

Library Building and Selection Committee

March 9, 2016

Minutes

Attendance:

Committee Members: Lee Ann Amend, Mitch Blaustein, Bob Levin, David Slater, Cheryl Weinstein

OPM - John Sayre-Scibona

Architect - Drayton Fair, Michael Stickney

The meeting was called to order at 6:00 p.m. by Cheryl.

**MOTION:** Cheryl moved and Mitch seconded a motion to accept minutes of Jan 13th and Jan 20th. The motion was unanimously approved.

Site to be developed is 11 North Main Street

Discussion of building design.

Architects will take comments and continue working on the design. Will do some work on the back side of the building and present that at the next meeting.

Lee Ann will share the plans with the staff and relate any further comments.

Lee Ann will bring Lauren in for a working session, with Lee Ann, John, and the architects. After comments from the staff and from today are incorporated into a new design.

Lee Ann will give further comments to Drayton by the 16th.

Lee Ann will ask to meet with Lauren the 30th (morning) or 31st.

Next Meeting:

Wed, April 6 6:00

**MOTION:** Dave moved and Cheryl seconded a motion to adjourn at 7:45 The motion was approved unanimously.

Respectfully submitted,  
Cheryl Weinstein

Library Building and Selection Committee  
March 23, 2016  
Minutes

Attendance:

Committee Members: Lee Ann Amend, Bob Atwood, Bob Levin, David Slater, Cheryl Weinstein  
Historical Commission Member: Michaela Jergensen

The meeting was called to order at 6:00 p.m. by Cheryl.

Potential Massachusetts project funds available for the exterior.  
Glass and steel are not acceptable. Additions need to be sympathetic. Site line study will be crucial. Carnegie building should not look as if it is being consumed. Concerns about the 3rd floor. New addition would come up to the first palladium window, not whole building.  
Neo colonial style.

Michaela doesn't have a problem with the vestibule. Need to discuss with architects if we can use the front door as an emergency exit.

Talked about a step back story on third floor almost like a mezzanine level.

Drayton should tell us square footages on the floor plans.

Mikaela cannot come April 6th but would like to have an email of any drawings.

**MOTION:** Cheryl moved and Dave seconded a motion to accept minutes of March 9th. The motion was unanimously approved.

Discussion of power point presentation for town meeting.

What are we voting on?  
Why do we need new library?  
Growing demand  
No space to expand  
Lack of handicap access  
Overall condition of building

Frequently asked questions  
How paid for  
How long to get funding  
Where will it be built?

End up with this will allow us to apply for the grant

Library Building and Selection Committee

April 6, 2016

Minutes

Attendance:

Committee Members: Lee Ann Amend, Bob Atwood, Mitch Blaustein, Bob Levin, David Slater, Cheryl Weinstein

OPM - John Sayre-Scibona

Architect - Drayton Fair, Michael Stickney

The meeting was called to order at 6:00 p.m. by Cheryl Weinstein.

**MOTION:** Cheryl moved and Dave seconded a motion to accept the minutes of March 23rd. The motion was unanimously approved.

Schematic Designs - Review of new plans based on meetings with Lauren, Michaela, and Lee Ann.

Civil Engineer marking out test pits for water table and septic system.

Some questions regarding parking: Do the parking spaces need to be lined. Can we line High Street spaces and use them.

By May town meeting will have some type of preliminary cost estimate range - not a firm number.

**MOTION:** Bob A. moved and Bob L seconded a motion for Drayton to proceed with obtaining a cost estimate based on the drawings and elevations dated April 6th. The motion was approved unanimously.

Next Steps:

John is sending out an RFP for the Site Survey - Test Pits for the septic.

Cheryl will call Tom Houston about parking. Cell 781-974-3602.

Next Meeting:

Wed April 27th, 6:00

**MOTION:** Dave moved and Cheryl seconded a motion to adjourn at 7:30. The motion was approved unanimously.

Respectfully submitted,  
Cheryl Weinstein

Library Building and Selection Committee

April 22, 2016

Minutes

Attendance:

Committee Members: Lee Ann Amend, Bob Atwood, Mitch Blaustein, Bob Levin, Cheryl Weinstein

MBLC - Lauren Stara

The meeting was called to order at 10:00 a.m. by Cheryl Weinstein.

