



# Massachusetts Libraries

BOARD OF LIBRARY COMMISSIONERS

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## Massachusetts Public Library Construction Program

### 2016-2017 Construction Grant Round Application

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Applicant Municipality	<u>Littleton</u>
Applicant Library	<u>Reuben Hoar Library</u> 41 Shattuck St Littleton, Ma 01460
Primary Contact	Samuel Alvarez Library Director 41 Shattuck Street, Littleton MA 01460 978-540-2601; 978-540-2600 salvarez@littletonlibrary.org
Library Board Chairperson	Mark Rambacher  _____ Signature
Building Committee Chairperson	David Sill  _____ Signature
Total Estimated Project Cost:	<b>\$ 13,173,554</b>

Original Plus Seven (7) Copies

Due: THURSDAY, JANUARY 26, 2017 by 4:00 PM

Send to: Massachusetts Board of Library Commissioners  
98 North Washington Street, Suite 401, Boston, MA 02114-1933  
617-725-1860 / 1-800-952-7403 (in MA)

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## APPLICATION PACKAGE SUBMISSION AND FORMAT REQUIREMENTS

1. Format and submission:
  - a. A complete application and a project abstract must be received at time of submission.
  - b. Print on both sides (double-sided)
    - i. The original and all copies must be placed in three-ring binders (3" spine max), with tabbed dividers provided by the MBLC
    - ii. One original must be signed, dated and labeled "Original Copy"
    - iii. Seven additional copies must be provided

Faxes, electronic submissions and late applications will not be accepted. All copies must be postmarked or delivered by 4:00 PM on Thursday, January 26, 2017 to:

**The Commonwealth of Massachusetts  
Board of Library Commissioners  
98 North Washington Street, Suite 401  
Boston, MA 02114-1933**

2. Required submittals:
  - a. Library building program with completion date noted on front cover
  - b. Copy of title(s)/deed(s) for the proposed building site
  - c. Schematic drawings (or more complete drawings as available) prepared and stamped by a Massachusetts-registered architect\*
    - i. One half size (15" x 22") set accompanying the Original Copy  
Include the following:
      1. Floor plan shown at 1/16" = 1' with a complete furnishing and equipment layout. Indicate number of square feet in each area/room and heights of all shelving. For an addition/renovation, provide a floor plan of the existing building with furnishings and equipment layout as well as one for proposed layout
      2. Elevations of proposed facades, including those showing public entrances
      3. Sections as needed for clarity, especially for building designs involving multiple levels and/or ceiling heights
    - ii. Eight copies reduced to fit 11" x 17" paper & inserted into each binder in Appendix O.  
Include all items listed in (i)
  - d. Site plan and topographic survey prepared by a Massachusetts registered architect with parking layout, grading, building location and description of utilities (1" = 40' or larger)
  - e. Tabulation of square footages called for in the library building program and comparison to the square footages shown on the architectural plans
  - f. Tabulations of the number of books, magazines and audio visual materials called for in the library building program in relation to the square footages shown on the architectural plans
  - g. Tabulations of the number of seats and staff work spaces called for in the library building program in relation to the square footages shown on the architectural plans
  - h. Written explanation of parking plan and a letter or other documentation showing municipal approval by the appropriate commission or board

- i. Geotechnical survey, including soil boring and percolation tests as needed, certified by a licensed professional engineer providing a thorough subsurface soil analysis to document the appropriateness of the site for construction and existing special conditions
- j. Hazardous materials survey report for proposed site and existing building, if applicable
- k. Other environmental, structural, and energy related reports as required and appropriate for individual projects
- l. Stamped topographic land survey, completed within 15 years prior to application, delineating boundary lines for entire site to be included in the library building project
- m. Estimated project budget, prepared independently by a qualified and experienced professional cost estimator, based on the site plan and schematic design drawings
- n. Map showing existing and, if different, selected future library site
- o. Floor plan(s) of existing building
- p. Proposed plan for funding the project
- q. Project timeline, from design development through completion of construction
- r. Photographs of site and building, with accompanying captions
- s. Copy of the completed and submitted Massachusetts Historical Commission Project Notification Form
- t. For joint public library construction projects, applications must also:
  - i. address and specify the combined populations served by the communities to be used in the planning process;
  - ii. include a written management plan and formal agreement by the municipalities proposing the joint public library
- u. For projects including space housing another agency, organization or department as well as the library, an Application Addendum for a Shared Building Project is required. Contact Lauren Stara ([lauren.stara@state.ma.us](mailto:lauren.stara@state.ma.us)) or Rosemary Waltos ([rosemary.waltos@state.ma.us](mailto:rosemary.waltos@state.ma.us)) for the additional form.
- v. Other additional information or documentation as required by the Massachusetts Board of Library Commissioners

\* One set of 11"x17" reduced drawings must be included in each binder in Appendix O. One half-size (15" x 22") set must be folded and placed in the pocket of the Original Copy binder. All drawings and documents must be clear and readable, with labels to indicate all programmed public and staff spaces and square footages of areas directly on the drawings themselves, rather than in a separate schedule. The layout must include layout and heights of all shelving; reader seats, restrooms, elevators, staff offices, public service points, emergency exits, janitor's facilities, etc.

## PRELIMINARY APPLICATION INFORMATION/OVERVIEW

### A. ABSTRACT

Summarize your construction project in 250 words or less. Include the following:

- the date of construction for the original building and subsequent additions
- the size of the structure to be replaced or renovated/expanded
- the proposed project's gross square feet
- current and projected population figures, and
- major features/characteristics of the proposed project

**The Reuben Hoar Library, which serves the Town of Littleton, occupies the south-side portion of the building that was built as the Shattuck Street School in 1952 and remodeled to accommodate the library in 1989. The building is currently shared with the Littleton Town Hall offices, the Parks and Recreation department, Council on Aging and the School Superintendent's offices. The library portion of the building is 15,177 sq. ft. covering three floors. We anticipate building a new two-floor 22,724 sq. ft. building on the "slope" site directly behind the current library/town hall. The 2010 US census population for Littleton lists it as 8,924. The UMass Donahue Institute estimates the population to be closer to 10,813 by 2035. However, increased home and municipal construction, our location off of RT-2 and I-495 only 35 miles from Boston and the addition of new commercial properties like "The Point" off of I-495 will most likely make that projection much higher. Some of the major features of our proposed library include a much larger children's area. The current children's room is overcrowded and has limited programming space. There will also be larger meeting spaces, which are currently in great demand in our current building and more private study spaces. We will no longer have a shared elevator with the Town Hall, which currently poses a security issues and is not ADA compliant. The elevator also poses accessibility issues to parents with strollers to our Children's Room located on the third floor. As this building was originally built as a school, a new building will offer better floor load support more in keeping with the needs of a busy library. The new building will be more energy efficient, a major concern among many in the Littleton community. To that end we plan to apply for LEED certification at a "Certified" level. It will also be ADA compliant to better serve those in our community with disabilities and Littleton's considerable senior population.**

### B. PROJECT SITE ADDRESS

Current Address: **Behind 41 Shattuck Street, Littleton, MA 01460**

New Address: **The new library will be located on the "slope" site directly behind the Littleton Town Hall, which is located at 37 Shattuck Street Littleton, MA, 01460. At the moment that site does not have a physical address.**

C. TOWN MEETING / CITY COUNCIL VOTE

An MPLCP funded project must be an Approved Public Library Project. Approval requires one of the following:

1. a majority vote of the town at Town Meeting; or
2. a majority vote of the city council, with the approval of the mayor in the case of a city; or
3. a vote of the town council in the case of a municipality with a town council form of government

To meet this requirement two votes are required:

- to give permission to apply, accept and expend State grant funds, and
- to approve the project's schematic design.

If votes have taken place, check the box below and attach copies of certified votes in Appendix B. If votes have not taken place, check the box below and indicate the date they are expected. Votes must be secured and a certified copy must be forwarded to the MBLC by **June 17, 2017**.

