Report of the Library/Town Hall Study Committee


12/31/2015

Library/Town Hall Study Committee

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EXECUTIVE SUMMARY
of the
Norwell Library/Town Hall Study Committee

In early 2014 the Library Town Hall Study Committee (LTHSC) was created and tasked by the Norwell Board of Selectmen to create a strategic plan for the Library and study the space needs of the Town Hall. The committee was also asked to review past studies for both facilities, evaluate the appropriateness of a previous joint facility plan and investigate funding options for any proposed projects.

The LTHSC established priorities, goals, timelines, methods of data collection and procedures to evaluate results. The committee was aware of the potential for construction grant monies available from the Massachusetts Board of Library Commissioners (MBLC) during its next grant round (opening mid 2016). The requirements and deadlines for Norwell Public Library to complete planning in order to apply for grant set the overall timeline for LTHSC. The committee determined that it would be necessary to hire a library consultant to write a building program (required document for MBLC grant) and an architect to refresh the 2008 plans for a combined facility. The committee asked for and received $35,000 at Annual Town Meeting in 2014. A space needs survey of Norwell Town Hall was conducted as well as a town-wide survey soliciting input from residents.

Seven possible sites were identified for construction of a combined library and town hall, library only or town hall only. The sites were 64 South St., 322 Main St., 345 Main St., 673 Main St., 711 Main St., 40 River St., and the triangle of land bordered by Dover St., West St. and River St. A technical feasibility process determined that 345 Main St. was the only site that could support a combined library and town hall project. The community survey on site and project preferences revealed that responders preferred a library only project at 64 South St. and 345 Main St. for a combined facility.

Sites were gradually eliminated from consideration. The site at 711 Main St. was eliminated since it was privately-owned and wetlands on property could limit development. 40 River St. was eliminated when Annual Town Meeting of 2015 transferred property to the Community Housing Trust. Information from the building specialists at MBLC negated the favorability of a combined library and town hall on the only site (345 Main St.) as a possibility. Questions about the ownership of the Dover-West-River St. triangle limited the committee’s interest in the viability of that site.

Four sites remained viable through September, 2015. The Board of Selectmen informed LTHSC that due to financing considerations any project involving a town hall should not be pursued. That eliminated 673 Main St. as a potential town hall and 345 Main St. as project sites at least for the present. Selectmen also agreed that ownership uncertainty of the Dover-West-River St. triangle should eliminate that site from consideration. Two sites remained under consideration for a library project: 64 South St. (current library) and 322 Main St. (Sparrell site). In a comparative analysis by the committee results put the two sites in a statistical tie.
On October 28, 2015 the LTHSC voted 5-1 in favor of 64 South St. as the preferred site for a future library project. The Norwell Public Library Trustees had voted unanimously in favor of 64 South St. as its choice for a library project on October 21, 2015. The Board of Selectmen supported 64 South St. as library site in a 5-0 vote on October 28, 2015.

Data reviewed
- Water consumption use for 6 town facilities for last 8 years
- Conservation Commission record for 7 potential sites
- Site walks with wetlands scientist
- Title search and Town Counsel opinion
- Overview photo/maps of 7 potential sites
- Technical feasibility results
- Massachusetts Board of Library Commissioners Construction Grant workshop (2015), guidelines and other information from MBLC website
- 2015 Norwell Public Library Building Program
- 2014 Town Hall space needs survey responses
- 2015 Resident site preference survey responses
- 2012 Norwell Public Library survey summary
- 2008 sketch plans for a combined Library and Town Hall at 345 Main St.
- 2004 sketch plan for NPL at 64 South St.
- 2004-2005 Library Construction Grant application
- 2002 Town Hall space occupancy estimate

Tasks completed
- Long range plan (strategic plan) for library
- Hire library consultant
- Write Norwell Public Library Building Program
- Town Hall Space Needs Survey
- Town-wide site preference survey
- List of 7 possible sites for 3 options (library/town hall combined, library only, town hall only)
- Identification of criteria for technical feasibility
- Technical feasibility matrix
- Communication to and from community through the creation of norwellforward.org website, community forums and news media
- Periodic updates to Selectmen
- Review of past studies and proposals
- Review of current library construction projects
- Committee preference for future library site
Tasks partially completed
- Fundraising research
- Town-wide Utility matrix
- Stakeholder’s perspective matrix

Tasks not yet completed
- Analysis of facility audit results
- Total cost of ownership
- Preliminary sketches and cost estimate (can be part of future feasibility study for construction grant)
- Recommendation to proceed with library construction grant

Recommendations for Library
- Establish a building committee including NPL Trustees and Permanent Building and Maintenance Committee
- Conduct feasibility study for construction grant
  - Hire Owner’s Project Manager
  - Hire architect
  - Solicit funds for feasibility study including a reallocation of remaining LTHSC article 11 ATM FY 2015 funds in the amount of $23,422.08
- Establish Fund-raising group

Recommendations for Town Hall
- Utilize the 2014 Space Needs Survey for Town Hall improvements, especially as noted by Town Clerk, Town Accountant, Treasurer, Water Dept., Conservation and Recreation
- Address the needs of Food Pantry as noted in 2014 Space Needs Survey
- Include results of Facility Audit in planning for maintenance and improvements to current Town Hall
INTRODUCTION