Meeting with Lauren regarding grant process and questions.

Parking concerns: Millis not a good comparison because they have a large lot that is not heavily used. Designated parking has a sign that says library parking only. Preference 1 space for every 400 square feet. Lack of parking breaks a building project. Foxboro parking is terrible. Doesn't know why that project was approved. Do everything you can to maximize parking. A lot you can do for spin when you write up the grant. Explain that this is the situation for our town, look how well we've done and we have all these spaces library designated only and before we had none.

Space inside library - comes down to collection policy. Tighten up what's on the shelves. A lot of stuff in the library that doesn't need to be there. People will always want print material. Use Wisconsin standards as guideline. If are not at the lowest level, need to explain why. Lauren is an advocate for cutting collection down to the bone. Priority of use for this library is community space, not collection. Her opinion choice should be to sacrifice collection that is not well used for community space. Latest plan reduces collection.

Movable stacks on first floor for the media collection would be good.

Lauren will identify what part of the building needs to be saved for historic purposes.

Lee Ann will email Drayton that the committee would like to have a better way to provide after-hours access to the community room and bathrooms. Perhaps move seating up front and stacks back - One long line come from the ceiling. Wall copy room moved and maybe glass walls for sightlines.

Next Meeting:

Wed April 27th, 6:00

**MOTION:** Mitch moved and Cheryl seconded a motion to adjourn at 11:30. The motion was approved unanimously.

Respectfully submitted, Cheryl Weinstein

Library Building and Selection Committee  
May 4, 2016  
Minutes

Attendance:

Committee Members: Lee Ann Amend, Bob Atwood, Mitch Blaustein, Bob Levin, David Slater, Cheryl Weinstein  
Architect - Drayton Fair, Michael Stickney

The meeting was called to order at 6:00 p.m. by Cheryl Weinstein.

Drayton sent plans to cost estimator. Minor changes are still being made, shouldn't affect the cost in any significant way.

Reviewed changes to floor plan.

Adding glass walls to YA area almost up to Children's Head Librarian desk, leaving egress on both sides.

May lose some book stacks on top floor to make some more quiet areas. 2 rooms for 4 people each.

Drayton will have preliminary cost estimates in a week or two.

Cheryl will write up a preliminary zoning bylaw amendment in preparation to meet with planning board.

Need to start preparing presentations to government bodies. Need to think strategically who will see this and when.

Community presentations after gov't ones.

Next Meeting:

Will be determined after historical commission, planning for June 8th. End of May for planning board.

**MOTION:** Bob moved and Dave seconded a motion to adjourn at 7:05. The motion was approved unanimously.

Respectfully submitted,  
Cheryl Weinstein

Library Building and Selection Committee

June 8, 2016

Minutes

Attendance:

Committee Members: Lee Ann Amend, Bob Levin, David Slater, Cheryl Weinstein  
Architect - Drayton Fair  
OPM - John Sayre-Scibona

The meeting was called to order at 6:10 p.m. by Cheryl Weinstein.

Motion: Bob moved and David seconded a motion to approve the minutes of the 4/6/16, 4/22/16 and 5/4/16 meetings/ the motion passed unanimously.

Review of new schematic. Will swap server room with far storage area.

Review of schematic estimate

This includes an emergency generator which will be on the roof. Fire prevention is fully charged wet system. Dry systems are more money. Don't typically do that for libraries. Could have a dry system in the history room. Drayton will look into that.

HVAC system - Condensing boiler and then you could add to it.

The Dover amendment might kick in for variances with the zoning board for this property.

John has two quotes so far for site survey, expecting more.