The vote to approve applying for, accepting and expending State Grant funds for Library Construction has been:

Received on [Date]

**Not received but will seek approval on May 1, 2017**

The vote to approve the project's schematic design has been:

Received on [Date]

**Not received but will seek approval on May 1, 2017**

*You do not need to secure voter approval for local funding of the construction project at this time. That vote is required within six months following the library's receipt of a MPLCP provisional grant award.*

## SECTION 1: PROJECT INFORMATION

## 1. CENSUS AND LIBRARY

1. *Population of applicant municipality:*

- |  |   |
|--|---|
| a. 2010 U.S. Census Population for population                                      | <u>8924</u>   |
| b. Later official census population, if different than above                       | <u>9246</u>   |
| Cite the source(s) used to update census population.                               | www.census.gov  |
| Estimated 2035 Population  | 10,813  |
| Cite all source(s) used to determine the single projection for the 2035 population | <a href="http://www.donahue.umassp.edu/">http://www.donahue.umassp.edu/</a> |

2. *Library Statistics [Pages 1 – 9 FY 2015 as reported on MBLC FY2016 ARIS Report]*

- |  |               |
|--|---------------|
| a. Population served by library                              | <u>9246</u>   |
| b. If a branch, estimated population served by this location | [     ]       |
| c. Attendance  | <u>52208</u>  |
| d. Number of registered borrowers                            | <u>8095</u>   |
| e. Total physical holdings                                   | <u>234678</u> |
| 1)Books  | <u>74910</u>  |
| 2)Audio (Compact discs (not CD-ROMs) cassettes               | <u>7908</u>   |
| 3)Video cassettes/discs/DVD                                  | <u>5652</u>   |
| 4)Print periodicals, newspapers & other print serials        | <u>1090</u>   |
| f. Total circulation activity                                | <u>177784</u> |
| g. Hours   |               |
| 1)Total number of hours main library was open.               | <u>2220</u>   |
| 2)Total number of hours all branches were open.              | <u>0</u>      |
| h. Operating Income  | <u>610551</u> |

3. *Main Library Facility Information (as reported on MBLC FY2016 ARIS Report)*

*If project is for a branch library building, an additional sheet will have branch library figures*

- |  |              |
|--|--------------|
| a. Main library GSF                            | <u>16000</u> |
| b. Year main library was built                 | <u>1952</u>  |
| c. Year of most recent renovation              | <u>1989</u>  |
| d. Number of dedicated parking spaces          | <u>22</u>    |
| e. Main library seating capacity               | <u>77</u>    |
| f. Number of main library meeting rooms        | <u>4</u>     |
| g. Largest meeting room seating capacity       | <u>49</u>    |
| h. Individual or group study rooms             | <u>3</u>     |
| i. Number of times all meeting rooms were used | <u>463</u>   |

4. *Automated Library System as reported by Networks*

- |                       |             |
|-----------------------|-------------|
| a. Member network     | <u>MVLC</u> |
| b. Type of membership | <u>Full</u> |

c. Stand-alone system [ ]

2. PROJECT

1. Library type:

- Main Library
- Branch Library
- Joint Public Library
- Other (please specify) \_\_\_\_\_

2. Current facility:

- An existing library facility will be part of construction project
- The existing library facility will not be part of the construction project
- No library facility currently exists

3. Proposed project:

Renovation or Renovation/Addition	New Construction
Is the existing building a library? [yes/no] If no, specify building type: [type]	Site size (acres): <b>3.4 acres</b>
Date of original construction: [date]	Final size of proposed project: <b>22,880 SF</b>
Date(s) of renovations and/or addition(s): [date(s)]	
Gross square feet of existing: [GSF]	
Site size (acres): [number]	
Will portions of the building be demolished? [yes/no] If yes, #GSF to be demolished: [GSF]	
Final size of proposed project: [GSF]	

Is the proposed project a Joint Public Library Project? **No**  
If yes, list the other municipality or municipalities participating: **N/A**

Will the proposed project include space for functions other than public library functions? **No**

Note: For projects including space housing another agency, organization or department as well as the library, an Application Addendum for a Shared Building Project is required. Contact Lauren Stara ([lauren.stara@state.ma.us](mailto:lauren.stara@state.ma.us)) or Rosemary Waltos ([rosemary.waltos@state.ma.us](mailto:rosemary.waltos@state.ma.us)) for the additional form.

4. *Size of project*

	Gross Square Feet	Net Usable Square Feet
From Library Building Program	22,250 SF	17,800 SF
From Schematic Design Drawing(s)	22,880	21,931

5. The completed project will meet or exceed a building efficiency rating of **72]**%  
 (Ratio of the net usable square feet to the gross square feet (nsf divided by gsf = building efficiency)  
 If efficiency rating is less than 65%, provide an explanation: **N/A**

6. *This project will attain LEED certification and apply for the MBLC Green Library Incentive.*  
 Yes  No  If yes, certification level planned is **Certified**

7. *Does the town or the library hold fee simple title (property owned completely, without any limitations or conditions) including access to the site, or does the town or library lease it?*  
 Yes  No  [number] Year Lease , with expiration date of [Date]

8. *The existing building to be renovated is:*  
 On the National Register of Historic Places  
 On the Massachusetts Historical Commission’s Inventory of Historic and Archaeological Assets  
 In a historic district

9. *Space Summaries*  
 Fill out the Estimated Space Summary Chart and the Estimated Capacity Chart (click on link below). Provide a brief rationale for the proposed collection and seating numbers if they vary 10% or more from collection and seating guidelines in the Program Notice and shown below.

Guidelines:

**Volumes per Capita (Print)**

A general rule of thumb is that every library, regardless of the population served, should have a minimum of 8,000 volumes (in all physical formats)

Population	Volumes per Capita
Less than 2,500	10
2,500 to 4,999	7
5,000 to 9,999	6
10,000 to 24,999	4.8
25,000 to 49,999	3.4

50,000 to 99,999	3.6
100,000 and over	2.5

Source: *Wisconsin Public Library Standards*, 5<sup>th</sup> ed., 2010  
[\[http://pld.dpi.wi.gov/pld\\_standard\]](http://pld.dpi.wi.gov/pld_standard)

**Seats per 1,000 Population**

Seating should meet or exceed the number calculated using the table below. For a library whose population falls between the figures given, the recommended number of seats should be calculated proportionally.

Seats at fixed computer workstations, microform readers and other dedicated seating should not be counted in the general seating count. Also omitted from the general seating count are seats in rooms not always open to library patrons, such as auditoriums, meeting rooms and study rooms.

Population	Seats per Thousand
1,000	22.5
2,500	14.25
5,000	10.0
10,000	7.0
25,000	4.5
50,000	3.0
100,000	2.25

Source: Dahlgren, Anders: *Public Library Space Needs: a Planning Outline*, 2009  
[\[http://dpi.wi.gov/pld/boards-directors/space-needs\]](http://dpi.wi.gov/pld/boards-directors/space-needs)

**Estimated Space Summary Chart**

**Double-click the icon to access the spreadsheet. When complete, print out the spreadsheet and insert behind this page in the binders.**



Estimated Space Summary

### Estimated Capacity Comparison Chart

*Double-click the icon to access the spreadsheet. When complete, print out the spreadsheet and insert behind this page in the binders.*



Capacity Comparison

## 10. STATEMENT OF NEED & PROJECT PROPOSAL

Be brief and concise, using bulleted or numbered lists where possible. Use n/a as needed.

