



TOWN OF UPTON, MASSACHUSETTS

Upton Joint Library/COA Feasibility Committee

Upton Library Feasibility Committee

Upton Designer Selection Committee

MINUTES

Committee: Joint Library/COA Feasibility

Note: Designer Selection and Library Feasibility Committees will meet solely to approve minutes of last committee meetings.

Meeting Day, Date, Time: Wednesday, August 12, 2015, 7:00 PM

Location: Town Hall, Ground Floor Conference Room

Library Feasibility Committee Members

Chairman William Taylor, Vice-Chairman Linda Arthur, Secretary Fran Gustman, Kelly McElreath, Steven Rakitin, Alan Leslie Rosenfield, Esq.

Adjunct Members: Chair of Upton Library Trustees John Robertson, Jr., Library Director Matthew Bachtold

Designer Selection Committee Members

Chairman William Taylor, Vice-Chairman Linda Arthur, Secretary Fran Gustman, Kelly McElreath, Steven Rakitin, Alan Leslie Rosenfield, Esq.

Adjunct Member: Library Director Matthew Bachtold

Library-CoA Feasibility Committee Members

Chairman William Taylor (arrived 7:08 pm), Vice-Chairman Linda Arthur, Secretary Fran Gustman, Kelly McElreath, Steven Rakitin, Alan Leslie Rosenfield, Esq., Robert Fleming (left 8:02 pm), Janice Nowicki, Leah Hagen

Also present: OPM Steve Kirby

Absent: Janice Nowicki, Kelly McElreath

1. Call meeting to order / review agenda. The meeting was called to order at 7:07 pm by Vice Chairman Linda Arthur. The agenda was reviewed.
2. Discuss whether or not the adjunct member(s) are able to vote when needed to make a quorum and, if so, decide whether or not to recommend to the Library Trustees and the Board of Selectmen that the committee charge be modified to allow it.

A Motion was passed unanimously to recommend allowing adjunct members to vote when a quorum would not otherwise be present. Bob will recommend approval at the next meeting of the Selectmen.

John Robertson and Matthew Bachtold will be recommended for appointment as Adjunct members, to the Library-CoA Feasibility Committee by the Library Trustees and the Selectmen.

3. Site Selection
 - a. Discuss site-ranking criteria.
 - b. Review/rank list of land offered for sale and town-owned parcels. c. Assign follow-up if needed.
 - d. If no follow-up is needed, create short list of viable sites. Postponed for a month.

Bill created a worksheet for evaluating sites (LCFS Site Evaluation Worksheet) and a list of town-owned sites (LCFC Potential Library-COA Sites 08-12-1). [Copy of each attached.]

Bob updated the information on 149 Main St.: the barn is to be torn down; there are no

environmental problems known; gas and sewage are probably available. Geologic testing is believed to have been completed by the owner. The owner does construction and design.

The site across from Gasco may still be available, although Alan believes an endangered species is on the property.

The Town of Upton property on Westborough Rd. is outside the town center, on the town border.

Bob outlined a possible time frame for negotiations for 149 Main Street: Selectman meet in two weeks with owner, then call for a Town Meeting within 30 days to call for a land swap.

Following are tasks that can be performed by the Designer before creating conceptual studies:

- evaluate the Risteen building;
- assess the usability of other properties offered for sale;
- review the assessment of needs;
- create high-level studies, less detailed than conceptual studies.

Steve Kirby noted that Grafton is beginning a \$17 M library renovation.

If none of the properties is suitable, we have the option to search again.

4. Designer Selection. Discuss status of designer contract negotiations and respond to any questions that may have arisen from the negotiations.

Blythe asked for guidance on negotiating the designer contract. The committee asks that the designer evaluate 4-6 sites as a site for a library and a joint Library-COA, providing 2 high-level studies per site, from which to choose two sites for conceptual studies, plus an evaluation by a structural engineer of the Risteen building. Geo-technical and hazardous waste studies would be extra services.

Bill will request permission for committee members and designer to visit the sites.

A billing protocol is needed by the designer to separate library and CoA accounts.

5. Project schedule. See below.
6. Approve Library Feasibility Committee minutes of July 8, 2015.
A Motion was approved unanimously to accept the Minutes as amended.
7. Approve Designer Selection Committee minutes of July 21, 2015.
A Motion was approved unanimously to accept the Minutes as amended.
8. Approve Joint Library/COA Committee minutes of July 30, 2015.
A Motion was approved unanimously to accept the Minutes as amended.
9. Library Director update. None.
10. Financial/budget review.

Mary Braney's bill was paid out of the state's \$44,000. The Financial Report reflects the recommendation by the MBLC to spend the state's \$44,000 first, for library-only costs, before spending the Town's \$22,000. Ours is the MBLC's first design grant for a joint design project.

The Vertex bill will be sent next week for June and the first half of July.

11. Board of Library Trustees update.

Approval was given to have the Town Manager negotiate a contract with the Designer.

The next Trustees meeting will be rescheduled from September 14 to Tuesday or Wednesday of the week

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of September 7.

12. Audience participation. None.

13. Future meeting date(s).

The meeting is tentatively scheduled for Wednesday, August 26, 2015. If the architect has been engaged, this will be the first meeting with her. If not, Fran and Linda will present a show of newer area libraries and features desired and not desired; they will email the presentation to committee members prior to the next meeting.

