



---

## TOWN OF UPTON, MASSACHUSETTS

### Upton Joint Library/COA Feasibility Committee

#### MINUTES approved

Committee: Joint Library/COA Feasibility

Meeting Day, Date, Time: Monday, October 19, 2015, 7:00 PM

Location: Little Town Hall, Town Hall

Joint Library /COA Feasibility Committee Members in attendance:

Chairman William Taylor, Vice-Chairman Linda Arthur, Steven Rakitin, Leah Hagen

Associate Member Matthew Bachtold, Library Director

OPM: Steve Kirby, Vertex

Tecton Architects: Barbara Joslin, Kayla Verbitsky

1. Call meeting to order, review agenda. Meeting was called to order at 7:10 p.m.
2. Site selection
  - a. Bill walked Pederson site with conservation agent and confirmed presence of wetlands behind funeral home. Wetlands would be subject to bylaw requiring 30-ft buffer zone and 75-ft building exclusion zone. If site becomes final contender a wetland scientist would be required to evaluate.
  - b. Pedersons are not selling the 7.5 acres that show on town plot map but have re-drawn property lines to exclude funeral home. They would formally change the lot-lines to reflect the offer and new configuration before sale. 6.5 acres is available.
  - c. 149 Main Street building burned on October 4. Investigation continues into fire source. We are still interested in evaluating but must keep in mind that we have nothing in writing or any formal proposals. We need to have finished with site selection in April.
  - d. In order to finish evaluation grid for site selection we need working prices for septic, parking, road, water, drainage detention ponds and any other infrastructure needs affecting building costs. Barbara has information and will send to Bill, who will complete documentation reflecting site selection sub-committee meeting on Saturday, October 17.
3. Project Schedule. No updates
4. Discuss Library and COA Building Programs as needed
  - a. Barbara and Kayla have been working with project planner since last meeting and presented Program Validation Diagrams (attached) illustrating space requirements based on original project plan. This step helps identify discrepancies in space requirements vs. program.
  - b. Goal is also to insure space allows each entity to operate independently and have its own identity.
  - c. Test Fit drawings A and B (attached) illustrate plans applied to potential sites, Pederson or Maplewood, determining general fit.

- d. Test Fit A is rectangular with two building entries. Concerns:
    - i. Meeting rooms are too associated with COA and inconvenient to library.
    - ii. We should aim for one entry point. A 20,000-ft building is too small for two openings
  - e. Test Fit B is a square shape, which is efficient and has less unusable space. Concerns:
    - i. COA is below, but none of the sites has ideal grade change for 2 stories.
    - ii. Size of meeting rooms drives size of bathrooms, parking, etc. Try to find a way to create multi-use spaces that could be combined to meet needs for large groups instead of making such a large room for occasional use
  - f. Barbara will work with site engineers to right-size parking requirements.
  - g. Architects think either site, Pederson or Maplewood, would work to meet our requirements based on this initial evaluation.
- 
- 5. Library Director update. Matthew would like to be able to notify bidders that we are/are not interested in their offer. By next week it should be possible. Done? No. No other updates.
  - 6. Financial/budget review. No spending except OPM monthly statement.
  - 7. Board of Library Trustees update. No update.
  - 8. Approve Joint Library/COA Committee minutes of September 14 and September 28, 2015. Postponed until next meeting.
  - 9. Audience participation. None
  - 10. Future meeting date(s). Committee will resume normal schedule next week: 2<sup>nd</sup> and 4<sup>th</sup> Mondays of each month at 6:30 p.m. in downstairs conference room.
  - 11. Other topics. None

Motion to adjourn passed unanimously at 8:12 p.m.

Minutes by Linda Arthur, Acting Secretary  
Submitted by Fran Gustman, Secretary, 12/18/15  
2 Attachments



