Board, ConCom Selectmen, DPW	6 - 12 months Report status yearly at Town Meeting
Open Space – Establish a plan for the procurement of land that will preserve open space	ConCom, Open Space, Recreation	6-12 months
Affordable Housing		
Create a plan for the creation of affordable housing opportunities (40B requirements, LIFE, rental) Comprehensive Zoning	Selectmen, Lynnfield Housing Authority Town Council, Planning Board, Selectmen	12 - 18 months 3 - 6 months
Densification and Intensification Zones		
Study group to review impact of sewer connection to adjacent towns	Selectmen-appointed committees, Water District, Board of Health	6 - 18 months
Economic Development		
Study group to look at rezoning portions of Lynnfield (other than Route 1), changes in permitted uses, and Town incentives that will better utilize resources and create significant and positive tax revenue	Selectmen-appointed committees, Planning Board, Lynnfield Business Coalition	24 months
Transportation		
Conduct studies and make changes to improve traffic flow and control at the following intersections: South Common Street and Main Street Salem Street and Summer Streets Lowell and Main Street Walnut and Salem Street	Selectmen, DPW	12 - 60 months

ACKNOWLEDGEMENTS

We would like to thank the following individuals and town boards, committees, commissions and community groups for their participation in this process and their commitment to Lynnfield's future.

Planning Board Members

Alan Dresios
Donald Harriss
Thomas Hill
Richard O'Neil
John Roberts
Kathy Randeke, Planning Board Secretary
Patrick Sullivan

Town Departments

Board of Assessors
Board of Health
Board of Selectmen
Conservation and Open Space Department
Council on Aging
Cultural Center
Cultural Council
Department of Public Works
Finance Committee
Fire Department
Historical Commission
Historical Society
Housing Authority
Library Trustees
Lynnfield Bicycle Committee
Lynnfield Initiatives for Elders (LIFE)
Lynnfield Public Library
Lynnfield Public Schools
Lynnfield Water District
North Shore Regional Vocational School
Public Works Support Committee
Police Department
Reading Municipal Light Citizen Advisory Board
Recreation Committee
School Committee
Town Center Planning Committee
Youth Center Committee
5-Town Bike Study Committee

requiring expensive extensions of roads, water/sewer lines, and other facilities into newly developed areas.

- Once the State’s 10% target is met, the town will be insulated against additional Ch. 40B proposals.

1.4 Meeting the Master Planning Goals

The proposals included in the Plan meet the following master planning goals:

- Increase the viability of Lynnfield Center and South Lynnfield in a way in which historic trends are restored
- Improve the image of South Lynnfield
- Encourage a diversity of businesses to be incorporated into village centers
- Decrease traffic because of proximity of businesses to each other, the provision of pedestrian amenities, including walk and bike paths, the proximity of residences to businesses, and the proposed by-pass road which will provide alternative routing
- Create a lively center compatible with Lynnfield’s character as a New England village and more akin to its past
- Provide more activities and opportunities for social interaction for Lynnfield residents
- Provide affordable housing for Lynnfield’s elderly, young, etc.
- Provide an expanded tax base for Lynnfield to draw upon for improved services, etc.

1.4.1 Comparison of Alternatives

The following table summarizes the projected impacts of each of the two alternatives.

Table 3: Comparison of Alternatives 1 and 2

	Alternative 1: Build-out	Alternative 2: Village Centers
Land with New Permanent Conservation Restrictions	0	230 acres
New Age-Restricted Dwelling Units	0	104
New 2-bedroom Dwelling Units (rental)	NA	268
New 3-bedroom Dwelling Units (rental)	NA	268
New 3-bedroom (or more) Dwelling Units (market rate)	596	225
Total New Dwelling Units	596	865
Total New Residents	1,535	2,293
Total Lynnfield Population	13,074	13,835
Total New School Students	197	343
Additional Water Use	114,879 gal.	142,985 gal.
Municipal Solid Waste	755 tons	1,130 tons
Non-recycled Solid Waste	468 tons	701 tons
Additional Automobile Roundtrips	2,980	2,789

Historic and Cultural Observations

- Great resources exist in town for residents to learn about the history of Lynnfield.
- There is an underused opportunity for connection with School programs to further this experience within the town structure.
- Committees are doing things on their own that could be combined.

Preliminary Recommendations

- Consider the possibility of having the Cultural and Historic Resources groups combine efforts.
- Consider opportunities to include space for an historical museum in town with storage space (locations suggestions to be added).
- Establish a prominent, centrally located, and neutral location for an events bulletin or other form of events advertisement. Consider incorporating into town web page.
- Have the Cultural Council develop a job description in order to identifying the need for hiring an events coordinator or acquiring a volunteer events coordinator.
- Prioritize finishing the South Lynnfield Historic District application. Support the Historic Commission in their research efforts.
- Combine efforts where feasible between the Historic and Cultural committees to support the use and maintenance of the existing Cultural Center or consider a new location.
- Identify possible locations for indoor events, including art, music, and dance that are non-faith-based.
- Encourage presence of the Cultural Council and Historic Society at town events.
- Consider adopting the Community Preservation Act

administrative support from the staff of the Lynnfield High School. The facility is currently overcrowded.

The State plans to build a new school that will merge the Regional Vocational Technical High School with the Essex Agricultural High School. The proposed new school would solve the current space problems, providing for a capacity of 1,200 students. The Agricultural High School currently has 300 students, so the proposed new school would provide additional capacity for 450 students. The new school is proposed to be located in Danvers on the existing Agricultural High School 100-acre campus. The merger and plans for the new facility are currently underway and are expected to be completed over the next five years.

5.2 Library

The Lynnfield Public Library is located on Summer Street in the center of town overlooking the Town Common in a lovely historic structure. Its approximately 11,000 sq. ft. includes a large study area, a children's room, main book collection, mezzanine, and refinished basement for fiction books. With approximately 65,000 items in the collection, the current facility has reached its maximum capacity and has no room for expansion. While national library space standards recommend 1.5 s.f./per person, the current library is at 1.0 s.f./person.

The library has 20 staff members, 8 of whom work full-time. Approximately 10,000 people use the library per month. The library has a very active children's program and many retired persons use the facility in the morning. The genealogy room – home of the New England Genealogy Society – is located on the first level and has very high usage (its 12 seats are almost always full).

The South Lynnfield Branch Library was closed approximately twenty years ago because the building was too small to provide adequate resources, it was not handicap accessible, and had a poor heating system. Sue Koronowski, the Library's Director, reports that in addition to the structural problems, there is a diminishing need for a branch library. Ms. Koronowski observed that the sense of separation between South Lynnfield and Lynnfield Center has diminished over time, thereby reducing the need for a separate branch library. Ms. Koronowski is considering the feasibility of providing branch service by placing a drop-off box near the Post Office for South Lynnfield residents to use for a book return. A library staff person would empty the box daily.

5.2.1 Existing Programs

- Story hour: 3 times per week
- Health information sessions
- Book group
- Financial series
- Internet training
- Genealogy center
- Literacy series

5.2.2 Challenges

The main challenge for the library is inadequate space in which to expand the library's collection. Additionally, there is not adequate room for existing programming and none for additional programming. Often, programs take place in the middle of the space that houses the library's main collection, thereby conflicting with individuals trying to read quietly.

According to the user survey conducted by the library in 1998, (200 responses), users are most interested in additional instructional programming.

There is also reportedly a parking shortage. The adjacent church holds large functions 2-3 days a week, which adds to the existing parking problem. Additionally, church staff reportedly park in library spaces. The church has purchased the property behind them for the purpose of additional parking; when this is converted to such a use perhaps some of the parking capacity problem will be alleviated. There is a small lot behind the Post Office. It has been suggested that this small lot be investigated as a potential parking overflow space.

According to Ms. Koronowski, in addition to the inadequate size, the space is deficient in terms of lighting and acoustics, especially in the large reading room.

The library management would like to:

- Expand its collection
- Provide a small computer lab
- Have a programming room
- Expand staff areas (which are currently very cramped, don't meet ADA codes, and have no staff bathrooms)
- Provide additional parking

An architectural study for an expanded library has been completed. The architect found that to meet the above needs it would have to

Public Facilities and Services Observations

- Water and electricity each are split into two districts (Lynnfield Center and South Lynnfield)
- Water supply will support some additional development, although sewer capacity may introduce constraints

Preliminary Recommendations

It is recommended that a priority be placed on relocating the DPW facility. The most desirable site seems to be Camp Curtis Guild. Perhaps the land could be leased from the National Guard rather than purchased. As a first step, incompatible uses such as recycling and the school bus parking should be moved until a suitable location is found for the remaining uses.

Once the DPW facility has been relocated, the entire site, including the area currently used as a DPW yard, should be studied with the following uses in mind:

- Relocated library
- Cultural/historic center
- Community meeting space
- Public parking

The following actions should also be considered:

- The Senior Center building should be renovated and brought up to code
- Complete the school building program as much on schedule as possible (elementary schools dependent on override vote in May 2002) both so that costs do not rise and so that other Town needs can be attended to.
- There is a need for additional and alternative sources of funding to meet the capital and operating needs of most of the town's the services and facilities
- Consider the benefit of a branch library in South Lynnfield to support the provision of neighborhood services.

Potential Decisions and Opportunities

- Provide new site for DPW
- Expand library
- Relocate Youth Center
- Provide for Fire Department facility needs at both stations
- Create a plan for the vacant South Lynnfield branch library
- Consider small lot behind library for parking overflow
- Consider redesigning Lynnfield Center

of the property its BioMap constraints should be recognized. The state BioMap identifies core habitats for conserving biodiversity for future generations. Lynnfield has most BioMap habitats (4) in the Boston Basin Ecoregion. These are shown in Lynnfield on the Vegetation Map in this plan's chapter on natural resources.

10.2.3 Golf Courses

Due to location, proximity to resources, and town needs and desires, it is recommended that each of the 3 golf courses play a different role.

Recommendations: Allow the development rights of the Sagamore Golf Course to be sold to the Colonial Golf Course, preserving the Sagamore as a golf course. That is, create a legally-binding agreement between the two properties that would remove the ability for a developer to build on the Sagamore Golf Course and instead allow the Colonial Golf Course to be developed at a higher density, etc, than allowed under current zoning. Using the development rights and the rezoning mentioned above, permit development of part of the Colonial Golf Course as mixed-use office park, market-rate residential, recreational and open space, maintaining appropriate buffers zones between development and existing residential areas.

Convert the Lynnfield Center Golf Course to affordable housing, and open space and recreation. As noted above, it is intended that such recreational facilities would be available for all town residents, and that the affordable housing be created with cluster design to preserve open land and create walkways and bikeways and landscaped areas.

10.2.4 Affordable Housing

Recommendations: In addition to creating affordable housing on the Lynnfield Center Golf Course, develop affordable housing in South Lynnfield as rental housing behind the existing Senior Center. In addition, organize a study group to investigate age-restricted affordable rental housing on this land. Encourage affordable rental housing in multi-family structures on lands along Chestnut Street. It is estimated that about 680 units of affordable housing could be created on these various sites as follows, using a density standard of 8 units per acre.

The first step that should be taken is to establish a land trust. Next, the Community Preservation Act should be passed by Town Meeting. Donations of land should be sought, and sites identified for affordable housing, including sites that are already developed.

The build-out analysis does not consider redevelopment possibilities. Redevelopment of existing developed parcels could significantly change these estimates.

11.3 Future Development Observations

Given Lynnfield's location and desirability, it is expected that development will continue at least at current rates, and Lynnfield will be built-out before the year 2025. The areas of town that remain open for development are privately owned upland forests and a few areas that were agricultural land. These areas include the three golf courses. They do not include the Camp Curtis Guild parcel that may also be subject to future development proposals if it is ever declared surplus by the federal government. Other developable parcels are primarily located along North Main Street, along Chestnut Street, South Main Street, and in South Lynnfield.

The town's three golf courses are highly susceptible to development at some point in the future. The town has the following interests in supporting their use for open space and recreation or other important public or economic development uses.

- The Sagamore Springs Golf Course is in an important water supply area. It is also a major outdoor recreation site in town. It is an important scenic location with considerable frontage on Main Street. At more than 168 acres it represents one of the larger parcels of privately owned land in Lynnfield.
- The smaller Lynnfield Center Golf Course is adjacent to Lynnfield Center and provides an important redevelopment opportunity that could contribute to the vitality of Lynnfield Center. It also includes a substantial portion of Reedy Meadow, an important ecological asset. With a total of 155 acres (44 acres of upland) it is another of the largest private holdings in town.
- The Colonial Golf Course is a prime site for future economic development. It is adjacent to a major highway intersection and has better access than any other major parcel in town. At some point in the future its owners are sure to make proposals for additional development. At 199 acres (149 acres of upland) it is another large private holding.

The Town of Lynnfield has a relatively short period of time to act in a way that will shape the town's future and achieve some of the goals expressed by its citizens.

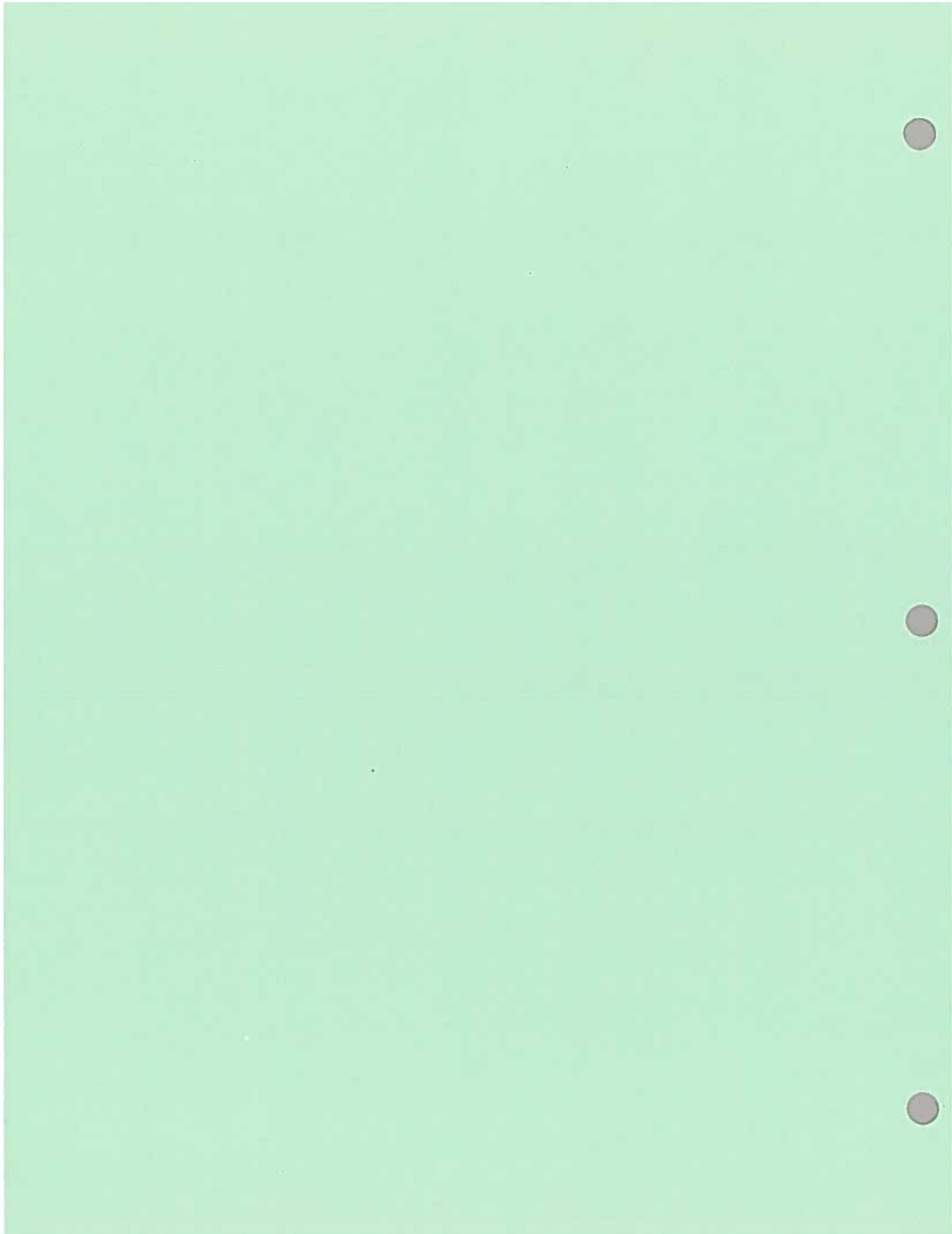
housing and include space for town-wide recreation facilities and all or part of the relocated DPW facilities. Assumptions for this option include that housing would be built on approximately 30 of the 44 acres (given a ratio of 8 units/acre) and the remaining 14 acres would be available for DPW facilities and recreation uses. The housing would help support new businesses in the Core Area and encourage walking. The wetlands portion of the site could still be permanently protected for its ecological values.

11.4.2 South Lynnfield—Enhance Economic Role

One of the objectives important to town residents is improving the imageability of South Lynnfield. South Lynnfield can also be revitalized as an attractive village center; it has excellent access and is desirable for many types of commercial and residential uses. Due to the presence of Rtes. 1 and 128 it has a very different character from Lynnfield Center. The Rte. 1 corridor is much more focused on regional and highway-oriented needs. Much of the Rte. 1 corridor has been zoned for commercial, office, and industrial uses, while residential zoning dominates most areas away from this corridor. There are also a number of locally oriented businesses and three churches, including a parochial school. The Village Centers Plan proposes the creation of three village zones. One, the Rte. 1 Corridor Zone, would continue to encourage regional, highway-oriented businesses without residential uses.

Like the Lynnfield Center Village Zone, a South Lynnfield Village Zone would increase activity around the village by encouraging apartments and professional offices in existing houses by reducing yard and area requirements and removing the requirement that only members of the same family that owns a house can occupy an apartment. This zone includes the old South Lynnfield School that is currently being used as a Senior Center. Age-restricted affordable housing units are also proposed for part of this site. The South Lynnfield Village Core Area would encourage some mixed uses such as apartments and/or offices in second stories over ground floor commercial uses. In South Lynnfield, the Plan proposes two such Core Areas, one around Post Office Square, at the intersection of Salem Street and Summer Street and one at the intersection of Salem Street and Rte. 1. A small village common that could be created by redesigning the intersection of Salem Street and Summer Street could enhance the Post Office Square Core Area. To control the character of the South Lynnfield Village Center all development and alteration would be subject to a special permit. In addition, design guidelines should be developed to promote aesthetic improvements.





Lynnfield Public Library
Long Range Plan
Fiscal Years 2013—2017



Nancy D. Ryan
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Contributors and Acknowledgements

The Board of Trustees of the Lynnfield Public Library gratefully acknowledges and thanks the following contributors to this plan:

community survey participants whose input was fundamental to this community-based plan,

Board of Trustees whose oversight and encouragement ensured its completion,

Trustees Kerry Haughney and E. Seavey Bowdoin, whose combined experience informed our deliberations,

committed library staff who will implement it,

members of the Long Range Planning Committee who served with generosity, and

Northeast Massachusetts Regional Library System (NMRLS) and Massachusetts Library System (MLS) consultants who guided and facilitated the process.

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Lynnfield Public Library Mission Statement

The mission of the Lynnfield Public Library is to facilitate townspeople of all ages in the meeting of their personal, professional, informational, educational, recreational and cultural needs by providing both current technological and traditional means of access to materials, programs, and services.



Photograph by Sara Jacobi

Developing the Long Range Plan

In June 2009, the Board of Trustees of the Lynnfield Public Library approved six Goals and Objectives for the Director, one of which included developing a five-year Long Range Plan.

The Board of Trustees and the Director of the Lynnfield Public Library devoted the summer and early fall to researching and educating themselves about the planning process. In this endeavor, the Director was guided by an American Library Association publication called *The NEW Planning for Results: A Streamlined Approach* by Sandra Nelson for the Public Library Association (2001): understanding what was involved in putting together a long range plan, deciding the membership criteria for the Long Range Plan Committee, deciding how to structure the survey, and creating a time-line.

On September 28 and October 29, 2009, the Board of Trustees held two special meetings to determine the make-up of the Committee and the approach, content and format of the community survey. It was decided to choose townspeople from the business, financial, educational, and youth services groups with a vested interest in the future of the Lynnfield community.

Because any goals and objectives would be profoundly affected by the size and space of the building, it was decided that a community survey could assess how participants felt about our facility, how it met their needs, and what they would like to see in the future.

Subsequently, in December 2009, a twelve-question survey was mailed with 3rd quarter property tax bills to approximately 4,400 households. Hard copies were made available at the Library and Town Hall for people to complete, and the survey was put up on the Library website, running until February 2010. The purpose of the survey was to get a sense of library usage, areas of inadequacy, suggestions for improvements as related to building expansion or renovation. We received 569 responses - a response rate of 14.2%—an excellent return for this type of survey according to the Northeast Massachusetts Regional System (NMRLS) staff. (See Appendices I and II.)

In November 2009, Scott Kehoe, NMRLS Consultant, provided an orientation for the Board of Trustees and the Director. Meetings of the Long Range Plan Committee members facilitated by NMRLS Consultants Scott Kehoe and Mary Behrle met on January 25 and February 22 and completed the Strengths, Weaknesses, Opportunities and Threats (SWOT) exercise, the Community Visioning Statements (CVS) and drafted five goals that reflected the highest priorities of the Community Visioning Statements. (See Appendix III.) The results of the Community Survey were skewed to active and older library users: 92.8% who responded were 40 years and older with 72.4% being 50 years or older; 68.2% have no one under 18 living at home and 60.8% visit the library at least once a month, with 30.6% visiting at least once a week. In April 2010 we closed the library for one-half of the day and the Library Director facilitated a "Strengths, Weaknesses, Opportunities and Threats (SWOT)" exercise with the staff. (See Appendix IV.)

After further discussion, the Board of Trustees decided we needed more feedback from the 30-55 age demographic to include parents of school-age children and those most involved in the sports community—Lynnfield has a long history of famous Red Sox, Bruins and Celtics personalities living in town and an unusually large following of all sports for all ages.

On August 23, 2010, a third meeting of the Committee was held to encourage greater participation to ensure a more community-driven plan. At a fourth and final meeting on June 27, 2011 we revised a draft set of questions as the basis of a personal or telephone interview. Committee members supplied names of Lynnfield residents ages 30 to 55, and an eighteen question survey addressed library users to determine how they would like to interact with the library (social media tools, mobile devices, library website, etc.), and what they use the library for. We wanted to know how they found out about our programs and events, what they find most valuable in them, and what they would change or improve to increase library relevance to the community over the next five years. Of the thirty-five to forty people/families targeted, we received twenty-five responses. The response was small but very valuable. (See Appendices V and VI.)

On September 27, 2011, the completed plan was presented to the Board of Trustees for final approval before submission to the Massachusetts Board of Library Commissioners.

Patrons have often expressed extreme frustration about our *operating hours*. Although in the past we have stayed open until 9 p.m., and even at one point experimented with opening on Sundays, we now close the library at 8:00 p.m.; we are not open on Saturdays during the summer; and are not open on Sundays. Much of the frustration with the library's hours derives from the fact that Lynnfield is a bedroom community.

As of 2010, 88% of our residents commute 15 minutes or more to work by car and many say there is insufficient time in the evenings to take advantage of what the library offers. Our respondents suggested remaining open until 9:00 pm Monday – Thursday, opening from 9:00 am - 1:00 pm on Saturday in the summer, opening at 1:00 pm one day during the week or some combination thereof might go a long way to solving this problem. The personal and professional time constraints that our respondents refer to might be helped by remaining open longer hours. The Board of Trustees is actively looking at expanding our hours in ways that would better meet the needs of our users.

The number of parking spaces has also always been a concern. When asked in the community survey what would make the Library more accessible and easier to use, 26.1% of the respondents said better parking. Many townspeople - some with poor eyesight and difficulty in walking - are prevented from coming to the Library because what parking there is remains inconvenient. The Library will try to address this in Goal I and will look into ways to alleviate some of this problem.

The interior space and how it is configured is a very high priority for those who completed the survey. 42.3% of the respondents see the Library as too small to meet the mixed demands. Concerns about space and parking and hours were threads that found their way into every question and response in the community survey. The impact of the building on the size and type of collections available, and the adult, teen and children's programming we offer cannot be underestimated. Our users have said they want a larger, more comfortable space in the Children's Room for babies, toddlers and young children's different interests and activities. A separate area is needed for crafts and story time. It's crowded and cluttered.

With more space would come larger and more comprehensive collections and formats for all ages. Parents and caregivers want a larger, more comprehensive children's and young adult collections and adults would enjoy more books, paperbacks, bestsellers, feature films (DVDs) and BBC and PBS DVD series. The public also expressed frustration over the mixed use of the Reading Room after school. Adults want private, quiet areas for reading, studying and using the computers - a place to relax without distraction. Teens need more computers and age-appropriate activities in a space designed for them. The entire community can benefit from a meeting room that seats 60 to 75 people and can be configured for use by different size groups.

Many respondents said that programming for adults has been neglected and would like to see programs that do not overlap with the Senior Center such as guest lecturers, book and film discussions, author programs and music and travel programs. In Fall 2011, the Trustees and Director committed to working with a Library Building Consultant who will do an in-depth study of the services we have now and develop a Program that will guide us in what direction we should take in the future.

Goal II will take a look at our technology resources and what we are offering to the public. *"The Lynnfield Public Library will utilize the most current technologies and formats to access data, information, resources, and collections, recognizing that the interaction between the library and the community is evolving."* Close to 7% of the community survey respondents felt that the Library did not offer enough access to technology; the survey of our 30-55 age demographic said that

more technology could bring them into the Library. Surprisingly, they showed a lack of interest in using social media (Facebook, Twitter, etc.) but connecting to the Library via mobile devices, e.g. blackberries, iPhone, Android, mobile phone, etc. was appealing with 50% saying yes and 20% they would like to try it in the future. Their desire for more computers is impacted by our space constraints.

Goal III looks to the Trustees, Directors and key community members to research the benefits of establishing a Library Foundation and maintain a level of Town appropriations that will ensure we remain accredited with the Massachusetts Board of Library Commissioners.

Goal IV is to increase community awareness of what we offer as community needs evolve. It is surprising to discover from the survey and anecdotally how many townspeople do not know what we offer. We will develop a marketing plan that takes a careful look at how and to whom we are promoting our services by identifying the diverse groups in town and designing a targeted approach for these same groups. Our goal is to include publicity as a matter of course for all our activities. We will use all manner of traditional print and non-traditional technological tools that we have to expand our visibility to the community.

Goal V states that *"The Lynnfield Library is a leader in promoting the townspeople's talents and abilities and channels their energies into the formation of successful and productive collaborations and partnerships within the community."* The Library will search for opportunities to collaborate, support and foster the Town's interest in its local history, identify and connect with different groups in Town that may not have used the Library in the past. We will also build upon our long term, strong partnerships with the Friends of the Library, the Essex Society of Genealogists and other groups. Lastly, the Library will investigate opportunities for townspeople to bring their considerable talents, knowledge, and abilities into the Library for the betterment of the community.

The building and how the space is used will always be of major concern, but librarians and library planners are increasingly looking at libraries in terms of service beyond its physical walls. As libraries' roles expand to include digital information and technology, space requirements change. The Library must now be envisioned as a place to connect to the wider world through traditional and non-traditional formats as well as gathering places with opportunities for townspeople to meet and socialize.

What now is the best way to bring the library to the home and workplace? The survey results, and the staff and the members of the Long Range Planning Committee repeatedly spoke about the crowded conditions, the need for more and better space. **Goal VI** addresses this. The Library is committed to a Library Building Program that will thoroughly analyze the building, how we use it, and what we need in the future to provide the kind of collections, programming and services that the townspeople deserve.

Goals, Objectives and Activity Plan

Activities FY2013 – FY2015

Goal I: Library as a Destination

The Lynnfield Public Library is an attractive, welcoming and engaging destination for the community that facilitates collection growth, programming for all ages, leisure reading and study, and technical access to meet the changing needs of the community.

Objective 1: Make visiting the Library a more satisfying experience by creating simple signage, labeling, maps and other print materials consistent in appearance and placement that supports self-service and self-navigation of our patrons.

Activities:

- Assess all existing library signage, labeling and maps. Identify, list and photograph and note locations. Select and visit two or more local libraries for research and planning purposes. Review photographs and design concepts. (Completed FY2014)
- Using the six types of functional signs as a template, identify the type of signs and location. Develop a sign system. Approach two or more vendors. (Completed FY2015)
- Develop a budget. (FY2013-FY2015)
- Ongoing: Create marketing plan and coordinate with each activity (FY2013-FY2015)

Objective 2: Improve the visual appeal and attractiveness of the library interior, the building exterior and the grounds.

Activities:

- Assess configuration of the space and the placement of displays throughout the library. Explore creation of a space for an adult quiet and reading area. (Completed in FY2014)
- Standardize existing furnishings, tables, chairs, and display units throughout the library for style, color and materials. (Completed FY2017)
- Work with Department of Public Works and the Flower Workshop of Lynnfield to improve and maintain the library grounds. Explore plantings on the Arlington Street side; more frequent mowing of the grounds and other forms of upkeep. (FY2013-FY2015)
- Ongoing: Create marketing plan for Objective 2 and coordinate with each activity. (FY2013-FY2015)

Objective 3: Optimize the interaction with the community with a courteous, friendly, well-trained, and well-informed staff.

Activities:

- Keep patrons informed of library and community developments with specific, targeted training techniques and materials for staff. (Completed FY2013)

- Consult with all staff and assess their continuing educational and technological training needs. Develop at least two staff development workshops. (Completed FY2015)

Objective 4: Improve access for all users by removing physical and electronic barriers to our collections, services and programs.

Activities:

- Explore additional parking for our patrons. Work with the library staff, organizations within the community and Town Departments to increase the parking for our patrons by five spaces. (Completed FY2014)
- Identify and review the needs of two discrete groups of library users who are unable to come to the library (Completed FY2014)
- Investigate equipment that aids patrons in moving comfortably around the building. (Completed FY2014)
- Research current ADA compliancy regulations and identify one improvement that could be implemented. (Completed FY2014)
- Research expanding the library hours. (Completed FY2013)
- Explore an increase in community resource information provided to our patrons by Reference Services. (Completed FY2014)
- Ongoing: Create marketing plan and coordinate it with each activity. (FY2013-FY2015)

Objective 5: Identify and prioritize community survey results for functional changes in usage of space for various age groups and requirements.

Activities:

- Enhance the Children's Room by painting and purchasing new furniture. (Completed FY2013)
- Explore one way of enhancing the experience of our patrons in the Library's lower level. (Completed FY2014)
- Explore the possibility of quiet study and reading area for adults. (See Goal I Objective 2 Activity 1) (Completed FY2015)
- Ongoing: Create marketing plan and coordinate it with each activity. (FY2013-FY2015)

Objective 6: Explore expanded and targeted programming for all age groups while maintaining the array of traditional library programs, e.g. story times, specialized children's programs, Book discussion group, Curious about Cuisine, etc.

Activities:

- Develop one teen / young adult program. (Completed FY2014)
- Develop one adult program. (Completed FY2015)
- Expand Readers Advisory service electronic and print materials. (Completed FY2014)

- Ongoing: Create marketing plan and coordinate it with each activity. (FY2013-FY2015)

Goal II: Technology

The Lynnfield Public Library will utilize the most current technologies and formats to access data, information, resources, and collections, recognizing that the interaction between the library and the community is evolving.

Objective 1: Research and develop the infrastructure that will support current and future technological innovations.

Activities:

- Implement online booking of museum passes from our library website. (Completed FY2013)
- Evaluate uses of existing computer workstations and explore viability of accommodating current technologies. (Completed FY2014)
- Develop a short term Technology Plan and explore the feasibility of increasing the number of public computer workstations offered to the community. (Completed FY2015)
- Ongoing: Create marketing plan and coordinate it with each activity. (FY2013-FY2015)

Objective 2: Anticipate, review and implement specific technological innovations beneficial to our patrons.

Activities:

- Identify, list and explore available print and online resources for possible technological innovations and choose two feasible options. (Completed FY2013)
- Explore potential collaboration with NOBLE to identify possible technological innovations. (Completed FY2014)
- Support continuing education for staff for specific electronic devices and technologies. (Completed FY2015)
- Develop technical core competencies for the staff so as to provide the highest quality service to our patrons. (Completed FY2015)
- Ongoing: Create marketing plan and coordinate it with each activity. (FY2013-FY2015)

Goal III: Funding & Resources

The Lynnfield Public Library is funded at a level that reflects and supports the informational, educational, recreational and diverse demographic needs of the community.

Objective 1: Advocate and enact a budget that meets funding and service criteria for certification by the Massachusetts Board of Library Commissioners.

Activity: See Goal V Objective 3 (FY2013-FY2015)

Objective 2: Lead the research and possible formation of a Library Foundation in conjunction with the Trustees and selected members of the community with subject expertise.

Activities:

- Convene a committee to research the feasibility of establishing a library foundation. (Completed FY2014)
- Contact members of three library foundations for discussion and information. Develop criteria for establishing a foundation. (Completed FY2015)
- Determine if a foundation should be established and if so, a time frame for doing so. (Completed FY2015)

Objective 3: Restore the position of Assistant Director and develop best use of staff funding.

Activity: Advocate for the restoration of the Assistant Director position during budget development. (FY2013-FY2015)

Objective 4: Investigate various funding strategies in conjunction with community members with subject expertise.

Activities:

- Research endowments, donations, and bequests as possible funding possibilities. (FY2013-FY2015)
- Research collaborations with various community constituents to increase support for additional funding and reduce duplicative efforts. (FY2013-2015)

Objective 5: Maintain the improved communication with Town officials and other Town Departments to facilitate funding support.

Activities:

- Submit quarterly reports to the Town Administrator relating to library activities and plans. (FY2013-FY2015)
- Develop and maintain good working relationships with all Town Departments. (FY2013-FY2015)

Goal IV: Marketing

The Lynnfield Public Library will increase public awareness of library collections, programs and services for the community.

Objective 1: Develop a marketing plan that eliminates duplication of efforts and materials and integrates formats and content.

Activities:

- Research, explore and decide whether to engage a marketing consultant. Consider the budget issues. (Completed FY2013)
- If the decision is to work with a consultant, research and hire. (Completed FY2014)
- Consultant or staff completes a marketing plan. (Completed FY2015)
- Raise awareness of the need for and essentials of marketing with each library department and selected staff. Include appropriate marketing goals for those staff. (Completed FY2015)
- Ongoing: Create marketing plan for Objective 1 and coordinate with each activity (FY2013-FY2015)

Objective 2: Coordinate publicity within the library and outside groups**Activities:**

- Create a master plan by department for scheduled program Calendar which staff will maintain. (Completed FY2013)
- Create a plan for 'soft' news that schedules items about progress on various library projects. (Completed FY2013)
- Standardize all publicity to include logo and contact information. (Completed FY2015)

Objective 3: Utilize the Internet for publicity and marketing**Activities:**

- Explore use of two forms of social media for a six month period each to communicate events and programs quickly and easily. (Completed FY2015)
- Develop a multi-layered, interactive website that our community finds more engaging. Hits increase by 5%. (Completed FY2015)
- Create electronic forms of our monthly calendar and "Library Link" newsletter. (Completed FY2014)

Objective 4: Expand and use print publicity and media

Activity: Create a welcome package that could include the most recent calendar and newsletter, hours and directions, Youth Services calendar, etc. that can be distributed to new patrons. (Completed FY2014)

Objective 5: As appropriate, the library director, trustees and members of the Friends will advocate on behalf of the library on six occasions at civic meetings, library programs and community organizations.

Activity: Identify the venues that would be most appropriate for promoting the Library and make contact. (Completed FY2015)

Goal V: Collaborations and Partnerships

The Lynnfield Library is a leader in promoting the townspeople's talents and abilities and channels their energies into the formation of successful and productive collaborations and partnerships within the community

Objective 1: Create a collaborative and mutually productive relationship with the school administration, teachers and media specialists.

Activities:

- Reach out to school librarians and arrange quarterly meetings with the public librarians: one or two each in fall and spring semesters. (Completed FY2013)
- Determine the kind of support teachers need from the Library by meeting with three or more teachers for discussion and planning purposes. (Completed FY2014)
- Review existing promotional materials for teachers and revise based on the feedback from selected teachers. (Completed FY2014)
- Conduct visits to two or more preschools. (Completed FY2015)
- Register interested teachers with library cards. (Completed FY2013)
- Explore feasibility of having a school textbook reference area. (Completed FY2013)
- Ongoing: Create marketing plan for and coordinate with each activity (FY2013-FY2015)

Objective 2: Support and foster Lynnfield local history culture and genealogy.

Activities:

- Explore what the Library can do to support the dissemination of local history apart from the Historical Commission and the Historical Society. (Completed FY2014)
- Complete the Digital Imaging Project that is now in progress. (Completed December, 2013 FY2014)
- Collaborate with Historical Society and Historical Commission and create at least two displays in the Library. (Completed FY2014)
- Ongoing: Create marketing plan for and coordinate with each activity (FY2013-FY2015)

Objective 3: Identify the contact, connect and establish rapport with diverse community groups. Develop theme-based and integrated reader's advisory materials to support their interests.

Activity: Identify five new groups from the community that we want to engage. Develop theme-based and integrated materials to support their interests. (Completed FY2015)

Objective 4: Increase opportunities for townspeople to support the library with their talents, knowledge, and abilities.

Activities:

- Identify four new individuals or organizations that would enjoy displaying or exhibiting in the Library. (Completed FY2015)
- Identify two areas of need in the library. Interest and engage members of the community with subject expertise. (Completed FY2015)

Objective 5: Explore expanding the impact and influence of the Friends of the Library.

Activity: Recruit at least two new members with needed subject expertise for the Executive Board.

Goal VI: Library Building Expansion

The Lynnfield Library will determine how the needs of the community can be met through an expansion of the existing facility.

Objective 1: Engage a Library Building Consultant who will develop a Library Building Plan.

Activity: Develop a Library Building Program that will analyze our needs through an in-depth study of the level of services we have now. Develop a program that states what is required to satisfy those needs. (Completed FY2013)

Objective 2: Select an architect who will work with the stated needs of the Building Program.

Activity: Hire an architect who will work with the stated needs of the Building Program (Completed FY2013)

Approval of the Governing Body

The Lynnfield Public Library Long Range Plan FY2013-FY2017 was approved by the Library Board of Trustees on Tuesday, September 27, 2011.

Massachusetts Public Library
Construction Program

January 2017



Lynnfield Public Library
Grant Application

F. Library Building Program

Library Building Program Modification Summary

Written in 2015, the library building program contains information on the current Lynnfield Public Library and plans for future building needs. When using the library program as a guide during the schematic design process, it became apparent that program adjustments were necessary in order to design a building that meets the program objectives and goals, that is financially responsible and sustainable, and that meets the requirements of a MBLC construction grant application.

During the building planning and design process, the library went through an administrative change with the Director who wrote the building program retiring in April 2016. This change in leadership occurred after the building program was approved, but while the design team was being assembled.

The new director studied the building program, especially regarding the collection, to determine if the size was in alignment with the population size, demographics, and reading preferences of the community. This analysis considered the library's mission and long-range plan, integrating public collection desires, potential interests, trends, and staff policies and practices into a collection plan for the new building.

Lynnfield Public Library metrics showed that:

- Borrowing patterns have been trending downward over the last several years
- Use of efficient and timely statewide delivery services is up
- There is a steady and increased demand for eBooks and electronic resources
- Streaming services for videos and audio books are increasingly popular
- Readers prefer fiction material
- Circulation of children's material is increasing and anticipated to continue to increase

Upon completion of the study it was determined that the library's current and building program collection needed to be resized and refocused. The adjusted numbers are reflected in the schematic design and the grant application spreadsheets.

Along with collection adjustments, room sizes were adjusted. Designing a building according to the room descriptions in the original program resulted in a schematic plan in excess of 33,000 sq. ft. This result happened due to mistakes in our methodology that were not apparent until the architect became involved:

1. When room estimates were placed in the building program, the estimated size of the rooms did not account for all of the desired objects in the room.
2. Errors in calculations were compounded with different tabulations resulting in inconsistent results that were not detected until translated into drawings and placement of objects.

3. Spaces were misidentified as assigned space.

Upon review of the library drawings at 33,000 sq. ft., it was determined that the planned spaces were not feasible from usability or financial perspectives. This problem occurred because estimates used to create the plans did not include the collection or furniture placement as described in the program. Placement of those items would have enlarged the building even more, resulting in a building beyond a realistic size and cost for a town the size of Lynnfield.

The desired elements of the building program remained during the process of reconciling the building program with the intended scope of the project. The adjustments that occurred during the reconciliation process were:

Square footage adjustments:

- Combining of the Children's Program Room and Storytime room
- Addition of chairs in the Browsing/New Materials area
- Reduction in the size of the Circulation and Information Service Desk
- Combining of the Technology Commons and Copier/Business area.
- Addition of more storage
- Addition of an Archives room within the Genealogy space
- Addition of an elevator to access the lower level and the storage area
- Reorganization of adult collection locations for flow and accessibility
- Elimination of the staff meeting room
- Change in the focus from cafe to information seating, which was combined with the Art Gallery

Service adjustments:

- Addition of self-pick-up holds area
- Addition of laptop pick-up station
- Collection sizing adjustments
- Addition of mobile shelving
- Addition of end of range OPAC units
- Expansion of the study rooms

All of the adjustments made to the program stay true to both the intent of the building program. Community desires were maintained with the addition of meeting, community spaces, creative spaces, and study spaces rooms. The spaces are dynamic and flexible, which will support the long term vision of the library. The table below outlines the changes to the room sizes during the reconciliation process.

The table below outlines the changes to the room sizes during the reconciliation process.

<u>Room</u>	<u>Program size May 2015</u>	<u>Revised program size August 2016</u>
Browsing/New Materials/Periodicals	481	404
Circulation Desk/Reference Desk	673	688
Information/Reference desk	141	combined with circulation desk
Public Services Workroom	496	566
Circulation Manager & Circulation Assistant Office	258	120
Technology Commons	399	777
Bancroft-Danforth Reading Room	758	718
Conference Room	663	450
Adult Non-Fiction	1810	combined with fiction
Adult Fiction, Non-Fiction, Large Print, Non-Print, Rental and Non-Rental Materials	1960	2284
Adult Large Print	466	combined with fiction
Adult Non-Print, Rental and Non-Rental Materials	630	combined with fiction
Reference Collection and Reading Room	1260	790
Archives Room/Marcia Wiswall Lindberg Genealogy Room	1077	789
Study Rooms	350	372
Copier/Business Area	100	Combined with technology commons
Youth Services Office	500	317
Children's Room	3116	2517
Children's Storytime Room	845	463
Children's Crafts Room	851	Combined with Storytime room
Young Adult / Teen Room	1110	918
Creative Technology Lab	825	405
Director's Office	304	300
Assistant Director's Office	154	150
Administrative Assistant's Office	233	100

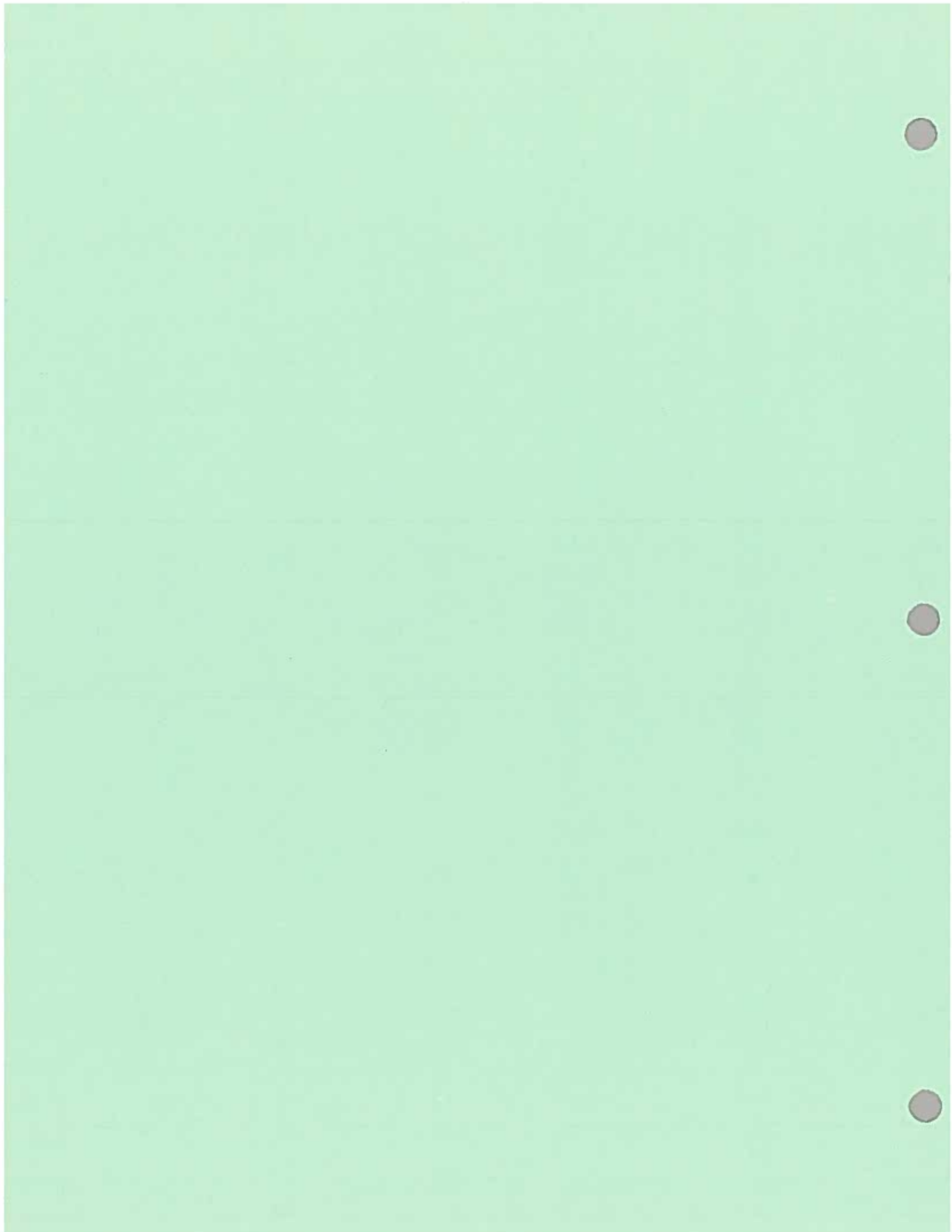
Municipality Lynnfield

Library Lynnfield Public Library

Staff Meeting Room	250	eliminated
Technical Services Workroom	832	518
Café/Informal Seating (originally Art Gallery)	400	267
Program Room	1014	1112
Kitchen	150	150
Staff Room	206	240
Data/Communications Room *		180
Friends of the Library Room	800	304
Storage *		1036
Mechanical *		865
Totals	23,112	17,800

* In the original building program, data/communication room, storage and mechanical are all in unassigned space and there were no square footage estimates identified.