### 1. Community vision and project participation

#### A. What is the community's vision of itself?

**The Town of Littleton is a bedroom community of Boston and the 495 work belt with a rural character. Littleton's growth management goals and objectives call for maintaining as rural a town character as possible, but with high quality amenities and services, as noted in the Littleton Master Plan. Townspeople think of Littleton as a rural community of starter homes where families can build a connected community. At community meetings and focus groups held both by the library and Town since 2013, residents have indicated a desire to maintain the Town's rural character while increasing access to recreational and community/educational centers. Residents are proud of the fact that you can still see open fields, woods and other scenes that give the impression of a rural setting.**

#### B. What is the library's vision and/or mission statement and how does it align with the community's vision of itself?

##### **Mission:**

**Reuben Hoar Library – Connecting our community with each other and the world.**

**Read – To inspire Littleton to read, view, and listen.**

**Learn – To promote lifelong learning from birth through adulthood.**

**Meet – To create thriving spaces where the community connects, accesses library resources, and shares their stories.**

**Discover – To provide library collections that introduce ideas, build skills, support lifelong learning, and spark creativity.**

**Vision:****Reuben Hoar Library – The place you want to be!**

**The Reuben Hoar Library will become our community’s favorite place from which to borrow books, films and music. We will strive to provide patrons of all ages with enhanced opportunities for reading, viewing, and listening by broadening our community partnerships. We will establish the library as the leading community center for early learning through educational play spaces, programs and materials. We will improve public access to our library by increasing open hours, improving our virtual presence for those who access library resources online and replacing/renovating/expanding our aging library. And we will provide more library materials for the public, including materials in new and emerging formats and by providing easier access to digital collections.**

**The mission and vision of the library matches the community’s vision of itself by being a community and educational learning space. Patrons may visit the library not only for the physical materials we can provide, also to utilize our social spaces. We “create thriving spaces where the community connects, accesses library resources, and shares their stories” as stated in our mission statement. We maintain the “small town” rural character of the Town by sharing our resources and offering a space to foster a community feeling. As our Vision states, we branch out to the community, create partnerships with local groups like the Seed Savers which offers a seed borrowing program and the Council on Aging which uses our meeting spaces for programs. We support, share, and collaborate with many other groups in the community every day. Through our winter and summer reading programs, community reads and author talks we enhance the opportunities for reading and education. These are just a few of the ways the library’s vision of itself aligns with the vision of the Littleton community.**

- C. How does the proposed project support the community vision and the library’s vision/mission?

**The proposed project will help to expand the services we are able to offer. Through increased space in Children’s room our Children’s Librarian and staff will be able to offer more programming like story-time, Lego Club, Minecraft workshops, and many more programs. Our larger meeting spaces mean we can increase the number of patrons we allow into our programs. Currently, we have to cut off the amount of patrons we allow into programs due to fire and safety limitations. Increased study rooms mean more students of all ages and tutors will be able to utilize the library for learning. We’ll have more space for books and other materials for our patrons to borrow and an ADA compliant building which is safe for all of our patrons, no matter what their abilities.**

- D. How has the library engaged the community in the project’s planning and design process? [

In 2010, the Library Trustees established the Reuben Hoar Library Fund. The purpose of the fund was to help defray the cost of what they hoped would be a new or renovated library. To date that fund has raised more than \$40,000. Beginning in 2013 the Library Trustees and staff held two SOAR analysis workshops and a community visioning workshop where participants indicated their hope that the library be a vital part of the future of Littleton. In 2014 a Library Building Committee was created, with members of the Town's Permanent Municipal Building Committee (PMBC), to discuss both the needs of the community and the library. At the same time Martin Dermady of Dermady Architects was hired as a library consultant. Both Martin and the Building Committee determined the library was in need of more space, especially in the very busy children's room. The library's three floors were too hard to staff with current staffing levels, suggesting a two-story building would be easier to manage. The community wanted to see more meeting spaces and private study rooms. The shared elevator with the Town Hall which requires that patrons access it with a key was seen as inefficient, limiting to parents with strollers attempting to gain access to the children's room on the third floor and a potential hazard to those with disabilities and the elderly. There have also been several newspaper articles about the project in the Littleton Independent and the Lowell Sun. Also the Director and Library Trustees have visited local groups like the Council on Aging and the Littleton Rotary Club to discuss the project.

At a recent Master Planning Committee meeting held six months ago by the Town, Littleton residents were broken into ten groups. Seven of the ten groups listed a new library as a priority. The Library Trustees and Director have also held several Community Information sessions where questions from the community about the project were answered, architects for the project made presentations on the schematic design, and community concerns for the project were addressed. Two of these sessions have also been recorded by LCTV, the town's cable channel, and are available online to everyone. There have been at least ten designs considered over the past year due to the continued input of the community, the PMBC and the Selectmen. The Selectmen also created a Site Selection Committee made up of members of the community and various Town boards to assist in locating a new site for the library. Four sites, including the current location of the library were considered, with the committee finally recommending the "slope" site to the Library Trustees. Both the committee and the community felt the "slope" site was the best location due to its proximity to our current location (just behind the library) and for the "campus-like" feel it would create close to other Town departments like Town Hall, Council on Aging, and Park and Rec. It is also quite close to a walking path frequented by Middle School and elementary school students on their way home after school.

An online survey was distributed to the residents of the Town (See the results of the survey in the Appendix). Over 875 people participated, with a vast majority, over 85%, expressing their desire for the Library Trustees to pursue a new construction project of some kind. There have also been over 50 open meetings of the Library Trustees, Selectmen, Finance Committee and PMBC, as well as other Town Boards, with many opportunities for the community to learn

about the project and express their opinions. There is also a website [www.littletonlibraryproject.org](http://www.littletonlibraryproject.org) which is dedicated to the project and updated frequently.

- E. How has the library engaged the library staff in the project's planning and design process?

Library staff has been encouraged by both the Trustees and Director to share their opinions at every stage of the project. A few of the staff have attended community meetings and been a part of the Library Building Committee. The Library Director has shared designs and asked for input multiple times. They have joined the Trustees and Director in visiting recently renovated libraries and spoken with staff at these libraries to learn about how their projects went for them. The staff has engaged the Littleton community, listened to and answered their questions when appropriate and shared their own thoughts. Many of the staff also live in Littleton and have a vested interest not only as employees but also as tax-paying residents of the Town. They have been extremely vocal about their vision for a new library, what they feel they need not only to do their jobs properly, but for what they believe is best for our patrons.

## 2. Current conditions and their limitations

Incorporate photographs with descriptive captions within the narrative that illustrate current conditions.

- A. What are the current building layout and conditions and how do they limit the library's ability to serve the general public, adults, children and teens in terms of:
- [Information services]- **The Reference area is essentially a single bookcase located between our Book on CD collection and our Local History Room. It used to be much larger, but at the moment there isn't a lot of space for reference materials or for staff to interact with patrons in any meaningful way. We often find ourselves weeding reference materials to make room for other materials such as the expanding audio book collection. While eliminating reference materials in favor of electronic resources has become the norm in libraries, there are still several physical materials which should be made available to patrons. The space we require for periodicals, local history and genealogical materials also continues to grow with little space to expand.**
  - [Borrowing]- **Littleton's circulation numbers are actually quite good for a library and population of our size. We circulate over 150,000 items each year. Our location near two major crossroads, I-495 and RT-2, also make us quite popular to both residents and non-residents of Littleton. Over 54,000 people walk through our doors each year, which means we have a very busy circulation staff as well. The Main Circulation Desk is located on the 2<sup>nd</sup> floor directly across from the main entrance. There are three workstations and one self-checkout. The area is right at the center of the floor and can be a high traffic area. Depending on the amount of activity at the Circulation Desk, it can also be loud. The desk is only a few feet away from our patron computer**

work stations, periodicals, Young Adult area and Adult Fiction stacks. A patron looking for a quiet space to study or read can find it hard to accomplish on this floor. The Children's room Circulation Desk is located near the entrance to the Children's room and has two workstations with a self-checkout directly across from it. This area is small and often crowded with books and other materials. There is not a lot of space for patrons and staff to interact. This is also the only work area for the Children's Librarian, who often has to share it with at least one other staff member.