DRAFT

**TEST FIT A / pederson site/ maplewood site  
 UPTON LIBRARY & SENIOR CENTER  
 10-19-2015**



70K416

MECHANICAL - 1 SPACE ON MEZZ

75 ft parking

BEFORE HALL TO MAIN BLDG.  
5 FT OFF PARKING

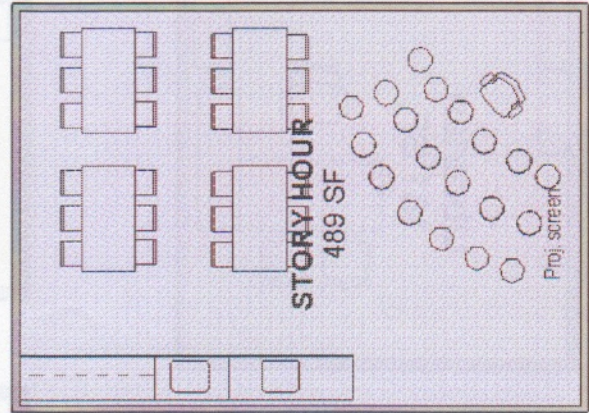
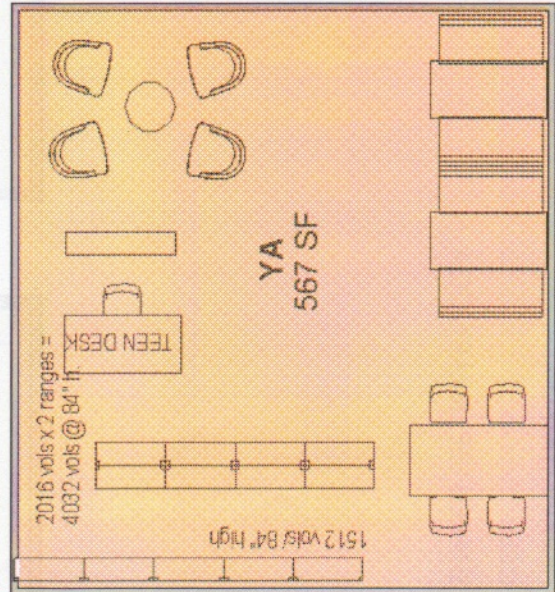
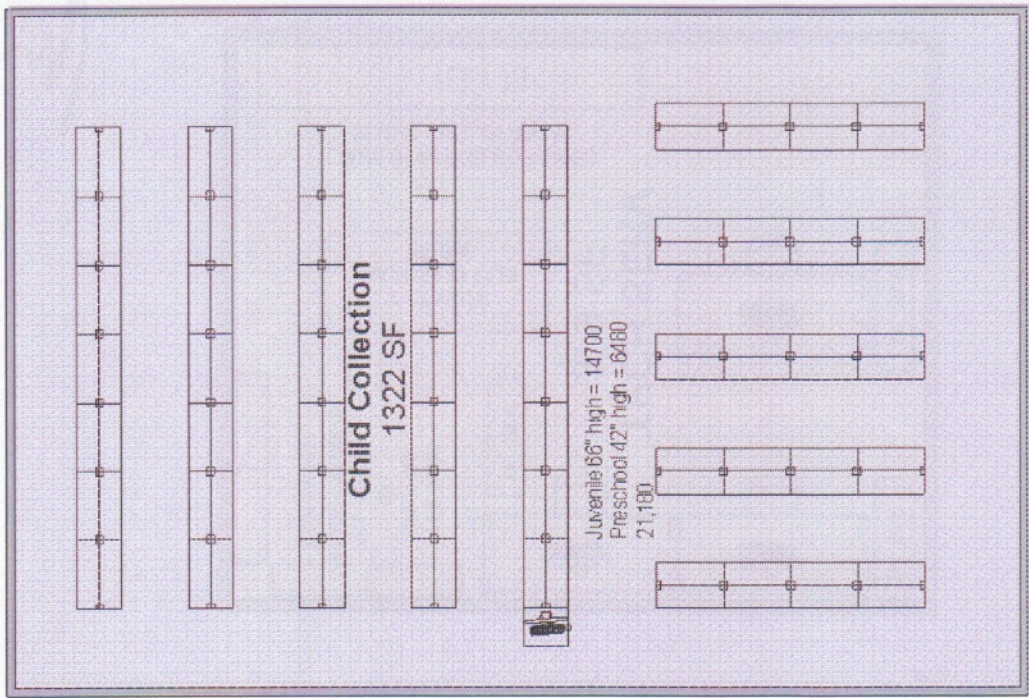
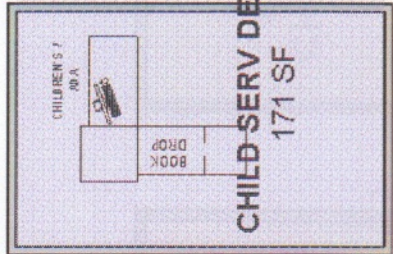
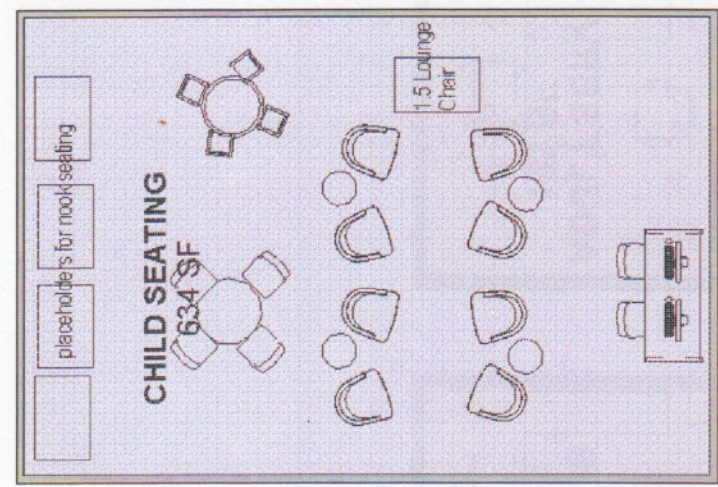
DRAFT