In early 2014 the Library Town Hall Study Committee (LTHSC) was created and tasked by the Norwell Board of Selectmen to create a strategic plan for the Norwell Public Library (NPL) and to study the space needs of Norwell Town Hall. The committee was also asked to review past studies for both facilities, evaluate the appropriateness of a previous joint facility plan and investigate funding options for any proposed projects. (Appendix A)

METHODS and PROCEDURES

Review past Studies

LTHSC, in preparation to accomplish these tasks, reviewed past studies, established a timeline and determined an assessment process (THLSCbrief20140503.ppt). The past studies included the Town Hall Space Needs study of 2002, the Library Construction Grant application of 2004-2005 and the design concept for a combined Library and Town Hall for 345 Main St. of 2008.

The 2002 Space Needs Study proposed a combined Town Hall and School Department at 345 Main St. The total gross square footage for that plan was approximately 30,000. In 2005 Norwell Public Library was one of 21 libraries selected to receive a construction grant. The feasibility study called for a one-level library of approximately 23,000 ft². During the waitlist period, NPL Trustees were unable to garner municipal support to proceed with a project and were eventually forced to decline the grant. The design concept for a combined facility in 2008 featured several options for a library ranging from 16,000 ft² to just under 20,000 ft². That plan was endorsed by Trustees, Permanent Building and Maintenance Committee and Selectmen, but the economic downturn resulted in a decision not to proceed with a construction project at that time.

Establish Timelines

The LTHSC was aware of the potential for construction grant monies available from the Massachusetts Board of Library Commissioners (MBLC) during its next grant round, opening mid-2016. The MBLC calendar is attached as Appendix B. The requirements and deadlines for Norwell Public Library to complete planning in order to apply for grant set the overall timeline for LTHSC. Two of the grant requirements were the completion of a Long-Range Plan (Strategic Plan) and the Building Program, which detailed the current state of the NPL, space needs and other services for a library to serve its community projecting out at least 20 years. The Long-Range plan was completed by the NPL’s director in spring of 2015. To complete the Building Program a library consultant would be needed. Additionally, an architect would be needed to refresh the 2008 combined Library/Town Hall design concept. To that end, LTHSC requested and subsequently received $35,000 from Annual Town Meeting of May, 2014.
The original timeline developed for LTHSC called for a decision on site and project in
time for Annual Town Meeting of 2015. It was thought that Massachusetts Board of Library
Commissioners would open grant round in 2015, but it will be in 2016. Construction grant
applications will be due in January, 2017. As part of the grant application process, a Library
Building Program will be required, which will necessitate the services of a library consultant.

**Determine Space Needs of Town Hall**

To determine the needs of Town Hall departments and employees, a survey was created
and distributed to department heads in summer/fall 2014. Each department head was asked to
complete it in consultation with members of the respective departments. Surveys were also
distributed to committees and boards. *(Appendix C)*

**Develop Sites for Potential Construction**

During preliminary discussions with Selectmen and Advisory Board, several municipally-
owned properties were suggested as was the idea of leasing a site on privately-owned land.
Seven possible sites were identified for construction of a combined library and town hall, library
only or town hall only. The sites were:

- 64 South St. – location of current Library
- 322 Main St. – location of Sparrell Building
- 345 Main St. – location of current Town Hall (Osborne Building)
- 673 Main St. – Cushing Center, former Town Hall
- 711 Main St. – former Hitchcock furniture store (privately – owned)
- 40 River St. – former police station
- 44 West St. – the triangle of land bordered by Dover St., West St. and River St., site of
  historic cemetery and former meeting house *(Appendix J)*

**Provide Opportunities for Communication**

The LTHSC believed that it was important to give and receive information from residents
of Norwell and employees of Norwell’s Town Hall. Several forms of communication would be
utilized, such as news media, Library and Town Hall websites, community forums, the
Norwellforward.org website and periodic updates to the Selectmen.

**Research Funding Sources**

Construction of new or renovation of existing structures is a costly endeavor. The
LTHSC would research both public and private sources of funding.

**Determine Assessment Process**

LTHSC initially determined a multi-faceted assessment approach. It was to consist of an
analysis of technical feasibility, resident preferences, analysis of total cost of ownership and
architectural/engineering assessment. The Library Building Program would inform the LTHSC of the approximate size for a new library.

Assess Technical Feasibility

Once sites were compiled, they needed to be evaluated for technical feasibility. Criteria were identified to screen out sites. Each property would be evaluated as a potential site for a combined Library and Town Hall, Library only or Town Hall only.

- **Footprint** • does the site have enough land for one or both buildings? The area of 39,000 ft² from the 2008 design concept was used as the standard for a combined facility. Approximately half the area was used as standard for individual buildings.

- **Parking** • does the site have enough land for sufficient parking, and/or is parking available nearby?

- **Septic Capacity** • does/could the site have sufficient wastewater disposal capacity to accommodate projected library and/or town hall usage?

- **Traffic / Access** • will the site be adversely impacted by library and/or town hall usage, and/or will library and/or town hall usage adversely affect existing traffic?

- **Pedestrian Safety** • will the site present increased risk to pedestrian safety, especially when crossing high traffic roads?