- [Collections]- The collection is added to on an almost daily basis. Many of the shelves are full to capacity or close to it. This requires us to weed the collection on a regular basis; the adult fiction and children's stacks are particularly crowded. There isn't always space to shift materials and some materials are located on shelves which are too high or low for our disabled and elderly patrons. The aisles between the bookshelves are also narrow, which can make accessibility by the disabled hard. Many of the stacks are also not well lit. The building was not built to be a library, so the weight we are putting on the floors is also something we have to be aware of on the second and third floors.
- [Programming areas, meeting rooms, and quiet/group study spaces]- There are three main meeting spaces; the Couper Room holds forty nine people, the Small Meeting room holds about twelve and the Conference room holds four people. We also allow patrons to use the large table in the Local History room, which can hold twelve. The Couper Room accessible with a key can be used when the library closed. The rooms are booked on an almost daily basis. Several of the smaller meeting rooms are used by patrons for studying, tutoring and book clubs. The library staff uses all of the meeting spaces for programs like Lego Club, Game Nights, Adult Coloring Club, Movie Nights, Girls Who Code, author talks, and much more. Outside groups and other Town Departments also use the Couper Room for Boy and Girl Scout Meetings, Gardening Club meetings, Bereavement Therapy Groups, Yoga, as a meeting space, book sale room and for many other functions. The popularity of our library programs (with increases in the hundreds every year) and high demand to reserve the rooms often means we cannot accommodate everyone who wishes to use the rooms or attend a program due to room capacity requirements as they relate to fire codes. Finding space for programming can be especially hard during Summer Reading programs which are very well attended by residents of Littleton.
- [Other] – The Local History Room is also quite cramped, with not much space for books, maps, donated art, and other materials. Climate control in this room is nearly impossible. It is often humid, which is not ideal for any book, but even more so for the archived materials we keep in this room. Most are unique and irreplaceable as they relate to the history of Littleton.

- B. How do current building layout and conditions impact the library's ability to keep staff and public safe (a place that is free from harm or danger) and secure (state of being protected from harm) in terms of:
- [Health]- **We currently share an elevator with the Littleton Town Hall. To access this elevator from the library side patrons must obtain a key from the main floor (2<sup>nd</sup> floor). This means any patrons entering the library from the ground floor must first obtain a key from staff on the 2<sup>nd</sup> floor. Needless to say, it is not very efficient, nor is it safe for those with disabilities, the elderly or parents with small children and strollers.**
  - [Fire protection]-**The Library is not equipped with a sprinkler system. We do, however, have operational fire alarms and smoke detectors and multiple areas of egress in the event of a fire or other emergency.**
  - [Structural integrity] – **This building, which we share with Town Hall, Council on Aging, Park and Rec and the School Department was originally built as the Shattuck Street School in 1959. The building was not intended to be a library, and therefore the weight of books and other materials was not taken into consideration as they are today. The floor loads do not meet the 150 lb per square foot required of most libraries, it is closer to 90 or 100 lbs per sq. ft. in most areas of the library.**
  - [Other]

- C. How does the current building hinder staff workflow and productivity?

**The Children's room is extremely crowded. There is limited space to hold programming, especially story time programs. They often have to compete for meeting room space. Our meeting rooms are not only popular among staff wishing to hold library programs, but among other Town departments and outside groups in Littleton. Lack of shelf space means we weed the collection far more than we should to accommodate new materials that are added to the collection on an almost daily basis. The processing area is also extremely cramped and narrow. The Technical Services staff often has to work in close quarters. The room is also a general staff area; we use this area to do work away from the Circulation Desk, staff mailboxes are in there and the Office Coordinator also has a desk in this room.**

- D. What are the major obstacles to people approaching and accessing the building?

**The biggest obstacle is the elevator. The elevator is shared between the Library and Town Hall, meaning you can walk between the two buildings through the elevator. For security reasons we reprogrammed the elevator so that you would need a key to access the library side. The Town Hall and Library have different operating hours and patrons could easily walk through the elevator into the library from the town side when the library was closed. Unfortunately, this has created a new issue. Patrons entering the building from the ground floor parking area are unable to access the elevator unless they visit the second floor first for**

the key. This poses an issue not only for parents with strollers looking to access the third floor children's room, it is also an issue for those in wheel chairs or with other disabilities.

There is a wheel chair lift through the main floor access to the building. However, the lift has broken down at least seven times in the past year. It also is not large enough for those in larger wheelchairs or double strollers.

Several of the aisles between the stacks are also too narrow for those in wheelchairs and other disabled people or the elderly. The steps at the main entrance of the library are also not all the same height, there is one step that is slightly off which causes an issue for some. The railings are also not designed to provide the proper grip for those with disabilities and the elderly. Many have also expressed that the lighting in the building is too dark.

- E. What is the parking capacity (lot and convenient street parking)?

The parking lot can currently support 129 spaces, which includes fifteen parking spaces on Shattuck Street. We share this with the Town Hall, Parks and Recreation, Council on Aging and the School Department staff and any visitors to any of our Town departments, including the library.

- F. Describe the path of travel from available parking to the building entrance.

Patrons have three points of entry into the building. They may enter from the back parking lot to the ground floor of the building where they may browse our non-fiction collection or take the steps to the second floor or another set of steps from the second floor to the third floor Children's Room. Patrons can also access the elevator from the ground floor if they have a key (which they must obtain from the second floor staff) as mentioned above.

Patrons may also enter the building from the front to the second floor of the building (main floor). There is street parking on Shattuck Street and parking for library patrons (including handicap spots available). Patrons in wheelchairs may use the chair lift to access the main floor as there are a small set of stairs from the front automatic sliding doors to the rest of the main floor.

The third way to enter the building is through the elevator from the Town Hall side. Patrons may directly access the building through the Town Hall on the second floor. The first and third floors do require a key.

- G. What portion of the parking is dedicated to library use only?

There is no specific parking dedicated to library use. Everyone shares the same 129 parking spots.

- H. What conditions related to energy efficiency or the surrounding exterior environment have a negative impact on the operations, management and use of the building?

**While the heating and cooling system works, it is divided into several different zones which don't make a lot of sense with the current configuration of the building. The building was renovated from a former school. The system made sense when the space was a school with classrooms, but no longer works for the current setup of the building. We have thermostat controls in locations that often don't make sense, with some of the controls actually hidden or otherwise not easily accessible.**

### **3. Expanded & improved facility benefits**

- A. How does the project facilitate the library's ability to serve the general public, adults, children and teens in terms of:
- [Information services] – **The reference area will have more space for materials and computer workstations. There will also be a dedicated staff workstation for patrons to interact with staff in a way which is far more suitable and slightly more private. It will also be situated in an area of the main floor which will be quieter and away from too much activity which could interrupt those looking for a quiet area.**
  - [Borrowing] - **The main Circulation desk will be situated across from the main entrance. It will have more space for staff to interact with patrons and each other. There will also be an additional self-checkout for patron convenience.**
  - [Collections]- **We will increase the amount of linear shelf space to accommodate books, DVDs and other related materials. As this will be a new building, placing too much weight on the floors will not be as big a concern as it has been in the past. With more floor space, we will also have more flexibility in how we set up various areas of the library. We'll be able to move and adjust shelving units to meet our needs. At the moment we are limited in what we can do with the collection and how we promote it to the public. Our stacks will also be ADA compliant, which will be beneficial to our disabled and elderly patrons. Lighting will also be brighter to allow patrons to better browse the shelves.**
  - [Programming areas, meeting rooms, and quiet/group study spaces]- **Our large meeting room will double the amount of people it will be able to hold; this means we'll be able to offer programming to more patrons. The room will still be accessible after hours, allowing us to continue to offer this popular service. We would also like to work with the Town's local cable company to equip the room with video equipment so that more meetings can be taped, which is popular among Littleton residents. Equipment costs**

would come out of the LCTV budget. We also plan to increase our group study rooms from one to four. Group study rooms are very popular among student groups, tutors and patrons just looking for a quiet room to work. Our current study room is in high demand and an additional three study rooms will help us to meet the needs of more of our patrons.

