



CITY OF MELROSE
APPROPRIATIONS COMMITTEE
AGENDA • OCTOBER 4, 2021

Web-based remote meeting
, Melrose, MA 02176

Remote meeting

6:30 PM

The public should take notice that the Melrose City Council may, on certain occasions, have a quorum in attendance due to standing committees of the City Council consisting of both voting and non-voting members. Members attending this duly posted meeting are participating and deliberating only in conjunction with the business of the standing committee.

I. CALL TO ORDER

Jeff McNaught	Chair
Jack Eccles	Vice Chair
John N. Tramontozzi	
Shawn M. MacMaster	
Mark Garipay	
Jen Grigoraitis	
Leila Migliorelli	
Robb Stewart	
Cory Thomas	
Maya Jamaledine	
Christopher Cinella	President, ex officio

Motion: statement of remote meeting information

Pursuant to the suspension of certain provisions of the open meeting law, this meeting of the Appropriations Committee will be conducted via remote participation to the greatest extent possible. We will post a comprehensive record of these proceedings as soon as possible after the meeting on the City of Melrose website and on MMTV/mmtv3.org. The public can find online access instructions to view this meeting at www.cityofmelrose.org/remote-meetings

II. PUBLIC COMMENT

III. ORDERS

1. **ORDER-2022-26** : Acceptance of FY22 Massachusetts Urban Agriculture Grant in the amount of \$9339.00 for replacement of 23 gardening beds at the Melrose Community Gardens.

Offered by: Mayor Paul Brodeur

From: City Council

ASSIGNED TO COMMITTEE

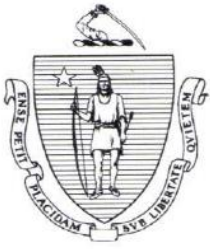
2. **ORDER-2022-29** : Authorization of a Bond in the amount of \$21,010,000, for the purpose of paying costs of the Melrose Public Library Renovation Project

Offered by: Mayor Paul Brodeur

From: City Council

ASSIGNED TO COMMITTEE

IV. ADJOURNMENT



CHARLES D. BAKER
GOVERNOR

OFFICE OF THE GOVERNOR
COMMONWEALTH OF MASSACHUSETTS
STATE HOUSE • BOSTON, MA 02133
(617) 725-4000

KARYN E. POLITO
LIEUTENANT GOVERNOR

August 5, 2021

Dear Joan,

Congratulations! I am pleased to notify you that The City of Melrose has been awarded an Urban Agriculture grant of \$9,339.00. I want to thank you for your commitment to increasing the opportunities for your community to garden, creating new food access points. Through this funding and your continued work, we hope to expand access to healthy, nutritious food for all families in the Commonwealth.

You will be receiving further instructions on next steps, and please feel free to me at any time if you have any questions.

Best regards,

Rose Arruda
Massachusetts Department of Agricultural Resources
rose.arruda@state.ma.us

Section 2:

Summary: The main goal is to replace 23 gardening beds at 2 Greenleaf Place (Franklin Field) in Melrose, Massachusetts with longer lasting materials and an improved design for enhanced accessibility and critter control. Additionally, we'd like to invest in additional tools and infrastructure and purchase beneficial microorganisms for use in the community garden. ~~Finally, we'd like to purchase supplies for the Melrose seed library and host educational seminars on gardening topics for both children and adults.~~ The total amount requested is ~~\$9,607.30~~ ^{9340.22} *SB*

Section 3:

Part A: Detailed Project Description

1. Project Description: Describe purpose/objectives/scope of work for all tasks and a detailed timeline with milestones for all phases of the project, in monthly increments. Address all of the criteria outlined in Section G: Evaluation Criteria on Page 8-9. Also provide information regarding water and electricity availability for this project.

Background

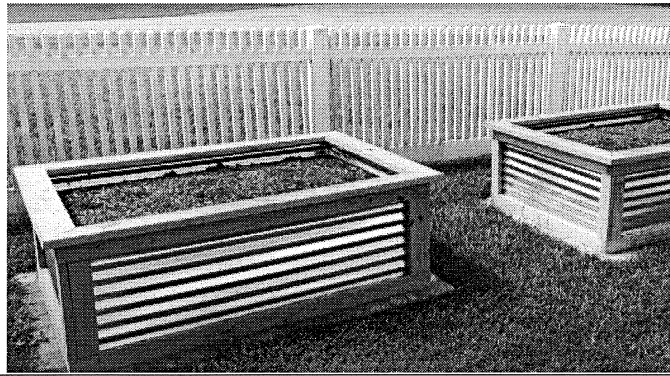
The Melrose community garden was initially constructed in 2017 and further expanded for the start of the 2018 and 2021 growing seasons. It is located at Franklin Field in Melrose, Massachusetts. Currently, the garden has 38 garden beds; four of the beds are dedicated to the McCarthy House, a high-rise elderly housing development (667 program) in Melrose. Additionally, two of the beds are dedicated for seed saving initiatives and we hope to stock the Melrose seed library and become more self-sufficient in supplying their catalog of seeds. Interested Melrose residents are placed on a waiting list until a plot becomes available and a yearly gardening fee is assessed for each plot. The McCarthy House beds are divided among residents and are provided at no cost to these residents.

The original garden beds are starting to show extensive wear and in an effort to preserve access to the community garden we propose to use this grant to replace the 23 beds constructed in 2017 and 2018 with more robust material that has the potential to last many more years. Additionally, funds are proposed for enhancing the tools, auxiliary infrastructure of the garden, and providing access to organic gardening pest control methods. Finally, we'd like to use funds to further the Melrose seed library initiatives as well as more gardening educational initiatives in Melrose. The detailed plan is described below and the associated costs are summarized in the following tables.

Garden Bed Construction

We plan to replace the 23 garden beds with a similar 4 feet wide x 12 feet long x 2 feet tall beds. This provides a similar foot print to the existing beds but with a slightly higher bed. This will provide improved ergonomics for gardening and we hope this will engage senior and less mobile gardeners. Additionally, the flat tops allow gardeners a place to sit while tending to their vegetables. We hope the enhanced height will deter animals from coming into the beds.

The bed design is based upon a DIY plan found on-line and will be further adapted to meet our needs. In order to save on the cost of lumber and other building supplies we anticipate using galvanized metal with an HDPE recycled plastic frame. We anticipate the choice of these materials will enable a robust bed that lasts for many years.

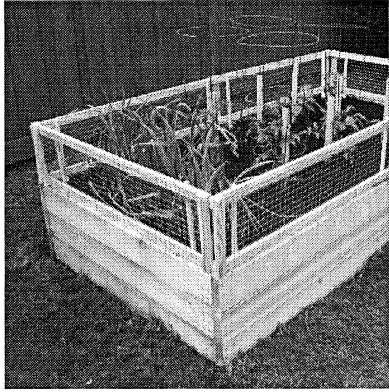
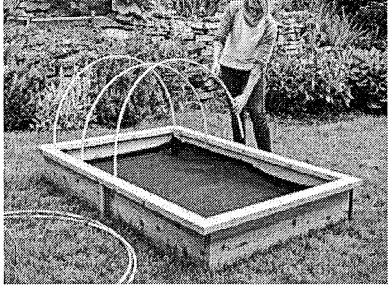
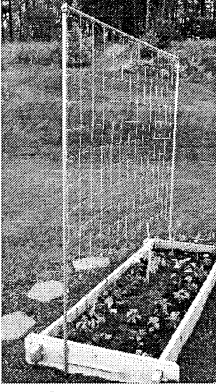
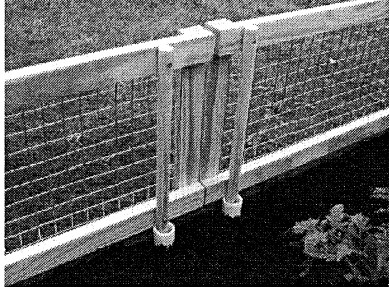
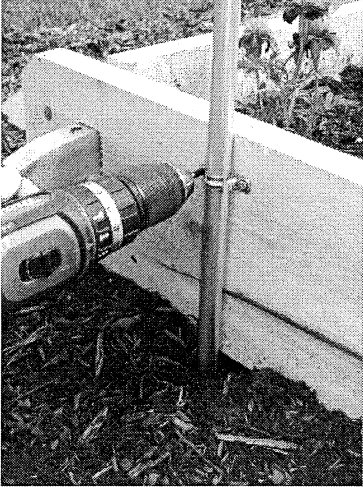


Beds will be scaled to 4'x12'x2' beds.

Reference: <https://www.protocolreviews.com/how-to-make-raised-garden-bed/>

We will also add piping conduit within the bed to facilitate the construction of season extension equipment, critter control fencing or a trellis. To realize this goal, two feet long EMT pipes will be installed on the inside of the bed every 3 feet for the 12 foot length of the bed and 2 installed along the 4 foot length of the bed. This provides a conduit for which smaller pipes can be easily slipped in or directly attached with pipe connection. Thus, this provides a universal connecting point for a variety of options as shown in the pictures below. The actual cost of these attachments will be covered by the garden or other entity (for the fence), or the plot's renters (hoops/trellis).

Fence	Season Extension Hoops	Trellis System
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	 *Instead of sliding hoops into the metal brackets the hoops will slide into conduit pipe sleeves as shown in fence figure	 *Instead of directly attaching the trellis to the side of the bed, the piping sleeve built within the bed will allow for an attachment point for the trellis.
Reference: https://www.finegardening.com/article/diy-raised-bed-removable-pest-gate	Reference: https://www.quartoknows.com/blog/quartohomes/raised-bed-garden-mini-hoop-house	Reference: https://dengarden.com/gardening/How-to-Build-a-Simple-Trellis-for-a-Tomato-and-Vegetable-Garden

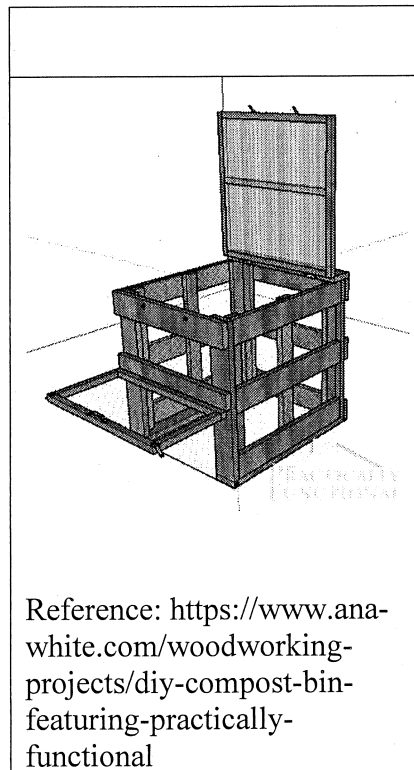
Additional Tools and Infrastructure

We'd also like to secure funding to upgrade some infrastructure and purchase additional tools for the garden space. The procurement of a wheelbarrow/garden cart that has 2 wheels rather than the traditional single wheel system will allow our older gardeners more independence with carrying out garden tasks. This two-wheel system will help folks more easily balance loads. We'd also like to add a simple outdoor vertical storage closet where we can store larger tools such as rakes and hoses. With the increased number of gardeners, we also recognize that 2 additional hand shovels are needed to accommodate more simultaneous planting. The procurement of a rake will assist in leaf

clean-up in the fall. Finally, we'd like to add an ADA accommodate picnic table under the tree at the garden where patrons can stop and share a meal with family and fellow garden members.

Soil Care

As we assess hurdles for adoption of gardening and seed starting within our members we know the educational seminars are only 1 portion of the tools needed to embrace gardening. One important component of starting and growing plants is finding suitable containers to grow them. To this goal, we propose the construction of 2 "take a pot, leave a pot" bins that would be distributed around Melrose. This would provide homes for Melrose community members who have excess pots from purchased seedlings to leave them to be reused by other community members looking to start seeds. This provides not only the benefit of facilitating seed starting but also keeps these valuable pots out of our recycling/landfill waste streams.



Timeline:**September 2021**

Week 2-3: Construct a prototype bed to ensure that further mass production will result in the successful construction of the beds

October 2021:

Week 1: Ensure that garden clean up from the previous season has occurred and begin demolition of original garden beds.

Week 2: Cut all pieces needed for the 23 beds

Week 3-4: Install the 23 new garden beds and re-fill garden beds with soil, compost and hay in preparation for winter.

November 2021:

Week 1: Purchase materials needed for seed saving project to commence in January. (Ink, paper, baggies, markers, clips)

April-June 2022

Purchase of the Compost and Salt Marsh Hay

Purchase and installation of additional garden tools and infrastructure

2. 2. Qualifications and Experience: Describe and document relevant qualifications and experience of the applicant organization and the principals that will be involved in the grant funded activity. List relevant work, projects and those of any external partnering entity and demonstrate that the applicant has sufficient, relevant experience and success in developing and operating a large-scale enterprise. List the individuals who will work on the project and the respective roles. If applicable, past awardees must provide a short description on the gains from their award: provide total production in pounds, net profit and revenue increase, as a direct result of past grants from the MUAP.

The Melrose community garden was constructed in 2017 and has been an active gardening community with a current waiting list of over 50 people. The expansion of the garden in 2021 was made possible through a Massachusetts Urban Agriculture Grant. Therefore, we are familiar with the requirements of this grant. The garden will be managed by local volunteers from the Community Garden group. The maintenance of individual plots will be the responsibility of that year's plot owner. The Melrose seed library is currently managed by Melrose volunteers and they will provide oversight and management of the seed library needs. More advanced gardeners will tend to the garden plots with the assistance of more inexperienced gardeners willing to learn more about seed saving. Overall maintenance of the area will continue to remain under control of the Park Department of the City of Melrose. The original Melrose community garden was partially funded by a grant from the Melrose Rotary Association.

3. 3. Permits and Approvals: Proof of all necessary permits and approvals needed and any responsible agencies. Please include documentation of your City's approval for agricultural use.

The garden plots are on City of Melrose owned land. The garden will be managed by local volunteers from the Community Garden group. The maintenance of individual plots will be the responsibility of that year's leases. Overall maintenance of the area will continue to remain under control of the City of Melrose Parks Department.

Part B: Project Budget

1. Provide Budget: Include all costs, an itemized, detailed listing; associated with the scope of work (Items not identified in the application will not be eligible for award). Please list, if applicable, what expenditures are targeted for your matching funds
2. Project funding sources: List all funding sources including matching funding commitments and copies of commitment letters.

Project Budget

Garden Bed Construction

	Description	Cost
Recycled Plastic Lumber Each bed needs (2) 2x6x8 RPL (4) 2x4x12 RPL	2x6x8 RPL= 23 beds x2= 46 2x4x12 RPL= 23 beds x 4 = 92	46x \$24.18=\$1,112.28 92 x \$23.58 = \$2,169.36 Total \$ 3,281.64g
Corrugated Steel Each bed needs (2 feet x 12 feet panel) x 2 panels = (2 feet x 8 feet panel) x 1 panel to cut in half	12 foot panel = 23 beds X 2 panel = 46 panels 4 foot panel = 23 beds x 1 panels =23 panels	12 feet panels ^a 46 panels X \$27.98 = \$1,287 4 feet panels ^b 23 panels X \$18.48 = \$425.04 Total = 1,712.04
Screws	(2) boxes ss propack 385 pc	\$271.72

Electrical Metallic Tubing Pipe (1 inch diameter) Each bed needs 2 feet of EMT pipe x (10 anchor pipes along the length + 4 anchor pipes along the width) = 2*14 anchors = 28 feet of EMT pipe for each bed	28 feet of EMT pipe for each bed X 23 beds = 644 feet of EMT pipe/10 feet pipes = 65 pipes are needed	65 (10 feet pipes) X \$14.95 = \$971.75^c
Conduit 2-Hole Straps 14 anchors with 2 straps used per anchor = 28 straps needed per bed	28 straps * 23 beds = 644 straps for all beds 1 in. EMT Conduit 2-Hole Straps (100-Pack)	7 packages of straps X \$32.82 = \$229.74^d
Screws needed for EMT Pipe Installation 28 straps X 2 holes = 56 screws	56 screws * 23 beds = 1,288 screws #8-18 x 3/4 in. Phillips Pan Head Lath Drill Point Screw (600-Pack)	\$22.98 for 600 screws x 2 = 45.96 ^e + \$8.58 for 200 screws ^f \$54.54
Total		\$6,521.43
A. https://www.lowes.com/pd/Metal-Sales-2-5-Corrugated-Utility-2-ft-x-12-ft-Corrugated-Metal-Roof-Panel/1000421435 B. https://www.lowes.com/pd/Union-Corrugating-2-16-ft-x-8-ft-Corrugated-Metal-Roof-Panel/3317582 C. https://www.homedepot.com/p/1-in-x-10-ft-Electrical-Metallic-Tubing-EMT-Conduit-550210000/304229415 D. https://www.homedepot.com/p/BRIDGEPORT-1-in-EMT-Conduit-2-Hole-Straps-100-Pack-1922/314696360 E. https://www.homedepot.com/p/Teks-8-18-x-3-4-in-Phillips-Pan-Head-Lath-Drill-Point-Screw-600-Pack-21525/206025417 F. https://www.homedepot.com/p/Teks-8-x-3-4-in-Phillips-Truss-Head-Self-Drilling-Screws-200-Pack-21504/100182178 G. https://www.markstaar.com/2-x-8-Plastic-Lumber/		

Additional Tools and Infrastructure

Wheelbarrow/garden cart	Gardening cart with 2 wheels for easy balancing	\$269 ^a
Outdoor Vertical Storage	Big Max 2 ft. 6 in. x 4 ft. 3 in. Large Vertical Resin Storage Shed	\$359 ^b

Picnic table	41 Heavy-Duty ADA Recycled Plastic Hexagonal Picnic Table	\$1,196.97 ^c
Hand Shovels (2)	Two X Ace Wood Handle 12 in. L Hand Trowel	2 x \$6.99 = \$13.98 ^d
Rake (1)	Ace 65 in. L x 24 in. W Steel Rake Fiberglass Handle	\$23.99 ^e
Total		\$1,862.94
A) https://www.gardeners.com/buy/poly-tough-wheelbarrow/8609775.html B) https://www.homedepot.com/p/Rubbermaid-Big-Max-2-ft-6-in-x-4-ft-3-in-Large-Vertical-Resin-Storage-Shed-1887156/204721844#overlay C) https://www.theparkcatalog.com/41-heavy-duty-ada-recycled-plastic-hexagonal-picnic-table D) https://www.acehardware.com/departments/lawn-and-garden/gardening-tools/gardening-hand-tools/71187 E) https://www.acehardware.com/departments/lawn-and-garden/gardening-tools/rakes/7012867		

Soil Care

Compost for fall 2021 for whole garden for winterizing beds	6 cubic yards of compost needed to cover all 38 beds Purchased from Northeast Nursery under town pricing	\$148.50^a
Salt Marsh hay for fall 2021 for whole garden for winterizing beds	6 bales of hay from Russell Farms	(\$15*6)= \$90^b
Total		\$238.50
A) Purchased through town contract price. Estimate based upon prior year purchase. B) Estimate from prior year pricing		

Plant Protection

Plant protection covers to limit cross pollination	UniEco Fabric Plant Cover - Reusable Floating Row Cover - Frost Blanket for Vegetables and Crops, Light Weight 0.55 Oz, 10' x 15'	\$26.35^A
Total		\$26.35
A) https://www.amazon.com/UniEco-Fabric-Plant-Cover-Vegetables/dp/B075TD8WS7		

Summary Overall Spending

Category	Total
Garden Bed Construction	\$6,521.43
Additional tools and storage (as Itemized)	\$1,862.94
Plant Protection	\$26.35
Compost	\$148.50
Salt Marsh Hay	\$90.00
Admin Cost	\$691.00
Grand Total	\$9,340.22

Part C: Project Evaluation

1. Criteria: Define your criteria or proposed methods for evaluating and measuring project success.

The measurement of success for this project is when the community gardeners are able to garden in their newly rebuilt beds, enjoy the use of new tools and infrastructure, attend library educational seminars/programs, and apply organic pest control methods..

2. Long Term Plan: Outline your plan for sustaining the project beyond the grant period.

The garden is currently supported by the yearly dues that Melrose residents pay for a plot (excluding McCarthy House beds). As seen in figure 3, the enclosed space at Franklin field is fully occupied. In order to continue expanding the Melrose community garden other areas within Melrose need to be identified for expansion opportunities and appropriate land-use approvals. New areas would then be presented to the city for consideration. Funding resources such as collected membership dues, follow-up grants from the Melrose Rotary or new grants would all be explored to continue the Melrose community garden in the years to come.

3. Final Report: All applicants accepted for funding will be required to complete a final report evaluating project outcomes and any lessons learned that could be applied elsewhere.

Part D: Attachments

1. Map of Project Area (if applicable);



Figure 1: Melrose community garden location in Franklin Field

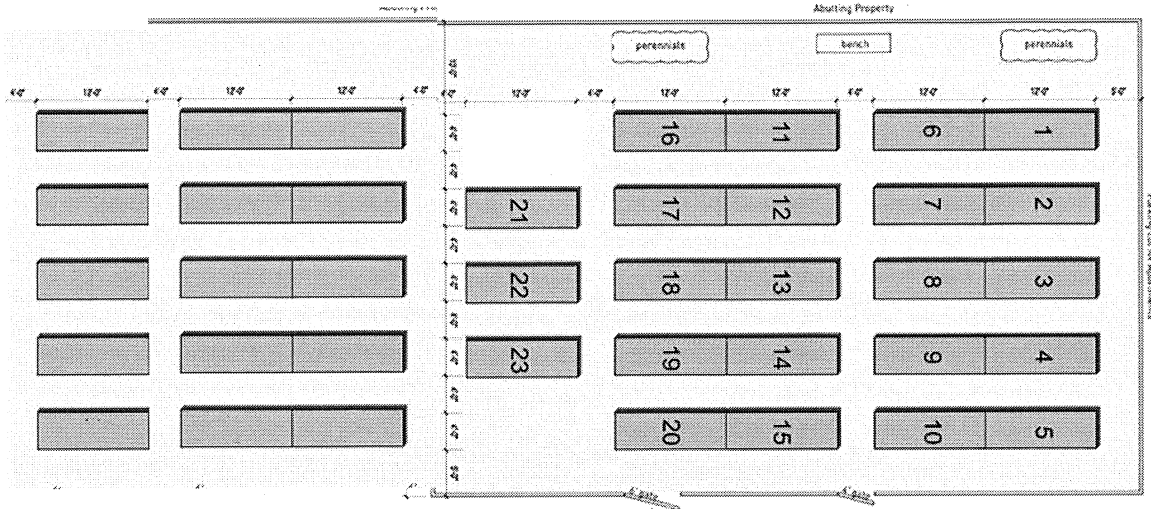


Figure 2: Current Melrose community garden spot featuring 38 beds. The first 23 beds will be replaced.

2. Resumes of Project Manager or Key Staff;

Joan Bell

Superintendent of Parks for the City of Melrose since 2003

3. Documentation of past two (2) years gross food sales(lbs.), square footage utilized for its production, as well as gross sales of food aggregated from other farms (C.G. exempt);

Not applicable

4. 3 Competitive quotes for items over \$500; at least one quote for all items \$100-\$499;

The City intends to use an under contract vendors for and in house labor for the building of the boxes.

Lower value items have links to items showing the approximate value of the items.

5. Documentation verifying the farm has employed a farmer/farm manager for minimum of 3 years (C.G. exempt);

Not applicable

6. IRS 501(C)(3) Certification;

Not applicable

7. Site design plan, if applicable;

See question 1

8. Lease or document of ownership of land that is the subject of the grant;

November 10, 1917 Book #4173, Page 381

9. Proof of permits and approvals needed for completion of project;

Approval of the Melrose Park Commission and the City of Melrose

10. Estimates for water connections for project/site, if applicable; not applicable



CITY OF MELROSE

OFFICE OF PLANNING AND COMMUNITY DEVELOPMENT

DENISE M. GAFFEY
Director & City Planner

City Hall, 562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4190
Fax - (781) 979-4290

MEMORANDUM

TO: Melrose City Council

CC: Mayor Paul Brodeur
Patrick Dello Russo, City Auditor & CFO

FROM: Denise Gaffey, Director of Planning and Community Development

DATE: September 8, 2021

RE: Funding Authorization Order for the Melrose Public Library Project

As you know, the City was recently notified by the Massachusetts Board of Library Commissioners (MBLC) that the Board has approved a provisional grant award for the Melrose Public Library Construction Project in the amount of \$7,993,290. This award is contingent on the City securing the local funding within six months for the project to proceed.

The MBLC Award letter is attached to this funding order along with the following documents that provide important details on the project for the Council's consideration:

- A Memo from Treasurer Kathryn Armata outlining the anticipated sources of funds for this project and providing details on the payment schedule for the bond along with an updated debt model
- The Minutes from the Melrose Board of Library Trustees meeting in July which documents the Board's vote to commit \$2 Million from library trust funds to the Project
- The Cost Estimate for the construction, revised in July to reflect current costs
- The overall Project Budget, which was revised in July to reflect current construction and associated project costs and is estimated to be \$21,010,000
- A portion of the Grant Application submitted in 2017, which documents many of the limitations of the existing building and the goals for the Project
- Design Plans illustrating the building addition and renovation
- A document providing answers to Councilor questions received to date

We are excited to receive this competitive grant award from the MBLC and the significant donation from the Melrose Board of Library Trustees, which together represents almost half of the cost of the Project. We look forward to presenting this information and discussing the Project in more detail at an upcoming meeting of the City Council.



CITY OF MELROSE

Office of Treasurer-Collector

Kathryn J Armata
Treasurer-Collector

City Hall, 562 Main Street
Melrose, Massachusetts 02176
Treasurer - (781) 979-4160
Collector - (781) 979-4120
Fax - (781) 665-6877

To: Mayor Paul Brodeur
Members of the City Council
From: Kathryn Armata
Meeting Date: September 13, 2021
Subject: Library renovation sources of funds

The library renovation will be funded through a variety of channels, including but not limited to grants, donations, and the issuance of a bond.

The projected sources of funds currently anticipated are:

\$ 7,993,290	Massachusetts Board of Library Commissioners (MBLC) Grant
2,000,000	Donation from the Melrose Public Library Trustees
10,821,453	Bond Issuance
<u>195,257</u>	Green Incentive Grant from the MBLC
\$21,010,000	

The project has the potential to attract additional donations and any additional monies raised would reduce the amount of debt required to fund the project. At this time, the projected amount of debt to be issued is \$10,821,453.

Pursuant to Section 56-14 of the City Ordinances, attached is a projection of the principal and interest costs on the bonds proposed to be authorized by the following loan order under consideration by the City Council. The payment schedule attached assumes Bond Anticipation Notes issued for 18 months at an interest rate assumption of 3.25% followed by a bond issuance with a 28 year borrowing term, an interest rate assumption of 5% over the life of the borrowing, and a level debt service payment schedule. The debt service on these bonds will not be paid from an enterprise fund and will have no impact on any enterprise fund rates.

Estimated Debt Service

City of Melrose, Massachusetts

Proposed \$10,821,453 Library Project

BANs dated May 15, 2022 due November 15, 2022 (6 months)

BANs dated November 15, 2022 due November 15, 2023 (one year)

Bonds dated November 15, 2023 (28 years)

Level Debt Service

Interest Estimated and Subject to Change

	Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service
BAN	5/15/2022	-	-	-	-	-
	11/15/2022	10,821,453.00	3.250%	175,848.61	175,848.61	-
	6/30/2023	-	-	-	-	175,848.61
	1/15/2023	10,821,453.00	3.250%	351,697.22	351,697.22	-
	5/15/2024	-	-	270,536.33	270,536.33	-
	6/30/2024	-	-	-	-	622,233.55
	11/15/2024	181,453.00	5.000%	270,536.33	451,989.33	-
	5/15/2025	-	-	266,000.00	266,000.00	-
	6/30/2025	-	-	-	-	717,989.33
	11/15/2025	190,000.00	5.000%	266,000.00	456,000.00	-
	5/15/2026	-	-	261,250.00	261,250.00	-
	6/30/2026	-	-	-	-	717,250.00
	11/15/2026	200,000.00	5.000%	261,250.00	461,250.00	-
	5/15/2027	-	-	256,250.00	256,250.00	-
	6/30/2027	-	-	-	-	717,500.00
	11/15/2027	210,000.00	5.000%	256,250.00	466,250.00	-
	5/15/2028	-	-	251,000.00	251,000.00	-
	6/30/2028	-	-	-	-	717,250.00
	11/15/2028	220,000.00	5.000%	251,000.00	471,000.00	-
	5/15/2029	-	-	245,500.00	245,500.00	-
	6/30/2029	-	-	-	-	716,500.00
	11/15/2029	235,000.00	5.000%	245,500.00	480,500.00	-
	5/15/2030	-	-	239,625.00	239,625.00	-
	6/30/2030	-	-	-	-	720,125.00
	11/15/2030	245,000.00	5.000%	239,625.00	484,625.00	-
	5/15/2031	-	-	233,500.00	233,500.00	-
	6/30/2031	-	-	-	-	718,125.00
	11/15/2031	255,000.00	5.000%	233,500.00	488,500.00	-
	5/15/2032	-	-	227,125.00	227,125.00	-
	6/30/2032	-	-	-	-	715,625.00
	11/15/2032	270,000.00	5.000%	227,125.00	497,125.00	-
	5/15/2033	-	-	220,375.00	220,375.00	-
	6/30/2033	-	-	-	-	717,500.00
	11/15/2033	285,000.00	5.000%	220,375.00	505,375.00	-
	5/15/2034	-	-	213,250.00	213,250.00	-
	6/30/2034	-	-	-	-	718,625.00
	11/15/2034	300,000.00	5.000%	213,250.00	513,250.00	-
	5/15/2035	-	-	205,750.00	205,750.00	-
	6/30/2035	-	-	-	-	719,000.00
	11/15/2035	315,000.00	5.000%	205,750.00	520,750.00	-
	5/15/2036	-	-	197,875.00	197,875.00	-
	6/30/2036	-	-	-	-	718,625.00
	11/15/2036	330,000.00	5.000%	197,875.00	527,875.00	-
	5/15/2037	-	-	189,625.00	189,625.00	-
	6/30/2037	-	-	-	-	717,500.00
	11/15/2037	350,000.00	5.000%	189,625.00	539,625.00	-
	5/15/2038	-	-	180,875.00	180,875.00	-
	6/30/2038	-	-	-	-	720,500.00
	11/15/2038	365,000.00	5.000%	180,875.00	545,875.00	-
	5/15/2039	-	-	171,750.00	171,750.00	-
	6/30/2039	-	-	-	-	717,625.00
	11/15/2039	385,000.00	5.000%	171,750.00	556,750.00	-
	5/15/2040	-	-	162,125.00	162,125.00	-
	6/30/2040	-	-	-	-	718,875.00
	11/15/2040	405,000.00	5.000%	162,125.00	567,125.00	-
	5/15/2041	-	-	152,000.00	152,000.00	-
	6/30/2041	-	-	-	-	719,125.00
	11/15/2041	425,000.00	5.000%	152,000.00	577,000.00	-
	5/15/2042	-	-	141,375.00	141,375.00	-
	6/30/2042	-	-	-	-	718,375.00
	11/15/2042	445,000.00	5.000%	141,375.00	586,375.00	-
	5/15/2043	-	-	130,250.00	130,250.00	-
	6/30/2043	-	-	-	-	716,625.00
	11/15/2043	470,000.00	5.000%	130,250.00	600,250.00	-
	5/15/2044	-	-	118,500.00	118,500.00	-
	6/30/2044	-	-	-	-	718,750.00
	11/15/2044	495,000.00	5.000%	118,500.00	613,500.00	-
	5/15/2045	-	-	106,125.00	106,125.00	-
	6/30/2045	-	-	-	-	719,625.00
	11/15/2045	520,000.00	5.000%	106,125.00	626,125.00	-
	5/15/2046	-	-	93,125.00	93,125.00	-
	6/30/2046	-	-	-	-	719,250.00
	11/15/2046	545,000.00	5.000%	93,125.00	638,125.00	-
	5/15/2047	-	-	79,500.00	79,500.00	-
	6/30/2047	-	-	-	-	717,625.00
	11/15/2047	575,000.00	5.000%	79,500.00	654,500.00	-
	5/15/2048	-	-	65,125.00	65,125.00	-
	6/30/2048	-	-	-	-	719,625.00
	11/15/2048	605,000.00	5.000%	65,125.00	670,125.00	-
	5/15/2049	-	-	50,000.00	50,000.00	-
	6/30/2049	-	-	-	-	720,125.00
	11/15/2049	635,000.00	5.000%	50,000.00	685,000.00	-
	5/15/2050	-	-	34,125.00	34,125.00	-
	6/30/2050	-	-	-	-	719,125.00
	11/15/2050	665,000.00	5.000%	34,125.00	699,125.00	-
	5/15/2051	-	-	17,500.00	17,500.00	-
	6/30/2051	-	-	-	-	716,625.00
	11/15/2051	700,000.00	5.000%	17,500.00	717,500.00	-
	6/30/2052	-	-	-	-	717,500.00
		10,821,453.00		10,087,618.49	20,909,071.49	20,909,071.49

Prepared by EIShop Securities Inc.