14. Other topics not reasonably anticipated by the Chairman 48 hours in advance.

Bill will write to Michelle Goodwin to thank her for her service as Chairman.

Matthew will add Leah Hagen to the Feas Comm e-list: leah.kriz@gmail.com.

15. Adjournment. A Motion was passed unanimously to adjourn at 8:26 pm.

Tasks:

Fran will send out the three sets of approved minutes to Kelly.

Fran and Linda will email a power-point presentation of newer area libraries to committee members.

Matthew will add Leah Hagen to the Feas Comm e-list: leah.kriz@gmail.com.

Bill will write to Michelle Goodwin to thank her for her service as Chairman.

Bill will request permission for committee members and designer to visit the sites.

Bill will send to Fran an electronic copy of the site evaluation worksheet and list of town-owned sites for attachment to the Minutes.

Submitted by Fran Gustman, Secretary

August 13, 2015

Approved September 28, 2015

Site: _____

Criteria	Criteria2	Rank	Comments
Location	Proximity to center of town		
	Proximity to public amenities		
	Proximity to businesses		
	Proximity to water		
	Proximity to sewer		
	Proximity to gas		
	Proximity to abutters		
	Traffic impact		
	Primary/secondary road		
	Visibility		
	Length of driveway		
Size	Buildable area		
	Recreation area		
	Expansion/other town use		
Site Conditions	Slope		
	Ledge		
	Water supply		
	Septic suitability		
	Hazardous materials		
	Wetlands		
	Habitat		
	Existing structures		
Rights of way			
Buidling conditions			
Cost of acquisition and/construction	Town owned		
	Cost of property		
	Demoltion		
	Remediation		
	Construction		

List of Available Sites and Other Sites Considered

Potential Sites															
Status	Map	Lot	Map/Lot	Land	Building	Owner	Location	Book	Page	Plan Bk	Plan Pg	Acreage	Build area	Cost	Comments
Avail	202	108	202-108	#####		Pederson	MAIN ST	23149	70			7.62		#####	138 ft frontage Main; access to water, sewer, gas; relatively flat
Avail	201	134	201-134	10,600	0	Upton	SCHOOL ST	21597	69			0.88		0	No frontage; abuts the Pederson property that's been offered to the town
Avail	24	017	024-017	#####	6,800	Maplewood	MAPLE AVE	2630	571			17.20	5	10,800	Offered 99 year lease \$10.8/yr for ~5 interior acres
Avail	203	047	203-047	#####	323,300	McGrath	3 CENTENNIAL C	8362	115			0.32		#####	Historic buildings?; demolition; size of lot
Off'd	19	022	019-022	#####	204,200	Snowflake	149 MAIN ST	12879	220			3.50			Willing to discuss; structures; hazardous materials
Avail?	204	031	204-031	#####	0	Upton	WARREN ST	4775	494			31.60		0	Warren Street parcel; transferred to ConComm
Avail	10	002	010-002	#####	800	Upton	MECHANIC ST	28697	97			113.58		0	Stefans Farm
Avail	2	030.1	002-030.1			Upton	WESTBORO RD					12.00		0	Parcel near Westboro border recently determined to be town-owned via tax taking; between lots 002-031 and 002-030
Well?	24	091	024-091	#####	0	Upton	WEST RIVER ST	5619	5			28.99		0	West River wells; Near Mendon St end/along river; would need to cross wetlands to get to buildable area in center; 16a in flood easement
Share	24	021.01	021-021.01	#####	549,200	Upton	100 PLEASANT ST	5674	220			10.93		0	DPW; next to HS; can this lot be subdivided?
Share	201	024	201-024	#####	#####	Upton	20 CHURCH ST	0	0			3.96		0	Police/Fire stations; is there enough room for another bldg?
Off'd	25	067	029-067	2,166	0	Trask	CHESTNUT ST	5898	310			45.14		0	Previously offered to the town
Off'd	8	037	008-037	#####	0	Thompson	WESTBORO RD	38432	168			28.91			? Offered for open space over a year ago
Off'd	8	041	008-041	#####	9,700	Thompson	WESTBORO RD	36913	15			44.66			? Offered for open space over a year ago
Pot?	21	121	021-121	#####	78,700	Hollerback	41 MILFORD ST	7662	3			2.15			? Not offered/considered
Pot?	21	120	021-120	#####	6,900	Page	45 MILFORD ST	9128	296			5.27			? Not offered/considered
Pot?	19	108	019-108	#####	0	Ambrogi	WEST MAIN ST	49071	98			5.45			? Not offered/considered
Other ideas:															
Milford Ave parking/playground															
Grove/Main Street parcels															
Trade with MA DCR for USF land															
Westboro/Eames parcel															
Status Legend															
Avail	Privately-held sites offered for sale in response to RFP and viable town-owned sites														
Off'd	Landowner contacted Selectmen regarding interest in the land (Snowflake) and landowner contacted Open Space about interest in land (Thompson)														
Well?	West River town-owned site included on an earlier list of viable sites - it is the town's third wellfield														
Share	Included because we previously talked about feasibility of sharing the Fire/Police stations and DPW sites														
Pot?	Privately-held sites previously identified has possible library sites - no response from owners to RFP														