- [Other]- **The Local History room will be climate controlled. This will allow us to keep our historical materials preserved for much longer, which can only be a benefit to the residents of Littleton. There will also be more space for materials with cabinets that lock for the security of some of the more valuable items in our local history collection.**
- B. How does the project contribute to the library's ability to keep staff and public safe (a place that is free from harm or danger ) and secure (state of being protected from harm) in terms of:
- [Health]- **The new library will have its own elevator which does not require a key. This will allow better accessibility for the disabled, elderly and parents with strollers. Climate controls will help us to heat and/or cool the entire building more effectively.**
  - [Fire protection]- **The building will have a complete fire protection system (sprinklers) throughout, designed to meet Mass. Code and NFPA requirements.**
  - [Structural integrity]- **A new building will increase the amount of weight and stress we can put on the floor loads of the building, unlike our current building which was not designed to be a library.**
  - [Other]
- C. How will the project improve staff workflow and staff productivity? –**Overall there will be much more space across the board. More shelf space means less time devoted to continuously weeding the collection or shifting books to create more space. Larger meeting spaces will allow staff, especially the children's room staff, space to hold programs which can accommodate more patrons. A larger children's room with an activity area will also increase our ability to hold more children's programming which is in high demand. There will be quieter spaces for patrons to interact with staff to ask reference questions. A Young Adult room where YA staff can interact with teens will help us to attract more teens to the library, increasing the amount of teen programming we are able to offer. A larger processing room will provide more space for our technical services staff to work, increasing their already stellar productivity as it relates to processing materials.**
- D. Is the project ADA compliant? Yes No  
 What Architectural Access Board waivers may be sought to meet ADA compliance and why?  
**None**
- E. Explain the approved parking plan and note the number of library dedicated parking spaces and their location. **The approved parking plan calls for increasing the amount of parking spaces from 129 to 149, contingent upon Planning Board approval of future engineering plans. Parking will be located towards the front of the building as noted on the plan. ] If parking**

- capacity varies from the MBLC guideline of one parking space per 400 gross square feet of building, not including staff parking, provide documentation or a letter from the appropriate local board approving an alternative parking capacity and plan in Appendix N.*
- F. Describe the proposed path of travel from the proposed parking to the building entrance.  
**Parking will be directly in front of the building with easy access to the front entrance.**
- G. What portion of the parking is dedicated to library use only? –**Sixty of the one hundred forty nine spots would be available for use by library patrons.**
- H. What energy-efficient and environmentally sustainable features are incorporated into the project design?

**The proposed library addition is located on a previously developed site, in the downtown area, creating a ‘campus’ with shared parking between the town hall, senior center, and play fields which include tennis courts and a ball field. The site is also in close proximity to the Littleton Middle School and the Russell Street Elementary School. Preferred parking spaces will be designated for high efficient or car pool vehicles, and the library is also considering a pay-as-you-go electric vehicle charging station.**

**The landscaping will be composed of native plant materials, and no permanent irrigation system is proposed for the landscaping. Storm water will be managed on site and passively treated before being recharged into the ground, only overflow piping will be connected to the system in the street.**

**The mechanical systems will be high efficiency, and controlled by a centralized automatic temperature control system, and a 100% fresh air induction heating and cooling system is being considered for efficiency, ease of use, ease of maintenance and cost effectiveness. The building walls and roof will have more rigid foam insulation than required by the Massachusetts energy code, to reduce operating costs for heating and cooling. Most of the windows in the building will be operable.**

**The lighting systems will be automatically controlled, and include daylight harvesting, which will automatically lower the lighting levels of the light fixtures close to the windows so that the natural sunlight balances with the brighter interior lights to keep lighting levels even while saving energy. The building is being designed with provisions for a small photovoltaic array on the roof, which will help reduce electrical operating costs. Views out to the woods via large expanses of glass on the north side of the building allow for large quantities of natural light to penetrate the building with little glare.**

**Many of the construction elements from the structural steel and concrete will have high recycled content, and paints, sealants, and adhesives will have very low volatile organic compounds to insure high indoor air quality. All of the plumbing fixtures will be high efficiency.**

*If the building has been designed to attain LEED certification by the U.S. Green Building Council, submit the most current LEED Project Scorecard in Appendix M.*

- I. How is flexibility evident in the design should it be necessary to change or expand over the next twenty years?

**The proposed building has a slab-on-grade lower floor and steel framed upper floor and roof, with no load bearing walls, so all of the interior walls can be reconfigured at a later date as the needs of the library change over time. Electrical and data outlets will be included throughout the building, including at the interior columns and in the stack areas to insure ease of modifications in the future. There is room on site to expand to the east, or beginning at the east, extending north.**

- J. Does the architectural design vary notably from the building program? For example, are there service areas that have been eliminated in the architectural design that were included in the building program? Yes No  
If yes, explain why. [     ]

#### 4. Site

Incorporate photographs with descriptive captions within the narrative that illustrate current conditions and selected site, if different.

- A. Describe how and why the chosen site was selected, and any alternate sites considered.

**Four sites were considered for the library project: We considered renovating or expanding the current location of the building, tearing down and constructing a new building in our current location, putting a new building on an area known the Morgan Property located a half mile away from the library, or building new on the site of the tennis courts next to the Town Hall. We finally settled on a location directly behind the Library and Town Hall which we call the "slope site".**

**To help us choose a location the Town of Littleton Selectmen created a Site Selection Committee composed of members of the community, the Library Director and at least one member from each of the following boards, Library Trustees, Selectmen, Finance, Permanent Municipal Building Committee, Health, Planning, and Conservation. They were tasked with locating a site and making a recommendation to the Library Trustees and Building Committee. In coordination with the architect and OPM for the project the Site Selection Committee considered available town-owned properties.**

**We ruled out the library's current location for either a renovation or complete tear down due to the space and structural limitations of the building. The building was originally built as a school and therefore the floors are not rated for a 150 lb per sq. foot rating required for new libraries. There also wasn't much space to expand into as the Library and Town Hall share**

walls, which also created design issues. It also would have required the Library move into a new spot temporarily while construction took place. Locating a site which would have accommodated the library staff and been accessible to patrons proved difficult and would have been costly.

The Morgan Property was eliminated due to its location on a significant portion of wetlands. The property also would have required a cost-prohibitive driveway be created. It also would have required the library to be set back too far into the property, limiting easy access and visibility by the public.

The Tennis Court location was ruled out because of objections from Park and Rec and the School who use the Tennis courts for the public and students respectively. Those departments would have required the Library Trustees locate and pay for the construction of a new tennis court somewhere else in town; which would also have been cost prohibitive.

The committee chose the "Slope" site because it seemed to make the most sense given the other options. The site is located in close proximity to the current library and other town services like the Town Hall, Council on Aging and Park and Rec, which it is believed will create a campus like atmosphere for Town buildings. The site is also close to the Middle School and a walking path frequented by students on their way home from school. There are no buildings or other structures on the site which would have posed an issue. It is located near some wetlands, but set far enough away that it will not be an issue.

A new site, no matter what its location, also allows the library to remain in its current location until new construction is complete, eliminating the need to temporarily move into another space and spending money on storage and moving expenses. Moving into a new space also opens up this wing of the building, allowing other Town departments to expand into our current location and solving many of the issues they've had with space on their side of the building. For all of these reasons the "slope" was recommended to and approved as the new site for the library by the Library Trustees.