Attachment: KArmata Memo 9_13_2021 memo + attachments (ORDER-2022-29 : Public Library Renovations)

CHART - 1
DRAFT
9/8/2021

City of Melrose
Ten Year General Fund Debt Plan Review
Department of Finance

<u>Year</u>	<u>Net Debt</u>	<u>5% Limit</u>	<u>Projected Budget</u>	<u>Percent</u>
2022	\$2,855,696	\$4,550,026	\$91,000,522	3.14%
2023	\$3,317,729	\$4,686,527	\$93,730,538	3.54%
2024	\$3,907,475	\$4,827,123	\$96,542,454	4.05%
2025	\$4,176,286	\$4,971,936	\$99,438,727	4.20%
2026	\$3,952,307	\$5,121,094	\$102,421,889	3.86%
2027	\$3,697,959	\$5,274,727	\$105,494,546	3.51%
2028	\$3,706,015	\$5,432,969	\$108,659,382	3.41%
2029	\$3,495,019	\$5,595,958	\$111,919,164	3.12%
2030	\$3,234,560	\$5,763,837	\$115,276,739	2.81%
2031	\$3,241,280	\$5,936,752	\$118,735,041	2.73%
Totals:	\$35,584,326	\$52,160,950		
Average:	<u>\$3,558,433</u>	<u>\$5,216,095</u>		
Variance:		<u>\$1,657,662</u>		

Note(s): 1. It is the current policy of the City of Melrose that the G/F net non-exempt debt budget equate to approx. 5% of the Operating Budget.

2. The figures proposed can only be "estimates". Actual figures will be developed as interest rates are locked in.

CHART - 2
DRAFT

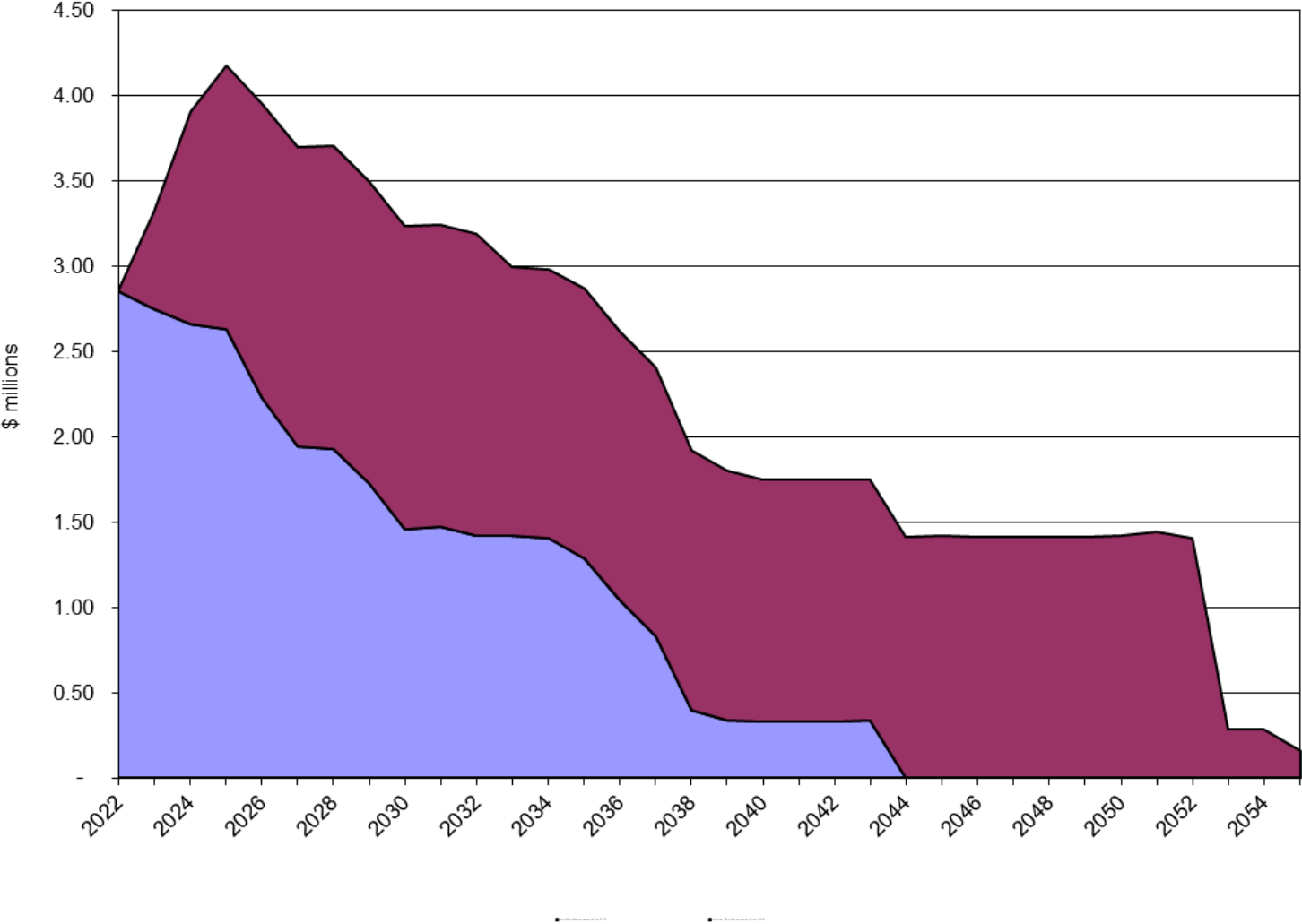
**City of Melrose - 5% Debt Limit
Ten Year General Fund Debt Plan Review
Department of Finance**

9/8/2021		<u>5% Limit</u>		
	<u>Year</u>	<u>Net Debt</u>		<u>Variance</u>
Projected				
	2022	\$2,855,696	\$4,550,026	\$1,694,330
	2023	\$3,317,729	\$4,686,527	\$1,368,797
	2024	\$3,907,475	\$4,827,123	\$919,647
	2025	\$4,176,286	\$4,971,936	\$795,650
	2026	\$3,952,307	\$5,121,094	\$1,168,787
	2027	\$3,697,959	\$5,274,727	\$1,576,768
	2028	\$3,706,015	\$5,432,969	\$1,726,955
	2029	\$3,495,019	\$5,595,958	\$2,100,939
	2030	\$3,234,560	\$5,763,837	\$2,529,277
	2031	<u>\$3,241,280</u>	<u>\$5,936,752</u>	\$2,695,473
	Totals:	\$35,584,326	\$52,160,950	
	Average:	<u>\$3,558,433</u>	<u>\$5,216,095</u>	
	Variance:		\$1,657,662	

Note(s): 1. It is the current policy of the City of Melrose that the G/F net non-exempt debt budget equate to approx. 5% of the Operating Budget.

2. The figures proposed can only be "estimates". Actual figures will be developed as interest rates are locked in.

City of Melrose, Massachusetts
Tax-Supported Debt within Proposition 2 1/2
Actual vs. Proposed





Board of Library Trustees

July 21, 2021 at 7:30 PM

The regular meeting of the Board of Trustees was called to order at 7:33pm. Present were: Trustees Edward W. Waystack III, Carol B. Hoffman, Paul J. Fahey, Nancy F. Kukura, Cathryn M. Mercier, Mark S. Robinson and Director Linda C.W. Gardener. Mayor Paul Brodeur also attended.

One warrant was approved, and trustee invoices were approved and paid. The minutes from the June 15, 2021 meeting were approved, as moved by Paul Fahey and seconded by Nancy Kukura.

There was no correspondence to the Trustees to report. The Director announced that notification of the MBLC grant award had been sent directly to the library to the Director's attention.

MBLC Construction Grant – Library Renovation Costs –

Linda Gardener presented the Trustees with a breakdown of expendable and un-expendable trust funds, as well as restricted vs unrestricted funds. She also discussed the Conditions of Eligibility addressed in the 605 CMR [Code of Massachusetts Regulations] 6.05, which specify that the local funds required to accept the construction grant may include, among other items, (1) municipal appropriations; (2) donations in hand or with binding commitment; and (3) trust monies allocated to the project.

Also presented by the Director was a December 2000 letter regarding the Winchester trust, which specified a desire for the funds to “be used for the maintenance or improvement of the heating, ventilating and air conditioning system...”

The Trustees discussed, with the Mayor, the importance of the library building construction project. A general discussion was held regarding the project overall and the approval process with the City Council. The Mayor left the meeting and further discussion was had regarding the commitment of Trust funds for the project, and the balance between supporting the project and also continuing to have funds to use for the benefit of the library. The Trustees discussed the desire to use trust funds appropriately for large, special projects rather than operational costs more appropriately carried by the City.

After robust conversation, Paul Fahey put forth a motion to commit \$2 million of available trust funds to the library renovation project, pending acceptance of the State MBLC grant and provision of necessary funds for successful completion of the project by the City Council. The motion was seconded by Carol Hoffman, and unanimously approved.

Other business – There was no other business.

The meeting was adjourned at approximately 8:51pm.



The next meeting is scheduled for Tuesday, September 7, 2021.

Respectfully submitted,

Paul J. Fahey, Clerk



PMC LLC
20 Downer Ave
Suite 5
Hingham
MA 02043
(ph) 781-740-8007
(f) 781-740-1012

Schematic Design

Melrose Public Library Renovation and Addition

Melrose, MA

Prepared for:

Tappe Architects

July 21, 2021

Attachment: Melrose Library PM&C Updated Cost Estimate 7.21.21 (ORDER-2022-29 : Public Library Renovations)



Melrose Public Library
Renovation and Addition
Melrose, MA

21-Jul-21

Schematic Design

MAIN CONSTRUCTION COST SUMMARY

		Gross Floor Area	\$/sf	Estimated Construction Cost
EXISTING LIBRARY with ADDITION				
RENOVATE EXISTING LIBRARY		9,742	\$294.80	\$2,871,989
ADDITION TO LIBRARY		19,100	\$382.26	\$7,301,149
REMOVE HAZARDOUS MATERIALS				\$327,400
DEMOLISH WING INCLUDING BASEMENT		13,750	\$15.00	\$206,250
SITework				\$673,468
SUB-TOTAL		28,842	\$394.57	\$11,380,256
DESIGN AND PRICING CONTINGENCY	12%			\$1,365,631
ESCALATION (April 2022 start - 14 month construction)	3%			\$341,408
SUB-TOTAL				\$13,087,295
GENERAL CONDITIONS				\$1,260,000
PHASING PREMIUM ON RENOVATION	2%			\$57,440
SUB-TOTAL				\$14,404,735
BONDS	1.15%			\$165,654
INSURANCE	1.25%			\$180,059
PERMIT				NIC
SUB-TOTAL				\$14,750,448
OVERHEAD AND FEE	5.0%			\$737,522
TOTAL OF ALL CONSTRUCTION		28,842	\$536.99	\$15,487,970
ADD for CMr Delivery			ADD	\$1,170,525

Attachment: Melrose Library PM&C Updated Cost Estimate 7.21.21 (ORDER-2022-29 : Public Library Renovations)



Melrose Public Library
Renovation and Addition
Melrose, MA

21-Jul-21

Schematic Design

This cost estimate was produced from schematic design drawings, dated September 14th, 2016 prepared by Tappe Associates and their design team.

This estimate includes all direct construction costs, General Contractors overhead and profit and design contingency. Cost escalation assumes start dates indicated.

Bidding conditions are expected to be public bidding under 149 of the Massachusetts General Laws to pre-qualified general contractors, and pre-qualified sub-contractors, open specifications for materials and manufactures. If 149a CM at Risk is selected as the procurement method costs will in all likelihood increase from this estimate

The estimate is based on prevailing wage rates for construction in this market and represents a reasonable opinion of cost. It is not a prediction of the successful bid from a contractor as bids will vary due to fluctuating market conditions, errors and omissions, proprietary specifications, lack or surplus of bidders, perception of risk, etc. Consequently the estimate is expected to fall within the range of bids from a number of competitive contractors or subcontractors, however we do not warrant that bids or negotiated prices will not vary from the final construction cost estimate.

ITEMS NOT CONSIDERED IN THIS ESTIMATE

Items not included in this estimate are:

- All professional fees and insurance
- Building Permit costs
- Land acquisition, feasibility, and financing costs
- All Furnishings, Fixtures and Equipment
- Items identified in the design as Not In Contract (NIC)
- Items identified in the design as by others
- Owner supplied and/or installed items (e.g. draperies, furniture and equipment)
- Rock excavation; special foundations (unless indicated by design engineers)
- Utility company back charges, including work required off-site
- Work to City streets and sidewalks, (except as noted in this estimate)



Melrose Public Library
Renovation and Addition
Melrose, MA

21-Jul-21

Schematic Design

GFA

9,830

CONSTRUCTION COST SUMMARY

BUILDING SYSTEM		SUB-TOTAL	TOTAL	\$/SF	%
LIBRARY RENOVATION					
A10	FOUNDATIONS				
A1010	Standard Foundations	\$13,000			
A1020	Special Foundations	\$0			
A1030	Lowest Floor Construction	\$31,875	\$44,875	\$4.57	1.6%
B10	SUPERSTRUCTURE				
B1010	Upper Floor Construction	\$24,320			
B1020	Roof Construction	\$11,250	\$35,570	\$3.62	1.2%
B20	EXTERIOR CLOSURE				
B2010	Exterior Walls	\$261,292			
B2020	Windows/Curtainwall	\$214,980			
B2030	Exterior Doors	\$24,218	\$500,490	\$50.91	17.4%
B30	ROOFING				
B3010	Roof Coverings	\$251,670			
B3020	Roof Openings	\$6,075	\$257,745	\$26.22	9.0%
C10	INTERIOR CONSTRUCTION				
C1010	Partitions	\$147,956			
C1020	Interior Doors	\$41,000			
C1030	Specialties/Millwork	\$166,620	\$355,576	\$36.17	12.4%
C20	STAIRCASES				
C2010	Stair Construction	\$15,000			
C2020	Stair Finishes	\$9,000	\$24,000	\$2.44	0.8%
C30	INTERIOR FINISHES				
C3010	Wall Finishes	\$90,953			
C3020	Floor Finishes	\$106,758			
C3030	Ceiling Finishes	\$57,379	\$255,090	\$25.95	8.9%
D10	CONVEYING SYSTEMS				
D1010	Elevator	\$25,000	\$25,000	\$2.54	0.9%
D20	PLUMBING				
D20	Plumbing	\$73,393	\$73,393	\$7.47	2.6%
D30	HVAC				
D30	HVAC	\$607,428	\$607,428	\$61.79	21.2%
D40	FIRE PROTECTION				
D40	Fire Protection	\$62,401	\$62,401	\$6.35	2.2%

Attachment: Melrose Library PM&C Updated Cost Estimate 7.21.21 (ORDER-2022-29 : Public Library Renovations)



Melrose Public Library
Renovation and Addition
Melrose, MA

21-Jul-21

Schematic Design

GFA 9,830

CONSTRUCTION COST SUMMARY					
BUILDING SYSTEM		SUB-TOTAL	TOTAL	\$/SF	%
LIBRARY RENOVATION					
D50 ELECTRICAL					
D5010	Electrical Systems	\$378,991	\$378,991	\$38.55	13.2%
E10 EQUIPMENT					
E10	Equipment	\$11,000	\$11,000	\$1.12	0.4%
E20 FURNISHINGS					
E2010	Fixed Furnishings	\$76,575			
E2020	Movable Furnishings	NIC	\$76,575	\$7.79	2.7%
F10 SPECIAL CONSTRUCTION					
F10	Special Construction	\$0	\$0	\$0.00	0.0%
F20 SELECTIVE BUILDING DEMOLITION					
F2010	Building Elements Demolition	\$163,855			
F2020	Hazardous Components Abatement	\$0	\$163,855	\$16.67	5.7%
TOTAL DIRECT COST (Trade Costs)			\$2,871,989	\$292.17	100.0%

Attachment: Melrose Library PM&C Updated Cost Estimate 7.21.21 (ORDER-2022-29 : Public Library Renovations)



Melrose Public Library
Renovation and Addition
Melrose, MA

21-Jul-2

Schematic Design

GFA

9,830

	DESCRIPTION	QTY	UNIT	UNIT COST	EST'D COST	SUB TOTAL	TOTAL COST
LIBRARY RENOVATION							
1	GROSS FLOOR AREA CALCULATION						
2							
3	Lower Level			3,750			
4	First Floor			3,750			
5	Second Floor			2,330			
6							
7	TOTAL GROSS FLOOR AREA (GFA)				9,830	<i>GSF</i>	
8							
9							
10	A10 FOUNDATIONS						
11							
12	A1010 STANDARD FOUNDATIONS						
13	Infill wall at lower level connection to new, waterproof	200	sf	65.00	13,000		
14	SUBTOTAL					\$13,000	
15							
16	A1020 SPECIAL FOUNDATIONS						
17	Included in Addition						
18	SUBTOTAL						
19							
20	A1030 LOWEST FLOOR CONSTRUCTION						
21	Patch/level/connect existing slab on grade at Lower level	3,750	sf	8.50	31,875		
22	SUBTOTAL					\$31,875	
23							
24	TOTAL - FOUNDATIONS						\$44,875
25							
26							
27	B10 SUPERSTRUCTURE						
28							
29	B1010 FLOOR CONSTRUCTION						
30	Seismic support/bracing				assume not required		
31	Allowance for cutting and patching existing structure for new work	6,080	sf	4.00	24,320		
32	SUBTOTAL					\$24,320	
33							
34	B1020 ROOF CONSTRUCTION						
35	Seismic support/bracing				assume not required		
36	Allowance for cutting and patching existing structure for new work	3,750	sf	3.00	11,250		
37	SUBTOTAL					\$11,250	
38							
39	TOTAL - SUPERSTRUCTURE						\$35,570
40							
41							
42	B20 EXTERIOR CLOSURE						
43							
44	B2010 EXTERIOR WALLS						
45	Miscellaneous repairs, cleaning existing closure	4,514	sf	38.00	171,532		
46	Allowance to construct new interior wall at level 1 connection to new lobby (col. line F) , match existing exterior wall; assume stone veneer both sides on masonry backup	280	sf	267.00	74,760		
47	Form/ extend openings in exterior wall for new additions including patching (5 loc)	1	ls	15,000.00	15,000		
48	SUBTOTAL					\$261,292	
49							
50	B2020 WINDOWS/CURTAINWALL	<i>986</i>	<i>sf</i>				
51	Restore existing windows, typical	400	sf	150.00	60,000		
52	Restore existing windows, circle top	530	sf	175.00	92,750		
53	New windows to match existing, typical	8	sf	225.00	1,800		
54	New windows to match existing, circle top	48	sf	250.00	12,000		

Attachment: Melrose Library PM&C Updated Cost Estimate 7.21.21 (ORDER-2022-29 : Public Library Renovations)

Schematic Design

GFA

9,830

	DESCRIPTION	QTY	UNIT	UNIT COST	EST'D COST	SUB TOTAL	TOTAL COST
LIBRARY RENOVATION							
55	New windows to match existing, circle top at interior entrance lobby	150	sf	250.00	37,500		
56	New backer rod & double sealant	950	lf	11.00	10,450		
57	Wood blocking at new openings	60	lf	8.00	480		
58	SUBTOTAL					\$214,980	
60	B2030 EXTERIOR DOORS						
61	Replace wood/ glazed entrance doors including frame w/ transom and hardware; double door; match existing	1	pr	14,000.00	14,000		
62	Allowance for automatic entry hardware	1	loc	6,500.00	6,500		
63	HM doors, frames and hardware @ extended areaway	1	ea	1,800.00	1,800		
64	Allowance to repaint & repair ETR doors	2	ea	500.00	1,000		
65	Backer rod & double sealant	54	lf	11.00	594		
66	Wood blocking at openings	54	lf	6.00	324		
67	SUBTOTAL					\$24,218	
69	TOTAL - EXTERIOR CLOSURE						\$500,490
72	B30 ROOFING						
74	B3010 ROOF COVERINGS						
75	Sloped roofing						
76	Slate roof system including underlayment and copper flashings etc.	3,955	sf	40.00	158,200		
77	Insulation; nailable	3,955	sf	14.00	55,370		
78	EPDM roof system	170	sf	30.00	5,100		
79	Allowance for work at perimeter fascia/soffit and eaves, including NEW flashings	300	lf	50.00	15,000		
80	Rough blocking	4,125	sf	2.00	8,250		
81	Snow guards allowance	150	lf	65.00	9,750		
82	SUBTOTAL					\$251,670	
84	B3020 ROOF OPENINGS						
85	Allowance to restore existing skylight, 9'x9'	1	ls	6,075.00	6,075		
86	SUBTOTAL					\$6,075	
88	TOTAL - ROOFING						\$257,745
91	C10 INTERIOR CONSTRUCTION						
93	C1010 PARTITIONS						
94	Typical interior partitions	2,556	sf	18.00	46,008		
95	Chase partition, single sided	81	sf	18.00	1,458		
96	Allowance for patching/ furring at removed stacks on level 2	1,820	sf	7.50	13,650		
97	Allowance for miscellaneous infills	400	sf	25.00	10,000		
98	New butt glazed entrance w/ double doors at 1st floor lobby	112	sf	95.00	10,640		
99	Glazed partition at Tech services	84	sf	90.00	7,560		
100	Glazed partition including single sliding door at Conference room & Discovery rooms	168	sf	190.00	31,920		
101	Glass wall at Genealogy, 8' high	224	sf	95.00	21,280		
102	Interior windows/ borrowed lites at Offices	80	sf	68.00	5,440		
103	SUBTOTAL					\$147,956	
105	C1020 INTERIOR DOORS						

Attachment: Melrose Library PM&C Updated Cost Estimate 7.21.21 (ORDER-2022-29 : Public Library Renovations)



Melrose Public Library
Renovation and Addition
Melrose, MA

21-Jul-2

Schematic Design

GFA

9,830

	DESCRIPTION	QTY	UNIT	UNIT COST	EST'D COST	SUB TOTAL	TOTAL COST
LIBRARY RENOVATION							
106	Single leaf door, frame and hardware	15	ea	2,100.00	31,500		
107	Sliding door at Teen room, double	1	ea	4,000.00	4,000		
108	Allowance to repaint & repair ETR doors	2	ea	750.00	1,500		
109	Allowance for glazed panels, vision lites in doors	1	ls	1,500.00	1,500		
110	Allowance for specialty hardware	1	ls	2,500.00	2,500		
111	SUBTOTAL					\$41,000	
112							
113	C1030 SPECIALTIES / MILLWORK						
114	Toilet accessories	1	ls	1,000.00	1,000		
115	Marker boards/tack boards in offices, conference rooms, library and other rooms	9,830	sf	0.30	2,949		
116	Room Signs	9,830	gsf	0.25	2,458		
117	Fire extinguisher cabinets	3	ea	350.00	1,050		
118	Wood paneling/trim at new walls to match existing - allowance	9,830	gsf	10.00	98,300		
119	Allowance to restore ETR fireplace	1	loc	5,000.00	5,000		
120	New library shelving, 3' units						
121	single sided, 2 high	5	ea	450.00	By Others		
122	single sided, 4 high	2	ea	570.00	By Others		
123	single sided, 5 high	11	ea	765.00	By Others		
124	single sided, 6 high	5	ea	900.00	By Others		
125	double sided, 4 high	3	ea	1,170.00	By Others		
126	double sided, 5 high	28	ea	1,365.00	By Others		
127	double sided, 7 high	6	ea	1,950.00	By Others		
128	Display cases @ Level 1	2	loc	2,000.00	4,000		
129	Reference room service desk, curved	8	lf	1,500.00	12,000		
130	Reference room, adjacent casework	5	lf	600.00	3,000		
131	Miscellaneous interior rough blocking throughout building	9,830	sf	1.00	9,830		
132	Miscellaneous metals throughout building	9,830	sf	1.50	14,745		
133	Miscellaneous sealants throughout building	9,830	sf	1.25	12,288		
134	SUBTOTAL					\$166,620	
135							
136	TOTAL - INTERIOR CONSTRUCTION						\$355,576
137							
138							
139	C20 STAIRCASES						
140							
141	C2010 STAIR CONSTRUCTION						
142	Allowance to upgrade stair railings	1	flt	15,000.00	15,000		
143	SUBTOTAL					\$15,000	
144							
145	C2020 STAIR FINISHES						
146	Allowance to repair/ replace existing stair finishes	1	flt	9,000.00	9,000		
147	SUBTOTAL					\$9,000	
148							
149	TOTAL - STAIRCASES						\$24,000
150							
151							
152	C30 INTERIOR FINISHES						
153							
154	C3010 WALL FINISHES						
155	Ceramic wall tile, 8' high	240	gsf	28.00	6,720		
156	Paint to new walls	5,593	sf	1.00	5,593		
157	Allowance to patch and paint existing walls to remain; plaster patching etc.	9,830	gsf	5.00	49,150		
158	Allowance to paint ETR woodwork and trim	9,830	gsf	3.00	29,490		



Melrose Public Library
Renovation and Addition
Melrose, MA

21-Jul-2

Schematic Design

GFA

9,830

	DESCRIPTION	QTY	UNIT	UNIT COST	EST'D COST	SUB TOTAL	TOTAL COST
LIBRARY RENOVATION							
159	SUBTOTAL					\$90,953	
160							
161	C3020 FLOOR FINISHES						
162	Allow to prep for new floors	5,342	gsf	3.50	18,697		
163	Carpet	1,008	sf	6.00	6,048		
164	Wood, new at Level 1	1,080	sf	20.00	21,600		
165	Wood, refinish at Level 2	1,820	sf	7.00	12,740		
166	Ceramic tile	70	sf	30.00	2,100		
167	VCT	1,034	sf	5.00	5,170		
168	Polished concrete	1,375	sf	12.00	16,500		
169	Concrete sealer at MEP areas	775	sf	1.50	1,163		
170	Tile base	30	lf	16.00	480		
171	Allowance for new bases; wood or similar to match existing	1,590	lf	14.00	22,260		
172	SUBTOTAL					\$106,758	
173							
174	C3030 CEILING FINISHES						
175	New gwb ceilings/patch ETR, allowance	6,127	sf	7.00	42,889		
176	New ceiling in Level 2 @ removed stacks	1,035	sf	14.00	14,490		
177	SUBTOTAL					\$57,379	
178							
179	TOTAL - INTERIOR FINISHES						\$255,090
180							
181							
182	D10 CONVEYING SYSTEMS						
183							
184	Decommission existing elevator	1	ls	25,000.00	25,000		
185	SUBTOTAL					25,000	
186							
187	TOTAL - CONVEYING SYSTEMS						\$25,000
188							
189							
190	D20 PLUMBING						
191							
192	D20 PLUMBING, GENERALLY						
193	<u>Equipment</u>						
194	Minor work to existing equipment to accommodate new	9,830	sf	0.50	4,915		
195	<u>Plumbing Fixtures</u>						
196	Water Closet	1	ea	1,200.00	1,200		
197	Lavatory	1	ea	1,000.00	1,000		
198	Miscellaneous fixtures not defined	1	ls	5,000.00	5,000		
199	<u>Domestic Water Piping</u>						
200	Copper pipe type L with fittings & hangers	9,830	sf	1.25	12,288		
201	<u>Pipe insulation</u>						
202	Pipe insulation	9,830	sf	1.00	9,830		
203	<u>Sanitary Waste And Vent Pipe w/ Hangers</u>						
204	Cast iron pipe with fittings & hangers	9,830	sf	1.50	14,745		
205	<u>Natural Gas Piping</u>						
206	Natural gas pipe with fittings & hangers	9,830	sf	0.50	4,915		
207	<u>Miscellaneous</u>						
208	Demolition	1	ls	12,000.00	12,000		
209	Coring, sleeves & fire stopping	1	ls	4,000.00	4,000		
210	Testing and sterilization	1	ls	2,500.00	2,500		
211	Fees & permits	1	ls	1,000.00	1,000		
212	SUBTOTAL					73,393	
213							
214	TOTAL - PLUMBING						\$73,393
215							
216							
217	D30 HVAC						

Attachment: Melrose Library PM&C Updated Cost Estimate 7.21.21 (ORDER-2022-29 : Public Library Renovations)



Melrose Public Library
Renovation and Addition
Melrose, MA

21-Jul-2

Schematic Design

GFA

9,830

	DESCRIPTION	QTY	UNIT	UNIT COST	EST'D COST	SUB TOTAL	TOTAL COST
LIBRARY RENOVATION							
218							
219	D30 HVAC, GENERALLY						
220	<u>Heating & cooling equipment</u>						
221	Heating and cooling equipment, air distribution	9,830	sf	18.00	176,940		
222	<u>Air distribution</u>						
223	Air distribution equipment	9,830	sf	5.00	49,150		
224	<u>Exhaust fan</u>						
225	Exhaust fans	9,830	sf	0.50	4,915		
226	<u>Sheet metal & Accessories</u>						
227	Galvanized ductwork with fittings, hangers & Insulation	9,830	sf	15.00	147,450		
228	<u>Piping</u>						
229	<u>Hot Water & Chilled Water Pipe</u>						
230	Heating and cooling piping & insulation	9,830	sf	12.00	117,960		
231	<u>Controls (DDC)</u>						
232	Automatic temperature controls	9,830	sf	7.50	73,725		
233	<u>Balancing</u>						
234	System testing & balancing	9,830	sf	1.25	12,288		
235	<u>Miscellaneous</u>						
236	Demolition	1	ls	15,000.00	15,000		
237	Commissioning support	1	ls	5,000.00	5,000		
238	Coring, sleeves & fire stopping	1	ls	5,000.00	5,000		
239	SUBTOTAL					607,428	
240							
241	TOTAL - HVAC						\$607,428
242							
243							
244	D40 FIRE PROTECTION						
245							
246	D40 FIRE PROTECTION, GENERALLY						
247	Service equipment	9,830	sf	1.20	11,796		
248	Branch pipe with fittings & hangers	9,830	sf	2.50	24,575		
249	Main pipe with fittings & hangers	9,830	sf	1.00	9,830		
250	Dry system to attic	1	ls	7,000.00	7,000		
251	<u>Miscellaneous</u>						
252	Demolition	1	ls	5,000.00	5,000		
253	Hydraulic calculations	1	ls	1,000.00	1,000		
254	Coring, sleeves & fire stopping	1	ls	2,000.00	2,000		
255	Fees & permits	1	ls	1,200.00	1,200		
256	SUBTOTAL					\$62,401	
257							
258	TOTAL - FIRE PROTECTION						\$62,401
259							
260							
261	D50 ELECTRICAL						
262							
263	D5010 SERVICE & DISTRIBUTION						
264	<u>Normal Power</u>						
265	Service and distribution	9,830	sf	5.00	49,150		
266	<u>Equipment Wiring</u>						
267	Equipment wiring allowance	9,830	sf	2.00	19,660		
268	SUBTOTAL					\$68,810	
269							
270	D5020 LIGHTING & POWER						
271	<u>Lighting & Branch Power</u>						
272	Lighting allowance (LED)	9,830	sf	10.00	98,300		
273	<u>Lighting controls</u>						
274	Lighting controls, local, daylight sensing and dimming	9,830	sf	1.20	11,796		