- CHILDREN'S LIBRARY
- ADULT LIBRARY
- YOUNG ADULT
- LIBRARY STAFF
- COA
- SHARED USE LIBRARY/COA







TEST FIT B / pederson site / maplewood site  
UPTON LIBRARY & SENIOR CENTER  
10-19-2015

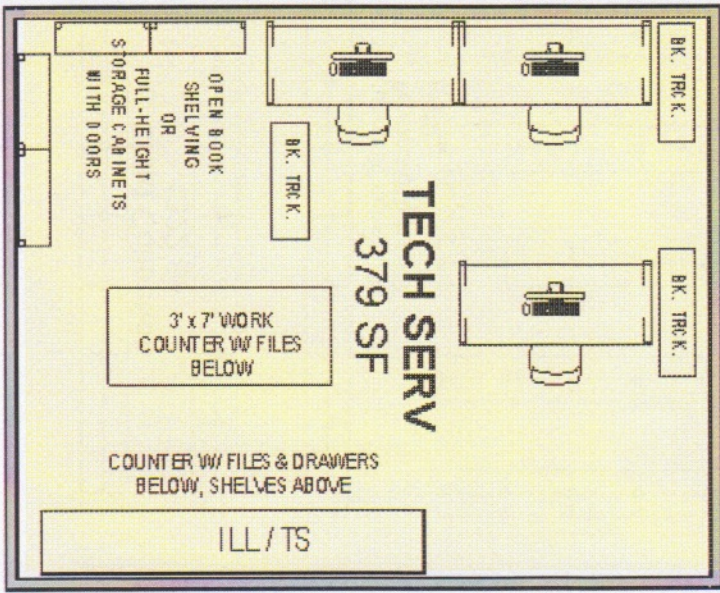
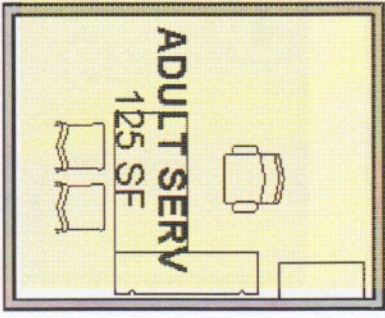
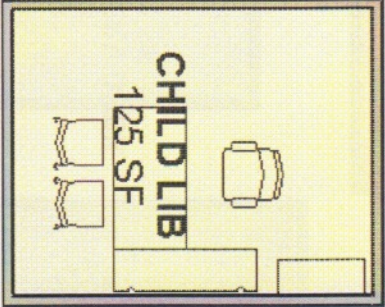
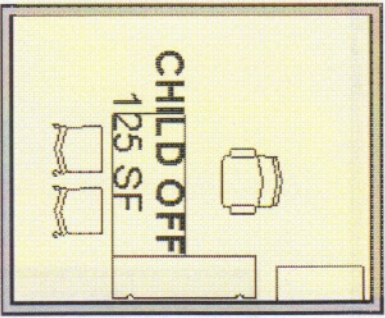
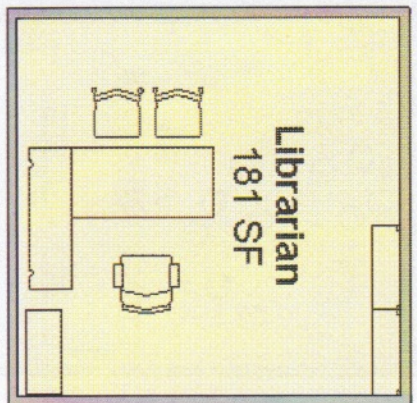