Lynnfield Public Library

Building Program

2015



Created by
Nancy D. Ryan, Library Director
Library Staff Samantha Cabral, Laura Brosnan, Patricia Kelly, Elizabeth H. Pagos, and
Laurel Toole

Approved by the Board of Library Trustees
May 19, 2015

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Study Rooms	
Copier / Business Area	
Youth Services Office and Workroom	
Children's Room	
Children's Storytime Room	
Children's Craft Room	

- Teen Room
- Creative Technology Lab
- Administrative Cluster
 - Director's Office
 - Assistant Director's Office
 - Administrative Assistant's Office
 - Staff Meeting Room
- Technical Services Workroom
- Data Center / Telecommunications Room
- Café
- Program Room
- Kitchen
- Staff Break Room
- Restrooms
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Acknowledgements

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Russell Boekenkroeger, Candidate, Board of Library Trustees (2015)

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Laura Brosnan, Head of Youth Services	Beverly Lenehan, Circulation Technician
Katherine Decker, Circulation Assistant	Nathalie Lilley, Library Page
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Library Sub-Committee members Robert Look, Jr., Christopher Mattia and Eugene Covino

Town Administrators

William Gustus (retired January 9, 2015)
James Boudreau (began on December 31, 2014)

Library Space Planning Committee

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Faith Honer-Cookley	Sanjay Aurora
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Patricia Kelly, Samantha Cabral, Laurel Toole, Katherine Decker and Elizabeth H. Pagos participated as time permitted.

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Susan Owens, Lynnfield Middle School
Alex Caram, Summer Street School
Connie Krueger, Huckleberry Street School

Mary E. Braney, Library Building Consultant

Thank you to MBLC Library Building Consultants Lauren Stara and Rosemary Waltos who are always ready with answers and support.

And last but certainly not least, thank you to the many residents, library patrons, Town department heads and members of Town boards and commissions who participated in surveys, attended public forums, answered questions and generally offered support and good cheer to the Library staff in ways both large and small.

Introduction

Increasingly, public libraries expect to play a vital and educational role in people's lives as both a physical meeting place and a technology center. As Lynnfield population expands over the next twenty years by 500 to 600 residents, both the number of children and retirees will increase disproportionately, making both young children and retirees a focal point for services not provided in other venues. Programs for young children and teens serve a community need not met anywhere else, and as retirees live longer, healthier and more active lives, they will come to rely more on public services for intellectual stimulation and recreation.

The range of services the Library must continue to provide is extensive, including programs and activities, print and media collections for all ages, and quiet spaces for students and researchers. In the future, we would like to develop the concept of the library as a destination—a place where patrons and residents meet, have coffee, make direct contact with Library offerings and schedules, and perhaps linger for enrichment programs. We think of the Library as playing a central role in an evolving social and intellectual lifestyle that utilizes print and visual media, interactive technologies, and face-to-face activities.

As urban planner Ray Oldenburg, suggests, our Library would become a "third place"—somewhere separate from the home and the workplace—that provides a variety of experiences that would entice people to stay for greater periods of time. A "third place" provides a central destination to engage community members in its multiple services.

The 21st century presents exciting opportunities for Lynnfield townspeople to design a library that is comfortable, welcoming, highly accessible, and thoroughly engaging.

Executive Summary

The Lynnfield Public Library opened in 1892 with a collection of 554 books in a room in the 'new' Town Hall. In 1904 the Library moved to the former Centre School House built in 1856 which is now the Children's Room (1,560 square feet) with a small room called the "Elizabeth W. Green Room" or simply, the Green Room, over it. A branch library was established in 1910 in a private residence; in 1923 a small branch library was built on the corners of Salem and Summer Streets in South Lynnfield. Population has remained relatively stable at about 11,500 for the past thirty-five years but in 2014, the population finally tipped the 12,000 mark.

The original school house was expanded by 700 square feet in 1957, an addition of 7,948 square feet was made in 1967 and a renovation in 1990 brought it up to its present size of 14,323 square feet. The additions and the final renovation served as temporary solutions only and did not allow for the necessary growth of services and collections to meet the community needs. The projected square feet that we will need is 28,384 square feet:

- Current collections cannot expand unless substantial reductions are made in selected areas;
- No program room for the library's use or that of the community that will seat 100 comfortably;
- The parking is insufficient with poor access;
- Lack of suitable space for children and teen interests and activities;
- Lack of space allocation for different age groups, functions and interests;
- Poor lighting and acoustics;
- Staff requires additional work and storage areas;
- The building is too crowded.

Our present collections (print and media) total 70,491 items and do not meet the Wisconsin Public Library Basic Level Standard. We are projecting out to 94,452 items in 2035 with increases in all children's and teen materials, adult fiction, large print and our media collections. Adult and children's reference will continue to decrease in size.

The Building Program describes a project that complies with federal, state and local codes and will meet and surpass ADA requirements, to construct a "green" facility and to full parking requirements. The new facility will be configured to meet the requirements of 605 CMR 6.00 and the MA Public Library Construction Program.

Mission Statement

The mission of the Lynnfield Public Library is to facilitate townspeople of all ages in the meeting of their personal, professional, informational, educational, recreational and cultural needs by providing both current technological and traditional means of access to materials, programs, and services.

Vision Statement

To create a library that will be the centerpiece of community life with expanded services, increased collections, and diverse programming in an engaging, beautiful and welcoming environment.

Our Community

PHYSICAL CHARACTERISTICS AND HISTORY

Lynnfield is primarily a traditional New England town, incorporated in 1814, with woodlands, marshes, wetlands, ponds and tree-lined streets. It evolved from an agricultural community with many farms and orchards and still bears this mark. The preservation and conservation of open space go hand-in-hand with the many types of recreation and sports that Lynnfield residents enjoy through local organizations and the schools. Lynnfield's open spaces are fiercely protected, a fact that has likely contributed to the town's stable population. The town and its residents place a very high value on the preservation and conservation of buildings, burial grounds, objects and structures of historic interest.

GOVERNMENT

Municipal government in Lynnfield is by open town meeting and governed by charter. The Board of Selectmen functions as the Chief Executive body of the Town. Its three members are elected to three-year terms with one seat up for election each year.

EDUCATION

Lynnfield residents tend to be highly educated. City-Data.com indicates that 46.7% of the population has a Bachelor's degree or higher and 19.2% a professional or graduate degree. As befits the high education levels of its residents, the schools are recognized on state and national levels for excellence and consistently high MCAS scores.

POPULATION AND DEMOGRAPHICS

Lynnfield's population has remained stable for the past decade, just tipping the 12,000 mark to 12,460 in the 2014 Town Census. This Building Program is predicated upon a projected Town population of 13,447 in 2035 with a service population of 14,379 which includes the surrounding communities of Peabody, Lynn, Saugus, Wakefield, Reading and North Reading. Lynnfield population is homogenous and lacks ethnic and racial diversity: 95% white, 0.8% black, 2.3% Asian / Pacific Islander, with 0.8% Hispanic. As the Town's population ages and reaches retirement, it is expected that the trend towards increasing conservatism will most likely continue.

ECONOMIC / COMMERCE

MarketStreet, the North Shore's largest open air shopping center, opened in August 2013 and is an in-progress, high-end, mixed-use complex that will eventually house sixty retail outlets and restaurants and a 9-hole golf course. The Town's tax base - historically 92% residential and 8% commercial and industrial - has changed since 2013 to 85% residential and 15% commercial. Revenue from MarketStreet is conservatively estimated to net \$2 million, a sum that could go as high as \$2.3 to \$2.4 million when the entire complex is operational. According to our Town Administrator, when the construction is finished, tax revenue will revert to the average which is less than \$500,000 per year.

POPULATION TRENDS

Age demographics will reflect state and national trends, showing a small increase in base population in Lynnfield and surrounding communities:

In 2025 Empty Nesters (55-64) and Retirees (65-85+) will increase by 17% and 24% respectively.

In 2035 Empty Nesters will decline by 9%, and Retirees increase by 23%.

Lynnfield could see two trends: one that follows the broader national and state trend of baby-boomers moving through to retirement and old age, and a local trend where available housing in MarketStreet increases the number of school-age children.

High taxes and housing costs mean that fewer affordable houses will be built for young families and those retired on a fixed income. Anecdotally, there has been a small but steady migration of Retirees moving out of Lynnfield or out of the state, as people tire of large homes with maintenance. According to the UMass Donahue Institute Population Projections (2013), the Millennials (born about 1982 through 1995) will be 25-38 in 2020 and 35-48 in 2030 and will provide a population "bulge" as they settle and start families by 2025. By 2030, the 65+ population will represent 21% of Massachusetts' population compared to just 14% in 2010.

As long as the schools retain their excellent reputation, families will continue to move here and parents will probably be willing to continue to support tax overrides. However, an increasing number of Retirees (65-85+) on fixed incomes may become numerous enough to counteract young families moving in, thereby reducing the support for schools and athletics. Reflective of state and national trends, local groups advocating greater transparency in government and limitations on the annual 2.5% tax levy are acquiring greater political influence in Town Meeting.

Our Library

The Lynnfield Public Library, a white two-story clapboard building, is located on 18 Summer Street in Lynnfield Center, and graced by a small triangular-shaped shady Common. The Common is bordered by a Meeting House built in 1714, the Centre Congregational Church, the Old Burying Ground, and the Lynnfield Public Library. The post office, police and fire stations, and town hall offices are located within comfortable walking distance. Farther out, but still within walking or bicycle riding distance, are two banks, a convenience store and other commercial establishments, as well as Lynnfield's Middle School. The location is such that walking and riding bicycles to the Library is feasible; as in many older New England towns where walking was the primary mode of transportation, there is close proximity between the Church, the Library, the Post Office and Town Hall (Photographs #3 and #4).

The original library was the school house that was built in 1856. The walls of the 30 x 70 room were lined with shelving (Photographs #21, #22, #23 and #24). A branch library was established in 1910 in a private residence; in 1923 a small branch library was built on the corners of Salem and Summer Streets in South Lynnfield, then considered a separate village.

In 1959, a significant addition of 700 square feet to the south-south east side of the structure did little to alleviate the serious space problems. A post-war surge in population in the 50s and 60s exacerbated the need for more materials and increased services. Lynnfield's population increased by 71.7% to 3,927 and 113.9% to 8,398 respectively during those two decades.

In 1963 Town Meeting authorized a library building committee that was charged with "obtaining preliminary plans and estimated constructions costs for an addition...." It would take until 1966 to clear several obstacles before an addition of approximately 7,948 square feet was dedicated in 1967, creating a Reading Room with a barrel-vault ceiling, a large Palladian window and a lower level. A mezzanine was added and a new main entrance. This addition increased the library to its present size – 14,323 square feet - on three levels: main floor, lower level, the Green Room and mezzanine (Photographs #13, #14 and #20).

The mezzanine at that time provided space for staff meetings, adult programs and very briefly, the Local History / Genealogy Collection. Conditions in public libraries in the late 60s and early 70s were such that whispering among staff and patrons was de rigueur and the very poor acoustics created by the barrel vault ceiling were not realized until many years later (Photograph #32). The mezzanine overlooks the Reading Room with five tables and chairs, nine public computers, two scanners, three OPACs, a print release station and a small reference collection in an area with four round tables, twelve chairs and two study carrels, the large print collection and two paperback carousels. Newspapers and magazines shelved on display units create a reading nook with a

round table, one loveseat and two lounge chairs that encourage browsing. Non-fiction stacks (A-R), PBS/BBC DVD series, non-fiction DVDs arranged by subject, books on CD and foreign language CDs are located at the beginning of the non-fiction collection under the mezzanine.

The original site of this 1967 addition was a parking lot built over a brook that runs along the residential property in the rear of the library. When the brook reaches the Library property line, it disappears underground and appears on the other side of Summer and South Common Streets. When the ground freezes and it rains, the normally high water table becomes even higher, and water seeps into the basement on the north-north-west side (Photograph #2).

The Trustees voted to close the branch library in 1974 but Lynnfield citizens objected and the Branch remained open until 1990.

A renovation in 1991 added the elevator that services the main floor, mezzanine and basement and a ramp that runs along the front of the Library. This brought the building up to the current code (the only access to the Green Room is by stairs in the Children's Room). Upgrades were also made to the HVAC system at this time. The Circulation Desk was relocated, a Circulation Office was created behind it and restrooms were relocated behind the Circulation Office (Photographs #8 and #10). The basement was converted to 1,415 feet of shelving that houses older fiction, mysteries, and newspaper storage. The remaining lower level is made up of the electrical, mechanical and boiler rooms located behind a locked door (Photograph #21). The Director's Office, Technical Services and staff spaces were moved to the mezzanine (Photograph #19). The Local History / Genealogy Collection was moved from the mezzanine to a room in the rear on the first floor. As the demand increased for more non-fiction titles, 612 feet of shelving was placed on the open space on the mezzanine and the non-fiction collection continued from the stacks under the mezzanine (S-Z; Biography). A desk and a chair and one carrel were added on the Arlington Street side of the mezzanine and two tables with chairs in the open area between the stacks and the Director's Office (Photograph #28).

ADMINISTRATION

The Board of Library Trustees is the Library's governing body. Each trustee serves a three-year term and the Board elects a chairman and a vice-chairman each year in the fall.

PERSONNEL

The Lynnfield Public Library employs a full-time Director, an Assistant Director and Head of Public Services, and four Department Heads (Reference, Technical, Circulation and Youth Services) at 35 hours per week. There are two full-time Circulation and Youth Services Assistants and 12 part time

(hours range from 4 to 31 hours per week) Library Technicians including substitutes, four Library Pages (three adult and one high school student) and one part-time custodian (19 hours per week) whose salary is paid from the Department of Public Works budget. The number of FTEs is 12.63 which exceeds the Enhanced Level of the Wisconsin Library Standards.

FINANCES

The Lynnfield Public Library is historically well supported by Town appropriations.

Needs Assessment

The library staff and members of the community have documented the need for an expanded library in the Master Plan (2002), the Library Long Range Plan FY2013 – FY2017 (October 2011), and the 2010 and 2015 taxpayers' surveys. The Board of Selectmen expanded this discussion in 2013 with the creation of the Capital Facilities Advisory Committee. The Committee was tasked with reviewing all town department facility requirements for the short- and long-term, assessing the existing buildings and making recommendations for cost-effective new construction, the re-purpose of existing facilities and the tax implications of these expenditures. As part of the review process, library staff and trustees have met with the Committee Chairman to review the library's requirements. The Report of the Committee's Capital Facility Advisory Committee – due in 2016 – will have important implications for the library.

The documented inadequacies of the building remain unchanged from the Master Plan in 2002 to the present:

- Current collections cannot be expanded unless substantial reductions are made in selected areas;
- No program room for the library's use or that of the community;
- The parking is insufficient with poor access;
- Lack of suitable space for children and teen interests and activities;
- Lack of space allocation for different age groups;
- Poor lighting and acoustics;
- Staff requires additional work and storage areas;
- The building is too crowded.

The Long Range Plan FY2013 – FY2017 supports a building expansion in two of the six goals:

Goal I ~ Library as a Destination

The Lynnfield Public Library is an attractive, welcoming and engaging destination for the community that facilitates collection growth, programming for all ages, leisure reading and study, and technical access to meet the changing needs of the community.

Goal V ~ Collaborations and Partnerships

The Lynnfield Library is a leader in promoting the townspeople's talents and abilities and channels their energies into the formation of successful and productive collaborations and partnerships within the community and in creating a collaborative and mutually productive relationship with the school administration, teachers and media specialists.

And is further defined by:

- The library will be in a location that is in or near the center of Town as befits the classic New England style and feel of the community.
- The library will be a destination: a cultural, intellectual and social space that engages the community in a broader way.
- The library will have a welcoming, comfortable, and vibrant environment that is adaptable, easy to navigate and filled with natural light.
- The library will have flexible spaces that can be easily re-configured to serve a variety of uses in the future.
- The library will have a location that affords plenty of safe, accessible parking that is contiguous to the Library.
- The library will be a green building that integrates the indoors and outdoors: LEED certified with low water and energy usage and designed to reflect current green building standards.
- The library will have a New Materials section near the entrance that will allow for browsing, relaxing, reading and conversation with comfortable seating and small tables.
- The library will provide a variety of designated space allocations for the community with a variety of seating options – quiet study rooms; comfortable lounge chairs for reading; places for group work and areas designed for teens, children and adults where the users will not be disturbed; program room seating for 100+ and acoustics conducive to the function of each space.
- The library will have sufficient offices and areas for staff with appropriate furnishings, equipment, and storage so we can continue to provide the high quality of service our community is accustomed to.
- The library will provide expanded and enhanced children's and young adult services, collections, programs and space as befits our library users of the future. The library will encourage families with children to come to the library by providing inclusive, relaxing space that accommodates multiple (simultaneous) activities.

- The library will present more and more diverse programs for children, teens, adults and seniors based on variety of rooms with performance amenities.
- The library will offer current and future technology to remain relevant, useful and connected to the community and the schools.
- The library will expand selected collections with more resources, including large print, all children and young adult materials, adult audio, and non-fiction and PBS/BBC DVD series.
- The library will have dedicated rooms or spaces that will support specific interests of our community.

These spaces will have:

Local History and Genealogy Collection

- ❖ Increased space with additional table and chairs, two computer workstations, a printer and microfilm/fiche reader / printer, scanner and storage for the Essex Society of Genealogists

Bancroft – Danforth Reading Room

- ❖ Selected architectural features from the existing Danforth House integrated into a new space called Bancroft – Danforth Reading Room
- ❖ Display units and wall space for Historical Society exhibits
- ❖ Quiet space with comfortable seating for reading and working
- ❖ Magazines and newspapers for reading and browsing

Art Gallery

- ❖ Welcoming area defined by panels or walls to showcase exhibits of artwork or photography with appropriate and secure hanging system

Friends of the Lynnfield Library

- ❖ Three to four tables, shelving, table and chair and file storage for the sorting and storing of materials for the two annual used book sales

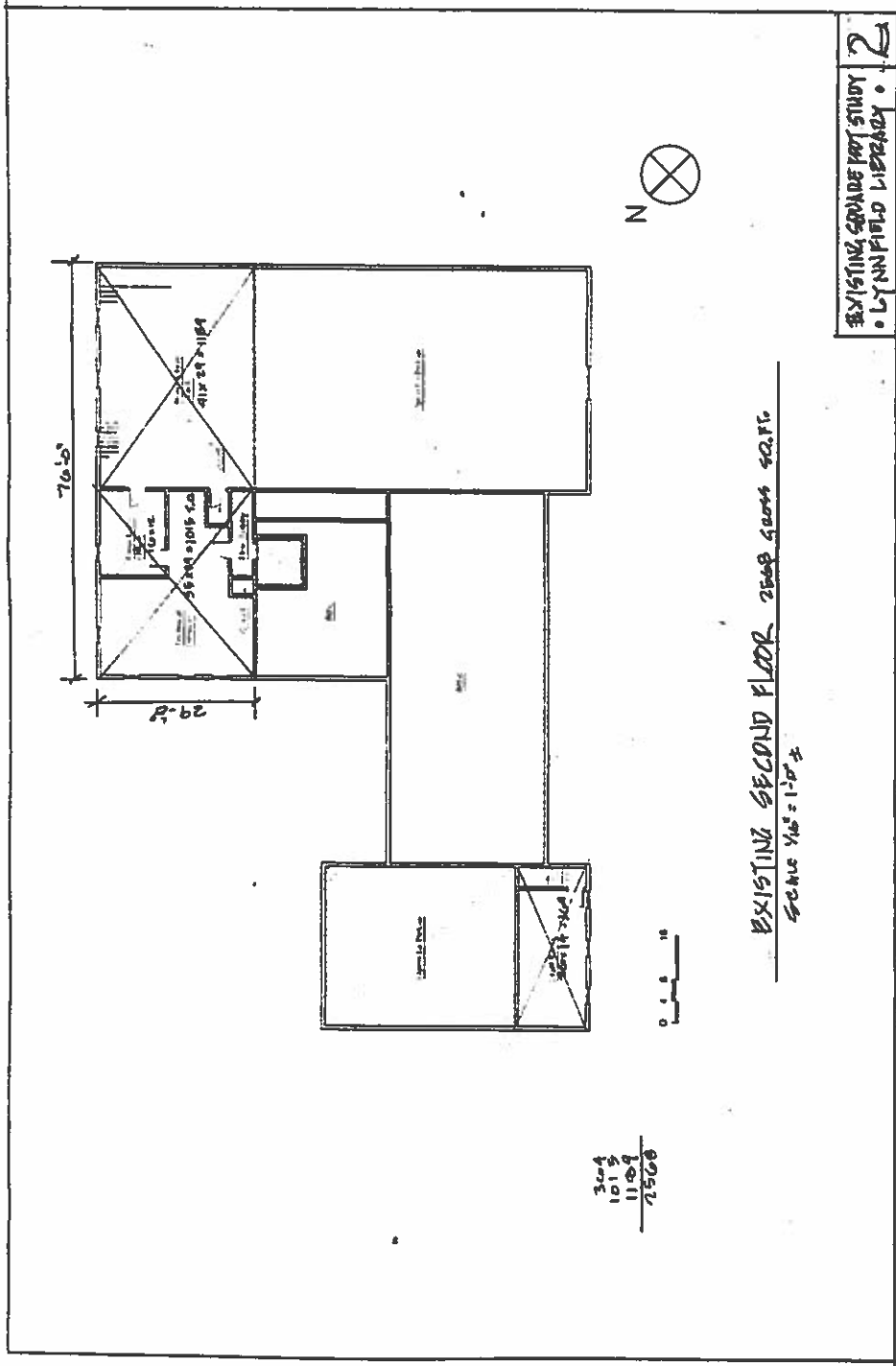
Creative Technology Lab or Makerspace

- ❖ Software, hardware, electronics, and equipment to create a DIY space for learning and inventing for adults and teens

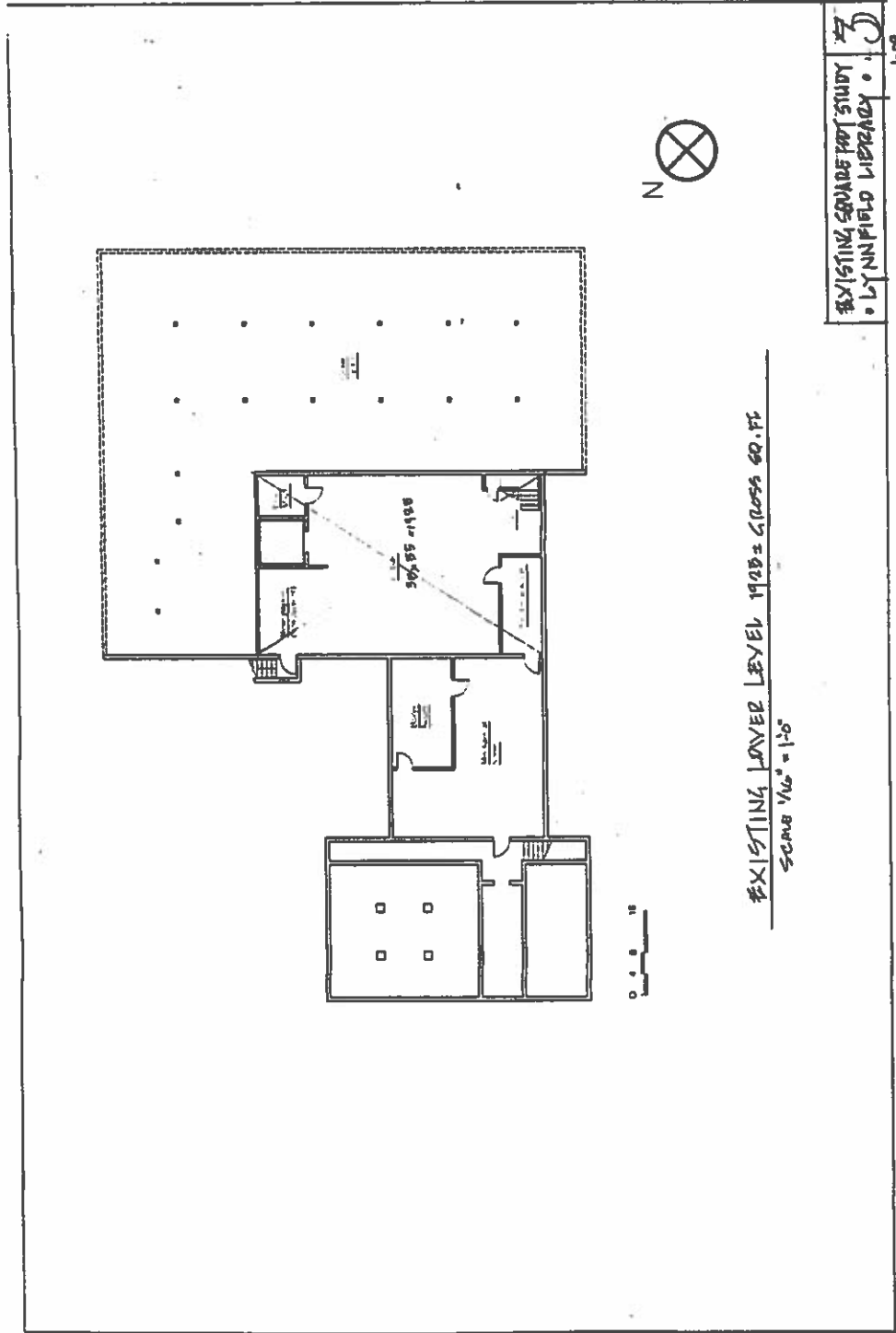
Café

- ❖ Comfortable seating with tables for sharing a coffee, socializing or working.

Current Floor Plan – Second Floor



Current Floor Plan – Lower Level



Key Issues to be Addressed

Space is at the heart of our need for a renovated or new facility: seating and tables for study, recreational reading, socializing, meetings, collections and programs and storage for the library and the community.

Adequate access:

- Insufficient parking that does not allow for safe and easy access to the building
- Entire facility does not meet current ADA standards

Space for current and future needs is predicated on:

- No Program Room that seats 100 for library and community programs
- No study room for tutors and students and small group work
- No conference room for library staff and community meetings
- Insufficient general and department-specific storage necessitating the use of the attic and the Mechanical Room
- Insufficient public seating because of the influx of Middle School students in the afternoons
- One restroom, located behind the Circulation Desk, serves staff, patrons and families with children. The location is inconvenient to the Children's Room.
- No designated areas for teens and adults so they may pursue their interests without disturbing others
- Insufficient shelving for adult print and AV materials such that the library cannot maintain the necessary collection depth and breadth for good service
- Insufficient shelving for children's picture books, fiction, and biography such that the classics must be weeded regularly and complete series cannot be maintained
- Additional programming (seniors, adult, teens and children) and a greater diversity cannot be considered because there is no program room

Basic Design Criteria

Ground Level Access

Entrance should be highly visible from the street at street level and if possible, one entrance that takes patrons directly into the library to the public service desk.

Safety and Security

In all aspects of the design, the safety of our patrons and staff must be of paramount concern.

Open, Flexible and Adequate Floor Space

The amount of floor space must be sufficient for current and 20-year needs of the community in the placement and / or addition of furniture, equipment, collections and computer workstations.

General Architectural Considerations

Exterior

New Landscape Design and Lighting

A four-season approach should be used when designing the plantings that will enhance the library exterior at all times during the year. The design should be such that access to the building is not obscured and the plantings should fit well with the exterior. The lighting should illuminate the exterior of the building and provide a safe passage to the street via a walkway, the grounds and the entrances. The exterior lights should be clock or photocell activated.

Interior

Special Considerations

Youth

Through an expansion or renovation, the space, collections, programs and services dedicated to infants, toddlers, children and teens receive a special emphasis as befits our future patrons.

Architectural and Historical Character of the Community

Any building design will consider the semi-rural, historical nature of Lynnfield and retain its New England ambience.

Overall Design Considerations

Safety, Security and Security Systems

Safe, accessible parking

Sightlines from the Reference and Circulation Desks are barely adequate: the door to the Children's Room can be seen but the young adult area cannot. The men's restroom door opens in such a way as to afford little privacy from either of the Desks. The custodian's closet is located behind the Circulation Office. The

Local History and Genealogy Collection cannot be seen at all and staff must get up and move to the stacks if monitoring is required.

Daylight, Windows and Views

The location, site and building design will maximize natural day lighting. Windows will open. Judicious use of wall coverings to prevent glare and protect the collections.

Acoustics

Existing building can be very noisy: barrel-vault ceiling with a hard surface amplifies sound in Reading Room and that originating from the mezzanine.

HVAC

Serious heating, cooling and ventilation issues have plagued the staff and patrons through two additions and a renovation to this building. The varying ceiling heights throughout the building reduce the efficiency. Air quality measurements taken after a flood in the lower level indicate poor ventilation throughout the building.

Lighting

The mix of general and task lighting is inadequate at best, and the variations in ceiling heights aggravate the problem. The quality of the lighting and the level should be based on the uses of each area or room. The lighting system should have fixtures and lamps that are locally available and easy to maintain and replace.

Electrical

Wiring has been performed on as-needed basis for decades, and cannot be made adequate without a complete renovation of the facility or a rebuild. The most recent wiring upgrade was done in the 1990s. Electrical outlets must be coordinated with fixed computer workstations and seats in all seating areas. There should be outlets in the floor, the walls and planned to expand to meet future needs. Furniture that integrates power supply should be used.

Information Technology

Currently with nine Internet workstations, the library does not meet the Basic Level of eleven public use Internet PCs according to the Wisconsin Standards. The library will add three workstations and additional tables, varied seating for the use of laptops. Data drops should be coordinated with the fixed computer

workstations and patron seating. Flexibility to accommodate rapid changes in technology must be part of the design phase.

Shelving and Stack Aisles

Shelving must be configured such that it is flexible and adaptable to future changes in collections and services.

Way Finding

There is no defined way finding system in the existing building. Signage should be clear, identifiable and consistent in color, font and style with no use of library speak. The system should be intuitive and self-navigable.

AREA DESIGNATIONS

Area Designation: MAIN ENTRANCE

Area Required: Non-assignable space

Functions Performed: Allow patrons to enter and exit library and Program Room

Occupancy: **Staff** 0 **Public** up to 100 for programs

User Seating: **Staff** 0 **Public** 0

Furnishings:

- Book drop on the exterior of the building that accesses directly into the building
- Book drop accessible by automobile

Storage: 0

Shelving: 0

Material capacity: 0

Equipment: 0

Adjacent to:

- Entrance Lobby

Close proximity to:

- Parking lot
- Program Room
- Elevator (if required)

Distant from:

- Quiet areas

Architectural features:

- Clearly evident from the parking area
- Convenient to the parking lot
- Clear view of staff at the Circulation Desk
- Designed to facilitate traffic flow to and from outside the library without clogging the doorway
- Allow adequate space for those attending programs to enter and leave comfortably without interfering with regular library operations
- Allow access to the Program Room when the library is closed
- Allow adequate space for a return book drop outside the main traffic flow that could be a drive up or walk up receptacle depending upon the relative locations of the parking lot, driveway and main entry
- Provide overhang outside for additional protection from the weather

Area Designation: ENTRANCE LOBBY

Area required: Non-assignable space

Functions Performed: Allow patrons to enter and exit library and Program Room

Occupancy: **Staff** 0 **Public** 2 – 5; up to 100 for programs.

User seating: **Staff** 0 **Public** 0

Furnishings:

- 1 traditional cork board
- Lockable display case
- Umbrella stand
- Trash receptacle
- Recycle bin
- Shelving for Friends Book Sale Books

Storage: 0

Shelving: 18-24 Linear Feet, for Friends Book Sale items

Material capacity: 240 volumes

Equipment:

- Provision for material security system. System may be installed during construction or at a later date, but sufficient conduit, potential electric and electronic connections must be included during planning and construction.

Adjacent to:

- Program Room
- Public Restrooms

Close proximity to:

- Circulation Desk

Distant from:

- Quiet areas

Architectural features:

- Open and inviting
- Clear view of staff at the Circulation Desk
- Allow adequate space for transactions being conducted at the Circulation Desk
- Convenient to the parking lot
- Designed to facilitate traffic flow to and from outside the library without clogging the doorway

- Provide shelving for the ongoing Friends of the Library book sale
- Give easy access to the Program Room
- Allow adequate space for those attending programs to enter and leave comfortably without interfering with regular library operations
- Allow access to the Program Room when the library is closed
- Allow adequate space for a return book drop outside the main traffic flow
- Include an airlock foyer to assist in energy conservation

Area Designation: BROWSING/NEW MATERIALS

Area required: 481 Square Feet

Functions Performed: This area will provide a multifunctional space where patrons can peruse the library's latest book and media acquisitions in a relaxed atmosphere that lends itself to browsing and sitting in a comfortable chair for longer reading. This area is for the display of current books, and non-print material purchased by the library.

Occupancy: **Staff** 0 **Public** 10-20

User seating: **Staff** 0 **Public** 10

Furnishings:

- OPAC terminal with sufficient space to allow patrons to place belongings while using OPAC
- Display area to highlight new material
- Flexible shelving
- Bulletin board and/or small display case
- 10 lounge chairs with "end tables"
- Lamps (preferably floor-standing) to maximize space on table tops

Storage:

Shelving: A variety of shelving, some revolving racks of various sizes, and an attractive small display area to accommodate paperbacks, hardcover books, video and audio formats. Consider units on wheels that can be rearranged to accommodate featured displays.

- 74.7 square feet of shelving for hardcover books, paperback and media materials
- None to exceed 67" in height

Material capacity: 995 hardcover books, paperbacks and non-print items, including CD, DVD, and Blu-ray formats.

Equipment: OPAC terminal

Adjacent to:

- Entrance Lobby

Close proximity to:

- Circulation Desk
- Media collection
- Café
- Business/Copier center
- Adult Fiction

Distant from:

- Quiet areas

Architectural features:

- Slat wall features on end units and attached brackets for display
- Allowance for patrons, including those with assistive devices, to browse the collection freely, with enough space for at least 10 persons to examine shelves without bumping into each other, or impeding traffic flow
- Furnishings should be flexible and easily moveable to enable appropriate types of displays
- Attractive display space for new acquisitions
- Lighting should be even, allowing for materials to be rearranged in the space without causing shadows across shelves
- Attention must be paid to ensuring lamps can be plugged in without stretching cords across passageways
- Doors opening and closing at Main Entrance / Entrance Lobby should not create uncomfortable conditions, e.g. cold drafts or blasts of hot outside air, for patrons in this space

Area Designation: PUBLIC SERVICE DESKS

Area required: 814 Square Feet

Functions Performed: The Circulation and Reference Desks provide two distinct functions, however need to be in close proximity to each other. The division of services between the Circulation and Reference Desks should be clear to patrons, as well as providing enough distance so that conversations with patrons do not overlap or disrupt one another's workflow, though not so far as to be inconvenient to Patrons who need to utilize services at each desk. Both areas should both be in adjacent proximity to the Public Services Workroom. Each space has a separate Area Designation following this general statement.

Occupancy: Staff Per each area Public Per each area

User seating: Staff Per each area Public Per each area

Furnishings:

- Per each area

Storage:

- Per each area

Shelving:

- Per each area

Material capacity: Per each area

Equipment:

- Per each area

Adjacent to:

- Per each area

Close proximity to:

- Per each area

Distant from:

- Per each area

Area Designation: PUBLIC SERVICE DESK: CIRCULATION DESK

Area required: 673 Square Feet

Functions Performed: The Circulation Desk is the major point of customer service, is staffed all the hours the library is open and is the place where patrons are greeted and provided with directional assistance to other areas of the building. All library materials are checked in and out at this point (including items ordered from other libraries), museum passes are reserved and picked up, incoming telephone calls are received and redirected, new patrons are registered for library cards, and Reader's Advisory is performed. Additionally, Circulation Staff handle all cash transactions, shelve materials in close proximity to the Desk, prepare publicity materials, and perform other routine tasks.

Occupancy: Staff 2-3 Public 1 – 4 at desk; 2 at self-checkout

User Seating: Staff 0 Public 0

Furnishings:

- Large circulation desk with two check-in / check out stations, including one at standing level and one at a lower level for children, (15 Linear Feet of counter space, 10' at standing height and 5' at height to accommodate children and patrons in wheelchairs)
- 1 counter height adjustable office chair
- 1 standard desk height office chair
- Open flat workspace at or behind desk
- One low work desk area for staff (with back not to Circulation Desk)
- Slot for materials return (or other easily identifiable return point)
- Locking cabinet to secure cash drawer overnight
- 5-6 book carts for materials waiting to be reshelved
- Library brochure and bookmark displays at each checkout point
- Shelving for empty media cases
- Staff bulletin board or display area for schedules, programs, directories, and other information needed to provide quick info to patrons and staff
- Trash and recycling bins
- Stand-up file holder
- Space for 6-8 delivery bins
- Bin for items being sent to Technical Services
- Shelves and drawers under desk/behind counter for supplies

Storage:

- Shelves and drawers under desk/behind counter for office supplies
- Storage cabinet or other flat surface near an outlet for cash register
- Storage for bags, bookmarks, and other supplies

Shelving: 9 Linear Feet under counter

Material capacity: 72 volumes

Equipment:

- Two computer workstations (one standing, one seated)

- Two self-checkout stations in view from Circulation workstations, adjacent to circulation desk or space allowance and technical provision for same to be installed in the future
- Two receipt printers, one at each workstation
- Two barcode scanners, one at each workstation
- Telephone, accessible to both computer workstations
- Cash register, near an outlet

Adjacent to:

- Public Services Workroom
- Reference Desk

Close proximity to:

- Main Entrance
- Café / Lounge area
- Copier/Business area
- Public Restrooms
- New Materials & quick-pick themed displays

Distant from: Quiet areas

Architectural features:

- Circulation Desk should evoke an inviting and welcoming feeling to all patrons and be easy to locate upon entering building
- Central, well-lit, clearly identifiable, open, and accessible
- Clear sightlines to the majority of user spaces
- Desks and workstations configured in straight line or slight curve so staff members have view from one workstation to the other (they should not have their backs toward one another)
- Counter space at each workstation ample to accommodate many items for checkout, as well as closure signs and brochure/bookmark displays
- Two places to enter/exit the Circulation Desk with shelving carts and bin deliveries
- Work surfaces and shelving/storage that are durable and attractive
- Flooring cushioned and resilient for comfort while standing
- Space for 2-4 people to comfortably navigate all areas behind desk at once
- Room to house five to six return carts with ample space on each side for person to stand/bend to add materials
- Large open wall space to post a bulletin board, accessible to a telephone, for schedules, programs, directories, and other information needed to provide quick info to patrons and staff
- Sightlines to most areas of the building, especially Entrance, Reference, bathrooms, self-checkout and copier/business area
- Clear division secure staff work space from user space
- Space behind the counter to provide for the ILL book bins
- Storage cabinets and drawers, and file cabinets under the counter accessible to both work stations to allow storage for all necessary supplies and records where both staff members working at the desk can reach them easily when serving patrons; (specific configuration will be decided in design development phase based on current practices and technology modifications)

- Book drop accessible by staff from behind the desk, yet clearly identified and convenient for users in front
- To be considered: provide 2 self-service check-out stations outside the circulation desk that are very easily accessible to staff moving from behind the desk to assist patrons

Area Designation: PUBLIC SERVICE DESK: REFERENCE DESK

Area required: 141 Square Feet

Functions Performed: The Reference Desk is staffed all hours the library is open to provide assistance to patrons in identifying and locating information resources and materials throughout the adult collection, on shelves and online, including fiction, non-fiction, media and periodicals. The Reference Staff must frequently step out from the desk to assist patrons in using the OPAC terminals, the PC workstations, periodicals, and materials in the stacks as well as the reference materials. Reference staff members have additional duties and require individual desk space away from the public.

Occupancy: **Staff** 1-2 **Public** 2-3 standing in front of desk

User Seating: **Staff** 1 **Public** 0

Furnishings:

- Built in desk, with sufficient space for various forms and paperwork storage options
- Rolling office chair
- 2-Drawer lateral file cabinet
- Printer stand with paper storage
- Trash receptacle
- Recycle bin

Storage: Shelves and drawers under desk/behind counter for office supplies and quick reference books

Shelving: 9-12 Linear Feet

Material capacity: 60 volumes

Equipment:

- 2 computer workstations
- Staff dedicated scanner / printer
- Telephone
- Task lighting

Adjacent to:

- Circulation Desk
- Public Services Workroom
- Reference collection / Reading Room
- Technology Commons
- Business / copier area

Close proximity to:

- Main Entrance
- Non-fiction
- Fiction
- Marcia Wiswall Lindberg Genealogy and Local History Room

- Public Restrooms

Distant from:

- Quiet areas
- Children's Room
- Teen Room
- Administrative offices
- Technical Services Workroom
- HVAC Room
- Program Room

Architectural features:

- Serve as a clear focal point easily identified by patrons entering the library as the place they can find assistance locating information
- Be welcoming for patrons
- Provide clear sight lines to allow staff to see if patrons in Close Proximity Areas are in need of assistance
- Provide desk to be used while staff is sitting
- Have clear delineation between public and staff areas
- Have bright overhead lighting as well as task lighting
- Place electric outlets at workstation and floor heights

Area Designation: PUBLIC SERVICES WORKROOM

Area required: 495 Square Feet

Functions Performed: The Public Services Workroom provides a space adjacent to the Circulation and Reference Desks in which staff members may accomplish tasks that are more appropriately completed away from the public services desks, while maintaining clear sight lines to these desks in case patron assistance is needed. Circulation tasks include processing deliveries from other libraries, conducting telephone calls with patrons, receiving and sorting mail. Reference needs space to work on projects as not to clutter the Reference Desk, maintain ILL paperwork, house back issues of local newspapers, yearbooks, and non-current Town materials before they are permanently moved to the Marcia Wiswall Lindberg Genealogy room. The workroom provides a space for staff members to converse without disrupting patrons. Mailboxes for the entire staff are also located in this room, making it a common space for staff to gather throughout the course of a day.

Occupancy: Staff 4-6 Public 0

User seating: Staff 2 Public 0

Furnishings:

- Worktable for projects (Reference)
- 2 Rolling ergonomic office chairs for workstations
- 2-3 folding chairs for training, meetings, etc.
- Shelving or drawers to accommodate Lost & Found items
- Water cooler with space for extra containers
- Surfaces for shared printer and fax machine
- Surface to hold outgoing mail
- Surface to hold periodical check-in box
- Bulletin boards for staff announcements
- Box or wall area to store building keys
- Ample counter space for processing incoming newspapers each day
- Deep cabinet or shelves for newspaper storage
- Computer workstation with at least 4 feet of open counter space on each side (L-shape) (circulation)
- Mailbox unit for all staff with slots tall enough to accommodate large materials, including books
- Self-charging secure storage cabinet for lendable Tablets/Chromebooks
- Surface near telephone for items that need call notifications
- Trash receptacle
- Recycle bin

Storage:

- Walk-in storage closet with adjustable shelving for extra printer and fax cartridges, paper, office supplies, etc.

Shelving:

- 36 Linear Feet for Circulation Department for Hold Shelf items
- 36 Linear Feet for Reference Department

Material capacity: 288 volumes per department

Equipment:

- Telephone within sitting reach of computer at Circulation workstation
- Document shredder
- Laminator
- Paper cutter
- Computer workstation with receipt printer and barcode scanner at Circulation workstation
- Photocopier (possible all in one networked copy/scan/fax unit)

Adjacent to:

- Circulation Desk
- Circulation Manager's Office

Close proximity to:

- Main Entrance
- Reference Desk
- Business / copier area
- Staff entrance / locker area

Distant from:

- Quiet areas
- Children's Room
- Teen Room
- Administrative offices
- Technical Services Workroom
- HVAC Room
- Non-fiction
- Fiction

Architectural features:

- Enclosed fully with a door that can be closed for privacy purposes
- Glazed from 42" above the floor to allow staff seated at desks or standing in the office to have unobstructed sight lines to the Circulation Desk, self-checkout, Reference Desk and library entrance
- Have electrical outlets placed in locations and heights sufficient for specific tasks to prevent the need for individual plug-in power strips
- Consider a continuous power strip above the work counter
- Allow for direct access from Circulation Manager's office
- Provide sufficient and appropriate storage for all tasks and needs as identified by staff
- Provide sufficient space for interlibrary loan van driver to deliver and pick up book bins
- Provide sufficient space to hold 10 to 20 extra delivery bins
- Position furnishings to allow clear and easy access in, out and around the room
- Enable privacy for projects for off desk reference staff or volunteer
- Provide a LAN connection for Laptop or computer at reference workstation

Area Designation: CIRCULATION MANAGER AND CIRCULATION ASSISTANT'S OFFICE

Area required: 258 Square Feet

Functions Performed: The Circulation Manager and Circulation Assistant's Office provides a space for the Manager to supervise and manage the Circulation Staff, perform administrative tasks, meet with staff or patrons in privacy as needed, edit electronic and print newsletters, oversee schedule of library displays, administer museum pass program, oversee Homebound services and lost and damaged items, and administer Food for Fines Program. The Circulation Assistant processes all moneys collected at the desk and maintains documentation and files, in addition to working on special projects.