Melrose Public Library
Renovation and Addition
Melrose, MA

21-Jul-2

Schematic Design

GFA

9,830

	DESCRIPTION	QTY	UNIT	UNIT COST	EST'D COST	SUB TOTAL	TOTAL COST
LIBRARY RENOVATION							
275	<u>Branch devices</u>						
276	Branch devices	9,830	sf	0.65	6,390		
277	<u>Lighting and branch circuitry</u>						
278	Branch & lighting circuitry	9,830	sf	6.00	58,980		
279	SUBTOTAL					\$175,466	
280							
281	D5030 COMMUNICATION & SECURITY SYSTEMS						
282	<u>Fire Alarm</u>						
283	Fire alarm system	9,830	sf	3.50	34,405		
284	<u>Telephone/Data/CATV</u>						
285	Telecommunications rough in & devices and cabling	9,830	sf	4.00	39,320		
286	<u>Security System</u>						
287	Security system including intrusion detection, card access and CCTV	9,830	sf	2.00	19,660		
288	<u>Bi-Directional Amplification System</u>						
289	BDA system	1	ea	10,000.00	10,000		
290	<u>Master Clock & PA System</u>						
291	Master clock and PA system					NIC	
292	<u>Audio/Visual</u>						
293	AV rough-in and power to community rooms (devices and cabling by other)	9,830	sf	1.00	9,830		
294	SUBTOTAL					113,215	
295							
296	D5040 OTHER ELECTRICAL SYSTEMS						
297	<u>Miscellaneous</u>						
298	Demolition	1	ls	10,000.00	10,000		
299	Lightning protection	Assumes not required				NIC	
300	Temp power and lights	1	ls	7,500.00	7,500		
301	Fees & Permits	1	ls	4,000.00	4,000		
302	SUBTOTAL					\$21,500	
303							
304							
305	TOTAL - ELECTRICAL						\$378,991
306							
307							
308	E10 EQUIPMENT						
309							
310	E10 EQUIPMENT, GENERALLY						
311	Staff break room appliances	1	ls	5,000.00	5,000		
312	Electrically operated projection screens in Discovery/Training room and Conference room	1	ls	6,000.00	6,000		
313	SUBTOTAL					\$11,000	
314							
315	TOTAL - EQUIPMENT						\$11,000
316							
317							
318	E20 FURNISHINGS						
319							
320	E2010 FIXED FURNISHINGS						
321	Entry mats & frames	50	sf	55.00	2,750		
322	Window treatments, allow	1	ls	15,000.00	15,000		
323	<u>Lower level</u>						
324	Discovery						
325	counter and wall cabinet	24	lf	500.00	12,000		
326	storage cabinets, full height	2	ea	1,900.00	3,800		

Attachment: Melrose Library PM&C Updated Cost Estimate 7.21.21 (ORDER-2022-29 : Public Library Renovations)

Schematic Design

GFA

9,830

	DESCRIPTION	QTY	UNIT	UNIT COST	EST'D COST	SUB TOTAL	TOTAL COST
LIBRARY RENOVATION							
327	Conference room						
328	cabinetry/ credenza	27	lf	650.00	17,550		
329	Staff break room						
330	base cabinet, counter and wall cabinet	13	lf	700.00	9,100		
331	Tech services						
332	base cabinet, counter	11	lf	450.00	4,950		
333	<u>Level 2</u>						
334	Teen room						
335	computer work counter	21	lf	175.00	3,675		
336	Offices				assume FF+E		
337	base cabinet, counter @ copy areas	15	lf	450.00	6,750		
338	Allowance for shelving in storage closets	1	ls	1,000.00	1,000		
339	SUBTOTAL					\$76,575	
340							
341	E2020 MOVABLE FURNISHINGS						
342	All movable furnishings to be provided and installed by owner						
343	SUBTOTAL					NIC	
344							
345	TOTAL - FURNISHINGS						\$76,575
346							
347							
348	F10 SPECIAL CONSTRUCTION						
349							
350	F10 SPECIAL CONSTRUCTION						
351	No items in this section						
352	SUBTOTAL						
353							
354	TOTAL - SPECIAL CONSTRUCTION						
355							
356							
357	F20 SELECTIVE BUILDING DEMOLITION						
358							
359	F2010 BUILDING ELEMENTS DEMOLITION						
360	Demolition of ceilings and floor finishes (selective, as required)	9,830	gsf	3.00	29,490		
361	Demolition of interior walls	350	lf	25.00	8,750		
362	Demolition of interior masonry walls	100	lf	75.00	7,500		
363	Remove doors, frames and hardware	20	ea	200.00	4,000		
364	Remove interior stacks, casework and specialties	9,830	sf	1.00	9,830		
365	Remove glass floor and structural stacks at 2nd floor; including shoring	1,035	sf	30.00	31,050		
366	Remove stair	1	flt	2,500.00	2,500		
367	Allowance for work at existing closure at new window and door opes	5	loc	2,000.00	10,000		
368	Remove existing roof down to deck	4,125	sf	4.00	16,500		
369	Miscellaneous demolition/protection/shoring	9,830	sf	2.00	19,660		
370	MEP demolition; cut and cap with trades	9,830	sf	2.50	24,575		
371	SUBTOTAL					\$163,855	
372							
373	F2020 HAZARDOUS COMPONENTS ABATEMENT						
374	See main summary for HazMat allowance						
375	SUBTOTAL						
376							
377	TOTAL - SELECTIVE BUILDING DEMOLITION						\$163,855
378							

Attachment: Melrose Library PM&C Updated Cost Estimate 7.21.21 (ORDER-2022-29 : Public Library Renovations)



Melrose Public Library
Renovation and Addition
Melrose, MA

21-Jul-21

Schematic Design

GFA 19,100

CONSTRUCTION COST SUMMARY

BUILDING SYSTEM	SUB-TOTAL	TOTAL	\$/SF	%
NEW ADDITION TO EXISTING LIBRARY				
A10 FOUNDATIONS				
A1010 Standard Foundations	\$162,963			
A1020 Special Foundations	\$177,000			
A1030 Lowest Floor Construction	\$92,684	\$432,647	\$22.65	5.9%
A20 BASEMENT CONSTRUCTION				
A2010 Basement Excavation	\$94,984			
A2020 Basement Walls	\$323,867	\$418,851	\$21.93	5.7%
B10 SUPERSTRUCTURE				
B1010 Upper Floor Construction	\$664,247			
B1020 Roof Construction	\$241,950	\$906,197	\$47.44	12.4%
B20 EXTERIOR CLOSURE				
B2010 Exterior Walls	\$1,085,764			
B2020 Windows	\$406,692			
B2030 Exterior Doors	\$27,840	\$1,520,296	\$79.60	20.8%
B30 ROOFING				
B3010 Roof Coverings	\$160,810			
B3020 Roof Openings	\$3,500	\$164,310	\$8.60	2.3%
C10 INTERIOR CONSTRUCTION				
C1010 Partitions	\$220,949			
C1020 Interior Doors	\$86,900			
C1030 Specialties/Millwork	\$331,310	\$639,159	\$33.46	8.8%
C20 STAIRCASES				
C2010 Stair Construction	\$217,500			
C2020 Stair Finishes	\$47,427	\$264,927	\$13.87	3.6%
C30 INTERIOR FINISHES				
C3010 Wall Finishes	\$70,713			
C3020 Floor Finishes	\$217,378			
C3030 Ceiling Finishes	\$154,383	\$442,474	\$23.17	6.1%
D10 CONVEYING SYSTEMS				
D1010 Elevator	\$180,500	\$180,500	\$9.45	2.5%
D20 PLUMBING				
D20 Plumbing	\$274,000	\$274,000	\$14.35	3.8%

Attachment: Melrose Library PM&C Updated Cost Estimate 7.21.21 (ORDER-2022-29 : Public Library Renovations)



Melrose Public Library
Renovation and Addition
Melrose, MA

21-Jul-21

Schematic Design

GFA 19,100

CONSTRUCTION COST SUMMARY

BUILDING SYSTEM	SUB-TOTAL	TOTAL	\$/SF	%
NEW ADDITION TO EXISTING LIBRARY				
D30 HVAC				
D30 HVAC	\$1,136,900	\$1,136,900	\$59.52	15.6%
D40 FIRE PROTECTION				
D40 Fire Protection	\$99,700	\$99,700	\$5.22	1.4%
D50 ELECTRICAL				
D5010 Service & Distribution	\$152,800			
D5020 Lighting & Power	\$340,935			
D5030 Communication & Security Systems	\$250,550			
D5040 Other Electrical Systems	\$15,000	\$759,285	\$39.75	10.4%
E10 EQUIPMENT				
E10 Equipment	\$9,000	\$9,000	\$0.47	0.1%
E20 FURNISHINGS				
E2010 Fixed Furnishings	\$52,903			
E2020 Movable Furnishings	NIC	\$52,903	\$2.77	0.7%
F10 SPECIAL CONSTRUCTION				
F10 Special Construction	\$0	\$0	\$0.00	0.0%
F20 HAZMAT REMOVALS				
F2010 Building Elements Demolition	\$0			
F2020 Hazardous Components Abatement	\$0	\$0	\$0.00	0.0%
TOTAL DIRECT COST (Trade Costs)		\$7,301,149	\$382.26	100.0%

Attachment: Melrose Library PM&C Updated Cost Estimate 7.21.21 (ORDER-2022-29 : Public Library Renovations)



Melrose Public Library
Renovation and Addition
Melrose, MA

21-J1

Schematic Design

GFA

19,

CSI CODE	DESCRIPTION	QTY	UNIT	UNIT COST	EST'D COST	SUB TOTAL	TOTAL COST
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NEW ADDITION TO EXISTING LIBRARY

GROSS FLOOR AREA CALCULATION

Lower Level	6,200
First Floor	6,500
Second Floor	6,400

TOTAL GROSS FLOOR AREA (GFA)**19,100 sf****A10 FOUNDATIONS****A1010 STANDARD FOUNDATIONS**Strip footings to basement walls - assume 3'-0" x 1'-0"

Excavation	176	cy	20.00	3,520
Store on site for reuse	176	cy	12.00	2,112
Backfill with existing fill	136	cy	14.00	1,904
Remove excess material	40	cy	35.00	1,400
Formwork	680	sf	16.00	10,880
Re-bar	3,400	lbs	1.65	5,610
Concrete material	40	cy	135.00	5,400
Placing concrete	40	cy	90.00	3,600

Strip footings to foundation wall - assume 2'-0" x 1'-0"

Excavation	17	cy	20.00	340
Store on site for reuse	17	cy	12.00	204
Backfill with existing fill	13	cy	14.00	182
Remove excess material	1	cy	35.00	35
Formwork	30	sf	16.00	480
Re-bar	150	lbs	1.65	248
Concrete material	1	cy	135.00	135
Placing concrete	1	cy	90.00	90

Foundation wall

Formwork	120	sf	20.00	2,400
Re-bar	225	lbs	1.65	371
Concrete material	3	cy	135.00	405
Placing concrete	3	cy	150.00	450
Damproofing and insulation to wall and footing	90	sf	7.00	630

Column footings @ Perimeter

Excavation	105	cy	20.00	2,100
Store on site for reuse	105	cy	12.00	1,260
Backfill with existing fill	89	cy	14.00	1,246
Remove excess material	16	cy	35.00	560
Formwork	330	sf	18.00	5,940
Re-bar	2,750	lbs	1.65	4,538
Concrete material	16	cy	135.00	2,160
Placing concrete	16	cy	120.00	1,920
Set anchor bolts grout plates	11	ea	225.00	2,475

Column footings @ Interior

Excavation	101	cy	20.00	2,020
Store on site for reuse	101	cy	12.00	1,212
Backfill with existing fill	79	cy	14.00	1,106
Remove excess material	22	cy	35.00	770
Formwork	288	sf	18.00	5,184
Re-bar	3,900	lbs	1.65	6,435
Concrete material	22	cy	135.00	2,970
Placing concrete	22	cy	120.00	2,640
Set anchor bolts grout plates	6	ea	225.00	1,350

Piers/Pilasters

Formwork	176	sf	22.00	3,872
Re-bar	270	lbs	1.65	446
Concrete material	3	cy	135.00	405
Placing concrete	3	cy	150.00	450

Miscellaneous

Foundations for interior load bearing walls	75	lf	110.00	8,250
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Attachment: Melrose Library PM&C Updated Cost Estimate 7.21.21 (ORDER-2022-29 : Public Library Renovations)



Melrose Public Library
Renovation and Addition
Melrose, MA

21-J1

Schematic Design

GFA

19,

CSI CODE	DESCRIPTION	QTY	UNIT	UNIT COST	EST'D COST	SUB TOTAL	TOTAL COST
NEW ADDITION TO EXISTING LIBRARY							
64	Interior foundation wall at lower level elevation change	7	cy	1,400.00	9,800		
65	Structural fill to bottom of footings	91	cy	38.00	3,458		
66	Elevator pit, complete	1	ls	35,000.00	35,000		
67	Allowance for stair and ramp construction at lower level	1	ls	15,000.00	15,000		
68	SUBTOTAL					\$162,963	
69							
70	A1020 SPECIAL FOUNDATIONS						
71	Allowance for underpinning along existing foundation system	59	cy	3,000.00	177,000		
72	SUBTOTAL					\$177,000	
73							
74	A1030 LOWEST FLOOR CONSTRUCTION						
75	Gravel fill, 12"	241	cy	45.00	10,845		
76	Rigid insulation; 2" thick	6,500	sf	3.00	19,500		
77	Vapor barrier	6,500	sf	1.10	7,150		
78	Compact existing sub-grade	6,500	sf	0.50	3,250		
79	Mesh reinforcing 15% lap	7,475	sf	1.25	9,344		
80	Concrete - 5" thick	106	cy	135.00	14,310		
81	Placing concrete	106	cy	90.00	9,540		
82	Finishing and curing concrete	6,500	sf	2.75	17,875		
83	Control joints - saw cut	6,500	sf	0.10	650		
84	Isolation joints at columns	88	lf	2.50	220		
85	SUBTOTAL					\$92,684	
86							
87	TOTAL - FOUNDATIONS						\$432,6
88							
89							
90	A20 BASEMENT CONSTRUCTION						
91							
92	A2010 BASEMENT EXCAVATION						
93	Over excavation at existing demolished basement	1,250	cy	25.00	31,250		
94	Fill to grade at old footprint (reuse excavated material)	208	cy	28.00	5,824		
95	Remove excess off-site	1,042	cy	35.00	36,470		
96	Backfill with gravel at perimeter	88	cy	45.00	3,960		
97	Foundation drainage	340	lf	22.00	7,480		
98	Dewatering, allow	1	ls	10,000.00	10,000		
99	SUBTOTAL					\$94,984	
100							
101	A2020 BASEMENT WALLS						
102	Formwork	9,112	sf	20.00	182,240		
103	Re-bar	27,336	lbs	1.75	47,838		
104	Concrete material; 3,000 psi	207	cy	135.00	27,945		
105	Placing concrete	207	cy	120.00	24,840		
106	Waterproofing to basement walls	4,556	sf	9.00	41,004		
107	SUBTOTAL					\$323,867	
108							
109	TOTAL - BASEMENT CONSTRUCTION						\$418,8
110							
111							
112	B10 SUPERSTRUCTURE						
113							
114	B1010 FLOOR CONSTRUCTION						
115	Floor Structure	149	tns				
116	Structural steel; W flange members; allow 16 lbs per sf	103	tns	4,200.00	432,600		
117	Shear studs	2,580	ea	2.50	6,450		
118	Allowance for perimeter deck bent plate, miscellaneous closure angles etc	700	lf	35.00	24,500		
119	Floor Structure	12,900	sf				
120	Metal floor deck	12,900	sf	4.50	58,050		
121	WWF reinforcement	14,835	sf	1.25	18,544		
122	Concrete fill to metal deck	226	cy	135.00	30,510		
123	Place and finish concrete	12,900	sf	3.00	38,700		

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Melrose Public Library
Renovation and Addition
Melrose, MA

21-J1

Schematic Design

GFA

19,

CSI CODE	DESCRIPTION	QTY	UNIT	UNIT COST	EST'D COST	SUB TOTAL	TOTAL COST
NEW ADDITION TO EXISTING LIBRARY							
124	Rebar to decks	3,870	lbs	1.75	6,773		
125	Miscellaneous						
126	Fireproofing to columns and beams	12,900	sf	2.80	36,120		
127	Fire stopping floors	1	ls	2,000.00	2,000		
128	Allowance ofr expansion joints	1	ls	10,000.00	10,000		
129	SUBTOTAL					\$664,247	
130							
131	B1020 ROOF CONSTRUCTION						
132	Roof Structure - Steel:						
133	Steel beams/Joists; allowance 14 lbs per sf	46	tns	4,200.00	193,200		
134	Roof Structure						
135	Metal roof deck	6,500	sf	4.00	26,000		
136	Concrete fill at roof			assume not required			
137	Miscellaneous						
138	Fireproofing to columns and beams	6,500	sf	3.50	22,750		
139	SUBTOTAL					\$241,950	
140							
141	TOTAL - SUPERSTRUCTURE						\$906,1
142							
143							
144	B20 EXTERIOR CLOSURE						
145							
146	B2010 EXTERIOR WALLS	4,136	sf				
147	Exterior skin	5,888	sf				
148	Thin stone rain screen system	3,871	sf	100.00	387,100		
149	Aluminum cladding	902	sf	75.00	67,650		
150	Precast banding, 12"	191	lf	68.00	12,988		
151	Precast banding, 20"	223	lf	113.56	25,324		
152	Precast sills and headers	187	lf	42.00	7,854		
153	Stone base at exposed basement wall	552	sf	95.00	52,440		
154	6" LGMF	5,336	sf	14.00	74,704		
155	Insulation	5,336	sf	4.00	21,344		
156	Sheathing	5,336	sf	3.50	18,676		
157	Air barrier	5,336	sf	7.50	40,020		
158	GWB to inside face	5,336	sf	3.60	19,210		
159	Furring to interior face of basement wall	4,469	sf	6.00	26,814		
160	Miscellaneous						
161	Additional exterior due to GSF increase	2,100	sf	150.00	315,000		
162	Aluminum soffit system to underside of overhangs	160	sf	104.00	16,640		
163	SUBTOTAL					\$1,085,764	
164							
165	B2020 WINDOWS/CURTAINWALL	2,804	sf				
166	High performance aluminum windows	611	sf	115.00	70,265		
167	Windows at basement level	87	sf	90.00	7,830		
168	Clerestory windows	192	sf	100.00	19,200		
169	Curtainwall	1,914	sf	125.00	239,250		
170	Premium for sun shade devices	162	lf	250.00	40,500		
171	Backer rod & double sealant	1,289	lf	11.00	14,179		
172	Wood blocking at openings	1,289	lf	12.00	15,468		
173	SUBTOTAL					\$406,692	
174							
175	B2030 EXTERIOR DOORS						
176	Glazed entrance door and hardware; double door (in CW frame)	2	pr	9,000.00	18,000		
177	HM doors, frames and hardware- single	2	ea	2,100.00	4,200		
178	Allowance for automatic entry hardware	2	ea	2,500.00	5,000		
179	Backer rod & double sealant	40	lf	11.00	440		
180	Wood blocking at openings	40	lf	5.00	200		
181	SUBTOTAL					\$27,840	
182							
183	TOTAL - EXTERIOR CLOSURE						\$1,520,296



Melrose Public Library
Renovation and Addition
Melrose, MA

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Schematic Design

GFA

19,

CSI CODE	DESCRIPTION	QTY	UNIT	UNIT COST	EST'D COST	SUB TOTAL	TOTAL COST
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NEW ADDITION TO EXISTING LIBRARY

B30 ROOFING**B3010 ROOF COVERINGS**

EPDM roof system	6,440	sf	18.00	115,920	
Perimeter aluminum edge and flashings	384	lf	55.00	21,120	
Allowance for flashings/ work at connection or existing	105	lf	50.00	5,250	
Cricket at existing roof	1	ls	5,000.00	5,000	
Rough blocking	1,152	lf	10.00	11,520	
Walk pads	1	ls	2,000.00	2,000	
SUBTOTAL					\$160,810

B3020 ROOF OPENINGS

Allowance for roof vents and hatch	1	ls	3,500.00	3,500	
SUBTOTAL					\$3,500

TOTAL - ROOFING**\$164,3****C10 INTERIOR CONSTRUCTION****C1010 PARTITIONS**

Stair shaft walls	1,292	sf	18.00	23,256	
Elevator shaft wall	1,314	sf	18.00	23,652	
Typical interior partitions	8,104	sf	16.50	133,716	
Chase partition, single sided	1,125	sf	9.00	10,125	
Furring to interior face of exterior wall	600	sf	6.00	3,600	
Interior glazed partitions and borrowed lites	280	sf	95.00	26,600	
SUBTOTAL					\$220,949

C1020 INTERIOR DOORS

Single leaf door, frame and hardware	30	ea	2,100.00	63,000	
Double leaf door, frame and hardware	4	pr	3,900.00	15,600	
Closet doors at storage closets, double leaf	2	pr	1,400.00	2,800	
Allowance for glazed panels, vision lites in doors	1	ls	3,000.00	3,000	
Allowance for specialty hardware	1	ls	2,500.00	2,500	
SUBTOTAL					\$86,900

C1030 SPECIALTIES / MILLWORK

Toilet Partition	3	ea	1,950.00	5,850	
Urinal screen	1	ea	650.00	650	
Toilet accessories	1	ls	7,000.00	7,000	
Marker boards/tack boards in offices, conference rooms, library and other rooms	19,100	gsf	0.30	5,730	
Acoustical wall panels	1	ls	5,000.00	5,000	
Room Signs	19,100	gsf	0.25	4,775	
Building directory	1	loc	3,000.00	3,000	
Bronze dedication plaque	1	loc	2,500.00	2,500	
Fire extinguisher cabinets	6	ea	350.00	2,100	
Wood paneling/trim - allowance	19,100	gsf	3.50	66,850	
New library shelving, 3' units					
single sided, 3 high	8	ea	510.00	By Others	
single sided, 4 high	4	ea	570.00	By Others	
single sided, 5 high	14	ea	765.00	By Others	
single sided, 6 high	2	ea	900.00	By Others	
single sided, 7 high	25	ea	1,140.00	By Others	
double sided, 3 high	7	ea	960.00	By Others	
double sided, 4 high	61	ea	1,170.00	By Others	
double sided, 6 high	57	ea	1,500.00	By Others	
double sided, 7 high	56	ea	1,950.00	By Others	
Circulation service desk, curved	18	lf	1,500.00	27,000	
Circulation service desk, adjacent casework	16	lf	600.00	9,600	
Children's service desk, curved	14	lf	1,500.00	21,000	

Attachment: Melrose Library PM&C Updated Cost Estimate 7.21.21 (ORDER-2022-29 : Public Library Renovations)



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19,

CSI CODE	DESCRIPTION	QTY	UNIT	UNIT COST	EST'D COST	SUB TOTAL	TOTAL COST
NEW ADDITION TO EXISTING LIBRARY							
247	Children's service desk, adjacent casework	12	lf	600.00	7,200		
248	Janitors closet accessories	3	rms	300.00	900		
249	Glazed balustrade at ramp and stairs	115	lf	600.00	69,000		
250	Handrail at ramp	27	lf	90.00	2,430		
251	Miscellaneous interior rough blocking throughout building	19,100	sf	1.50	28,650		
252	Miscellaneous metals throughout building	19,100	sf	2.00	38,200		
253	Miscellaneous sealants throughout building	19,100	sf	1.25	23,875		
254	SUBTOTAL					\$331,310	
255							
256	TOTAL - INTERIOR CONSTRUCTION						\$639,1
257							
258							
259	C20 STAIRCASES						
260							
261	C2010 STAIR CONSTRUCTION						
262	Feature stair including glass balustrades	2	flt	75,000.00	150,000		
263	Egress staircase; steel pan; including guardrails and handrails	2	flt	32,000.00	64,000		
264	Concrete material in pan infill	4	flt	500.00	2,000		
265	Access ladder to roof	1	ea	1,500.00	1,500		
266	SUBTOTAL					\$217,500	
267							
268	C2020 STAIR FINISHES						
269	Stone to feature stair	211	lfr	140.00	29,540		
270	Stone to feature stair landings	45	sf	65.00	2,925		
271	Rubber to egress stair	211	lfr	22.00	4,642		
272	Rubber to landings	270	sf	16.00	4,320		
273	Paint to staircases	4	flt	1,500.00	6,000		
274	SUBTOTAL					\$47,427	
275							
276	TOTAL - STAIRCASES						\$264,9
277							
278							
279	C30 INTERIOR FINISHES						
280							
281	C3010 WALL FINISHES						
282	Ceramic wall tile, 8' high	1,496	sf	28.00	41,888		
283	FRP in janitor closets	270	sf	14.00	3,780		
284	Paint to walls	26,363	sf	0.95	25,045		
285	SUBTOTAL					\$70,713	
286							
287	C3020 FLOOR FINISHES						
288	Slab mitigation at carpet and resilient floors	12,103	sf	4.00	48,412		
289	Carpet	8,118	sf	6.00	48,708		
290	Ceramic tile	450	sf	30.00	13,500		
291	VCT	730	sf	5.00	3,650		
292	Porcelain tile	1,633	sf	32.00	52,256		
293	Linoleum in 2nd floor Children's area	3,255	sf	7.50	24,413		
294	Tile base	187	lf	16.00	2,992		
295	Wood base	1,594	lf	14.00	22,316		
296	Rubber base	377	lf	3.00	1,131		
297	SUBTOTAL					\$217,378	
298							
299	C3030 CEILING FINISHES						
300	ACT ceilings	12,139	sf	6.00	72,834		
301	GWB ceilings, painted	3,066	sf	14.00	42,924		
302	Wood ceilings at Feature stair	355	sf	55.00	19,525		
303	Allowance for soffits throughout	19,100	gsf	1.00	19,100		
304	SUBTOTAL					\$154,383	
305							
306	TOTAL - INTERIOR FINISHES						\$442,4
307							
308							
309	D10 CONVEYING SYSTEMS						
310							
311	D1010 ELEVATOR						
312	Elevator, 3 stop	1	ea	180,000.00	180,000		



Melrose Public Library
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CSI CODE	DESCRIPTION	QTY	UNIT	UNIT COST	EST'D COST	SUB TOTAL	TOTAL COST
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NEW ADDITION TO EXISTING LIBRARY

Pit ladder	1	ea	500.00	500		
SUBTOTAL						\$180,500

TOTAL - CONVEYING SYSTEMS

\$180,500

D20 PLUMBING

D20 PLUMBING, GENERALLY

Equipment

Water meter	1	ea	3,500.00	3,500		
Backflow preventer	1	ea	3,000.00	3,000		
Plumbing equipment	19,100	sf	1.50	28,650		

Plumbing Fixtures

Water Closet	7	ea	1,200.00	8,400		
Urinal	1	ea	1,400.00	1,400		
Janitor sink	3	ea	1,200.00	3,600		
Lavatory	6	ea	1,000.00	6,000		
Drop in sink	2	ea	950.00	1,900		
Bi-level water cooler	3	ea	3,500.00	10,500		
Floor drain	7	ea	550.00	3,850		
Roof drain w/overflow	4	ea	800.00	3,200		

Domestic Water Piping

Copper pipe type L with fittings & hangers	19,100	sf	4.00	76,400		
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Pipe insulation

Pipe insulation	19,100	sf	1.50	28,650		
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Sanitary Waste And Vent Pipe w/ Hangers

Cast iron pipe with fittings & hangers	19,100	sf	3.00	57,300		
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Storm Drainage, Hubless Cast Iron Pipe

Cast iron pipe with fittings & hangers	19,100	sf	1.00	19,100		
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Natural Gas Piping

Natural gas pipe with fittings & hangers	19,100	sf	0.50	9,550		
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Miscellaneous

Coring, sleeves & fire stopping	1	ls	4,000.00	4,000		
Testing and sterilization	1	ls	2,500.00	2,500		
Fees & permits	1	ls	2,500.00	2,500		

SUBTOTAL						\$274,000
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TOTAL - PLUMBING

\$274,000

D30 HVAC

D30 HVAC, GENERALLY

Heating & cooling equipment

Heating and cooling equipment, air distribution	19,100	sf	16.00	305,600		
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Air distribution

Air distribution equipment	19,100	sf	6.00	114,600		
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Exhaust fan

Exhaust fans	19,100	sf	1.00	19,100		
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Sheet metal & Accessories

Galvanized ductwork with fittings, hangers & Insulation	19,100	sf	15.00	286,500		
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Piping

Hot Water & Chilled Water Pipe

Heating and cooling piping & insulation	19,100	sf	12.00	229,200		
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Controls (DDC)

Automatic temperature controls	19,100	sf	7.50	143,250		
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Balancing

System testing & balancing	19,100	sf	1.50	28,650		
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Miscellaneous

Commissioning support	1	ls	5,000.00	5,000		
Coring, sleeves & fire stopping	1	ls	5,000.00	5,000		



Melrose Public Library
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Melrose, MA

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Schematic Design

GFA

19,

CSI CODE	DESCRIPTION	QTY	UNIT	UNIT COST	EST'D COST	SUB TOTAL	TOTAL COST
NEW ADDITION TO EXISTING LIBRARY							
	SUBTOTAL					\$1,136,900	
	TOTAL - HVAC						\$1,136,900
D40	FIRE PROTECTION						
D40	FIRE PROTECTION, GENERALLY						
	Service equipment	19,100	sf	1.00	19,100		
	Branch pipe with fittings & hangers	19,100	sf	3.00	57,300		
	Main pipe with fittings & hangers	19,100	sf	1.00	19,100		
	Miscellaneous						
	Hydraulic calculations	1	ls	1,000.00	1,000		
	Coring, sleeves & fire stopping	1	ls	2,000.00	2,000		
	Fees & permits	1	ls	1,200.00	1,200		
	SUBTOTAL					\$99,700	
	TOTAL - FIRE PROTECTION						\$99,700
D50	ELECTRICAL						
D5010	SERVICE & DISTRIBUTION						
	<u>Normal Power</u>						
	Service and distribution	19,100	sf	6.00	114,600		
	<u>Equipment Wiring</u>						
	Equipment wiring allowance	19,100	sf	2.00	38,200		
	SUBTOTAL					\$152,800	
D5020	LIGHTING & POWER						
	<u>Lighting & Branch Power</u>						
	Lighting allowance (LED)	19,100	sf	10.00	191,000		
	<u>Lighting controls</u>						
	Lighting controls, local, daylight sensing and dimming	19,100	sf	1.20	22,920		
	<u>Branch devices</u>						
	Branch devices	19,100	sf	0.65	12,415		
	<u>Lighting and branch circuitry</u>						
	Branch & lighting circuitry	19,100	sf	6.00	114,600		
	SUBTOTAL					\$340,935	
D5030	COMMUNICATION & SECURITY SYSTEMS						
	<u>Fire Alarm</u>						
	Fire alarm system	19,100	sf	3.50	66,850		
	<u>Telephone/Data/CATV</u>						
	Telecommunications rough in & devices and cabling	19,100	sf	4.00	76,400		
	<u>Security System</u>						
	Security system including intrusion detection, card access and CCTV	19,100	sf	2.00	38,200		
	<u>Bi-Directional Amplification System</u>						
	BDA system	1	ea	50,000.00	50,000		
	<u>Master Clock & PA System</u>						
	Master clock and PA system					NIC	
	<u>Audio/Visual</u>						
	AV rough-in and power to community rooms (devices and cabling by other)	19,100	sf	1.00	19,100		
	SUBTOTAL					250,550	
D5040	OTHER ELECTRICAL SYSTEMS						
	<u>Miscellaneous</u>						
	Lightning protection	Assumes not required				NIC	
	Temp power and lights	1	ls	9,000.00	9,000		
	Fees & Permits	1	ls	6,000.00	6,000		
	SUBTOTAL					\$15,000	
	TOTAL - ELECTRICAL						\$759,285