- CHILDREN'S LIBRARY
- ADULT LIBRARY
- YOUNG ADULT
- LIBRARY STAFF
- COA
- SHARED USE LIBRARY/COA



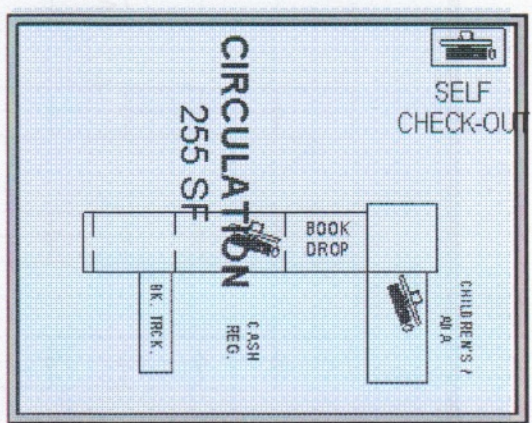
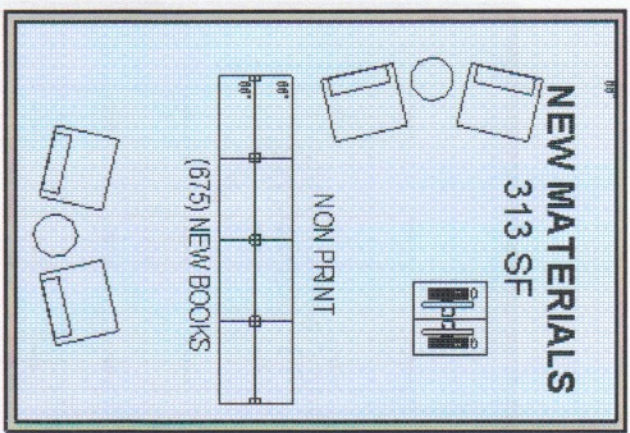
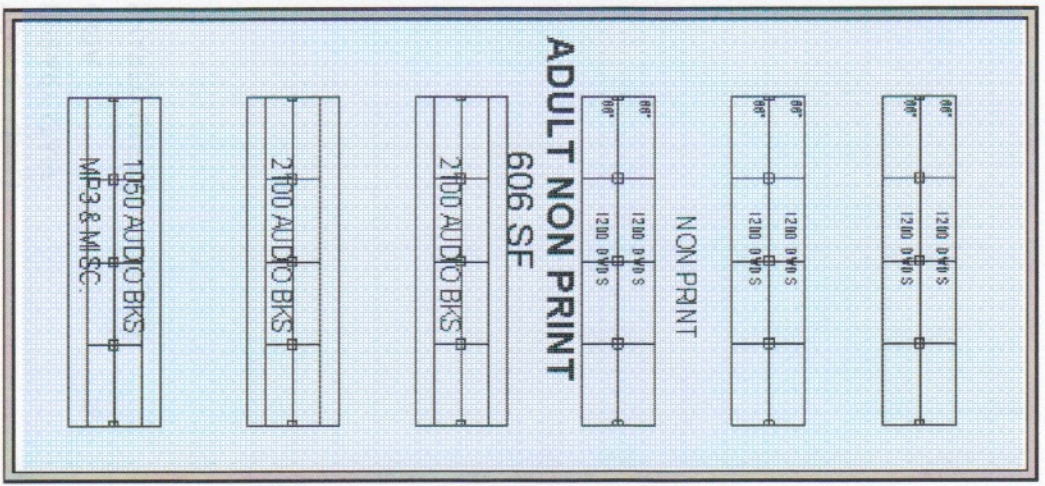