Summarize the site investigation findings in reports on:

- i. [Geotechnical examination]- **The geotechnical survey, as performed by Geosearch Inc, showed the soil at the site to be mostly dry with some fine to very fine sand with some silt. Borings were taken from at least five different locations on the site at depths of up to 20'.**
- ii. [Hazardous materials survey] – **A Hazardous Materials Survey was not done as it is a virgin site where no buildings or other structures have ever existed. For that reason the Permanent Municipal Building Committee (PMBC) recommended a Hazardous Materials Survey not be completed.**
- iii. [Preservation or archeological site survey (if applicable)] **N/A**
- iv. [Structural evaluation (if applicable)] **N/A**

- B. What zoning waivers may be required? **None – the site is located next to the current Library and other Town buildings.**
- C. Does the library have clear title to the proposed project site? Yes No – **Through the course of this project it has been determined that the “slope” parcel is located on School Committee property. In fact, the Library and Town Hall are both located on School Committee property as this site was originally a school. At their December 22, 2016 meeting the Littleton School Committee transferred the “Slope” site to the Library Trustees contingent upon the Trustees being awarded the construction grant and obtaining funding at Town meeting. At the May 1, 2017 Town meeting the Library Trustees will ask the Town to vote to confirm the transfer by a 2/3rds vote.**

Include a copy of the Title/Deed to the property in Appendix A. If the library has not yet secured final ownership of land, the following conditions must be met for the project to proceed.

- **Existing Library Building**

- Documenting Ownership – deed showing clear title to land

- Establishing Value to Claim Eligible Cost – n/a

- Deadline – January 26, 2017

- **Acquired from Town or School Owned Land**

- Documenting Ownership – can be contingent on receiving a construction grant

- Official town meeting or vote of select board, school board or other town entity that administers the property that defines the site and authorizes transfer of land for the project

- Establishing Value

- Get three land appraisals from a real estate agent and use the middle appraisal

- OR

- Use city/town assessor’s valuation

- Claim up to \$800,000 as an eligible cost

- Value of existing structures cannot be claimed

- Only land for the library structure and associated dedicated parking

- Only land acquired since January 26, 2014 is eligible

- Deadline - January 26, 2017

- **Gifted**

- Documenting Ownership – can be contingent on receiving a construction grant

- Agreement between the donor and town that includes

- Confirming the Gift

- Defining the site

- Value of site

- Establishing Value

- Get three land appraisals from a real estate agent and use the middle appraisal

OR

Use city/town assessor's valuation

Claim value as shown on the middle appraisal or city/town valuation, up to \$800,000

Value of existing structures cannot be claimed

Only land for the library structure and associated dedicated parking

Only land acquired since January 26, 2014 is eligible

Deadline - January 26, 2017 to claim as an eligible cost

Clear title by date of signing contract with MBLC

- **Purchased from a Seller**

Documenting Ownership – can be contingent on receiving a construction grant

Purchase and sale agreement between the town and the seller

Establishing Value – value as stated in purchase and sale agreement can be claimed as an eligible cost

Deadline – Signed purchase and sale agreement by January 26, 2017 to claim as an eligible cost

Only land acquired since January 26, 2014 is eligible

- **Leased Land**

Documenting Ownership in Application – can be contingent on receiving a construction grant

Lease agreement between the municipality and documented owner

Duration of least 99 years

Lease payments are not an eligible cost

Establishing Value – n/a

Deadline - January 26, 2017

Clear title or a lease of at least 99 years must be obtained prior to signing a grant contract with the Board of Library Commissioners. *A title search is required to confirm that property is without any claims by others and there is no history of past claims which might affect the ownership.* Include confirmation of a clear title or lease agreement and all supporting documentation in Appendix A.

## 5. Funding and Stewardship

- A. Describe the potential level of financial support
- i. Local funding has already been approved - **The Library Trustees have not yet asked that local funding be approved at Town Meeting. We plan to do so following a grant announcement to the library by MBLC. We have explored the potential costs with the Town Selectmen, Treasurer, Accountant and Administrator and are exploring ways to fund the project once an award announcement has been made.**

- ii. Donor gift giving through capital campaign:

**In 2010 the Library Trustees created an annual fund drive. Each year since then they have sent a letter to the Littleton residents requesting donations to the Library Building Fund. Each year several thousand dollars have been donated to the fund amounting to over \$50,000 so far. The Library Trustees also have funds available in their savings account which will be made available for the project. The majority of these funds come from donations made to the library since it was first created 130 years ago. The Trustees are currently exploring which funds from that account are available to put towards the project.**

**A New Library Fundraising Committee has also been created to support the project, made up of members of the Littleton community. They are currently exploring fundraising and grant opportunities to pursue.**

- iii. Charitable giving from businesses, foundations and other prospects - **our Fundraising Committee is currently exploring how they can best pursue donations from businesses and other local foundations.**
- iv. Other – **The Fundraising Committee has located grant opportunities and plans to apply for those grants in the near future.**

- B. Describe the potential level of municipal support for library operations, including adjusted staffing levels and for adequate maintenance and repair after project completion.

**We anticipate municipal support for library operations to remain the same. Moving from a three-story library to a two-story library should be much easier to staff and manage with our current staffing levels. We do not anticipate it will require additional staff or a change in hours. The Town has also always been responsible for maintenance and repair of the library, as it does with other municipal buildings in Town such as the Police and Fire stations. We see no reason for that change with the construction of a new building.**

- C. For **all projects**, fill out a Massachusetts Historical Commission (MHC) Notification form, send to the MHC and include a copy in Appendix G.
  - i. Guide: <http://www.sec.state.ma.us/mhc/mhcpdf/pnfguide.pdf>
  - ii. Form: <http://www.sec.state.ma.us/mhc/mhcpdf/pnf.pdf>

## 6. Special Conditions

- A. If not already included in this application, describe any special conditions pertaining to this project or municipality. Special conditions might include such factors as demography, economics, or other conditions that have had a significant effect on the proposed project's scope or size.

**There have been major capital projects over the past ten years, such as a new Police Station and High School and the continued development of "The Point" off of I-495 which includes a new hotel, shops, skating rink and a future movie theater among other businesses. At November 2016 Town Meeting residents also approved the construction of a new \$8 million dollar fire station and \$4 million dollar athletic field. This new development has resulted in mixed feelings about large scale commercial development in the Town as residents are opposed to the increased traffic it creates. While they support municipal projects which they feel are both necessary and better match the needs and feel of the community like the Library, some are worried about the increasing costs and burden on the tax payers. They would like to see a new library, but they would prefer it two or three years from now when the Town can better afford it after large scale projects like the new fire station and athletic field are completed.**

## 7. Project Timeline

Estimate the number of months needed to:

- A. Finalize schematic design & complete design development: **Schematic design will be completed by the time this application is submitted on January 26, 2017.**
- B. Secure local funding: **6 months from the time we are informed we have received the MPLCP grant.**
- C. Complete construction: **Between 12 and 18 months.**

## SECTION 2: FINANCIAL

### A. ESTIMATED ELIGIBLE/ NON-ELIGIBLE PROJECT COSTS

- For a project in a single municipality or for a Joint Library Project (libraries in two or more towns planning a single building), complete the spreadsheet linked below.
- If your project includes costs for constructing space housing another agency, organization or department as well as the library, do not fill out section 2A. An Application Addendum for a Shared Building Project is required, with a slightly different spreadsheet. Contact Lauren Stara ([lauren.stara@state.ma.us](mailto:lauren.stara@state.ma.us)) or Rosemary Waltos ([rosemary.waltos@state.ma.us](mailto:rosemary.waltos@state.ma.us)) for the additional form.

#### Cost Estimate

***Double-click the icon to access the spreadsheet. When complete, print out the spreadsheet and insert behind this page in the binders.***



Cost Estimate

### B. DETAILED COST ESTIMATE

Include the independent cost estimator’s full report in Appendix L.