- **Conservation Impact** • will library and/or town hall construction adversely impact conservation areas of concern?

- **Zoning** • will implication and restrictions does zoning present for each site?

- **Legal** • does the town own the land or is it available for lease, and are there any legal restrictions and/or easements that must be considered?

- **Mission Impact** • how will current library, town hall or other town services to residents be impacted during the construction project? Will employees and/or materials have to be temporarily relocated?

Each property would be rated on a scale of 0-4 on each of the ten criteria for each one of the potential uses by each member of the committee. The scale is as follows:

- 4 – No issues or added expense
- 3 – Minor concern and/or added expense
- 2 - Moderate concern and/or added expense
- 1 - Major concern and/or added expense
- 0 – Hard show stopper
Survey Resident Preference

To determine resident preference and support a survey was developed and made available to all residents of voting age in Norwell in February, 2015. There were 2 forms available, a long form and a shorter postcard version. The short form contained 5 preference questions. The long form contained the same 5 questions plus additional questions on resident use of both Library and Town Hall. Hard copies of both forms were available at the Library, Town Hall and Council on Aging. An electronic form was available on Survey Monkey. The five questions common to both long and short forms are listed below. Community forum, letters and blog posts would also be ways of determining resident opinion.

Which do you prefer? (Check one)
Library and Town Hall at the same location ______
Library and Town Hall at separate locations______

In which location would you prefer to see a combined library and town hall? Check one.
345 Main St. (current Town Hall)______
64 South St. (current Library)_____

Rank the following for a separate Library (1-3).
345 Main Street (current Town Hall) ______
64 South Street (current Library)______
Norwell Center _____

Rank the following for a separate Town Hall (1-3).
345 Main Street (current Town Hall) ______
64 South Street (current Library) ______
673 Main Street (Cushing Center) _____

Would you support Library and Town Hall building projects if the impact to your annual tax bill is (answer YES or NO for each choice)
No tax impact?   Up to $100?  Up to $200 ?
Up to $300?     Over $300?

Long form of survey can be found in Appendix D.

Facility Audit and Total Cost of Ownership

The Town, under the direction of the Facility Manager, undertook a comprehensive audit of all municipally-owned buildings. The results of the audit would assist LTHSC in providing the Total Cost of Ownership.

Assess Town-Wide Utility

Once the riskiest sites had been eliminated, the LTHSC needed to assess the remaining sites for their use to the town as a whole to answer the question, “Which prospective library site is the best for the town, all things considered?” The committee conducted several brainstorming sessions to determine a set of utility criteria that are important to all town residents. The committee also incorporated utility criteria gleaned from numerous discussions with members of
the Board of Selectmen and Board of Library Trustees. The results were consolidated into the following categories.

<table>
<thead>
<tr>
<th>Expandability</th>
<th>Likelihood there is room on site or nearby to add a community center?</th>
</tr>
</thead>
<tbody>
<tr>
<td>playground</td>
<td>Is there a playground nearby? Likelihood there is room on the site or nearby to add a playground?</td>
</tr>
<tr>
<td>historical &amp; cultural</td>
<td>Likelihood there is room on site to add a historical/cultural space</td>
</tr>
<tr>
<td>outdoor reading/event</td>
<td>Likelihood there is room on site to add outdoor reading/event space</td>
</tr>
</tbody>
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The committee also identified four categories of town residents or stakeholders who would likely value the utility criteria differently given their situation:

- adults who use the library
- families with school-age children who use the library
- seniors who use the library
- all others who do not use the library

The intended assessment method consisted of the following steps:

1. score each site against the utility criteria
2. estimate the relative values of the criteria for each resident category
3. determine the proportion of town residents in each category
4. weight the raw utility criteria by the relative value of those criteria
5. weight that result by the proportion of residents in each category
FINDINGS

Town Hall Space Needs

Twenty-one departments and committees completed the space needs survey during the autumn of 2014. The LTHSC did not analyze the responses since it was anticipated that the responses would be utilized by an architect who would be evaluating the 2008 design. Significant increases in space for storage of records and/or office space were requested by the Town Clerk, Town Accountant, Town Treasurer and Water Department. Other space-related issues were identified by the Conservation Agent such as a changing room and/or shower facility. The Recreation Department requested space to address programming needs, which are not the typical needs of other Town Hall departments. The Food Pantry is a unique feature of Norwell Town Hall and it has very different needs, again which are not typical of Town Hall departments.

The department responses will be included in the supporting materials for review by Town Administrator, Facility Manager and other Town officials for future planning.

Sources of Funding for Building Projects

Construction costs for two potential building projects, whether renovation or new construction, has presented an important challenge to the LTHSC. The primary source of funding would be from the Town of Norwell through debt service and/or capital funds, supplemented with federal or state grants. Research did not discover any federal or state grants that apply to construction for Town Hall. The Green Communities Program offered through the Massachusetts Department of Energy and Environmental Affairs could offer the Town opportunities for grant monies.