-  CHILDREN'S LIBRARY
-  ADULT LIBRARY
-  YOUNG ADULT
-  LIBRARY STAFF
-  COA
-  SHARED USE LIBRARY/COA









**PROGRAM VALIDATION DIAGRAMS**  
**UPTON LIBRARY & SENIOR CENTER**  
**10-12-2015**

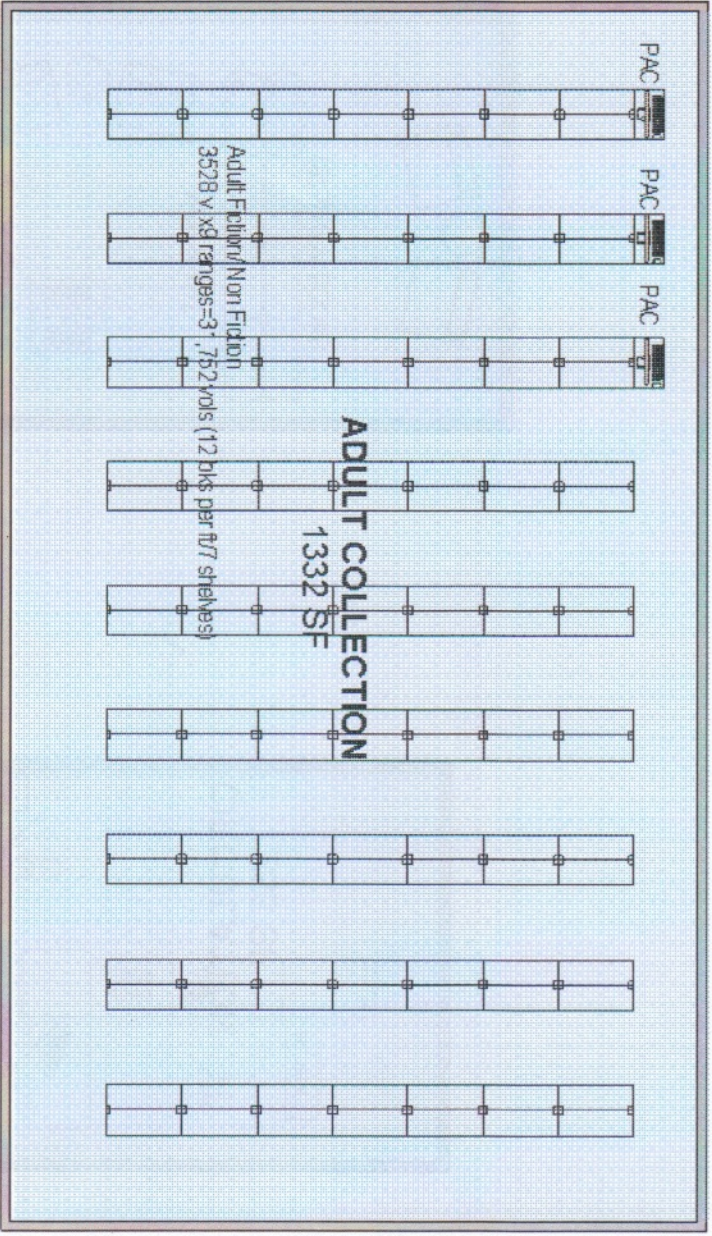
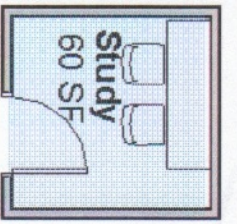
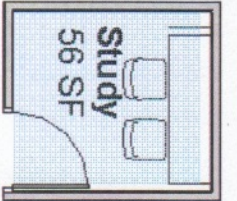
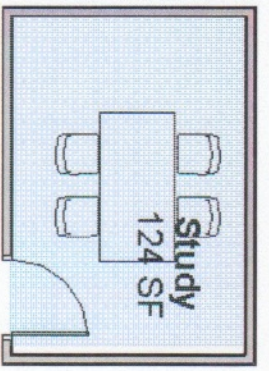
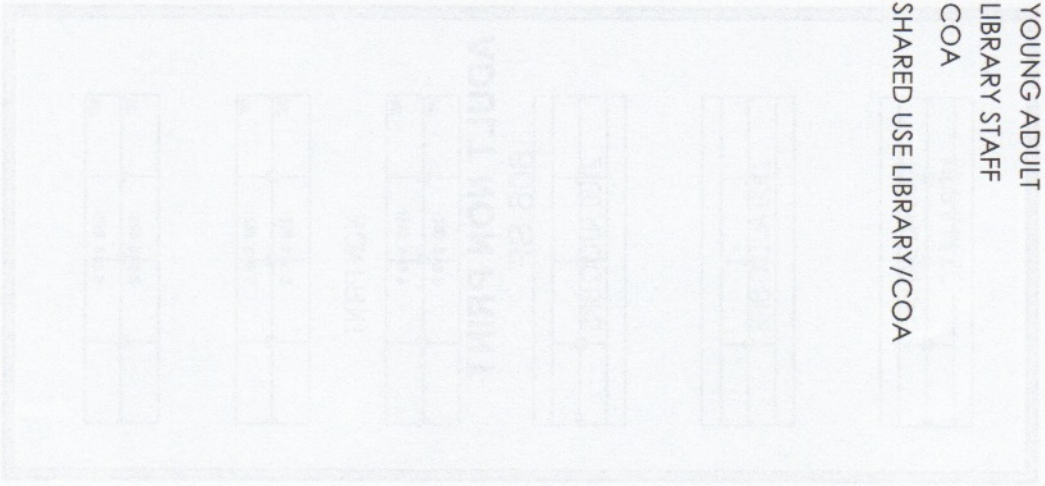




**PROGRAM VALIDATION DIAGRAMS**  
**UPTON LIBRARY & SENIOR CENTER**  
**10-12-2015**



-  CHILDREN'S LIBRARY / DIAGRAMS
-  ADULT LIBRARY
-  YOUNG ADULT LIBRARY STAFF
-  LIBRARY STAFF
-  COA
-  SHARED USE LIBRARY/COA