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Melrose Public Library
Renovation and Addition
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Schematic Design

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19,

CSI CODE	DESCRIPTION	QTY	UNIT	UNIT COST	EST'D COST	SUB TOTAL	TOTAL COST
NEW ADDITION TO EXISTING LIBRARY							
E10	EQUIPMENT						
E10	EQUIPMENT, GENERALLY						
	Kitchenette equipment	1	ls	3,000.00	3,000		
	Electrically operated projection screens in Meeting room and Children's program room	1	ls	6,000.00	6,000		
	SUBTOTAL					\$9,000	
	TOTAL - EQUIPMENT						\$9,000
E20	FURNISHINGS						
E2010	FIXED FURNISHINGS						
	Entry mats & frames	100	sf	55.00	5,500		
	Window treatments, allow	2,804	sf	7.00	19,628		
	<u>Lower level</u>						
	Kitchenette						
	base cabinet, counter and wall cabinet	9	lf	700.00	6,300		
	Reference librarian office				assume FF+E		
	Circulation work room				assume FF+E		
	Shipping & Receiving				assume FF+E		
	<u>Level 1</u>						
	Copy area in Adult fiction; base cabinet & counter	3	lf	450.00	1,350		
	Computer work area in Children's area - counter	15	lf	175.00	2,625		
	<u>Level 2</u>						
	Children's Program room						
	base cabinet, counter and wall cabinet	12	lf	700.00	8,400		
	storage cabinets, full height	4	ea	1,900.00	7,600		
	Children's librarian office				assume FF+E		
	Teen's librarian office				assume FF+E		
	Children's department work room				assume FF+E		
	Allowance for shelving in storage closets	1	ls	1,500.00	1,500		
	SUBTOTAL					52,903	
E2020	MOVABLE FURNISHINGS						
	All movable furnishings to be provided and installed by owner						
	SUBTOTAL					NIC	
	TOTAL - FURNISHINGS						\$52,903
F10	SPECIAL CONSTRUCTION						
F10	SPECIAL CONSTRUCTION						
	No items in this section						
	SUBTOTAL						
	TOTAL - SPECIAL CONSTRUCTION						
F20	SELECTIVE BUILDING DEMOLITION						
F2010	BUILDING ELEMENTS DEMOLITION						
	See main summary for demolition of existing buildings				See Summary		
	SUBTOTAL						
F2020	HAZARDOUS COMPONENTS ABATEMENT						
	See main summary for HazMat allowance				See Summary		
	SUBTOTAL						
	TOTAL - SELECTIVE BUILDING DEMOLITION						

Attachment: Melrose Library PM&C Updated Cost Estimate 7.21.21 (ORDER-2022-29 : Public Library Renovations)



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Schematic Design

CSI CODE	DESCRIPTION	QTY	UNIT	UNIT COST	EST'D COST	SUB TOTAL	TOTAL COST
SITEWORK							
G	SITEWORK						
G10	SITE PREPARATION & DEMOLITION						
	Site construction fence/barricades	800	lf	20.00	16,000		
	Parking lot paving	9,600	sf	2.00	19,200		
	Demolish existing sidewalks & ramp	1,720	sf	2.00	3,440		
	Demo and remove existing entry steps and associated rails	3	loc	1,500.00	4,500		
	Demo and remove concrete retaining walls	145	lf	25.00	3,625		
	Miscellaneous demolition/ allowance to protect existing conditions to remain	1	ls	5,000	5,000		
	<u>Site Earthwork</u>						
	Strip topsoil, store	56	cy	18.00	1,008		
	Allowance for minimal regrading	1	ls	5,000.00	5,000		
	Silt fence/erosion control, wash bays, stock piles	250	lf	14.00	3,500		
	Silt fence maintenance and monitoring	1	ls	3,500.00	3,500		
	Dust control/sweeper & water truck	1	ls	15,000.00	15,000		
	<u>Hazardous Waste Remediation</u>						
	Dispose/treat contaminated soils/water				NIC		
	SUBTOTAL					79,773	
G20	SITE IMPROVEMENTS						
	<u>Parking lots</u>						
	Allowance to rebuild parking lots	6,900	sf	10.00	69,000		
	Curbs				Included		
	<u>Pedestrian Paving</u>						
	Concrete paving	2,750	sf				
	gravel base; 8" thick	68	cy	45.00	3,060		
	4" concrete paving	2,750	sf	11.00	30,250		
	Plaza paving	460	sf				
	gravel base; 8" thick	11	cy	45.00	495		
	4" concrete paving	460	sf	11.00	5,060		
	stone paving	460	sf	40.00	18,400		
	<u>Site Improvements</u>						
	Loading area						
	Stair	40	lf	240.00	9,600		
	Ramp	385	sf	30.00	11,550		
	Guardrail	125	lf	290.00	36,250		
	Handrails	8	lf	90.00	720		
	Extend existing areaway						
	New guardrail	38	lf	290.00	11,020		
	Concrete wall , including excavation & backfill	17	lf	890.00	15,130		
	Extend slab	70	sf	40.00	2,800		
	Entry steps (replica of removed stair)						
	New steps with stone tread	116	lf	400.00	46,400		
	Stone paving on concrete slab at landing	65	sf	50.00	3,250		
	Rails	24	lf	300.00	7,200		
	Cheek walls at entry steps						
	Concrete footing and wall	24	lf	440.00	10,560		
	Stone veneer	152	sf	95.00	14,440		
	Stone cap, 24" wide	24	lf	240.00	5,760		
	New traffic signs/road markings	1	ls	1,500.00	1,500		
	Benches at Plaza; 12' long, assume stone	3	ea	8,400.00	25,200		
	Bike racks	4	ea	1,200.00	4,800		
	Trash receptacle	2	ea	900.00	1,800		
	Allowance for prefabricated metal storage shed, 10'x7'	1	ls	6,000.00	6,000		
	New entrance sign, allow	1	loc	20,000.00	20,000		
	<u>Landscaping</u>						
	Soil mix; reuse amended soil from on-site spoils	56	cy	35.00	1,960		

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Melrose Public Library
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Schematic Design

CSI CODE	DESCRIPTION	QTY	UNIT	UNIT COST	EST'D COST	SUB TOTAL	TOTAL COST
SITEWORK							
59	General seeding @ lawn areas	3,000	sf	0.20	600		
60	Planting soil and mulch at new plantings	67	cy	70.00	4,690		
61	New trees along North parking lot	12	ea	1,500.00	18,000		
62	Shrubs and plantings	1	ls	10,000.00	10,000		
63	SUBTOTAL					395,495	
64							
65	G30 CIVIL MECHANICAL UTILITIES						
66	<u>Water supply</u>						
67	New water/fire CLDI: 8"	100	lf	140.00	14,000		
68	Connect to existing line	1	loc	15,000.00	15,000		
69	Wet tap to existing 8" w/T reducers	1	loc	3,500.00	3,500		
70	New fire hydrant	1	loc	2,800.00	2,800		
71	FD connection	1	loc	2,000.00	2,000		
72	Sanitary sewer				ETR		
73	Storm Sewer; modify existing	6,900	sf	8.00	55,200		
74	SUBTOTAL					92,500	
75							
76	G40 ELECTRICAL UTILITIES						
77	Riser	1	ea	1,500.00	1,500		
78	Primary service ductbank	100	lf	300.00	30,000		
79	<u>Communications</u>						
80	Riser	1	ea	1,200.00	1,200		
81	Communications ductbank 2-4" conduit, empty	100	lf	110.00	11,000		
82	<u>Site Lighting</u>						
83	Ornamental lights at entrance	2	loc	6,000.00	12,000		
84	Site lighting & circuitry allowance	1	ls	50,000.00	50,000		
85	SUBTOTAL					105,700	
86							
87	TOTAL - SITE DEVELOPMENT						\$673,468

Attachment: Melrose Library PM&C Updated Cost Estimate 7.21.21 (ORDER-2022-29 : Public Library Renovations)

MELROSE PUBLIC LIBRARY

Tappe Architects

7/21/2021

Assumption is 28,800 GSF

Conceptual Project Budget - UPDATE REVISION

This budget updates estimated costs carried in the final MBLC grant application. Budget is conceptual and based on feasibility level documentation. Construction cost based on PM&C updated estimate dated 6-3-21 and is escalated to a spring 2022 bid and construction start.

UPDATED BUDGET 7-21-21

Based on estimate dated 7-21-21

escalated to spring 2022 - adds 3 years escalation to previous budget

Construction

Building + site	\$14,404,735.00
Bonds, insurance, OHP	\$1,083,235.00
Subtotal	\$15,487,970.00
8% Const Contingency	\$1,239,037.60
CONSTRUCTION TOTAL	\$16,727,007.60

Professional Services

Architect Study phase	\$85,000.00
Architect SD - CA	\$1,725,000.00
OPM + Clerk	\$800,000.00
ACM consulting	\$40,000.00
Tech consulting	\$40,000.00
LEED consulting	in base fee
LEED application fee	\$7,000.00
Commissioning Agent	\$50,000.00
Geo-Technical engineer	\$40,000.00
Interiors fee	in base fee
Legal allowance	\$5,000.00
Misc	\$20,000.00
SERVICES TOTAL	\$2,812,000.00

Furnishings, Finishes, Equipment

Utility backcharge	\$10,000.00
Book shelves	\$240,000.00
Furnishings	\$600,000.00
Loose technology	\$350,000.00
Signage	\$10,000.00
Book alarm system	\$45,000.00
sub-total	\$1,255,000.00
10% contingency	\$125,500.00
FFE TOTAL	\$1,380,500.00

Other

Moving	\$100,000.00
Temp Library Fit-Out	\$75,000.00
OTHER TOTAL	\$175,000.00

Escalation (2016 Budget) 3 years = Sept 2019

\$2,010,842.00

GRAND TOTAL \$21,094,507.60**\$18,737,138.30****GRAND TOTAL LESS ALREADY FUNDED: \$21,010,000.00**

Note: Funds previously incurred for preliminary study phase = \$85,000.00

Increase \$2,357,369.30

Note: This budget assumes temporary location for library during construction is a City owned location

MBLC BUDGET 1-18-17

based on estimate dated 9/30/16

originally escalated to Sept. 2019

\$10,952,067.00
\$823,596.00
\$11,775,663.00
\$1,177,566.30
\$12,953,229.30

\$85,000.00
\$1,177,567.00
\$800,000.00
\$35,000.00
\$40,000.00
\$80,000.00
\$7,000.00
\$50,000.00
\$25,000.00
\$80,000.00
\$5,000.00
\$20,000.00
\$2,404,567.00

Attachment: Melrose Library Project Budget Revised 7-21-21 (ORDER-2022-29 : Public Library Renovations)



Massachusetts Libraries

BOARD OF LIBRARY COMMISSIONERS

Massachusetts Public Library Construction Program

2016-2017 Construction Grant Round Application

Applicant Municipality Melrose

Applicant Library Melrose Public Library
[69 West Emerson Street]
[Melrose], MA [02176]

Primary Contact [Linda C.W. Gardener]
[Library Director]
[69 West Emerson Street]
781-665-2313 ext 117; 339-223-0552
[lcwgardener@noblenet.org]

Library Board Chairperson [Edward W. Waystack III]

Edward W. Waystack III 1/25/17
Signature

Building Committee Chairperson [Linda C.W. Gardener]

Linda C.W. Gardener 1/25/2017
Signature

Total Estimated Project Cost: \$ [18,737,137.00]

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)

Attachment: 2017_MCLCP Grant Application (ORDER-2022-29 : Public Library Renovations)

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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) or Rosemary Waltos (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 City of Melrose and Library Board of Trustees recognize the need for a renovation/expansion of the Melrose Public Library. The current building, constructed in 1904 with a substantial addition in 1963, is 24,185 gross square feet. The proposed renovation would expand it to 26,579 gross square feet.

The proposed project will dramatically improve the library's accessibility, creating a single entrance that is welcoming to all. Youth services will be improved by creating a dedicated young adult space, bringing the children's room out of the basement, and creating an adequately sized, dedicated, program room. Adult program, community and meeting spaces, currently using Children's Room space, will be created, including a Discovery Zone for computer classes and innovative technology space. The building's flow will be improved, allowing for both conversational and quiet areas. With the local history room on the main floor, professional staff will be better able to assist the many patrons interested in Melrose history. Improved lighting, use of daylight and effective HVAC building-wide are reflective of planned improvements in building efficiency. Flexibility and adaptability have been key components of thought and design throughout the planning process.

Melrose is a vibrant city of 27,690. Projected population figures for 2035 are 31,311. Many new residents make the library one of their first priorities. The community values their original Carnegie library, which is on the National Historic Register. The proposed project will create a flexible, accessible, historically respectful and safe space - friendly to the public and ready for the future.

B. PROJECT SITE ADDRESS

Melrose Public Library
69 West Emerson Street
Melrose MA 02176

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 [January 19, 2017]

☐ Not received but will seek approval on [Date]

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

☒ Received on [January 19, 2017]

☐ Not received but will seek approval on [Date]

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>26983</u> |
| b. Later official census population, if different than above | <u>27690</u> |
| Cite the source(s) used to update census population. | [U.S. Census] |
| Estimated 2035 Population | <u>[31,311]</u> |
| Cite all source(s) used to determine the single projection for the 2035 population | [The Donahue Institute] |

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

- | | |
|--|----------------|
| a. Population served by library | <u>27690</u> |
| b. If a branch, estimated population served by this location | [] |
| c. Attendance | <u>184550</u> |
| d. Number of registered borrowers | <u>20952</u> |
| e. Total physical holdings | <u>117950</u> |
| 1)Books | <u>95797</u> |
| 2)Audio (Compact discs (not CD-ROMs) cassettes | <u>6444</u> |
| 3)Video cassettes/discs/DVD | <u>4504</u> |
| 4)Print periodicals, newspapers & other print serials | <u>184</u> |
| f. Total circulation activity | <u>305007</u> |
| g. Hours | |
| 1)Total number of hours main library was open. | <u>2791</u> |
| 2)Total number of hours all branches were open. | <u>0</u> |
| h. Operating Income | <u>1187730</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>24185*</u> |
| <u>NOTE: this number differs from the FY2016 ARIS report due to previous inaccuracy. The current number was provided by Tappe Architects as a result of their surveys.</u> | |
| b. Year main library was built | <u>1903</u> |
| c. Year of most recent renovation | <u>1994</u> |
| d. Number of dedicated parking spaces | <u>25</u> |
| e. Main library seating capacity | <u>160</u> |
| f. Number of main library meeting rooms | <u>4</u> |
| g. Largest meeting room seating capacity | <u>70</u> |
| h. Individual or group study rooms | <u>2</u> |
| i. Number of times all meeting rooms were used | <u>539</u> |

4. *Automated Library System as reported by Networks*

- a. Member network NOBLE
- b. Type of membership Full
- 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]	Site size (acres): [number]
If no, specify building type: [type]	Final size of proposed project: [GSF]
Date of original construction: [1904]	
Date(s) of renovations and/or addition(s): [1930/1963/1994]	
Gross square feet of existing: [24,185GSF]	
Site size (acres): [.91]	
Will portions of the building be demolished? [yes] If yes, #GSF to be demolished: [14,800GSF]	
Final size of proposed project: [26,635GSF]	

Is the proposed project a Joint Public Library Project? [no]

If yes, list the other municipality or municipalities participating: [name(s)]

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) or Rosemary Waltos (rosemary.waltos@state.ma.us) for the additional form.

4. Size of project

	Gross Square Feet	Net Usable Square Feet
--	-------------------	------------------------

From Library Building Program	31,813	23,860
From Schematic Design Drawing(s)	26,635	19,120

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: []
6. *This project will attain LEED certification and apply for the MBLC Green Library Incentive.*
Yes ☒ No ☐ If yes, certification level planned [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*, 5th 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

Space Summary of Estimated Space Needs 2016-17 Construction Grant Application
with seating by type*

Library Name: Melrose Public Library
Date: January 23, 2017

If you use a different spreadsheet, either embed it here or note the Appendix where it can be found

Note: all areas listed are suggestions -- change, add or subtract as applicable to your project

Assigned** Area Name	Estimated Size (sq ft)	Collection			Computers				Reader Seats*			Program Seats
		Volumes	AV Materials	Periodicals	Public Computer Stations***	Staff Computer Stations	Dedicated OPACs	Self Check Stations	Lounge Seats	Table/Carrel Seats	Total Reader Seats	
Circulation Serv. Desk Area	333					3		1			0	
Reference & Circulation Librarians' Office	302										0	
Circulation Staff Workroom	387					3					0	
Adult & Teen												
Adult Fiction	715	14,868					1		6		6	
Adult Nonfiction	1,896	33,180					1		2		2	
Large Print	155	2,016					1		2		2	
Non Print Collection	264		6,480		2						0	
Reading and Browsing Room with Friends	1,204	3,612			2				12	8	20	
Friends Book Sale Area	0	200									0	
Seed Library - Community Collaboration	234								4		4	
Copy & Print Center	25										0	
Reference Room & Service Area	1,484	576			12	1	2		6	48	54	
Local History - Genealogy Room	490	1,116								7	7	
Holds	35	1,200										
Periodicals	112			105								
Other Adult/Teen (list below)												
Teen/Tween Room	643	4,800			5				3	4	7	
Teen Librarian's Office	68					1					0	
Children's Services												
Children's Room Entrance / Service Desk	562					2					0	
Children's Librarian's Office	101					1					0	
Children's Dept. Staff Workroom	143					2						
Children's Room Off-season Book Storage	0										0	
Children's Room - Preschool Area	1,190	4,752	450						16	8	24	
Children's Room - School Aged Area	1,500	18,432	1,800	20			1		3	19	22	
Children's Program Room	769										0	61
Children's Family Restroom	55										0	
Community Meeting Space												
meeting Room Suite - Program Room	2,250										0	144
Quiet Study Room (3)	651								4	16	20	
Discovery Space & Training Room	645				8						0	28
Trustee's Conference Room	310										0	12
Other Meeting Spaces (list below)												
Admin & Other Areas												
Entrance & Lobby	814										2	
Off-season Book Storage	0										0	
Book Donations Sorting & Storage Area & Off Season Book Storage	170										0	
Technical Services Area	508					1					0	
Head of Technical Service's Office	106					1					0	
Director's Office	214					1					0	
Assistant Director's Office	140					1					0	
Admin. Assistant's Office/Reception Area	178					1					0	
Staff Break Room	225								0		0	
Custodial Office/Storage	82										0	
Shipping & Receiving	173										0	
Server Room	27											
Other Assigned** Areas (list below)												
		Total Vols	Total A/V	Total Periodicals	Total Public Computer Stations	Total Staff Computer Stations	Total OPACs	Total Self Check	Total Lounge Seats	Total Table/Carrel Seats	Total Reader Seats	Total Program Seats
Total Assigned (net) SF	19,133	84,752	8730	125	29	18	6	1	58	110	170	245
Unassigned Area @ ___%	7502											
Total Estimated Gross SF	26,635											

***Seating guide**

Lounge Seats:	Includes all soft seats, including sofas, loveseats, and easy chairs
Table Seats:	Includes all upright chairs and stools normally used at a table or counter
Program Seats:	Includes all seats in public areas that are not available for open access use, such as meeting room chairs. Includes group study rooms and any rooms that are normally reserved Does not include quiet study rooms or areas that have open access
Notes about seating:	For rooms with movable or stacking chairs, count the number of seats available in the typical everyday setup Please count each chair only once Do not count chairs at computers or other equipment (microfilm/fiche, etc) as reader seats.

****** Assigned areas are spaces with programmed functions. Typical unassigned areas include hallways, stairways, lobbies, and building support spaces like mechanical, electrical, etc.

******* Includes microfilm/fiche readers, scanners, assistive devices, etc. -- any machine that has a separate chair

	Current Holdings	Building Program Capacity	Schematic Design Capacity	Notes:
Print volumes- Adult	52718	54600	56768	Schematic design capacity includes space for 1,200 holds items
Print volumes-Young Adult/Teen	3092	4000	4800	Capacity allows for some middle-school titles that are currently in Children's
Print volumes-Children	28720	24500	23184	Number reflects an increase in preschool volumes, and a weeding of school-aged volumes
Print volumes-Other				
TOTAL PRINT VOLUMES	84530	83100	84752	
DVDs/Videotapes	4331	included below	5238	
Music Recordings	1710	included below	1956	
Audiobooks	1340	included below	1536	
Other A/V Materials				
TOTAL AUDIOVISUAL	7381	8500	8730	
TOTAL NO. PERIODICAL SUBSCRIPTIONS	132	132	125	
Seating-Adult	98	107	115	
Seating- Young Adult	7	20	7	Additional seating next to teen room will be available to teens in afternoon, but used by adults in the mornings to maximize space flexibility where possible.
Seating-Children	44	40	45	
Total Seating	149	167	167	Wisconsin standard variance; this seating level is above the Wisconsin standard, however we get usage of all of our seating areas currently (also above the standard) and to comply with the standard would reduce seating.
Fixed Computer Stations-Adult	21	13	16	Self-check laptops will be available in addition to fixed computer stations.
Fixed Computer Stations-Young Adult/Teen	0	5	5	
Fixed Computer Stations-Children	5	6	6	
TOTAL FIXED COMPUTER STATIONS	26	24	27	
Parking Spaces-Staff	0	0	0	
Dedicated Parking Spaces-Library Patrons	25	25	26	
TOTAL LIBRARY PARKING SPACES	25	25	26	
FTE Professional Staff	6.4	6.4	6.4	Staff levels will remain the same, but a seat for the teen librarian will be added.
FTE Non-professional staff	7.5	8	8	
TOTAL STAFF FTE	13.9	14.4	14.4	
Meeting Room Seats	0	150	144	
Other Conference/Meeting Room Seats	14	36	40	
Programming/Activity Seats	35	61	61	The seats listed for the Programming/Activity Seats are currently used as both programming and meeting room, at different times of day. There is no adult meeting room separate from the Children's program space. The many programs with numbers greater than this involve using a portion of the regular Children's Room school-aged area.

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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 City Planning department has been working to update the City's 2004 Master Plan. As part of the MelroseForward process, they solicited feedback via a public forum, and a public participation event at the annual Victorian Fair (September 2015.) The resulting document (included in Appendix E) identified 9 community aspirations (relevant items discussed in section B) including physical character, transportation, inclusiveness, education and community.]
- B. What is the library's vision and/or mission statement and how does it align with the community's vision of itself? [

The mission of the Melrose Public Library is to inform, enrich, and empower all citizens by providing and promoting free access to the universe of information and ideas. The City of Melrose has seen the library as an integral part of the community since the library's inception in 1871. The library was part of the last Master Plan for the city in 2004, and the library renovation project is identified as a priority in the 2017 Master Plan that is currently being finalized. There are several elements of the Melrose Community Aspirations that tie in with the library's mission:

 - i. *The physical character of Melrose reflects a balanced approach to planning and development, with the protection and enhancement of the City's historical, cultural, recreational, and natural resources...* The Melrose Public Library provides access to the City's history through our local history room; we provide access to cultural resources through our museum pass program, as well as experiencing the library itself when visiting; and our print and a/v collections, provide recreational experience through instructional materials on topics such as coaching soccer. All of these help to "inform, enrich, and empower" the Melrose community.
 - ii. *It is convenient and safe to travel within Melrose as well as to access destinations outside the city. Melrose accommodates a multimodal transportation network, and the variety of transportation options, including the ability to get around by rail, bus, bicycle, walking, and driving, make it an attractive location within the Greater Boston Region.* The library is located within 400 feet (or less) of a bus station, train station, and major municipal parking lot. It also has its own parking lot, and street parking. The library is located on the edge of the downtown and a largely residential neighborhood, within walking distance from many patrons' homes. Patrons often walk and cycle to the library.
 - iii. *Melrose is an inclusive and welcoming community and provides equal access and opportunities that contribute to the wellbeing of all its residents.* To be inclusive and welcoming is one of the cornerstones of modern public library service, and why our mission specifies "all citizens." Libraries are known as equalizers, which is especially important in this era of digital divide. The access to information that the library provides freely and equitably enables all residents to enhance their lives. The proposed construction project would correct the inadequate ADA access of the current building, bringing the library further into alignment with this community aspiration.

iv. *...Melrose supports a wide variety of business opportunities, employment options, and community services. These amenities enhance the quality of life for residents...* The Melrose Public Library enjoys being a part of the services available to the Melrose community. Many of our staff live locally, we take part in the local community service programs, and almost all of our page employees are from the local schools. Some wait years for the chance to work in their library!

v. *All students have the opportunity to achieve excellence in the Melrose Public Schools.* The library's mission to "inform, enrich and empower all citizens" includes our school-aged citizens. We are proud of our bustling youth services, which serves children in the public school system, the local parochial schools, and the nearby charter school. The Children's librarian has been partnering with the elementary schools, which do not have library staff, for years to coordinate summer reading lists and support the curriculum with our resources for homework throughout the year. Opportunities such as the LSTA "Science is Everywhere" grant enhance our STEM offerings, complementing the school's offerings. Our Children's librarian also frequently serves as a liaison with community groups and the schools' library volunteers, as well as being a member of the local "Birth to Five" committee; all of these partnerships strengthen our connection with the community, and knowledge of the community's needs.

vii. *City infrastructure and publicly-owned properties are well-supported with continued investment, maintenance, and enhancements.* The Melrose DPW takes an active role in maintaining the aging library building to the best of their ability. They have made several repairs to the roof in recent years, as well as a myriad of fixes and repairs to keep the plumbing and HVAC functional. With an online work order system, they are responsive and have worked to establish regular maintenance schedules for systems in municipal buildings. The Office of Planning and Community Development (OPCD) coordinates investments in energy efficiency measures and has arranged for improved lighting ballasts and energy-efficient motion sensors in staff areas. OPCD also provides project management support for major capital investments in City buildings ;the OPCD Director has been working with the Library Director throughout the feasibility study phase.

viii. *Melrosians enjoy a strong sense of community, thanks to their active civic participation and spirit of volunteerism.*

These aspirations reveal a City that values its history, while looking ahead to an innovative future. The library's mission to inform, enrich and empower all citizens closely aligns with the values put forth by the Melrose community. Much like the library, the City strives to create an atmosphere that is welcoming, promotes learning and culture, and enhances the lives of those living here. The City recognizes that well-maintained and appropriate municipal buildings are necessary to achieve these goals.]

- C. How does the proposed project support the community vision and the library's vision/mission? [Our original Carnegie library is beloved in the community; this project will ensure that we are able to continue fulfilling our mission for the next 20+ years in this beautiful historic building. Key improvements include:

- An accessible, ADA compliant entrance at the front of the building.
- Restoration of the historic beauty of the original building.
- Local history room relocated to a space more accessible to the public and staff.

- A walkway along the parking lot, so that patrons no longer have to walk through the middle of the lot to access their vehicles.
- A single entrance, accessible and welcoming to all.
- Fully accessible restrooms on each floor.
- A bright, appropriate space dedicated to Children's services.
- A separate, distinct space for Young Adults where they can transition from Children's to Adult services.
- Improved community spaces, allowing for community meetings, library programs, and an innovative new collaboration space.]

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

- Strategic Plan: In 2013 Melrose Public Library staff began planning for a new strategic plan. The organizational process included surveys, focus groups, and SOAR (Strengths, Opportunities, Aspirations, Results) exercises with an outside facilitator. The goal was to develop an overall five year strategic plan, which was accomplished. A strong theme in responses was a love for the Carnegie building, which significantly impacted the decision process when considering a renovation versus an alternate location.

--responses to questions about what residents were most/least satisfied with about the facilities: "Beautiful setting, good landscaping"... "Love the old building"... "Preservation of the historic properties of the building" / "The upstairs nonfiction stacks are very dark. Also the last rows in some areas are extremely narrow and difficult to use for browsing" ... "steps" ... "The ramp in the back of the library is inconvenient" ... "I've visited other libraries which have renovated facilities and oh boy, this is nice...BUT - the staff at this library is SUPERB!"

Although the strategic plan was developed to guide library goals overall, each of the 5 goals that eventually came from this process involved improvement to the physical facility.

- Direct Feedback: The library staff excel at listening to feedback from patrons and residents, both in the library and out in the community. They have been diligently reporting back the everyday comments of users so that these expressed needs can be incorporated into an improved facility.
- Library Building Committee: Chosen to represent a combination of users, Friends, Trustees and municipal employees, the committee first met in October 2015 to kick off the feasibility study phase, and has reviewed and approved the schematic design. The group balanced the perspectives of users, staff and DPW in looking at the proposed plans.
- Public Announcements: In January 2016 the Mayor announced the plan to apply for a library renovation grant in his inaugural address; the following month, the library director made a presentation to the very active local Rotary club, outlining the history and current activities and needs of the library, discussed the idea of a library renovation and answered questions. The Friends of the Melrose Public Library discussed needs and

hopes for the potential building renovation at their public annual meetings. Following a December 2016 community meeting an article was run in the local paper, both in print and online (See Attachment 1.)

- Historical Concerns: Tappé Architects made presentations to the Melrose Historical Commission twice, once on May 2, 2016 to bring them into the loop and the other on November 14, 2016 to update the Commission on the plans thus far. In a City that values its history as much as Melrose, it is important to us to ensure that this group is as involved as possible, and has plenty of opportunity to provide feedback about changes to our Carnegie library.
- Community Q & A: A community meeting was held on December 12, 2016 that allowed Jeff Hoover of Tappé Architects to present the renovation plans to the public. Local papers were invited, and the Melrose Free Press ran the story as a front-page item that week, including images of the preliminary building plans. Comments, questions and feedback from that meeting will be carried forward as part of the ongoing conversation with the community if this project moves forward.]

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

- At the time of the strategic plan development in 2013, a SOAR exercise with library staff echoed the results of the public feedback.
- Needs assessment surveys were completed by all staff to guide the development of the building program. Staff members were diligent about not only reporting their personal observations, but reflecting comments made during day-to-day conversations with patrons. Additionally, the needs assessment reflected staff observations about patron use of the building.
- Staff reviewed drafts of the building program; the approved building program was made available to staff.
- Every effort has been made to ensure regular communication, both formally and informally, with the staff regarding planning & design process via email, staff meeting discussions and one-on-one conversations.
- The architects met with members of each library department to discuss plans and get feedback.
- The architects met a second time with staff members to present proposed plans and hear additional feedback.
- Staff have been provided with a "Q&A" forum on the staff's information page online, with questions and answers that concern both staff and patrons. Staff are encouraged to submit any new questions to the director for inclusion on the page. This will ultimately be incorporated into a format available directly to the public.]