Occupancy: **Staff** 2 **Public** 1 - 2

User seating: **Staff** 2 **Public** 2

Furnishings:

- 2 Office desks with extended work surfaces (L-shaped desks)
- 2 Rolling ergonomic chairs
- 2-Drawer lateral file cabinet at each desk
- 2 Guest chairs
- Locked cabinet to store extra moneys and related items
- Trash receptacle
- Recycle bin

Storage:

- A lockable closet divided to hold outerwear and personal items on one side and sufficient and appropriate shelving for office supplies and other items on the other
- Flexible shelving for Food for Fines

Shelving: 12 Linear Feet

Material capacity: 100 volumes

Equipment:

- 2 telephones (one at each desk)
- 2 computers (one at each desk)
- Shared printer

Adjacent to:

- Public Services Workroom

Close proximity to:

- Circulation Desk

Distant from:

- Public areas (separated from public by Public Services Workroom)

Architectural features:

- Fully enclosed
- Have a buffer or separation between the two desks
- Have clear sight lines to the Circulation Desk and the Public Services Workroom
- Glazed from 42" to the ceiling to allow staff to monitor activity at the Circulation Desk and the Public Services Workroom
- Adjacent to and accessible from or fully contained within the Public Services Workroom
- Have a door that may be closed for private conversations with staff or patrons
- Have blinds on all glazed areas to provide privacy when needed
- Have an exterior operable window

Area Designation: TECHNOLOGY COMMONS

Area required: 399 Square Feet

Functions Performed: This area is used by patrons for Internet access using library provided PCs; catalog searches; laptop use; printing; photocopying; and scanning. All terminals should be close to the document retrieval kiosk, or print release station. Moderate noise level is expected. Staff may troubleshoot and assist patrons

Occupancy: Staff 0 Public 14

User seating: Staff 0 Public 14

Furnishings:

- 4 Tables with privacy barriers to hold 3 terminals per table
 - Should provide sufficient room at each terminal for patrons to place books and or laptops while working
 - Each terminal should be able to accommodate two patrons at the same time for group work
- 1 Dedicated document retrieval kiosk or print release station with four quadrants
 - One quadrant for networked photocopier
 - One quadrant for scanner
 - One quadrant for printer
 - One quadrant for print release computer station
- Tables and kiosk should have easily accessible wire management systems
- Table or sufficient space at document retrieval kiosk to house small office supplies (staplers, three-hole punch, tape, etc.)
- Table for 2 OPACs
- Trash receptacle
- Recycle bin

Storage: Storage cabinet or shelving at printer kiosk for paper supplies that can be locked, if necessary

Shelving: Small collection of PC/software instructional titles, dictionaries, etc., could be housed in a small freestanding (wheeled) shelving unit or at document retrieval kiosk

Material capacity: 10 volumes

Equipment:

- 2 OPACs
- 12 Computer workstations
- Networked photocopier
- Scanner
- Printer
- Print release equipment:
 - Computer and coin tower
- Wire and cable management devices
- Switches for Internet

Adjacent to:

- Reference Desk
- Business / copier area

Close proximity to:

- Circulation Desk
- Public Restrooms
- Reference Collections / Reading Room

Distant from:

- Quiet areas
- Children's Room
- Teen Room
- Administrative offices
- Technical Services Workroom
- HVAC Room
- Program Room

Architectural features:

- Workstations must be placed where they can be easily monitored by staff
- Bright overhead lighting
- Windows should be frosted, glazed, or shaded in a manner that prevents glare on computer screens during the day
- Electric outlets should be placed at workstation and floor heights

Area Designation: DANFORTH-BANCROFT READING ROOM

Area required: 758 Square Feet

Functions Performed: The Danforth-Bancroft Reading Room will provide a formal sitting and study space, honoring and highlighting Lynnfield's history. Quiet noise levels expected.

Occupancy: **Staff** 0 **Public** 14-20

User seating: **Staff** 0 **Public** 14

Furnishings:

- 1 Table with 6 chairs
- 8 Lounge chairs
- 1 Free standing / flat display case
- 1 Lateral wall display case
- 4 Lamp tables
- 4 Lamps

Storage: Flat shelving for previous years' worth of issues, adjacent to current year display.

Shelving: Slant shelving with storage capacity that, when lifted, will provide for the current year's issues.

Material capacity: 166 current periodicals, 166 back issue periodicals, 8 current newspapers and back issues.

Equipment:

- Charging stations and power sources for personal devices

Adjacent to:

- Marcia Wiswall Lindberg Genealogy Room

Close proximity to:

- Reference Desk
- Adult Non-fiction
- Trustees Room
- Study Rooms

Distant from:

- Children's Room
- Teen's Room
- Program Room

Architectural features:

- Aesthetically distinct from other areas of the library (See Architectural Study from 2009, Appendix, for further discussion of architectural styles)

- Formal, stately and inviting
- Incorporate architectural elements salvaged or replicated from the Bancroft-Danforth House by the Lynnfield Historical Commission
- Include a Palladian window in homage to the existing library
- High ceiling
- Fireplace
- Windows should look over peaceful vistas, not the parking lot or Summer Street
- Provide period appropriate furnishings
- Have secure and adjustable system for hanging framed art, must be able to support heavy frames
- Have appropriate and adjustable lighting for wall displays
- Easily accessible to public without being used as a pass through for other areas of the Library
- Consider the quiet nature when selecting materials to be used in this room

Area Designation: CONFERENCE ROOM

Area required: 663 Square Feet

Functions Performed: Provide a dedicated meeting room for Library Board of Trustees and the Friends of the Lynnfield Library Executive Board. Room may also be utilized by the public when not scheduled for meeting use. Room should be fully furnished with audiovisual equipment for meeting presentations, conference calling, video conferencing, etc.

Occupancy: Staff Public 20

Seating: Staff Public 20

Furnishings:

- 1 Conference table
- 20 Chairs
- Coat Rack
- Credenza with drawers and/or cabinets and flat top for handouts, refreshments, etc.
- Small sink for coffee preparation
- Small refrigerator for water or other refreshments for meetings
- Trash receptacle
- Recycle bin

Storage:

- Lockable cabinet for audiovisual supplies (cables, projector remote, etc.)
 - Credenza may be utilized for this purpose, but must be lockable if the room is open for public use.

Shelving:

Material capacity:

Equipment:

- Ceiling mounted projector
- Projection screen / Smartboard or as determined in the future
- Speakerphone / conference phone
- Speakers
- Microphone
- Recording equipment

Adjacent to:

- Danforth-Bancroft Room

Close proximity to:

- Study Rooms

Distant from:

- Children's Room
- Teen Room
- Program Room

Architectural features:

- Well lit
- Have surfaces that absorb sound
- Away from distracting activity
- Provide space for 20 to sit comfortably
- Provide space for personal belongings
- Glazed above 42" from the floor on interior walls
- Have window blinds on interior and exterior windows if applicable
- Have electrical outlets at workstation and floor height
- Have a turnkey presentation system, equipment TBD during design development, components should be housed in lockable cabinet or closet

Area Designation: NON – FICTION AND BIOGRAPHY

Area required: 1810 Square Feet

Functions Performed: Provide books containing factual information arranged according to the Library of Congress System or any other classification systems used.

Occupancy: **Staff** 0 **Public** 15-20

User seating: **Staff** 0 **Public** 4

Furnishings:

- 4 carrels with chairs placed at intervals within or just outside stack area

Shelving: 1698.1 Square Feet, no higher than 67"

Material capacity: 22,287 volumes

Equipment: OPAC station

Adjacent to:

- Reference collection

Close proximity to:

- Reference Desk
- Technology Commons
- Seating at tables
- Quiet areas

Distant from:

- Main Entrance
- Children's Room
- Teen Room
- Program Room

Architectural features:

- Shelving must have sufficient capacity to shelve the collection in continuous order
- Shelving should be arranged at heights comfortable for the average user to read spine labels and retrieve books
- Library patrons should not have to pass through the quiet areas to get to the books, but stacks should be placed in proximity to the quiet seating area
- Public access computer catalog in a convenient place will help both patrons and staff to search efficiently for holdings. Consider incorporating OPAC into shelving at ends of stack rows.
- Lighting that is bright, non-glare, and even to allow library users to read information on book spines and to scan contents notes, etc.
- Shelving should not cast shadows over the aisles
- Patron shadows should not obscure the light

Area Designation: ADULT FICTION, MYSTERIES AND PAPERBACKS

Area required: 1960 Square Feet

Functions Performed: Houses general adult fiction in hard copy and paperback, mystery collection and large print. Patrons browsing for materials often sit down to read books before proceeding to checkout.

Occupancy: Staff 0 Public 10 - 15

User seating: Staff 0 Public 4

Furnishings:

- 5 Lounge chairs
- 2 end tables
- Free-standing shelving and paperback display for portions of the collection as determined by library staff
- Display furniture

Shelving: Fiction: 1,351.5 Square Feet, no higher than 67"; Mystery: 235.1 Square Feet, no higher than 67"; Paperbacks: 73.6 Square Feet, unified shelving and display racks no higher than 67".

Material capacity: 16,913 hard bound volumes; 1,575 paperbacks

Equipment:

Adjacent to:

Close proximity to:

- Browsing/New Materials/Periodicals;

Distant from:

- Program Room
- Children's Room

Architectural features:

- Open and inviting, placed in a location that flows well from the new materials/periodicals
- Efficiently arranged to allow patrons to easily locate titles they are seeking
- Patrons should not have to pass through quiet areas to reach this area
- Allow arrangement of fiction in a single section of the library, in continuous alphabetical order
- Have mysteries made distinct from the regular fiction by using free-standing or quasi-free standing shelving to form an alcove or bay, including some comfortable chairs
- Convenient to the OPAC terminals and reference desk to enable patrons to seek assistance
- Incorporate display space and some out-facing shelving in all collections to highlight titles or authors

- Consider free-standing units, double-faced, no higher than 72" with lounge seating interspersed
- Place seating for convenient passage by patrons and allows unobstructed access to all shelves
- Allow for flexible paperback shelving designed in a manner that will not clutter space with a variety of racks and displays
- Clearly label each area
- Provide bright, non-glare, even light to allow library users to read information on book spines and to scan contents notes, etc.
- Shelving should not cast shadows over the aisles
- Patron shadows should not obscure the light

Area Designation: **LARGE PRINT**

Area required: 466 Square Feet

Functions Performed: Houses large print materials.

Occupancy: **Staff** 0 **Public** 3-4

User seating: **Staff** 0 **Public** 1-2

Furnishings:

- Shelving for large print books
- 1 or 2 lounge chairs

Storage:

Shelving: 425.8 Square Feet, no higher than 67"

Material capacity: 4,539 volumes

Equipment:

Adjacent to:

- Adult Fiction, Mysteries and Paperbacks area

Close proximity to:

- Browsing/New Materials/Periodicals
- Non-print Materials

Distant from:

- Program Room
- Children's Room
- Teen Room

Architectural features:

- Distinct from other collections
- Designed to clearly separate fiction and non-fiction
- Located in a convenient place in the library for quick, easy access
- Convenient to the OPAC terminals and Reference Desk to enable patrons to seek assistance
- Place seating for convenient passage by patrons and allow unobstructed access to all shelves
- Clearly label each area
- Bright, non-glare, even light is essential to allow library users to read information on book spines and to scan contents notes, etc.
- Shelving should not cast shadows over the aisles
- Patron shadows should not obscure the light

Area Designation: ADULT NON – PRINT, RENTAL AND NON-RENTAL MATERIALS

Area required: 630 Square Feet

Functions Performed: Non-Rental collection houses DVDs and CDs owned by library for public use. Rental Collection is comprised of DVDs owned by the Friends of the Library and rented to patrons for a fee. All loans and rentals take place at the Circulation Desk.

Occupancy: Staff 0 Public 3-4

User seating: Staff 0 Public 0

Furnishings:

- Shelving space for Friends of the Lynnfield Library Rental DVDs; DVDs for loan; Fiction and Non-Fiction CD Audiobooks and Language Learning CD Audiobooks, and Music CDs

Storage: Cabinets for Music CDs

Shelving: 630 Square Feet, no higher than 67"

Material capacity: 2,093 DVDs for loan, 3,190 CD Audiobooks; 125 Language Learning CD Audiobooks; 4,000 Rental DVDs, and 2,167 Music CDs

Equipment:

Adjacent to:

Close proximity to:

- Main Entrance
- Circulation Desk
- Browsing/New Materials/Periodicals

Distant from:

- Quiet areas
- Children's Room

Architectural features:

- Must be located in a convenient place in the library for quick, easy access
- Shelve Friends of the Lynnfield Library Rental DVDs in a distinctly separate, but not distant, area from the library's free-of-charge circulating collection to ensure that patrons are aware of the differences
- Because all items often have plastic covers which reflect light, attention must be paid to providing appropriate lighting

Area Designation: REFERENCE COLLECTION AND READING ROOM

Area required: 1260 Square Feet

Functions Performed: This is a non-quiet, moderate noise level study/work area for individuals and groups. Patrons would be able to collaborate for group projects over laptops, and hold conversations. This area also provides space for a small, in-house-use-only reference collection and business/consumer reference materials. Patrons may be reading, writing, using laptops or devices, doing research or quietly collaborating in groups. Staff may also be using this area to answer questions

Occupancy: Staff 0 Public 30 -40

User seating: Staff 0 Public 32

Furnishings:

- 8 Tables, 4 round and 4 rectangular
- Trash receptacle
- Recycle bin

Storage:

Shelving: 215.3 Square Feet, no higher than 67"

Material capacity: 750 volumes

Equipment:

Adjacent to:

- Reference Desk

Close proximity to:

- Adult Non-fiction
- Technology Commons
- Restrooms
- Marcia Wiswall Lindberg Genealogy Room

Distant from:

- Children's Room
- Teen Room
- Program Room
- Administrative Offices
- Technical Services Workroom
- HVAC Room

Architectural features:

- Bright overhead light and task lighting at each table
- Windows and natural light

- Windows should be glazed in such a way that the sun does not cause screen glare on personal devices, or
 - Windows should be fitted with blinds that will filter strong morning or afternoon sun
- Sound dampening materials should be used to prevent noise transfer from this area into other adjacent or close proximity areas
- Flooring should be carpet or noise-dampening material
- Electrical outlets should be placed at user height, on walls, in tables, etc. as well as in the floor and at floor level along walls

Area Designation: MARCIA WISWALL LINDBERG LOCAL HISTORY AND GENEALOGY ROOM

Area required: 1,077 Square Feet

Functions Performed: Houses and provides access to a small but extensive collection of carefully designed and highly specialized Essex County and Massachusetts genealogy sources as well as Lynnfield local history resources in a variety of formats: monographs, microforms, periodicals, handbooks, guides, atlases and oral histories. Materials in the room are available for in-library use only and do not circulate.

Occupancy: **Staff** 1 **Public** 19

User seating: **Staff** 1 **Public** 19

Furnishings:

- Staff office desk (lockable) with extended work space
- Chair
- Lamp
- 4 tables with 4 chairs at each
- Table for 2 computer workstations with sufficient surface space for reference materials, such as notebooks, papers, or books
- 1 microfilm reader/printer stand
- 3 chairs for computers and microform reader
- Locking 5-drawer lateral file cabinet
- 3 Microfilm and microfiche cabinets

Storage: Lockable closet for office supplies and microform toner, paper

Shelving: 312 Square Feet, not to exceed 67" in height

Material capacity: 5000 volumes, 54 Square Feet microform

Equipment:

- 2 computers
- Networked printer/scanner/copier
- Microform reader/printer;
- Telephone at staff desk
- Bulletin board and white board for notices and small presentations

Adjacent to:

- Danforth-Bancroft Reading Room

Close proximity to:

- Reference Desk
- Conference / Trustees Room
- Non-fiction collection

Distant from:

- Children's Room
- Water features (i.e. Restrooms, or workrooms with sinks)

Architectural features:

- Fully enclosed
- Glazed from 42" to the ceiling to allow staff to monitor activity
- Allow sufficient space for patrons to put materials, notebooks, and more than one book where they are working
- Provide a locking storage closet large enough to hold office and meeting supplies
- Provide electrical outlets at workstation and floor height
- Consider use of compact shelving in this room for Town Records and Annual Reports
- Ambient and task lighting appropriate to seating and shelving arrangements

Area Designation: STUDY ROOMS

Area required: 350 Square Feet

Functions Performed: Provide 2 small rooms (100 Square Feet each) and 1 larger room (150 Square Feet) for patrons who wish to read or study in solitude; provide space for literacy tutors or student collaboration.

Occupancy: Staff Public 14

Seating: Staff Public 14

Furnishings: 1 table and 4 chairs in each room

Storage:

Shelving:

Material capacity:

Equipment:

Adjacent to:

Close proximity to:

- Reference Desk
- Non-fiction
- Conference Room

Distant from:

- Children's Room
- Teen Room
- Main Entrance
- Program Room

Architectural features:

- Well lit
- Have surfaces that absorb sound
- Away from distracting activity
- Provide space for 4 or 6 to sit comfortably
- Provide space for personal belongings
- Glazed above 42" from the floor to allow staff to monitor activity
- Have electrical outlets at workstation and floor height
- Make provision for screen or computer monitor to be connected for shared viewing of personal laptop or tablet screens
- Have key lockable doors

Area Designation: COPIER/BUSINESS AREA

Area required: 100 Square Feet

Functions Performed: Provides photocopier and scanner (or all in one) for use by patrons.

Occupancy: **Staff** 0 **Public** 1-3

User Seating: **Staff** 0 **Public** 0

Furnishings:

- Surface to provide space for patrons to place belongings or organize materials being copied

Storage:

- Storage should be lockable, and accessible only to Library Staff
- Sufficient storage for several days' supply of photocopier paper must be provided convenient to the copier.
- Under-counter storage for at least 6 cases of paper is recommended.
- Access to the main paper supply should be convenient for staff to refill cabinets.
- Storage for 1 ink/toner refill should be provided in the Public Services Workroom for quick access.
- Additional ink/toner storage should be determined by staff as overall storage in facility is designed.

Shelving: 0

Material capacity: 0

Equipment:

- Photocopier/printer/scanner/fax machine or all-in-one business hub as determined by staff and available equipment at time of construction

Adjacent to:

- Technology Commons

Close proximity to:

- Reference Desk
- Circulation Desk
- Paper storage

Distant from:

- Quiet areas

Architectural features:

- Place photocopier and scanner where they can be easily monitored by staff
- Well lit
- Locate in a separate alcove or bay, not a closed room, convenient to main library aisles, but not impinging on aisle or passersby
- Should be open to view on at least 2 sides above 42"
- Have sufficient space to allow for books, backpacks, etc. to be put out of the way
- Provide flat surface large enough for organizing material to be scanned or copied
- Provide wire/cable/telecommunications management devices without stretching power cords or cables across floor

Area Designation: YOUTH SERVICES OFFICE AND WORKROOM

Area required: 500 Square Feet

Functions Performed: Provides private work space adjacent to Children's Room and Young Adult area for youth staff to complete required off-desk tasks including program planning sessions, telephone conversations, etc. without disturbing patrons while observing activities in both areas. Provides sufficient and secure storage for select supplies, materials and equipment to support programs and collections including secure personal storage for staff and performers.

Occupancy: Staff: 3 Public 3

User seating: Staff: 3 Public 3

Furnishings:

- 3 office desks each equipped with a minimum 1 lap drawer, 2 storage drawers and one file drawer, at least one to be lockable
- 3 rolling office chairs, one for each staff
- 3 non-rolling guest desk chairs
- Stand(s) or appropriate surfaces for shared printer, fax and scanner with paper storage or free-standing all-in-one unit
- 4 filing cabinets
- Counter or counter-height table or cabinet for processing books
- Work table
- Trash & Recycle bins

Storage:

- Walk-in storage closet with coat rack for staff
- Adjustable shelving to accommodate differently sized items, such as costumes and office supplies

Shelving: 36 linear feet

Material capacity: 190 volumes

Equipment:

- 3 Computer workstations, one at each desk
- 3 Sets of small desktop speakers, one at each desk
- 3 Telephones, one at each desk
- 3 Receipt printers, one at each desk
- 3 barcode scanners, one at each desk
- Networked printer; fax machine; scanner (or all-in-one)
- 1 Large die-cut machine on cart with dies

Adjacent to:

- Children's Room
- Teen Room

Close proximity to:

- Storytime Room
- Craft Room
- Family Restrooms

Distant from:

- Quiet areas
- Reference Area

Architectural features:

- Fully enclosed
- Glazed from 42" above the floor to allow staff seated at desks or standing in the office to have unobstructed sight lines to the children's room, family restrooms and teen room
- Have sufficient electrical outlets appropriately placed in locations and heights for specific tasks to prevent the need for individual plug-in power strips
- Provide sufficient and appropriate storage for all tasks and needs as identified by staff
- Have 8-10 Linear Feet of counter space
- Provide sufficient space for manipulating large items
- Have window blinds for privacy
- Have external, operable window
- Have very large open wall space in order to post a large calendar and bulletin board with internal documents and notes
- Provide storage space, preferably walk in storage closet to accommodate items of various sizes/shapes including (but not limited to):
 - Office supplies
 - Costumes and props
 - Cleaning supplies, including carpet sweeper and / or broom
 - Basic first aid supplies

Area Designation: CHILDREN'S ROOM

Area required: 3115.75 Square Feet

Functions Performed: Houses the Children's collection of print, media and periodicals for ages 0-11. Children's Librarians provide help searching the catalog and locating materials for reading and studying. Children play with toys, color and simple arts & crafts activities, and attend programs. Adult caregivers and teachers browse the collections (Children's Parents', and Educator Resources) and read to, play with and wait for children. Staff assist patrons, run programs, and maintain the collection.

Occupancy: Staff: 2 Public 40-50

User seating: Staff: 2 Public 40-50

Furnishings:

- 3-4 tables at appropriate height for school aged children, with 12-16 seats at corresponding height
- Low table with 4 seats
- 6 toddler-sized seats
- 4 lounge seats in two sizes, 2 for young children and 2 for older children
- 6 comfortable adult seats
- 2 adult gliding or rocking seats
- Child sized height table for 3 OPACs
- 3 Child sized seats, one at each OPACs
- Rug for casual floor seating
- Staff workstation, with space for 2 staff to work at the same time. Workstation should have lockable storage, inaccessible to patrons.
- 2 Rolling chairs at staff desk
- Display racks for new materials, paperbacks and media
- Rack for hanging media kits
- Puppet theater with puppet storage
- Train table
- Book bins on or near floor for toddler book storage
- Trash & Recycling bins

Storage:

- Slide-out drawers or bins for games and toys
- Secure storage for e-readers at service desk

Shelving: Shelving not to exceed 42" in height. Some shelving, particularly for children's fiction paperbacks can be accommodated on free standing book racks. Periodical shelving for 12 subscriptions with sufficient adjacent storage for 11 back issues of each title. Some shelving should be mobile. Shelf tops should be flat for display use.

Material capacity: 29,450 volumes, 1,700 media items, 144 periodicals

Equipment:

- 2 carts for children to put unwanted items
- 3 OPACs

- 3 Computer workstations for public
- 2 Computer workstations and networked printer at service desk
- Telephone, accessible between 2 staff computer workstations

Adjacent to:

- Youth Services Office
- Family Restrooms
- Craft Room
- Storytime Room

Close proximity to:

- Teen Room
- Circulation Desk
- Main Entrance
- Elevator (if applicable)

Distant from:

- Quiet areas
- Reference area

Architectural features:

- Open with good sight lines from service desk and Youth Services Office for supervision
- Relaxed and playful in nature
- Cheerful, inviting, attractive to all ages
- Relate decor to the library as a whole, yet hold its own identity
- Have ample wall space for children's artwork and a bulletin board for displaying Library and other local children's and family events
- Have surfaces designed for easy maintenance and clean up
- Provide area for storing coats, backpacks, diaper bags
- Have storage for strollers
- Have easy access for children to get to restrooms or the Program Room without walking through adult portion of library
- Well lit
- Address concern about possibility of child getting outside too easily
- All carpeted areas must allow for easy rolling of book carts
- Have many electrical outlets that include safety considerations for young children placed at varied heights (floor, workstations, etc.) in numerous locations in a manner that does not require electrical cords to be stretched across paths where patrons need to walk
- Use sound absorbing materials on floors and ceiling
- Provide ample and convenient storage for supplies and equipment
- Provide a variety of distinct areas, outlined below
 - Features such as shelf height, movable book cases or bins, table sizes, carpet patterns, and / or wall decor can delineate zones
 - No permanent barriers should be constructed, in order to allow for flexible use of the space over time

The following distinct areas must be provided:

Toddler play area

- For use by ages 0-2. It might include wall-mounted manipulative toys. Materials should be located in bins on or near floor. It should be enclosed by a barrier or gate and should have comfortable seating for adults.

Pre-school area

- For use by ages 2-5. It might include a puppet theater, educational toys and puzzles. Materials should be located on low shelving.

School-age children

- For use by ages 5-11. It might offer easy access to school supplies such as markers, paper, rulers, etc. and charging stations or power supplies convenient to areas where students may use their own electronic devices. Materials may be located on standard children's shelving.

Online computer workstations

- For use by children and parents to access reference materials, homework completion (including word processing) play computer games, etc. Should be set off from the main area, preferably in a bay rather than along an aisle or passageway. Each workstation should have sufficient space to seat the user and allow for books, backpacks, etc. to be put out of the way; a flat surface suitable for writing notes; space to manipulate a mouse; and a place where textbooks can be placed to read easily and conveniently

OPACs

- Should be located near the Children's Service Desk so that staff assistance is readily available. Workstations can be smaller than online workstations, with enough space for storing pencils and small slips of paper beside the monitor.

Children's Service Desk

- Must serve as the clear focal point easily identified by patrons entering the Children's Room as the place they can find assistance locating information. It must be welcoming for patrons and functional for staff. It must provide clear sight lines to allow staff to see all sections of the room including Family Restrooms; provide private space not accessible to patrons for secure storage, some locked; allow staff to enter / exit easily to assist patrons; have sufficient power supply, located in floor if desk is not placed near wall outlets, without having to run power strips or extension cords across passageways; and be low enough to allow transactions with young children and children in wheelchairs.

NOTE: This area description assumes that all circulation from the library will take place at the Main Circulation Desk. If the proposed design either includes the option for a Children's Circulation Desk or requires one because of the layout (2 floors, with a separate children's entrance, for example) the Children's Service Desk will need to be modified to accommodate circulation.

Area Designation: CHILDREN'S STORYTIME ROOM

Area required: 845 Square Feet

Functions Performed: Staff run programs for children of various ages 0-11 and their adult caregivers that involve reading, singing and some movement.

Occupancy: Staff 0 Public 70

User seating: Staff 1-2 Public 70

Furnishings:

- Large rug (or carpeting throughout)
- 1 "big book" easel
- 30 stackable chairs for adult attendees and staff member(s) (to be shared with Children's Craft Room)
- 40 cushions for children's floor seating

Storage:

- Storage for chairs not in use
- Storage for floor cushions not in use

Shelving: 0

Material capacity: 0

Equipment:

- Bluetooth speakers for use with tablet or laptop

Adjacent to:

- Children's Craft Room

Close proximity to:

- Children's Room
- Stroller storage
- Family Restroom

Distant from:

- Quiet areas

Architectural features:

- Fully enclosed
- Door should not lock from the inside
- Sound absorbing materials should be used in room to lessen sound transfer out of the room

- Ample outlets for use with electronic devices, while attention should be given to safety features considering use of room by young children
- Room should be square or round in shape to minimize the distance at which a child would see a book held by the storytime leader. Avoid long rectangles
- Have lighting that is dimmable and switches on and off immediately
- Provide sufficient space for manipulating large display or program items between storage and program space
- Possible to open room up for public use when not in use for staff-run programs OR possible to combine this room with Craft Room

Area Designation: CHILDREN'S CRAFTS ROOM

Area required: 851 Square Feet

Functions Performed: Staff leads children of various ages (0-11) or teens (12-18) in craft programs that involve coloring, cutting, gluing, and painting. Programs that offer refreshments are also held here, such as author birthday parties and movie screenings. Adult caregivers usually stay in the room to provide assistance and supervision.

Occupancy: Staff 1-2 Public 70

User seating: Staff 1-2 Public 70

Furnishings:

- 40 stackable chairs for children
- 30 stackable chairs for teens and adults (shared with the Storytime Room)
- 5 large tables (preferably adjustable height) that seat 8 children or teens each
- Trash and Recycling Bins

Storage:

- Walk-in storage closet with adjustable shelving, drawers, peg boards, hooks, etc. to accommodate items now stored in Department Head's Office and Green Room (examples include poster board, various sizes of paper, paint and brushes, yarn, thread, markers/crayons/pencils, and other assorted craft items.)
- Storage for paper cups, plates, napkins, etc. to be used for refreshments
- Child-safe, lockable cabinets under sink and counter

Shelving: 0

Material capacity: 0

Equipment:

- Bluetooth speakers, for use with tablet
- Remote-controlled AV screen for movies
- Overhead projector for movie screenings

Adjacent to:

- Storytime Room

Close proximity to:

- Children's Room
- Teen Room
- Family Restrooms

Distant from:

- Quiet areas

Architectural features:

- Have counters and sinks at two heights, one for adults, one for children
- Have easily cleanable floors, vinyl not carpet
- Have fabrics and finishes that stand up to use by children, and should be easy to clean and maintain
- Have general lighting and task lighting as appropriate
- Utilize sound absorbing materials to lessen noise transfer
- Provide sufficient space for manipulating large display or program items between storage and program space
- Provide ample outlets for use with electronic devices, at varying heights, consider safety issues for young children
- Offer the possibility of combining with Storytime Room, providing access from Teen Room and provision for partitioning the room with a screen or door for controlling food and messes
- All cabinets should have locks to prevent usage of items when not in use, especially if open to Storytime Room

Area Designation: TEEN ROOM

Area required: 1,110 Square Feet

Functions Performed: Teens socialize, do homework, browse the Collection, read quietly, ask for assistance locating information and materials, and use computer workstations to access the internet. Staff maintains collection, runs programs, and assists patrons.

Occupancy: Staff 1 Public 26

User seating: Staff 1 Public 26

Furnishings:

- Staff Desk
- 1 Rolling staff chair
- 2 Large tables (1 for younger teens, 1 for older teens)
- 8 Chairs for table seating (4 for younger teens, 4 for older teens)
- 8 comfortable lounge chairs (4 for younger teens, 4 for older teens)
- 4 End tables (separating chairs – 2 for younger teens, 2 for older teens)
- 4 Computer workstations (2 for younger teens, 2 for older teens)
- 4 chairs (non-rolling) at computer workstations (2 for younger teens, 2 for older teens)
- 1 OPAC
- 1 stool or chair (non-rolling) at OPAC
- Rug for casual floor seating
- Trash & Recycling bins

Storage:

- Lockable cabinets behind or incorporated into desk for office supplies
- Cabinet to store games and homework supplies such as paper, pencils, and rulers for independent access by teens

Shelving:

- Shelving not to exceed 42" in height
- 321 Square Feet for books (include some display shelving or revolving paperback book racks)
- 98 Square Feet media shelving in appropriate formats, no higher than 42"
- 19.3 Linear Feet of shelving for current and back issues periodicals.

Material capacity: 2,815 volumes, hardcover and paperback; 1,400 media, including CD, DVD, audiobooks; 10 periodicals, 2 games

Equipment:

- 1 Cart for teens to put unwanted items
- 4 Computers for public use
- 1 OPAC
- 1 Computer for staff use
- 1 Telephone for staff use

Adjacent to:

Close proximity to:

- Makerspace
- Program Room
- Youth Services Office
- Adult Collections
- Children's Room

Distant from:

- Quiet areas

Architectural features:

- Have teens involved in planning design of this space as project progresses to allow for full investment and future use of the room
- Should give the illusion of privacy for teen patrons (as by fully enclosing in partially glazed glass walls)
- Pay careful attention to acoustics to minimize noise traveling to other areas
- Subdivide space to make 2 distinct areas, 1 for younger teens and 1 for older teens, using shelving, furnishings, wall décor, and floor treatments to delineate.
- Avoid permanent barriers or walls should be avoided
- Furniture and shelving should be flexible and mobile
- Provide lots of flexible display area for posters, bulletin boards, etc. on walls
- Provide lots of electrical outlets at various heights(floor, wall, counters)
- Have charging station for electronic devices
- Provide Staff Desk and Computer workstation that should be welcoming for teens ages 12-18, provide clear sight lines to allow staff to see all points in room, and have electrical outlets in floor if desk is not located near wall outlets

Area Designation: CREATIVE TECHNOLOGY LAB

Area required: 825 Square Feet / TBD

Functions Performed: Provide fully equipped creative technology lab with appropriate equipment and supplies to allow young adults and adults to create and develop ideas. Technology capabilities and interests are changing rapidly, the specific needs and details for the space must be determined as late in the process as possible. Equipment listed below is intended to provide examples of the types of items which might be included. The need for this space, while becoming more common in public libraries, was clearly identified by the high school students, thus they should be involved in the planning process.

Occupancy: Staff 0 Public 8

User seating: Staff 0 Public 8

Furnishings:

- To Be Determined, work surfaces could be:
 - Counters
 - Counter-height tables
 - Large work tables
 - Computer desks
 - Equipment stands or racks
 - Trash & Recycling bins

Storage:

- Lockable supply closet for general supply inventory
- Appropriate shelves, drawers, bins, etc. for limited quantities of materials for public access to supplies

Shelving:

- TBD for specific needs

Material capacity: 0

Equipment:

- To Be Determined late in construction process to allow for technology upgrades. Equipment might include:
 - 8 flexible workstations to be used with appropriate equipment
 - Digital media lab equipment designed to be used for graphic design, video editing, video recording and editing equipment; monitors, etc.
 - Networked ceiling mounted projector
 - Pull down screen
 - Dry-erase whiteboard
 - Smartboard (or equivalent)
 - Scanner
 - Networked printer
 - 3-D printer

Adjacent to:

Close proximity to:

- Youth Services Office
- Young Adult Area

Distant from:

- Quiet Areas

Architectural features:

- Walls should be glazed from 42" to the ceiling to allow the staff clear sight lines into the room
- Electrical outlets should be at a variety of heights, including floor level, counter height, and in other locations to accommodate a variety of machinery
- Sufficient power for all equipment, as determined by individual equipment need; consider the provision of a 220v. power supply
- Ceiling-mounted projector and pull down screen must be placed to allow easy viewing by all from any place in the room
- Large lockable storage cabinets must be provided to protect supplies, software, etc.
- Wall-mounted "cubbies" or shelves should be included to allow users to leave belongings, and not have to clutter their workspaces
- Climate control, most notably air conditioning, must be designed to protect equipment

Area Designation: ADMINISTRATIVE CLUSTER

Area required: 941 Square Feet

Functions Performed: Clusters administrative services in central area with proximity to Small Staff Meeting Room. Each space has a separate Area Designation following this general statement.

Occupancy: **Staff** Per each area **Public** Per each area

User seating: **Staff** Per each area **Public** Per each area

Furnishings:

- Per each area

Storage:

- Per each area

Shelving:

- Per each area

Material capacity: Per each area

Equipment:

- Per each area

Adjacent to:

- Technical Services Workroom, if design allows

Close proximity to:

Distant from:

- Main Entrance
- Teen Room
- Children's Room
- Program Room

Architectural features:

- Administrative Cluster should be placed out of the mainstream of regular library business
- The Administrative Offices must be kept together
 - The decision on locating them adjacent to Technical Services Workroom must be based on identifying the best fit for it within the library

Area Designation: ADMINISTRATIVE CLUSTER: DIRECTOR'S OFFICE

Area required: 304 Square Feet

Functions Performed: Provides facility needed by Director to carry out administrative functions, including privacy for telephone conversations, meetings with library visitors or staff, without disturbing patrons.

Occupancy: **Staff:** 1 **Public:** Up to 6

User seating: **Staff:** 1 **Public:** Up to 6

Furnishings:

- Office desk
- Credenza
- 5-drawer file cabinet
- 1 Rolling office chair
- 2 Non-rolling guest chairs
- 1 Round 36" diameter table
- 4 Chairs, to be placed at round table
- Trash and Recycling bins

Storage:

- A lockable closet divided to hold outerwear and personal items on one side and sufficient and appropriate shelving for office supplies and other items

Shelving: 42 linear feet

Material capacity: 336 books

Equipment:

- Telephone
- Computer
- Small printer, consider printer/scanner/copier all-in-one

Adjacent to:

- Assistant Director's Office
- Administrative Assistant's Office
- Small Staff Meeting Room

Close proximity to:

- Technical Services Workroom

Distant from:

- Main Entrance
- Teen Room
- Children's Room
- Program Room



Architectural features:

- Fully enclosed
- Have doors that may be closed for private conversations with staff or patrons
- Provide direct, internal access to Small Staff Meeting Room
- Have external, operable window
- Well lit

Area designation: ADMINISTRATIVE CLUSTER: ASSISTANT DIRECTOR OFFICE

Area required: 154 Square Feet

Functions Performed: Provides facility needed for Assistant Director & Head of Public Services to carry out administrative functions, including privacy for telephone conversations or formal and informal conversations with staff, without disturbing patrons.

Occupancy: Staff 1 Public up to 2

User seating: Staff 1 Public up to 2

Furnishings:

- Office desk with extended work surface, L-Shape
- 2-drawer lateral file cabinet
- 1 Rolling office chair
- 2 Non-rolling guest chairs
- Trash & Recycling bins

Storage:

- A lockable closet divided to hold outerwear and personal items on one side and sufficient and appropriate shelving for office supplies and other items

Shelving: 12 Linear Feet

Material capacity: 96 volumes

Equipment:

- Telephone
- Computer
- Printer

Adjacent to:

- Director's Office
- Administrative Assistant's Office

Close proximity to:

- Technical Services Workroom

Distant from:

- Main Entrance
- Teen Room
- Children's Room
- Program Room

Architectural features:

- Fully enclosed
- Well lit
- Have a door that may be closed for private conversations with staff or patrons
- Have ample electrical outlets at both floor and counter heights
- Have an exterior, operable window

Area Designation: ADMINISTRATIVE CLUSTER: ADMINISTRATIVE ASSISTANT'S OFFICE

Area required: 233 Square Feet

Functions Performed: Provides administrative support for Director, handles payroll, bookkeeping and accounting functions, manages supply ordering and clerical support for Friends of the Library. Serves as secretary to the Board of Trustees.

Occupancy: Staff 1 Public up to 2

User seating: Staff 1 Public up to 2

Furnishings:

- Office desk with extended work surface
- 1 Rolling office chair
- 2 4-drawer lateral file cabinets
- 2 Non-rolling chairs
- Trash & Recycling bins

Storage:

- A lockable closet divided to hold outerwear and personal items on one side and sufficient and appropriate shelving for office supplies and other items

Shelving: 10 Linear Feet

Material capacity: 80 volumes

Equipment:

- Telephone
- 2 computers, one on Town system, one for general use
- Set of desk speakers
- Document shredder
- Networked "business hub" for scanning, printing, copying, faxing to be used by all administrative staff

Adjacent to:

- Director's Office
- Assistant Director's Office

Close proximity to:

- Technical Services Workroom

Distant from:

- Main Entrance
- Teen Room
- Children's Room
- Program Room

Architectural features:

- Fully enclosed
- Well lit
- Have a door that may be closed for private conversations with staff or patrons
- Have ample electrical outlets at both floor and counter heights
- Have an exterior, operable window

Area Designation: ADMINISTRATIVE CLUSTER: STAFF MEETING ROOM

Area required: 250 Square Feet

Functions Performed: Provide meeting room for up to 10 at a conference table

Occupancy: Staff 10 Public 0

User seating: Staff 10 Public 0

Furnishings:

- 1 conference table
- 10 chairs
- Trash & Recycling bins

Storage:

Shelving:

Material capacity:

Equipment:

- Electrical outlets for laptops

Adjacent to:

- Director's office

Close proximity to:

- Assistant Director's Office
- Administrative Assistant's Office

Distant from:

- Entrance
- Teen Room
- Children's Room
- Program Room

Architectural features:

- Well lit
- Have surfaces that absorb sound
- Glazed on wall facing corridor
- Have blinds in window, for privacy
- Fully enclosed
- Have direct, internal access to Director's Office

Area Designation: TECHNICAL SERVICES WORKROOM

Area required: 832 Square Feet

Functions Performed: Receive deliveries for the library that are not included in the regular mail. Items are processed, catalogued, entered into the system before being sent to Circulation. Supplies for library functions are stored here, as well as office supplies for the library. Head of Technical Services orders items for the library, classifies items, and posts invoices for the Administrative Assistant to process for the Town. Technical Services Workroom also provides the facility needed by Reference Department Head to carry out administrative functions, including privacy for telephone conversations or formal and informal conversations with staff, without disturbing patrons. These Department Heads work close constantly; therefore a shared workroom is required.

Occupancy: **Staff** 3 **Public** 1-2

User seating: **Staff** 6 **Public** 1-2

Furnishings:

- Two full office desks, one for Head of Reference and for Head of Technical Services
- Shelving space behind each desk
- 2 2-drawer lateral file cabinet, one for each desk
- Counter space, separate areas for
 - Processing items, sit-down height
 - Mending items, sit-down height
 - Stand up counter height for disc mender and other tasks
- Sink at stand up counter for disc mender and other tasks
- 1 Typewriter table, close to processing counter, with small shelving unit for supplies
- 1 Computer desk for Technical Services Assistant
- 1 Table to receive delivery of varying sized boxes
- 7 Rolling office chairs, one at each of the following stations:
 - Mending
 - Delivery
 - Processing
 - Typewriter
 - Technical Services Assistant's desk
 - Head of Reference
 - Head of Technical Services
- 1 Rolling library stool, for stand up counter height station
- Open wall shelving or cabinets for library and office supplies
- Deep shelving or cabinets for storage of one year's worth of two local newspapers before being sent off for microfilming
- Printer table for networked printer
 - Room for electronic stapler, three hole punch and label maker
- Table or cart for color copier
- 3 sets of Trash & Recycling Bins

Storage:

- 30 Square Feet for supplies, including book covers, computer materials, paper in a combination of built-in cabinets and closet.

Shelving:

- 175 Linear Feet divided to provide 25 Linear Feet for each department head and 125 Linear Feet for Technical Services' needs.

Material capacity: 1,800 items divided to provide shelving for 400 items for each department head and 1,000 items for Technical Services.

Equipment:

- 2 telephones, one at each Department Head desk
- 3 Barcode scanners, one at each Department Head desk and Technical Services Assistant's desk
- 1 typewriter
- 3 computers
- 1 networked printer
- 1 Photocopier (consider all-in-one networked business hub)
- Color copier
- 1 disc mending machine
- 10 book carts of varying size
- Label maker
- Paper cutter

Adjacent to:

- Data Center / Telecommunications Room

Close proximity to:

- Delivery doors
- Elevator if installed
- Administrative Cluster

Distant from: Quiet areas

Architectural features:

- Both Department Heads must have separate and distinct space within the workroom that allows them to converse on the telephone or meet with staff, administrators, vendors, etc. without having their conversations interfere with work or conversations of each other or any Technical Service staff working in the room.
- Space between department heads should not be divided by cubicle-type walls, but by shelving and or storage units not to exceed 72" in height
- Reference and Technical Services Department Heads must each have 25 Linear Feet of shelving adjoining office desks
- Technical Services Department Head must have sufficient space to place a book cart near the desk and be able to work from it without interfering with aisles
- Workspace for staff must flow without restrictions to allow book carts to be moved from station to station and to allow material to be moved easily from cart to work area and back
- Space and layout should allow staff to have individual desks and work space and general shared workspace, e.g. typewriter or countertop use
- Walls can be glazed 42" from floor and above. Blinds should be installed on all glazed areas to provide privacy when needed.

- Systems Room/Communications Closet should open directly from Technical Services to monitor access
- Wide doors for deliveries
- Space for incoming and outgoing books with room for at least 10 carts
- Electrical outlets on walls at worktop level, with ones in the floor for desks that are not located along a wall, consider continuous power strip above counter
- Switch that serves all the computers in the workroom
- Sink with hot and cold water
- Task lighting where necessary
- Sufficient and appropriate shelving for materials in process and for reference guides, technical service manuals, etc.
- Counter with sink should not share a wall with the Data Center / Telecommunications Room

Area Designation: DATA CENTER / TELECOMMUNICATIONS ROOM

Area required: Non-assignable space

Functions Performed: Point of presence for Internet access (wired and wireless), storage of server (if necessary), central network routing point, computer equipment, software storage and point of presence for telephone lines.

Occupancy: Staff as needed for maintenance Public 0

User seating: Staff 1-2 Public 0

Furnishings:

- Workbench with chair for troubleshooting computer equipment
- Shelving units for storage of computer hardware and software

Shelving:

To accommodate all data and telecommunications equipment, allowing convenient access to all hardware, cabling, etc. for ease of maintenance. Shelving must allow sufficient air circulation around all equipment to prevent overheating. Sufficient space must be provided for all types of equipment, and for distances between pieces of equipment that might interfere with each other.

Material capacity: N/A

Equipment:

- Telephone lines
- File servers, switches, cabling, wireless access points, uninterruptible power supply, etc. as determined by computer/network consultant
- Telephone for staff / maintenance person to use when troubleshooting problems in room
- Numerous power outlets at work level
- Monitor mounted on wall for testing / system monitoring

Adjacent to:

- Technical Services Workroom

Close proximity to:

- Utility connections

Distant from:

- Mechanicals that could cause interference
- Public areas
- Water supply

Architectural features:

- Systems Room/Communications Closet must be secure from all public access, yet very convenient for staff for ordinary maintenance as well as for troubleshooting
- Sufficient to meet all the technology requirements today, and plan as well as possible for developments in the future.
- State of the art technology to protect all hardware and software from technical interference and natural phenomena, e.g. power outages
- Climate controlled
- Windowless
- Locked door

Area Designation: CAFÉ

Area required: 400 Square Feet

Functions Performed: Provide space for patrons to enjoy a beverage or light snack in a social area. The Café is not intended to be a full-service restaurant facility, but a space where patrons may obtain coffee/tea, and cold drinks and snacks (candy, crackers) from a vending machine.

Occupancy: Staff 0 Public 14

User seating: Staff 0 Public 14

Furnishings:

- 2 Lounge Chairs
- 3 small Bistro-type tables
- 12 chairs, 4 at each table
- Coat rack
- Sink with small storage cabinet under
- Vending machines
- Counter for coffee/tea
- Trash & Recycling bins

Storage:

- Lockable cabinet sufficient for a one-week supply of cups, napkins, coffee and tea.
- Lockable under-sink storage for cleaning supplies.

