

**BOARD OF
SELECTMEN
MEETING
MINUTES**

November 10, 2014

Nipmuc High School, PDC Room, 90 Pleasant Street

Chairman Robert J. Fleming; Selectman James Brochu; Town Manager,
Blythe C. Robinson; COA Director Janice Nowicki.

1 The meeting was called to order at 6:06pm. Chairman Fleming opened the meeting and after the
2 pledge of allegiance he reviewed the agenda.

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4 **INVITED GUESTS**

5 Members of the Library Board of Trustees (John Robertson, and Laurie Wodin), and the Library
6 Feasibility Study Committee (Michelle Goodwin, Linda Arthur).

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8 Mr. Fleming opened the meeting by asking the Trustees to provide information and background
9 for the meeting. Mr. Robertson said the Trustees have started process of planning and design for
10 new facility. An idea has been suggested to combine library facility into a project that could
11 meet the needs of multiple departments.

12
13 Mr. Fleming asked about a project timeline to which Library director Matthew Bachtold
14 distributed written update document, which included a timeline of deadlines for the library
15 planning project. That outlines a design project that has 18 months left in in a 2 year process.
16 Next milestone is hiring an OPM (Owner's Project Manager), which will trigger a release of
17 grant funds, after that the Library Trustees will hire an architect. The Library director is working
18 on "wish list" or needs assessment that will become the building program, a document that is
19 given to the architect to design the facility and make a cost estimate. The design will be
20 submitted to MBLC (Massachusetts Board of Library Commissioners) for review. The main
21 criteria for the review are: does the designed building fulfill the needs of the community?

22
23 There was discussion as to whether another department could join this process and if the
24 Trustees feel that a multiuse building is the best option. Mr. Brochu asked if there grant
25 opportunities just for library buildings, or for multiuse buildings? Mr. Bachtold said shared
26 buildings are not forbidden by the MBLC grant program, but it is discouraged and will impact
27 the amount of funding that comes from the state grant program. Ms. Nowicki favors the idea,
28 sees a lot of shared space potential. Grant information for Senior Center construction:
29 Community development block grants available, comes with restrictions, can only be used for
30 Seniors, up to \$800,000 in funding. It is intended to serve low income seniors, Upton would
31 have to show that the majority of building users are low or moderate income. Mansfield and
32 Hansen have built similar joint library/senior center buildings. Upton's senior population
33 expected to grow until 2029. Space guideline is 4-5 square feet per senior, currently 1200
34 seniors in Upton. At least 7,000 square feet recommended.

35
36 Mr. Fleming asked how much of the building is covered by MBLC grant, to which Mr. Bachtold
37 said 40% of eligible costs. Eligible costs would only include those portions of the building for
38 library services, not services from any other department. Ms. Nowicki said a senior center grant
39 is \$800,000, roughly 25% of estimated cost. Mr. Brochu noted a joint project would appeal to
40 wider section of voters. He would like to see senior center have a building that is not attached to
41 Millhaus apartments, although the location is good.

42 Ms. Goodwin asked about a capital expenditure timeline? It was noted that the capital plan for
43 FY2019 or 2020 includes the project, but the timing depends on so many factors that those dates
44 are very tentative. She suggested that the town should focus on departments and services that
45 meet the needs of the largest population in the community.

46
47 With regard to site, Mr. Brochu said location is key and asked what the process to identify
48 potential locations is? The feasibility committee is currently investigating sites for library.
49 Members will bring in all ideas and the Committee will sift through ideas to determine which are
50 workable. Mr. Fleming said the Selectmen have some sites they are investigating, but all have
51 issues that might make them difficult to acquire. There was a discussion about the size of the
52 building required, and if land donations were possible. There are legal restrictions on what the
53 Selectmen can share regarding parcels they have asked about. Ms. Wodin asked about the site of
54 Holy Angels church? It was noted that the site might no longer be on the market. Mr. Bachtold
55 said the Library has been looking for a site of 2+ acres to fully accommodate all needs including
56 parking and some landscaping. He also said the Library construction standard is 1 parking spot
57 per 400 sq of building. Nowicki said a senior center recommendation 1 spot per 100 sq.
58 Ms. Arthur asked if we could investigate the commercial site across from Gasco?

59
60 Mr. Robertson said the Trustees were polled, and agreed to consider working with another
61 department, specifically the Council on Aging and come up with a plan. Ms. Nowicki said the
62 CoA board is supportive. Mr. Fleming said the BoS is supportive of a joint building project.
63 Recently, the town has shared some services with other towns and across departments within the
64 town. There was discussion about coordination of grant timelines and how that works. Mr.
65 Bachtold said the planning and design grant funds are dedicated to library use only. Library
66 feasibility will likely have to pursue a single function library building using the grant funds at the
67 same time as we think about a combined building. He also said the Library feasibility committee
68 does not have expertise or willingness to take on the design of a senior center, the CoA will need
69 to set up their own committee or send representatives to collaborate with the library Feasibility.
70 Further, that the MBLC and the grant program doesn't provide minimum or recommended
71 square footages for libraries. Instead they ask that towns list all the services needed, and then the
72 building needs to have adequate space for all those services. Previous library building designs
73 have led us to the 10,000 to 12,000 square foot number. A very rough guideline for library
74 services is 1 to 3 square feet per resident.

75
76 Mr. Fleming noted the upcoming reduction in debt load of the town might provide an
77 opportunity in the near future, to fund a project while reducing the impact on the tax base,
78 however roads are still an upcoming infrastructure need in town. The contact people for each
79 group were identified. Mr. Fleming asked that the Selectmen be kept informed of the feasibility
80 study committee progress and process. There was a general discussion about the Town Hall
81 project and parking issues as examples of the challenges of municipal construction.

82
83 Mr. Bachtold said next steps for the feasibility committee are to go forward with site evaluation,
84 and sending out a survey, possibly enclosed with the census. Senior center could combine to
85 include a survey too. The Feasibility Committee will share site investigation information with
86 Nowicki and the CoA. The CoA might need to find some funds for investigation and design and
87 at some point will need to contract with an OPM.

88 Fleming: Will put the topic on a future BoS agenda, and discuss funding if needed.

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90 **ADJOURN MEETING**

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92 ***Motion #1:*** At 7:20pm motion was made by Selectman Brochu to adjourn the regular meeting.

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94 Unanimous: Chairman Fleming

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96 Respectfully submitted,

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99 Blythe Robinson

100 Town Manager