The Massachusetts Board of Library Commissioners through the Massachusetts Public Library Construction Program may fund a portion of a library. For the 12 libraries under construction during the period of January 2013 through September 2014, the grant amounts ranged from 43% to just under 70% of construction costs only, not total project costs. MBLC construction program consultants have stated in the past that grants typically range from about 35% to 50% of construction costs. Construction costs do not include furnishings, technology, landscaping and parking, although those items do figure into the total project cost. Green Library Incentive awards for Leadership in Energy and Environmental Design (LEED) certification may also lessen the impact of cost for the Town. (Appendices F and G)

Another potential source of funding is the Community Preservation Act (CPA). The Library Building Program includes a Local History Room and archival closet. An application for CPA monies would merit consideration. CPA funding would not be applicable towards construction costs but towards the total cost of a project.
Three major sources of funding for public library construction have been delineated by MBLC. Municipal support and construction grant have been discussed. The third would be private fundraising. MBLC considers financial support from community members important. To that end the Norwell Public Library Foundation has committed to raising money toward those costs not included in the construction grant.

Norwell Public Library was a beneficiary of bequest by a former resident and Library patron. The Trustees of NPL have committed to using a major portion of those funds for a Library Building project.

**Technical Feasibility**

The technical feasibility study was designed to assess the potential concern and added expense to conduct a building/renovation project at each site, as well as identify any ‘show stoppers’, i.e. sites that were unsuitable for a project. In this context, ‘concern and added expense’ represented a measure of project risk. The intended outcome was to eliminate those sites having the highest potential risks.

The LTHSC gathered data from several Town Hall departments in order to determine which sites could support either a combined Library-Town Hall project, a Library only or Town Hall only. The Conservation Agent, Water Department and Facility Manager were especially helpful in providing information. Site walks with a wetlands scientist also provided valuable information regarding each site’s ability to support any of the proposed options.

Each site was rated as described in the Procedures’ section for each one of the three options: combined Library and Town Hall, Library only or Town Hall only. The top three sites in each category were selected based on raw scores by each committee member. Note that in the context of this assessment design, ‘top three sites’ does not mean the three best sites for a project. It does mean the three sites with risk above a specific threshold. Through consensus a final matrix was produced with scores for each site. See chart on page 11.

For a combined Library and Town Hall project the two least risky sites were 345Main Street (current Town Hall) with a raw score of 33 and 64 South Street (current Library) with a raw score of 31. The Sparrell site at 322 Main Street ranked third least risky with a raw score of 22. The three least risky sites for a Library project were 64 South Street with a raw score of 36, 345 Main Street with a raw score of 34 and 44 West Street (Dover-River-West triangle) with a raw score of 29. The three least risky sites for a Town Hall project were 345 Main Street with a raw score of 35, 673 Main Street (Cushing Center) with a raw score of 33 and 64 South Street with a raw score of 32. These sites became the options that were presented to residents in the Resident Preference Survey of February, 2015.
Resident Preference

The Resident Preference postcard survey consisted of the five questions listed above. It was mailed to 3865 residences in Norwell. The longer form consisted of twelve questions. It included questions on the frequency with which residents visited Town Hall and Library, questions on the purposes of resident visits to Town Hall, questions about the time of day residents visited Town Hall and Library, preference for project and the possibility of including a community center in a project. The longer form of the survey was available at Town Hall, Norwell Public Library, Norwell Council on Aging and online through Survey Monkey. To reduce the possibility of multiple responses per resident, addresses were required on responses in order to be included in results.

A total of 675 responses were received. Twenty-six responses were not included in results because they did not include the required address. Their responses are still contained in the supporting data file. Of the remaining 649 returns, 337 residents completed the long form online, 22 residents completed the hard copy of the long form, and 290 residents completed the postcard form. A review of the five questions contained on both surveys is listed below.

On the question “Which building project do you prefer?” 45% of the respondents preferred that the Library and Town Hall be located on separate sites, 37% preferred same site, 12% preferred “Other” and 7% skipped the question.
On the question “If Library and Town Hall were combined into one building, which site do you prefer?” 62% of the respondents preferred the 345 Main Street location, 22% preferred 64 South Street and 16% preferred “Other”.

On the question “If projects are separate, in which location would you prefer Norwell Public Library?” 50% of the respondents preferred the 64 South Street location, 23% preferred 345 Main Street, 19% preferred Norwell Center and 8% skipped question.

On the question “If projects are separate, in which location would you prefer Norwell Town Hall?” 66% of respondents preferred the 345 Main Street location, 19% preferred 673 Main Street, 6% preferred 64 South Street and 9% skipped the question.

The tax impact question allowed residents to gauge their threshold of financial support through an annual impact on their property tax bill. Some residents responded to all five options, others responded only to the level of impact which they would accept. For those who responded in this manner, the LTHSC decided that while they only checked one level, any amount lower than what they checked would be counted as a YES and amounts greater than checked would be counted as a NO. The responses as tabulated are as follows.

<table>
<thead>
<tr>
<th>No tax impact</th>
<th>506</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to $100</td>
<td>356</td>
</tr>
<tr>
<td>Up to $200</td>
<td>237</td>
</tr>
<tr>
<td>Up to $300</td>
<td>137</td>
</tr>
<tr>
<td>Over $300</td>
<td>71</td>
</tr>
<tr>
<td>Skipped</td>
<td>19</td>
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</table>

Tabulated results for all preference questions can be found in Appendix E.