Shelving: None

Material capacity: None

Equipment:

- Coffee maker
- Vending machines
- 1 electronic "bulletin board" to display announcements, events, programs going in the Library

Adjacent to:

- Entrance Lobby

Close proximity to:

- Program Room
- Browsing/New Books

Distant from:

- Quiet areas

Architectural features:

- Surfaces must be durable and easy to clean

- Hard surface flooring, not carpet, is recommended
- Small sink for hand washing and simple cleanup is required
- Vendors refilling machines must not need to pass through quiet seating or children's areas
- Storage must be lockable for security and have child-safety locks to be used any time the cabinets are unlocked
- Attention should be made to acoustics; select materials that will absorb sound, and lessen noise transfer to other areas of the library
- Electronic display screen should be placed close to Entrance Lobby, or closest to a high traffic area

Area Designation: PROGRAM ROOM

Area required: 1,014 Square Feet

Functions Performed: Provide facilities for a wide variety of programs and meetings sponsored by the library for children and adults. This must be a flexible space that can be utilized for adult programs and large children's programs, as noted in the Long Range Plan.

Occupancy: **Staff** 0 **Public** Up to100

User Seating **Staff** 0 **Public** Up to100

Furnishings:

- 100 adult-sized stackable, glide on carpet chairs with dollies
- 10 adult sized folding tables, each seating 6
- 75 child-sized cushions for floor seating
- Podium, including microphone
- Projection screen
- Clock
- Coat rack to accommodate heavy winter outerwear for all participants
- Trash & Recycling bins

Shelving: 0

Storage:

- Secure and sufficient storage for all electronic hardware and software
- Storage for tables and chairs not in use
- Storage for selected supplies and props needed for programs as required
- Large walk-in closet with wide doors will allow tables and chairs to be rolled in and on wheeled carts or racks
- Audio-visual equipment on carts, a podium, easels for use in presentations, and other equipment as identified may also be stored within it
- Appropriate secure storage must include space for cables and cords.
- Larger space for big items including poster board and flip chart paper must be included.
- A coat room or large coat racks that can be rolled in and out of the storage room when needed

Material capacity: 0

Equipment:

- Built in audio system including microphones with wired and wireless capability
- Amplifiers
- Speakers
- Overhead projector
- Large flat screen video monitor with two free standing display panels
- Video recorder/player and DVD burner/player all connected to CPU and projection system
- White wall, Smartboard or pull-down screen
- Cable television and telecommunications drops
- Appropriate sound system

(Note: all these items may vary as technology changes. The equipment decisions will be made late in the project, but all electronic and electrical provisions, plus structural considerations, must be included in construction.)

Adjacent to:

- Kitchen
- Entrance Lobby

Close proximity to:

- Public Restrooms

Distant from:

- Quiet areas

Architectural features:

- Room must be accessible without going through the library when the library is closed
- Large enough to seat 100 adults auditorium style
- State-of-the-art electronic systems to facilitate presentations. A qualified media design consultant should be included in the project at the planning stage to ensure that the facility will be adequate and appropriate to serve community needs
- Sound system and acoustics must be carefully designed to optimize use as one large space and two smaller spaces. Sound from programs must not carry into the library.
- Both sections of the space must have capability to use projectors simultaneously
- Access to restrooms without entering the library, when the library is closed
- Lighting that is both general for auditorium – style seating events and flexible for small group work is required. (Note: Lights should be dimmable but must turn on and off immediately when switch is engaged. Halogen lights which take time to warm up and come to full brightness are not appropriate in a space where projectors may be turned on and off several times during a presentation.)
- Electrical service should include provision for electronic devices, presentation hardware, lighting and large capacity coffee makers, without running cords across the floor where they cause safety hazards.
- Good sight lines for viewing a screen or a speaker at the podium for both adults seated in chairs and children seated on the floor
- Windows that are included in the design, must all have easily accessible room-darkening shades that can be closed to prevent daylight interference with projection equipment
- State-of-the art connection to Lynnfield Cable Access to enable live broadcasts and have video recording capabilities for later broadcast (There could be a dedicated, lockable closet to accomplish this. It must be done in conjunction with the town cable access provider.)
- All closets, storage and kitchen doors must be lockable

Area Designation: KITCHEN

Area required: 150 Square Feet

Functions Performed: Provide space for use by staff, other groups, or caterers (and catering equipment) using the Program Room; provide space for food-related activities including presentations by chefs, Young Adult cooking workshops, etc.

Occupancy: **Staff** as needed **Public** as needed

User seating: **Staff** 0 **Public** 0

Furnishings:

- Trash and Recycling bins
- Counter space

Storage:

- Pantry
- Lockable storage for kitchen items such as; dishes, pots and pans, utensils, coffee makers, etc.
- Lockable dry storage for foodstuffs
- Individual lockable cabinets for paper goods, etc. used for programs

Shelving: As required for equipment

Material capacity: N/A

Equipment:

- Refrigerator
- Microwave
- Dishwasher (optional)
- Large capacity coffee makers

Adjacent to:

- Program Room

Distant from:

- Quiet areas

Architectural features:

- Full-sized appliances, counters, and sink to be used for food service in meeting areas and can also be used as demonstration space for cooking programs
- Sufficient counter space for preparation, including use by caterers and their equipment
- Sufficient electrical outlets at counter height with sufficient service to power three or more appliances such as 100-cup coffee pots simultaneously
- General lighting, under-cabinet and task lighting operating independently from Program Room lighting
- Sounds from kitchen must not interfere with programs
- Good ventilation (food preparation)

Area Designation: STAFF BREAK ROOM

Area required: 205 Square Feet

Functions Performed: Provide space for staff to take breaks away from public view and workspaces.

Occupancy: **Staff** 6 **Public** 0

User Seating: **Staff** 6 **Public** 0

Furnishings:

- Table
- 4 chairs
- 2 comfortable chairs
- End table
- Sink
- Hooks
- Other materials as enumerated by staff
- 6 wide lockers, stacked 2 high
- Trash and Recycling bins

Storage:

- Cabinets or cupboards for
 - Dining utensils and plates
 - Coffee maker supplies
 - Paper goods
 - Dry foodstuffs
- Countertop for workspace in food preparation

Shelving: Periodical rack for professional journals, small bookshelf.

Material capacity: 10 – 15 periodicals; 20 books

Equipment:

- Combo Refrigerator/Freezer
- Microwave oven
- Toaster oven
- Coffee maker
- Telephone

Adjacent to:

- Staff Entrance
- Staff Restroom

Close proximity to:

Distant from:

- Main Entrance
- Public areas

Architectural features

- Should not have internal access to staff restroom
- Have external, operable window
- Have ample electrical outlets at varying heights, for kitchen appliances as well as provision for staff to charge personal devices
- Have locked door, no access for public
- Out of sight of the public from inside and outside of building
- Soundproof
- Have good ventilation (food preparation)

Area Designation: RESTROOMS

Area required: Non-assignable space

Functions Performed: Public Restrooms (1 Men's, 1 Women's) for use by library patrons and program attendees, Family Restroom for use by children and their caregivers, and a single Staff Restroom for staff use only.

Occupancy:

Public Restrooms 1 Men's, 1 Women's, each must accommodate up to 100 program attendees

Family Restrooms 2 unisex rooms

Staff Restroom 1 unisex

Furnishings:

- Grab bars in handicap accessible stalls
- Sinks
- Unbreakable mirror(s)
- Paper towel dispenser or blower
- Waste receptacles
- Baby changing stations in all but Staff Restroom
- Bench
- Seat for a nursing mother in Public and Family Restroom

Storage:

- Cabinet or shelving provided for refill supplies in Staff Restroom
- Lockable storage cabinets in Public and Family Restrooms

Shelving: N/A

Material capacity: N/A

Equipment:

- Child size toilet included in Family Restroom
- Child size sink included in Family Restroom

Adjacent to:

Public Restrooms Program Room

Family Restrooms Children's Room

Staff Restroom Staff Room

Close proximity to:

Public Restrooms Circulation Desk
Reference Desk
Main Entrance

Family Restrooms Children's Services Desk

Distant from:

- Quiet areas
- Public areas (Staff Restroom only)

Architectural features:

- Fully visible from nearby staff workstations, no one should be able to enter Public or Family Restrooms without being observed by staff
- Public and Family Restrooms must be accessible for elderly, handicapped, and parents with young children
- Staff Restroom must be accessible for elderly and handicapped persons
- Family Restroom must only be accessible from within the Children's Room
- Public Restroom must be accessible to Program Room when the library is closed
- Family and Staff Restrooms, if one occupant, must be lockable from inside, but should have key access from outside to rescue locked in children, or to unlock in other emergency situations.
- Patrons should not have to pass through quiet areas to reach restrooms
- Center drain
- Tile surfaces on floor and lower portion of walls
- Efficient ventilation
- Automatic faucets, flushes on toilets, paper towel dispenser or blower, soap dispensers
- Motion sensor light that will turn on when someone enters and off when the room is empty to conserve energy
- Particular care should be taken to location of any collections near or under the restrooms in the event plumbing problems.

Area Designation: FRIENDS OF THE LYNNFIELD LIBRARY ROOM

Area required: 800 Square Feet

Functions Performed: Provide space for Friends to store organization files; receive, sort and store books for book sale; and meet to work on special projects.

Occupancy: Staff up to 6 Public 0

User seating: Staff 6 Public 0

Furnishings:

- 4 Waist high sturdy sorting tables
- 6 Folding or stackable chairs
- Locking file or storage cabinet(s)
- Coat rack
- Trash and Recycling bins

Storage:

- TBD sufficient to collect and store book donations for annual book sale
- Storage for folding table and chairs
- Space to store dollies and carts
- Cabinet or shelving for sorting supplies such as empty cartons/boxes, tape, markers, etc.
- Cabinet or closet for sale and special event supply storage (paper goods, signs, etc.)

Shelving:

Material capacity:

Equipment: TBD

Adjacent to:

- Elevator, if applicable

Close proximity to:

- Program Room
- Delivery Entrance (for donation pickups by B-Logistics)
- Trash receptacles (for discards)

Distant from:

Architectural features:

- Well lit
- Provide enough space for people to move freely in and around the room with carts / dollies of books and boxes
- Have ample electrical outlets at workstation and floor heights
- Have efficient ventilation
- Have ample storage room or walk in closet for supplies as outlined by the Friends

Note: The Friends of the Lynnfield Library should be consulted when designing the space

Area Designation: CUSTODIAN'S WORK AREA

Area required: Non-assignable space

Functions Performed: Work and organizational space for custodian. Room provides storage for supplies, equipment and materials necessary to maintain building.

Occupancy: **Staff** 1 **Public** 0

User seating: **Staff** 1 **Public** 0

Furnishings:

Storage:

- Secure cabinet for cleaning materials, mops, vacuum cleaner, etc.

Shelving:

- Utility shelving as determined by need

Material capacity: 0

Equipment:

- Slop sink
- Utility sink
- Vacuum
- Buckets
- Telephone
- Tools
- Workbench

Adjacent to:

Close proximity to:

- Mechanical room
- HVAC Room
- Elevator and Elevator Room (if elevator is included in building)
- Delivery door/dock
- Long term storage
- Large item storage
- Restrooms

Distant from:

Architectural features:

- Have direct and easy access to all mechanical areas of the building
- Well lit

- Well ventilated
- Fully enclosed with lockable door

NOTE: If the building is more than one story in height, a separate utility closet, including sinks and storage for frequently used supplies, e.g. paper towels and toilet paper, must be provided on each floor.

Area Designation: GENERAL LIBRARY STORAGE

Area required: Non-assignable space

Functions Performed: Allow short and long-term storage for library supplies, holiday decorations, infrequently requested materials that are not historic, bulk supply items, etc. Storage has been included in individual area designations. Storage described here is for general library use.

Occupancy: Staff 0 Public 0

User Seating: Staff 1 Public 0

Furnishings:

- Shelving, drawers, closets or cabinets as specified.

Storage:

- Open floor space for extra carts, swinging signs, and other items that stand alone
- Shelving for boxes of holiday and display decorations and bulk supply materials such as paper towels, tissues, etc.
- Cabinets for retired PC components

Shelving:

- as determined by need

Material capacity: as identified

Equipment:

Close proximity to:

- Custodian's Work Area
- Delivery door
- Elevator, if applicable

Distant from:

Architectural features:

- Provision must be made to keep cartons off the floor to prevent dampness.
- Secondary paper storage – One lockable closet should be provided on each floor to store paper for photocopiers, printers, etc. convenient to staff who need to replenish supplies.
- Semi-permanent storage for bulky items such as seasonal decorations – lockable storage room, 150 Square Feet minimum with shelving and other storage as needed.

Note: One large storage room could meet both long-term and short-term bulk needs.

Area Designation: PARKING

Area required: Non-assignable space, 1 Parking Space per [400] square feet should be provided

Functions Performed: Provides safe, convenient and adequate parking for staff and patrons.

Occupancy: Staff 10 Public 55

User seating: NA

Furnishings:

- Lockable bicycle racks

Shelving: NA

Material capacity: NA

Equipment:

- Adequate lighting, including timed and motion sensitive lights
- Consider 1 electric automobile charging station

Adjacent to:

- Main Entrance

Close proximity to:

Distant from:

Architectural features:

- 3 Handicap spaces
- 1 Van-accessible
- Flat, even surface, easy for personal assistive devices (strollers, walkers, wheelchairs, etc.) to navigate
- Well lit

Area Designation: LANDSCAPING

Area required: Non-assignable space

Functions Performed: Develops appearance of the land around the library and parking lot.

Occupancy: Staff Public

User seating: Staff Public

Furnishings:

- Benches
- Statues
- Garden items TBD

Storage: N/A

Shelving: N/A

Material capacity: N/A

Equipment:

- Adequate lighting, including timed and motion sensitive lights

Adjacent to:

Close proximity to:

Distant from:

Architectural features:

- Site specific
- Designed to maximize the library aesthetics, fit appropriately into the setting and ensure the safety of patrons and staff
- Paths to parking must be well lighted. Motion sensor lights should be considered.
- Maintenance level should be low
- Benches can be integrated along the walkway or outside the main entry for the convenience of patrons

Note: At this time, because the site has not been identified, there are no specifications for size, configuration or seating of a garden space.

Area Designation: STAFF ENTRANCE

Area required: Non-assignable space

Functions Performed: Allow staff to enter and exit the library without using the main entrance.

Occupancy: Staff as needed Public

User seating: Staff Public

Furnishings:

Storage: N/A

Shelving: N/A

Material capacity: N/A

Equipment:

Adjacent to:

- Staff Room

Close proximity to:

Distant from:

- Main Entrance

Architectural features:

- Must allow staff to enter and exit the building without interfering with patron access
- Convenient to staff parking area

Projected Holdings and Shelving Needs Estimate

	Collection	Projected Holdings	Minus 12.85% in circulation	volumes/ linear foot	# of shelves	Volumes on single-faced shelving unit at 75% capacity	Volumes on double faced shelving unit at 75% capacity	Number of Stack needed, 75 % capacity (considering circulation)	Square Footage per stack	Square Feet Req 75% capacity
ADULT: Print	Reference	750	750	6	2	27	54	13.9	15.5	215.3
	Non-Fiction	20925	18,236	10	4	90	180	101.3	15.5	1570.3
	Large Print	4539	3,956	8	4	72	144	27.5	15.5	425.8
	Biography	1362	1,187	8	4	72	144	8.2	15.5	127.8
	Fiction	14407	12,556	8	4	72	144	87.2	15.5	1351.5
	Mystery	2506	2,184	8	4	72	144	15.2	15.5	235.1
	Paperback	1570	1,368	16	4	144	288	4.8	15.5	73.6
	Genealogy Room	4984	4,344	12	4	108	216	20.1	15.5	311.7
	Public Services Workroom	576	576	8	4	72	n/a	8.0	15.5	124.0
	Periodicals (current year) & Newspapers	174	174	1	4	9	9	19.3	13	251.3
	New Books	995	867	10	4	90	180	4.8	15.5	74.7
*Adult collections will have empty bottom shelf, not included in calculation										
ADULT: Media	DVDs Series, Non-Rental	4000	3,486	14	4	126	252	13.8	15.5	214.4
	DVDs Rental	2093	1,824	14	4	126	252	7.2	15.5	112.2
	NF Audio Books (CD)	930	810	10	4	90	180	4.5	15.5	69.8
	Fic Audio Books (CD)	2260	1,970	10	4	90	180	10.9	15.5	169.6
	Language Audio Books (CD)	121	105	10	4	90	180	0.6	15.5	9.1
	Music CD's (Adult)	1144	997	19	4	171	342	2.9	15.5	45.2
YA: Print	Non-Fiction	500	436	8	3	54	108	4.0	15.5	62.5
	Fiction	1625	1,416	8	3	54	108	13.1	15.5	203.2
	Paperback	300	261	16	3	108	216	1.2	15.5	18.8
	Biography	91	79	8	3	54	108	0.7	15.5	11.4
	Graphic Novels	300	261	12	3	81	162	1.6	15.5	25.0
	Magazines (current Year)	10	10	1	3	6.75	6.75	1.5	13	19.3
YA: Media	Audio Books (CD)	100	87	10	3	67.5	135	0.6	15.5	10.0
	Music CD's Teen	1023	892	19	3	128.25	256.5	3.5	15.5	53.9
	DVDs non-rental	205	179	14	3	94.5	189	0.9	15.5	14.7
	DVDs rental	56	49	14	3	94.5	189	0.3	15.5	4.0
CHILDREN: Print	Juv Reference	100	87	6	3	40.5	81	1.1	15.5	17.1
	Juv Non-Fiction, including Holiday	8089	7,050	13	3	87.75	175.5	40.2	15.5	623.9
	Juv Biography	1434	1,250	20	3	135	270	4.6	15.5	71.7
	Juv Fiction	3500	3,050	13	3	87.75	175.5	17.4	15.5	269.4
	Juv Paperbacks	2124	1,851	16	3	108	216	8.6	15.5	132.8
	Picture Books	9500	8,279	20	3	135	270	30.7	15.5	475.3
	Easy Readers	2215	1,930	20	3	135	270	7.1	15.5	110.8
	Graphic Novels	1000	872	16	3	108	216	4.0	15.5	62.5
	Toddlers	600	523	20	3	135	270	1.9	15.5	30.0
	Periodicals / Magazines	12	12	1	3	9	9	1.3	13	17.3
	Children's Office Ref	182	159	6	3	40.5	81	2.0	15.5	30.4
Parenting/Teachers	700	610	8	3	54	108	5.6	15.5	87.6	
CHILDREN: Media	Juv DVDs non-rental	140	122	21	3	141.75	283.5	0.4	15.5	6.7
	Juv DVDs Rental	967	843	21	3	141.75	283.5	3.0	15.5	46.1
	Juv Audio Book & CD	233	203	10	3	67.5	135	1.5	15.5	23.3
	Juv Kits	10	9	20	3	135	270	0.0	15.5	0.5
	Juv Music/Spoken Word CDs	353	308	30	3	202.5	405	0.8	15.5	11.8

Grand Total 7819.6 Square Feet

PROJECTED SEATING AND COMPUTER WORKSTATION NEEDS

CHILDREN

Area Designation	Occupancy	User Seats		Computers			Area Required
		Staff	Public	Staff	Public	OPAC	Square Feet
Children's Room	52	2	50	2	3	3	3115.75
Storytime Room	72	2	70	-	-	-	844.5
Crafts Room	72	2	70	-	-	-	851.2
Total for Children's							4811.45

TEEN

Area Designation	Occupancy	User Seats		Computers			Area Required
		Staff	Public	Staff	Public	OPAC	Square Feet
Study Rooms (3)	12	-	12	-	-	-	350
Young Adult / Teen	27	1	26	1	4	1	1109.8
Creative Technology Lab	8	-	8	-	-	-	825
Total for Teen							1459.8

PROJECTED SEATING AND COMPUTER WORKSTATION NEEDS

ADULT

Area Designation	Occupancy	User Seats		Computers			Area Required
		Staff	Public	Staff	Public	OPAC	Square Feet
Browsing/New Materials/Periodicals	10-20	-	10-20	-	-	1	480.7
Technology Commons	14	-	14	-	12	2	399
Danforth-Bancroft Reading Room	14-20	-	14	-	-	-	757.8
Conference Room	20	-	20	-	-	-	663
Non-Fiction	15-20	-	4	-	-	1	1810.1
Adult Fiction/Mysteries/Paperbacks	10-15	-	4	-	-	-	1960.2
Large Print	4	-	2	-	-	-	465.8
Adult Non-Print Materials, Rental and Non-rental	4	-	-	-	-	-	630.3
Marcia Wiswall Lindberg Genealogy Room	19	1	19	-	2	-	1077.2
Copiers/Business Area	3	-	-	-	-	-	100
Café	14	-	14	-	-	-	400
Program Room	100	-	100	-	-	-	1014
Kitchen	As needed	-	-	-	-	-	150
Art Gallery	Location and allocated space to be determined in discussions with the Architect						
Reference Collection & Reading Room	32	-	32	-	-	-	1260.3
Total for Adult							9908.1

PROJECTED SEATING AND COMPUTER WORKSTATION NEEDS

STAFF

Area Designation	Occupancy	User Seats		Computers			Area Required Square Feet
		Staff	Public	Staff	Public	OPAC	
Circulation Desk	9	2	-	2	2	-	673
Public Services Workroom	6	2	-	1	-	-	495.5
Circulation Manager & Circulation Assistant Office	4	2	2	2	-	-	258
Reference Desk	5	1	-	1	-	-	141
Youth Services Office	6	3	3	3	-	-	500
Director's Office	7	1	6	1	-	-	304
Assistant Director's Office	3	1	2	1	-	-	154
Administrative Assistant	3	1	2	2	-	-	233
Staff Meeting Room	10	10	-	-	-	-	250
Technical Services Workroom	5	6	2	3	-	-	832
Staff Room	6	4	-	-	-	-	205.5
Friends of the Library Room	6	6	-	-	-	-	800
Total for Staff							4846

Sub-total for all areas

21,025 Square Feet

Add 35% of the Sub-total to account for Non-Assignable Space

7,359 Square Feet

Grand Total

28,384 Square Feet

PROJECTED SEATING AND COMPUTER WORKSTATION NEEDS

NON-ASSIGNABLE SPACE

Area Designation	Occupancy	User Seats		Computers			Area Required Square Feet
		Staff	Public	Staff	Public	OPAC	
Main Entrance	Up to 100	-	-	-	-	-	
Entrance Lobby	Up to 100	-	-	-	-	-	
Data Center / Telecommunications Room	2	2	-	-	-	-	
Restrooms (Public / Family / Staff)	Up to 100	-	-	-	-	-	
General Library Storage	-	-	-	-	-	-	
Parking	65	-	-	-	-	-	
Landscaping	-	-	-	-	-	-	
Walls	-	-	-	-	-	-	
Stairs	-	-	-	-	-	-	
Elevators	-	-	-	-	-	-	
Hallways	-	-	-	-	-	-	
HVAC equipment*	-	-	-	-	-	-	
Custodial	-	-	-	-	-	-	
Cleaning and maintenance equipment	-	-	-	-	-	-	
Deliveries	-	-	-	-	-	-	
Custodian's Work Area	1	1	-	-	-	-	
Staff Entrance	-	-	-	-	-	-	
Total N/A			-	-	-	-	

* Presently, the HVAC system is centrally controlled by the DPW/Town. It is uncertain how this will be handled if the Library moves to a new facility/location.

Photographic Record



1. Front view of library

A frontal view of the library shows limited street parking, including the only available handicap parking spaces near the entrance. Patrons using the rear parking lot (see #3) must walk around to the right of the building on an uneven sidewalk (see #2). Overflow and staff parking is available in the Town Hall parking lot (to the right of this view), but patrons and staff must cross both of these busy streets to reach the building from the overflow lot.



2. Corner of Summer & Arlington Streets

Patrons who park in the rear parking lot must use this slanted and uneven sidewalk to reach the entrance of the Library. This sidewalk, as well as the sidewalks and streets to the overflow Town Hall lot, are often icy and treacherous in winter and puddle-laden during rainstorms. Additionally, the grass on this side of the building has been compromised due to plowing and road treatment.



3. Rear parking lot

The only designated Library parking lot is at the rear of the building and it abuts private property, separated only by rocks. At the rear of the lot, church property juts into available parking spaces. There is no back entrance to the Library, and patrons must use an uneven sidewalk (see #2) to reach the front of the building. The stream in the foreground runs under Library property and is a frequent cause of basement flooding during winter and heavy rain storms.



4. One-way parking lot exit

A one-way exit from the rear parking lot onto Summer Street is located between the Library's Children's Room and the church. Despite the "Do Not Enter" sign, cars frequently use this way as an entrance. Visibility is limited when driving around the back of the building toward this exit, and patrons and staff report nearly being hit by drivers who are unable to see pedestrians around the corner of the building.



5. View of roof from courtyard

From the back courtyard, this view of many roof lines can be seen. During the winter, ice dams form along the roof and create severe leaks in the public areas of the building. This particular corner sits just above the public bathrooms, causing leaks that drop water on patrons attempting to reach the bathrooms (see #34).



6. Exterior view of emergency exit

This emergency exit stairwell leads to the basement where the fiction collection is housed. During periods of heavy rain, flooding in the parking lot and overflow water from the stream (see #3) cause water to build up at the bottom of the stairs and flow into the basement of the building. Additionally, the privacy afforded by the location of this stairwell has led to vandalism (graffiti) and a repeated prank in which local youths roll large trash dumpsters down to the bottom of the stairs.



7. Entrance to Library with double doors

The main (and only) public entrance to the building consists of two sets of double doors. Because neither is automated, patrons in wheelchairs and caregivers with children in strollers struggle to get inside the building. At the left of this image, carts serve as book sale shelves, blocking direct access to the basement fiction collection and Reference Desk.



8. Circulation Desk

The Circulation Desk is the first thing a patron encounters when entering the Library. Patrons are often unsure which part of the Desk to approach for various tasks due to limited signage, and they also have trouble locating the small book return slot at the front of the Desk. Additionally, patrons have difficulty finding the bathrooms from this location, even though they are in direct view behind the Circulation Desk.



9. View from bathrooms toward Circulation Desk

Standing in the hallway to the bathrooms, a view of the Circulation Desk, Reference Desks, and front entrance can be seen. A strength of our current public service arrangement is the close proximity between the Circulation and Reference Desks, allowing for patrons to easily navigate between desks for different needs.



10. Circulation Office

The Circulation Office is located behind the Circulation Desk and behind the bulletin boards at the left of #9. This workroom becomes easily overcrowded with staff members conducting work tasks (such as sorting deliveries), checking mailboxes, retrieving hold shelf items, depositing and retrieving personal items, and taking short breaks. Furthermore, the view of the Circulation Desk is extremely limited, making it difficult to know when support staff is needed on Desk.



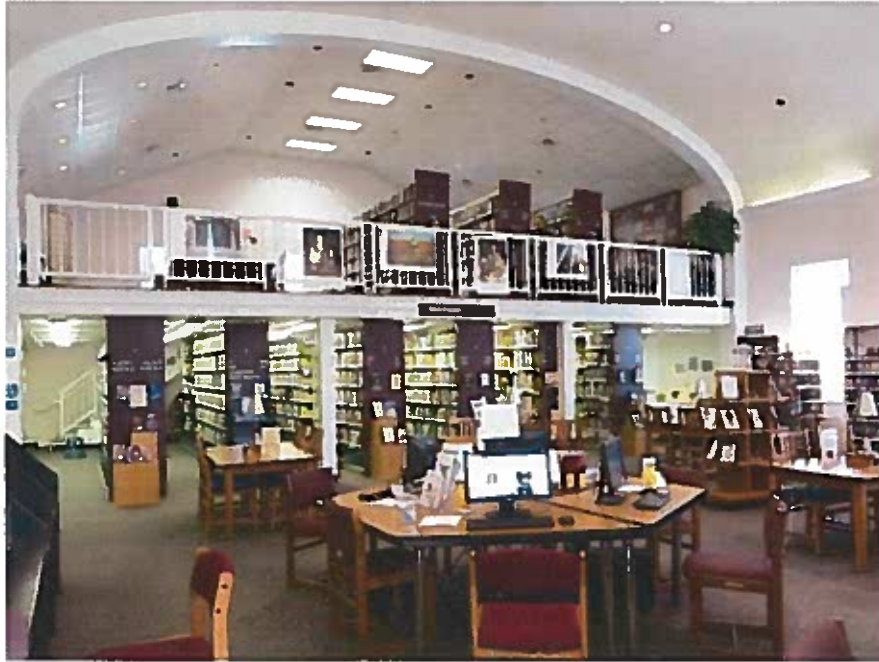
11. Reference Desk

The Reference Desk is located in close proximity to the entrance and Circulation Desk. Reference librarians often comment that they feel boarded off from the patrons due to the standing level of the patron side of the desk versus the seated level on the librarian side.



12. Internet stations

Nine Internet stations are located in the heart of the Reading Room near the Reference Desk. The librarians who maintain and troubleshoot these computers comment that the wiring setup is very disorganized, difficult to reach (one must crawl under the tables to the center), and the wires become easily disconnected by patrons' feet.



13. Barrel vaulted ceiling in Reading Room and mezzanine

The acoustics created by the barrel vault are a serious problem. Sound carries from the mezzanine across the entire length of the room, and from the Reading Room to the mezzanine—this is intensified during the small programs and trustee meetings that are held on the mezzanine in lieu of a program or conference room. There are no designated quiet areas for studying and reading. Tables in the Reading Room cannot be relocated due to the positioning of limited floor outlets.



14. Reading Room from mezzanine

This image shows tables and Internet stations in full use by teens and some tutors during the busy after school hours. Teens often leave backpacks on the floor around the tables, making it difficult to navigate through the room. The light from the Palladian window can become blinding and create computer glare when the sun is high. Large print book shelves in the center are at limited capacity, limiting future growth.



15. Mezzanine during programs

A folding partition screen blocks some noise from carrying over into the Reading Room, but patrons still complain about noise generated during programs. All tables and chairs must be rearranged before and after each program. Blue chairs and folding partition are stored in the closet on the far wall. Some of the nonfiction collection (to the left of this view) is inaccessible to patrons during programs, and study/reading space is eliminated.



16. Adult programs at the Meeting House

Programs with anticipated attendance of 30+ are held off-site at the Meeting House on the Common. Located across the street from the Library, tableware and paper goods, refreshments, beverages, handouts, etc. must be brought across by cart. The Meeting House must be booked well in advance and the Friends of the Library incur a cost each time. The building is 300 years old with limited restrooms, and the space is not ADA compliant. Staff and volunteers set up thirty to fifty chairs with tables for most programs. Beams make for difficult setup and viewing; there is no Internet access or sound system and wall outlets are limited.



17. Mezzanine use with complicated wires

When the mezzanine is available for general use, it is one of the only private areas to study in the Library. Patrons often bring laptops and more complicated computer equipment (such as this setup with two laptops and a large computer screen) and work on the mezzanine for hours at a time.



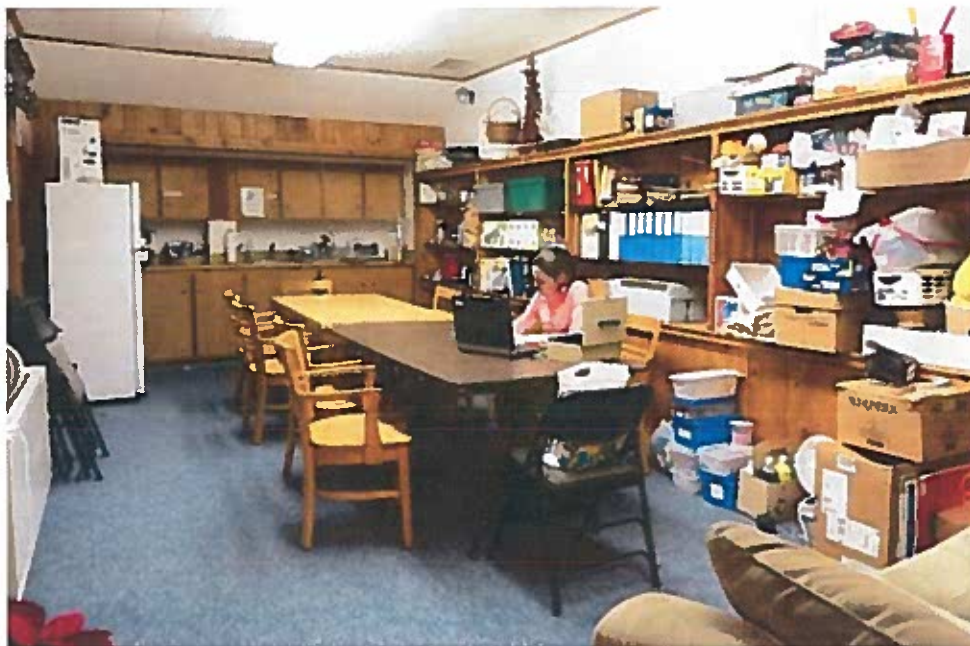
18. Close up of wires

This close-up of the computer wires supporting the three-screen setup above shows the limitations of our power outlets. To accommodate their technology needs, these patrons had to bring their own power strip. Due to the floor outlet's distance from the table, a tripping hazard has been created by the wiring.



19. Technical Services and Staff Workspace

This space is used to receive, catalog, process and mend materials, and to provide work space for five staff members. The Friends of the Library also keep a large filing cabinet for their paperwork here. Shelving on the rear wall contains computer peripherals, books to be deleted, and an assortment of other non-related items. When large book orders are received, staff desk and floor space is limited.



20. Green Room

The Green Room is another multi-purpose space used for staff breaks, informal meetings, storage, work space, some Board of Trustee meetings, and craft prep and meeting space for Youth programs. The full-time staff member pictured has no designated work space and must use the Green Room for work-related activities, such as processing Library moneys. The room is only accessible by stairs, so it is not ADA compliant.



21. Children's Room

When browsing in the Children's Room, parents or caregivers often sit on the floor (as seen here) due to limited adult seating. Shelving in this collection is at capacity, and there isn't room for display furniture so books on display are either placed out of easy reach above the shelves or on top of tables. Sight lines in this room are poor, and space limitations create confusion in the layout of the collections, which skip around the room wherever there is space. The colorful rug is intended for story time, but attendance usually spills over into the rest of the room, blocking access to parts of the collection. No family restrooms are available, forcing caregivers and children to walk into the adult areas to wash hands or use the toilets.



22. Children's program

Children's programs are held in the middle of the collection, due to lack of designated program space. Seating is limited, and caregivers are forced to stand while children participate in craft activities. While programs are in progress, access and use of the collection is severely limited. Tables, chairs and displays must be moved before and after programs. Electrical cords, when needed, must run across the floor creating a tripping hazard.



23. Story time in the Children's Room

During story time, limited seating options require parents and caregivers to stand or sit on chairs intended for small children. Overcrowded conditions exist during most story times, and access to the collection is limited until the program is over. There is no designated space for bags, strollers, jackets, and other personal items.



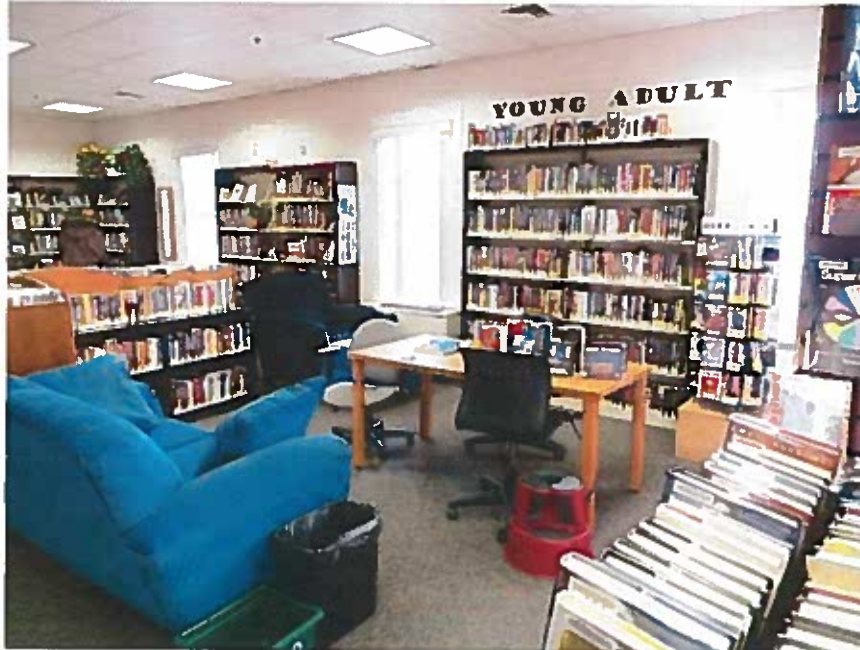
24. Toddler and picture book area in the Children's Room

In the picture book area, there are limited seating options and no comfortable places for caregivers and children to sit and read together. Bookshelves are at full capacity despite regular weeding, requiring books to be shelved higher than a small child can comfortably reach. Toddler book bins and a small puppet stage take up much of the available floor space.



25. Young Adult Program

Young Adult space is extremely limited. The YA "Corner" is within earshot of the Circulation Desk and other adult collections, creating noise that disrupts adult patrons. When a program is running, collections become completely inaccessible. Chairs have been borrowed from the Children's Room to accommodate the program pictured, but the type and height of the chairs are inappropriate for the table.



26. Young Adult Corner

This open corner with limited seating does not create a dynamic area suitable for teens. Collections are limited to two walls of shelving, and the unreachable top shelf must be used to hold audiobooks. No space is available for teen computers. This space is completely unable to accommodate the 30+ middle school students who regularly visit the Library after school, forcing them to swarm into adult and children's areas and squeeze out other patron groups.



27. Custodian's closet

The only custodian's closet has limited space for equipment, supplies, and paper product storage, and no seating or desk space available. Our custodian must carry equipment and supplies from floor to floor of the Library, and also haul trash and recycling a long way to dispose of them.



28. Mezzanine study space

A corner of the mezzanine that serves as a quiet study corner is also a storage area for swinging signs and other overflow storage. A public typewriter is housed at the end by the artificial tree, which generates noise that echoes throughout the Reading Room. The framed quilt hanging on the wall has special historic value for residents, but few people know it is here because the traffic at this location is limited.



29. Wall opening to the attic

Use of the attic has been approved by the Fire Department for extra shelving space, but the DPW must also navigate this walkway to access ductwork and air vents. A foot stool must be used to climb in and out of the high door, and the ceiling height once inside does not accommodate full standing. Storage inside includes banners, folding tables, easels, display props, mailing supply trays, and Friends of the Library book sale materials.



30. Mezzanine closet

A folding partition screen used during adult programs, as well as a rack of 26 chair and six tables are stored in this closet (seen closed in #15). The chairs and tables must be brought out to the Meeting House across the street for the two annual used book sales.



31. Mechanical Room

The basement Mechanical Room serves as the storage and sorting area for two annual book sales held by the Friends of the Library. The ductwork in the rear of the room prevents staff and volunteers from standing upright, where carts, holiday decorations, surplus computer CPUs and keyboards are kept. During heavy rain, water leaks in the area under the orange pipe on the left.



32. Lights in Reading Room

In the Reading Room, lights on either side of the two ceiling fans must remain off at all times because they create a strobe effect when lit. Lights are not replaced by the DPW until a sufficient number have burned out because the changing process requires a cherry-picker to be brought over by truck from the DPW. Consequently, there is always a certain number of lights out, sometimes making parts of the room feel dark and gloomy.



33. Basement flooding

In October 2014, severe rainstorms caused the parking lot and stream beside the Library (see #3) to flood and pour water down the emergency exit and into the basement. Cleanup and testing for mold required the basement to be closed for over a month, eliminating access completely to the fiction collection, back issues of newspapers, and Friends Book Sale / Mechanical Rooms. Book sale items stored in boxes on the floor were damaged and had to be discarded.



34. Ceiling leaks

Severe weather during the winter of 2014-2015 caused major leaks throughout the building. Ice dams formed on the roof that, when melting, caused water to leak over the entrances to the only bathrooms in the building. Patrons had to navigate around falling drops and tubs to catch water on the floor. Ceiling leaks are also frequent in the Youth Services office, Genealogy Room, Circulation Desk area, and Technical Services Room.



Massachusetts Public Library
Construction Program

January 2017



Lynnfield Public Library
Grant Application

**G. Massachusetts Historical Commission
Project Notification**

APPENDIX A
MASSACHUSETTS
HISTORICAL COMMISSION
220 MORRISSEY BOULEVARD
BOSTON, MASS. 02125
617-727-8470, FAX: 617-727-5128

PROJECT NOTIFICATION FORM

Project Name: Lynnfield Public Library

Location / Address: 175 Summer Street

City / Town: Lynnfield

Project Proponent

Name: Lynnfield Public Library

Address: 18 Summer Street

City/Town/Zip/Telephone: Lynnfield /01940/ 781-334-5411

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

MA Board of Library Commissioners
Town of Lynnfield

Type of License or funding (specify)

Construction grant funding
Funding support

Project Description (narrative):

The Lynnfield Public Library is submitting a grant application to the Massachusetts Board of Library Commissioners for library construction funding as part of the 2016-2017 Construction Grant Application Round. This grant application is to partially fund a new library facility at 175 Summer Street. The parcel is situated along Summer Street on the street frontage portion of a town-owned golf course, Reedy Meadow. The "usable" part of the frontage is around 8.5 acres and the parcel designated by an 81P subdivision procedure is 3.424 acres (149,146 SF). The entire Reedy Meadow tract is about 101 acres and includes extensive conservation land. The plan is for the new building to be 25,874 sq ft.

The grant application will be submitted on January 26, 2017 and the provisional grant awards/waiting list will be announced on July 13, 2017. After the announcement, the library will secure local funding and finalize plans to proceed with construction of the library.

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

There are four structures on the site:

- Historic Bancroft-Danforth House (built in 1744) and not occupied in 20+ years

7/1/93

950 CMR - 276

- Former caretaker's residence not occupied in 10 years
- Barn used for storage of golf course and municipal equipment
- Refueling station for Town's two publically operated golf courses

Portions of the proposed library will be located where the existing barn and Bancroft-Danforth home are currently located. The Bancroft-Danforth House and the caretaker's residence need to be demolished; the barn will either be demolished or relocated and the refueling station will be relocated to other Town property on the golf course.

(Pictures of the site are included in this application.)

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.

No

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

Yes

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.

Yes, the Bancroft-Danforth home was built in 1744 by the Captain of the Lynn End Minute Men. The Lynnfield Historical Commission worked for many years to save the building, but due to structural damage the Commission realizes that it would be prohibitively expensive to restore the building.

The Library Board of Trustees intends to commemorate the history of the Bancroft-Danforth families through a "Museum in the Street" marker on Summer Street, incorporating salvageable features from the house into the design of the new library, and naming an area in the library the Bancroft-Danforth room.

Demonstrating support for construction of a new Lynnfield Public Library, on December 20th, 2016 the Lynnfield Historical Commission voted to remove the Bancroft-Danforth House from the Structures Subject to the Demolition Delay Bylaw list under Section 3.1 of the Demolition Delay Bylaw.

(A statement from the Lynnfield Historical Commission which include the 12/20/16 vote is included in this application.)

What is the total acreage of the project area?

Woodland _____ acres	Productive Resources:
Wetland _____ acres	Agriculture _____ acres
Floodplain _____ acres	Forestry _____ acres
Open space 3.424 _____ acres	Mining/Extraction _____ acres
Developed _____ acres	Total Project Acreage 3.424 _____ acres

What is the acreage of the proposed new construction? .59 _____ acres

What is the present land use of the project area?

Currently, the land is being used for one purpose: to store golf course equipment in the barn.

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: Holly Mercer Date: 1/23/17
Name: Holly Mercer
Address: 18 Summer Street
City/Town/Zip: Lynnfield, MA 01940
Telephone: 781-334-5411

REGULATORY AUTHORITY

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

Bancroft-Danforth House

The Lynnfield Historical Commission has made many efforts to save what was an architectural treasure and an important home to significant historical figures within the town of Lynnfield. This homestead remained within the Bancroft-Danforth family for 7 generations and 238 years. Nathaniel Bancroft marched on April 19, 1775 from his home in Lynnfield with the Lynn End Minutemen to Arlington, then known as Monotony. Through the years family members were Deacons and Treasurers of the Church, Nathaniel Bancroft was on the Committees of Correspondence Safety Committee during 1781 and 1782. He also served as Town Clerk and as a Selectman.

The home retains four solid and significant American architectural styles: Colonial/English Georgian, Federal/ Greek Revival and Colonial Revival. In 2009 the Lynnfield Historical Commission consulted John Goff, a Restoration Architect, who reported that the building could be stabilized and revitalized. At one point the Lynnfield Historical Commission requested permission from the Board of Selectmen to submit the remaining portion of the nomination papers required to get this historic home on the National Register of Historic Places. The Commission was asked to 'hold off' until the entire site could be studied to see how the Town might best use that parcel of land in its future planning.

In 2010 warning squares with X's in them appeared on the exterior of the building. In 2012 the Historical Commission made a 2nd request that the building be repaired and closed to keep out weather, animals and people.

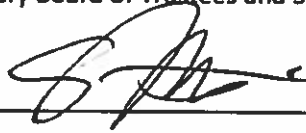
In the past several winters, there have been snow loads that caused roof and ceiling collapses in the oldest and most historic portions of the house. The Historical Commission realizes that it would now be prohibitively expensive to restore the building and acknowledges that the building is lost to us. In anticipating that the building would be demolished and the site proposed for a new Lynnfield Public Library, the Historical Commission worked with former Library Director, Nancy Ryan, to agree on the following terms:

1. The new Lynnfield Public Library will contain a reading room to be named the Bancroft- Danforth Reading Room, to honor the rich, historical heritage of both the Bancroft and the Danforth families.
2. *Such artifacts from the home that could possibly be salvaged (if any at this point) would be incorporated into the Bancroft-Danforth Reading Room in some manner.*
3. The aforementioned reading room would also contain one or two locked display cases to house Lynnfield memorabilia from the Historical Society's collection.
4. Additionally, the Lynnfield Historical Commission has requested that a Museum in the Street Sign be placed on the property to inform and educate the public, as well as to commemorate the homestead of this great Lynnfield Family. The landmark mark sign would be placed on a 6X6 granite post with a rendering of the original house etched onto the sign, along with a QR code which visitors or patrons could scan to learn more about the historical legacy of these two families.

