

**Wayland Free Public Library  
Library Planning Committee  
Minutes of Meeting on July 7, 2016  
Raytheon Room, Wayland Public Library**

**Present:** Maureen Cavanaugh, Christine Cipriani, Aida Gennis, Neil Gordon, Anne Heller, Sarah Hubbell, Mark Hughes, Ann Knight, Vicki LaFarge, Daryl Mark, Tim Marsters, Sandy Raymond, Thom White, Suzanne Woodruff.

**Committee members attending via phone:** Lynne Cavanaugh, Tom Fay, Jen Gorke, Lynne Lipcon

**Members of the public attending:** Nan Jahnke, Steven Klitgord, Judy Ling, Molly Upton

**Call to Order** at 7:15 p.m. by Vicki LaFarge, acting chair of the Library Planning Committee

**Public comment:** Mr. Klitgord voiced concern about moving out of an existing, viable building into a new one and having to determine how to re-purpose the existing one. Ms. Ling expressed many thanks to the committee for their time and efforts.

### **Minutes of Previous Meeting**

Before voting, there was a call to use consistent nomenclature for the three distinct sites: 5 Concord Road; 195 Main Street (as a shortcut for stating 207-195 Main Street); 202 Old Conn Path. After that, the minutes of the meeting of June 28, 2016 were approved unanimously.

### **Discussion of Site Selection Matrix**

Chris Blessen of Tappé reviewed the site selection matrix and explained the scores in each category. While much description and explanation accompanied each criteria, greater discussion -- and revised scores -- ensued on the criteria listed below:

- Criteria 3: 1 question concerning architecturally significant context.
- Criteria 4: All 5 questions concerning infrastructure
- Criteria 5: All 5 questions concerning environmental impacts
- Criteria 6: 1 question concerning hazardous materials
- Criteria 7: 2 questions concerning costs and zone II compliance

The question in Criteria 1 concerning “prominent visual impact” generated the most discussion. Scores were not as anticipated because there was not a consistent interpretation of this term with all present. The MBLC does include ‘prominence’ as a criterion. The question should possibly be re-worked to make it less a value question and more objective. The decision was made to eliminate the question altogether. Members asked Tappe whether they could give more information to assist the completion of the matrix questions that were primarily factual instead of opinion. Those factors

concerned environmental impacts at each site, permitting and other regulatory relief, and costs of construction and site development. Tappe explained what each of these factors meant with respect to each site.

Mr. Blessen re-calibrated the matrix with the new scores and the elimination of one question and presented the numerical values for each site. (See attachment for specific criteria and new scoring.)

Of a possible 107 total points:

- 5 Concord Road = 47.49
- 195 Main Street = 78.26
- 202 Old Conn Path = 67.42

Discussion ensued about which 2 sites to pursue. At Town Meeting, it was stressed that we would study the existing library site and one other. However, numbers state pretty clearly that the existing site is the least workable. Could we pursue all 3 options? Answer was no; PMBC and MBLC only want 2 and may throw out one not of our choosing.

Input from Tappé for consideration: Old Conn Path site has much greater site development costs (which are NOT reimbursable with grant money), making it less desirable. Additionally, Old Conn Path site would likely be less favorable to MBLC since any building there would occupy less prominent spot. Discussion ensued whether Tappe can nevertheless be asked to develop concept drawings of all three sites and initial costs for each. Since the contract with Tappe is for the study of 2 sites with concept drawings and initial costs estimates for those two sites, they do not now have the in-office staffing to add a third site (their staff is on other projects) and would need to hire a team for this request. Also, this request may not permit their work to be completed in time for us to consider whether or not to file a grant application. The result is that they were not asked to explore whether they could hire a team and the PMBC will not be asked to consider enlarging the scope of the contract with Tappe.

Much discussion continued and members of the public in attendance were invited to speak before the discussion concluded.

A consensus was reached among the LPC and Trustees to present 5 Concord Road and 195 Main Street to the Permanent Municipal Building Committee as the 2 sites to study for the purposes of the Library Planning and Design Study

### **Update on Library Long Range Planning process**

Discussion of the Plan was postponed, given the late hour. However, members were encouraged to review the Long Range Plan and submit comments to Ann Knight by July 22<sup>nd</sup>. If no comments were submitted by that time, it is assumed the Plan is fine as written and will not be included on the next meeting's agenda.

Meeting adjourned at 10:00 p.m.

Respectfully submitted by Sarah Hubbell.

Documents distributed:

Agenda

Also, document(s) involving the matrix are available at the library and may be attached to library trustee minutes concerning the same meeting  
Site Selection Matrix