Norwell Public Library Building Program

In order for Norwell Public Library to be eligible for a construction grant through the Massachusetts Public Library Construction Program (MPLCP) from the Massachusetts Board of Library Commissioners (MBLC), there must be an approved building program on file with MBLC. What is a library building program?

“A library building program is a document, based on data collected from the community, that serves as a guidebook or set of instructions from the library director, trustees and staff to the architect. To qualify for an MPLCP Construction grant, the document must be approved by the MBLC as part of the application process.

The building program is also an excellent tool that can serve as the foundation for a PR and marketing campaign for your building project. The building program articulates the library’s vision of its future and serves as a set of instructions to the architect. The architect confirms program requirements through independent investigation, and then begins conceptualizing a building that answers the needs expressed. Throughout the project, the building program serves as a yardstick to determine how true the design remains to that vision.

A 20-year planning horizon must be used in developing the program requirements, and the building program must be approved by your library trustees, your municipal officials and by the MPLCP
before hiring an OPM or an architect for the project.”
(http://guides.mblc.state.ma.us/construction/building-program/getting-started)

To comply with the MBLC’s eligibility requirements the LTHSC approved expenditures totaling $8,233.52 for a consultant to write the building program. The following are the consultant’s recommendations.

- 14,996 assigned program square feet, 19,456 square feet with 30% unassigned space allowance.
- Larger Community Room seating 120 people
- Four smaller study or small meeting rooms
- A climate controlled storage closet for local history materials adjacent to a conference room.
- Enhanced and enlarged children’s services area with more room for collections, program space, and both adult and children’s seating.
- Enhanced teen services area with conversation and study areas.
- Quiet reading and work areas for adults near reference resources and magazines.
- Updated infrastructure to support internet services and learning opportunities.
- Adequate space for staff to prepare materials and programs for the public.

A chart displaying the Libraries functional areas with square footage can be found in Appendix H.

**Facility Audit**

The report for the Facility Audit had not yet been completed as of November 19, 2015.

**Architectural/Engineering**

The planned review and updating of the 2008 combined Library/Town Hall design was not completed. Information received from the Massachusetts Board of Library Commissioners at a pre-grant application seminar revealed that a combined facility would fare poorly in its construction grant process. Also, the Board of Selectmen at its meeting of October 7, 2015 voted to eliminate a Town Hall project from consideration. Since a Town Hall project would not move forward, an expenditure on an architect to refresh the 2008 design did not seem appropriate.

**Criteria of Norwell Public Library Trustees**

In August of 2015 the Trustees determined a set of criteria on which to base their site preference. The criteria are listed below.

1. Technical Feasibility – completed by LTHSC spring 2015
2. Grant availability and applicability – MBLC
3. Impact on tax rate (cost)
4. Facility audit – underway summer 2015
5. Library Building program – 19,456 ft.² building
6. Public access – pedestrian and vehicular
7. Survey results (public opinion) – completed spring 2015

Criteria 2, 3, 4 and 6 were incorporated into the town-wide utility assessment.

**Town-wide Utility (use) Assessment**

As noted above, the Technical Feasibility Assessment was specifically designed to rate candidate sites based on risk. The Town-wide Utility Assessment sought to address the question of which site was best for the town based on specific criteria. The assessment was not conducted as a comparison between sites, but rather a consideration of sites individually against the criteria. Unfortunately, the Board of Selectmen compelled the committee to report its findings before all of the steps could be completed.

1. Score each site against the utility criteria.
   Each committee member was given the opportunity to score each of the four sites independently against the criteria. Since 44 West St. and Town Hall had been eliminated from consideration, some committee members chose not to score all four sites. In order not to penalize any of the sites, the ranking method was modified from a simple raw total to a percentage of the total possible score, given the number of members voting on the site. In other words, the fact that a member chose not to vote did not raise or lower a site’s ranking.

2. Estimate the relative values of the criteria for each resident category.
   Committee members did complete this step. However, because of the Board of Selectmen’s pressure to report findings, all of the members agreed they had not had sufficient time to do a thoughtful thorough job.

3. Determine the proportion of town residents in each category.
   This step was completed using town census data provided by the Town Clerk. However, that data by law does not include information on anyone younger than 17 years old. Therefore the number of families with children of school age could only be estimated using total population and Norwell Public Schools enrollment data.

4. Weight the raw utility criteria by the relative value of those criteria. (Not completed)

5. Weight that result by the proportion of residents in each category.
   The committee chose not to do the weighting since the Triangle and Town Hall had been eliminated by the Selectmen. Instead only the unweighted utility scores from step 1 were reported. Tabulated results are shown in the table below. Highest and lowest scores in each category and in total are shown in green and red respectively.
Because criteria were not weighted some members believed that valid conclusions could not be drawn from these data.
CONCLUSIONS

Site Elimination

Of the seven original sites, two were eliminated in the Technical Feasibility process. The site at 711 Main Street did not meet the majority of criteria. Significant wetlands issues, lack of buildable land to accommodate the projected footprint, lack of municipal ownership were the primary criteria that rendered it impractical to consider the site for a combined Library/Town Hall, a Library or Town Hall.