In Summary, the Lynnfield Historical Commission supports the construction of a new Lynnfield Public Library on the site of the Bancroft-Danforth House and acknowledges that the terms agreed upon would appropriately honor the Bancrofts and the Danforths.

In a vote taken on Tuesday, December 20th, 2016, the Lynnfield Historical Commission, in a motion proposed by Shelley Lynch and seconded by Steve Richard, voted to remove the Bancroft-Danforth House from the Structures Subject to the Demolition Delay Bylaw list under Section 3.1. of the Demolition Delay Bylaw. Removing themselves from the discussion of this matter and abstaining from this vote to avoid any conflict of interest were Commission members Faith Honer-Coakley, Vice Chair of the Lynnfield Public Library Board of Trustees and Steve Todisco, member of the Lynnfield Public Library Building Committee.

Steve Todisco, Chair

A handwritten signature in black ink, appearing to read 'S. Todisco', is written over a horizontal line.



Photograph of the site



Photographs of the barn



Photograph of the barn and Bancroft-Danforth House



Photograph of the
previous caretaker's home

Exterior photographs of the Bancroft - Danforth House

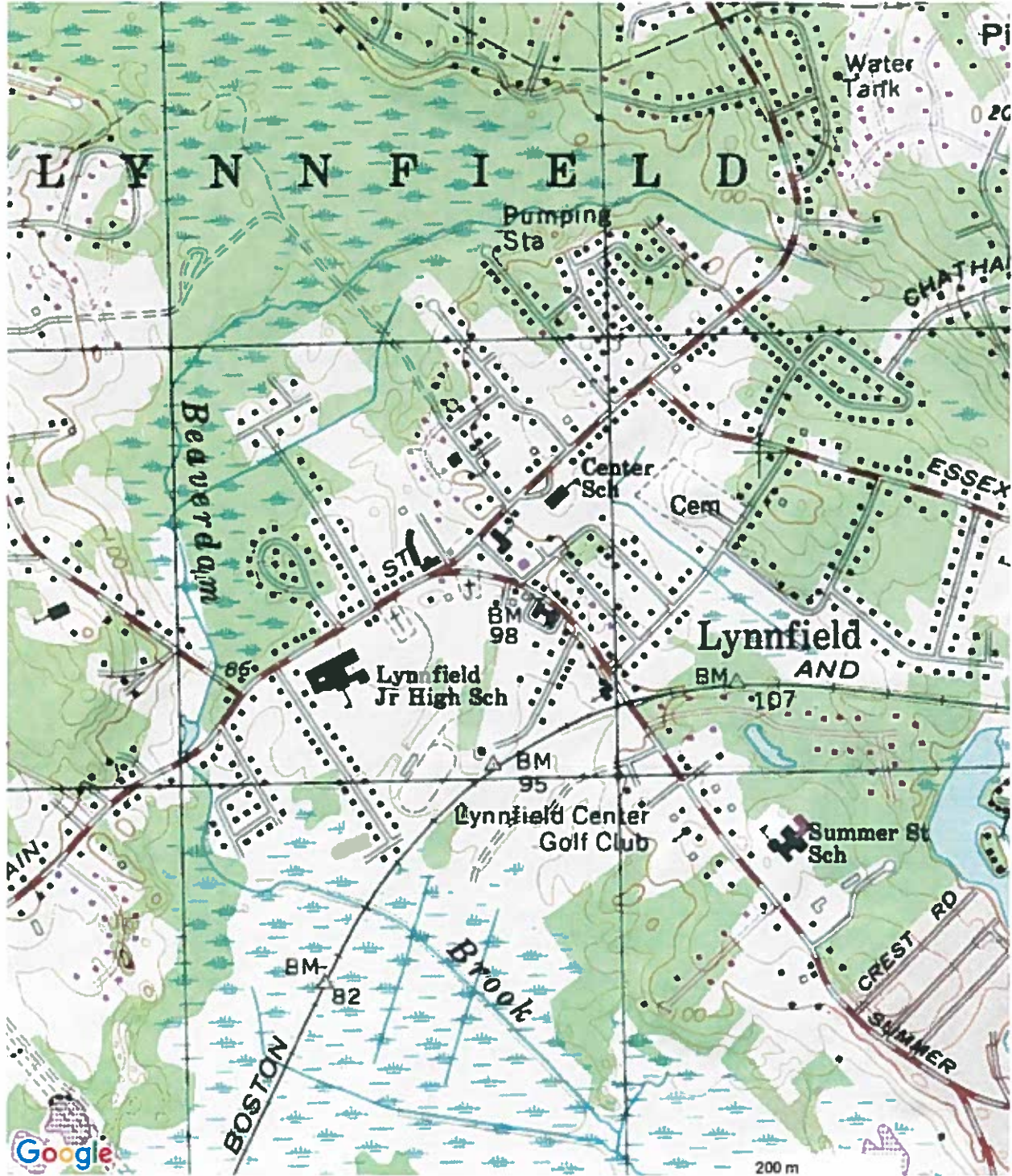


Exterior photographs of the Bancroft - Danforth House
(continued)





Lynnfield Topo Map in Essex County Massachusetts



[Print this map](#)

Map provided by TopoZone.com



FOR REGISTRY USE

LYNNFIELD PLANNING BOARD
APPROVAL UNDER THE SUBDIVISION
CONTROL LAW NOT REQUIRED

DATE

REVISIONS

NO.	DATE	DESCRIPTION	BY	CHKD
1				
2				
3				
4				

PREPARED BY:



OSM
ODDNE SURVEY & MAPPING
SURVEYING - MAPPING - PLANNING & CONSULTING
291 Main Street, Suite 5
Lynnfield, MA 01902
Tel: 908-351-4433
Fax: 908-351-4432
www.osmsurvey.com

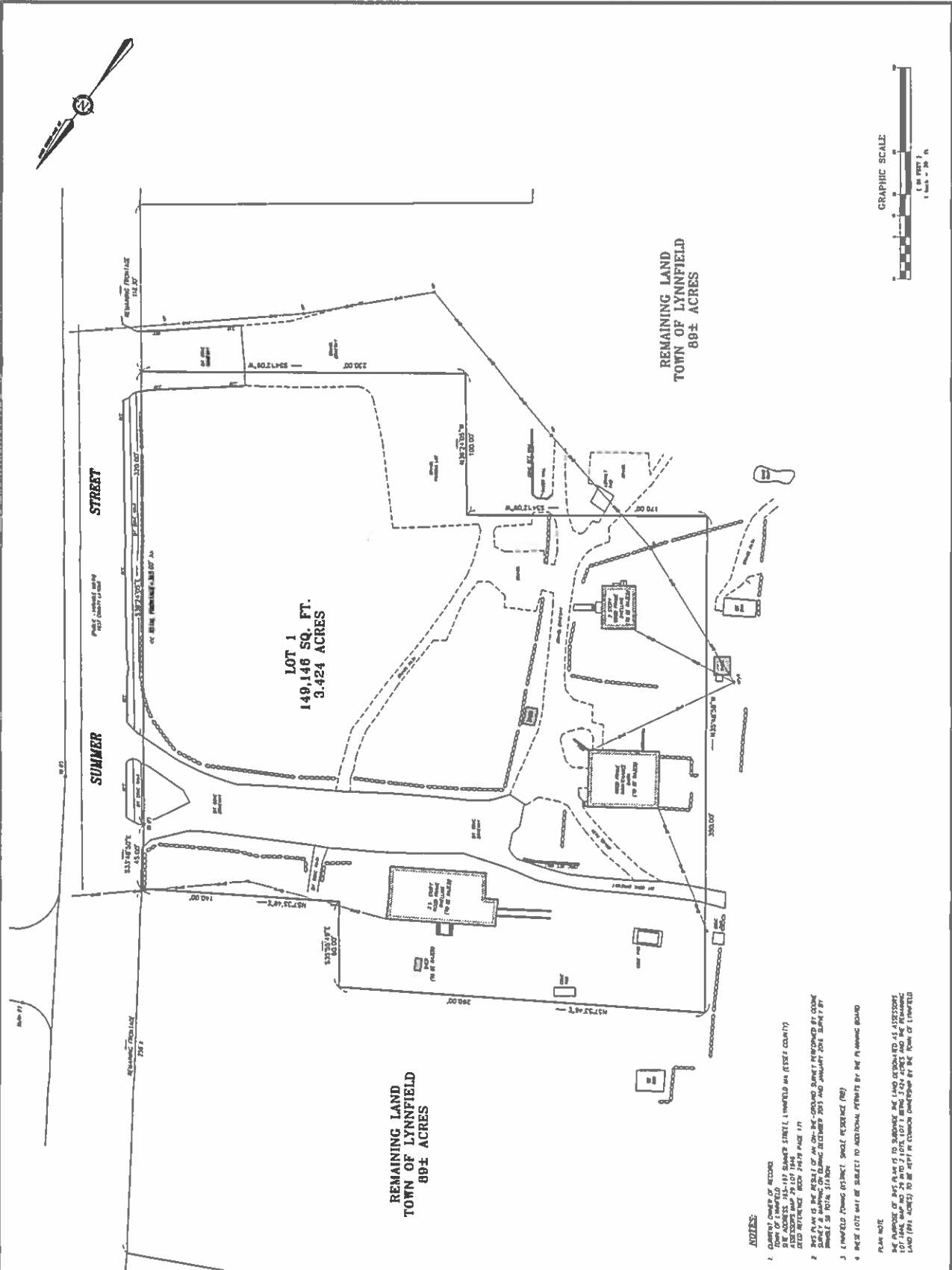
PLAN OF LAND
175 SUMMER STREET
LYNNFIELD, MA
(ESSEX COUNTY)

PREPARED FOR RECORD UNDER
TOWN OF LYNNFIELD
55 SUMMER STREET
LYNNFIELD, MA 01940

CLERK OF COURTS
STATE OF MASSACHUSETTS
DEPARTMENT OF REVENUE
CLERK OF COURTS
CLERK OF COURTS
CLERK OF COURTS



DATE: 04/11/2012
DRAWN: J. BROWN
SHEET NO. 1 OF 1
PROJECT NO. 201100020300



- ADDRESSES:**
- CURRENT OWNER OF RECORD
TOWN OF LYNNFIELD
55 SUMMER STREET, LYNNFIELD, MA (ESSEX COUNTY)
SEE ADDRESS 211-117 SUMMER STREET, LYNNFIELD, MA (ESSEX COUNTY)
DEED REFERENCE: 800-21429 PAGE 17
 - 895 PM AS THE RESULT OF AN ON-SITE-CORRO SURVEY PERFORMED BY ODDNE SURVEY & MAPPING ON 12/15/2011 AND JANUARY 2012 SURVEY BY PEGGY B. BROWN
 - LYNNFIELD TOWNSHIP DISTRICT: SINGLE RESIDENCE (RS)
 - THIS LOT MAY BE SUBJECT TO ADDITIONAL PERMITS BY THE PLANNING BOARD

PLAN NOTE:
THE PURPOSE OF THIS PLAN IS TO SUBMIT THE LAND DESCRIBED AS RESIDENCE TO THE TOWN OF LYNNFIELD FOR RECORDATION OF THE PLAN OF LAND (P.L. ACTS) TO BE FILED IN CLERK'S OFFICE BY THE TOWN OF LYNNFIELD



Massachusetts Public Library
Construction Program

January 2017



Lynnfield Public Library
Grant Application

H. Geotechnical Report

GEOTECHNICAL REPORT

**LYNNFIELD PUBLIC LIBRARY
LYNNFIELD, MASSACHUSETTS**

January 27, 2016

GSI Project No. 215303

Prepared for:

Mr. John Sayre-Scibona
Design Technique, Inc.
44 Merrimac Street
Newburyport, MA 01950

Prepared by:

Geotechnical Services, Inc.
55 North Stark Highway
Weare, NH 03281

Geotechnical Services Inc.

Geotechnical Engineering ▴ Environmental Studies ▴ Materials Testing ▴ Construction Monitoring





GEOTECHNICAL SERVICES INC.

▲ Geotechnical Engineering ▲ Environmental Studies ▲ Materials Testing ▲ Construction Monitoring ▲

January 27, 2016

Mr. John Sayre-Scibona
Design Technique, Inc.
44 Merrimac Street
Newburyport, MA 01950

Advance copy via E-mail: johnss@designtechnique.com

**RE: Geotechnical Investigation Report
Lynnfield Public Library
Lynnfield, MA
GSI Project No. 215303**

Dear Mr. Sayre-Scibona:

Geotechnical Services, Inc. (GSI) is pleased to submit this geotechnical report on the above referenced project. The report includes the subsurface data obtained through an exploration program, a preliminary geotechnical engineering evaluation of the subsurface data and the observed surface geology in relation to foundation design for the proposed development. The work was undertaken in accordance with the scope of work stated in our proposal dated December 10, 2015 and your subsequent authorization. The content of this report is subject to the attached **Limitations** (Appendix A).

PROJECT UNDERSTANDING

The project site is located at 195 Summer Street in Lynnfield, MA (See Figure 1, Project Locus). We understand that a new library building is planned within the area outlined in red on Figure 2, Exploration Location Plan. At the time this report was prepared, the existing site grading plan was unavailable and the layout for the new building was in the preliminary phase of design with no plans available for review.

In general, the project site's existing grade varies. The highest elevations were observed within the existing gravel parking lot located along the southern limits of the site. The lowest elevations were observed within the northwest limits of the site.

SUBSURFACE INVESTIGATION

Five test borings, identified as borings B-1 to B-5, were drilled at the site on January 20, 2016 by New England Boring Contractors located in Derry, New Hampshire under full-time supervision by a GSI engineer. The borings were drilled using a truck-mounted drill rig (Diedrich D-50) and 2.25-in. and 4.25 I.D. hollow stem augers. The borings were drilled to depths ranging from approximately 6-ft (Boring B-4) to 18-ft (Boring B-5) below the existing grade. The locations of the test borings are shown on Figure 2, Exploration Location Plan.

Standard Penetration Tests (SPTs) were performed and split-spoon soil samples were retrieved (ASTM D 1586) generally at 1-ft below the ground surface (due to frozen soil conditions) and subsequently at 5-ft intervals. Each soil sample, upon recovery, was observed by the GSI engineer and classified in accordance with the Burmister Classification system. Representative portions of each sample retrieved were saved in glass jars with identification, and delivered to the GSI Soils Laboratory. The samples were re-examined and field classifications were reviewed. The finalized logs for the test borings are included in Appendix B. The soil samples will be stored at the GSI laboratory during the course of the project design-development, and will be shipped to your designated address or discarded upon your notification.

GROUNDWATER MONITORING WELL

A groundwater monitoring well was installed within the completed borehole in boring B-3. The well was installed to a depth of 10-ft with 5-ft of slotted screen and about 5-ft of riser. The screen and riser consist of 2-in. I.D. PVC pipe. The well is protected with a 6-in. diameter steel manhole cover installed flush to the ground surface. The monitoring well installation report is provided as Appendix C.

▲ 12 Rogers Road, Haverhill, MA 01835 ▲ 978/374/7744 ▲ FAX 978/374/7799 ▲
▲ 18 Cote Avenue, Goffstown, NH 03045 ▲ 603/624/2722 ▲ FAX 603/624/3733 ▲

SUBSURFACE CONDITIONS

The subsurface conditions encountered in the investigation indicate that the site is underlain by the following soil units/deposits, described in order of increasing depth:

(Surface Deposits): Due to frozen soil conditions, surficial soil deposits were not collected. However, it should be anticipated that topsoil, pavement and gravel soils used for roadways and parking lots will be encountered during site preparation activities for construction.

Fill: Fill was encountered in the embankment of the existing parking lot in boring B-5. The Fill soils are about 4-ft in thickness and generally consist of medium dense brown, fine to medium SAND with little gravel, coarse sand and trace silt.

Subsoil: The naturally deposited Subsoil was encountered in borings B-1, B-3 (MW) and B-4. The Subsoil generally consists of medium dense, orange brown, SILT and fine SAND. The Subsoil was encountered within 2 to 3-ft below the existing grade.

Glacial Deposits: Glacial Deposits were encountered in all the test borings and generally consists of dense to very dense, brown to gray fine SAND with varying amounts of gravel, medium to coarse sand and silt. The thickness of the Glacial Deposits vary from 3-ft (B-4) to about 14-ft (B-5). Occasional cobbles were observed through the drill action and sampling.

Weathered Bedrock: Weathered Bedrock was encountered in boring B-1 at about 8-ft below grade and was able to be penetrated using the auger to depth of 14-ft below grade. SPT testing in the weathered bedrock collected a sample consisting of very dense, gray fine to coarse SAND and GRAVEL with some silt

Refusal: Refusal was encountered in all the test borings at depths ranging from 6-ft (boring B-4) to 18-ft (boring B-5). The refusal is likely due to bedrock.

Groundwater Conditions

Groundwater levels were measured within each borehole varied from about 7.5 to 9-ft below grade at the time the borings were completed. Groundwater levels should be expected to vary with season, precipitation, snowmelt, construction activities, and other factors such as perched water over bedrock. As a result, groundwater levels encountered during construction may differ from those encountered during the explorations.

PRELIMINARY GEOTECHNICAL DESIGN RECOMMENDATIONS

General

As a general guideline, foundation design and construction must conform to the applicable provisions of the Massachusetts Building Code, 8th Edition (Building Code). *At this early phase in the design, it is assumed that no basements are planned and that the lowest floor elevation for any new structures will be slab-on-grade.*

Foundations

It is anticipated that the foundations for any new construction will bear upon the Glacial Deposits and possibly Weathered Bedrock or Bedrock. Pavement, Topsoil, Subsoil and any Fill soils that may be encountered during construction are unsuitable for building foundation support and should be excavated and replaced, as necessary. The naturally deposited Glacial Deposits, Weathered Bedrock and Bedrock are suitable foundation bearing materials (referred to herein as the "bearing strata"). Some cobbles and boulders may be encountered within the Glacial Deposits.

We recommend that building walls, columns and other structural elements be supported by reinforced concrete spread or strip footings bearing directly on the bearing strata or compacted Structural Fill or Crushed Stone (wrapped in a geotextile filter fabric, such as, Mirafi 160N, or equal) placed above the natural bearing strata after removal of any unsuitable materials.

Specific building foundation design recommendations are provided below:

- Footings with a least lateral dimension (width) of 3-ft may be designed using a design bearing pressures of 4.0 ksf.



- For footings with a lateral dimension less than 3-ft, the maximum allowable bearing pressure should be reduced to a value equal to one-third of the maximum allowable bearing pressure given above multiplied by the least lateral dimension of the footing, measured in feet. For example, a 1.5-ft wide footing should be designed using a reduced allowable bearing pressure equal to 1.5-ft x 1/3 x 4 ksf = 2.0-ksf.
- Wall (Strip) Footings should have a least lateral dimension of 18-in.
- Bottoms of exterior footings bearing on compacted Structural Fill, Crushed Stone or on the undisturbed (prepared) bearing strata should be positioned at least 4-ft below the lowest adjacent ground (finished grade) exposed to freezing temperatures. Footings at heated interior locations should bear at least 18-in. below the adjacent slab surface.
- Footings bearing directly on relatively intact bedrock could be raised to bear at least 2.5-ft below the adjacent ground surface exposed to freezing. This depth includes a recommended 6-in. cushion of Crushed Stone between the bottom of footing and bedrock surface to prevent a hard spot over the transition from soil supported footings to bedrock supported footings.

Ground Floor Slab

We recommend that the ground floor be constructed as an earth-supported slab-on-grade, after removal of any Pavement, Topsoil, Fill or any other unsuitable material, and backfilling with Compacted Structural Fill and Slab Base Course. A 6-in. minimum thickness of Compacted Slab Base Course should be provided directly beneath the slab. For slab design, GSI recommends a modulus of subgrade reaction equal to 175 pounds per cubic feet (pci).

Foundation Settlements

At the recommended allowable bearing pressures, we anticipate that the settlement of individual footings under the anticipated design loading conditions and constructed as recommended herein, will not exceed about 3/4-in., with differential settlements between adjacent footings not exceeding about 3/4-in. Most of the settlement will likely occur during construction as structure dead loads are placed on the foundations.

Seismic Design Input

Seismic design parameters for the project site have been obtained from Commonwealth of Massachusetts, State Building Code, Eighth Edition, 2010. Ground motion parameters at the project site (i.e., the design earthquake for the subject facility) are represented by S_s , 0.2 sec. (short period) Spectral Acceleration, and S_1 , 1.0-second period Spectral Acceleration. These parameters have been obtained as:

$$S_s = 0.310 \text{ g}$$

$$S_1 = 0.072 \text{ g}$$

Site Class for the project site has been established as "Very dense soil and soft rock" with the designation Site Class C. Site Coefficient for the Short Period has been established as $F_a = 1.2$, and Site Coefficient for the 1-sec Period has been established as $F_v = 1.7$. Parameters F_a and F_v relate to the potential amplification of the earthquake induced shear stress waves traveling upward through the soil-rock profile underlying the project site. The soils within the project site are not considered liquefaction susceptible.

Lateral Earth Pressures

The following design criteria for yielding and non-yielding walls are recommended based on the assumption that adequate drainage shall be installed adjacent to and along the below grade structures and behind retaining walls, to eliminate any hydrostatic forces acting on the walls:



	<u>Yielding</u>	<u>Non-yielding</u>
<u>Static Lateral Earth Pressure:</u> (Native soil or lightly compacted structural fill as an equivalent fluid unit weight)	40 pcf (drained)	60 pcf
<u>Traffic Surcharge:</u> (Distributed uniformly over the height of the wall)	80 psf	120 psf

Seismic Lateral Earth Pressures

Per Section 1610.2 of the Building Code, exterior foundation walls and retaining walls shall be designed to resist an earthquake force, F_w , for horizontal backfill surface equal to:

$$F_w = 0.100(S_s)(F_a)(\gamma)(H)^2$$

- where: S_s is the 0.2 sec. (short period) Spectral Acceleration,
 F_a is the site coefficient for the Short Period,
 γ is the total unit weight of the soil (backfill), and
 H is the height of the wall measured as the difference in elevation of the finished ground surface or floor in front of and behind the wall.

For design, a soil unit weight (γ) of 130 pounds per cubic feet (pcf) may be used.

Foundation and Floor Drainage

GSI recommends that permanent foundation perimeter drainage be provided to collect and drain any infiltrating surface or seepage water which might otherwise become trapped against below-grade walls and seep into the building or exert hydro-static pressures on the walls. *We recommend that drainage be provided at all below-grade foundation walls where the adjacent floor slab is 2-ft or deeper below adjacent exterior finished grade.* Such systems should be provided at exterior walls and walls between differing floor levels beneath the building.

The perimeter foundation drainage should consist of a free-draining material against the wall and a drainage "pipe" at the wall base to collect and transmit the water. For installation convenience and cost-efficiency, we recommend that a prefabricated drainage board product, such as Amerdrain 200 by the American Wick Drain Company (AWDC), or equivalent, be applied to the exterior walls from the level 2-ft below ground surface down to the drainage "pipe". The drainage board should connect at its base to a "high-profile sheet drain section" (such as Amerdrain Total-Drain System by AWDC) or to a 4-in. diameter continuous perforated PVC or corrugated HDPE drainpipe.

If a drain pipe is used for the perimeter drainage, it should be completely surrounded by a 6-in. (min.) thick zone of drainage fill (1/2-in to 3/4-in. sized crushed stone) which in turn is completely surrounded by a non-woven filter fabric to avoid potential clogging due to migration of fine soils into the drainage system. The crushed stone should be placed in contact with the drainage board against the wall in accordance with manufacturer's details. Drainpipe inverts should be between the bottom of footing and 6-in. beneath the elevation of the adjacent building floor. Pipes should be pitched nominally toward the system discharge points (slope 0.25 to 0.10 percent). Perforations in the drainpipe should be positioned downward.

Below-grade walls and floors should be dampproofed and insulated in according with the Building Code. Elevator pits and other small depressions below the lowest floors should be water proofed and designed to resist hydrostatic pressures corresponding to the full vertical depth of the structural depression below the floor slab. Vapor barriers



should be installed beneath the floor slab per the Code. Use of vapor barriers should be coordinated with the slab design and construction.

To limit the water infiltration around the structures, it is recommended that the upper twelve inches of backfill within approximately 10-ft of the building in unpaved areas should consist of silty topsoil or other soils having relatively low permeability. In general, the ground surface immediately around the buildings should be sloped downward and away from the structures to direct surface runoff.

CONSTRUCTION CONSIDERATIONS

General

In general, all excavation work, dewatering, and other construction activities should conform to the requirements of OSHA and all other applicable regulations. The site soils would typically be classified as Type C based on OSHA 29 CFR 1926.

Excavation

Building foundation and the lowest floor slab construction will involve clearing and grubbing, stripping off the topsoil, subsoil, pavements, fill soils, as well as naturally deposited soils and bedrock, and then backfilling and filling to design footing and slab bearing levels. All unsuitable materials above the undisturbed bearing strata and floor slab must be removed within the zone of influence of new footings. The zone of influence for the footings is defined as the zone beneath the footing bottoms down to the top of the natural, undisturbed bearing strata, and within the zone beneath imaginary lines extending from points 1-ft laterally beyond the footing outer bottom edges and down on a 1H:1V slope to the top of undisturbed Glacial Deposits, Weathered Bedrock or Bedrock.

We anticipate that the excavations in soil for the building construction and site grading can be accomplished with conventional earth-moving equipment.

Temporary cut soil slopes should, typically, be stable if constructed no steeper than about 1.5H:1V. Some sloughing and raveling should be anticipated in temporary earth slopes.

Rock Excavation

Bedrock may need to be removed to achieve the required excavation depths for the building footprint and will likely require hoe ramming and blasting for mass removal of intact rock. When the design for the planned building becomes finalized, we recommend that GSI review the plans to provide more detailed recommendations for bedrock excavation, if required.

Construction Dewatering

Based on the available subsurface data it is anticipated that during the general site work, no significant dewatering measures will be necessary to conduct the construction "in-the-dry." Groundwater and surface water must be controlled as necessary to enable all final excavation and foundation construction to be conducted in-the-dry.

The Contractor should take measures to prevent storm water to enter into excavated areas, and be prepared to remove ponded surface water by means of localized sumps and pumps. The Contractor should select whichever dewatering procedures may be effective to maintain dry, stable excavation bottoms. Dewatering, including its discharge, should be performed in accordance with all local, state, and federal regulations.

Existing Utilities and Foundations of Former Structures

Unknown and/or undocumented subsurface features, structures, and utilities may be present within the project site. Foundations and utilities from buildings, and associated construction debris should be anticipated during excavation work and will need to be carefully removed to limit disturbance to underlying natural soil deposits. Remnants of prior structures should be removed within the zone of influence beneath new foundations.

Preparation and Protection of Bearing Surfaces

Final excavation should be conducted in a manner that minimizes disturbance to the natural soils when excavating for footing or slab bearing surfaces. All final excavation and footing construction should be conducted in-the-dry. We recommend that the exposed subgrade soils be observed in the field by a geotechnical engineer to confirm the projected foundation bearing conditions. It may be necessary to over-excavate and replace weak, disturbed or otherwise unacceptable foundation bearing materials.



Following excavation to slab or footing bearing grades, exposed naturally deposited soil surfaces should be re-compacted (proofrolled) prior to placing Compacted Structural Fill or constructing foundations, with a minimum of two passes with a heavy vibratory roller or other heavy vibratory compaction equipment.

If subgrade protection difficulties are encountered due to surface or groundwater, various methods can be utilized:

- Leave subgrades high until immediately before forming and concreting to minimize the time the subgrade is exposed.
- Place a lean concrete mud mat on the exposed soil surface at footing locations after the subgrade has been prepared.
- Over excavate footings by 6 to 8 in. using a smooth edged bucket, place non-woven filter fabric on the exposed stable soil subgrade, and backfill to the design bearing elevation using crushed stone. The exposed top of the crushed stone beneath the constructed footing should also be covered with non-woven filter fabric to prevent migration of fines from the backfill placed above.

Each such encounter is probably best resolved individually in the field upon observation of the subgrade conditions.

In the event that a boulder or bedrock becomes partially exposed at subgrade level or at footing bearing level, one of the following options should be utilized:

- Remove the boulder, and fill the void with crushed stone, compacted structural fill or lean concrete, or
- Remove a portion of the boulder or bedrock sufficient to provide placement of 6 in. of crushed stone (with filter fabric) beneath the slab or footing over the boulder. Each such encounter is probably best resolved individually in the field.

Protection From Freezing

Soil bearing surfaces below completed foundations and slabs must be protected against freezing, before and after foundation construction. If construction is performed during freezing weather, footings bearing on the Glacial deposits or compacted Structural Fill should be covered to a sufficient depth (up to 4-ft) as soon as possible after they are constructed. Alternatively, insulating blankets, lowering of footings, providing heaters, or other means may be used for protection against freezing.

Compaction

Minimum compaction requirements refer to percentages of the maximum dry density determined in accordance with ASTM D1557. Recommended compaction requirements are as follows:

<u>Location</u>	<u>Minimum Compaction Requirements</u>
Beneath and around footings, beneath slabs	95 %
Parking, roadways and sidewalks	92 % up to 3 ft below finished grade 95 % in the upper 3 ft
Landscaped areas	90 % nominal compaction

Filling and Backfilling

Filling and backfilling will be required within the proposed building limits to reach footing and slab bearing levels. We recommend that Compacted Structural Fill or Slab Base Coarse be used as fill and backfill beneath footings and slabs to the limits described below. A minimum of 6-in. of Compacted Slab Base Coarse, or 12-in. of Crushed Stone for the planned basement, should be provided directly beneath the floor slabs.

Where Compacted Structural Fill is required beneath foundations, it should be placed beneath the footings and within the zone beneath imaginary lines extending from points 1-ft laterally beyond the footing outer bottom edge and down on a 1H:1V slope, down to the top of natural bearing strata (zone of influence).



Except for zones requiring special backfill such as directly beneath pavements or exterior slabs, the exterior of foundation walls may be backfilled with Common Fill.

Placement of compacted soil fills should not be conducted when air temperatures are low enough (approximately 30 degrees F, or below) to cause freezing of the moisture in the fill during or before placement. Fill materials should not be placed on snow, ice or uncompacted frozen soil. Compacted fill should not be placed on frozen soil. No fill should be allowed to freeze prior to compaction. At the end of each day's operations, the last lift of fill, after compaction, should be rolled by a smooth-wheeled roller to eliminate ridges of uncompacted soil.

Structural Fill

Structural Fill beneath footings and building slabs should consist of bank-run sand and gravel, free of organic material, snow, ice, or other unsuitable materials and should be well-graded within the following limits:

<u>Sieve Size</u>	<u>Percent Finer by Weight</u>
3 in.	100
No. 4	30 – 80
No. 40	10 – 50
No. 200	0 – 10

Other materials could be acceptable for compacted Structural Fill, and should be evaluated by the Geotechnical Engineer on a case-by-case basis if proposed by the Contractor.

Structural Fill should be placed in lift thicknesses not exceeding 12 in. loose measure. In confined areas, hand-guided equipment such as a vibratory plate compactor should be used and the loose lift thickness should not exceed 6 in.

A minimum of four systematic passes of the compaction equipment should be used to compact each lift.

Common Fill

Common fill should consist of mineral sandy soil, free from organic matter, plastic, metal, wood, ice, snow or other deleterious material and should have the characteristic that it can be readily placed and compacted. Common fill imported to the site should have a maximum of 80 percent passing the No. 40 sieve and a maximum of 30 percent finer than the No. 200 sieve. The largest particle size for common fill should not exceed 2/3 of the lift thickness. Silty common fill soils may require moisture control during placement and compaction. Common Fill should be placed and compacted in the manner described in "Filling and Backfilling."

Crushed Stone

Crushed Stone should consist of durable crushed rock or crushed gravel stone obtained by breaking and crushing rock, or boulders, and it is free from a detrimental quantity of thin, flat, elongated or other objectionable pieces.

The 1/2-inch crushed stone should have the following gradation:

<u>Sieve Size</u>	<u>Percent Finer by Weight</u>
5/8 inch	100
1/2 inch	85-100
3/8 inch	15-45
No. 4	0-15
No. 8	0-5

Slab Base Course

Slab Base Course beneath building slabs should consist of bank-run sand and gravel, free of organic material, snow, ice, or other unsuitable materials and should be well-graded within the following limits:



<u>Sieve Size</u>	<u>Percent Finer by Weight</u>
2 in.	100
No. 4	40 – 70
No. 40	25 – 45
No. 200	0-10

Other materials could be acceptable for compacted Slab Base Course, and should be evaluated by the Geotechnical Engineer on a case-by-case basis if proposed by the Contractor.

Slab Base Course should be placed in lift thicknesses not exceeding 8-in. loose measure. In confined areas, hand-guided equipment such as a vibratory plate compactor should be used and the loose lift thickness should not exceed 6 in.

A minimum of four systematic passes of the compaction equipment should be used to compact each lift.

PLAN REVIEW


It is recommended that GSI be provided the opportunity to review the final plans in order to confirm that the recommendations made in this report were interpreted and implemented as intended.

CLOSURE

GSI appreciates the opportunity for participating in this early phase of the project, and looks forward to our continuing association during its subsequent phases towards its successful completion. In the mean time, please do not hesitate to contact us, if you have any questions on the content of this report.

Very truly yours,

GEOTECHNICAL SERVICES, INC.


Glen V. Zoladz, P.E.
Project Engineer

Harry K. Wetherbee, P.E.
Principal Engineer

Figure 1	Project Locus
Figure 2	Exploration Location Plan
Appendix A	Limitations
Appendix B	Test Boring Logs
Appendix C	Monitoring Well Installation Report



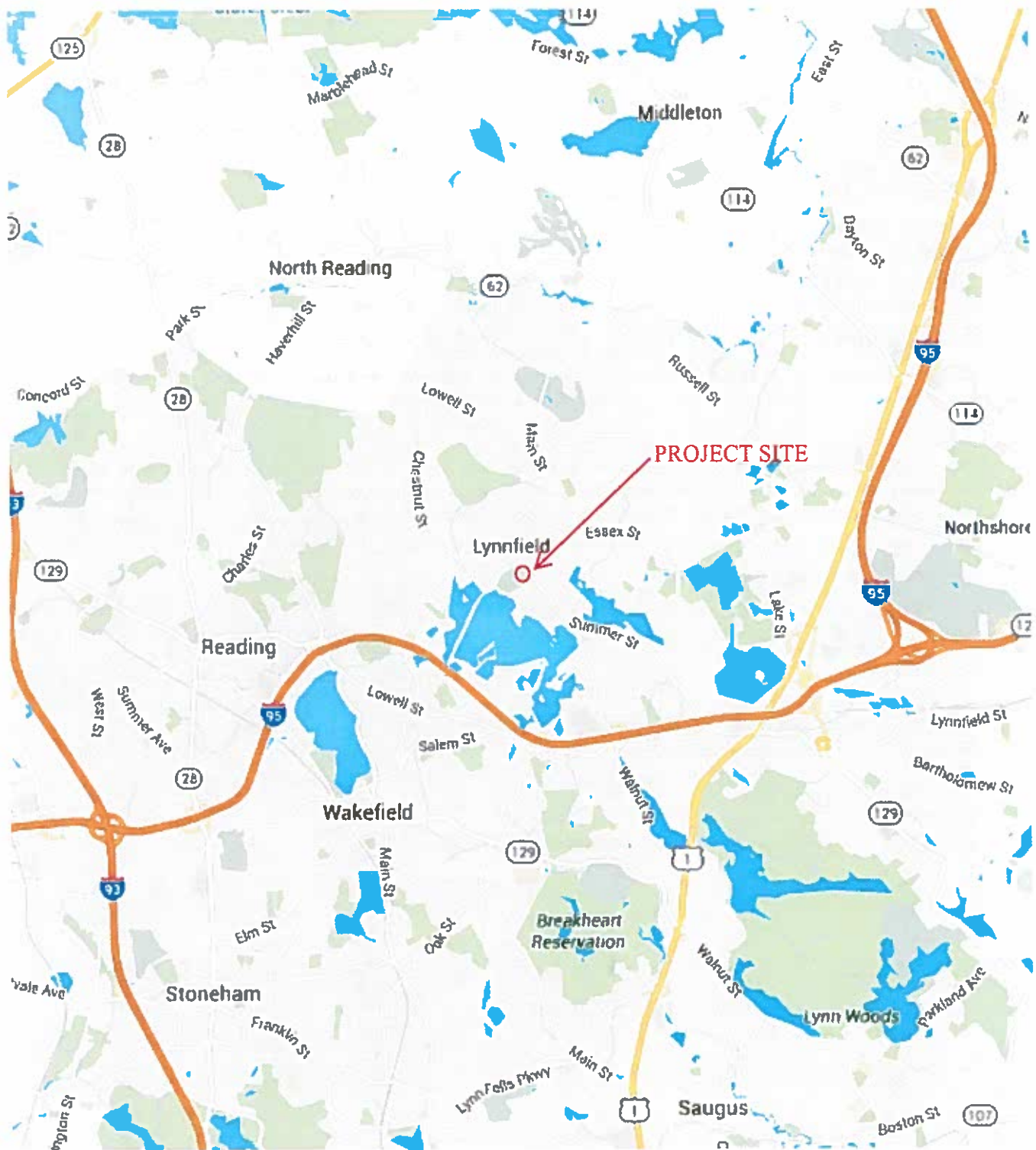
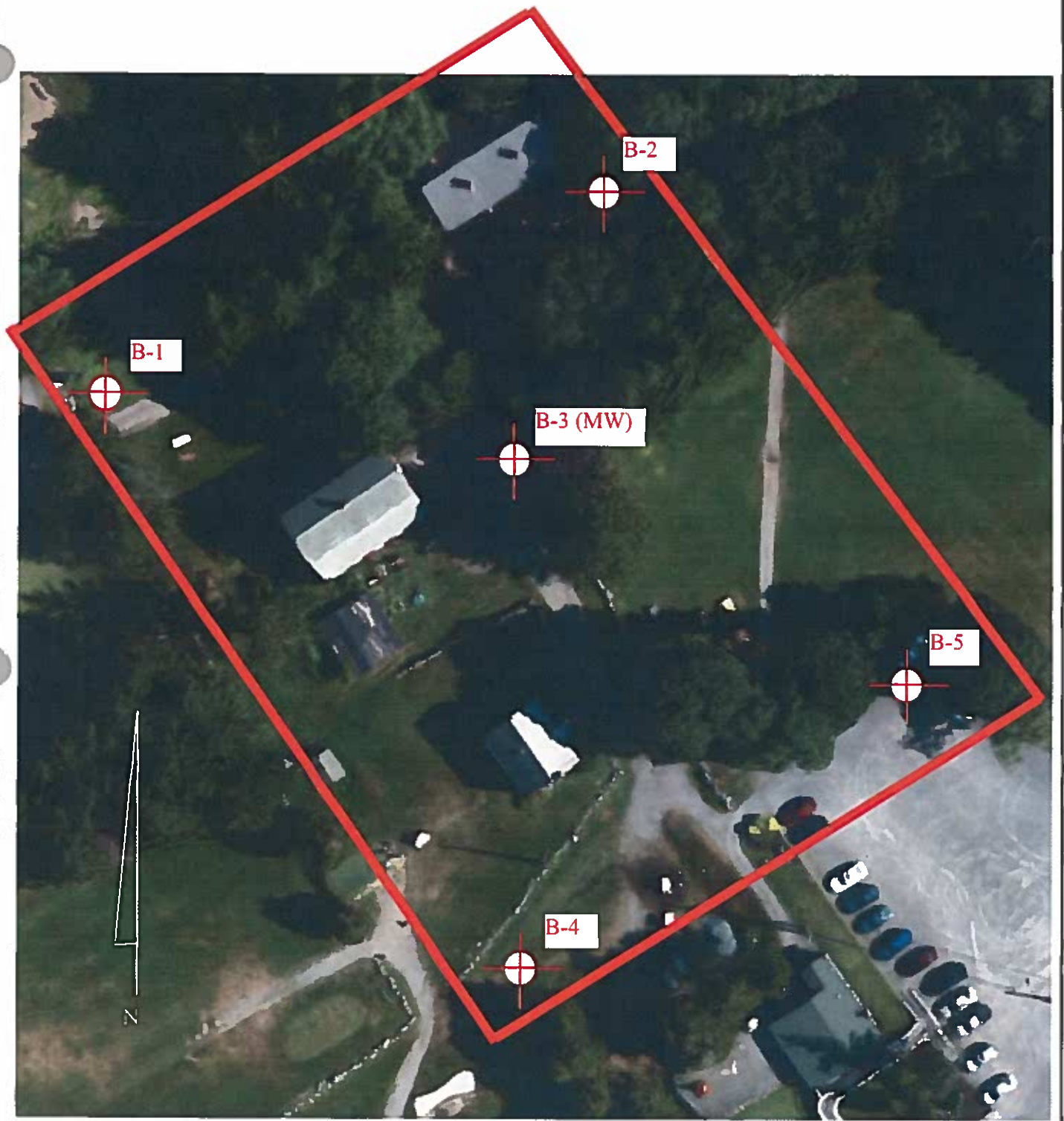


FIGURE 1—PROJECT LOCUS
LYNNFIELD PUBLIC LIBRARY
LYNNFIELD, MA
GSI PROJECT NO. 215303



LEGEND:



TEST BORING I.D. AND APPROXIMATE LOCATION

(MW)

MONITORING WELL INSTALLED IN COMPLETED BOREHOLE



FIGURE 2—EXPLORATION LOCATION PLAN

**LYNNFIELD PUBLIC LIBRARY
LYNNFIELD, MA
GSI PROJECT NO. 215303**

APPENDIX A
LIMITATIONS



LIMITATIONS

Explorations

1. The analyses, recommendations and designs submitted in this report are based in part upon the data obtained from preliminary subsurface explorations. The nature and extent of variations between these explorations may not become evident until construction. If variations then appear evident, it will be necessary to re-evaluate the recommendations of this report.
2. The generalized soil profile described in the text is intended to convey trends in subsurface conditions. The boundaries between strata are approximate and idealized and have been developed by interpretation of widely spaced explorations and samples; actual soil transitions are probably more gradual. For specific information, refer to the individual test pit and/or boring logs.
3. Water level readings have been made in the test pits and/or test borings under conditions stated on the logs. These data have been reviewed and interpretations have been made in the text of this report. However, it must be noted that fluctuations in the level of the groundwater may occur due to variations in rainfall, temperature, and other factors differing from the time the measurements were made.

Review

4. It is recommended that this firm be given the opportunity to review final design drawings and specifications to evaluate the appropriate implementation of the recommendations provided herein.
5. In the event that any changes in the nature, design, or location of the proposed areas are planned, the conclusions and recommendations contained in this report shall not be considered valid unless the changes are reviewed and conclusions of the report modified or verified in writing by Geotechnical Services, Inc.

Construction

6. It is recommended that this firm be retained to provide geotechnical engineering services during the earthwork phases of the work. This is to observe compliance with the design concepts, specifications, and recommendations and to allow design changes in the event that subsurface conditions differ from those anticipated prior to the start of construction.

Use of Report

7. This report has been prepared for the exclusive use of Design Technique, Inc. in accordance with generally accepted soil and foundation engineering practices. No other warranty, expressed or implied, is made.
8. This report has been prepared for this project by Geotechnical Services, Inc. This report was completed for preliminary design purposes and may be limited in its scope to complete an accurate bid. Contractors wishing a copy of the report may secure it with the understanding that its scope is limited to evaluation considerations only.



APPENDIX B
TEST BORING LOGS





TEST BORING LOG

Boring No.

B-1

Page 1 of 1

Geotechnical Services, Inc. - 55 North Stark Highway Tel. 603.529.7766 Fax. 603.529.7080 - 30 Newbury Street, Boston, MA 02116 Tel. 617.455.4248 Fax. 617.745.4308

Project	Lynnfield Public Library	Project No.	215303	Elevation	N/A
Location	Lynnfield, MA	Inspector	G. Zoladz	Datum	N/A
Client	Design Technique, Inc.	Project Manager	G. Zoladz	Start	1/20/2016
Contractor	NEBC	Checked By		Finish	1/20/2016
Driller	P. Shofield	Drill Rig	Diedrich	Model	D-50

Item:	Auger	Casing	Sampler	Core Barrel	<input checked="" type="checkbox"/> Truck	<input type="checkbox"/> Skid	Hammer Type: <input checked="" type="checkbox"/> Safety Hammer <input type="checkbox"/> Doughnut <input type="checkbox"/> Automatic	
Type	HSA	-	S	-	<input type="checkbox"/> Track	<input type="checkbox"/> ATV		
Inside Diameter (in.)	2.25	-	1.375	-	<input type="checkbox"/> Bomb.	<input type="checkbox"/> Geophone		
Hammer Weight (lb)	-	-	140		<input type="checkbox"/> Tripod	<input type="checkbox"/> Other		
Hammer Fall (in.)	-	-	30		<input type="checkbox"/> Winch	<input checked="" type="checkbox"/> Cat Head		<input type="checkbox"/> Roller Bit

Depth (ft)	Casing (Blows/ft)	Sample Data						Stratum Change (ft)	Soil-Rock Visual Classification and Description (Soils - Burmister System) (Rock - U.S. Corps of Engineers System)
		No.	Depth (ft)	Rec. (in.)	SPT (Blows/6-in.)	Rock RQD (%)	PID Rdg. (ppm)		
0								Augered through frozen soils (1-ft)	
		S1	1-3	18	3 6 6 7			M. dense, orange/brown, SILT and fine SAND -SUBSOIL- -3	
5		S2	5-7	18	23 29 20 15			V. dense, gr., f/m SAND and GRAVEL. little silt -GLACIAL DEPOSITS- -8 Note: auger refusal at 8-ft. Relocated borehole 5-ft west.	
10		S3	10-11.5	16	27 60 57			V. dense, gr., f/c SAND and GRAVEL, some silt -PROBABLE WEATHERED BEDROCK- Auger and spoon refusal at 14-ft on probable bedrock. Bottom of exploration at 14-ft.	
15									
20									
25									

Water Level Data			Sample Identification O = Open Ended U = Undisturbed S = Split Spoon C = Rock Core G = Geoprobe	Cohesive Soils N-Value 0 to 2: Very Soft 2 to 4: Soft 4 to 8: Medium Stiff 8 to 15: Stiff 15 to 30 Very Stiff Over 30: Hard	Granular Soils N-Value 0 to 4: Very Loose 4 to 10: Loose 11 to 30: Medium Dense 31 to 50: Dense Over 50: Very Dense
Date	Time	Depth (ft) to: Bott. of Casing Bott. of Hole Water			
20-Jan					~7.5

Notes: Trace (0 to 5%), Little (10 to 20%), Some (20 to 35%), And (35 to 50%) **B-1**



TEST BORING LOG

Boring No.