<b>Estimating Firm:</b>	DG Jones International, Inc
Address:	3 Baldwin Green Common, Suite 202, Woburn, MA 01801
Name of Estimator:	Charles McGrory
Phone(s):	781-932-3199
Email address:	cmcgrory@dgjonesboston.com

### C. COST PER SQUARE FOOT

***Double-click the icon to access the spreadsheet. When complete, print out the spreadsheet and insert behind this page in the binders.***



Cost per Square Foot

D. FUNDING SOURCES

Describe your plan for obtaining funds other than the MPLCP grant.

**The Library Trustees have approached funding the project in a few different ways. Beginning in 2010 the Trustees started an annual fund drive to help to fund the new library. They sent letters to the residents of Littleton requesting their support and donations. To date, over \$40,000 has been raised with more available in the general funds of the Trustee’s savings accounts to put toward the project. We also have a Library Fundraising Committee which is researching grant opportunities. They are also preparing to go to the public and businesses to encourage them to donate to the Library fund. Our goal is to lessen the burden on the Littleton tax payers as much as possible when we go to Town Meeting.**

***Double-click the icon to access the spreadsheet. When complete, print out the spreadsheet and insert behind this page in the binders.***



Funding Sources

## SECTION 3: ASSURANCES AND CERTIFICATIONS

### A. QUALIFICATIONS AND DUTIES OF PROJECT PERSONNEL

1. **Project Director.** The library director may function as the project director.

Name: Samuel Alvarez

Position: Library Director

Responsibilities: As they relate to this project: manages the OPM and architectural firms at the direction of the Library Trustees. Coordinates with Town Boards and personnel such as the Selectmen, FinCom and PMBC, Town Administrator, Accountant and Treasurer among others.

Qualifications: See Resume in Appendix

2. **Architect.** Complete this form for the firm, principal and/or project architect working on the project

**Architectural Firm:** Johnson Roberts Associates Inc.

Address: 15 Properzi Way, Somerville, MA 02143

Phone(s): 617-666-8585

Website: <http://johnson-roberts.com/JRA/>

Library project date of hire: July 2015

Name of Principal Architect: J. Stewart Roberts

Phone(s): 617-666-8585

Email address: sroberts@johnson-roberts.com

Mass. License #: 5076

Name of Project Architect  
(if different):

Phone(s):

Email address:

Mass. License #:

3. **Owner's Project Manager (OPM).** Complete this form for the firm, the OPM and the Clerk of the Works

**Project Management Firm:** CDR Maguire

Address: 2 Granite Avenue, Suite 150 Milton, MA 02186

Phone(s): 617-778-1440

Website: [www.cdrmaguire.com](http://www.cdrmaguire.com)

Library project date of hire: June 2015

Name of OPM: Sean Flanigan

Phone(s): 617-778-1488, 617-777-2599

Email address: [sean.flanigan@cdrmaguire.com](mailto:sean.flanigan@cdrmaguire.com)

Name of Clerk of the Works: [    ]  
 Phone(s): [    ]  
 Email address: [    ]

4. **Library Director.** Complete only if the library director is not the project director.

Full name:  
 Phone(s):  
 Email address:  
 Major responsibilities related to the project: [    ]

**B. PROJECT AWARDING AUTHORITY AND FISCAL INFORMATION**

The sole awarding legal authority for this project will be:  
(Mark only one)

- Board of Library Trustees
- Local Building Committee
- Other Municipal Official

Chairperson or Municipal Official of Above

Full name: Joseph Collentro  
 Title: Chair, Permanent Municipal Building Committee  
 Address: 37 Shattuck St, Littleton, MA 01460  
 Phone(s): 978-540-2460  
 Email address: pmbc@littletonma.org

The person legally authorized to receive and safeguard Massachusetts Public Library Construction Program funds locally:

Full name: Steve Venuti  
 Title: Town Treasurer  
 Address: 37 Shattuck Street, Littleton, MA 01460  
 Phone(s): 978-540-2450  
 Email address: svenuti@littletonma.org

The person legally authorized to requisition and approve local expenditures of Massachusetts Public Library Construction Program funds:

Full name: Joseph Collentro  
 Title: Chair, Permanent Municipal Building Committee  
 Address: 37 Shattuck Street, Littleton MA 01460  
 Phone(s): 978-540-2460  
 Email address: pmbc@littletonma.org

Name and address of bank or other institution where Massachusetts Public Library Construction Program funds will be deposited:

Bank or institution name: Unibank for Savings  
Contact name: Daniel Labay  
Title: Government Banking  
Address: 49 Church St, Whitinsville, MA 01588  
Phone(s): 508-849-4236  
Email address: Daniel.labay@unibank.com

Official accounts of receipts and disbursements for the proposed construction project will be maintained by:

Office or agency name: Town Accountant  
Contact name: Bonnie Holston  
Title: Assistant Town Administrator for Finance and Budget  
Address: 37 Shattuck Street, Littleton, MA 01460  
Phone(s): 978-540-2440  
Email address: bholston@littletonma.org

Official documents to verify information shown in official accounts will be on file at:

Office or agency name: Town Accountant  
Contact name: Bonnie Holston  
Title: Assistant Town Administrator for Finance and Budget  
Address: 37 Shattuck Street, Littleton, MA 01460  
Phone(s): 978-540-2440  
Email address: bholston@littletonma.org

Person authorized to serve as the municipality's Massachusetts Certified Public Purchasing Official (MCPPO ) is:

MCPPO-certified City/Town Hall or School District Individual:

Full name: Bonnie Holston  
Title: Assistant Town Administrator for Finance and Budget  
Address: 37 Shattuck Street, Littleton, MA 01460  
Phone(s): 978-540-2440  
Email address: bholston@littletonma.org

### C. COMPLIANCE ASSURANCES

Applicants shall agree in writing to the 38 assurances found in 605 CMR 6.05 (2)(d) which are based on full municipal enforcement and compliance with federal, state and local laws, rules and regulations.

1. that new, remodeled or renovated library buildings will be planned for a minimum operational life of 20 years;
2. that the completed facility will continue to be used as a free public library for at least 20 years. Prior approval from the Board must be obtained if there is any change in proportional use, or if the building is sold or reused for a non-public library function. In the event that the building is not kept in continuous use as a free public library for 20 years, the city or town must return the amount of the grant award plus interest to the Board within 60 days of the date the library building falls out of compliance with 605 CMR 6.05;
3. that the Applicant will continue the library's participation and qualification in programs established by or the successors to State Aid to Public Libraries M.G.L. c. 78, §§ 19A and 19B. Should the Applicant fail to be certified by the Board to receive State Aid during the period in which the grant contract and agreement is in effect, until project completion and final payment, this will be considered a breach of the contract;
4. that when construction is complete, the Applicant will make all full and good faith efforts to ensure that sufficient funds will be available for the effective operation and maintenance of the facility, in accordance with applicable federal, state and local requirements and standards;
5. that a sign will be displayed on the construction site and a plaque will be placed in the completed building stating that State funds administered by the Massachusetts Board of Library Commissioners have been or are being used for construction and displaying the MBLC name and logo;
6. that the Applicant and contractors will not knowingly employ, compensate, or arrange to compensate any employee of the Board during the term of the project, unless such arrangement is permitted under the provisions of M.G.L. c. 268A;
7. that the Board will have the authority to review and approve plans, specifications, bid documents, contract awards, payments and all documents of obligation or expenditure for the project;
8. that if required, pre-contract and preconstruction conferences will be held with representative(s) from the Board;
9. that the Owner's Project Manager, architect and other contractors of an approved public library project will be selected using the procedures as outlined by the Designer Selection Board under the provisions of M.G.L. c. 7C, §§ 44 through 58;
10. that all design, construction, construction contracts and sub contracts will be in conformity with all applicable provisions of state and local law, rules and regulations including, but not limited to, M.G.L. c. 143, St. 1972, c. 802, St. 1984, c. 348 and 780 CMR: State Board of Building Regulations and Standards. All construction contracts must be bid under M.G.L. c. 149, § 44A or M.G.L. c. 30, § 39M;
11. that the Applicant will be in compliance with Executive Order 524: Establishing the Massachusetts Supplier Diversity Program, which includes set aside provisions for minority business enterprises and women-owned business enterprises, and in compliance with M.G.L. c. 151B. The Applicant must not discriminate in any manner because of gender, race, color, religion, national origin, ancestry, age, sex, or handicap;
12. that the Applicant will require that all construction contracts will be in conformity with applicable law and regulations related to minority hiring. Every state-assisted contract for an approved public library project, including sub contracts, will include the Commonwealth's Supplemental Equal Opportunity/Anti-Discrimination and Affirmative Action Program as part of the contract;