The site at 40 River Street was eliminated early in the process as well. It too failed to meet the majority of the criteria, especially for a combined facility. The LTHSC had considered this site for potential use as a fire station in a plan to move the Central Fire Station in order to expand the Cushing Center as a Town Hall. The site was earmarked by the Community Housing Trust as a site for affordable housing. Annual Town Meeting of 2015 approved their request which eliminated 40 River Street for LTHSC’s purposes.

The site at 44 West Street, called the triangle by LTHSC, proved to be a source of contention for members of the committee as well as the Board of Selectmen. While the property is listed in the Assessor’s database as owned by First Parish Church, there is no accompanying reference to a deed (book and page) in the Registry of Deeds - as is the case for the overwhelming majority of properties. A committee member conducted initial research into its history and ownership at the James Library and found that the land was originally Town of Scituate “Common Lands”, and that in the early 1700’s Scituate Town Meeting had granted what is now First Parish the liberty to use the land for a meetinghouse, which it did until the present church was built in 1830. Since then the land outside of the fenced-in cemetery has apparently been unused. Therefore, the committee voted to allocate funds and request Town Counsel to conduct a formal title search. The title search confirmed the committee’s findings that First Parish had been granted liberty to use the property, and that formal title to the fenced in area was conveyed to the First Parish Cemetery Corporation in the early 1900s. Ownership of and title to the remainder of the property was never formally conveyed, hence the absence of a book/page reference to a deed in the Plymouth Registry.

Town Counsel reviewed the Title Search Report and indicated, “I think we [the Town of Norwell] have an interest and I will look at whether if the purpose for which the land the land was gifted or licensed has been abandoned is there an argument for a reversion of that interest to the town”. Subsequent communications from the title examiner identified a case with comparable facts/circumstances in Duxbury in which the court found that the Town owned the land.

At Town Counsel’s recommendation, the committee drafted a letter from the Board of Selectmen to First Parish Church describing the title search findings and requesting a discussion. The Selectmen sent a revised letter to First Parish in late summer of 2015. As of this report, the
committee has not seen a response to that letter from First Parish. Subsequently Town Counsel stated that ownership of the parcel was “murky at best”.

In the Technical Feasibility process this site tied for second riskiest for the purpose of a combined Library/Town Hall project primarily because the site was not big enough to accommodate both facilities. It could, however, accommodate either a Town Hall or a Library in terms of building footprint, potential conservation issues and other criteria. The site ranked third least risky for a library only project. Ownership and legal questions presented the biggest obstacles. This site was rate third in the Resident Preference Survey for a Library behind 64 South Street and 345 Main Street. The Board of Selectmen at their meeting of October 7, 2015 voted to eliminate the triangle as a possible building site due primarily to the lack of clarity on ownership of parcel.

The site at 673 Main Street, the Cushing Center, was under consideration for a Town Hall. The Technical Feasibility process ranked this site second least risky for a Town Hall with a score of 33 after 345 Main Street’s score of 35. It also was ranked a distant second (19%) in the Resident Preference Survey again behind 345 Main Street (66%). The Board of Selectmen at their meeting of October 7, 2015 also decided to remove a Town Hall project from consideration. This effectively eliminated both the Cushing Center and 345 Main Street as sites.

At this point in the process the LTHSC was left with two sites to consider for a Library – 64 South Street and 322 Main Street, the Sparrell Building. The 2004 feasibility study completed as part of a Library construction grant application determined that the renovation of the Sparrell Building into a library would be very costly. The Technical Feasibility process ranked 322 Main Street in 4th place for a Library. A conceptual sketch of a municipal campus with a Town Hall and Library flanking the Sparrell had been considered by LTHSC. The conceptual design could have resulted in a municipal quadrangle, showcasing Sparrell at its center with a new Library and Town Hall on either side. While it would have left the current Library and Town Hall vacant or a time, it was hoped that other uses could have been determined for them. Any property that becomes available would hold the potential to build additional affordable housing for seniors or veterans. Freeing up properties in a systematic plan for affordable housing would improve the Town’s ability to manage 40B projects.

The current Library site at 64 South Street had been thought of as a site for a municipal campus utilizing the Tree and Grounds facility or as a Library only site. With the elimination of a Town Hall project 64 South Street remained as the most viable site for a Library. The 2004 feasibility study determined that the site could hold a 23,000 ft.² building. The Technical Feasibility process, undertaken this year, ranked 64 South Street as least risky for a Library only project. The results of the Resident Preference Survey placed 64 South Street in first place.

The Trustees of Norwell Public Library had been informed of the progress and decisions of the LTHSC at their monthly meetings. At their meeting of October 21, 2015 the Trustees
voted unanimously for 64 South Street as their preferred site for a Library project. On October 28, 2015 the LTHSC voted 5-1 for 64 South Street as the preferred site for a Library project. The Board of Selectmen also voted unanimously on October 28, 2015 for 64 South Street as the preferred site for a Library project.