B-2

Page 1 of 1

Geotechnical Services, Inc. ~ 55 North Stark Highway Tel. 603.529.7766 Fax. 603.529.7080 ~ 30 Newbury Street, Boston, MA 02116 Tel. 617.455.4248 Fax. 617.745.4308

Project	Lynnfield Public Library	Project No.	215303	Elevation	N/A
Location	Lynnfield, MA	Inspector	G. Zoladz	Datum	N/A
Client	Design Technique, Inc.	Project Manager	G. Zoladz	Start	1/20/2016
Contractor	NEBC	Checked By		Finish	1/20/2016
Driller	P. Shofield	Drill Rig	Diedrich	Model	D-50

Item:	Auger	Casing	Sampler	Core Barrel	<input checked="" type="checkbox"/> Truck <input type="checkbox"/> Skid <input type="checkbox"/> Track <input type="checkbox"/> ATV <input type="checkbox"/> Bomb. <input type="checkbox"/> Geophone <input type="checkbox"/> Tripod <input type="checkbox"/> Other	Hammer Type: <input checked="" type="checkbox"/> Safety Hammer <input type="checkbox"/> Doughnut <input type="checkbox"/> Automatic
Type	HSA	-	S	-	<input type="checkbox"/> Winch <input checked="" type="checkbox"/> Cat Head <input type="checkbox"/> Roller Bit <input checked="" type="checkbox"/> Cutting Head	
Inside Diameter (in.)	2.25	-	1.375	-		
Hammer Weight (lb)	-	-	140			
Hammer Fall (in.)	-	-	30			

Depth (ft)	Casing (Blows/ft)	Sample Data							Soil-Rock Visual Classification and Description (Soils - Burmister System) (Rock - U.S. Corps of Engineers System)
		No.	Depth (ft)	Rec. (in.)	SPT (Blows/6-in.)	Rock RQD (%)	PID Rdg. (ppm)	Stratum Change (ft)	
0		S1	1-3	3	13 6 20 22				1.5-in. Pavement Augered through frozen soils (1-ft) M. dense, brown, f/m SAND, little gravel, c-sand, tr. silt -GLACIAL DEPOSITS-
5		S2	5-7	20	14 17 33 31				V. dense, br., gr., fine SAND, some gravel, tr. silt, m/c sand -GLACIAL DEPOSITS-
10		S3	10-12	12	20 31 32 20				V. dense, br., gr., fine SAND, some gravel, tr. silt, m/c sand -GLACIAL DEPOSITS-
15									Auger and spoon refusal at 13-ft on probable bedrock. Bottom of exploration at 13-ft.
20									
25									

Water Level Data					Sample Identification O = Open Ended U = Undisturbed S = Split Spoon C = Rock Core G = Geoprobe	Cohesive Soils N-Value 0 to 2: Very Soft 2 to 4: Soft 4 to 8: Medium Stiff 8 to 15: Stiff 15 to 30 Very Stiff Over 30: Hard	Granular Soils N-Value 0 to 4: Very Loose 4 to 10: Loose 11 to 30: Medium Dense 31 to 50: Dense Over 50: Very Dense
Date	Time	Depth (ft) to:					
		Bott. of Casing	Bott. of Hole	Water			
20-Jan				-9			
Trace (0 to 5%), Little (10 to 20%), Some (20 to 35%), And (35 to 50%)							
Notes:							B-2



TEST BORING LOG

Boring No.
B-3 (MW)
Page 1 of 1

Geotechnical Services, Inc. 55 North Stark Highway Tel. 603.529.7766 Fax. 603.529.7080 30 Newbury Street, Boston, MA 02116 Tel. 617.455.4248 Fax. 617.745.4308

Project	Lynnfield Public Library	Project No.	215303	Elevation	N/A
Location	Lynnfield, MA	Inspector	G. Zoladz	Datum	N/A
Client	Design Technique, Inc.	Project Manager	G. Zoladz	Start	1/20/2016
Contractor	NEBC	Checked By		Finish	1/20/2016
Driller	P. Shofield	Drill Rig	Diedrich	Model	D-50

Item:	Auger	Casing	Sampler	Core Barrel	<input checked="" type="checkbox"/> Truck	<input type="checkbox"/> Skid	Hammer Type: <input checked="" type="checkbox"/> Safety Hammer <input type="checkbox"/> Doughnut <input type="checkbox"/> Automatic	
Type	HSA	-	S	-	<input type="checkbox"/> Track	<input type="checkbox"/> ATV		
Inside Diameter (in.)	4.25	-	1.375	-	<input type="checkbox"/> Bomb.	<input type="checkbox"/> Geophone		
Hammer Weight (lb)	-	-	140		<input type="checkbox"/> Tripod	<input type="checkbox"/> Other		
Hammer Fall (in.)	-	-	30		<input type="checkbox"/> Winch	<input checked="" type="checkbox"/> Cat Head		<input type="checkbox"/> Roller Bit

Depth (ft)	Casing (Blows/ft)	Sample Data						Soil-Rock Visual Classification and Description (Soils - Burmister System) (Rock - U.S. Corps of Engineers System)
		No.	Depth (ft)	Rec. (in.)	SPT (Blows/6-in.)	Rock RQD (%)	PID Rdg. (ppm)	
0								Augered through frozen soils (1-ft)
		S1	1-3	14	3 5 6 11			M. dense, orange brown, SILT and fine SAND, little gravel -2 -SUBSOIL- M. dense, br., f/m SAND, little gravel, c-sand, tr. silt
								-GLACIAL DEPOSITS-
5		S2	5-7	20	8 17 18 46			Dense, white/black, f/c SAND (weathered cobble?) -GLACIAL DEPOSITS-
		S3	8-10	16	31 21 33			V. dense, (sampled through COBBLE, 8 to 9-ft) V. dense, gr., br., f/m SAND. little c-sand, tr. gravel, silt
10		S4	10-10.2	2	50/4" 50/2"			V. dense, gray, GRAVEL and c-SAND
								Auger refusal at 10.2-ft on probable bedrock. Bottom of exploration at 10.2-ft. Monitoring Well installed in completed borehole

Water Level Data			Sample Identification O = Open Ended U = Undisturbed S = Split Spoon C = Rock Core G = Geoprobe	Cohesive Soils N-Value 0 to 2: Very Soft 2 to 4: Soft 4 to 8: Medium Stiff 8 to 15: Stiff 15 to 30 Very Stiff Over 30: Hard	Granular Soils N-Value 0 to 4: Very Loose 4 to 10: Loose 11 to 30: Medium Dense 31 to 50: Dense Over 50: Very Dense
Depth (ft) to:					
Date	Time	Bott. of Casing			
20-Jan				-9	

Notes: Trace (0 to 5%), Little (10 to 20%), Some (20 to 35%), And (35 to 50%) B-3 (MW)



TEST BORING LOG

Boring No.

B-4

Page 1 of 1

Geotechnical Services, Inc. - 55 North Stark Highway Tel. 603.529.7766 Fax. 603.529.7080 - 30 Newbury Street, Boston, MA 02116 Tel. 617.455.4248 Fax. 617.745.4308

Project	Lynnfield Public Library	Project No.	215303	Elevation	N/A
Location	Lynnfield, MA	Inspector	G. Zoladz	Datum	N/A
Client	Design Technique, Inc.	Project Manager	G. Zoladz	Start	1/20/2016
Contractor	NEBC	Checked By		Finish	1/20/2016
Driller	P. Shofield	Drill Rig	Diedrich	Model	D-50

Item:	Auger	Casing	Sampler	Core Barrel	<input checked="" type="checkbox"/> Truck	<input type="checkbox"/> Skid	Hammer Type: <input checked="" type="checkbox"/> Safety Hammer <input type="checkbox"/> Doughnut <input type="checkbox"/> Automatic
Type	HSA	-	S	-	<input type="checkbox"/> Track	<input type="checkbox"/> ATV	
Inside Diameter (in.)	2.25	-	1.375	-	<input type="checkbox"/> Bomb.	<input type="checkbox"/> Geophone	
Hammer Weight (lb)	-	-	140		<input type="checkbox"/> Tripod	<input type="checkbox"/> Other	
Hammer Fall (in.)	-	-	30		<input type="checkbox"/> Winch	<input checked="" type="checkbox"/> Cat Head	

Depth (ft)	Casing (Blows/ft)	Sample Data						Stratum Change (ft)	Soil-Rock Visual Classification and Description (Soils - Burmister System) (Rock - U.S. Corps of Engineers System)
		No.	Depth (ft)	Rec. (in.)	SPT (Blows/6-in.)	Rock RQD (%)	PID Rdg. (ppm)		
0		S1	1-3	16	2 3 3 5			Augered through frozen soils (1-ft) M. dense, orange/brown, SILT and fine SAND -SUBSOIL-	
5		S2	5-7	6	65 50/4"			-GLACIAL DEPOSITS- V. dense, gr., f/m SAND and GRAVEL. little silt	
10								Auger and spoon refusal at 5.8-ft. Second attempt located 5-ft east, refusal at 6-ft. Bottom of exploration at 6-ft on probable bedrock.	

Water Level Data				Sample Identification O = Open Ended U = Undisturbed S = Split Spoon C = Rock Core G = Geoprobe	Cohesive Soils N-Value 0 to 2: Very Soft 2 to 4: Soft 4 to 8: Medium Stiff 8 to 15: Stiff 15 to 30 Very Stiff Over 30: Hard	Granular Soils N-Value 0 to 4: Very Loose 4 to 10: Loose 11 to 30: Medium Dense 31 to 50: Dense Over 50: Very Dense
Date	Time	Depth (ft) to:				
20-Jan		Bott. of Casing	Bott. of Hole			
				~7.5		
Trace (0 to 5%), Little (10 to 20%), Some (20 to 35%), And (35 to 50%)						
Notes:						B-4



TEST BORING LOG

Boring No.

B-5

Page 1 of 1

Geotechnical Services, Inc. 55 North Stark Highway Tel. 603.529.7766 Fax. 603.529.7080 30 Newbury Street, Boston, MA 02116 Tel. 617.455.4248 Fax. 617.745.4308

Project	Lynnfield Public Library	Project No.	215303	Elevation	N/A
Location	Lynnfield, MA	Inspector	G. Zoladz	Datum	N/A
Client	Design Technique, Inc.	Project Manager	G. Zoladz	Start	1/20/2016
Contractor	NEBC	Checked By		Finish	1/20/2016
Driller	P. Shofield	Drill Rig	Diedrich	Model	D-50

Item:	Auger	Casing	Sampler	Core Barrel	<input checked="" type="checkbox"/> Truck	<input type="checkbox"/> Skid	Hammer Type: <input checked="" type="checkbox"/> Safety Hammer <input type="checkbox"/> Doughnut <input type="checkbox"/> Automatic	
Type	HSA	-	S	-	<input type="checkbox"/> Track	<input type="checkbox"/> ATV		
Inside Diameter (in.)	2.25	-	1.375	-	<input type="checkbox"/> Bomb.	<input type="checkbox"/> Geophone		
Hammer Weight (lb)	-	-	140		<input type="checkbox"/> Tripod	<input type="checkbox"/> Other		
Hammer Fall (in.)	-	-	30		<input type="checkbox"/> Winch	<input checked="" type="checkbox"/> Cat Head		<input type="checkbox"/> Roller Bit

Depth (ft)	Casing (Blows/ft)	Sample Data						Soil-Rock Visual Classification and Description (Soils - Burmister System) (Rock - U.S. Corps of Engineers System)
		No.	Depth (ft)	Rec. (in.)	SPT (Blows/6-in.)	Rock RQD (%)	PID Rdg. (ppm)	
0		S1	1-3	3	5 10 50/0"			Augered through frozen soils (1-ft) M. dense, brown, f/m SAND, little gravel, c-sand, tr. silt -4 -FILL-
5		S2	5-7	12	8 17 18 46			Dense, brown, f/m SAND, little gravel, c-sand, tr. silt -GLACIAL DEPOSITS-
10		S3	10-12	20	9 15 29 36			Dense, br., fine SAND, little gravel, m/c sand, silt -GLACIAL DEPOSITS-
15		S4	15-17	22	24 29 27 50/1"			V. dense, br., fine SAND, little c-sand, tr. gravel
20								Auger refusal at 18-ft on probable bedrock. Bottom of exploration at 18-ft.

Water Level Data			Sample Identification		Cohesive Soils N-Value		Granular Soils N-Value	
Date	Time	Depth (ft) to:			O = Open Ended U = Undisturbed S = Split Spoon C = Rock Core G = Geoprobe	0 to 2: Very Soft 2 to 4: Soft 4 to 8: Medium Stiff 8 to 15: Stiff 15 to 30 Very Stiff Over 30: Hard	0 to 4: Very Loose 4 to 10: Loose 11 to 30: Medium Dense 31 to 50: Dense Over 50: Very Dense	
		Bott. of Casing	Bott. of Hole	Water				
20-Jan				-9				

Notes: Trace (0 to 5%), Little (10 to 20%), Some (20 to 35%), And (35 to 50%)

B-5

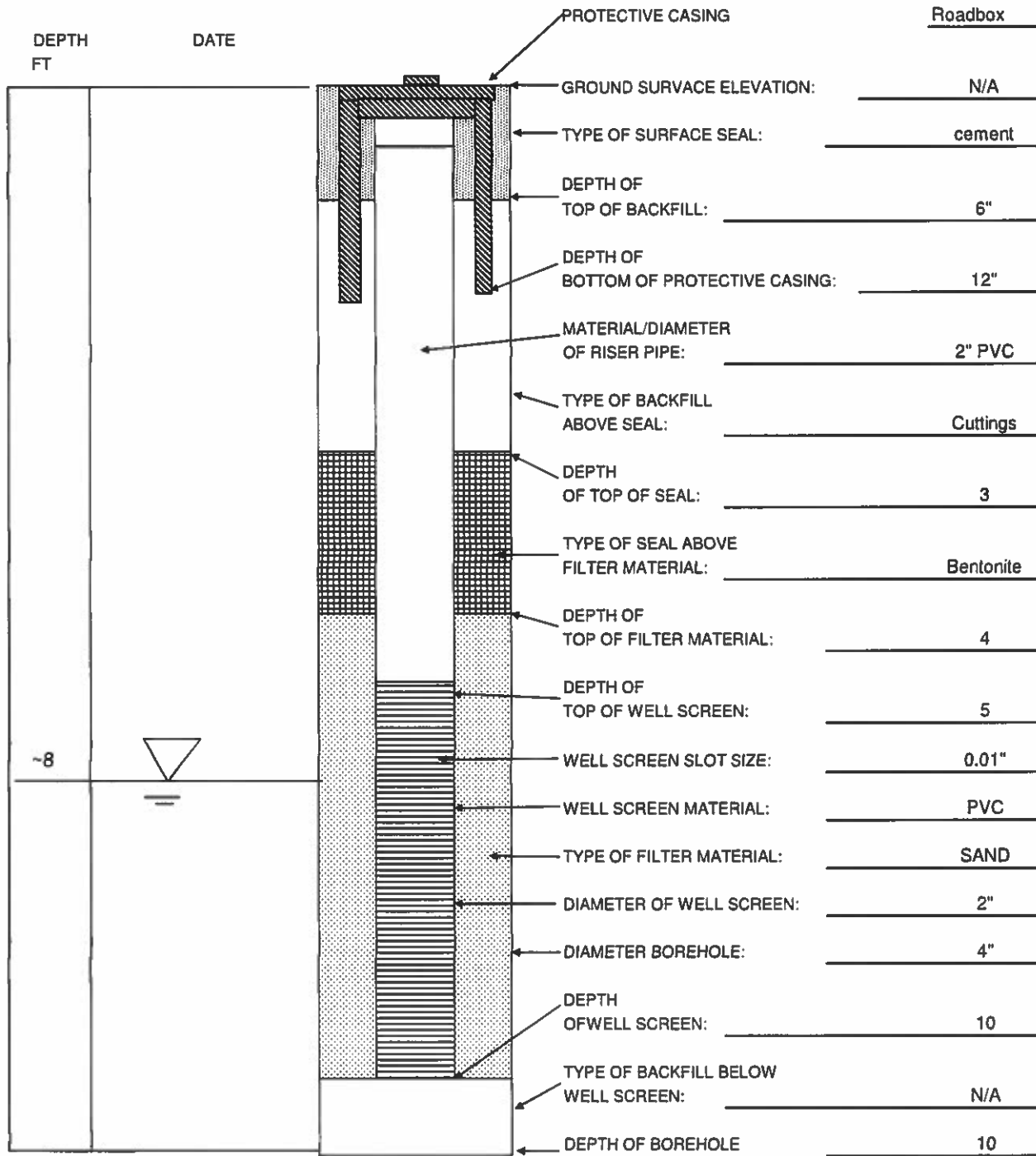
APPENDIX C
MONITORING WELL INSTALLATION REPORT



GROUNDWATER MONITORING WELL REPORT



PROJECT: Lynnfield Public Library	WELL: B-3 (MW)
LOCATION: Lynnfield, MA	DATE: 1/20/2016
PROJECT #: 215303	PREPARED BY: G. Zoladz
CLIENT: Design Technique, Inc.	CONTRACTOR: NEBC
SURVEY DATUM: N	FOREMAN:





Massachusetts Public Library
Construction Program

January 2017



Lynnfield Public Library
Grant Application

I. Hazardous Materials Survey

**INSPECTION REPORT FOR
Asbestos-Containing Building Materials, Lead-Based Paint,
Polychlorinated Biphenyls and Mercury Containing Components**

**Historic House, Care Takers House & Barn
195 Summer Street
Lynnfield, Massachusetts**

Prepared for:

Mr. John Sayre-Scibona
Design Technique, Inc.
44 Merrimac Street
Newburyport, Massachusetts 01950

Prepared by:

Smith & Wessel Associates, Inc.
188 Greenville Street
Spencer, Massachusetts 01562

Project 17003

January 19, 2017

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APPENDIX A: Certificates of Asbestos Bulk Sample Analysis (PLM & TEM)

APPENDIX B: Results of Testing for Lead-Based Paint (LBP)

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INTRODUCTION

Design Technique Inc. retained Smith & Wessel Associates, Inc. (SWA) to conduct an inspection for asbestos-containing building materials (ACBM), lead-based paint (LBP), polychlorinated biphenyls (PCBs) and mercury containing components for the historical building, barn and former care takers house located at 195 Summer Street in Lynnfield, Massachusetts. SWA conducted the inspection on January 5th and 13th, 2017.

Reportedly, the historical building and former care takers building will be completely demolished. The barn will be relocated and undergo renovations.

Asbestos

The purposes of the inspection were to evaluate the types, locations, and extent of suspect ACBM throughout the interior and exterior of the structures, and to provide appropriate recommendations for abatement and or management. SWA's inspection addressed both friable materials (materials that can be easily crumbled, crushed, or pulverized by hand pressure) and non-friable suspect materials. SWA identified several suspect materials at the site that were sampled and analyzed for asbestos content. However, if any suspect materials are identified at a later date that is not addressed in this report, they must be assumed to be ACBM unless appropriate sampling and analysis demonstrates otherwise.

SWA identified friable and non-friable ACBM at the site in the form of the following materials:

- Floor tile
- Pipe insulation/fittings
- Boiler insulation
- Heat board
- Contaminated debris & soil

Lead-Based Paint

The purposes of the lead paint inspection were to evaluate the types, locations, and extent of suspect LBP on components throughout the interior and exterior of the structures, to evaluate potential hazards associated with LBP, and to provide appropriate recommendations for its abatement and or management.

The United States Department of Housing and Urban Development (HUD) has established a standard for lead-based paint, as tested using an X-ray Fluorescence Analyzer (XRFA), of 1.0 milligram per square centimeter (mg/cm^2). Although this standard only applies to housing funded by the federal government, it is a useful reference concentration for assessing hazards associated with lead in paint in other settings. Thus, when paint contains greater than $1.0 \text{ mg}/\text{cm}^2$, special care should be taken when conducting activities that impact these paints.

The lead content of paints surveyed at the site ranged from less than 0.1 mg/cm² to 27.0 mg/cm² as measured with an X-ray Fluorescence Analyzer (XRFA). If LBP are impacted by demolition in a manner that may generate dust or fumes, compliance with Occupational Safety and Health Administration (OSHA) regulations regarding worker exposure to lead may be necessary. Additionally, United States Environmental Protection Agency (EPA) and Massachusetts Department of Environmental (MA DEP) regulations relative to waste disposal may apply.

PCBs

SWA's investigation for PCBs in light fixture ballasts was visual only. Typically, ballasts installed after 1978 do not contain PCBs and are marked as such. Ballasts that do not have the "No PCBs" wording on the label are assumed to contain PCBs. SWA inspected the labels on representative ballasts throughout the buildings. Those representative ballasts inspected contained the "No PCBs" wording on the affixed labels and therefore are assumed to not contain PCBs in their capacitor oils. However, all individual ballasts must be inspected for the "No PCB" wording.

Below is a list of suspect PCB bulk materials that we observed and would recommend sampling for analysis prior to being impacted.

- Window glazing compound (Barn)
- Window glazing compound (Historical House)
- Window glazing compound (Former Care Takers House)

Mercury Filled Fluorescent Light Fixtures

SWA observed fluorescent light bulbs throughout the barn building only that if impacted by renovations must be collected and recycled in accordance with the "Universal Waste" regulatory requirements. The fluorescent bulbs are located throughout the basement and first floor of the barn. SWA estimates that there are 10 (4') and 28 (8') fluorescent bulbs that would require recycling. One heat regulating thermostat with associated mercury tube was observed in the historical house north/west bedroom. Also, one heat regulating thermostat was observed in the former care takers house living room.

Exclusions

While SWA endeavored to conduct a thorough, comprehensive inspection, some exclusions are warranted. Because our inspection was not an extensive intrusive evaluation, it is possible that the locations that we inspected are not fully representative of materials found in areas adjacent areas. Our inspection included building areas only; no assessment of soil, debris, or subterranean areas was conducted. SWA did not inspect behind the façade, along the foundations, under the ceramic or wood floors, behind fixed walls, above fixed ceilings, within enclosed chases, or other areas that would require intrusive investigations.

Additional limitations may have impacted our ability to inspect all locations such as poor lighting, height constraints, unusual building features, occupancy, and stored materials that block access to suspect materials. Stored goods, debris, and building materials that were removed and were either stored or loose were not inspected, but if observed were assessed and quantified.

While SWA followed industry standards during the inspection, we do not warrant that all suspect hazardous building materials were identified in or on the building and shall not be held liable related to future abatement costs related to hazardous materials that are either not discovered or not appropriately characterized. This is due in part to inherent problems with every building inspection, such as, but not limited to:

- Seemingly homogeneous materials that are not in fact homogeneous;
- Seemingly representative locations that are not in fact representative;
- Layered materials that are not uniformly present or are isolated;
- Materials that are present in an isolated and limited quantity; and
- Material that is present in locations that are unsafe or otherwise difficult to access.

Client acknowledges that SWA's inspection is inherently limited and all hazardous materials may only become apparent during the course of future renovation or demolition. During the course of future renovation/demolition work, it is likely that additional hazardous materials or materials suspected of being hazardous will be identified. Such materials should be assumed to be hazardous unless appropriate evaluation or sampling and analysis demonstrate otherwise. Contracts, specifications and plans should advise contractors to conduct controlled demolition work and stop immediately should any hazardous building materials be encountered during the course of their work.

1.0 ASBESTOS CONTAINING BUILDING MATERIALS

1.1 *Scope of Work*

SWA's Massachusetts certified Asbestos Inspector, Ted Sherry (Cert. # AI-032572) and an assistant, performed the asbestos inspection of readily accessible and observable areas throughout the buildings.

SWA inspected for the following types of suspect ACBM:

- Thermal system insulation (TSI), such as insulation on pipes, boilers, tanks and related equipment;
- Surfacing material, acoustical and decorative plasters, fireproofing and other sprayed or trowel applications; and
- Miscellaneous materials, such as window caulking, wallboard, floor tile, adhesives, and other building materials that are not TSI or surfacing materials.

To determine the asbestos content of suspect ACBM, SWA collected and analyzed representative bulk samples by extracting a small but representative portion of suspect material from the substrate. The samples, typically measuring one cubic centimeter, were collected using a variety of methods. The extracted samples were then placed into labeled individual sealed plastic bags for transport to the laboratory.

EMSL Analytical, Inc. (EMSL) of Woburn, Massachusetts, a fully accredited asbestos analytical laboratory, analyzed the bulk samples utilizing Polarized Light Microscopy (PLM) in accordance with the requirements of 40 CFR Part 763, Subpart F, Appendix A (see Appendix A of this report). Because PLM is not consistently reliable in detecting asbestos in floor coverings and similar non-friable organically bound materials, when a negative result is obtained by PLM (less than one percent asbestos), the laboratory was instructed to analyze the sample by Transmission Electron Microscopy (TEM) to confirm the results.

For each homogeneous sampling group, the laboratory analyzed samples until a positive result was obtained (i.e. greater than one percent asbestos) or until all samples were analyzed. If one sample indicates an asbestos content greater than one percent, the entire homogenous area must be considered to be an ACBM even if one or more samples in the group indicates an asbestos content of less than one percent.

1.2 *Regulatory Guidance*

The EPA, OSHA, Massachusetts Department of Labor Standards (MA DLS) and MA DEP are responsible for regulating the release of asbestos into the environment and

protecting workers from exposure to airborne asbestos fibers.

OSHA and MA DLS are responsible for the health and safety of workers who may be exposed in connection with their jobs including custodial activities, renovation work, and asbestos abatement. These agencies specify requirements for the work practices and engineering controls that must be utilized during asbestos abatement projects. They also require that ACBM be repaired, removed, or otherwise appropriately abated before maintenance, renovation, or demolition work disturbs them. Thermal system insulation, surfacing materials, and floor tile installed before 1980 must be presumed to be ACBM unless appropriate inspection and sampling analysis prove otherwise.

The EPA and MA DEP are responsible for developing and enforcing regulations necessary to protect the general public from airborne contaminants that are known to be hazardous to human health. They regulate ACBM associated with renovation, demolition, and asbestos abatement projects via NESHAP Title 40 CFR Part 61 regulation and MA DEP asbestos regulation (310 CMR 7.15). These regulations require that buildings be inspected for ACBM prior to renovation/demolition projects. They stipulate that all friable ACBM as well as non-friable ACBM that are in poor condition or will be made friable by renovation or demolition activity be removed or otherwise appropriately abated before they are disturbed.

1.3 Findings

SWA identified the following friable and non-friable *suspect* ACBM:

• Floor tile	• Linoleum
• Floor tile mastic/paper	• Heat board
• Textured ceiling	• Roof shingles
• Gypsum board	• Boiler insulation
• Floor vapor barrier paper	• Pipe insulation
• Window glazing compound	• Plaster

SWA collected a total of 48 representative bulk samples of the above materials to determine asbestos content, of which 47 were analyzed using PLM. One of the samples did not require analysis as the first sample in the homogeneous sampling group tested positive for asbestos (i.e. contains greater than one percent asbestos). In addition, three of the samples were further analyzed using the TEM method.

SWA has listed in **Table 1**, the location and estimated quantity, by square foot (sf), linear foot (lf), or other appropriate unit, of each type of ACBM identified at the site.

Table 1 • List of Materials Testing Positive for Asbestos			
Type of Material	Location	Quantity	Sample number
Barn			
<i>No asbestos building materials were identified</i>			
Former Care Takers House (183 Summer Street)			
<i>No asbestos building materials were identified</i>			
Historical House			
Black/green 9" x 9" floor tile and associated black mastic adhesive	Floor 1 and 2 north bathrooms, room at bathroom and basement area near exterior exit	650 sf	04A, 06A
Gray/white heat board	Floor 1 kitchen behind oven	15 sf	09A
Gray pipe insulation	Throughout basement	60 lf	13A
Gray boiler insulation	Basement	125 sf	14A
TSI debris/soil/building items	Bathrooms and basement	1,500 sf	13A

General Note: Significant amounts of general building debris are present throughout the basement and bathrooms that is cross contaminated with asbestos. These items/debris will need to be disposed as asbestos waste (*see photos*). Further, the dirt floor section at the boiler has asbestos debris that is mixed into it. Approximately 3 to 5 inches of contaminated soil will need to be skimmed off the entire dirt floor surface area. The metal items can be decontaminated and disposed as general construction debris or recycled.

In **Table 2**, SWA has listed all materials that tested negative for asbestos, including the locations where these materials were observed and the corresponding bulk sample reference number(s). The sample #'s presented in *italics* were further analyzed using the TEM method.

Table 2 • List of Materials Testing Negative for Asbestos		
Type of Material	Location	Sample No.
Barn		
White window glazing compound	Throughout building	B-01A, B-01B
Black 3-tab roof shingles	Throughout roof	B-02A, B-02B
Former Care Takers House (183 Summer Street)		

Table 2 • List of Materials Testing Negative for Asbestos		
Type of Material	Location	Sample No.
White 12" x 12" floor tile (self stick)	Kitchen	183-01A, 183-01B
White/gray gypsum board	Throughout house	183-02A, 183-02B, 183-02C
White textured ceiling	Floor 2 north room	183-03A, 183-03B, 183-03C
Black vapor barrier floor paper (beneath tongue & groove flooring)	Throughout house	183-04A, 183-04B
Gray window glazing compound	Basement windows	183-05A, 183-05B
Black 3-tab roof shingle	Throughout house	183-06A, 183-06B
Historical House		
White/gray cement plaster	Throughout house	01A, 01B, 01C, 01D, 01E, 01F, 01G
Multi-color decorative linoleum	Closets and kitchen areas	02A, 02B
Brown glue associated with ceramic walls	Throughout bathrooms	03A, 03B
Black mastic/paper associated with black 9" x 9" floor tile	Floor 1 and 2 north bathrooms and basement area near exterior exit	05A, 05B
Black mastic/paper associated with green 9" x 9" floor tile	Floor 1 room near north bathroom	07A
Multi-color w/beige linoleum	Floor 1 middle hall and kitchen	08A, 08B
Gray window glazing compound	Throughout building	10A, 10B
Beige 12" x 12" floor tile and associated yellow mastic adhesive	Floor 2 small east bathroom	11A, 11B, 12A, 12B
Black roof 3-tab shingles	Throughout roof	15A, 15B

1.4 Conclusions and Recommendations

On the basis of our findings, SWA offers the following conclusions and recommendations:

1. Friable and non friable ACM were identified at the site. ACM that will be impacted by renovation or demolition work must be removed by qualified personnel prior to being impacted. SWA recommends that this work be conducted in accordance with a project design as prepared by a licensed Asbestos Abatement Project Designer. *This report is not intended for use as an abatement design.*
2. The building has been abandoned for many years and safety precautions will be necessary while working in the building. In particular, the floors in the bathrooms along the outer walls are structurally unsound. The basement is completely

contaminated with friable asbestos and an extensive cleaning/decontaminating effort will be necessary under full containment conditions. The basement must not be entered by untrained personnel and the exterior exit door should be locked, sealed off and asbestos warning signs attached until remediation occurs.

3. During the course of renovation or demolition work, it is possible that additional suspect ACBM will be encountered. Contractors should be apprised to conduct any such work in a controlled manner. If suspect materials that have not been sampled are encountered, they should be assumed to contain asbestos, unless appropriate sampling and analysis indicates otherwise.

1.5 Cost Estimates

In Table 3, SWA has provided estimates of abatement costs associated with all identified ACBM in the inspected areas. These estimates are based on current industry standards that may fluctuate rapidly based on a variety of factors: the prevailing economic climate, seasonal differences, union labor considerations, scale of the abatement, occupancy of the building, and so on. SWA recommends that qualified abatement contractors be solicited to determine actual pricing involved. In addition to pricing for abatement, SWA has considered anticipated industrial hygiene costs associated with abatement, including air monitoring and oversight of the abatement.

Table 3 • Estimated Costs for Removal of ACBM		
Type of Material	Quantity/Unit cost (\$)	Total Cost (\$)
Black/green 9" x 9" floor tile and associated black mastic adhesive	650 sf @ 5/sf	3,250.
Gray/white heat board	15 sf @ 40/sf	600.
Gray pipe insulation	60 lf @ 30/lf	1,800.
Gray boiler insulation	125 sf @ 36/sf	4,500.
TSI debris/soil/building items	1,500 sf @ 4/sf	6,000.
Total Abatement Cost		\$ 16,150.
Total Industrial Hygiene Fee		3,000.
Total Fee		\$ 19,150.

2.0 LEAD-BASED PAINTS

2.1 Scope of Work

SWA's accredited lead paint inspector tested representative painted surfaces throughout the building. SWA analyzed paints for lead content using the NITON XLS-303-A, X-ray fluorescence analyzer (XRFA) following the manufacturer's instructions for initial calibration and operation. The XRFA uses a radioactive source to excite the electrons of lead atoms (if present) in paint. As the lead atom electrons return to their normal state, they emit x-rays that are measured by the XRFA, then processed and the results converted to milligrams of lead per square centimeter of sampled surface area. On most substrates, the XRFA is precise to $+0.1 \text{ mg/cm}^2$.

Surfaces tested included, but were not limited to walls, ceilings, stairs, doors, casings/jambes and other miscellaneous surfaces.

2.2 Regulatory Guidance

In all areas where LBP is disturbed by renovation work and where components covered by LBP are disposed of, applicable OSHA and EPA regulations apply.

OSHA

Renovation or demolition activities that disturb surfaces that contain lead must be conducted in accordance with the OSHA regulation 29 CFR 1926.62 "Lead Exposure in Construction: Interim Final Rule." This regulation requires that a site-specific health and safety plan be prepared before conducting activities that create airborne lead emissions. Such a plan should include the identification of lead components, an exposure assessment, and, if applicable, the required work procedures and personnel protection to be used.

An exposure assessment in the form of personal air monitoring must be performed if there is the potential for employees to be exposed to lead due to the renovation or demolition activity. If demolition is being conducted that will disturb lead-based paints, the employer must assume that employee exposure is in excess of the Permissible Exposure Limit (PEL) of 50 micrograms per cubic meter of air ($\mu\text{g/m}^3$) until the exposure assessment is completed. If the PEL is exceeded, employees are required to use half-face mask respirators with HEPA filter cartridges. Furthermore, a written respirator program is required per 29 CFR 1910.134. The lead standard also requires the following protective measures be taken until the exposure assessment is completed:

- Isolation of the work area;
- appropriate personal protective clothing and equipment;
- change areas and hand washing facilities;
- biological monitoring; and
- training

The results of the initial exposure assessment will determine the protective measures that must be followed for the remainder of the project. OSHA may allow air-monitoring data from previous projects conducted under conditions closely resembling the present project to be used for the exposure assessment. If the exposure assessment indicates that exposure levels are below the Action Level of $30 \mu\text{m}^3$, there are no additional requirements under the standard if the conditions remain the same.

EPA

In addition to the worker protection requirements stipulated by OSHA, MA DEP and the EPA regulate the disposal of wastes that are potentially hazardous. Such wastes may include paint chips and residue generated during abatement or repainting work, or whole components, such as wood windows, doors, and trim that are coated with LBP and that are disposed of as the result of renovation or demolition work. Metal components are not regulated if they will be recycled and not disposed of in a landfill.

To determine the required method for disposing of permeable items coated with LBP, the MA DEP and the EPA require representative sampling of the debris to determine the quantity of lead that would be expected to leach into the environment if the debris were disposed of in a landfill. The representative sample(s) must be analyzed by the Toxicity Characteristic Leaching Process (TCLP). If the result of this procedure indicates that the sample leaches a lead concentration below five parts per million (ppm), the debris is not regulated and can be disposed of in a traditional construction landfill. However, the debris must be disposed of as hazardous waste if the TCLP result exceeds 5 ppm. To minimize the total volume of hazardous waste, segregating hazardous from nonhazardous waste is advisable.

HUD

HUD has established a standard for lead-based paint, as tested using an XRF analyzer, of 1.0 mg/cm^2 . Although this standard only applies to housing funded by the federal government, it is a useful reference concentration for assessing hazards associated with lead in paint in other settings. Thus, when paint contains greater than 1.0 mg/cm^2 , special care should be taken when conducting activities that impact these paints. When conducting abrasive blasting, torch burning, or similar activities that generate significant dust or fume, hazards can be caused even at concentrations below the HUD standard.

2.3 Findings

Analysis of painted surfaces throughout the site indicate that lead levels range from $<0.1 \text{ mg/cm}^2$ to 27.0 mg/cm^2 . A summary of paints with elevated concentrations of lead (greater than 1.0 mg/cm^2) is presented in Table 4, and the results of all testing are presented in Appendix B.

Table 4 • Summary of Surfaces Coated With LBP				
Location	Substrate	Color	Component	Approx. Quantity
Historical House				
Floor 1	Wood	White	Stair system	2 ea.
	Wood	White	Door system	15 ea.
	Wood	White	Window system	30 ea.
Floor 2	Wood	White	Window system	30 ea.
	Wood	White	Baseboard	300 lf
	Wood	White	Mantle	2 ea.
Barn				
Exterior	Wood	Red	Siding	2,800 sf
	Wood	White	Window frame	32 ea.
Basement	Wood	White/green	Walls	600 sf
	Wood	Gray	Wall	450 sf
Former Care Takers House				
Floor 1	Wood	White	Window system	15 ea.
	Wood	White	Door system	8 ea.
	Wood	White	Stair system	1 ea.
Exterior	Wood	Red	Siding	1,200 sf
	Wood	White	Window frame	15 ea.

2.4 Conclusions and Recommendations

Based on our findings, SWA offers the following conclusions and recommendations:

1. Lead-based paint on various components is present at the site. Handling or impacting components that are covered by LBP may require compliance with the OSHA lead standard. To minimize exposure to airborne dust or fumes, torch burning, cutting, grinding, or similar high impact work on components covered by LBP should be avoided. Such work would need to be conducted by properly trained workers using appropriate worker protection and engineering controls.
2. For work activities that may generate airborne lead, the contractor(s) should perform an initial exposure assessment (personal air monitoring) for each individual task (e.g. demolition, abrasive blasting, and painting) that has the potential for causing worker exposure to be at or above the OSHA Action Level. In lieu of monitoring, historical data from similar operations may be used to comply with OSHA requirements.

3. In order to determine proper disposal requirements, samples of the building materials that will best represent the waste stream must be collected for TCLP testing to determine the level of lead that will leach into the landfill soil. Metal components coated with elevated LBP may be recycled.. If other painted building components are identified at the site that are not explicitly addressed in this report, they must be assumed to be elevated LBP until further testing indicates otherwise.

2.5 Cost Estimates

SWA estimates that costs associated with OSHA and EPA compliance relative to lead paint at approximately **\$1,500** for this site. If all lead paint coated components were to be de-leaded at the site or of a composite TCLP test failed, the costs would be increased substantially.

3.0 POLYCHLORINATED BIPHENYLS (PCBs)

3.1 Scope of Work

SWA's investigation for PCBs in light fixture ballasts throughout was visual only. Typically, ballasts installed after 1978 do not contain PCBs and are marked as such. Ballasts that do not have the "No PCBs" wording on the label are assumed to contain PCBs.

Per the clients request, SWA *did not* collect any suspect PCB bulk samples during the inspection. However, below is a list of these materials associated with the buildings we observed and would typically sample and have tested.

- Window glazing compound (Barn)
- Window glazing compound (Historical House)
- Window glazing compound (Former Care Takers House)

3.2 Background/Regulatory Guidance

According to the EPA, PCBs are toxic and persistent chemicals that were used primarily as insulating fluid in heavy-duty electrical equipment. They were also utilized in a wide variety of products including paints, caulks, light fixture ballast, oils, plastics, adhesives, tapes, carbonless copy paper, floor finishes and related products. Because PCBs are suspected carcinogens and may cause other adverse health effects, the EPA banned their manufacture and installation starting in 1979.

Any materials containing PCBs equal to or greater than 50 parts per million (ppm) are regulated under the Toxic Substance Control Act and the PCB regulation found at 40 CFR Part 761. Further, EPA policy, as described in "Current Best Practices for PCBs in Caulk Fact Sheet" updated in September, 2009, is that PCBs at concentrations greater than 50 ppm are not authorized for use and must be removed and properly disposed of.

Additionally, where <50 ppm caulk or PCB remediation waste is present, it may be regulated for removal and/or cleanup unless the <50 ppm PCB caulk meets the definition of an Excluded PCB Product as defined under 40 CFR Part 761.3. Excluded products would include those legally installed before October 1, 1984 and the resulting PCBs concentration is not the result of dilution or leaks or spills from other products. Thus, if a formerly installed PCB caulk containing greater than 50 ppm had been removed and replaced by a non-PCB caulk, the non-PCB caulk could be contaminated from the residue of the former caulk. In this instance, if the non-PCB caulk tested at a concentration above one ppm, it would be regulated as PCB containing.

Further, because PCBs may have leached into surrounding substrates, such as brick, CMU, and cement, or may have degraded and contaminated adjacent soil, assessment of

masonry and soils is necessary on instances where PCBs are present in caulk or other building materials. Where analysis indicates contaminant concentrations above one ppm in masonry or soils, remedial actions are required.

3.3 Findings

SWA inspected the labels on representative ballasts throughout the building. Those representative ballasts inspected all contained the "No PCBs" wording on their affixed labels and therefore are assumed not to contain PCBs in their capacitor oils. However, all individual ballasts must be inspected for the "No PCB" wording on affixed labels to determine proper disposal/recycling requirements. No transformers were observed.

3.4 Conclusions and Recommendations

Based on our observations, we conclude the following:

1. Prior to demolition all ballasts should be inspected for the "No PCB" wording on the label to determine appropriate segregation and recycling requirements. The ballasts that do not contain the "No PCBs" wording on the affixed label are assumed to contain PCB oils and must be segregated for proper disposal/recycling.

SWA identified several building materials that are suspect for containing PCBs. Prior to being renovated or demolished, these materials must be collected and submitted to a laboratory to determine for PCB concentrations.

3.5 Cost Estimates

SWA estimates that the cost to inspect and remove individual ballasts and other components at the site should not exceed \$1,500.

4.0 MERCURY COMPONENTS

4.1 Scope of Work

Typically, when fluorescent light fixtures, thermostats, or switches will be removed and disposed of, SWA makes a conservative assumption that they contain mercury and should be handled as a regulated waste. These materials are classified as "Universal Wastes" and must be appropriately handled and packaged for disposal or recycling.

4.2 Findings

SWA observed fluorescent light bulbs throughout the barn building only that if impacted by renovations must be collected and recycled in accordance with the "Universal Waste" regulatory requirements. The fluorescent bulbs are located throughout the basement and first floor of the barn. SWA estimates that there are 10 (4') and 28 (8') fluorescent bulbs that would require recycling. One heat regulating thermostat with associated mercury tube was observed in the historical house north/west bedroom. Also, one heat regulating thermostat was observed in the former care takers house living room.

4.3 Conclusions and Recommendations

Based on our observations, SWA offers the following conclusions and recommendations.

1. Prior to being impacted, all fluorescent light bulbs and heat regulating thermostats with associated mercury tubes must be collected and properly packaged for disposal or recycling in a facility permitted to accept mercury containing waste.

4.4 Cost Estimates

The cost to collect and dispose/recycle the fluorescent light bulbs and thermostats at this site is not expected to exceed \$500.