3950 and 4000+

Next Meeting:

To be determined

**MOTION:** Bob moved and Dave seconded a motion to adjourn at 7:10. The motion was approved unanimously.

Respectfully submitted,  
Cheryl Weinstein

Library Building and Selection Committee

June 29, 2016

Minutes

Attendance:

Committee Members: Lee Ann Amend, Bob Atwood, Bob Levin, David Slater, Cheryl Weinstein  
Architect - Drayton Fair, Michael Stickney  
OPM - John Sayre-Scibona

The meeting was called to order at 6:05 p.m.

**MOTION:** Bob L. moved and Bob A. seconded a motion to approve the minutes of the June 8, 2016 meeting. The motion passed unanimously.

The Historical Commission has asked to be on the Selectmen's agenda to discuss alternate sites.

Mass Historical asked for pictures of the building

John: if the local board is behind it Mass Historic will get behind it ...

Atwood: what is the HC objection?

John: Massing is a subjective thing - the new building shouldn't overshadow the original  
Michalea is the only one who has voiced an objection. Mass Historic has to issue a letter of adverse effect.

Atwood: either we lobby for 2 school st or lobby the Historical Commission

Bob: Michalea is not a voting member of the committee

We need to get the public behind this project - we need to build support from the public for what we're trying to do.

We have to start now, we can't afford to wait

Lee Ann approached the Rev. at the church about asking their board for a letter of support.

Can town meeting overrule Sharon Historical? - What does the law say?

Atwood - only course is to approach SHC and get their input without compromising required building program size.

Michalea's changes would impact sq. footage. What are her objections?

950 CMR 71 - Law on Mass. Historical Commissions

Next Steps

Find out:

What was the SHC vote to get on the Selectmen's agenda?

Was the historic commission meeting posted?

Library Building and Selection Committee

July 7, 2016

Minutes

Attendance:

Committee Members: Lee Ann Amend, Bob Atwood, Mitch Blaustein, Bob Levin, David Slater, Cheryl Weinstein

The meeting was called to order at 9:00 a.m. by Cheryl Weinstein.

Bob A contacted the historical commission and they will send a letter on July 12. They will also have a special meeting on July 13 to discuss it with us. Bob L. contacted Bill Heitin and he will get back to Bob today as to whether the commission will be on the selectmen agenda on Tues.

It would be good to have a list of historical buildings where the additions are much larger - if they are focused on how large it is or property line, etc.

Still haven't heard back from Mass historical. They have 30 days to respond to Lee Ann's submission and that timeframe is over.

Bob wrote up a letter to send to Fred regarding postponing commission on the July 12 agenda. It is being sent to Fred today.

Publicity - website page dedicated to the library expansion.

**MOTION:** Dave moved and Cheryl seconded a motion to adjourn at 10:00. The motion was approved unanimously.

Respectfully submitted,  
Cheryl Weinstein



Library Building and Selection Committee  
August 2, 2016  
Minutes

Attendance:

Committee Members: Lee Ann Amend, Bob Levin, David Slater, Cheryl Weinstein

Guest: Carolyn Weeks

The meeting was called to order at 9:00 a.m. by Cheryl Weinstein.

MOTION: Bob moved and Dave seconded a motion to approve the minutes of June 29 and July 7. The motion passed unanimously.

Reviewed Bob A's letter, made changes Cheryl will send out for final approval and drop off at the selectmen's office 4 separate copies.

No changes from architects yet. Discussion of architectural costs. We feel they should be less. Quoting 32,000 Bob suggests no more than 25,000. John would be 7,000.

Next Meeting Wed. August 10th 7:45.

Respectfully submitted,  
Cheryl Weinstein

Library Building and Selection Committee  
September 30, 2015  
Minutes

Attendance:

Committee Members: Lee Ann Amend, Bob Atwood, Mitch Blaustein, David Slater, Cheryl Weinstein

OPM - John Sayre-Scibona

Architect - Kathy Bartels, Drayton Fair, Jonathan Taylor

The meeting was called to order at 6:00 p.m. by John.

**MOTION:** Cheryl moved and Mitch seconded a motion to hire Lerner Ladds Bartels (LLB) as the architect for the design and build phase. The motion passed unanimously.

John will be conducting the meetings, but an official chair needs to be named.