13. that the Applicant will comply with Executive Order 526: Regarding Non-discrimination, Diversity, Equal Opportunity, and Affirmative Action. The Applicant will safeguard nondiscrimination, diversity and equal opportunity in state funded workplaces, decisions, programs, activities, services and contracts;
14. that the Applicant will submit the project to local, regional or state boards or agencies for comment and/or approval as may be required by law or regulation;
15. that the Applicant will assist the Board in complying with the Massachusetts Environmental Policy Act, M.G.L. c. 30, §§ 61 through 62H;
16. that the building will be designed according to 521 CMR: Architectural Access Board;
17. that life cycle cost estimates of all technically feasible energy systems as defined in St. 1976, c. 433, will be considered in order to ensure that the energy system with the lowest life cycle cost estimate will be identified in accordance with the provisions of St. 1976, c. 433;
18. that the Applicant will closely monitor the cost effects of building program and design decisions and materials and systems selections so that the facility can be constructed and operated in a cost effective, sustainable and staff-efficient manner considering the type of project and structure;
19. that there will be an evaluation of flood hazard so that the facility to be constructed will be located to prevent potential flood hazards, as far as is practicable;
20. that the building will be designed to minimize the effects of vandalism, weather conditions and natural conditions and that materials and finishes will be selected to minimize operational costs and maintenance. This will include provision for a fire-rated enclosure for any automated or manually operated exterior book or nonprint materials return that penetrates a wall of the building;
21. that the Applicant will comply with M.G.L. c. 9, §§ 26 and 27C and 950 CMR 71.00: Protection of Properties Included in the State Register of Historical Places and any additional Massachusetts Historical Commission legal and regulatory requirements, including that which affords the Massachusetts Historical Commission the opportunity to review and comment as early as possible in the planning stages of the project;
22. that the Applicant will comply with Americans with Disabilities (ADA) federal standards and the regulations of the Massachusetts Architectural Access Board, including those requirements for making alterations to historical properties to ensure that property and building are readily accessible and usable by individuals with disabilities unless a variance has been obtained for all noncompliant features;
23. that prior approval from the Board will be obtained for significant budget, program or plan changes and revisions including deduct change orders, excluding change orders of an emergency nature;
24. that the Applicant will provide adequate supervision during the term of the project including architectural supervision, value engineering and the retention of a qualified clerk of the works and, when required, an Owners Project Manager that meets the qualifications required by M.G.L. c 7C, § 44 through 58;
25. that Board staff will be provided reasonable access to the project and site with consideration for site conditions and with appropriate notification;
26. that every good faith effort will be made to obtain sufficient funds beyond those granted under the Massachusetts Public Library Construction Program for the non matching and non eligible portion of project costs;
27. that the Board will not be held responsible for meeting any increased costs or increasing the amount of the grant award beyond the provisional award;
28. that the project will be completed as described in the application and approved by the Board. Any significant reductions in the project's program require prior approval;
29. that the Board, the Governor or his or her designee, the Secretary of Administration and Finance, and the State Auditor or his designee will have the right, at reasonable times and upon reasonable notice, to examine the books, records and other compilations of data of the Applicant which pertain to the

- performance of the provisions and requirements of this agreement. Upon request, the Applicant will furnish to the Board copies of any such books, records and compilations. In all contracts or subcontracts entered into by the Applicant concerning the project, a provision must be included requiring similar access by the Board to the contractor's or subcontractor's books, records and other compilations of data which pertain to the project according to Executive Order 195: Vendor Contracts of April 27, 1981;
30. that the Applicant will file all required reports and the Board will be notified when the approved public library project is completed and a certified reporting of expenditures by category, financial sources and other documentation will be supplied to the Board by the Applicant within six months of project completion;
  31. that all grant funds received by the Applicant from the Massachusetts Public Library Construction Program will be placed in an interest bearing account separate from other Applicant accounts. All grant funds, including interest income, will be retained in this account until they are expended for purposes specified in the construction grant application. Purposes specifically excluded include all those specified in 605 CMR 6.02: Definitions Eligible Costs;
  32. that the Applicant will file a final evaluation form on the performance of contractors on the project as required by the Division of Capital Asset Management and Maintenance (DCAMM) upon completion of the project;
  33. that construction will begin in the fiscal year immediately following the date of acceptance by Board staff of the final project construction documents;
  34. that a copy of the as-built drawings, in paper or electronic form, will be supplied to the Board within 60 days after issuance of Certificate of Occupancy;
  35. that the Applicant has clear title to the project site or a lease of at least 99 years;
  36. that the project site will remain as described in the application and approved at the time of award or Waiting List placement;
  37. that the construction process will comply with all current state and local building codes for libraries and all applicable standards and procedures;
  38. that the completed project will meet or exceed a building efficiency rating of 65%.

D. APPLICATION CERTIFICATIONS

We the undersigned, having official responsibility for the project herein described, do hereby attest to the facts and figures presented as true to the best of our knowledge and belief and do hereby certify our intent to carry out all the provisions and conditions agreed/delineated in this application. At least one person officially representing the town and one library trustee representing the library must sign. Name and title may be typed or legibly handwritten. Signature must be handwritten.

**Name:** \_\_\_\_\_

Title and Board/Committee: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Name:** \_\_\_\_\_

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Title and Board/Committee: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## APPENDICES AND ATTACHMENTS

- A. Title/Deed and Related Documentation
- B. Copy of Town Meeting/City Council votes
- C. City/Town map showing location of proposed site
- D. Floor plans of existing library building
- E. Excerpted Pages from Master Plan/Library Long Range Plan
- F. Library Building Program
- G. Massachusetts Historical Commission notification form
- H. Geotechnical Consultant's Report
- I. Hazardous Materials Survey
- J. Structural Analysis
- K. Engineering and Other Surveys and Reports
- L. Detailed Cost Estimate
- M. LEED Scorecard (if applicable)
- N. Alternate Parking Plan (if applicable)
- O. Schematic Design Drawings\*

\*Schematic drawings are adequate for the purposes of a grant application, but the latest version available should be submitted. Depending on the status of your project, that may be schematic, design development, or even construction drawings. All drawings and documents must be clear and readable, with labels to indicate location and square footages of areas directly on the drawings themselves, rather than in a separate schedule. The plans must include layout and heights of all shelving; reader seats, restrooms, elevators, staff offices, public service points, emergency exits, janitor's facilities, etc. Include one (1) half-size (15" x 22") set of schematic drawings, or most developed drawings, in their latest version available (scale: 1" = 16'). This half-size set should be folded and placed in the pocket of the Original Copy binder. In addition to the half-size set, include one set of 11"x17" drawings in each binder. Drawings must include:

- Floor plan(s) with a complete furniture, fixtures and equipment (FF&E) layout, including shelving unit heights. For an addition/renovation, provide floor plan(s) of the existing building with current FF&E layout as well as one for proposed layout. Indicate number of square feet in each area/room. Each level of the floor plan must be shown on a on a separate page.
- Elevations of proposed facades, especially those showing public entrances.
- Site plan and topographical survey prepared by a Massachusetts registered architect with parking layout, grading, building location and description of utilities (1" = 40' or larger). Include written explanation of parking plans.
- Sections as needed to illustrate levels and main ceiling heights.

- P. Attachments (label sequentially)

**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.

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