APPENDIX A

Certificates of Asbestos Bulk Sample Analysis (PLM & TEM)



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Received Date: 01/05/2017 3:35 PM
Analysis Date: 01/06/2017 - 01/10/2017
Collected Date:
Project: 17003 / 195 Summer St, Lynnfield, MA

Test Report: Asbestos Analysis of Bulk Materials via EPA 600/R-93/116 Method using Polarized Light Microscopy

Sample	Description	Appearance	Non-Asbestos		Asbestos
			% Fibrous	% Non-Fibrous	% Type
01A 131700069-0001	1st Floor N/W Rm - White & Gray Cement Plaster	Gray/White Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
01B 131700069-0002	1st Floor S/W Stairs - White & Gray Cement Plaster	Gray/White Fibrous Homogeneous	3% Hair	97% Non-fibrous (Other)	None Detected
01C 131700069-0003	1st Floor N/E Rm at Kitchen - White & Gray Cement Plaster	Gray/White Fibrous Homogeneous	3% Hair	97% Non-fibrous (Other)	None Detected
01D 131700069-0004	1st Floor Bathroom - White & Gray Cement Plaster	Gray/White Fibrous Homogeneous	3% Hair	97% Non-fibrous (Other)	None Detected
01E 131700069-0005	2nd Floor South - White & Gray Cement Plaster	Gray Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
01F 131700069-0006	2nd Floor East - White & Gray Cement Plaster	Gray/White Fibrous Homogeneous	3% Hair	97% Non-fibrous (Other)	None Detected
01G 131700069-0007	2nd Floor N/E Stairs - White & Gray Cement Plaster	Gray Fibrous Homogeneous	2% Hair	98% Non-fibrous (Other)	None Detected
02A 131700069-0008	1st Floor NW Closet - Black Linoleum	Various Fibrous Homogeneous	40% Cellulose	60% Non-fibrous (Other)	None Detected
02B 131700069-0009	2nd Floor Closet East - Black Linoleum	Various Fibrous Homogeneous	40% Cellulose	60% Non-fibrous (Other)	None Detected
03A 131700069-0010	1st Floor Bathroom - Brown Ceramic Glue	Brown Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
03B 131700069-0011	2nd Floor Bathroom - Brown Ceramic Glue	Brown Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
04A 131700069-0012	1st Floor Bathroom NW - Black 9"x9" Floor Tile	Black Fibrous Homogeneous		95% Non-fibrous (Other)	5% Chrysotile
04B 131700069-0013	Basement @ Exit - Black 9"x9" Floor Tile				Positive Stop (Not Analyzed)
05A 131700069-0014	1st Floor Bathroom NW - Black Mastic	Black Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
05B 131700069-0015	Basement @ Exit - Black Mastic	Black Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
05A 131700069-0016	1st Floor Hallway NW - Green 9"x9" Floor Tile	Green Non-Fibrous Homogeneous		97% Non-fibrous (Other)	3% Chrysotile

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Project ID:

Test Report: Asbestos Analysis of Bulk Materials via EPA 600/R-93/116 Method using Polarized Light Microscopy

Sample	Description	Appearance	Non-Asbestos		Asbestos
			% Fibrous	% Non-Fibrous	% Type
07A 131700069-0017	1st Floor Hallway NW - Black Mastic	Black Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
08A 131700069-0018	1st Floor Hallway Mid - Beige Linoleum	Various/Beige Fibrous Homogeneous	40% Cellulose	60% Non-fibrous (Other)	None Detected
08B 131700069-0019	1st Floor Hallway Mid - Beige Linoleum	Beige Fibrous Homogeneous	40% Cellulose	60% Non-fibrous (Other)	None Detected
09A 131700069-0020	1st Floor Kitchen Behind Oven - Gray Heat Board	Gray/White Fibrous Homogeneous		75% Non-fibrous (Other)	25% Chrysotile
10A 131700069-0021	1st Floor SE Large Room - Gray Window Glazing	Gray Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
10B 131700069-0022	2nd Floor East Room - Gray Window Glazing	Gray Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
11A 131700069-0023	2nd Floor Bathroom East - Beige 12"x12" Floor Tile	Beige Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
11B 131700069-0024	2nd Floor Bathroom East - Beige 12"x12" Floor Tile	Beige Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
12A 131700069-0025	2nd Floor Bathroom East - Yellow Mastic	Yellow Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
12B 131700069-0026	2nd Floor Bathroom East - Yellow Mastic	Yellow Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
13A 131700069-0027	Basement Adj to Boiler Room - Gray Pipe Insulation	Gray Fibrous Homogeneous	20% Cellulose	30% Non-fibrous (Other)	50% Chrysotile
14A 131700069-0028	Basement Boiler Room - Gray Boiler Insulation	Gray Fibrous Homogeneous		70% Non-fibrous (Other)	30% Chrysotile
15A 131700069-0029	Ext North Roof - Black 3-Tab Shingle	Black Fibrous Homogeneous	10% Glass	90% Non-fibrous (Other)	None Detected
15B 131700069-0030	Ext South Roof - Black 3-Tab Shingle	Black Non-Fibrous Homogeneous	10% Glass	90% Non-fibrous (Other)	None Detected

Analyst(s)

Elizabeth Stutts (14)
Michael Mink (15)


Steve Grise, Laboratory Manager
or Other Approved Signatory

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Samples analyzed by EMSL Analytical, Inc. Woburn, MA NVLAP Lab Code 101147-Q, CT PH-0315, MA AA000188, RI AAL-107T3, VT AL998919, Maine Bulk Asbestos BA039

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Analysis Date: 01/10/2017
Collected Date:

Project: 17003 / Care Taker House - 183 Summer St, Lynnfield, MA

Test Report: Asbestos Analysis of Bulk Materials via EPA 600/R-93/116 Method using Polarized Light Microscopy

Sample	Description	Appearance	Non-Asbestos		Asbestos % Type
			% Fibrous	% Non-Fibrous	
183-01A 131700068-0001	1st Floor Kitchen - White 12"x12" Self-Stick Floor Tile	White Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
183-01B 131700068-0002	1st Floor Kitchen - White 12"x12" Self-Stick Floor Tile	White Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
183-02A 131700068-0003	1st Floor Kitchen - White/Gray Gypsum Board	White Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
183-02B 131700068-0004	1st Floor Dining Room - White/Gray Gypsum Board	Tan/White Fibrous Homogeneous	10% Cellulose	90% Non-fibrous (Other)	None Detected
183-02C 131700068-0005	1st Floor Living Room - White/Gray Gypsum Board	Tan/White Fibrous Homogeneous	10% Cellulose	90% Non-fibrous (Other)	None Detected
183-03A 131700068-0006	2nd Floor North Room - White Textured Ceiling	White Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
183-03B 131700068-0007	2nd Floor North Room - White Textured Ceiling	White Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
183-03C 131700068-0008	2nd Floor North Room - White Textured Ceiling	White Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
183-04A 131700068-0009	1st Floor Hallway	Black Fibrous Homogeneous	70% Cellulose	30% Non-fibrous (Other)	None Detected
183-04B 131700068-0010	1st Floor Living Room	Black Fibrous Homogeneous	70% Cellulose	30% Non-fibrous (Other)	None Detected
183-05A 131700068-0011	Basement Ext Window - Gray Window (Basement) Glazing	Gray Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
183-05B 131700068-0012	Basement Ext Window - Gray Window (Basement) Glazing	Gray Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
183-06A 131700068-0013	Front - Black 3-Tab Shingle	Black Fibrous Homogeneous	10% Glass	90% Non-fibrous (Other)	None Detected
183-06B 131700068-0014	Rear - Black 3-Tab Shingle	Black Fibrous Homogeneous	10% Glass	90% Non-fibrous (Other)	None Detected

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Samples analyzed by EMSL Analytical, Inc. Woburn, MA NVLAP Lab Code 101147-0, CT PH-0315, MA AA000188, RI AAL-107T3, VT AL998919, Maine Bulk Asbestos BA039

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Received Date: 01/05/2017 3:35 PM
Analysis Date: 01/09/2017
Collected Date:
Project: 17003 / Barn - 195 Summer St, Lynfield, MA

Test Report: Asbestos Analysis of Bulk Materials via EPA 600/R-93/116 Method using Polarized Light Microscopy

Sample	Description	Appearance	Non-Asbestos		Asbestos
			% Fibrous	% Non-Fibrous	% Type
B-01A 131700067-0001	Ext North - White Window Glazing	White Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
B-01B 131700067-0002	Ext South - White Window Glazing	White Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
B-02A 131700067-0003	South - Black 3-Tab Shingle	Black Fibrous Homogeneous	10% Glass	90% Non-fibrous (Other)	None Detected
B-02B 131700067-0004	North - Black 3-Tab Shingle	Black Fibrous Homogeneous	10% Glass	90% Non-fibrous (Other)	None Detected

Analyst(s)

Michael Mink (4)


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Samples analyzed by EMSL Analytical, Inc. Woburn, MA NVLAP Lab Code 101147-0, CT PH-0315, MA AA000188, RI AAL-107T3, VT AL998919, Maine Bulk Asbestos BA039

Initial report from: 01/09/2017 13:55:51



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Received Date: 01/05/2017 3:35 PM
Analysis Date: 01/16/2017
Collected Date:
Project: 17003 / 195 Summer St, Lynnfield, MA

Test Report: Asbestos Analysis of Non-Friable Organically Bound Materials by TEM via EPA/600/R-93/116 Section 2.5.5.1

Sample ID	Description	Appearance	% Matrix Material	% Non-Asbestos Fibers	Asbestos Types
03A 131700069-0010	1st Floor Bathroom - Brown Ceramic Glue	Brown Non-Fibrous Homogeneous	100	None	No Asbestos Detected
05A 131700069-0014	1st Floor Bathroom NW - Black Mastic	Black Non-Fibrous Homogeneous	100	None	No Asbestos Detected
10A 131700069-0021	1st Floor SE Large Room - Gray Window Glazing	Gray Non-Fibrous Homogeneous	100	None	No Asbestos Detected

Analyst(s)

Steve Grise (3)

Steve Grise, Laboratory Manager
or other approved signatory

This laboratory is not responsible for % asbestos in total sample when the residue only is submitted for analysis. The above report relates only to the items tested. This report may not be reproduced, except in full, without written approval by EMSL Analytical, Inc. Samples received in good condition unless otherwise noted. Unless requested by the client, building materials manufactured with multiple layers (i.e. linoleum, wallboard, etc.) are reported as a single sample.

Samples analyzed by EMSL Analytical, Inc. Woburn, MA

Initial report from: 01/16/2017 16:13:14

APPENDIX B

Results of Testing for Lead Based Paint (LBP)

Lead Based Paint Testing Results 195 Summer Street Lynnfield, MA				
Location	Substrate	Color	Component	Result mg/cm ²
Historical House				
Exterior	Wood	Red	Siding	<0.1
	Wood	White	Window frame	<0.1
	Wood	White	Door frame	<0.1
	Wood	White	Corner trim	0.2
Floor 1	Plaster	White	Walls	<0.1
	Wood	White	Stair system	7.0 – 15.0
	Wood	White	Door system	4.0 – 12.0
	Wood	White	Window system	20.0 – 27.0
	Wood	White	Cabinets	<0.1
Floor 2	Plaster	White	Walls	<0.1
	Wood	White	Window system	9.0 – 15.0
	Wood	White	Baseboard	8.0 – 12.0
	Wood	White	Mantle	20.0 – 22.0
	Wood	White	Cabinet	0.1
Barn				
Floor 1	Wood	Green	Walls	0.1
	Wood	White	Door frame	<0.1
Exterior	Wood	Black	Door	<0.1
	Wood	Red	Siding	2.4 – 5.0
	Wood	White	Window frame	0.7 – 1.4
Basement	Wood	White/green	Walls	2.0 – 5.1
	Wood	White	Ceiling	<0.1
	Wood	Gray	Wall	3.0
	Concrete	Gray	Floor	<0.1
Former Care takers House				
Basement	Concrete	White	Walls	<0.1
	Metal	Red	Column	<0.1
Floor 1	Sheetrock	White	Walls	<0.1
	Wood	White	Window system	2.5 – 3.6

Lead Based Paint Testing Results 195 Summer Street Lynnfield, MA				
Location	Substrate	Color	Component	Result mg/cm ²
	Wood	White	Door system	2.5 – 5.6
	Wood	White	Stair system	4.2 – 5.8
Exterior	Wood	Red	Siding	3.5 – 4.0
	Wood	White	Column	<0.1
	Wood	White	Window frame	2.0 – 3.2

APPENDIX C

Site Photographs

Photographs - 195 Summer Street, Lynnfield, MA



Barn building



Barn interior



Former Caretaker's House



Historical House



Basement section with 9" floor tile and debris



Basement contaminated debris

Photographs - 195 Summer Street, Lynnfield, MA



Asbestos debris in basement



Boiler & pipe insulation



Asbestos debris mixed into dirt floor



9" floor tile in floor 1 room



Debris with 9" floor tile under carpet



Asbestos heat board

Photographs - 195 Summer Street, Lynnfield, MA



Historic house general floor 1 view



Historic house general floor 2 view



Floor tile under carpet



Bathroom with 9" floor tile



Damaged asbestos pipe in basement



Basement entrance to historic house

Photographs - 195 Summer Street, Lynnfield, MA



Side view of Barn

Massachusetts Public Library
Construction Program

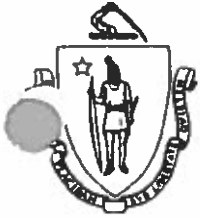
January 2017



Lynnfield Public Library

Grant Application

K. Engineering & Other Surveys & Reports



Commonwealth of Massachusetts Board of Library Commissioners

648 Beacon Street • Boston, Massachusetts 02215

June 7, 2001

Sue Koronowski
Lynnfield Public Library
18 Summer St.
Lynnfield, MA 01940-1837

Dear Sue Koronowski,

Thank you very much for participating in the FY2000 - 2001 Application Round for funding for General Construction under the Massachusetts Public Library Construction Program. The Board of Library Commissioners and its staff very much appreciate the time and effort that went into the completion of an application for this program.

The Board met on June 7, 2001 to make provisional awards and waiting list placements. I regret to inform you that the project as submitted does not meet the Board criteria for funding at this time, based on the evaluative criteria as cited in the Code of Massachusetts Regulations 605 6.08 (6). (A copy of the full CMR 605 relating to the Massachusetts Public Library Construction Program is attached).

We encourage the Lynnfield Public Library to submit a revised application by December 13, 2001 (605 CMR 6.09 (8)). We are prepared to provide any assistance that you may require to complete this process successfully.

You will receive more information about this process in the next few weeks, along with assistance in preparing your revised application. Additional information, along with comments of the Review Team, can be provided to you on an individual basis by Patience Jackson of the MBLC staff, who is also available to work with you as you move forward.

Sincerely,

A handwritten signature in black ink, appearing to read "Keith Michael Fiels".

Keith Michael Fiels
Director





Meeting Report

#12

GD Project # 117

Project: Lynnfield Public Library

Date: August 6, 2001

Location: Library

**Attendees (A) and
Distribution (D):**

<input checked="" type="checkbox"/> (A)	<input type="checkbox"/> (D)	Patience Jackson, MBLC
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Anne Larsen, MBLC
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Sue Koronowski, Library Director
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Seavy Bowdoin, Library Trustee
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Dale Gienapp, Project Manager, Gienapp Design (GD)

1. Purpose of Meeting

1.1 To hear the MBLC's comments on the grant application. The project was placed on the 'resubmit' list rather than approved and ranked for a project award.

2. General

- 2.1 The MBLC reviewed their concerns with the project as proposed. The comments were generally broken into three categories: 1) Site and Project Issues, 2) Application Documentation and 3) Design Concerns.
- 2.2 The limited size of the site and the lack of any parking are the primary deficiencies in the submittal. The MBLC suggests a new site or acquiring adjacent land is probably needed to correct these deficiencies.
- 2.3 Lynnfield has a lower priority need than many other communities based on the Library square footage per capita.
- 2.4 There is concern it will be a difficult building to supervise. Specific areas are:
- 2.4.1 The new Genealogy Room
 - 2.4.2 The fiction area 'behind' (north) the existing elevator and toilets.
 - 2.4.3 Second floor mezzanine.
- 2.5 The MBLC indicates the elevator, toilets and circulation office will likely need to be demolished to correct the visibility and operational concerns. GD noted these were improvements made in 1990 and viewed by the Town as too new to remove.

3. Site and Project

3.1 The MBLC is concerned that the proposed building will fully occupy the existing site. The building requires variances for the yard set backs – there is no opportunity for future expansion.

- 3.2 The existing building is already a culmination of 3-4 building additions and renovations. This has resulted in a layout with sacrifices to efficiency and operations. The MBLC believes a more substantial 'gut' renovation or demolition of the 1964 addition is needed to make the building function properly.
- 3.3 The MBLC questioned whether the project should call for demolition of the entire building except the 'original' schoolhouse and construct a new building.
- 3.4 The MBLC feels the existing site does not offer a workable solution for parking. They are concerned the Town lot is already too utilized to provide for the Library. Better documentation in the application would be helpful but is still of marginal impact.
- 3.5 The MBLC was disappointed there are not private funds contributing to the project. Typically projects have 10% raised in private funds. Typically F&E funds are raised privately.
- 3.6 The MBLC was unclear if the Children's Collection was increasing.

4. Application

The MBLC noted issues with the application that should be corrected or augmented.

- 4.1 The Program copy was missing pages 34-37, 46, 47, 54 and 55.
- 4.2 The MBLC did not understand the previous Town votes as a preference to stay in the existing building. The documentation should be clarified and explained.
- 4.3 The previous engineering reports were not summarized and explained. All previous reports may not have been provided.
- 4.4 There should be more evidence supporting the community's needs.
- 4.5 There should be more evidence of community input.

5. Design Issues

- 5.1 The MBLC indicated the handicapped accessible parking needs to be shown.
- 5.2 The MBLC believes the 'sculptural stair' is placed where it will obscure visual patterns. It should be to the side.
- 5.3 There needs to be a dedicated children's toilet.
- 5.4 The toilets in the Program Room will not function.
- 5.5 The Young Adult area is not well enough defined. It is too blended with the Children's Area.
- 5.6 The Children's desk and Children's Librarians office should be arranged for better visibility and convenience.
- 5.7 There needs to be a PAC computer on the second floor.
- 5.8 The MBLC believes the path to the children's area is not direct enough.
- 5.9 The basement area should be labeled 'storage' rather than 'Periodical Storage'.

6. Next Steps

- 6.1 The Library and Trustees will meet to review the course of action; whether to revise the design and application or to wait for another grant round.

Gienapp Design
Associates
175 Andover Street
Suite 302
Danvers, MA 01923

- 6.2 The resubmission deadline is ±December 13, 2001. If the project is to be resubmitted the work for the revised application/design needs to commence.

This Meeting Report documents the discussion as understood by the author, who should be notified of any errors or omissions. Unless the writer is notified otherwise, the Report is presumed to be correct.

Sincerely,



Dale Gienapp, AIA
Gienapp Design Associates

cc. See Attendees and Distribution

encl.

**Gienapp Design
Associates**
175 Andover Street
Suite 302
Danvers, MA 01923





January 28, 2009

Hi, Nancy –

It was good to meet with you, the Trustees and Bill Gustus on the 6th and to re-visit the Lynnfield Public Library.

By the way – I failed to mention the really nice book displays I spotted all around the library. I know that it takes a lot of thought, knowledge and effort to mount them. I thought that the ones I spotted are exceptionally nice and very interesting. My compliments to whomever is doing all of that work.

I took several concepts away from the meeting:

1. Parking is a HUGE problem, and the acquisition of the Post Office land for parking would be a considerable enhancement for patrons. I hope it can happen.
2. The proposed addition of a second story to the building, if structurally feasible, could permit the move of Children's Services to an enlarged space upstairs. It would also "free up" the present Children's Room to serve as a multipurpose meeting room, which you very much need.

So I will hope that the good fairies bring Lynnfield some Federal money to accomplish this. There is not much hope of State help from the Massachusetts Public Library Construction Program for such an expansion, because it could not be construed as meeting the twenty-year need for library service to the citizens of Lynnfield – and the parking situation, even with the acquisition of the Post Office site, would remain somewhat inadequate.

So it's important for everyone involved to think of the project as an interim solution at best.

3. Bill and I were both having a problem with the square footage cited in the grant application. If you recall, I took some measurements from the drawings in the binder and said I would calculate the actual square footage later. Well, I've managed something a little better: we have the old 1/8 scale drawings in the archives. So I have been able to spend some time with them. See attached chart.

According to our database, the Existing Gross Square Feet was: 15,804 (The proposed GSF was 22,699).

However, when I do the math and ignore the space underneath the Children's Room, I come up with **14,023 gross square feet**. Only when I add in the space underneath the Children's Room do I come up with 15,530. If you also add in that tiny balcony in the Children's Room, you probably DO get up close to 15,804 gross square feet.

I don't think it's legitimate to include the Children's Room basement, since it is not full-height space and has no function. It is also not legitimate to include the Children's Room balcony.

So I stand by the conclusion that the Lynnfield Public Library is about **14,023 gross square feet**. If the DOR is giving the 2007 population as 11,382, that works out to be 1.23 square feet per capita. Of course, this number says nothing about the inefficient layout, or about the particular idiosyncrasies of this cobbled-together building. I am sure you can articulate these much better than I can.

Please forward the attached spreadsheet to Bill Gustus. It confirms his suspicions.

And keep in touch.

pkj

Patience K. Jackson

Library Building Consultant

Massachusetts Board of Library Commissioners

98 North Washington Street, Suite 401

Boston, MA 02114

(617)725-1860 (800)952-7403 (in state)

Fax 617-725-0140

www.Mass.gov/mbic

Lynnfield Public Library - how big is it 1/20/09?

Here is a quick calculation of square footage, based on the 2001 drawings by Dale Gienapp

Dimensions Sq.Ft. Cumulative

Dimensions	Sq.Ft.	Cumulative
Children's link	52 30	1,560
Circ, offices & local History	38 30	1,140
1964 addition	84 32	2,688
	42 90	3,780

Main floor total 9,168

Mezzanine 72 28 2,016 2,016

Basement
 under link 29 5 34 1,003
 under circ, etc. 34 54 1,836

Basement total 2,839

GRAND TOTAL GROSS SQUARE FEET 14,023 gross square feet

Dilemma: how account for additional gross square footage in the grant application?

Children's basement 30 50.24 1507.2

Fantasy Grand total 15,530 gross square feet

NOTE: The space under the Children's Room has clearly been counted as usable square feet. **As I recall, it is not full-height space. Unless it is being used for storage or something like a furnace, it cannot be counted as unassignable square footage.**

Conclusion: The Lynnfield Public Library is something around 14,023 gross square feet. This represents about 1.23 square feet per capita for a population of 11,382 (2007)

Patience K. Jackson
 Library Building Consultant

Massachusetts Board of Library Commissioners

Boston, MA
 January 29, 2009

1. Electrical Rm
2. Boiler Room
3. Furnace Room



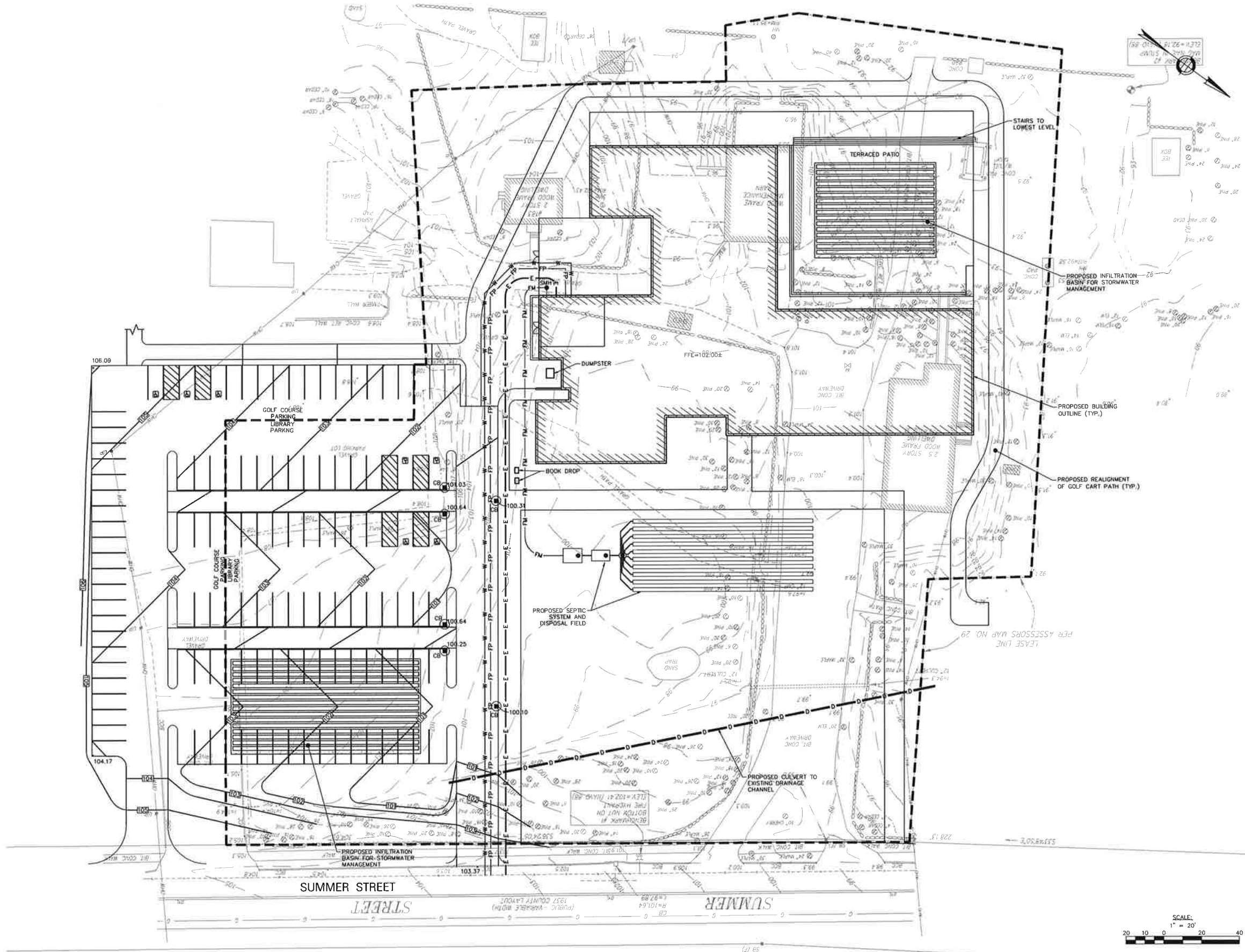




SCHEMATIC SITE PLAN

LEGEND

- CB CATCH BASIN
- DMH DRAIN MANHOLE
- SMH SEWER MANHOLE
- C — C CABLE TELEVISION LINE
- D — D DRAIN LINE
- E — E UNDERGROUND ELECTRIC LINE
- G — G GAS LINE
- S — S SEWER LINE
- FM — FM SANITARY FORCE MAIN
- T — T TELEPHONE/DATA LINE
- FP — FP FIRE PROTECTION LINE
- W — W WATER LINE
- +148.55 SPOT ELEVATION
- 100 — CONTOUR LINE
- — — PROPERTY LINE



Massachusetts Public Library
Construction Program

January 2017



Lynnfield Public Library
Grant Application

L. Detailed Cost Estimate



ASSOCIATES

35 HIGHLAND CIRCLE, NEEDHAM, MASSACHUSETTS

CONCEPT ESTIMATE

LYNNFIELD PUBLIC LIBRARY

LYNNFIELD, MA

Architects: William Rawn Associates

December 19, 2016



CONCEPT ESTIMATE
LYNNFIELD PUBLIC LIBRARY LYNNFIELD, MA

BUILDING SUMMARY

December 19, 2016
Architect: William Rawn Associates

BASIS OF ESTIMATE

The estimate is based on the Concept drawings and documents prepared by William Rawn Associates, issued scope of work December 8, 2016.

Qualifications / Clarifications:

1 Labor costs included at prevailing wage	
2 The following mark ups are used:	
Design / Estimating Contingency	10.00%
Construction Contingency, Carried by Owner	0.00%
General Conditions	7.00%
Insurance & Bond	1.50%
Building Permit	1.00%
Contractor Fee	3.50%
Escalation: Through 2017	8.00%

The estimate excludes the following:

- 1 A-E Fees
- 2 Overtime
- 3 Working in contaminated soils
- 4 Loose furniture and equipment
- 5 Builder's Risk Insurance
- 6 Third party commissioning costs
- 7 Work associated with the removal or remediation of contaminated soils, underpinning of existing foundations, unsuitable soil, unidentified underground obstructions or any other unsuitable materials including the haul in of replacement material.



CONCEPT ESTIMATE
LYNNFIELD PUBLIC LIBRARY LYNNFIELD, MA

BUILDING SUMMARY

December 19, 2016
Architect: William Rawn Associates

CSI CODE	DESCRIPTION	BUILDING COST SUMMARY	COST PER / SF
<u>BUILDING WORK</u>			
031100	Concrete Forming	886,930	34.28
042000	Masonry	81,175	3.14
051000	Structural Steel	760,696	29.40
054000	Metal Fabrications	31,328	1.21
061000	Rough Carpentry	38,811	1.50
062000	Finish Carpentry	153,074	5.92
071000	Waterproofing & Insulation	69,890	2.70
074000	Roofing & Siding Panels	577,425	22.32
081000	Doors & Frames	123,670	4.78
083000	Specialty Doors & Frames	0	0.00
088000	Glazing	1,877,330	72.56
092000	Plaster & Gypsum Board	386,502	14.94
093000	Ceramic Tile	112,900	4.36
095100	Acoustical Tile	138,000	5.33
096500	Resilient Flooring	93,655	3.62
096800	Carpet	106,140	4.10
099100	Painting	92,100	3.56
102100	Compartments & Cubicles	19,300	0.75
102800	Toilet, Bath, & Laundry Accessories	9,920	0.38
109000	Specialties, Other	28,720	1.11
110000	Equipment	10,000	0.39
120000	Furnishings	35,672	1.38
125000	Library Furniture	0	0.00
142000	Elevator	106,000	4.10
210000	Fire Protection	129,370	5.00
220000	Plumbing	206,992	8.00
230000	HVAC	1,112,582	43.00
260000	Electrical	983,212	38.00
SUBTOTAL BUILDING WORK COSTS		\$ 8,171,393	\$ 315.81
<u>SITE WORK</u>			
312000	Earth Work	201,562.40	7.79
320505	Site Demolition	71,222.00	2.75
320510	Existing Structure Relocation	220,000.00	8.50
321200	Paving	377,242.00	14.58
321400	Unit Pavers	516,423.00	19.96
321500	Aggregate Surfacing	19,750.50	0.76
321600	Curbs, Gutters, Sidewalks, & Driveways	80,010.00	3.09
323000	Site Improvements	178,844.00	6.91
329000	Planting	214,121.00	8.28
330000	Utilities	778,674.00	30.09
SUBTOTAL SITE WORK COSTS		\$ 2,657,849	\$ 102.72
SUBTOTAL FOR SITE & BUILDING COSTS		\$ 10,829,242	\$ 418.54
10.0%	Design / Estimating Contingency	1,083,000	
0.0%	Construction Contingency, Carried by Owner	0	
7.0%	General Conditions	833,860	
1.5%	Insurance & Bond	162,440	
1.0%	Building Permit	119,130	
3.5%	Contractor Fee	455,970	
SUBTOTAL BEFORE CONTINGENCIES		\$ 13,483,642	521.13
8.00%	Escalation: Through 2017	1,078,700	
TOTAL ECC WITH CONTINGENCIES		\$ 14,562,342	562.82



CONCEPT ESTIMATE
LYNNFIELD PUBLIC LIBRARY LYNNFIELD, MA

BUILDING DETAIL

December 19, 2016
Architect: William Rawns Associates

CODE	DESCRIPTION	QTY	UNIT	RATE	ASSEMBLY COST
031100 Concrete Forming					
	Strip footings to basement, 4'x1.5'	220	LF	\$ 152.00	\$ 33,440.00
	Strip footings to exterior walls, 3'x1.5'	955	LF	\$ 129.00	\$ 123,195.00
	Strip footings to interior bracing lines, 3'x1'	100	LF	\$ 70.00	\$ 7,000.00
	Foundation walls at basement	220	LF	\$ 607.00	\$ 133,540.00
	Foundation walls at exterior	955	LF	\$ 206.00	\$ 196,730.00
	Exterior column footings, 4'x4'x1.5'	36	EA	\$ 1,195.00	\$ 43,020.00
	Interior column footings, 4'x4'x1.5'	38	EA	\$ 750.00	\$ 28,500.00
	Piers/pilasters & A bolts	73	EA	\$ 1,050.00	\$ 76,650.00
	Slab on Grade	23,097	SF	\$ 10.00	\$ 230,970.00
	Concrete toppings at metal deck floors	2,777	SF	\$ 5.00	\$ 13,885.00
				SUBTOTAL:	\$ 886,930
042000 Masonry					
	Granite base	955	LF	\$ 85.00	\$ 81,175.00
				SUBTOTAL:	\$ 81,175
051000 Structural Steel					
	Structural steel, 12#/SF	156	TON	\$ 4,000.00	\$ 624,000.00
	Moment connections	22	EA	\$ 600.00	\$ 13,200.00
	Metal deck, floor @ basement	2,777	SF	\$ 4.00	\$ 11,108.00
	Metal deck, roof	23,097	SF	\$ 4.00	\$ 92,388.00
	Stairs to basement	1	EA	\$ 20,000.00	\$ 20,000.00
				SUBTOTAL:	\$ 760,696
054000 Metal Fabrications					
	Exterior metal stud framing backup	3,916	SF	\$ 8.00	\$ 31,328.00
				SUBTOTAL:	\$ 31,328
061000 Rough Carpentry					
	Allow for misc. carpentry	25,874	SF	\$ 1.50	\$ 38,811.00
				SUBTOTAL:	\$ 38,811
062000 Finish Carpentry					
	Exterior				
	Siding, wood	3,916	SF	\$ 14.00	\$ 54,824.00
	Trim at windows, corners, fascia & soffits, PVC	3,200	LF	\$ 12.00	\$ 38,400.00
	Interior				
	Circulation desk @ main room, curved	32	LF	\$ 500.00	\$ 16,000.00
	Circulation desk @ teen room, curved	12	LF	\$ 500.00	\$ 6,000.00
	Circulation desk @ children room, curved	12	LF	\$ 500.00	\$ 6,000.00
	Cabinets and countertop @ staff break room	18	LF	\$ 575.00	\$ 10,350.00
	Work counter @ tech room	6	LF	\$ 375.00	\$ 2,250.00
	Work counter @ Children's craft room	6	LF	\$ 375.00	\$ 2,250.00
	Closet shelving @ Children's craft room	1	ALW	\$ 500.00	\$ 500.00
	Work counter @ Youth office workroom	6	LF	\$ 375.00	\$ 2,250.00
	Work counter @ Creative tech lab	6	LF	\$ 375.00	\$ 2,250.00
	Misc wall accents and features	1	ALW	\$ 12,000.00	\$ 12,000.00
				SUBTOTAL:	\$ 153,074
071000 Waterproofing & Insulation					
	Insulation @ exterior wall	3,916	SF	\$ 7.00	\$ 27,412.00
	Air/vapor barrier @ exterior wall	3,916	SF	\$ 2.00	\$ 7,832.00
	Underslab insulation, 02"	23,097	SF	\$ 1.50	\$ 34,645.50
				SUBTOTAL:	\$ 69,890



CONCEPT ESTIMATE
LYNNFIELD PUBLIC LIBRARY LYNNFIELD, MA

BUILDING DETAIL

December 19, 2016

Architect: William Rawn Associates

CODE	DESCRIPTION	QTY	UNIT	RATE	ASSEMBLY COST
074000 Roofing & Siding Panels					
	Roof membrane, thermal insulation, cover board & flashings	23,097	SF	\$ 25.00	\$ 577,425.00
				SUBTOTAL:	\$ 577,425
081000 Doors & Frames					
	Door, aluminum double leaf exterior	6	EA	\$ 6,500.00	\$ 39,000.00
	Door, aluminum single leaf exterior	1	EA	\$ 3,800.00	\$ 3,800.00
	Door, aluminum double leaf interior	1	EA	\$ 7,500.00	\$ 7,500.00
	Door, aluminum single leaf interior	5	EA	\$ 3,500.00	\$ 17,500.00
	Door, double, STL frame, STL door, exterior	3	EA	\$ 2,580.00	\$ 7,740.00
	Door, single HM frame, WD door, single leaf interior	25	EA	\$ 1,830.00	\$ 45,750.00
	Door, double HM frame, WD door, double leaf interior	1	EA	\$ 2,380.00	\$ 2,380.00
				SUBTOTAL:	\$ 123,670
083000 Specialty Doors & Frames					
	No work				
				SUBTOTAL:	\$ -
088000 Glazing					
	Curtain wall - exterior various heights	17,834	SF	\$ 105.00	\$ 1,872,570.00
	Interior storefront, aluminum-framed	56	SF	\$ 85.00	\$ 4,760.00
				SUBTOTAL:	\$ 1,877,330
092000 Plaster & Gypsum Board					
	Wall - 3 5/8" stud, insulation, 1 layer GWB ea. Side	20,969	SF	\$ 10.50	\$ 220,174.50
	Interior face of ext. wall, 1 layer GWB, insulation	3,916	SF	\$ 3.25	\$ 12,727.00
	Elev shaft wall construction	960	SF	\$ 45.00	\$ 43,200.00
	GWB ceilings	4,000	SF	\$ 16.00	\$ 64,000.00
	GWB soffits	2,900	SF	\$ 16.00	\$ 46,400.00
				SUBTOTAL:	\$ 386,502
093000 Ceramic Tile					
	Ceramic tile @ restrooms	693	SF	\$ 20.00	\$ 13,860.00
	Ceramic base @ restrooms	203	SF	\$ 20.00	\$ 4,060.00
	Ceramic walls, 8' @ restrooms	1,624	SF	\$ 20.00	\$ 32,480.00
	Flooring, stone/quarry tile	2,500	SF	\$ 25.00	\$ 62,500.00
				SUBTOTAL:	\$ 112,900
095100 Acoustical Tile					
	ACT, size and materials TBD	9,200	SF	\$ 15.00	\$ 138,000.00
				SUBTOTAL:	\$ 138,000
096500 Resilient Flooring					
	Rubber	3,816	SF	\$ 6.50	\$ 24,804.00
	Rubber base	2,777	LF	\$ 4.00	\$ 11,108.00
	Moisture barrier at slabs	23,097	SF	\$ 2.50	\$ 57,742.50
				SUBTOTAL:	\$ 93,655
096800 Carpet					
	Carpet	20,095	SF	\$ 5.00	\$ 100,475.00
	Walk off Mat	103	SF	\$ 55.00	\$ 5,665.00
				SUBTOTAL:	\$ 106,140
099100 Painting					
	Paint walls	45,852	SF	\$ 1.50	\$ 68,778.60
	Paint GWB clgs and soffits	6,900	SF	\$ 1.60	\$ 11,040.00



CONCEPT ESTIMATE
LYNNFIELD PUBLIC LIBRARY LYNNFIELD, MA

BUILDING DETAIL

December 19, 2016
Architect: William Rawn Associates

CODE	DESCRIPTION	QTY	UNIT	RATE	ASSEMBLY COST
	Paint HM frames	28	EA	\$ 75.00	\$ 2,100.00
	Doors WD, prefinished	31	EA	\$ -	\$ -
	Paint at exterior	3,916	SF	\$ 2.60	\$ 10,181.60
	SUBTOTAL:			\$	92,100
102100	Compartments & Cubicles				
	Toilet compartments, handi-cap	2	EA	\$ 3,000.00	\$ 6,000.00
	Toilet compartments, standard	5	EA	\$ 2,500.00	\$ 12,500.00
	Urinal screen	1	EA	\$ 800.00	\$ 800.00
	SUBTOTAL:			\$	19,300
102800	Toilet, Bath, & Laundry Accessories				
	Grab bars, set	3	EA	\$ 100.00	\$ 300.00
	Hand dryer	5	EA	\$ 400.00	\$ 2,000.00
	Mirror, framed	9	EA	\$ 600.00	\$ 5,400.00
	Paper towel dispenser	3	EA	\$ 100.00	\$ 300.00
	Soap dispenser	9	EA	\$ 20.00	\$ 180.00
	Toilet paper holder	8	EA	\$ 30.00	\$ 240.00
	Waste receptacle/towel dispenser	3	EA	\$ 500.00	\$ 1,500.00
	SUBTOTAL:			\$	9,920
109000	Specialties, Other				
	Door signage	15	EA	\$ 120.00	\$ 1,800.00
	Exterior Signage, bldg	1	LS	\$ 15,000.00	\$ 15,000.00
	Exterior Signage, monument/marker	1	LS	\$ 5,000.00	\$ 5,000.00
	Marker boards, tack boards, display units	1	LS	\$ 5,000.00	\$ 5,000.00
	Soap dispenser	9	EA	\$ 20.00	\$ 180.00
	Toilet paper holder	8	EA	\$ 30.00	\$ 240.00
	Waste receptacle/towel dispenser	3	EA	\$ 500.00	\$ 1,500.00
	SUBTOTAL:			\$	28,720
110000	Equipment				
	Projection screens	2	EA	\$ 5,000.00	\$ 10,000.00
	SUBTOTAL:			\$	10,000
120000	Furnishings				
	Window treatment	4,459	SF	\$ 8.00	\$ 35,672.00
	SUBTOTAL:			\$	35,672
125000	Library Furniture				
	NIC, By Owner	1	LS	\$ -	\$ -
	SUBTOTAL:			\$	-
142000	Elevator				
	Elevator, 2 stop, inline	1	EA	\$ 106,000.00	\$ 106,000.00
	SUBTOTAL:			\$	106,000
210000	Fire Protection				
	Fire Protection, wet system	25,874	SF	\$ 5.00	\$ 129,370.00
	SUBTOTAL:			\$	129,370
220000	Plumbing				
	Plumbing-fixtures, piping, drains, etc.	25,874	SF	\$ 8.00	\$ 206,992.00
	SUBTOTAL:			\$	206,992
230000	HVAC				
	HVAC-equipment, ductwork, insulation, piping, controls	25,874	SF	\$ 43.00	\$ 1,112,582.00
	SUBTOTAL:			\$	1,112,582
260000	Electrical				



CONCEPT ESTIMATE
LYNNFIELD PUBLIC LIBRARY LYNNFIELD, MA

BUILDING DETAIL

December 19, 2016

Architect: William Rawn Associates

CODE	DESCRIPTION	QTY	UNIT	RATE	ASSEMBLY COST
	Electrical-conduit, wiring, lighting, fire alarm	25,874	SF	\$ 38.00	\$ 983,212.00
				SUBTOTAL:	\$ 983,212
312000	Earth Work				
	Excavate 12" @ new solid surfaces	2,334	CY	\$ 25.00	\$ 58,350.00
	Bulk excavation for basement	1,223	CY	\$ 25.00	\$ 30,575.00
	Base Sitework				\$ -
	Strip asphalt	10,000	SF	\$ 0.65	\$ 6,500.00
	Strip topsoil & remove from site	1,944	CY	\$ 20.00	\$ 38,880.00
	Fill material for new grade elevations, avg 04'	7,920	CY	\$ 4.67	\$ 36,986.40
	Fine grading	2,222	SY	\$ 0.50	\$ 1,111.00
	Relocated excess soil on site	1,944	CY	\$ 15.00	\$ 29,160.00
				SUBTOTAL:	\$ 201,562
320505	Site Demolition				
	Site Preparation				
	Allowance for site clearance	4	ACRE	\$ 2,500.00	\$ 11,134.00
	Silt fence/erosion control	1,600	LF	\$ 8.00	\$ 12,800.00
	Remove extg above grade structures	2	EA	\$ 7,800.00	\$ 15,600.00
	Remove existing ground cover, grass, shrubs	49,740	SF	\$ 0.50	\$ 24,870.00
	Demo existing stone dust parking	9,091	SF	\$ 0.75	\$ 6,818.00
				SUBTOTAL:	\$ 71,222
320510	Existing Structure Relocation				
	Relocate existing Barn				
	Grade prep for barn relocation	1	LS	\$ 30,000.00	\$ 30,000.00
	E/B for new barn foundation system	1	LS	\$ 10,000.00	\$ 10,000.00
	New foundation system for barn relocate (ftgs & frost wall)	1	LS	\$ 80,000.00	\$ 80,000.00
	Relocate barn on new foundation	1	LS	\$ 100,000.00	\$ 100,000.00
				SUBTOTAL:	\$ 220,000
321200	Paving				
	Bituminous concrete paving - street patching only				
	Excavate to reduce levels	2,333	CY	\$ 15.00	\$ 34,998.00
	Remove excavated material off site	2,333	CY	\$ 30.00	\$ 69,997.00
	Gravel base	2,333	CY	\$ 35.00	\$ 81,663.00
	Bituminous concrete	1,073	TNS	\$ 175.00	\$ 187,824.00
	Pavement markings, H/C	6	EA	\$ 100.00	\$ 600.00
	Pavement markings, standard	108	EA	\$ 20.00	\$ 2,160.00
				SUBTOTAL:	\$ 377,242
321400	Unit Pavers				
	Bluestone, entry terrace	2,209	SF	\$ 30.00	\$ 66,270.00
	Unit paver, courtyard	1,256	SF	\$ 35.00	\$ 43,960.00
	Unit paver, plaza	9,596	SF	\$ 35.00	\$ 335,860.00
	Unit paver, plaza steps	890	LF	\$ 35.00	\$ 31,150.00
	Unit paver, prep grade, gravel base	13,061	SF	\$ 3.00	\$ 39,183.00
				SUBTOTAL:	\$ 516,423
321500	Aggregate Surfacing				
	Stone walkway	4,389	SF	\$ 4.50	\$ 19,750.50
				SUBTOTAL:	\$ 19,751
321600	Curbs, Gutters, Sidewalks, & Driveways				
	Curbing, granite	2,286	LF	\$ 35.00	\$ 80,010.00



CONCEPT ESTIMATE
LYNNFIELD PUBLIC LIBRARY LYNNFIELD, MA

BUILDING DETAIL

December 19, 2016
Architect: William Rawn Associates

CODE	DESCRIPTION	QTY	UNIT	RATE	ASSEMBLY COST
				SUBTOTAL:	\$ 80,010
323000 Site Improvements					
	Concrete walk, pedestrian	3,298	SF	\$ 10.00	\$ 32,980.00
	Concrete walk, prep grade, gravel base	3,298	SF	\$ 3.00	\$ 9,894.00
	Bench	3	EA	\$ 800.00	\$ 2,400.00
	Bike racks	2	EA	\$ 600.00	\$ 1,200.00
	Trash receptacle	4	EA	\$ 700.00	\$ 2,800.00
	Concrete wall w/ stone veneer @ children's court yard	41	LF	\$ 670.00	\$ 27,470.00
	Seat walls	50	LF	\$ 600.00	\$ 30,000.00
	Retaining walls, >4' H	100	LF	\$ 575.00	\$ 57,500.00
	Flagpole	1	EA	\$ 3,500.00	\$ 3,500.00
	Book Drop	1	EA	\$ 3,300.00	\$ 3,300.00
	Dumpster pad	1	EA	\$ 3,000.00	\$ 3,000.00
	Dumpster pad, screen/enclosure	40	LF	\$ 120.00	\$ 4,800.00
				SUBTOTAL:	\$ 178,844
329000 Planting					
Trees					
	2" cal., deciduous	30	EA	\$ 800.00	\$ 24,000.00
	3' ht ornamental plantings	200	EA	\$ 150.00	\$ 30,000.00
	Mulch	106	CY	\$ 55.00	\$ 5,856.00
	Sod to lawn areas	15,000	SF	\$ 2.00	\$ 30,000.00
	Seeding to lawn areas - hydro seeded lawn	78,130	SF	\$ 0.50	\$ 39,065.00
	Loam for grassed areas	400	CY	\$ 40.00	\$ 16,000.00
	Soils for plantings	320	CY	\$ 60.00	\$ 19,200.00
	Landscape improvements to tie into extg landscape	1	LS	\$ 50,000.00	\$ 50,000.00
				SUBTOTAL:	\$ 214,121
330000 Utilities					
Water service					
	DI piping 4"	350	LF	\$ 44.00	\$ 15,409.00
	Connect to existing	1	EA	\$ 2,250.00	\$ 2,250.00
	Excavation & trenching	415	CY	\$ 30.00	\$ 12,450.00
	Bedding	52	CY	\$ 35.00	\$ 1,820.00
	Backfill & compaction	363	CY	\$ 30.00	\$ 10,890.00
	FW piping 06"	750	LF	\$ 47.00	\$ 35,250.00
	Water hydrant	2	EA	\$ 3,700.00	\$ 7,400.00
	Connect to existing	1	EA	\$ 2,250.00	\$ 2,250.00
	Excavation & trenching	889	CY	\$ 30.00	\$ 26,670.00
	Bedding	111	Cy	\$ 35.00	\$ 3,885.00
	Backfill & compaction	778	CY	\$ 30.00	\$ 23,340.00
Sewer service					
	Tank #1, precast, 3,000 gal	1	EA	\$ 7,400.00	\$ 7,400.00
	Tank #2, precast, 2,000 gal	1	EA	\$ 6,500.00	\$ 6,500.00
	Leach field, pipe and infiltration/bedding material	1,900	SF	\$ 15.00	\$ 28,500.00
	Force main piping 2" (PVC)	300	LF	\$ 21.00	\$ 6,300.00
	SMH, Sewer Man Hole	1	EA	\$ 3,500.00	\$ 3,500.00
	Excavation & trenching for leach field	282	CY	\$ 30.00	\$ 8,460.00
	Excavation & trenching for force main piping	178	CY	\$ 30.00	\$ 5,340.00
	Trench boxes	1	MTH	\$ 5,000.00	\$ 5,000.00