**MOTION:** Mitch moved and David seconded a motion to elect Cheryl as chair of the Library Building and Selection Committee. The motion passed unanimously.

LLB members explained their roles. Drayton is the primary contact. Kathy is the consulting principal and Jonathan handles the day to day office work.

Town Counsel has the LLB contract and they want it on an AIA form. LEED will be added into the contract.

A discussion ensued regarding invoicing and reporting progress. Usually the monthly invoice shows % complete. Would like to have a more specific breakdown with monetary values attached.

At the May town meeting we need to ask for approval from the town to apply for the grant.

Site considerations - LLB will pursue the current site and 1 School Street along with adjacent property that may need to be purchased. The committee will speak with the school superintendent regarding the high school site to pursue ruling that site out as it does not seem feasible to the committee. LLB will bring a 1st cut of the 2 potential sites to the next meeting.

A topo survey will be needed when the site is selected. Lee Ann will check with the town engineer to see if the town already has one. Drawings, plans, etc, from previous remodels will also be looked at.

**Next Meetings:** October 28th 6:00, November 18th 6:00

Respectfully submitted,  
Cheryl Weinstein

Library Building and Selection Committee

October 28, 2015

Minutes

Attendance:

Committee Members: Lee Ann Amend, Bob Atwood, Mitch Blaustein, Bob Levin, David Slater, Cheryl Weinstein

OPM - John Sayre-Scibona

Architect - Drayton Fair, Jonathan Taylor

The meeting was called to order at 6:00 p.m. by Cheryl.

**MOTION:** Mitch moved and David seconded a motion to approve the minutes of the September 30, 2015. The motion passed unanimously.

Architect's Contract update:

Drayton and Cindy Amarra finalized the contract. Lee Ann needs 3 copies of the contract. Bob A wants to ensure that LLB understands what our priorities are and that we understand where the money is being spent. LLB hasn't had a chance to work on that yet. Will do so for next time.

**MOTION:** Mitch moved and David seconded a motion to sign the architect contract. The motion passed unanimously.

Alternate site discussion

It isn't a bad option if acquire property. Using old building plus a one story building plus parking area. Doesn't work if don't get another portion of the adjoining property won't have enough parking.

Existing Site Discussion

LLB needs to take measurements, etc at the library in the next couple of weeks to make sure the measurements are accurate.

LLB has translated our building program document and put it into their space translation document. Next step is to go over this with Lee Ann. The building program space requirements don't always go with the requirements space of what is identified to be in it. Net increase 2000+ sq ft. - 3330 sq ft larger than the original.

Designs assume variances so they go right out to the sidewalk or property line on all sides. Bob L. suggested a sub basement for mechanical systems. Need to check if septic system can accommodate the increased building size. Lee Ann will look into that.

Library Building and Selection Committee  
November 18, 2015  
Minutes

Attendance:

Committee Members: Lee Ann Amend, Bob Atwood, Mitch Blaustein, David Slater, Cheryl Weinstein  
Architect - Drayton Fair, Jonathan Taylor, Kathy Bartels

The meeting was called to order at 6:00 p.m. by Cheryl.

Cheryl will send minutes to Drayton dfair@llbarch

**MOTION:** Mitch moved and David seconded a motion to approve the minutes of the October 28, 2015. The motion passed unanimously.

Architect's Contract Update

Signatures Pending - Complete. Lee Ann will scan a signature page for Drayton. Drayton provided schedule of values.

Schematic Design Concepts (LLB)

LLB went over the building program with Lee Ann and is now reformatting the spaces. Asked civil engineer (theirs) about septic system. The town engineer (Jim Andrews) met with their engineer. Septic is in front of the building. Preliminary occupancy count of new building is 430 people. Current system is undersized and will need a new one. System will require entire front yard of the building. The engineers feel they can fit the system on site but will require variances. Drayton suggests garnering support for the variances with the town as we go through this process.

Regarding the building program - we really need to see how big we can possibly make the building on this site, and then fit the program into that.

A sub-basement is not feasible. It would be very expensive particularly in this area.