RECOMMENDATIONS

Library
- Establish a building committee including NPL Trustees and Permanent Building and Maintenance Committee
- Conduct feasibility study for construction grant
  - Hire Owner’s Project Manager
  - Hire architect
  - Solicit funds for feasibility study including a reallocation of remaining LTHSC article 11 ATM FY 2015 funds in the amount of $23,422.08
- Establish Fund-raising group
- Include results of Facility Audit in planning for maintenance of current Library

Town Hall
- Utilize the 2014 Space Needs Survey for Town Hall improvements, especially as noted by Town Clerk, Town Accountant, Treasurer, Water Dept., Conservation and Recreation
- Address the needs of Food Pantry as noted in 2014 Space Needs Survey
- Include results of Facility Audit in planning for maintenance and improvements to current Town Hall

Library/Town Hall Study Committee

Frank White, Chair
Jeanne Hagelstein-Ivas, Secretary
Jamie Crystal-Lowry
Jill O’Loughlin
David Sutton
Robert Molla
Scott Brodsky
<table>
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<td>Town Hall Space Needs Survey</td>
<td>Appendix C</td>
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<td>Resident Preference Survey – Long Form</td>
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<td>MPLCP Fact Sheet on Construction Grants</td>
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<td>Green Library Incentive</td>
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<td>Norwell Public Library Building Program excerpt</td>
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<td>Site Location Maps</td>
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Appendix A

Library – Town Hall Committee Mission Statement
Provided by the Norwell Board of Selectmen

Purpose:
This committee is being formed by the Board of Selectmen in response to an instruction at the May 2013 Annual Town Meeting to provide plans & cost estimates for these buildings when funding is requested for a new Police Station. To this end, the Selectmen are forming this study committee to review the plan presented by the PBMC in 2007/2008 for a combined new Library and Town Hall at the site of the current Town Hall. The goal is to determine if the plan still makes sense for Norwell and, if so, to determine next steps.

Specific Tasks:

- Create an updated 20 year strategic plan for the Library, exploring in particular the projected impact of electronic devices/media and the continuing evolution of libraries into community centers. In making this assessment, utilize information available from the Massachusetts Board of Library Commissioners and from other municipalities currently building or planning new/updated libraries. Determine the approximate size desired for a new library.
- Study the needs of Town Hall looking forward 20 years. Determine the approximate size desired.
- Evaluate the appropriateness of the 2007/2008 joint facility plan based on the updated needs assessments of the Library and Town Hall.
- Review past studies of other potential sites for one or both of these buildings. Evaluate whether other locations make more sense than the combined building at the current site of Town Hall.
- Report back to the Selectmen periodically during this process and share conclusions.
- Recommend whether or not Norwell should apply for the current round of state grants for library projects.
- Research fundraising efforts of other Massachusetts towns for new libraries and recommend a goal for Norwell’s private fundraising.
## Appendix B

Massachusetts Public Library Construction Program

**PRELIMINARY 2016-2017**

### Construction Grant Application Round Calendar

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<td>Spring 2016</td>
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<td>Letter of Intent</td>
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<td>Application Workshop</td>
<td>Fall 2016</td>
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<td>Long Range Plan</td>
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<td>Town Approval of Project</td>
<td>Mid-June 2017</td>
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<td>Provisional grant/waiting list</td>
<td>July 2017</td>
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<td>December 2017</td>
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Appendix C

Town of Norwell Space Use and Needs Survey – 2014

1. Your Name: ______________________ Today’s Date: ______________________

2. Board / Committee / Commission Name: ________________________________

3. Your Title: ______________________________________________________________________________________

4. How many members (part time and full time) does your organization have? ______

5. How often do your members meet? ______________________

6. Please list all locations where your members regularly meets________

7. How many attendees do your meetings have (residents, contractors, others):
   Minimum______ Average__________ Maximum___________

8. Are your usual meeting spaces adequate for your needs? ______

9. Does your members currently work at any town buildings outside of regular
   meetings?
   If yes, please list each building, how often, how many people work there
   If no, would your organization use shared workspace if it were available?

10. Please list which information or records your members regularly require access to.

11. Please list other shared town resources such as computers, copiers, phones, desks,
    storage space, and IT services that your organization would use if available.

12. Which public records is your organization required to keep and for how long, e.g.
    per the Mass state retention schedule?

13. How and where does your organization store public records? _________________

14. Please tell us your current and future anticipated needs.

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<td>Other (specify)</td>
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</table>
16. Are any of your records digitized? __________ Is there a plan to digitize records? If yes, when? ________________

17. Which other materials/equipment does your organization store and where (please explain)?

18. Additional Information: Please include any information regarding space needs specific to your department/committee/board such as special equipment, plumbing, electrical, private areas, health requirements, security, etc. not previously covered in this survey.
**Appendix D**

Norwell Public Library and Town Hall Building Projects Survey

- The Norwell Library-Town Hall Study Committee would like to get residents’ preferences on possible Library and Town Hall building projects.
- This survey consists of 12 simple questions.
- It should take no more than 10 minutes to complete.
- You MUST include your street address to prove you are a resident. All responses will be kept anonymous.
- A maximum of one response per registered voter at each address will be counted.
- The results from this survey will be presented for discussion in an open public forum in March.
- Thank you for helping shape the future of Library and Town Hall buildings!