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 current configuration does not allow patrons to see any service desk until they are well into the building. Within the past year, the Reference desk was moved from its previous location into the main lobby. It is now across from the Circulation desk, which is an improvement, but still not ideal. There is no separate information services area for teens/tweens. The service area for Children is very small, especially because it serves as office space for the entire department as well as the service desk. Holds pickups for the children's room patrons are also kept there.



Taken from the service desk, this shows the Head of Children's Services' "office space" on the right, the "staff workroom" on the left, and the holds bookshelf in the middle.

The Head of Children's Services and the Reference librarians do not have any office space, impeding their ability to have confidential conversations with patrons.]



The main entry to the building, which is not ADA compliant, is unwelcoming, especially to newcomers - it is difficult to orient oneself in the building, and stairs are required to get anywhere.

- **[Borrowing]** - The service desk in the adult library is directly to the side of the main entrance, causing a bottleneck when the library is busy. The service desk in the children's library is directly in the path of patrons attempting to travel from one side of the room to the other, frequently with strollers or other bulky accessories. There is no space to provide centralized holds pick-ups; patrons frequently must go to the adult and children's desks separately to gather their holds.]
- **[Collections]** - Not all book stacks are ADA accessible. Some are in an unappealing area with concrete flooring and poor lighting. Most of the shelving is not mobile, limiting the flexibility to adjust to new formats or waning collections.



There are no opportunities for flexibility here, and the space is very unappealing, and feels gloomy.

The Children's shelving does not allow for ebb and flow of collection size from one age group to another over time, as the population shifts.



Because of the inflexible layout, the picture book area is overcrowded while the nonfiction shelves are starting to look bare.

The teen fiction is in an open space that was carved out of a nonfiction area in an attempt to create their own space; it is directly next to the Reference room.

The Local History Room has aging climate control that does not meet the needs of this special collection. A grant was obtained to conduct a Preservation Assessment Study in 2014 (Attachment 2), which addressed issues of location, security and climate control.]

- **[Programming areas, meeting rooms, and quiet/group study spaces** - The room designed to be a Children's program room currently also functions as the teen program room, adult program room, community meeting room, staff training room, and group study room. The only access to this room is through the children's area, which results in a steady stream of adults who have no connection to children using this space. It is also used until 9pm, although that section of the library is not staffed after 8pm. Only the room in the children's area has an overhead projector. This room is currently far too small for the attendance at preschool and family programs, requiring furniture outside the room to be moved almost daily so that more patrons can be accommodated.



Children's Room programming frequently overflows the space, requiring intrusion into the general Children's area, and extra rearranging of furniture.

This room has no ventilation when the doors are closed, unless the windows are opened. As a result, we often have open windows while the heat is on. Programming such as movie nights for teens and adults are limited due to the noise from movies traveling into the children's area - we generally only show G-rated movies.



A recent adult program caused the Children's Room to close early. Attendees were squeezed into every possible spot, with a camera man for the local access station backed into a corner.

There are other small meeting spaces on the third floor, but some do not have air conditioning, and one is a converted storage room, and also provides the only elevator access to the third floor. There is a lobby on this level with a conference table; it is used for meetings due to space constraints, but it is also an open area, providing access to the third floor from the stairs. Patrons using these spaces must accept that other people may be entering and leaving through the elevator or stairs at any time to access the other rooms on that level. They are not adequate for the need, and are on a level that has no staff supervision at all.

Patrons complain about the noise generated in the afternoon as a result of the teens not having a separate space. They are directly next to the Reference room, and overflow into that space. Even just doing homework and having other acceptable conversations brings the noise level up to an annoying level for the adult patrons. There is currently no good space to give them.



The teen area in the morning; the art department is in the same room to the left, and the Reference room is straight ahead. The sound travels very freely in the afternoons!

No meeting spaces in the building are on the same floor as a handicap-accessible bathroom.]

- 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 -
 - *The rear entrance of the building has no security measures, no staff sightlines, and leads to the somewhat secluded rear parking lot.
 - * The majority of the adult book stacks have no sightlines.
 - * The upper floors, containing book stacks, the local history room, the trustees room and an open meeting/study area, have no staff supervision at any time.
 - * Inadequate electrical outlets create hazardous situations throughout the building.
 - * There is a ramp with a low wall half way through the preschool area.
 - * The Children's Room leads directly into the Technical Services area, with only an open doorway blocked by a baby gate.



This baby gate is the only barrier between the Children's Room and Technical Services, which leads to the custodial areas.



-]
- **[Fire protection -**
 - *The location of fire extinguishers and pull alarms are antiquated and not in alignment with modern safety procedures (they are placed centrally in the building rather than closer to the exits)
 - *There is no sprinkler system in the building.
 - *The building is confusing to navigate in an emergency; after the last (false) alarm, the local fire department came in the following day to ask for a tour, due to confusion and disorientation during the event.]
 - **[Structural integrity - n/a]**
 - **[Other -** Aside from a silent alarm button located at each service desk, there is no established security system in the building, either for materials or for staff and patrons. There is no surveillance system, and no anti-theft mechanisms. There used to be anti-theft gates at each entrance, however the system broke down about 10 years ago and it

was too antiquated for the inoperable parts to be repaired. There are several areas of the building that have no sightlines for staff, and no videos or other security measures. There is a perimeter alarm in use when the building is closed.]

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

- The Children's Room workspace for staff is a tiny area with a half wall known as "the penalty box" which includes 2 desks - one for the Head of Children's Services, and the other for all other staff to share.
- There is no actual office space for the Head of Children's Services.
- Very inadequate storage space in the program room makes it difficult to easily access programming supplies and maintain a safe environment.



Legos are piled up in bins in the staff room. Because of inadequate storage space, supplies are scattered throughout the lower level.

- No sink in the program room means that the staff break room sink must be used for all crafts and other programming needs.
- Tech Services is known as Grand Central Station; it is the walkway for access to the staff room, children's room, lower level elevator, supply room, Friends storage and all custodial areas.
- The "tech closet" with all of the phone and data lines is in an open area behind a staff member's desk, causing a continual distracting hum.
- There is no office space for the full time Reference librarians.
- To improve patron service, the Reference Desk was moved into the main lobby across from the Circulation Desk, however the area was not designed to hold a desk and has very poor ventilation.
- The two circulation librarians - Adult Services and Teen Services - share one tiny office that they take turns using.



There is no space for even a second chair in this two-person office for the Adult and Teen Circulation librarians.



Attempting any work that is not holds-related has become impossible.

- The Circulation staff workroom has been almost completely overtaken by holds shelving. Staff retrieving holds need to squeeze by staff helping patrons at the desk.
- There is no space in Circulation to process delivery bins, so the bins take a circuitous route through the main floor, down to the lower level and are unpacked in Technical Services, then brought to either the Children's Room or back upstairs to the Circulation hold shelves. Outgoing bins are processed in a nook off the lobby that used to house the video collection.
- There is no space for a staff person to work in the teen area, making it difficult for the teen librarian to establish a rapport with the teens.
- The administrative assistant's office is a converted closet with no ventilation, with a public use area between that office and the director's.



The ceiling is open to a public area, where debris is regularly dropped down onto office work. A memorable moment included digging a pebble out of the printer below!

- Both the Administrative Assistant's office and the Director's office have poor sound control, so confidential conversations can easily be overheard.
- The Assistant Director's work space has no walls/doors. Private conversations often happen in a nearby supply closet

- The local history room is in a secluded upper floor area that is not close to the reference service desk. Frequently only Reference librarian is working, making it exceedingly difficult to offer effective service to patrons.]

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



The main entrance has no ADA accessibility. It requires stairs, and there is no automatic door.

There is no grade-level entrance to the building. Patrons must either use a long, steep ramp that enters into the rear of the building (far from the elevator), or enter at the main entrance which has stairs at multiple points. Neither entrance provides obvious wayfinding clues to orient the patron who isn't already familiar with the building.



This patron takes the trek up the ramp with her toddler and infant (in stroller.) The ramp is long, the rear entrance is unwelcoming, and the deteriorating cement is tough on wheels.

-]
- E. What is the parking capacity (lot and convenient street parking)? [There are two parking lots; the rear lot has one handicap space and four general spaces. The main lot has one handicap space and 19 general spaces. There is street parking directly adjacent to the library, which sits on a corner site; street parking is allowed on both West Emerson Street and Lake Avenue.

Across the street is Myrtle Street, offering about six spaces very close to the library. Additionally, there is a municipal parking lot about 400 feet from the library, with an additional 170 spaces. There is no dedicated staff parking; library employees have parking stickers that enable them to park for extended periods of time on West Emerson Street, Lake Avenue or the nearby municipal lot.]

- F. Describe the path of travel from available parking to the building entrance. [The rear parking lot provides direct access to the handicap ramp. There is also a path that travels around the side of the building to the main front entrance. The primary parking lot has a walkway from the parking lot to the main front entrance. The library is located on a corner lot, and there is street parking along both streets. There is also street parking across the street, and in a large municipal parking lot about a block away. There is a cross walk directly across from the library that is used by staff and patrons parked in the municipal lot.]
- G. What portion of the parking is dedicated to library use only? [The 25 spaces in the library parking lots are library use only. The street parking directly adjacent to the library is primarily used for library parking, although not limited to this purpose.]
- 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? [
 - The antiquated heating system creates unhealthy drafts & stuffy areas throughout building. The pneumatic system allows for temperature heating control in spaces with local thermostats and a heat timer. Efficiencies could be achieved with an energy management system that would allow for remote scheduling, setbacks, setpoints, and alarm monitoring for efficient identification and solving of issues.



Technical services staff have very poor heating, as the radiators are above their heads, and emit a loud rattling noise throughout most of the day.

- Many areas of the building have poor ventilation - the meeting/program room rapidly becomes overheated when the doors are closed, often resulting in open windows in the middle of winter. In the summer, the air conditioning does not reach this room when the doors are closed.
- The A/C unit was installed in 1987 and updated in 1995. Not all areas are air conditioned, including the trustees room, upper lobby and a small meeting/study area. These are areas that are available to the public, but become almost unusable during the warmer months. Two vendors have recommended that no additional funds be spent on

the chiller barrel, which is over 20 years old and leaking; the existing conditions and recommendations report included as Exhibit K confirms that the system is at end of life.

- The climate control in local history room is over 20 years old and unreliable. Based on recommendations from a February 25, 2014 Preservation Survey [Attachment 2], solar shades were installed in 2014, but given the additional recommendation to relocate the local history room to the main level for improved security and service, the climate control has not been updated.
- The A/C fans are very noisy in some areas of the library, especially reference
- Due to noise from the chiller, the A/C must be turned off during programs on the lawn.
- Melrose is a Green Community, and conducted an energy audit resulting in some new energy-efficient lighting, but due to high cost and long payback concerns, it was not cost effective to install an integrated energy management system.
- No renewable energy methods are currently employed.
- An environmental monitoring program performed by MBLC in 2015 (Attachment 3) showed significant temperature and humidity fluctuations in the building, including the important local history collection area, that adversely affect the collections. Per the report provided, "The recommended temperature range is between 55F and 65F for these 'special/preservation collections.' According to the datalogger, the maximum temperature reading was 83.7F, the minimum reading was 62.5F, and the average reading was 71.3F." Both the fluctuations and the overall levels are inappropriate for this collection.
- The library has no passive water-saving devices such as automatic toilets and self-closing taps.]

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** -
 - *Staff will be able to greet patrons directly when they enter the building.
 - *The creation of office space for staff will allow staff at public desks to be focused solely on direct patron service. In particular, the creation of an office for the *Head of Children's Services will allow for private conversations as needed with both staff and patrons, which is not now possible.
 - *The smaller reference service desk combined with the larger primary service desk will allow for more "roving reference" practices, as well as more efficient service at the main desk.
 - *The creation of a separate teen space, with space for library staff, will dramatically improve the environment and service to teens (and adults!)
 - *Self-pickup of holds, in a centralized location, will free up space in staff areas while simultaneously improving service to patrons.]
- [**Borrowing** - The reconfiguration of the service desks on both the main floor and children's areas will allow for easier ebb and flow of patrons without bottleneaking in

entryways. The new centralized holds pickups, along with self checkout stations, will also allow staff spend more time with patrons who need extra assistance.]

- **[Collections -**

- *All book stacks throughout the building will be ADA accessible.

- *Collections will be in well-lighted areas that are easy to find.

- *As much shelving as possible in the Children's Room will be mobile, allowing for easier reconfiguration of the room over time as the demographics, technology and needs shift.

- *The teen fiction will be in the teen's dedicated space, while the nonfiction will continue to be integrated with the adult nonfiction, transitioning students to the general collections.

- * The local history collection will be relocated to the main floor and the room will be separated into a secure area and a reading room with climate control appropriate to these specialized collections, as recommended in our 2014 Preservation Assessment.]

- **[Programming areas, meeting rooms, and quiet/group study spaces -** The proposed project will allow dramatic improvement in programming and meeting spaces, creating functionality and flexibility not possible in our current building.

- *The Children's Room program space will be dedicated to youth services, and will no longer be used for adult programs and general community meetings.

- *The large meeting space in the lower level will be available for adult programming including author talks, book groups, craft nights and other programming.

- *Large children's programs will use the lower meeting space, as well as having a "rain location" for popular lawn programs such as Basket & Blanket summer concerts.

- *Community groups will meet in the lower level meeting space without needing to go through the children's room as they currently do.

- *It will be possible for community groups to use meeting space during library off-hours if necessary.

- *All meeting and program spaces will have accessible bathroom facilities on the same floor.

- *The new teen space will lower the volume in the adult space.

- *There will be two dedicated quiet/group study rooms, as well as the conference room for quiet space.

- *The separation of the local history area into one secured side and one reading room side allows the flexibility of using the reading room as additional quiet study space]

- **[Other]**

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 single entrance, directly in sight of the primary service desk, will allow staff to see all patrons as the enter and leave the building.

- *There will be a staff presence on each floor of the building.

- *The lower level, which has the smallest staff presence (technical services and custodial,) is designed to be a low-impact area where casual lingering is not encouraged. The presence of the staff break room will also increase staff foot traffic in this area.

*The main level will integrate seating and collection areas in a way that minimizes areas of seclusion and maximizes sightlines and natural foot traffic.

*The Children's Room will be a separate space that does not lead into secluded staff areas, nor are there any adult-specific areas within the children's space

* Air conditioning throughout the building will eliminate dangerously hot areas of the building for patrons and staff in summer months.]

- [Fire protection -

- * A remote annunciator panel will be installed in the vestibule/where required by the Fire Department.

- * The building will be equipped with an appropriate sprinkler system.

- * A map of the entire building will be framed and mounted adjacent to the annunciator.

- *Keyed boxes will be provided outside the Fire Department entries.

- *Manual pull stations will be located within five feet of each egress door and at the entrance to each stair.]

- [Structural integrity - n/a]

- [Other -

- * Proposed HVAC systems will improve ventilation, consistency in temperature throughout the building via induction units, and meet up to date acoustical requirements. These elements will be beneficial for both patrons and staff throughout the building.

- *The proposed building will include security cameras to enhance safety for staff and patrons throughout the building.

- *A transition to RFID barcoding of the collection, and installation of security gates at the entrance will improve security of the collections.]

C. How will the project improve staff workflow and staff productivity?

[The current inefficiencies will be improved through a wide variety of changes:

- Off-desk work spaces will be created for Adult and Children's Services staff; items on hold will have a self-pickup space for patrons, removing these items from staff work areas.
- Office space will be created for the Head of Children's Services, Teen Services librarian, and Adult Services and Reference Services librarians.
- The Adult Services and two Reference Services librarians will share an office space, which will allow for improved communications within these departments.
- The Children's program room will include storage space and a sink.
- The administrative offices will be situated together, enabling better communication; their location next to patron space will assist with staff oversight.
- Improved ventilation and HVAC systems throughout will contribute to workplace comfort and health.
- The Circulation staff work room will accommodate the processing of delivery bins, so that on-hold items can come directly into the building, be processed in the circulation area, and be placed on the nearby holds shelf.

- The newly created Teen room will allow the Teen librarian to interact directly, easily and naturally with these patrons.
 - All offices will be appropriately private, eliminating the need for staff to wander the building looking for a secluded spot to hold a confidential conversation.
 - The Local History reference librarian will be able to more efficiently curate the Melrose historical collections in a local history room located close to the staff area. Librarians will be far more able to assist patrons with their local history needs, on the main floor.]
- D. Is the project ADA compliant? xYes ☐ No
What Architectural Access Board waivers may be sought to meet ADA compliance and why?
[]
- E. Explain the approved parking plan and note the number of library dedicated parking spaces and their location. []
The parking plan will include two parking lots onsite, totaling 24 general parking spaces plus two handicapped spaces all dedicated to library use. The two adjoining streets, West Emerson Street and Lake Avenue, provide on street parking. The City of Melrose has a special provision in the zoning ordinances that allows the substitution of required parking spaces within a municipal lot provided the lot is located within 1,000 feet of the building it is intended to serve. After discussing the issue with the Director of Inspection Services, the library plans to utilize the municipal lot containing 170 spaces as substitution space. The lot is less than 400 feet from the library.] *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.
[Patrons will travel from either parking lot along pathways to the main entrance. With the single entrance, all patrons will have the same welcoming experience.]
- G. What portion of the parking is dedicated to library use only?
[The library will maintain its two library use only parking lots. One will have six parking spaces, the other will have eighteen general parking spaces plus two handicapped spaces. There is additional (not dedicated) street parking along Lake Avenue and West Emerson Street, which are directly connected to the library, as well as on-street parking along Myrtle Street, and a large municipal lot one block away. Finally, there is a parking lot at the corner of West Emerson and Tremont Streets, owned by Trinity Church, which is available for use as "overflow parking" during special events.]
- H. What energy-efficient and environmentally sustainable features are incorporated into the project design?
- The building site has close proximity to public transportation, as well as City Hall and the primary downtown area; a significant percentage of library traffic arrives on foot or via bicycle.
 - Reduced heat island effect via shaded paved surfaces and high solar reflectance index roofing materials.
 - Reduced water consumption via the use of low flow plumbing fixtures

- Optimized energy performance via highly insulated building envelope for the addition, and high efficiency mechanical equipment and whole building energy simulation [Energy Model]
 - Reduction of construction waste via separation and recycling of 95% of construction waste
 - Improved indoor air quality via indoor air quality monitoring during and after construction
 - Use of low emitting materials for paints, carpets and composite wood products
 - Control of indoor pollutants by mechanical ventilation of janitorial materials, storage spaces, copy center, etc.
 - Expanded control of thermal and lighting systems with additional heating/cooling zones and multi-level lighting control.
 - Enhanced day lighting with automated lighting controls adjusted to respond to available daylight, occupancy sensors in book stack aisles as well as private offices and toilets.]
- 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? [

- All shelving that is less than 5 shelves high is to be mobile so that alternative future configurations can be accommodated.
- The shelving space for the media collection is anticipated to diminish over the next 20 years, making more space available for future uses.
- Internal reconfigurations in the future are enhanced by designing service points that are not inextricably integrated with the architecture, and can be repositioned.]

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? xYes ☐ No

If yes, explain why. [No service areas that were included in the building program have been eliminated. However, the original Program specified separate offices for the Circulation Librarian and the Reference Librarians. After a reconfiguration of our current layout, bringing the two service desks closer together, and significant conversation with the Reference and Circulation librarians, the decision was made to have one office that provides space for the three librarians. This allows us to conserve square footage for the public, as well as enabling all adult services librarians to collaborate more effectively.]

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.
[Melrose has chosen to remain on the site of the City's original library building. During the Long Range Planning process, as well as in day-to-day community conversations, residents of Melrose consistently express appreciation for the character of our Carnegie library. Although the

functionality of the building needs improvement, the feel and character are still beloved in this historic city. Due to the limited lot size, other sites were considered, however Melrose is a geographically small municipality, and there simply were no other locations that exceeded the overall benefits of a historic library located 1/2 block from the commuter rail, a bus stop, and a large municipal lot (behind City Hall.) The City Planner has written a letter addressing this choice (included with Appendix C.)



Despite the need for renovation and improved accessibility into and within the building, the lovely corner lot sets off the library beautifully, creates a wonderful summer programming space on the lawn, and allows easy access from multiple directions. The proposed project will bring the new addition into better alignment with the building, so that the Carnegie architecture can be seen when approaching from both directions of the street.

B. Summarize the site investigation findings in reports on:

- i. **[Geotechnical examination:** Preliminary geo-technical investigation took place at the site on June 3, 2016, through Weston & Sampson Engineers, Inc. Five exploratory borings were advanced with a geo-technical engineer present to monitor the activity. Soil samples were taken during the borings.

Based on the borings and the soil samples an area of debris and fill was identified under the existing parking lot, most likely from an older building that was demolished. If fill is

located under new building areas it is possible that some removals would be required. Ground water was also identified at 18' in two borings which does not appear to pose any difficulty for construction of future additions but could lead to limited de-watering operations during the construction phase. Native and undisturbed soils encountered appear to be adequate to support the proposed building addition. Nothing found in the geo-technical investigation indicates that there would be any restriction to new construction at the site.]

- ii. **[Hazardous materials survey:** A complete hazardous materials identification study was completed by Universal Environmental Consultants and issued on May 3, 2016. Ninety five physical samples were taken at the building and suspect materials were identified through laboratory testing. Major areas of ACM (asbestos containing materials) included vinyl flooring and mastic, beam coatings, piping joints, duct insulation, and window and door frame caulking.

An estimate was prepared for future abatement and that value was carried within the cost estimate. It is estimated that to abate the ACM materials identified would be a cost of approximately \$327,000.00. This work would be completed as part of a renovation and addition project.]

- iii. **[Preservation or archeological site survey (if applicable):** n/a]
- iv. **[Structural evaluation (if applicable):** The structural report on the existing historic library building is based on visual observations made on a tour of the building on 5-9-16 and a review of existing drawings. No destructive testing was completed during the building review.

The existing historic library construction in 1904 is masonry with wood frame floors and roof constructed on a fieldstone foundation. The addition that is proposed to be removed was constructed in 1963 and is framed in steel and concrete. The conclusion of the structural report is that while there is some cracking in the walls and ceilings of the existing historic building, it is performing well and is stable. It is anticipated that some re-pointing should be undertaken as part of a renovation project. It is also anticipated that a major addition would be separated from the existing building with an expansion joint at the juncture between existing and proposed.]

C. What zoning waivers may be required? [

The Library Director, City Planner, and Tappe Architects have met with the Director of Inspection Services/Building Commissioner to review the preliminary plans. This proposed addition is designed within the zoning setbacks so we do not anticipate requiring any zoning waivers from the dimensional standards in the Melrose Zoning Ordinance. The project may require a waiver for parking compliance since it involves additional square footage. There is a special exception in the Melrose Zoning Ordinance which is designed for circumstances such as this; the Building Commissioner feels that this project will meet the requirements for an exception (see letter included with Appendix N.)]

- D. Does the library have clear title to the proposed project site? ☒ Yes ☐ No

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 []
- ii. Donor gift giving through capital campaign [Groundwork has begun for a major capital campaign. The campaign will be formally launched once the grant status is confirmed. It is hoped that the capital campaign, combined with charitable giving, may account for a third of the total project funding.]
- iii. Charitable giving from businesses, foundations and other prospects [The Friends of Melrose Public Library, Inc. have been actively involved in this process and plan to aggressively pursue grant and foundation opportunities on behalf of this project.]
- iv. Other [The Trustees, with approval of the Board of Aldermen, have expended \$85,000 to fund the planning and design process of this project. The City plans to provide the local funds needed to complete a project through a municipal bond. The Mayor has begun discussing the need for a debt exclusion in the community; we will continue working on an awareness campaign.]

B. Describe the potential level of municipal support for library operations, including adjusted staffing levels and for adequate maintenance and repair after project completion. [The City is committed to supporting its municipal buildings through both staffing and building maintenance/repair. The need for a small increase in part time staffing to adequately cover the

renovated building is understood by the City Auditor. Great care has been taken during the planning process to ensure staffing efficiency throughout the building. There is no level of the proposed building that does not have a combination of public and staff areas, maximizing both safety and service (this is not possible in the current configuration.) Several years ago, the City implemented a major reorganization of the Department of Public Works. Most municipal buildings, including the library, were centralized under the DPW for maintenance and repair. The transition was well-thought-out and focuses on providing excellent daily and long term service to all municipal buildings. The proposed renovation will only improve the existing service to the library, as it will allow for the inclusion of improvements such as a Building Management System for the HVAC.]

- 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. [n/a]

7. Project Timeline

Estimate the number of months needed to:

- A. Finalize schematic design & complete design development: [9] months
- B. Secure local funding: [3] months
- C. Complete construction: [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) or Rosemary Waltos (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.

Estimating Firm:	[PMC LLC]
Address:	[20 Downer Ave Suite 1C, Hingham MA 02043]
Name of Estimator:	[Peter Bradley]
Phone(s):	[781-740-8007]
Email address:	[peterbradley@pmc-ma.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

A. Cost Estimate: Eligible / Non-Eligible Project Costs Summary

If the proposed project is for a shared building, contact MBLC construction specialist for financial section forms and instructions.

<u>Item/Activity</u>	<u>Eligible</u>	<u>Non-Eligible</u>	<u>Total</u>
Construction			
1 Construction (not incl. landscaping and paving)	\$10,862,530		\$10,862,530
2 Landscaping & Paving		\$89,537	\$89,537
3 Bonds & Insurance - 2.4%	\$260,701	\$2,149	\$262,850
4 Overhead & Profit - 5%	\$556,162	\$4,584	\$560,746
5 Permits, if not waived by municipality			
6 Subtotal	\$11,679,393	\$96,270	\$11,775,663
7 Contingency for Construction 10% of total	\$1,167,939	\$9,627	\$1,177,566
8 Construction Subtotal	\$12,847,332	\$105,897	\$12,953,229
Professional Services			
9 Library Building Consulting, if used (1)			
10 Architect/Engineering Fees: Schematic Design (1)	\$85,000		\$85,000
Architect/Engineering Fees: Design Development through Bid			
11 Documents	\$883,175		\$883,175
12 Architect Fees: Construction Administration	\$294,392		\$294,392
13 Project Management (OPM)	\$400,000		\$400,000
14 Clerk of the Works, if separate from OPM	\$400,000		\$400,000
Hazardous Abatement Design/Oversight (Industrial Hygienist)	\$35,000		\$35,000
16 Information Technology Consulting	\$40,000		\$40,000
17 LEED Consulting	\$80,000		\$80,000
18 LEED Application Fees	\$7,000		\$7,000
19 Commissioning Agent	\$50,000		\$50,000
20 Other Engineering (geo-tech investigation + support)	\$25,000		\$25,000
21 Interior Design Services	\$80,000		\$80,000
22 Independent Design Review (if used)			
23 Legal Services		\$5,000	\$5,000
24 Misc. Fees and Expenses		\$20,000	\$20,000
25 Other (list separately on next page)			
26 Professional Services Subtotal	\$2,379,566	\$25,000	\$2,404,566
Furnishings, Finishes & Equipment (FF&E)			
27 Utility Backcharges	\$10,000		\$10,000
28 Steel Bookshelves & Metal End panels	\$240,000		\$240,000
29 Mobile Shelving & Mobile Service Desks			
30 Furniture		\$550,000	\$550,000
31 Window Treatments			
32 Telephones, i.e. handsets		\$10,000	\$10,000
33 Tele/Data Equipment	\$50,000		\$50,000
34 Computer Terminals & Peripherals		\$150,000	\$150,000
Audio Visual Equipment, i.e. projectors, televisions, microphones		\$20,000	\$20,000
36 Wayfinding and Decorative Signage		\$10,000	\$10,000
37 Automated Sorting System			
38 Security System for Collections		\$45,000	\$45,000
39 Murals or Other Artwork			
40 Other (list separately on next page)			
41 Subtotal	\$300,000	\$785,000	\$1,085,000
Contingency for Expenses: Professional Service and FF&E			
42 10% of total of all expenses	\$30,000	\$78,500	\$108,500
43 FF&E Subtotal	\$330,000	\$863,500	\$1,193,500
44 Expenses: Profession Services and FF&E Subtotal	\$2,709,566	\$888,500	\$3,598,066
Other			

45	Town or School Owned			\$0	
46	Gifted or Purchased			\$0	
47	Municipal Bond Costs			\$0	
48	Moving		\$100,000	\$100,000	
49	Temporary Library Fit-out, Rent, Insurance, etc.		\$75,000	\$75,000	
50	Other Subtotal		\$175,000	\$175,000	
Annual Escalation					
51	Construction 4% annually for up to 36 mos.	\$1,604,169	\$13,221	\$1,617,390	
52	Architects services 4% annually for up to 36 mos.	\$147,034		\$147,034	
53	Professional Services 4% annually for up to 36 mos.	\$138,599		\$138,599	
54	FF&E 4% annually for up to 36 mos.		\$107,819	\$107,819	
55	Escalation Subtotal	\$1,889,802	\$121,040	\$2,010,842	
56	Grand Total Project Costs	\$17,446,700	\$1,290,437	\$18,737,137	
Notes:					
(1) Include only those costs incurred within three years of the date of this application. This could include surveys and materials testing, structural inspections and peer review.					
(2) a. Purchased land and/or building may be valued up to the actual purchase price.					
b. Only monies already expended for eligible costs related to acquisition of real property after January 26, 2014 date can be included as an eligible cost.					
c. Where publicly or privately owned real property is donated to a project, only so much land as is necessary to provide an adequate library site, up to a maximum of \$800,000, may be considered in the calculation of eligible costs, and the value of such land must be documented.					
d. For more details on valuing land see Question 10 (4) (D)					
(3) Amounts for contingencies and annual escalations must be broken down by eligible and non-eligible costs.					

D. FUNDING SOURCES

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

[The library is well supported by the Board of Library Trustees and the City of Melrose, as well as the Friends of Melrose Public Library, Inc. The Board of Trustees funded the \$85,000 necessary for the planning and design phase leading up to the grant application, and will continue its strong history of supporting extraordinary library projects. The City plans to provide the local funds needed for the building project through a municipal bond. The Mayor has already begun speaking about the project and the funding needs in the community, to build awareness and broad-based support. The Friends of Melrose Public Library, Inc. are planning to fundraise for targeted needs that arise out of the building process. This will include direct fundraisers such as library mini-golf gala events sponsored by the Friends, and direct applications for grants, such as a grant opportunity that could cover the majority of the costs for computer equipment. Additionally, groundwork has begun for a major capital campaign to offset the ineligible costs necessary to this project. The capital campaign will be formally launched once the grant status is confirmed.]

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 - NEEDS TO BE COMPLETED

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

Name: Denise Gaffey

Position: City Planner; Director of the Office of Planning and Community Development

Responsibilities:

Will monitor progress in weekly construction meetings

Will coordinate relocation of library during construction

Will work with Library Director and designers on library functions/use

Will communicate with stakeholders including City officials, staff, trustees and community, in coordination with Library Director

Qualifications: [Ms. Gaffey has a Master's Degree from Tufts University in Urban Policy and has worked as a Planner and Project Manager for the City of Melrose for twenty years. Ms. Gaffey has provided oversight for dozens of major capital projects for the City, including the \$52 Million Middle School and over \$20 Million in investments in the High School, and has managed major renovation projects on two National Register buildings: Memorial Hall and Beebe Estate.]