# PROGRAM VALIDATION DIAGRAMS

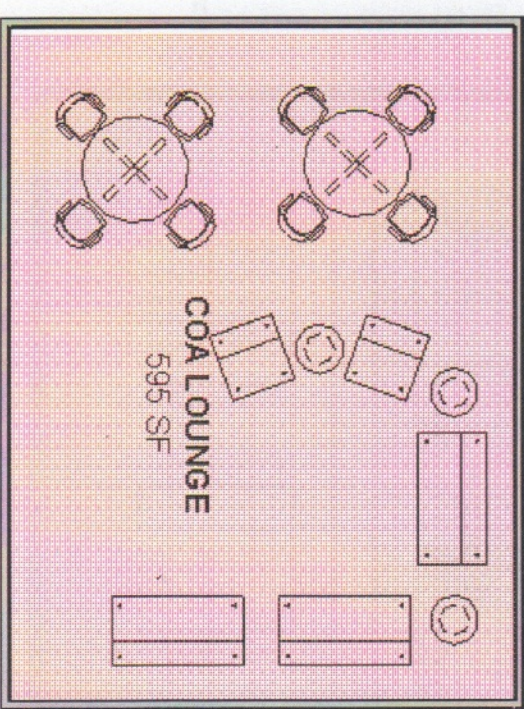
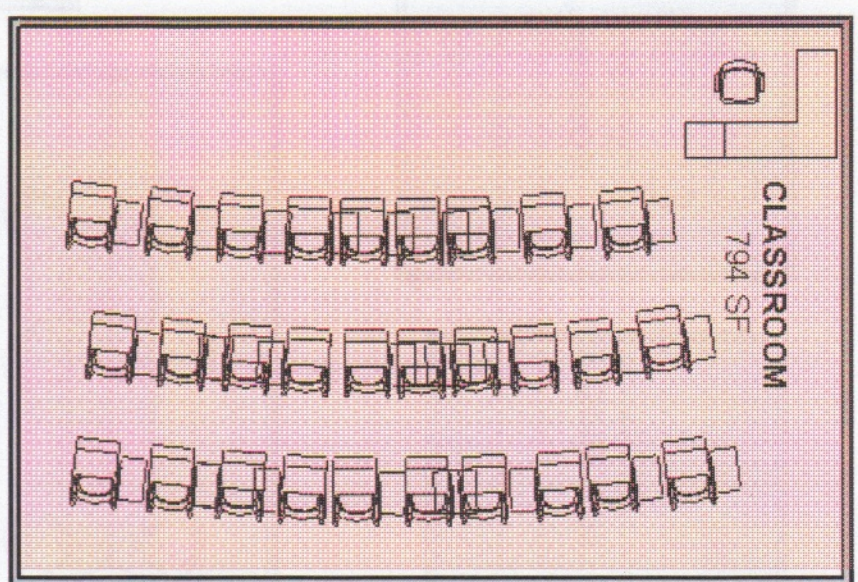
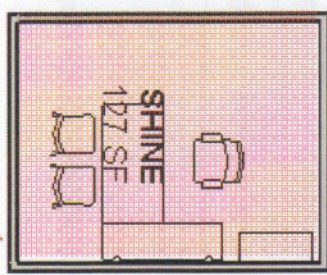
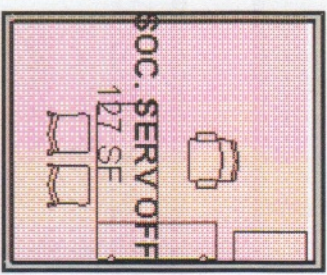
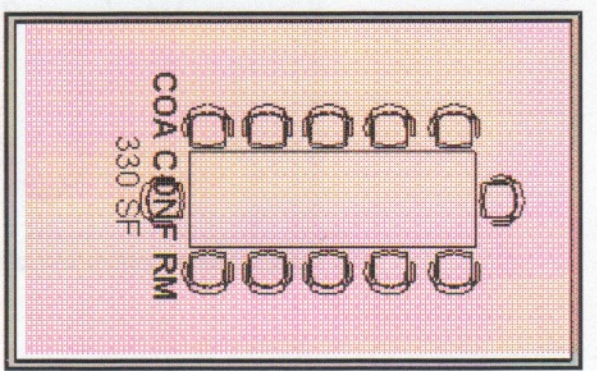
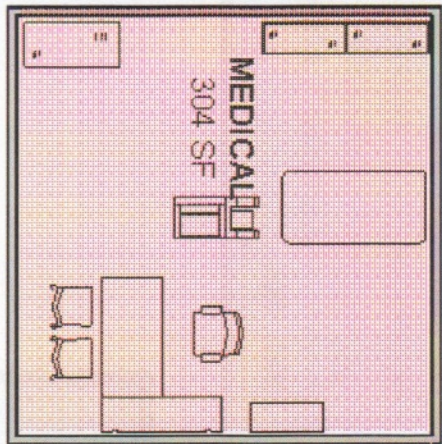
## UPTON LIBRARY & SENIOR CENTER