The main entrance has to be handicap accessible. Would have to have a variance from the state to have the front also as an entrance, but would use the side as the main entrance. Most libraries have a door that doesn't open. Drayton never saw one where they asked for a variance - the front entrance would still be used for emergency egress.

LLB displayed possible designs. They will come up with an additional scheme that has adult services on the top level, children in the middle. Layouts with circ on main level and on lower level will both be created. In those layouts, the meeting room, circ, and tech services will be on the bottom with the meeting room moved closer to vestibule.

Library Building and Selection Committee  
December 9, 2015  
Minutes

Attendance:

Committee Members: Lee Ann Amend, Bob Atwood, Mitch Blaustein, Bob Levin, David Slater, Cheryl Weinstein

OPM - John Sayre-Scibona

Architect - Drayton Fair, Jonathan Taylor, Kathy Bartels

The meeting was called to order at 6:05 p.m. by John.

**MOTION:** Cheryl moved and Mitch seconded a motion to approve the minutes of the November 18, 2015. The motion passed unanimously.

Lee Ann will confirm that we can change sites later if a property is purchased.

If the Main St property is purchased, it is large enough on its own to build a separate library and keep the school street building as is.

LLB still needs to meet with Lee Ann and department heads to refine building program.

The library is identifying spaces for young children, older tween collection and young adults separately.

Maximum amount of space we can get at the current location is 24 - 25,000 sq ft.

LLB presented Sceme 5A. Lower Level - Entrance, Circulation Desk, interlibrary loan, tech services, popular adult collections, audio visual, large print, large meeting room 865 sq ft, snug for 100 people, quiet study room. Local history, mechanical space, friend's donation room, business area, another quiet study area.

Main level - children's, toddler arts and crafts, tween, young adult.

Upper level - adult collection, administrative - director office, server, staff break room, technology, reference. small business center, small meeting room 214 sq ft 8-10 people, green space over roof.

Lee Ann would like to swap arts and crafts room with storage area.

Reference and technology reference can be in the middle separating fiction and non fiction.

Possibility of having the top floor overhang, maybe some of the main level.

Smaller interlibrary loan room and increase tech services.

Sharon Public Library Building Committee  
Minutes

Public Opening of Owners Project Management Services proposals 4/14/15

Attendance: Cheryl Weinstein, Bob Levin and Lee Ann Amend recorded the opening of the following companies:

Architectural Consulting Group, LLC, Inc.

CMS Construction Monitoring Services, Inc. - Doesn't have liability insurance form

Daedalus Projects, Inc.

Design Technique Inc.

The Vertex Companies

Strategic Building Solutions

P3 Project Planning Professionals - Doesn't have liability insurance form signed

City Point Partners LLC - Doesn't have liability insurance form

CBI Consulting Inc. - Doesn't have liability insurance form

Recorded by:

Cheryl Weinstein  
Sharon Building Committee  
Secretary

Sharon Public Library Building Committee Minutes

September 9, 2015

Attendees: Lee Ann Amend, Bob Atwood, Mitch Blaustein, Kathryn Larsen, David Slater, Cheryl Weinstein

Guests: Architect Firms Representatives

The meeting began at 6:00.

The purpose of the meeting was to interview the 3 architect finalists and to decide on an architect.

Architects firms interviewed were:

6:00 – Schwartz Silver Architects

7:00 - Lerner Ladds Bartels

8:00 - Tappe Architects

The committee felt that all of the architects were people that would be good to work with. LLB and Tappe were stronger in their presentations of what they would do for Sharon and also had more library experience. LLB was a closer fit with the committee on data collection, community involvement, and vision for the new library.

Cheryl moved and Kathy seconded a motion to hire Lerner Ladds Bartels as the architect for the building design grant. The motion was unanimously approved.

The meeting adjourned at 9:30.

Respectfully Submitted,

Cheryl Weinstein

Library Building and Selection Committee  
October 7, 2015  
Informal Minutes

Attendance:

Committee Members: Lee Ann Amend, Bob Atwood, David Slater, Cheryl Weinstein  
Guests: Tim Farmer (School Superintendent)

An informal discussion was held.