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

Architectural Firm: [Tappe Architects, Inc.]
Address: [6 Edgerly Place, Boston MA 02116]
Phone(s): [617-451-0200]
Website: [www.tappe.com]
Library project date of hire: [January 26, 2016]

Name of Principal Architect: [Jeffrey Hoover]
Phone(s): [617-986-4837]
Email address: [jhoover@tappe.com]
Mass. License #: [7835]

Name of Project Architect
(if different): [Charles Hay]
Phone(s): [617-451-0200]
Email address: [chay@tappe.com]
Mass. License #: [8628]

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

Project Management Firm: [Municipal Building Consultants, Inc.]
Address: [200 Sutton Street, North Andover, MA 01845]
Phone(s): [978-686-5766]
Website: [municipalbuildingconsultants.com]
Library project date of hire: [June 23, 2015]

Name of OPM: [Pat Saitta]
Phone(s): [978-686-5766]
Email address: [patrick.saitta@municipalbuildingconsultants.com]

Name of Clerk of the Works: [Larry Hueter]
Phone(s): [978-686-5766]
Email address: [Larry.Hueter@municipalbuildingconsultants.com]

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

Full name: [Linda C.W. Gardener]
Phone(s): [781-665-2313]
Email address: [lcwgardener@noblenet.org]
Major responsibilities related to the project: [Responsible for overall administration of library
Will monitor progress in weekly construction meetings
Will communicate with stakeholders including City officials, staff, trustees and community
Will coordinate relocation of library during construction, in conjunction with City Planner
Will work with designers on library functions/use]

B. **PROJECT AWARDING AUTHORITY AND FISCAL INFORMATION - NEEDS TO BE COMPLETED**

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: [Robert J. Dolan]
Title: [Mayor]
Address: [562 Main Street, Melrose MA 02176]
Phone(s): [781-979-4440]
Email address: [rdolan@cityofmelrose.org]

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

Full name: [Arthur J. Flavin, Jr.]
Title: [Treasurer/Collector]
Address: [562 Main Street, Melrose MA 02176]
Phone(s): [781-979-4120]
Email address: [aflavin@cityofmelrose.org]

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

Full name: [Robert J. Dolan]
Title: [Mayor]
Address: [562 Main Street, Melrose MA 02176]
Phone(s): [781-979-4440]
Email address: [rdolan@cityofmelrose.org]

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

Bank or institution name: [Eastern Bank]
Contact name: [Natalya P. Ryzhova]
Title: [Assistant Vice President, Government Banking]
Address: [195 Market Street, EP 3-06, Lynn MA 01901]
Phone(s): [781-598-7710]
Email address: [n.ryzhova@easternbank.com]

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

Office or agency name: [Auditing Department]
Contact name: [Patrick Dello Russo]
Title: [CFO/Auditor]
Address: [562 Main Street, Melrose MA 02176]
Phone(s): [781-979-4110]
Email address: [pdellorusso@cityofmelrose.org]

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

Office or agency name: [Office of Planning and Community Development]
Contact name: [Denise Gaffey]
Title: [Planning Director]
Address: [562 Main Street, Melrose MA 02176]
Phone(s): [781-979-4194]
Email address: [dgaffey@cityofmelrose.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: [Patrick Dello Russo]
Title: [CFO/Auditor]
Address: [562 Main Street, Melrose MA 02176]
Phone(s): [781-979-4110]
Email address: [pdellorusso@cityofmelrose.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

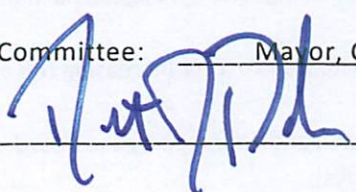
- performance of the provisions and requirements of this agreement. Upon request, the Applicant will furnish to the Board copies of any such books, records and compilations. In all Contracts or subcontracts entered into by the Applicant concerning the project, a provision must be included requiring similar 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 - NEED SIGNATURES

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: Robert J. Dolan

Title and Board/Committee: Mayor, City of Melrose

Signature:  Date: 1/24/17

Name: Edward W. Waystack IIITitle and Board/Committee: Chairman, Library Board of TrusteesSignature: Edward W. Waystack III Date: 1/25/17Name: Christina GaglianoTitle and Board/Committee: President, Friends of the Melrose Public Library, Inc.Signature: Christina Gagliano Date: 1/24/17Name: Patrick Dello RussoTitle and Board/Committee: CFO/City AuditorSignature: Patrick Dello Russo Date: 1/25/17Name: Denise GaffeyTitle and Board/Committee: Director and City Planner, Office of Planning and Community DevelopmentSignature: Denise Gaffey Date: 1-27-17

Name: _____

Title and Board/Committee: _____

Signature: _____ Date: _____

Name: _____

Title and Board/Committee: _____

Signature: _____ Date: _____

Name: _____

Title and Board/Committee: _____

Signature: _____ Date: _____

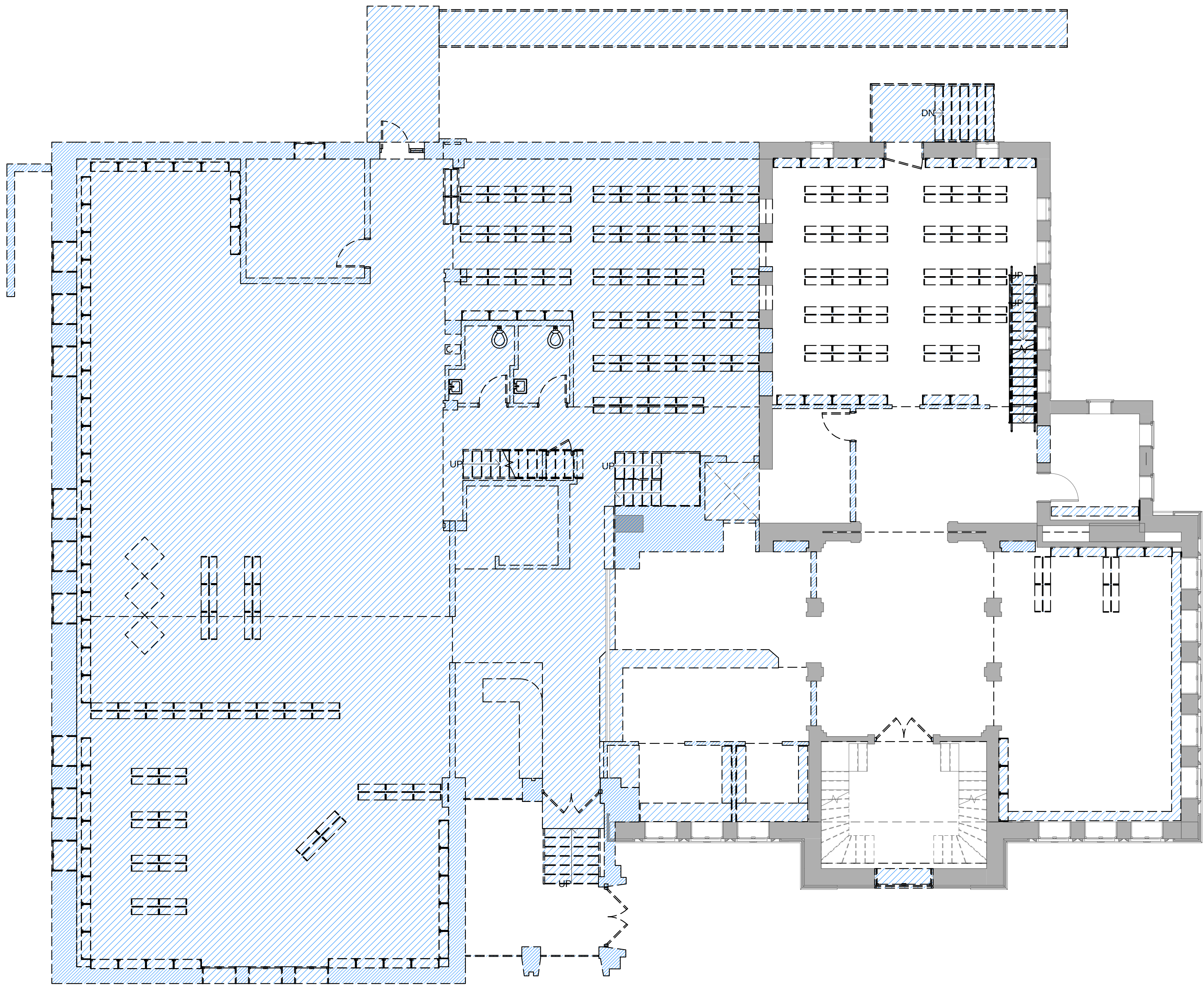
APPENDICES AND ATTACHMENTS

- 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:

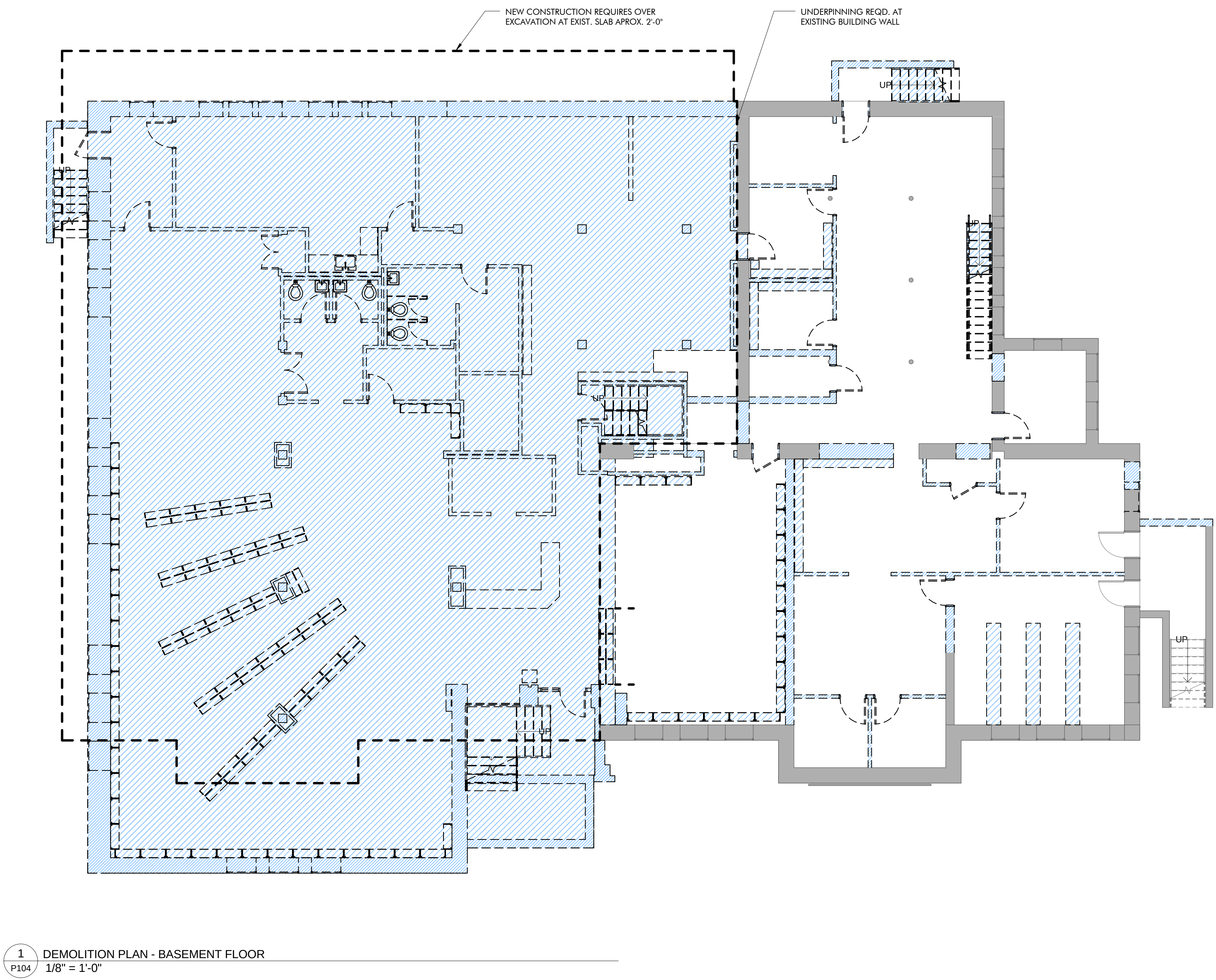
- Floor plan(s) with a complete furniture, fixtures and equipment (FF&E) layout, including shelving unit heights. For an addition/renovation, provide floor plan(s) of the existing building with current FF&E layout as well as one for proposed layout. Indicate number of square feet in each area/room. Each level of the floor plan must be shown on a 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.

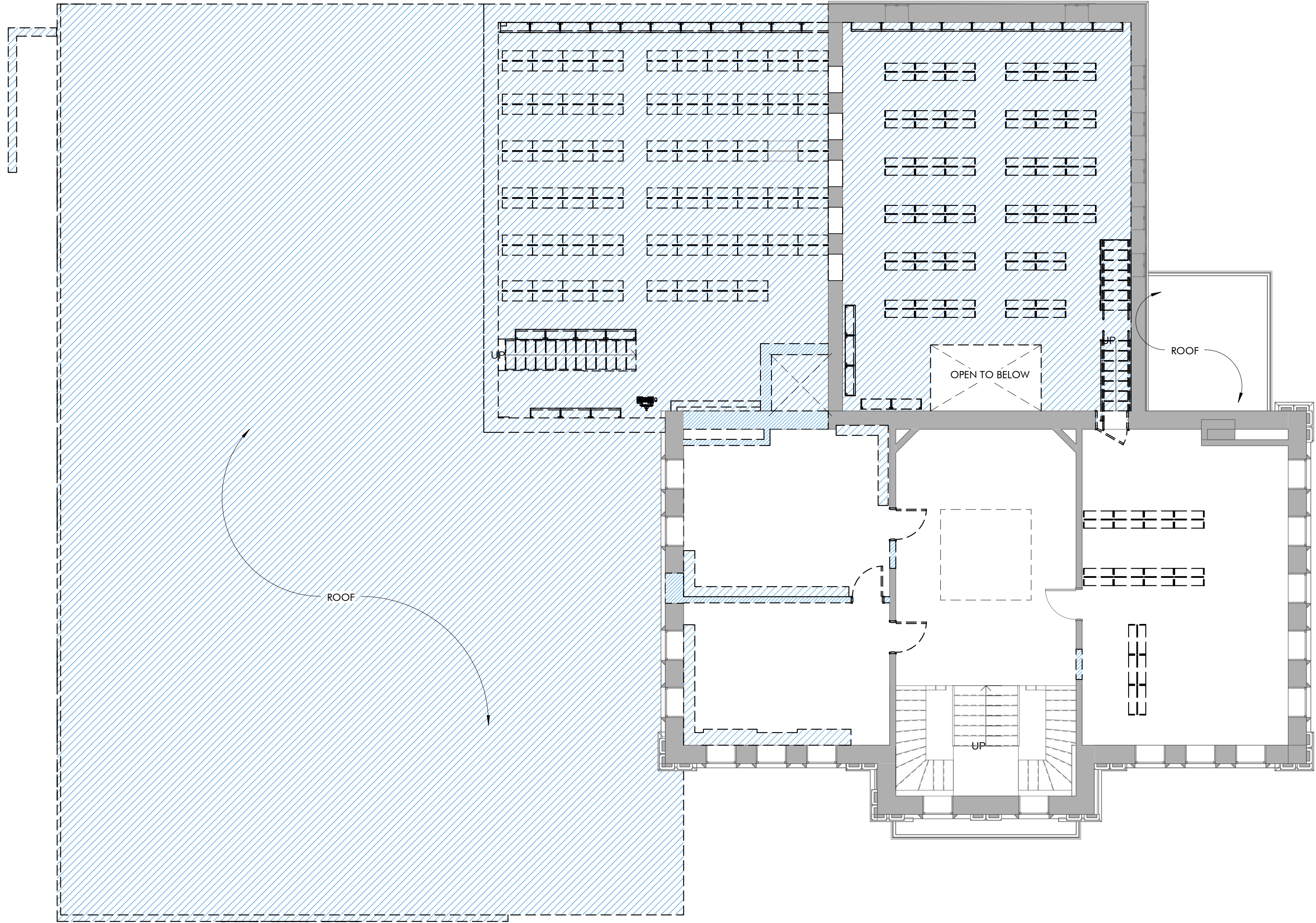
- P. Attachments (label sequentially)
 - 1. Melrose Free Press article, December 15, 2016
 - 2. Report of a Preservation Survey of Melrose Public Library
 - 3. Report on Environmental Monitoring Conducted by the MBLC



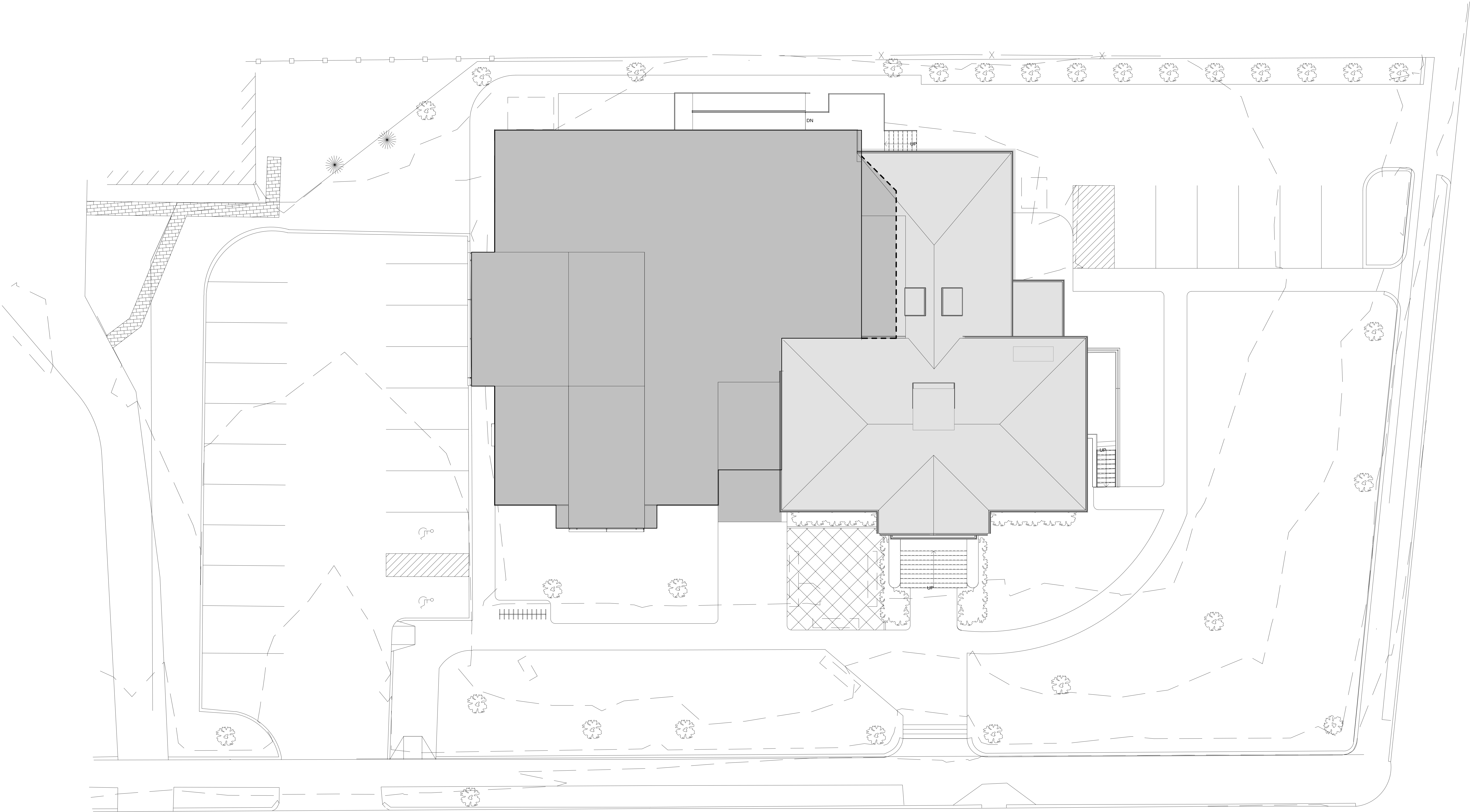
1 DEMOLITION PLAN - FIRST FLOOR
P105 1/8" = 1'-0"

Attachment: Library Building Plans SD Level (ORDER-2022-29 : Public Library Renovations)



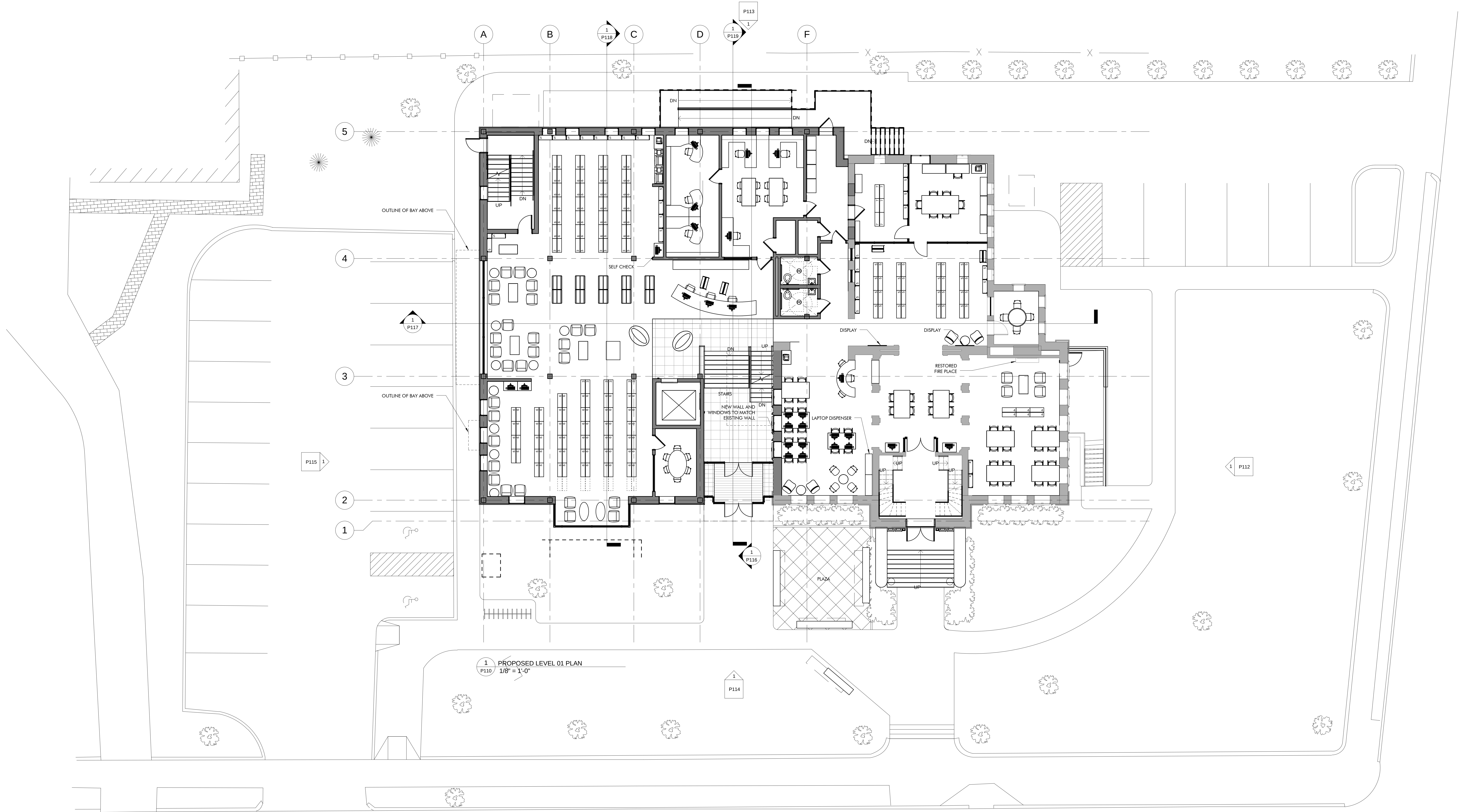


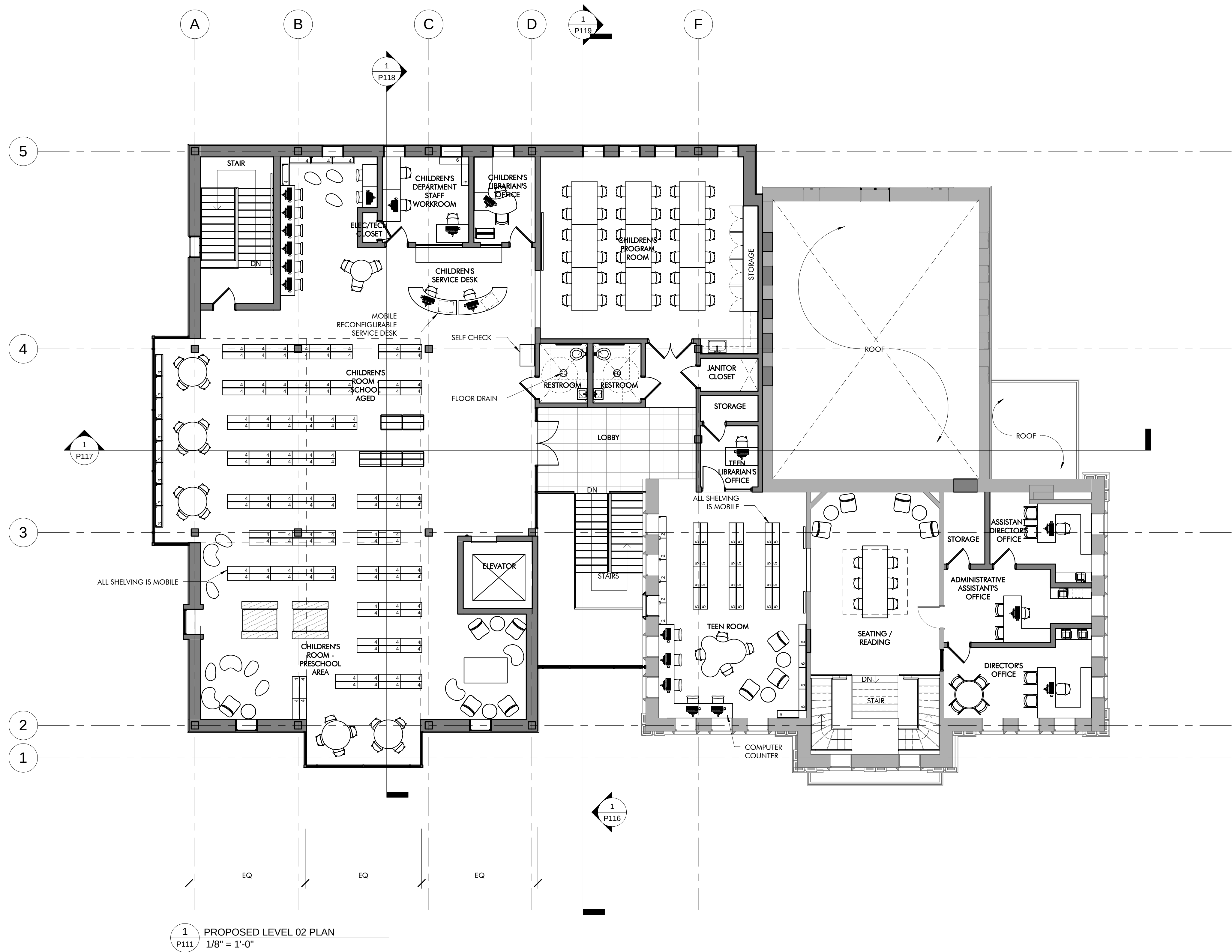
1 DEMOLITION PLAN - SECOND FLOOR
P106 1/8" = 1'-0"