10-12-2015











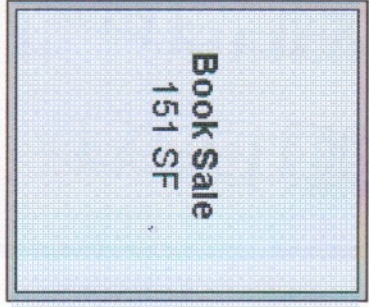
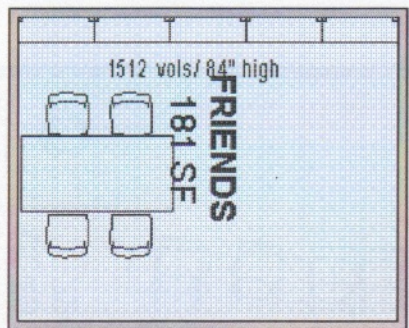
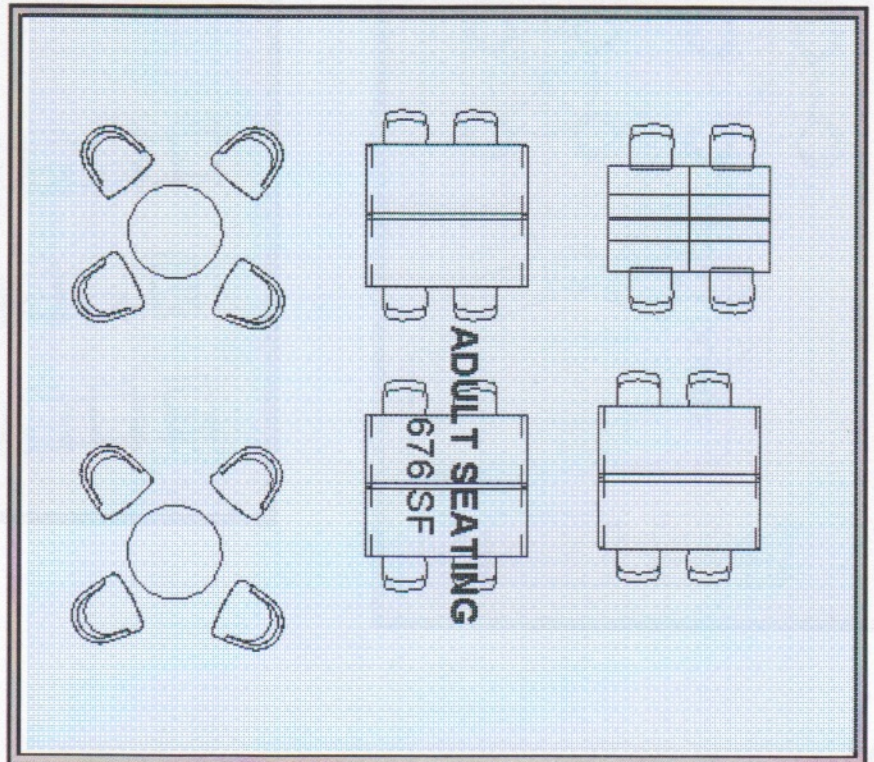
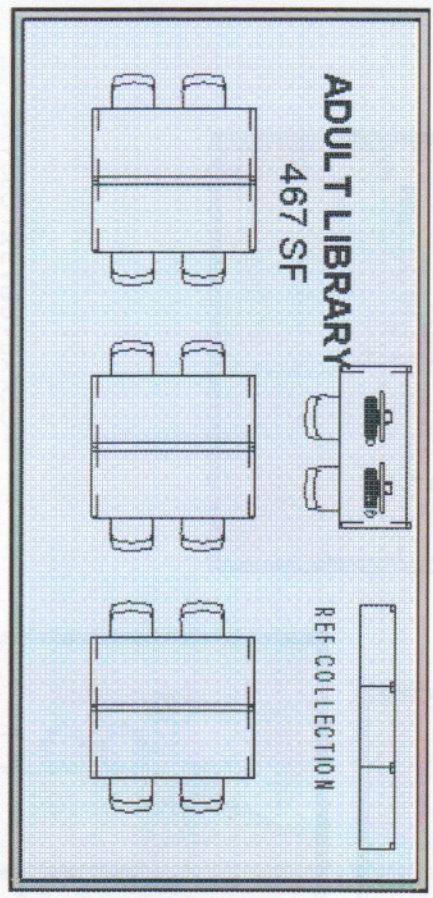
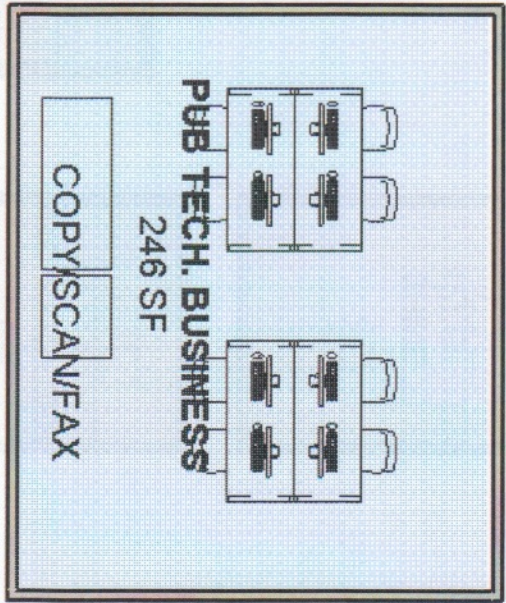
- CHILDREN'S LIBRARY
- ADULT LIBRARY
- YOUNG ADULT LIBRARY STAFF
- COA
- SHARED USE LIBRARY/COA