CONCEPT ESTIMATE
LYNNFIELD PUBLIC LIBRARY LYNNFIELD, MA

BUILDING DETAIL

December 19, 2016
Architect: William Rawns Associates

CODE	DESCRIPTION	QTY	UNIT	RATE	ASSEMBLY COST
Storm drainage					
	Piping; 12" (CPP), site	510	LF	\$ 22.00	\$ 11,220.00
	Piping; 12" (CPP), bldg	600	LF	\$ 22.00	\$ 13,200.00
	Manhole	7	EA	\$ 3,500.00	\$ 24,500.00
	Catch basin	7	EA	\$ 3,200.00	\$ 22,400.00
	Stormceptors	3	EA	\$ 5,700.00	\$ 17,100.00
	Connect to existing	1	EA	\$ 2,000.00	\$ 2,000.00
	Excavation & trenching	1,244	CY	\$ 30.00	\$ 37,320.00
	Bedding	100	CY	\$ 35.00	\$ 3,500.00
	Backfill & compaction	1,144	CY	\$ 30.00	\$ 34,320.00
	Trench boxes	3	MTH	\$ 5,000.00	\$ 15,000.00
	Detention Area #1, CCP piping & crushed stone	5,000	SF	\$ 7.00	\$ 35,000.00
	Detention Area #2, CCP piping & crushed stone	5,000	SF	\$ 7.00	\$ 35,000.00
	Leaching basin	2	EA	\$ 2,500.00	\$ 5,000.00
Electrical/Site communication					
Primary service					
	Primary electrical service duct bank, 2 x 3'	250	LF	\$ 150.00	\$ 37,500.00
	E/B for ductbank	250	LF	\$ 65.00	\$ 16,250.00
	Manhole	1	EA	\$ 6,500.00	\$ 6,500.00
	Transformer pad	1	EA	\$ 2,000.00	\$ 2,000.00
Secondary service					
	Secondary electrical service duct bank, 2 x 3'	50	LF	\$ 150.00	\$ 7,500.00
	E/B for ductbank	50	LF	\$ 65.00	\$ 3,250.00
	Trench boxes	1	MTH	\$ 5,000.00	\$ 5,000.00
Gas					
	Piping	250	LF		by utility
	Connect to existing	1	EA		by utility
	E/B for ductbank	250	LF	\$ 65.00	\$ 16,250.00
Site lighting					
Car park lighting					
	20' Light poles @ parking lots	20	EA	\$ 3,500.00	\$ 70,000.00
	Conduit & wiring for lighting	1,500	LF	\$ 38.00	\$ 57,000.00
Walkway lighting					
	Bollards @ walkways lots	8	EA	\$ 900.00	\$ 7,200.00
	Conduit & wiring for lighting	600	LF	\$ 38.00	\$ 22,800.00
Site Communications Systems					
	Communication service duct bank, 2 x 3'	250	LF	\$ 150.00	\$ 37,500.00
	Manhole	1	EA	\$ 5,500.00	\$ 5,500.00
	E/B for ductbank	250	LF	\$ 65.00	\$ 16,250.00
				SUBTOTAL:	\$ 778,674



Massachusetts Public Library
Construction Program

January 2017



Lynnfield Public Library
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M. LEED Scorecard



LEED v4 for BD+C: New Construction and Major Renovation Project Checklist

Project Name: Lynnfield Library
Date: 12/15/2016

Y	?	N	Credit	Integrative Process	1
1					

4	0	12	16	Location and Transportation	16
				LEED for Neighborhood Development Localon	
1				Sensitive Land Protection	1
2				High Priority Site	2
2				Surrounding Density and Diverse Uses	5
				Access to Quality Transit	5
				Bicycle Facilities	1
				Reduced Parking Footprint	1
1				Green Vehicles	1

8	0	1	10	Sustainable Sites	10
Y				Conservation Activity Pollution Prevention	Required
1				Site Assessment	1
1				Site Development - Protect or Restore Habitat	2
				Open Space	1
2				Rainwater Management	3
2				Heat Island Reduction	2
1				Light Pollution Reduction	1

8	0	3	11	Water Efficiency	11
Y				Outdoor Water Use Reduction	Required
Y				Indoor Water Use Reduction	Required
Y				Building-Level Water Metering	Required
2				Outdoor Water Use Reduction	2
4				Indoor Water Use Reduction	6
1				Cooling Tower Water Use	2
1				Water Metering	1

17	0	16	33	Energy and Atmosphere	33
Y				Fundamental Commissioning and Verification	Required
Y				Minimum Energy Performance	Required
Y				Building-Level Energy Metering	Required
Y				Fundamental Refrigerant Management	Required
6				Enhanced Commissioning	6
9				Optimize Energy Performance	18
1				Advanced Energy Metering	1
				Demand Response	2
3				Renewable Energy Production	3
1				Enhanced Refrigerant Management	1
				Green Power and Carbon Offsets	2

5	0	8	13	Materials and Resources	13
Y				Storage and Collection of Recyclables	Required
Y				Construction and Demolition Waste Management Planning	Required
				Building Life-Cycle Impact Reduction	5
				Building Product Disclosure and Optimization - Environmental Product Declarations	2
				Building Product Disclosure and Optimization - Sourcing of Raw Materials	2
				Building Product Disclosure and Optimization - Material Ingredients	2
				Construction and Demolition Waste Management	2

14	0	2	16	Indoor Environmental Quality	16
Y				Minimum Indoor Air Quality Performance	Required
Y				Environmental Tobacco Smoke Control	Required
2				Enhanced Indoor Air Quality Strategies	2
2				Low-Emitting Materials	3
1				Construction Indoor Air Quality Management Plan	1
1				Indoor Air Quality Assessment	2
1				Thermal Comfort	1
2				Interior Lighting	2
3				Daylight	3
1				Quality Views	1
1				Acoustic Performance	1

1	0	5	6	Innovation	6
				Innovation	5
				LEED Accredited Professional	1

0	0	0	4	Regional Priority	4
				Regional Priority: Specific Credit	1
				Regional Priority: Specific Credit	1
				Regional Priority: Specific Credit	1
				Regional Priority: Specific Credit	1

58	0	47	TOTALS	Possible Points:	110
Certified: 40 to 49 points, Silver: 50 to 59 points, Gold: 60 to 79 points, Platinum: 80 to 110					



Massachusetts Public Library
Construction Program

January 2017



Lynnfield Public Library
Grant Application

N. Local Approval of Parking Plan



Town of LYNNFIELD

CHRISTOPHER J. BARRETT
PHILIP B. CRAWFORD
RICHARD P. DALTON

JAMES M. BOUDREAU
Town Administrator

BOARD OF SELECTMEN

Subject: Unified Town Use of Reedy Meadow Site

The Town of Lynnfield is excited and looking forward to making the proposed new Public Library the centerpiece of a re-imagined focal point for town activities at Reedy Meadow. Presently, the Town of Lynnfield operates the Reedy Meadow Golf Course (a nine-hole public course with a USGA Pro and Assistant Pro managing) on the site. The parcel where the new Public Library will be located was created by taking a portion of this larger parcel along Summer Street, optimizing the use of the parcel while taking advantage of breath-taking vistas and views from the new library of the golf course and surrounding conservation areas. This new building will become a focal point for a myriad of recreational and cultural programming at the library and on the new "Town Green" that will be constructed in front of the new building. The final design for the use of the property will revolve around the construction of a new library at the site. A building and construction grant from the MBLC for a new Library is the first step in a larger planning process.

The landscape architect will design the aforementioned "Town Green" in front of the Library along Summer Street where Library and other outdoor Town activities will be held using the library as a focal point for bringing the community together. Town events, concerts, movies and recreational programs are planned for the green space in front of the library. In addition, during the summer months the Reedy Meadow Golf Course's "First Tee" program, currently conducted on the proposed site of the new library, will be held on the new "Town Green." The First Tee is a youth development organization introducing the game of golf and its inherent values to young people, shaping their lives by reinforcing values like integrity, respect and perseverance through the game of golf. It has been an opportunity for the youth of Lynnfield for over 20 years and is an established part of the cultural fabric of the community. Having the "First Tee" program on the new "Town Green" will further connect the Library to the community by associating the Library with a long-cherished Town program.

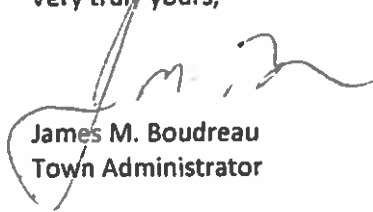
In addition to the construction of the new "Town Green," the design of the Library will maximize the beautiful, open space of Reedy Meadow Golf Course and adjacent conservation land. The design will make maximum use of the sweeping vistas available from the proposed location, while blending the Library into the golf course site by incorporating a cart and walking path for the golf course into the overall site design, further cementing the library as the focal point for the site and the community.

When the Library building is being constructed, the Town will create a new parking lot containing 52 spaces for golf course operations situated adjacent to the 71 parking spaces needed for the new Library. The Lynnfield Library spaces will be physically separated from the golf course spaces and will be designated with signage/markings. These additional spaces will be available for library use in the evenings and during the winter months when the library hosts large community events. They will also be available and be a starting point for any future development of the parcel. A more detailed description is contained in Section X.X of this application.

Finally, as mentioned previously, the library is envisioned as the focal point for a cultural/recreational center for the Town of Lynnfield. The Recreation Commission, along with the Town's Capital Facilities Advisory Committee (the "CFAC"), are exploring the possibility of a new community center on another portion of the Golf Course property. The Town is currently in the process of updating its Master Plan where many of these ideas will be fleshed out and priorities established.

The Town also is anticipating the possibility of the existing maintenance barn at the golf course being relocated from the Library's parcel and its' use as some type of multifunction facility. Possible uses being considered are a new golf course clubhouse, an eating establishment or a center for the arts. The possibilities for this site are many and exciting for the Town. All of these options and programs will revolve around and be centered in the proposed new library facility at Reedy Meadow.

Very truly yours,



James M. Boudreau
Town Administrator

Massachusetts Public Library
Construction Program

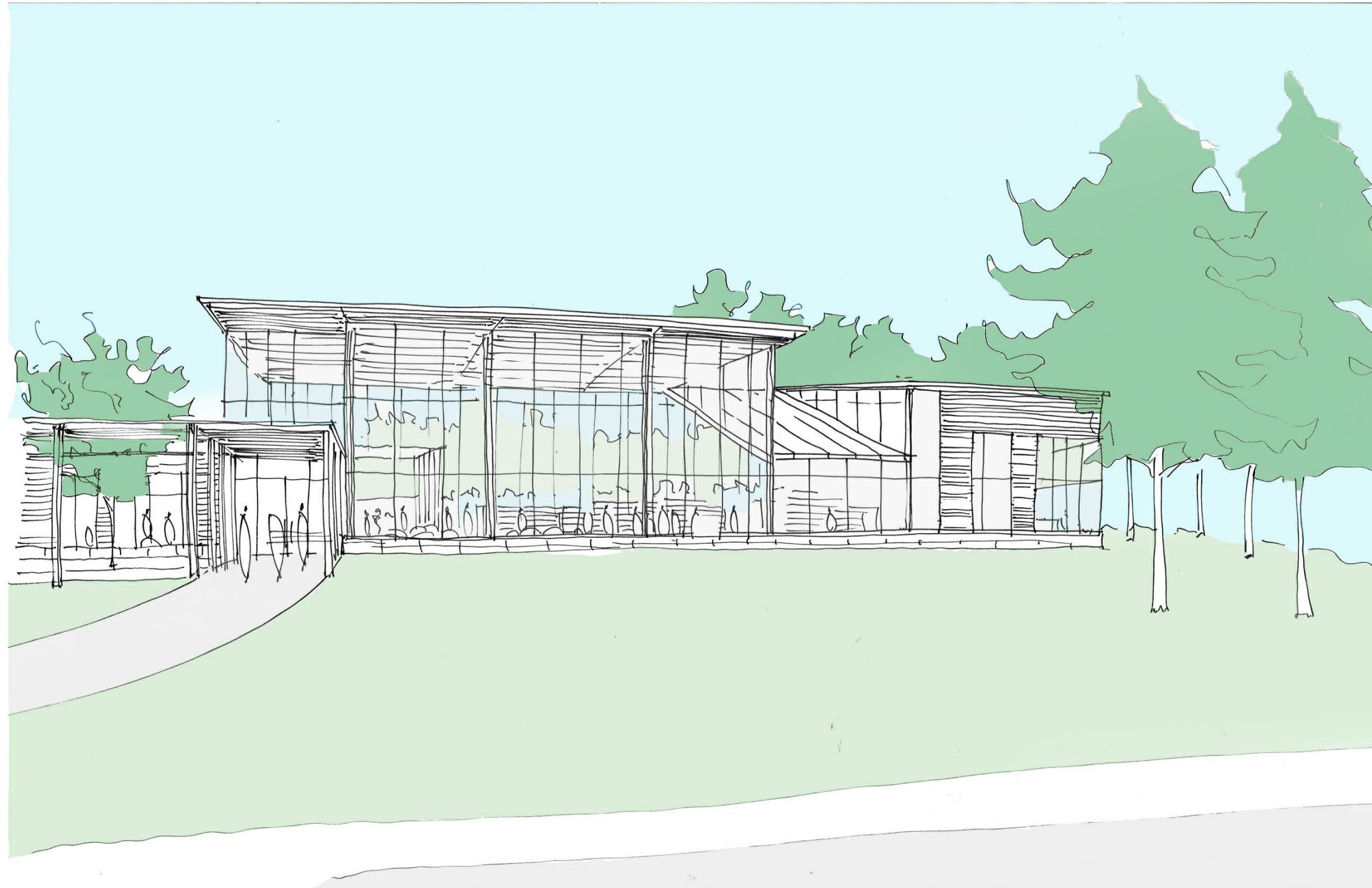
January 2017



Lynnfield Public Library
Grant Application

O. Schematic Design Drawings

LYNNFIELD PUBLIC LIBRARY FROM THE GREEN



Lynnfield Public Library

WILLIAM RAWN ASSOCIATES, Architects, Inc.

January 13, 2017

LYNNFIELD PUBLIC LIBRARY FROM SUMMER STREET

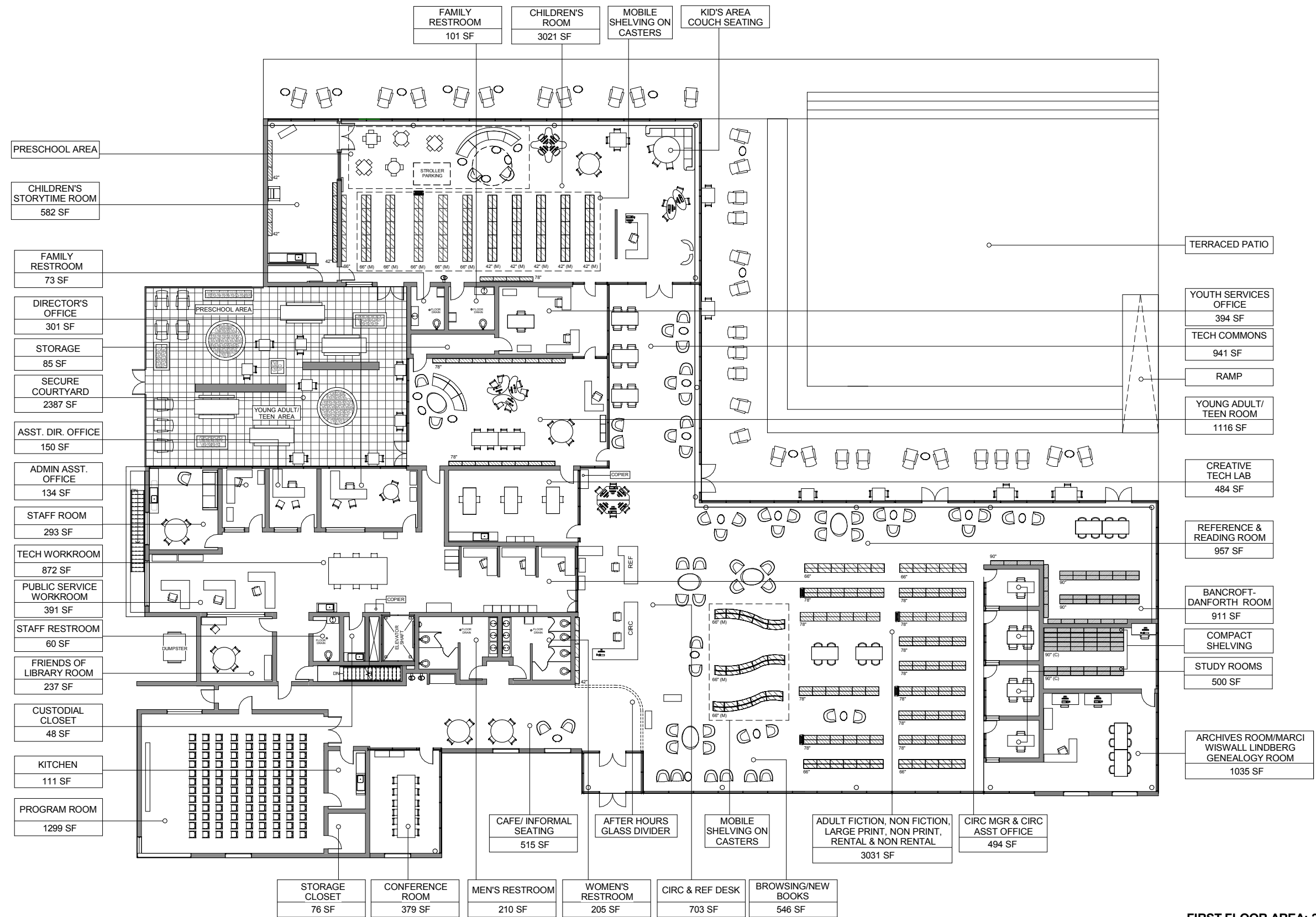


Lynnfield Public Library

WILLIAM RAWN ASSOCIATES, Architects, Inc.

January 13, 2017

LYNNFIELD PUBLIC LIBRARY FLOOR PLAN



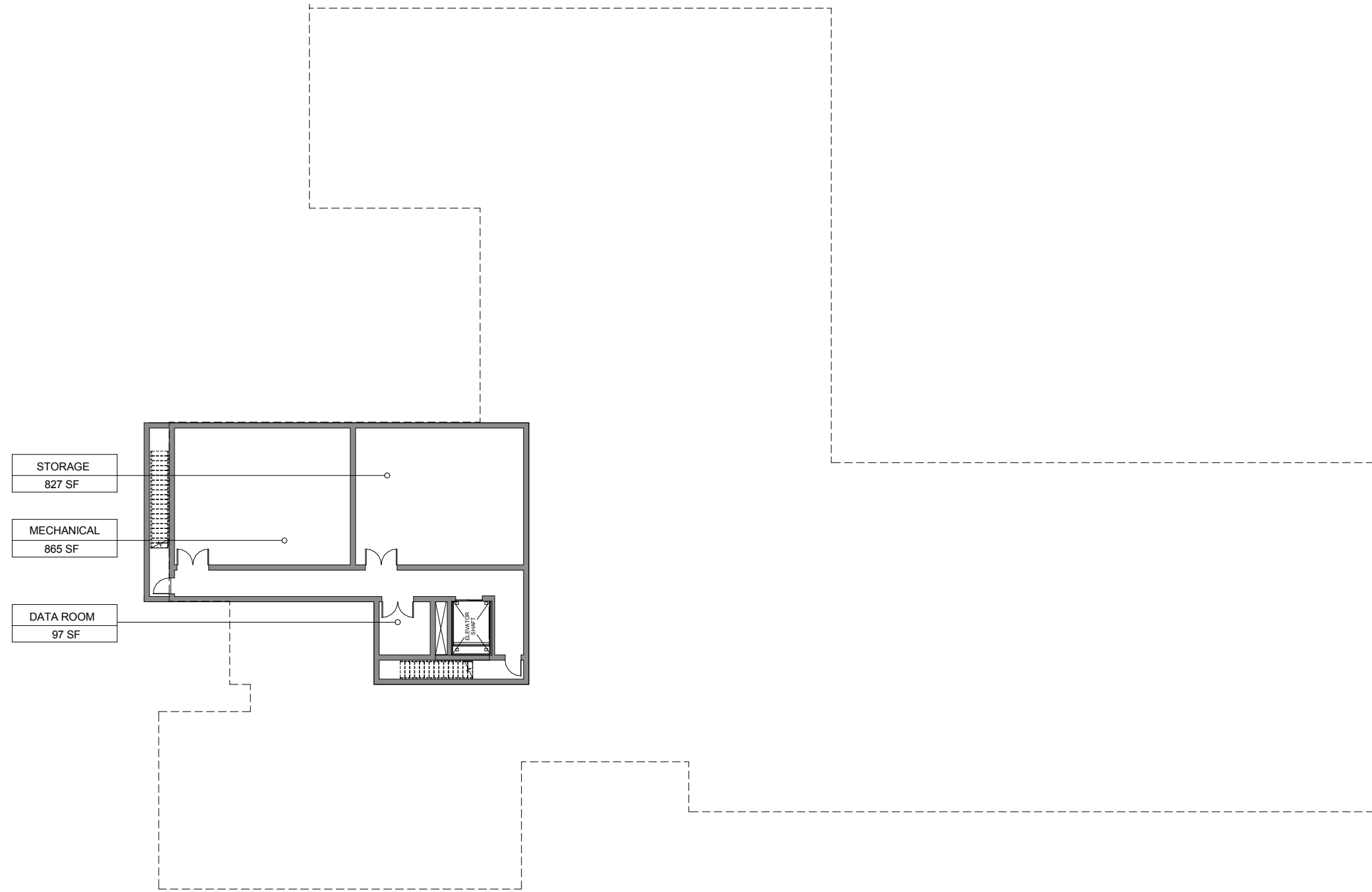
Lynnfield Public Library

WILLIAM RAWN ASSOCIATES, Architects, Inc.

FIRST FLOOR AREA: 23097 SF
TOTAL AREA: 25874 SF

January 13, 2017
1/8" = 1'-0"

LYNNFIELD PUBLIC LIBRARY FLOOR PLAN



Lynnfield Public Library

WILLIAM RAWN ASSOCIATES, Architects, Inc.

BASEMENT AREA: 2777 SF
TOTAL AREA: 25874 SF

January 13, 2017
1/8" = 1'-0"

LYNNFIELD PUBLIC LIBRARY SUMMER STREET ELEVATION

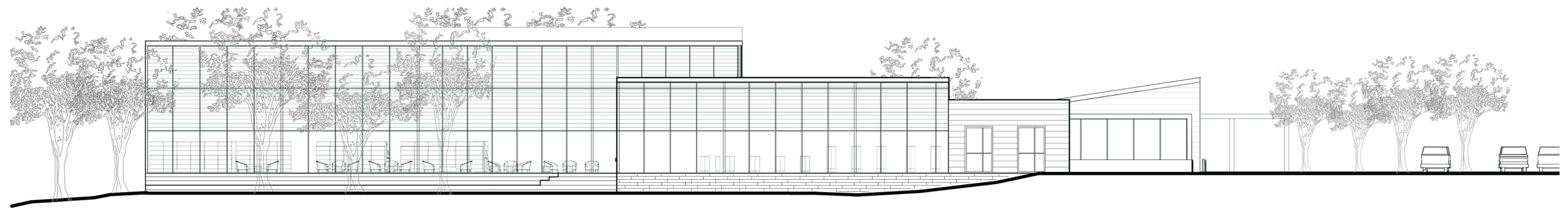


Lynnfield Public Library

WILLIAM RAWN ASSOCIATES, Architects, Inc.

January 13, 2017
1/8" = 1'-0"

LYNNFIELD PUBLIC LIBRARY GOLF COURSE ELEVATION



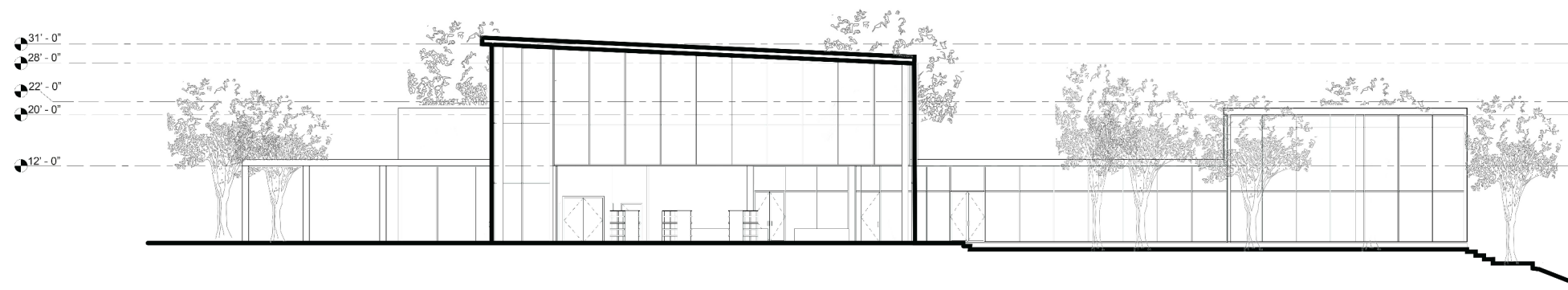
Lynnfield Public Library

WILLIAM RAWN ASSOCIATES, Architects, Inc.

January 13, 2017

1/8" = 1'-0"

LYNNFIELD PUBLIC LIBRARY PROJECT SECTION



Lynnfield Public Library

WILLIAM RAWN ASSOCIATES, Architects, Inc.

January 13, 2017
1/8" = 1'-0"

BUILDING CREATING TWO OUTDOOR SPACES

L SHAPE GLASS FACADE MAXIMIZES READING SPACES WITH VIEWS OF LANDSCAPE

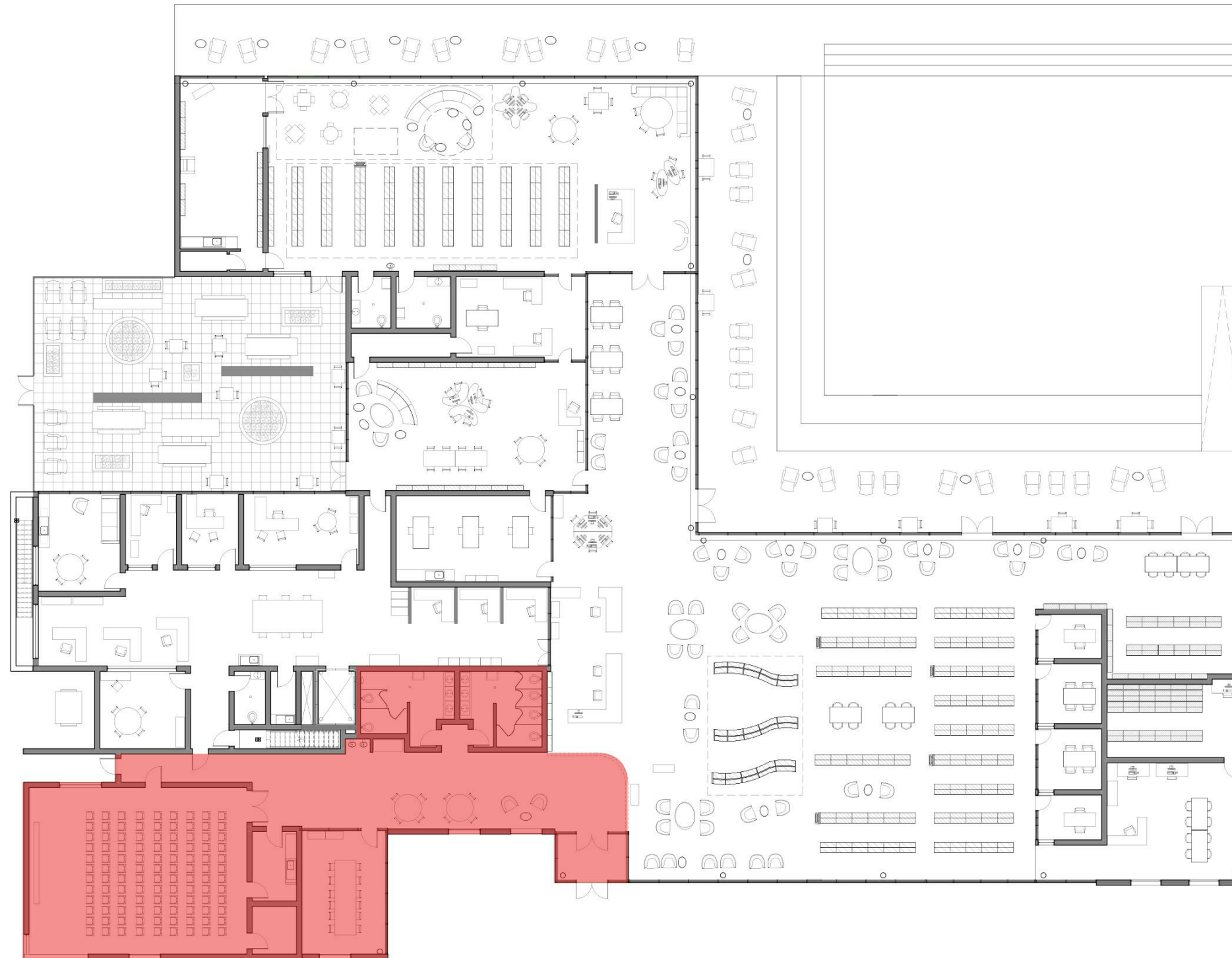
OUTDOOR SPACE WITH VIEW OF THE GOLF COURSE

SECURE COURTYARD WITH FENCE CREATES GREEN SPACE AND VIEWS FOR YOUNG ADULTS AND KIDS

L SHAPE GLASS FACADE MAXIMIZES READING SPACES WITH VIEWS OF LANDSCAPE



AFTER HOURS SPACES

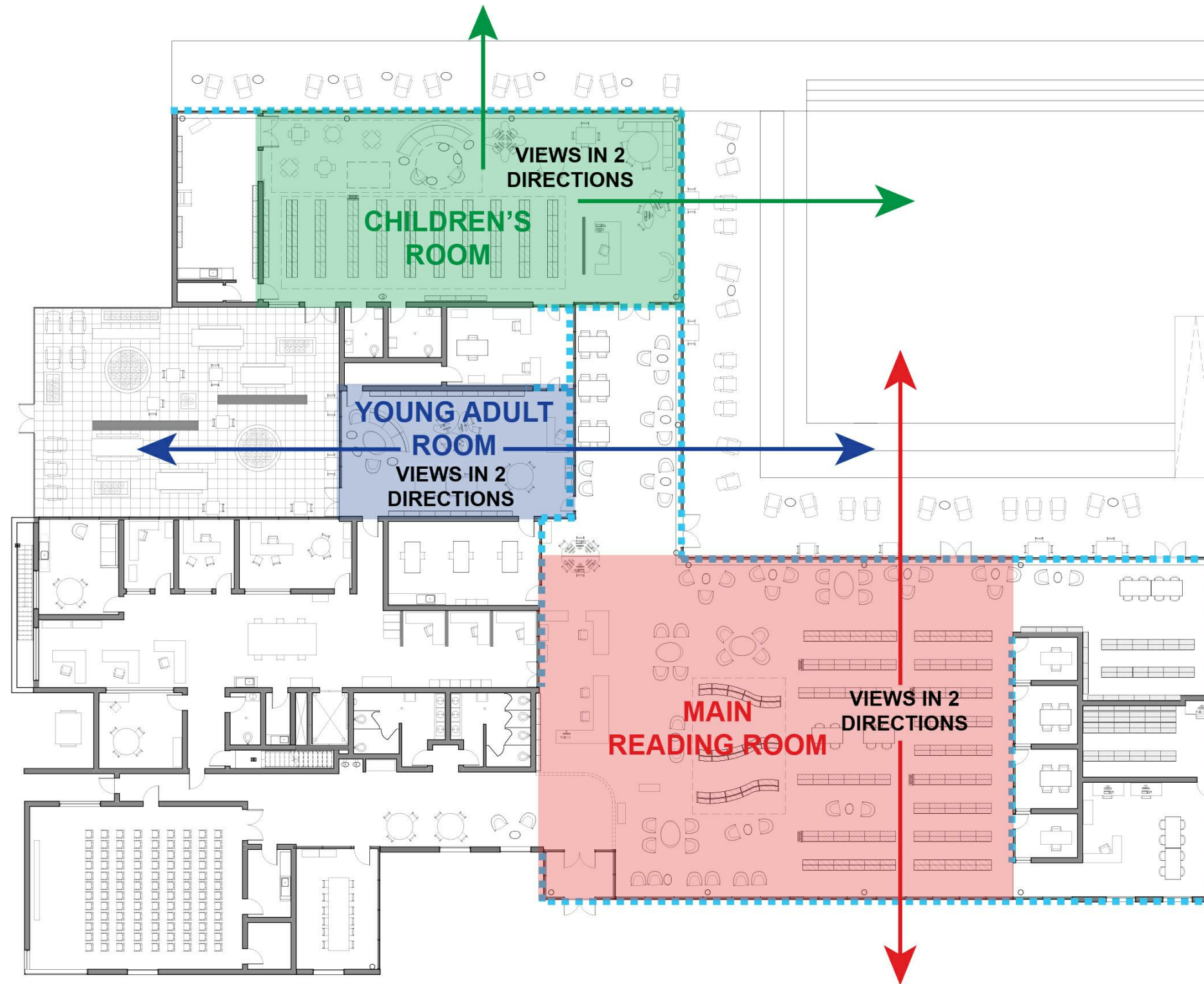


Lynnfield Public Library

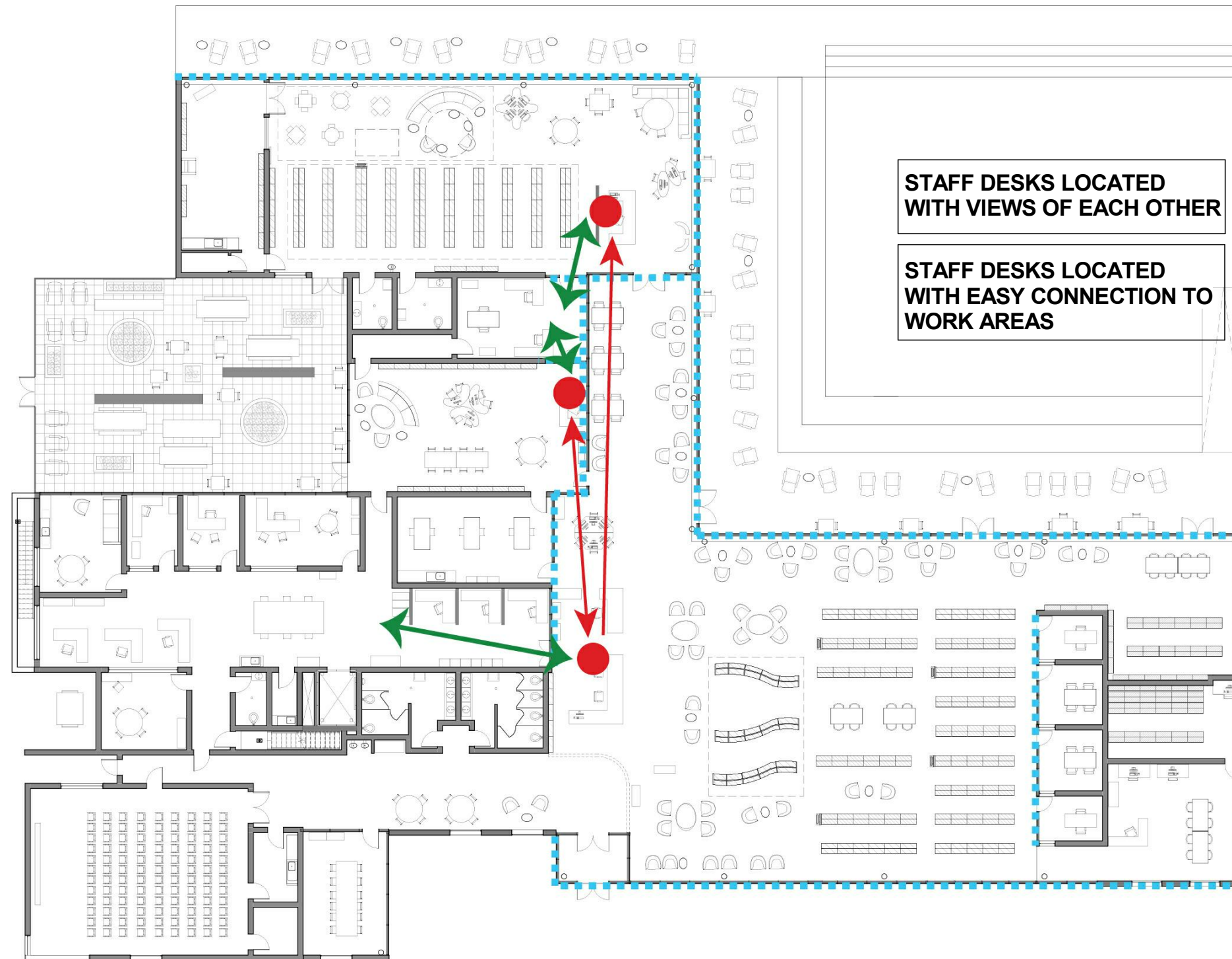
WILLIAM RAWN ASSOCIATES, Architects, Inc.

January 13, 2017
1/8" = 1'-0"

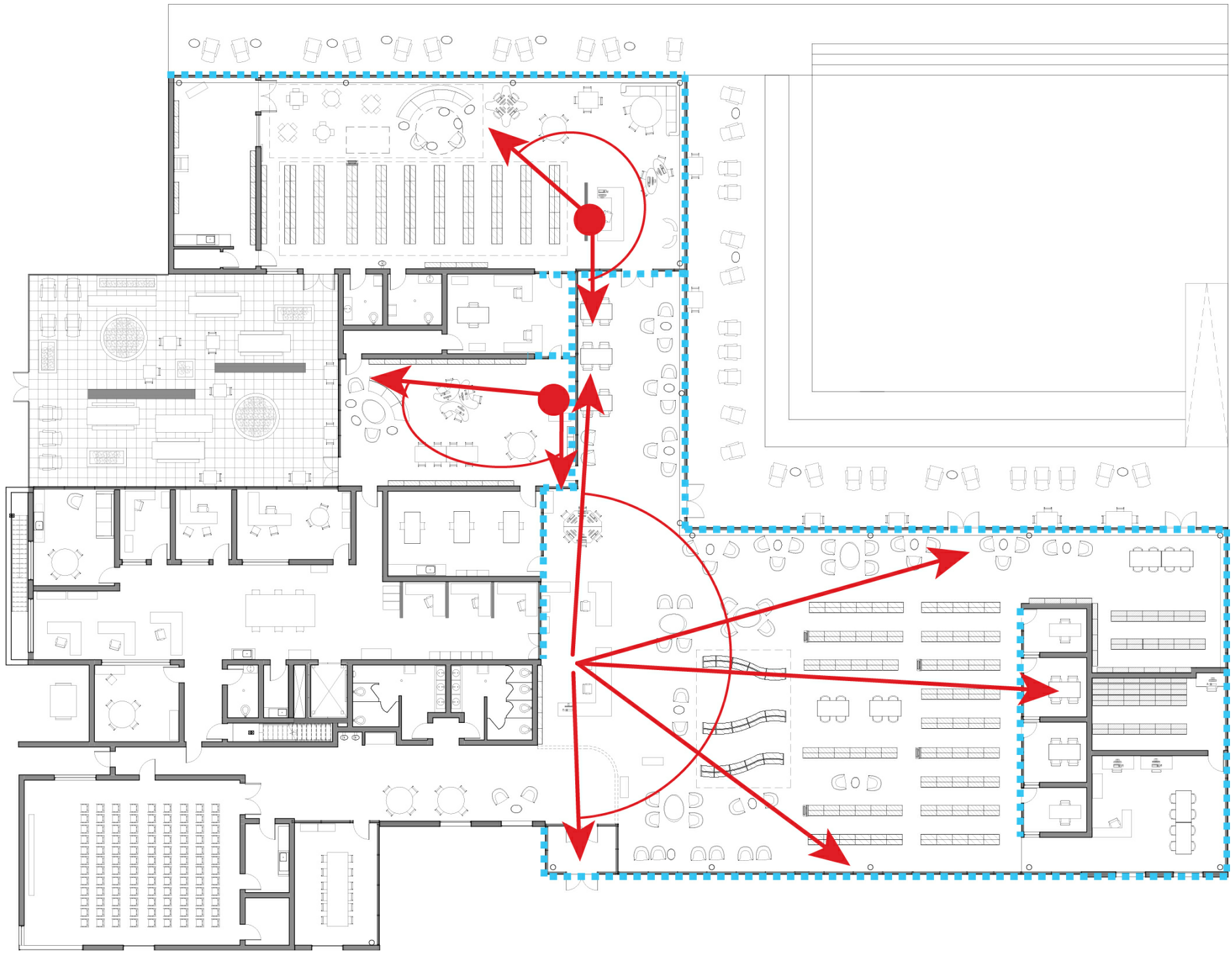
MAXIMIZING VIEWS FROM READING AREAS



INTERCONNECTED STAFF DESKS



EASE OF SUPERVISION

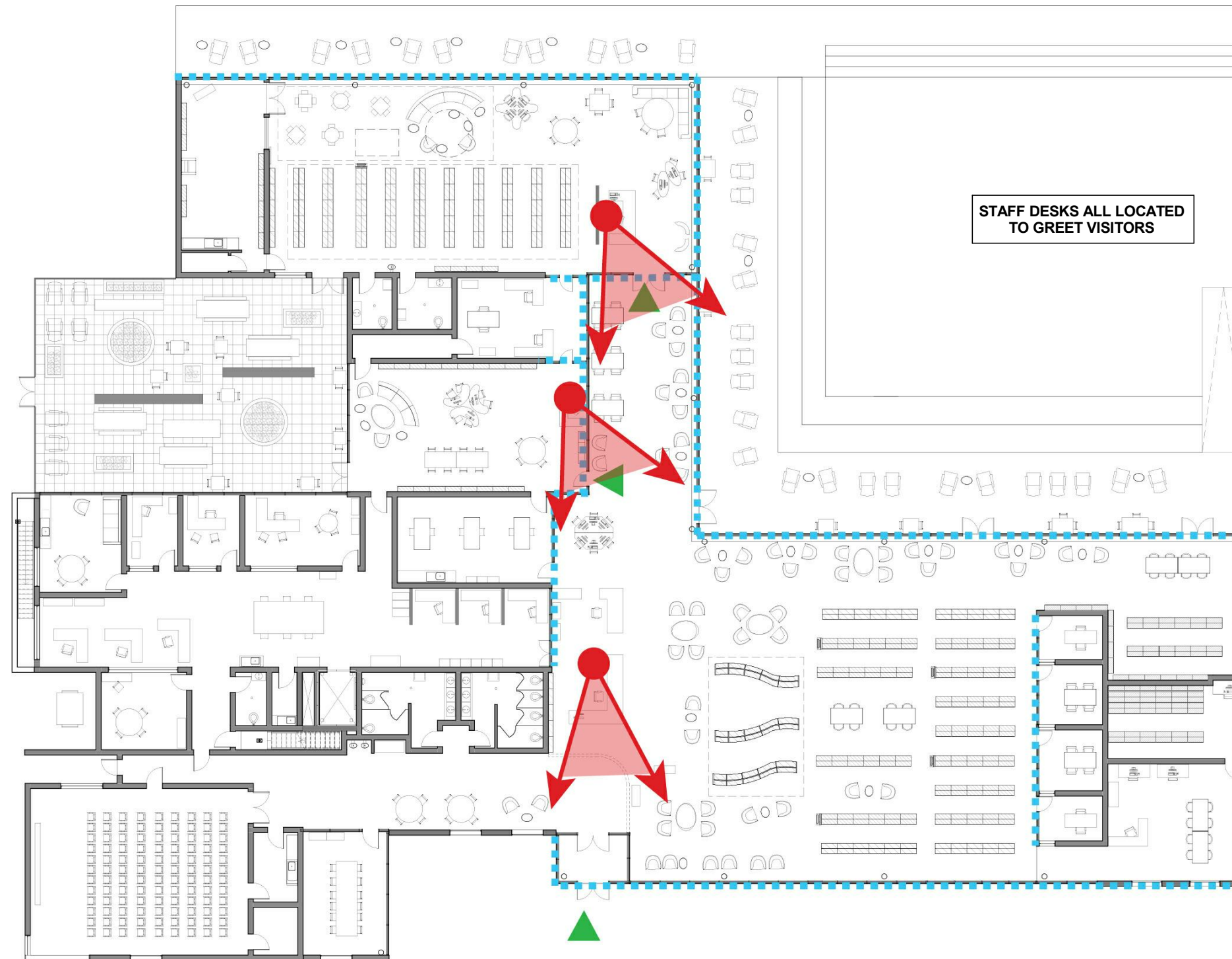


Lynnfield Public Library

WILLIAM RAWN ASSOCIATES, Architects, Inc.

January 13, 2017
1/8" = 1'-0"

WELCOMING VISITORS



Lynnfield Public Library

WILLIAM RAWN ASSOCIATES, Architects, Inc.

January 13, 2017
1/8" = 1'-0"