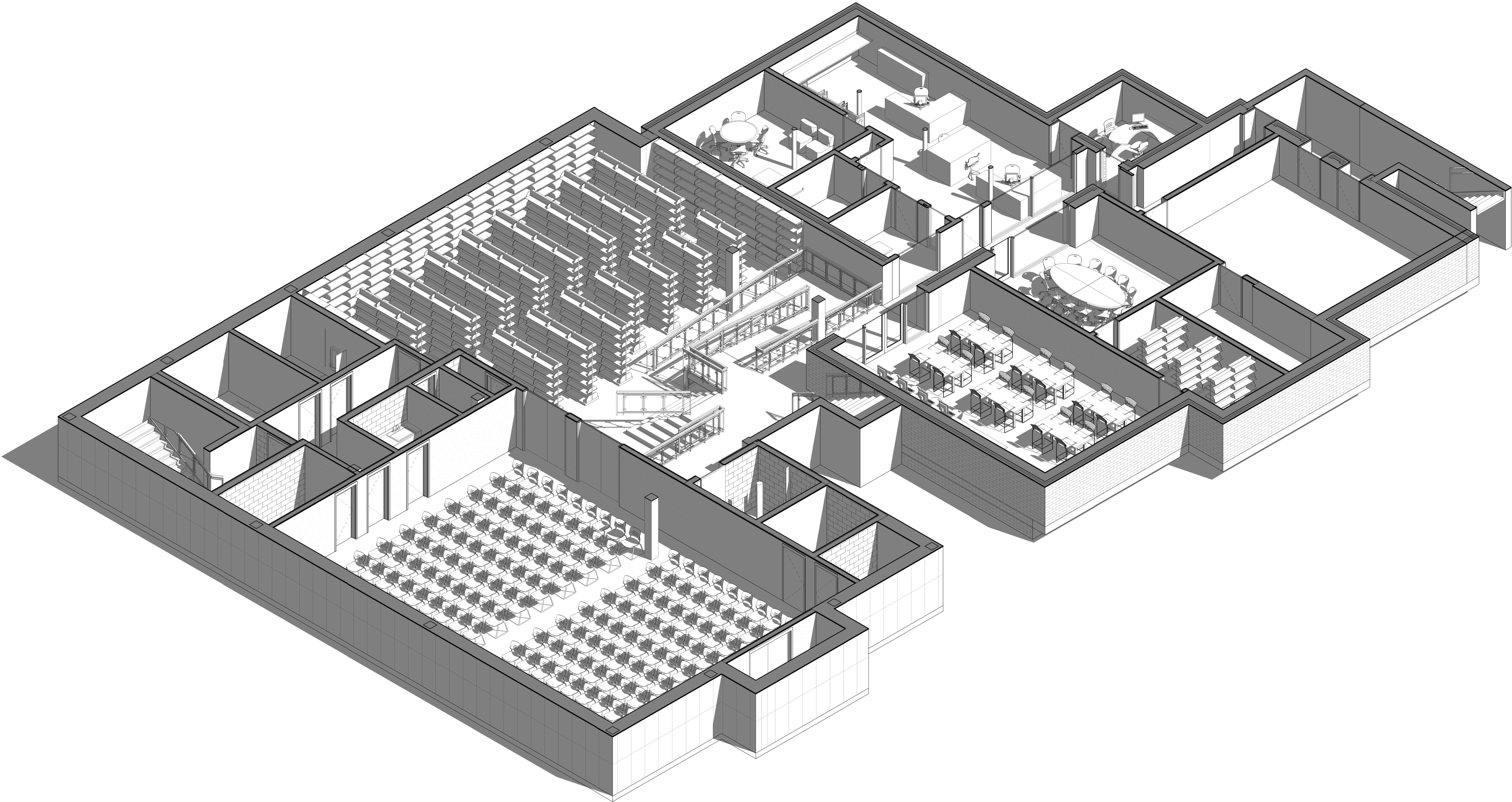


1 PROPOSED SITE PLAN
P108 1/8" = 1'-0"

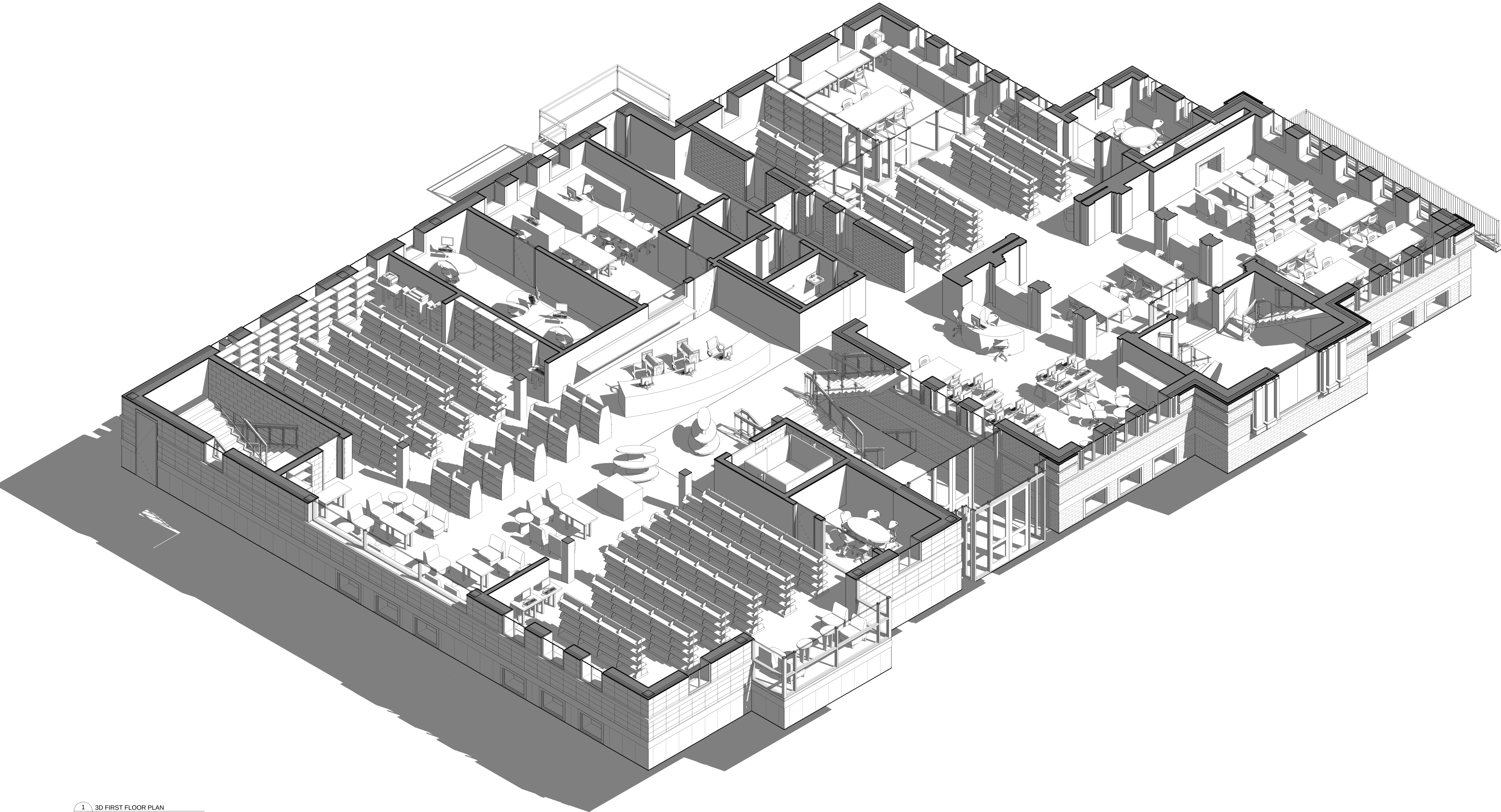




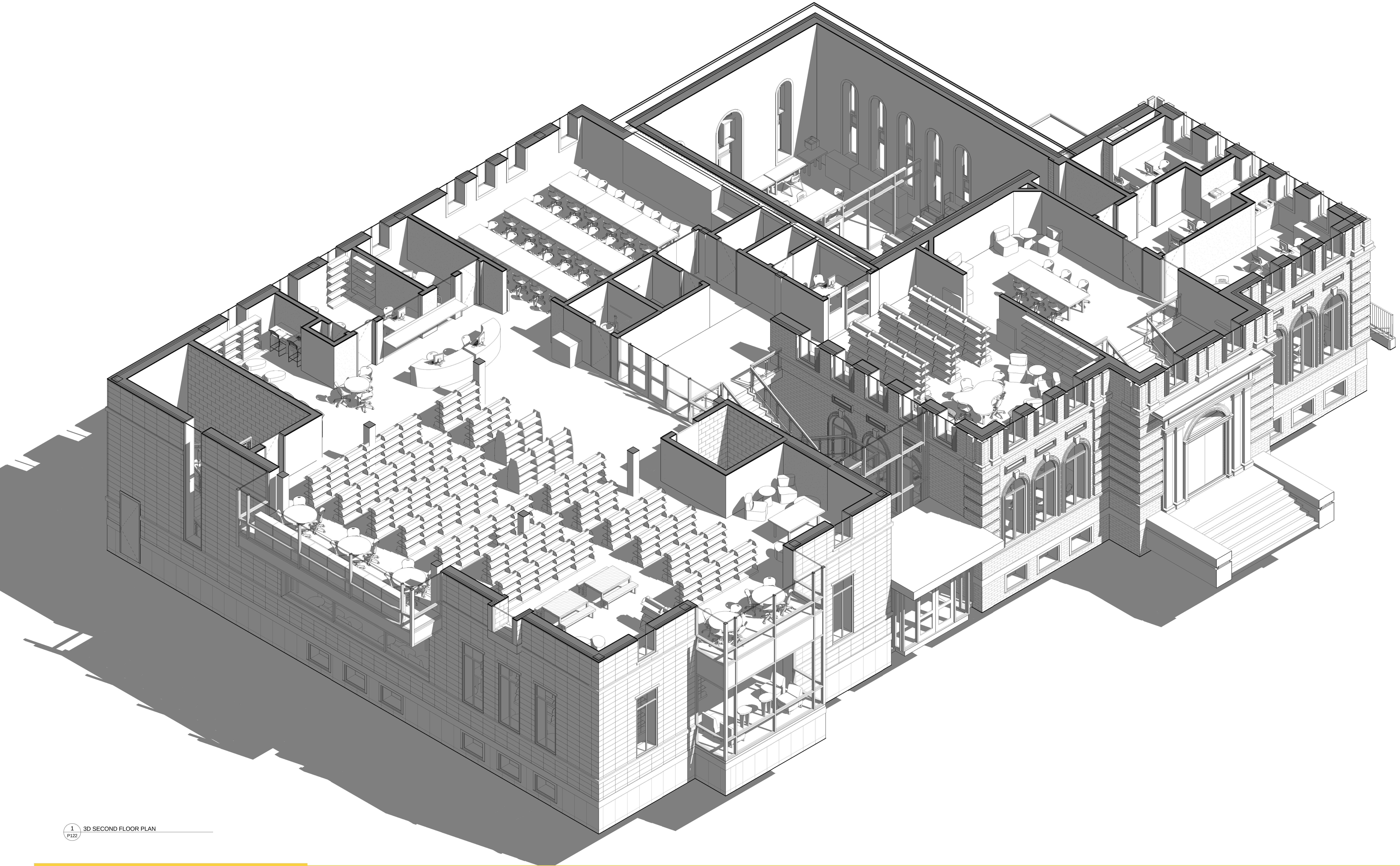




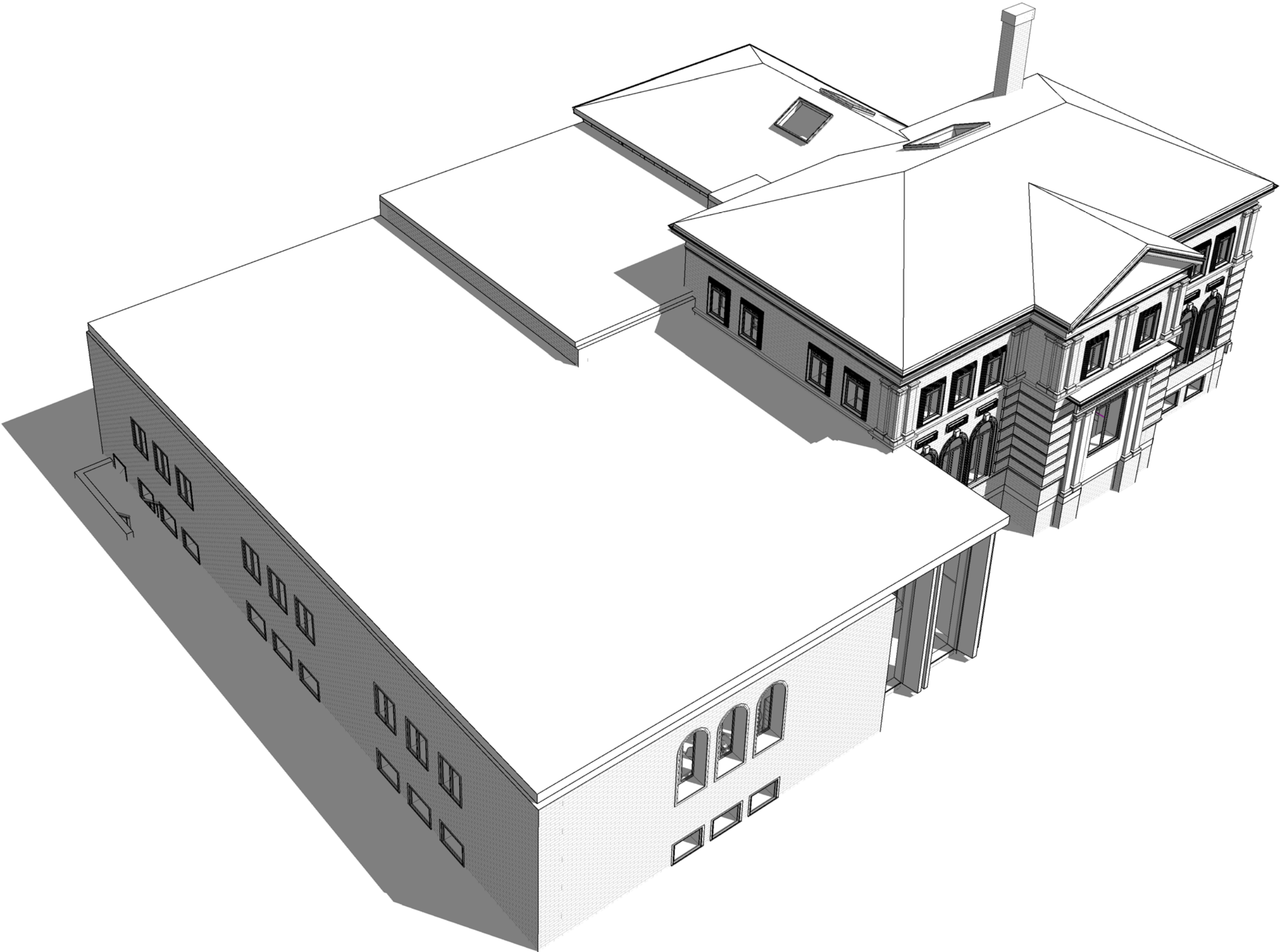
Attachment: Library Building Plans SD Level (ORDER-2022-29 : Public Library Renovations)

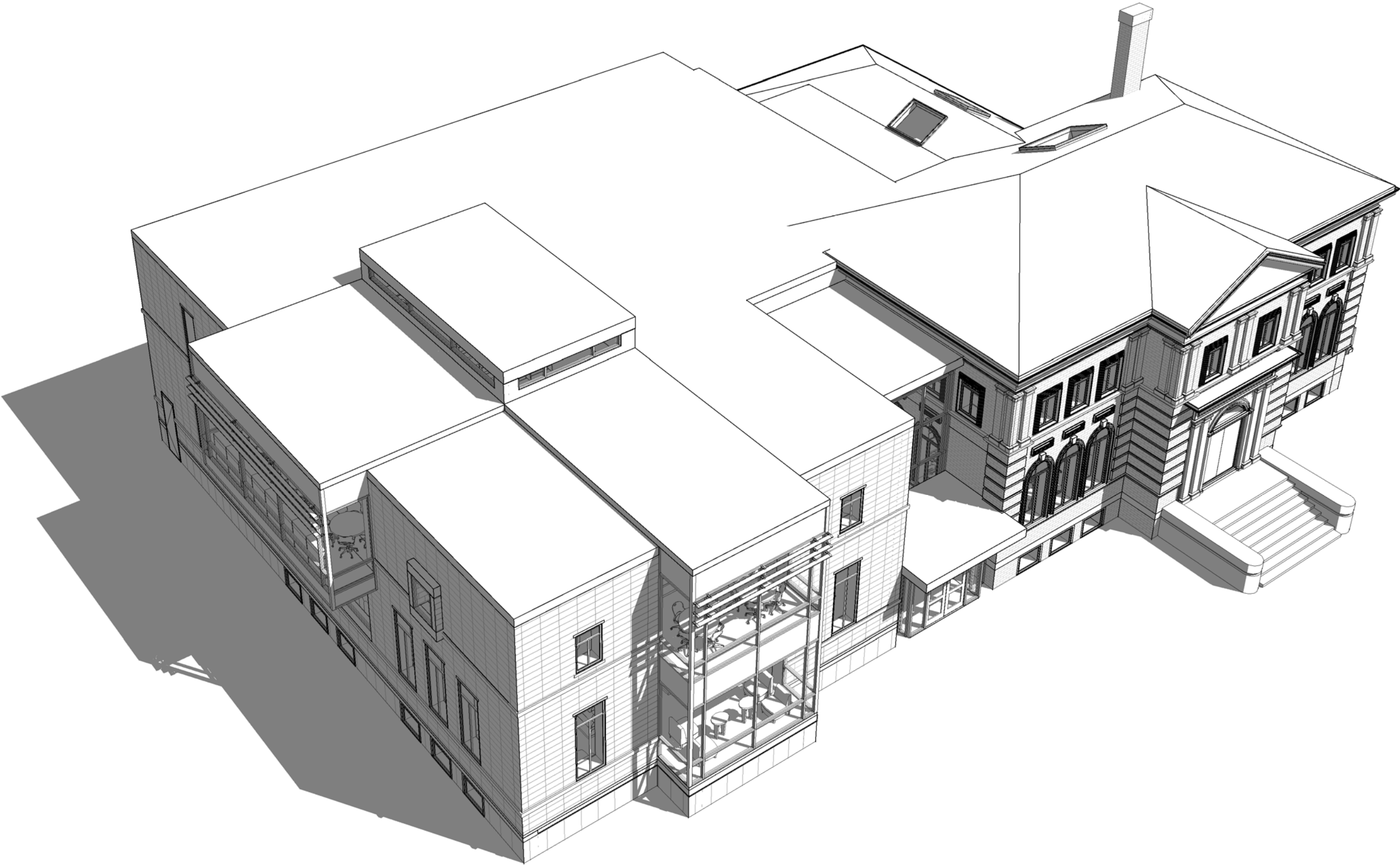


1 3D FIRST FLOOR PLAN
P121



1 3D SECOND FLOOR PLAN
P122





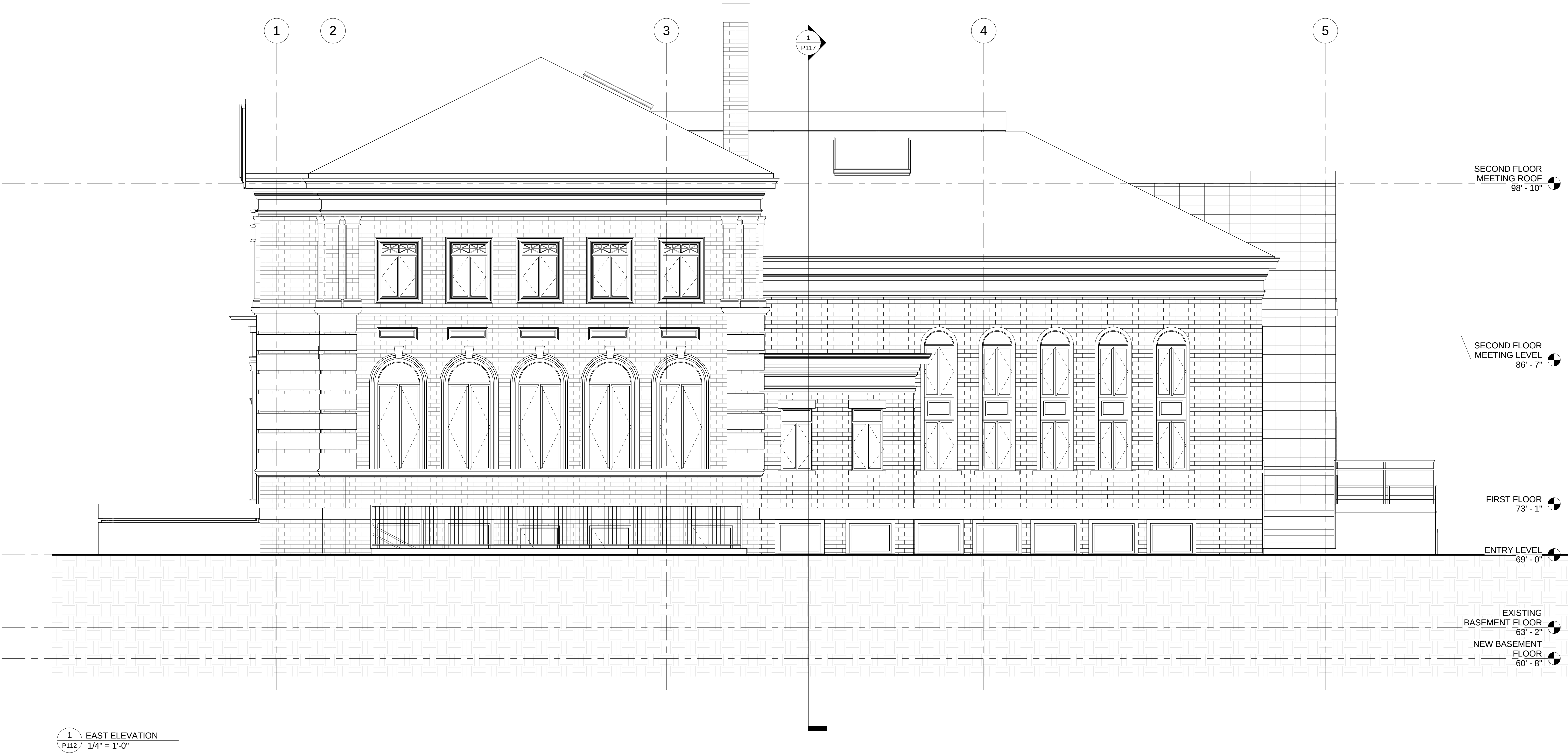


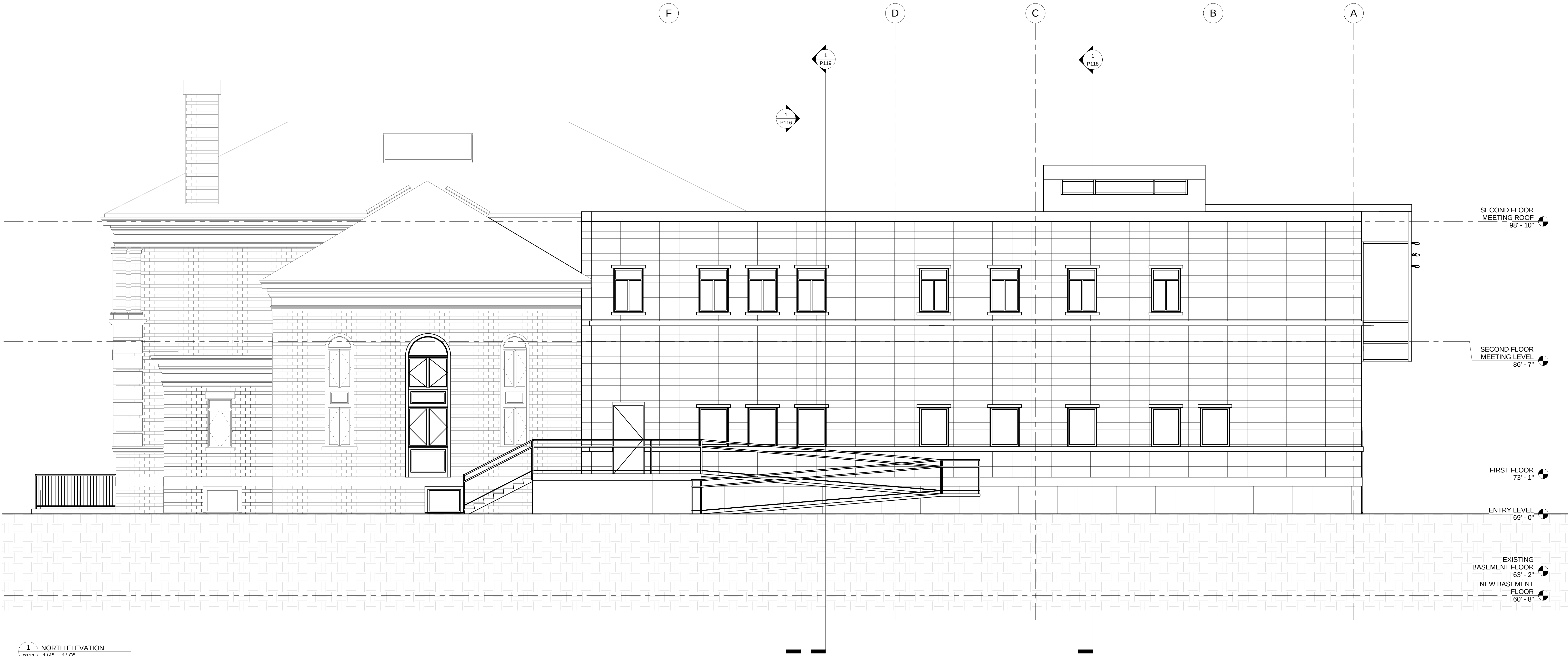


Attachment: Library Building Plans_SD Level (ORDER-2022-29 : Public Library Renovations)