**PROGRAM VALIDATION DIAGRAMS**  
**UPTON LIBRARY & SENIOR CENTER**  
**10-12-2015**

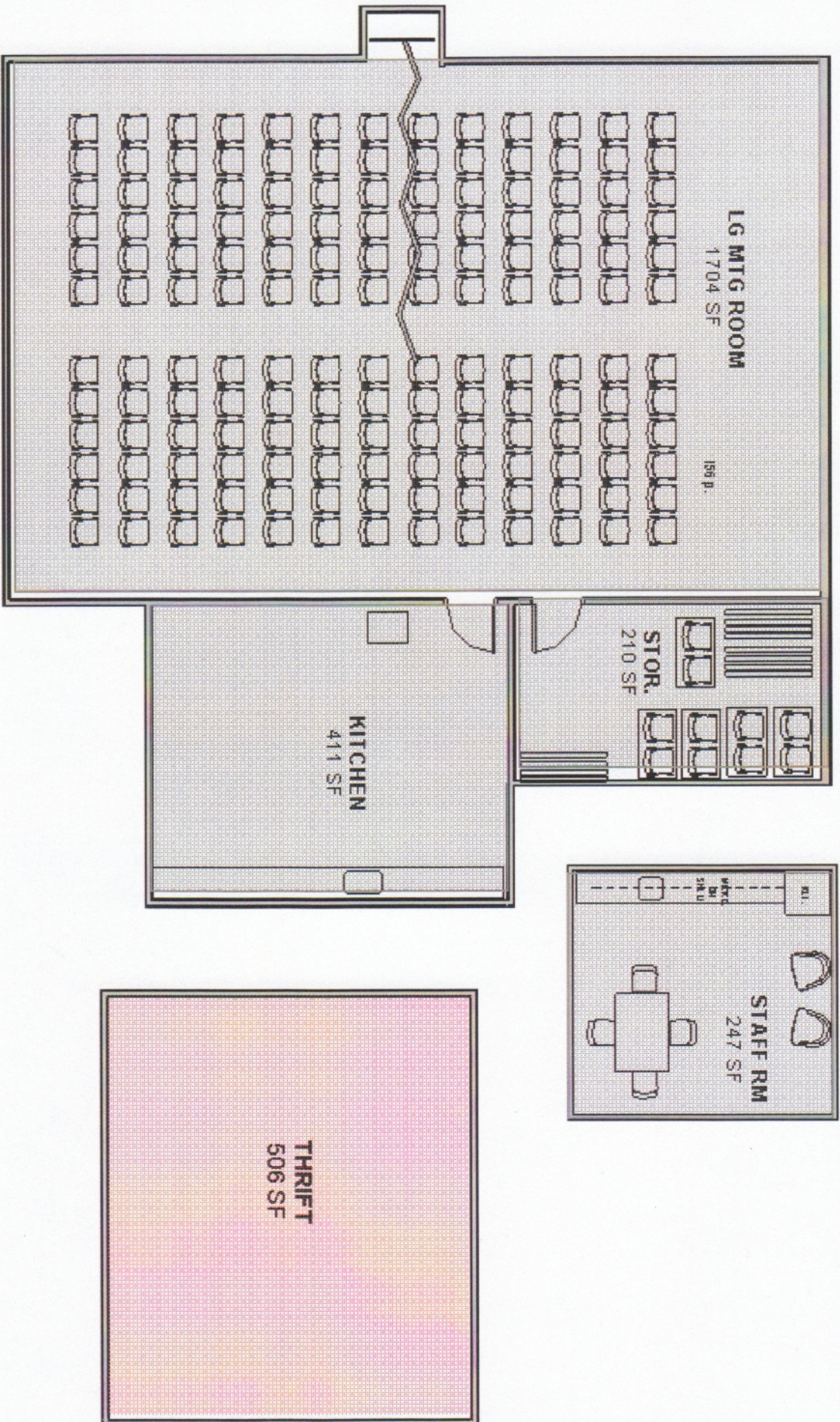


-  CHILDREN'S LIBRARY
-  ADULT LIBRARY
-  YOUNG ADULT
-  LIBRARY STAFF
-  COA
-  SHARED USE LIBRARY/COA



**PROGRAM VALIDATION DIAGRAMS**  
**UPTON LIBRARY & SENIOR CENTER**  
**10-12-2015**





**PRE FUNCTION/SOCIAL SP**  
276 SF

**PROGRAM VALIDATION DIAGRAMS**  
**UPTON LIBRARY & SENIOR CENTER**  
**10-12-2015**