Both Tim and the committee members have security concerns. According to the Mass Board of Library Commissioners (MBLC), there is currently no stand-alone municipal main library that is a shared library. Tim is concerned with the general public coming to the high school after school hours, (sporting activities, club activities etc.)

Real estate is a major issue. Cannot give up any playing fields. The school was built for 950 students. Currently there are 1143 and projected to be 1300. Cannot give up any current building real estate.

Tim talked about different purposes, our missions don't match.

In order to receive funding the library must satisfy certain size criteria. The current high school site doesn't work as there is no real estate to give to the library. No real estate from the current building can be utilized.

For town meeting we need to show that this isn't a viable site. Can't build anywhere on the site except for what's there and the new piece. Tim thought the football field cannot be built upon.

Cheryl will speak with Gordon Gladstone regarding the high school property.

Lee Ann will contact Verizon to get a current dollar figure.

At town meeting we should have a spreadsheet of all sites and explain what has been looked at.

Lee Ann will set up a meeting with Fred to discuss the outcome of this discussion.

**Action Items Summary:**

Cheryl: Speak with Gordon Gladstone.

Cheryl: Find the spreadsheet previously done with town owned land and purpose.

Lee Ann: Contact Verizon

Lee Ann: Set up meeting with Fred.

Respectfully submitted,

Cheryl Weinstein



Library Building and Selection Committee

January 13, 2015

Minutes

Attendance:

Committee Members: Lee Ann Amend, Bob Atwood, Mitch Blaustein, Bob Levin, David Slater,  
Cheryl Weinstein  
Architect - Drayton Fair

The meeting was called to order at 6:05 p.m. by Cheryl.

1 school St - could get 2 story building and 43 parking spaces. The architects think that business district 2 (which the property is in) would require 42 parking spaces. There are some variances that would be required. Could buy the easement driveway to help with property lines.

Bob L. pointed out that this would be a rectangular building vs a rhombus.

The committee decided not to pursue 66 main street.

The current School Street building is not worth saving based on report.

Next meeting:

Feb 10th - 6:00 p.m.

**MOTION:** Mitch moved and Dave seconded a motion to adjourn at 7:30. The motion was unanimously approved.

Respectfully submitted,  
Cheryl Weinstein

Library Building and Selection Committee  
January 20, 2015  
Minutes

Attendance:

Committee Members: Lee Ann Amend, Bob Atwood, Bob Levin, David Slater, Cheryl Weinstein  
OPM - John Sayre-Scibona

The meeting was called to order at 6:00 p.m. by Cheryl.

**MOTION:** Dave moved and Bob seconded a motion to accept minutes of Dec 9. The motion was unanimously approved.

Need town support for the warrant articles, regardless of where the library will be located.

Publicity ideas for Advocate articles:

1st advocate article. Met with public and created a building program and here are the results

2nd: Here's what the building would have

3rd: here's what you'll be voting on at town meeting.

Town meeting on May 2nd.

Mid-April need our program (5 minutes) for town meeting down on paper.

Need site plan, floor plan, big picture service issues that will come that aren't available in an efficient way today.

Cheryl to write a letter - we appreciate the selectmen hearing our presentation and would like to follow up at the next selectmen's meeting to answer any question and hope you have a decision by 23rd. Need to do so because otherwise put the grant application process at risk. Lee Ann will ask to be on agenda.

Give LLB 4 -6 weeks to create something for town meeting. (discussion on this hopefully the decision will be made in beginning of March) He'll give us adjacencies.

LLB deliverable in October is schematic design.

By May 2nd the committee has to make a decision absolute for LLB. Latest that we will have a hard decision on.

Need to find out from Lauren if we need the parking bylaw in place before Jan submittal.

Selectmen need to take a vote to give permission to build on school street site, can say subject to approval of a grant. Lee Ann will ask Lauren if septic approval is needed for the site. Does it need to be formal, perc etc., does there need to be environmental site assessment.

Letter to the editor for Tuesday - Cheryl call Silas.

Cheryl and David will create a first article.