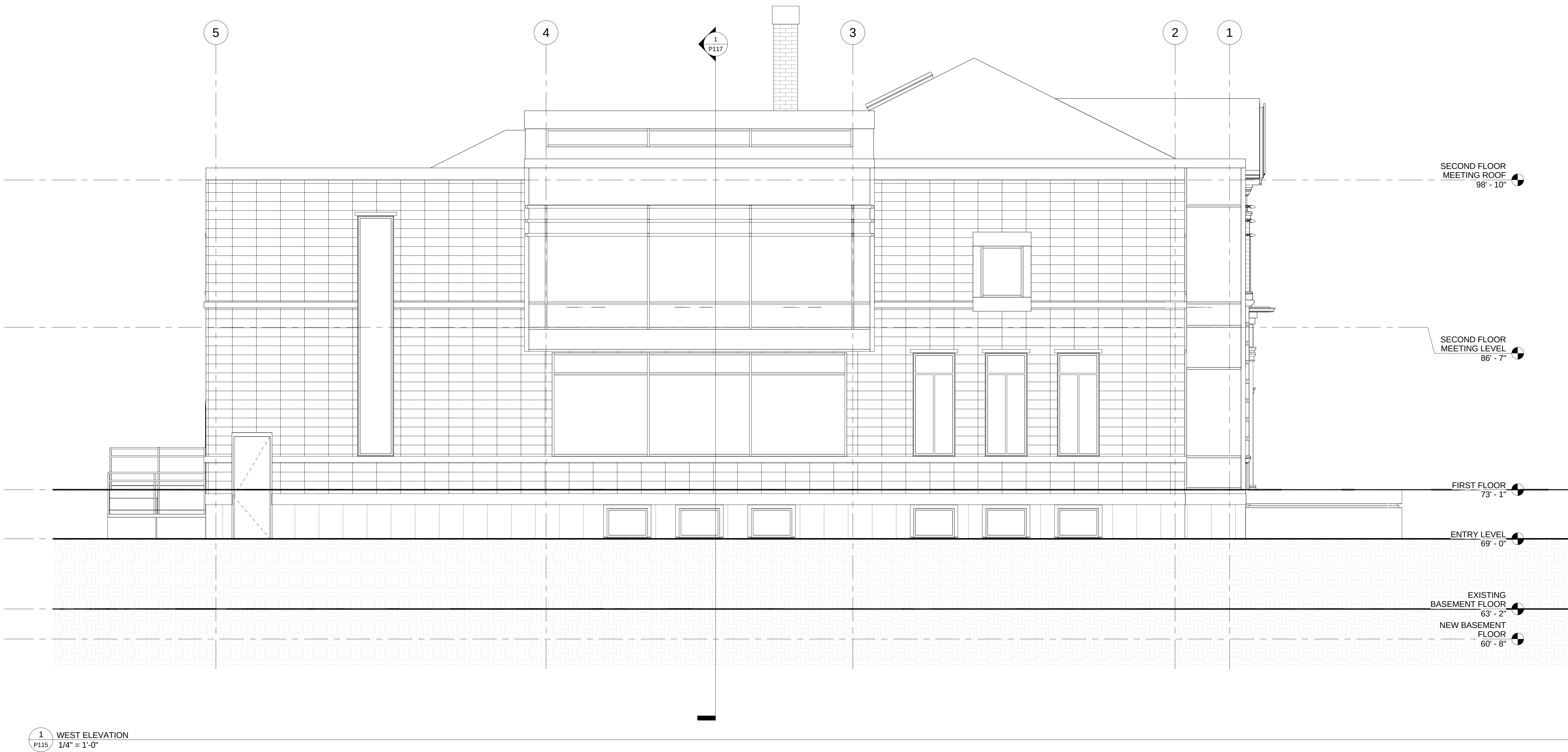




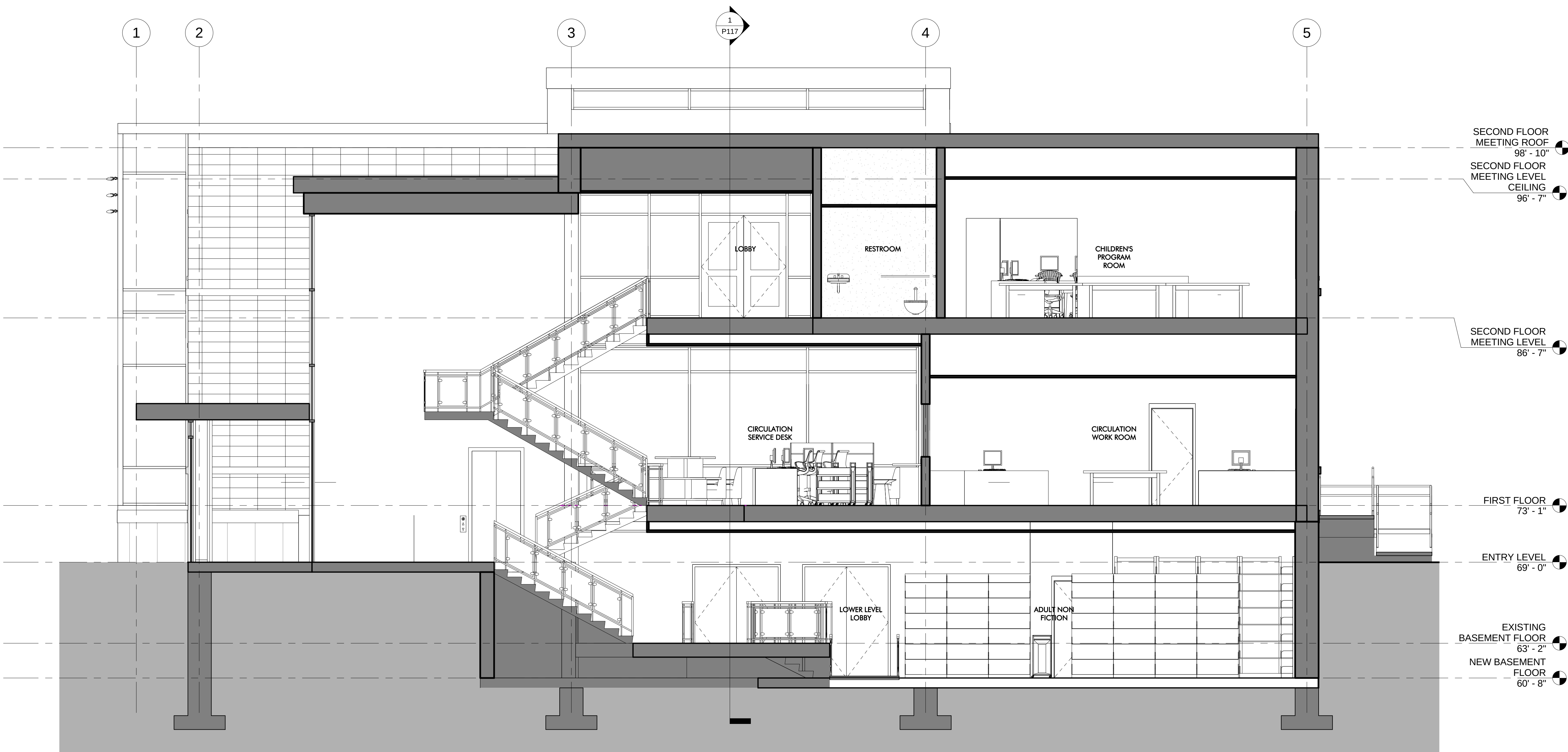






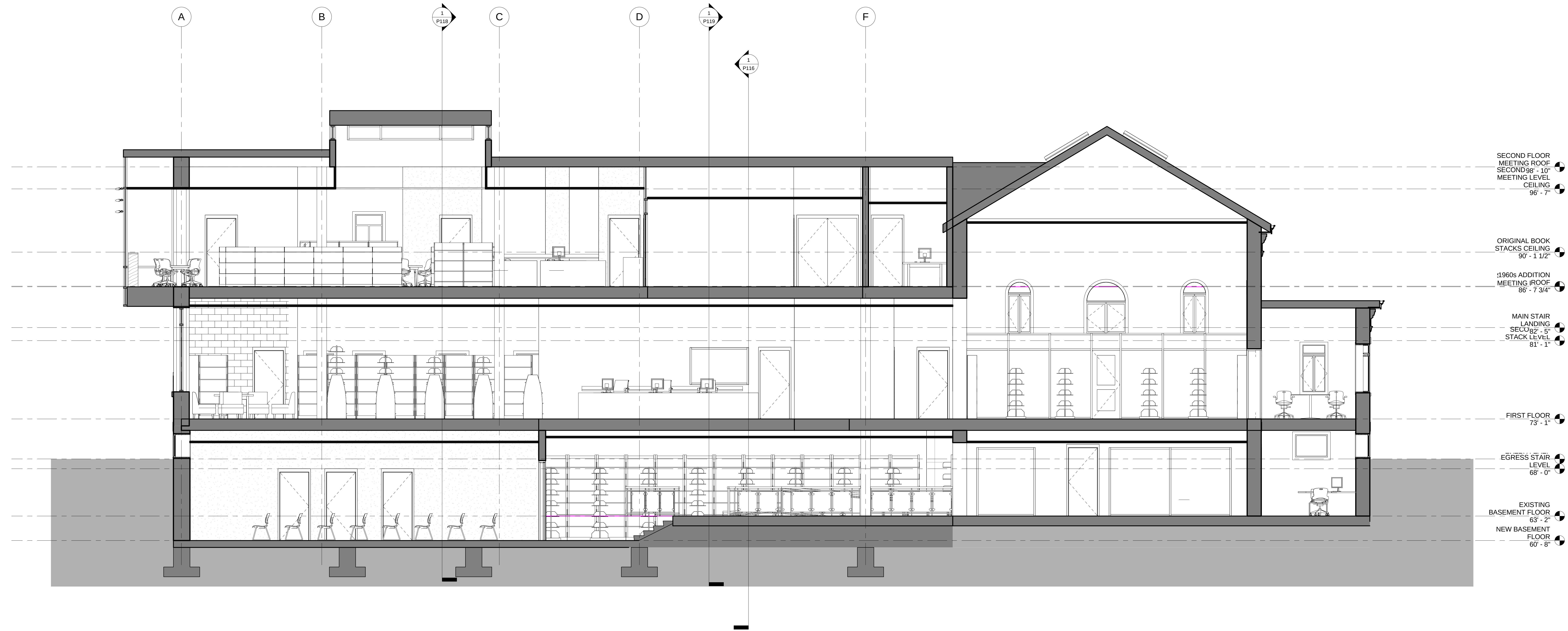


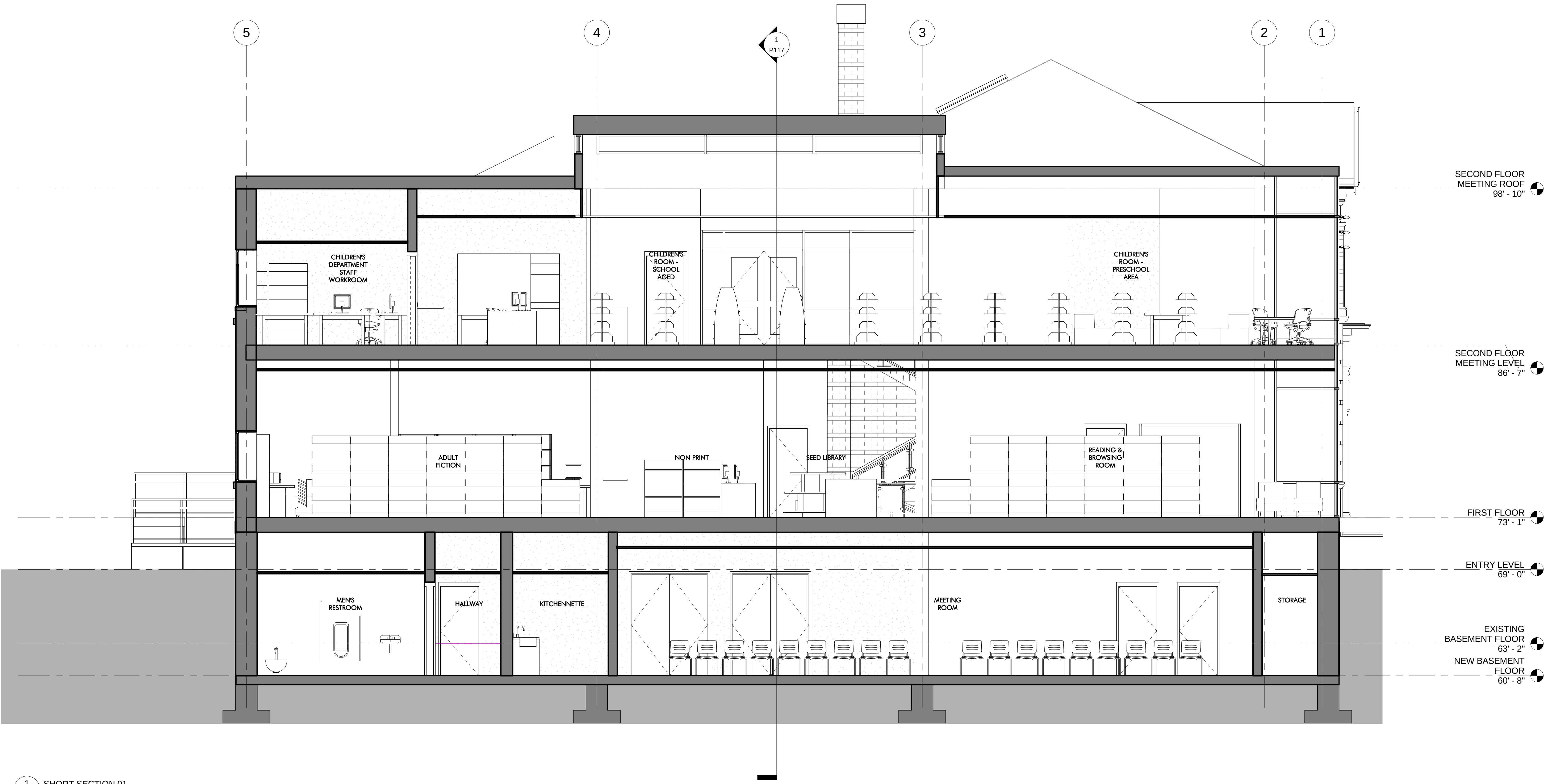
Attachment: Library Building Plans SD Level (ORDER-2022-29 : Public Library Renovations)



1 SECTION THROUGH STAIR
P116 1/4" = 1'-0"

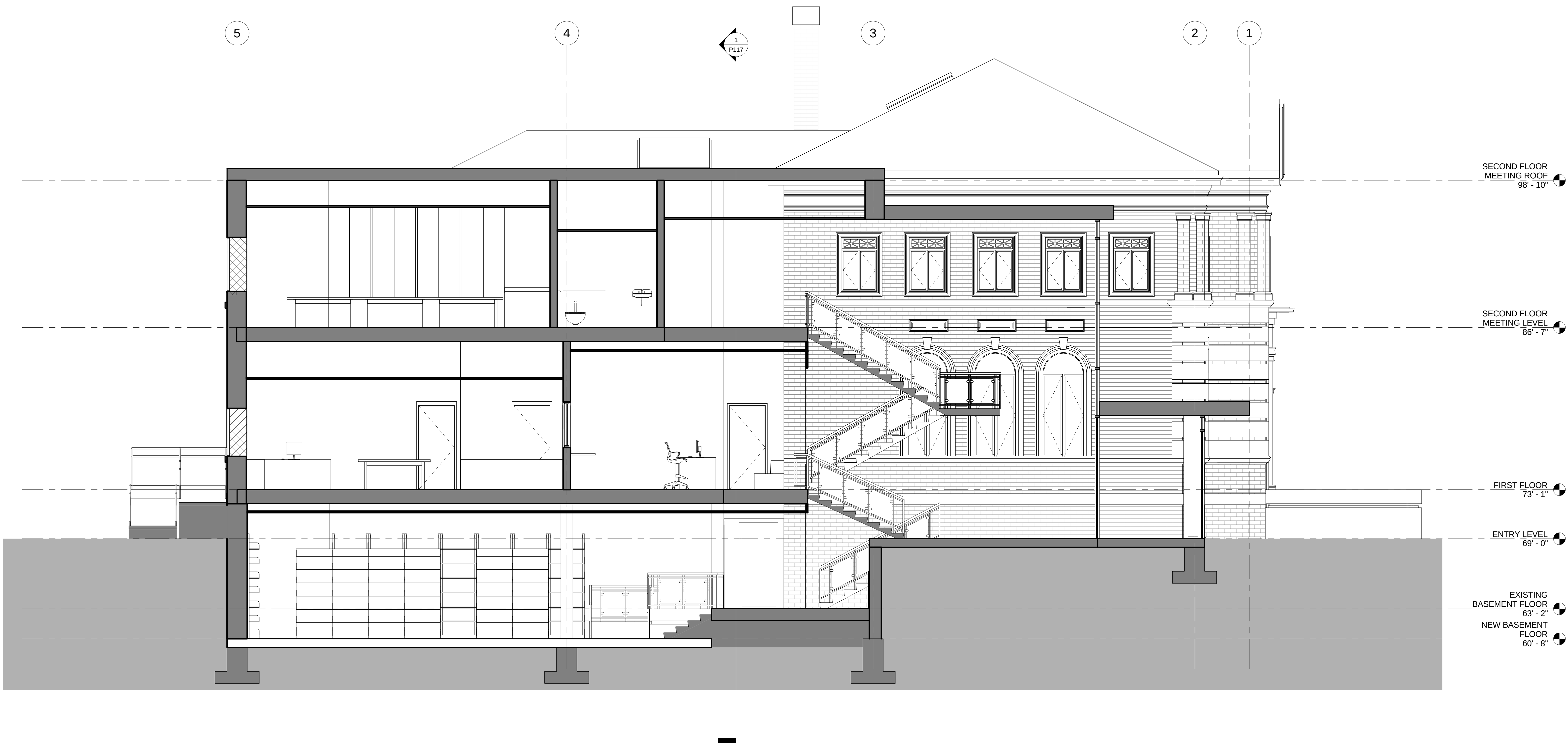
Attachment: Library Building Plans SD Level (ORDER-2022-29 : Public Library Renovations)





1 SHORT SECTION 01
P118 1/4" = 1'-0"

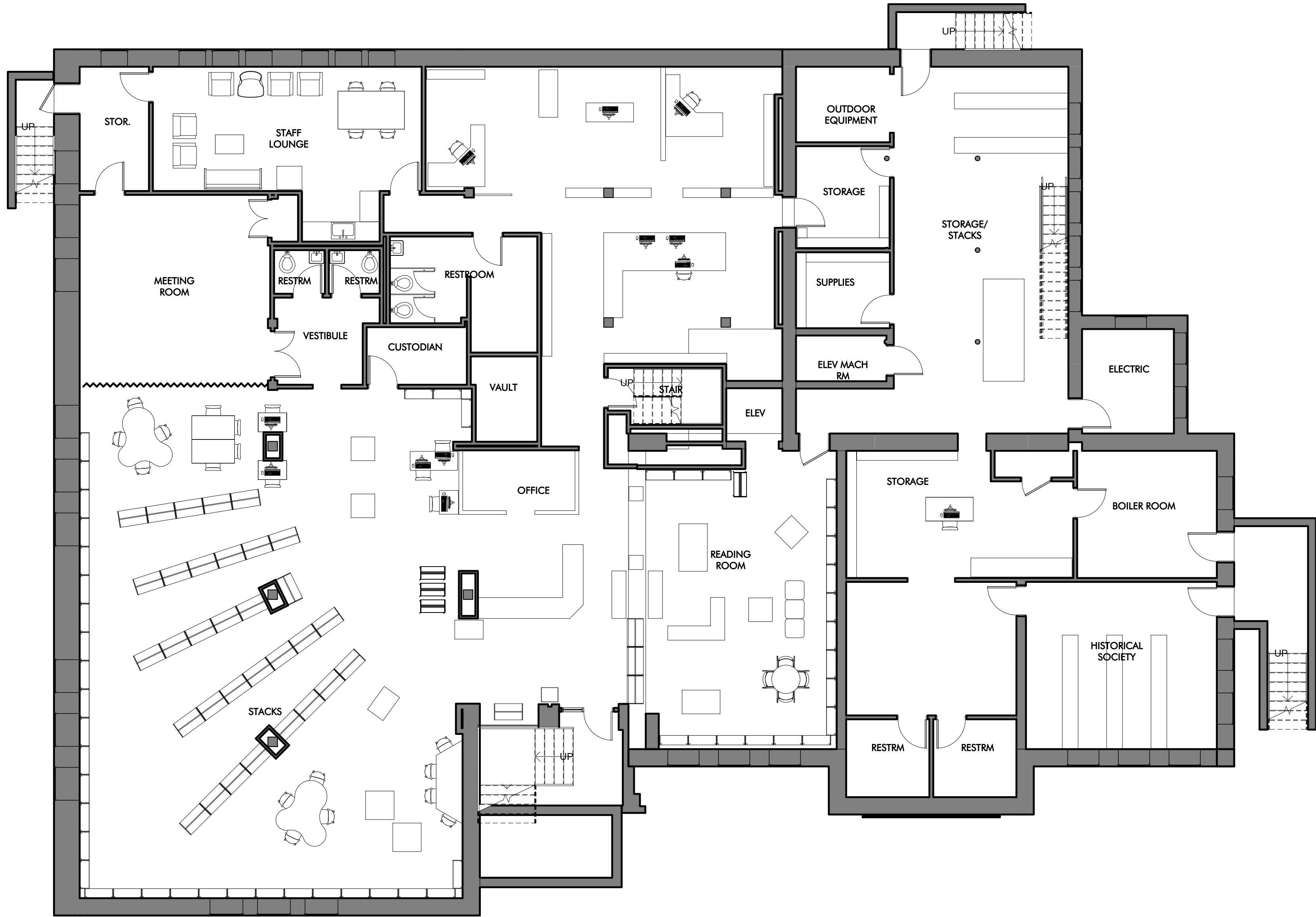
Attachment: Library Building Plans SD Level (ORDER-2022-29 : Public Library Renovations)



1 SECTION THROUGH STAIR 02
P119 1/4" = 1'-0"

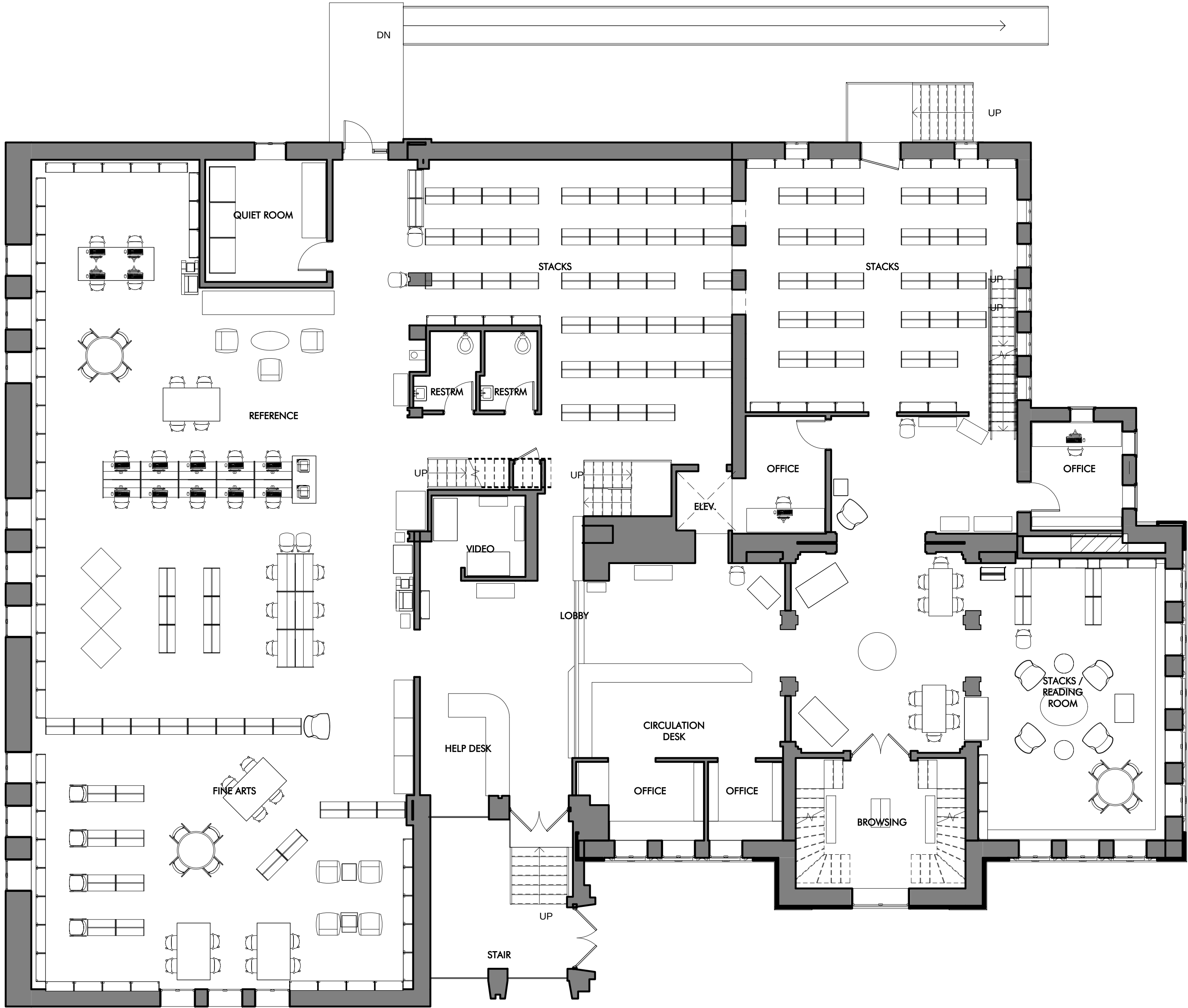
Attachment: Library Building Plans SD Level (ORDER-2022-29 : Public Library Renovations)



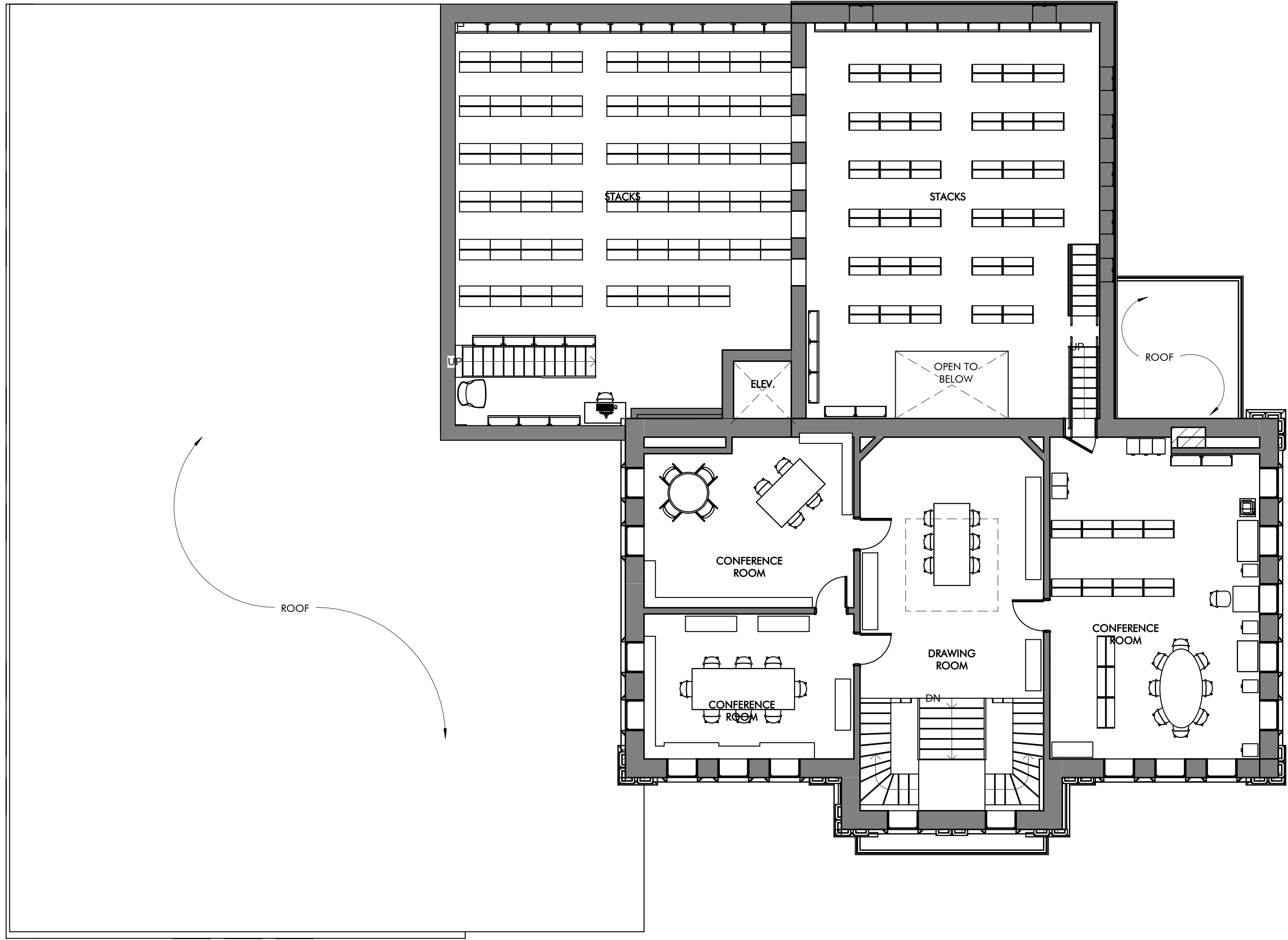


1 EXISTING BASEMENT FLOOR PLAN
P101 1/8" = 1'-0"

Attachment: Library Building Plans SD Level (ORDER-2022-29 : Public Library Renovations)



1 EXISTING FIRST FLOOR PLAN
P102 1/8" = 1'-0"



1 EXISTING SECOND FLOOR PLAN
P103 1/8" = 1'-0"

Library Project – Questions from Councilors as of 8/20/2021

Is \$10M the updated estimated total City portion cost of the project? Does this account for anticipated overages due to increased materials costs?

Tappé Architects has had their professional estimators update the numbers for 2021 (see below). With the MBLC grants and Trustees' contribution, the City's portion is estimated to be \$10.8M, consistent with the \$11M that was in the 2019 Capital Improvement Plan https://www.cityofmelrose.org/sites/g/files/vyhlf3451/f/news/cipreport_fy20-24nov8_2019_final.pdf)

Revised estimate	\$21,094,508
Trustees	- \$ 2,000,000
MBLC grant	- \$ 7,993,290
Green incentive	- <u>\$ 279,765</u>
City's share in 2021:	\$10,821,453

What is PDR's assessment of our bonding capacity without risking our bond rating?

Patrick is happy to provide up-to-date information on our 10-year debt plan, which indicates sufficient bonding capacity, well under our 5% limit. The debt model takes into account bonds for the Library, Beebe School, new ladder truck, Memorial Hall, and roads, as well as costs associated with the Vocational-Technical HS.

Regarding the bond rating, Patrick would refer you to the Credit Opinion contained in the September 15, 2020 S&P Bond Rating report, which states: *"In our view, Melrose's debt and contingent liability profile is strong...overall net debt is low, at 0.9% of market value, and approximately 79.2% of the direct debt is scheduled to be repaid within 10 years, which are in our view positive credit factors."* Patrick notes that our bond rating agency was aware of and took into account our plans to issue debt for the bonded projects, including the library, the fire truck, Memorial Hall, and school renovations, when S&P wrote this Credit Opinion, which states *"we do not expect these issuances to materially alter our view of the city's debt profile."*

What, if any, part of this project falls under the purview of the historical commission? If they have an articulated regulatory role, where are we in that process? If approvals were already provided prior to the submission of the application in 2017, do those need to be revisited?

Pursuant to 950 CMR 71: *Protection of properties included in the State Register of Historic Places*, we submitted a Project Notification Form (PNF) to the Massachusetts Historical Commission at the time of grant application. Generally, the architect will submit an updated PNF when the design development is set. What will happen when we go forward with the project is we will supply Mass Historic with more details about what is proposed and they will issue a Memorandum of Agreement with conditions that will mitigate the adverse impact associated with the alteration of certain building elements (they will likely require documentation of historic elements before

demolition, for example.). This becomes a collaborative process and the local historical commission is involved. Tappé presented to the Melrose Historical Commission twice, and we have notes from the May 2, 2016 meeting indicating they were supportive of the project and appreciated our efforts to maintain as many historic details as possible.

Percentage of library with asbestos (either flooring or pipes);

According to the Hazardous Materials survey done in 2016, there is 14,000 square feet of asbestos floor tile, so that would be just under 60% of the square footage of the library. In addition, there is 3,500 square feet of coating containing asbestos on certain surfaces, some duct insulation in the boiler room that was found to be asbestos, and other, smaller amounts of asbestos containing materials, such as window caulking and mastic.

Dollar amount in terms of \$ and DPW time we currently spend on maintaining the existing structure;

Back of the envelope (not exhaustive) number is just over \$200,000 in the past 4 years for the following:

- FY21 Elevator repairs - \$27,375
- FY20 Elevator repairs - \$75,415
- FY18 Elevator repairs - \$6,852
- FY19 Front desk work - \$13,909 (remove wall, replace carpet & subfloor, asbestos abatement, paint, electrical)
- FY18 Chiller replacement - \$43,000
- \$10,000-11,000 annual preventative maintenance

This is in addition to regular custodial salaries, supplies, utilities, and energy costs.

256 work orders have been submitted to DPW via Munission CEM since July 2012 (other requests have been made by phone when urgent).

Scope of the damage to the historical collection from the roof leak last spring

Because library staff discovered the leak, damage was minimized. The preservation process is ongoing, but in terms of \$, there was no permanent damage to the floor, and the ceiling has not yet been dealt with since it is still an active leak. The library had to replace the archival boxes and acid-free tissue, which took the brunt of the moisture. That was around \$130.00. It remains to be seen if the photos in the historic album can be preserved, but we are hopeful they can be.

Will MPD and/or MFD be formally weighing in on the identified safety issues (egress; sight lines)?

Nothing new has been identified in terms of public safety since the 2017 grant application, in which the following health/safety issues were called out:

- Location of fire extinguishers and pull alarms are antiquated and not in alignment with modern safety procedures
- No sprinkler system

- Building is confusing to navigate in an emergency; after a (false) alarm, the fire department came to ask for a tour, due to confusion and disorientation during the event.
- Inadequate electrical outlets create hazardous situations throughout the building.
- No surveillance system, anti-theft mechanisms, or established security systems in the building, either for materials or for staff and patrons. (When the library is closed, there is a perimeter alarm and motion detector, which are obsolete.)
- Several areas of the building that have no sightlines for staff, and no videos or other security measures.
- The rear entrance of the building has no security measures, no staff sightlines, and leads to the somewhat secluded rear parking lot.
- The majority of the adult books stacks have no sight lines.
- The upper floors, containing book stacks, the local history room, the Trustees Room, and an open meeting/study area, have no staff supervision at any time.

What is the total square footage of the library? Existing library is in the range of 24,190 sf

How old is the current HVAC system?

Engineers study reports all systems past useful life. AC system is from 1987, with a refurbished chiller installed by DPW a few years ago.

Is there an estimated/average age of the multi-level roof?

The flat roofs appear to have been re-done most recently in 1995 by Tar-Vel Roofing Co. with a twenty year membrane material warranty.

We have been unable to locate information indicating the actual age of the sloped roof. Repairs to the sloped roof were last paid for by the Trustees in 2010 and DPW has handled roof repairs since 2012.

Did the plans for the new library design from 2017 only include an option for tearing down and rebuilding the "new" wing of the library (reference area, Children's Room/multi-purpose meeting area in lower level)? Are there any plans and cost estimates to renovate the "new" wing instead of it being a tear down?

Options for renovating or adding onto the "new wing" were considered in 2017 and found to be too costly and not effective in solving the issues with the library.

There were 3 primary options in the 2017 feasibility phase:

- 1) Renovate existing library and addition (did not meet program requirements)
- 2) Add a floor to the existing addition "new wing" (technically complex and cost prohibitive)
- 3) Replace existing addition (maximizes available space on site, cost effective).

Only option 3 came closest to meeting program requirements at approx. 29,000 GSF and solved the issues identified with the current library configuration relative to patron experience and services.

MBLC indicated that the existing library SF is not adequate for grant funding approval. The MBLC decision to approve the project we proposed was based in part on their assessment that the design was adequate to meet the needs of the community. In fact, we were encouraged to try to find more square footage if we could, not less.

Forgoing the grant would not result in a more cost effective project, given the need to abate the asbestos, bring the building into ADA compliance, and replace the critical building systems such as HVAC, roof, elevator that are at the end of their useful life.

Will there be more specificity around what's included in the "Estimated Soft Costs" line item for \$4.37M? The description says "FFE, Tech, Fees, Costs", but was just interested in getting some more detail around that.

The term "soft costs" for construction projects typically includes all the costs that are outside of the actual construction bid and construction contingency. At this early stage in the project they are allowances. These costs to the project typically fall into two overall categories:

Professional Services – This includes fees for the Architect and Owners Project Manager as well as specialized testing such as geo-technical and hazardous materials.

FFE & Temporary Facility – "FFE" is furnishings, fixtures, and equipment and typically includes book stacks, furniture, technology, signage, book alarm etc. This category also contains an allowance for a limited fit out of a space yet to be determined for a temporary library while the permanent library renovation is in progress.

For the interior -- will there be new bookstacks throughout the whole library? And also will the interior of the Carnegie side of the building be restored? If so, is that included in the "Soft Costs" or the Construction Costs?

The proposed plans and budget include all new book stacks and furnishings throughout the renovated building and the addition. These book stacks are included in "soft costs".

The anticipated scope of work for the Historic Carnegie Library includes restoration of the interior including wood work, as well stabilization of the exterior including new roof, restoration of cornice, and restoration of existing windows and masonry. This scope is included in the estimated construction cost.

Massachusetts Libraries

BOARD OF LIBRARY COMMISSIONERS

mass.gov/mblc

July 8, 2021

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Director
James M. Lonergan

Linda C. W. Gardener
Melrose Public Library
69 West Emerson St.
Melrose, MA 02176

Dear Linda,

Thank you for participating in the Massachusetts Public Library Construction Program (MPLCP) 2016-2017 Construction Grant Application Round.

At the July 8, 2021 meeting of the Massachusetts Board of Library Commissioners, the Board voted a provisional grant award to the City of Melrose for the Melrose Public Library in the amount of \$7,993,290 for its public library construction project.

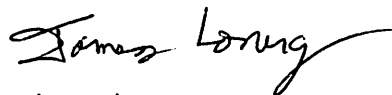
This award is subject to the securing of local funding, execution of a contract between the MBLC and the City of Melrose, and the compliance of your library and community with all of the assurances as found in the Code of Massachusetts Regulations (605 CMR 6.00) that governs the MPLCP. The city has six months, or until **Monday, January 10, 2022**, to obtain its local funding.

Please contact your Library Building Specialist, Lauren Stara (lauren.stara@mass.gov) to schedule a meeting to discuss the next steps in the process.

After the contract is executed, MPLCP Library Building Specialists will work closely with you during the completion of schematic design and into design development.

Congratulations on the Melrose Public Library's project receiving an MPLCP provisional construction grant award.

Sincerely,



James Lonergan

Director

Enclosure: Project Summary

Attachment: 2021 July 8 MBLC Award letter (ORDER-2022-29 : Public Library Renovations)

**Massachusetts Board of Library Commissioners
Massachusetts Public Library Construction Program**

**Award – Project Summary and Recommendation
General Construction Projects Application Round 2016-2017**

Municipality:	Melrose	
Library:	Melrose Public Library	
Project Type:	Addition/Renovation	
Population:	2016: 27,690	2035: 31,311
Total Square Feet:	Existing Gross: 24,183	Projected Gross: 26,635
Estimated Total Project Costs:	\$18,737,137	
Estimated Eligible Project Costs:	\$17,769,632	

Recommended Grant Award: \$7,993,290

Abstract:

The City of Melrose and Library Board of Trustees recognize the need for a renovation/expansion of the Melrose Public Library. The current building, constructed in 1904 with a substantial addition in 1963, is 24,185 gross square feet. The proposed renovation would expand it to 26,579 gross square feet.

The proposed project will dramatically improve the library's accessibility, creating a single entrance that is welcoming to all. Youth services will be improved by moving the children's room out of the basement and creating a dedicated program room, as well as a new young adult space. Adult program, community and meeting space will include a Discovery Zone for computer classes and innovative technology space. Improved lighting, use of daylight and effective HVAC building-wide are reflective of planned improvements in building efficiency.

Recommendation:

This project has successfully met all criteria in the grant review process and is recommended for funding. MBLC staff will meet with the awardee to discuss recommended design modifications identified by the Review Team prior to the resumption of the design process.