**1. How often do you visit Norwell Town Hall? (select one)**

- Weekly
- Monthly
- Quarterly
- Yearly
- Rarely / Never

**2. Why do you visit Norwell Town Hall? (check all that apply)**

- Pay bills
- Information
- Dog Licenses
- Voter Services (registration, ballots)
- Board and Committee Meetings
- Recreation
- Licenses and Permits
- Veterans Services
- Food Pantry or Closet
- I work at town hall

Other (please specify):

**3. What times of day do you visit Norwell Town Hall? (check all that apply)**

- Morning
- Afternoon
- Evening

**4. How often do you visit Norwell Public Library? (select one)**

- Weekly
- Monthly
- Quarterly
- Yearly
- Rarely / Never

**5. What times do you visit Norwell Public Library? (check all that apply)**

- Weekday Mornings
- Weekday Afternoons
- Weekday Evenings
- Weekends
### Norwell Public Library and Town Hall Building Projects Survey

**6. Which do you prefer?**
- [ ] Norwell Library and Town Hall at the same location
- [ ] Norwell Library and Town Hall at separate locations
- [ ] Other

Comments: ____________________________

**7. Which location do you prefer for a combined Library and Town Hall? (select one)**
- [ ] 346 Main St (site of current Town Hall)
- [ ] 64 South St (site of current Library)
- [ ] Other

Comments: ____________________________

**8. Please rank the following locations for Norwell Public Library in order of preference: (1 through 3)**
- [ ] 345 Main St (current Town Hall location)
- [ ] 64 South St (current Library location)
- [ ] Norwell Center

**9. Please rank the following locations for Norwell Town Hall in order of preference: (1 through 3)**
- [ ] 345 Main St (current Town Hall location)
- [ ] 64 South St (current Library location)
- [ ] 673 Main St (Cushing Center location)

**10. Please rank the following building projects in order of preference: (1 through 4)**
- [ ] Library only
- [ ] Town Hall only
- [ ] Library and Town Hall combined
- [ ] None of the above
Norwell Public Library and Town Hall Building Projects Survey

* 11. Would you support Norwell Library and Town Hall building projects if the impact to your annual tax bill is: (answer YES or NO to each choice)

- More than $300?
- Up to $300?
- Up to $200?
- Up to $100?
- No tax impact?

Comments

* 12. How would including a Community Center in this project influence your support? (select one)

- More likely to support
- Makes no difference
- Less likely to support

Comments

* 13. What is your street address? (required)

14. Please provide your email address so we can share the survey results with you.

15. Other Comments
Appendix E - Resident Survey Tabulations

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<td></td>
<td>58</td>
<td>27</td>
<td>6</td>
<td>237</td>
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<tr>
<td>Up to $100</td>
<td>215</td>
<td></td>
<td>99</td>
<td>32</td>
<td>10</td>
<td>356</td>
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<tr>
<td>No tax impact</td>
<td>287</td>
<td></td>
<td>168</td>
<td>39</td>
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<tr>
<td>Skipped</td>
<td>9</td>
<td></td>
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<td>0</td>
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<tr>
<td>Community Center</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td>359</td>
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<td>134</td>
<td></td>
<td></td>
<td></td>
<td>4</td>
<td>138</td>
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</tr>
<tr>
<td>Makes no difference</td>
<td>141</td>
<td></td>
<td></td>
<td></td>
<td>10</td>
<td>151</td>
<td></td>
</tr>
<tr>
<td>Less likely to support</td>
<td>53</td>
<td></td>
<td></td>
<td></td>
<td>4</td>
<td>57</td>
<td></td>
</tr>
<tr>
<td>Skipped</td>
<td>9</td>
<td></td>
<td>4</td>
<td>13</td>
<td></td>
<td>4</td>
<td></td>
</tr>
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<td>Frequency Town Hall</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Weekly</td>
<td>21</td>
<td></td>
<td></td>
<td></td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monthly</td>
<td>37</td>
<td></td>
<td></td>
<td></td>
<td>3</td>
<td></td>
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</tr>
<tr>
<td>Quarterly</td>
<td>126</td>
<td></td>
<td></td>
<td></td>
<td>6</td>
<td></td>
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</tr>
<tr>
<td>Yearly</td>
<td>67</td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>Rarely</td>
<td>77</td>
<td></td>
<td></td>
<td></td>
<td>5</td>
<td></td>
<td></td>
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<tr>
<td>Skipped</td>
<td>9</td>
<td></td>
<td></td>
<td></td>
<td>2</td>
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</tbody>
</table>
Appendix F

The Massachusetts Public Library Construction Program
Fact Sheet

Background
The Massachusetts Public Library Construction Program (MPLCP) was first funded by a state bond authorization in 1987. Since then, the MPLCP has helped build 51 new library buildings and 126 addition, renovation, and conversion projects. The MPLCP also awards planning and design grants to support public libraries as they prepare to apply for a construction grant.

Grants & Green Incentive
Planning and design grants assist libraries in preparing to apply for MPLCP construction grants. Grant funds help with the preparation of library building programs, project management services, site investigations, soil studies, architectural design and engineering services for feasibility studies, schematic designs and site plans, and construction cost estimates. Grants are capped at $50,000 and must be matched with $25,000 in local funding.

Construction grants assist libraries with major capital improvement projects that involve building new facilities, expanding and renovating an existing library building, or adapting and reusing another building for use as a library. Funds pay for a portion of eligible project costs. These costs include the purchase of real property, design and engineering services, project management services, site preparation, construction, and fixed capital equipment. Grant funds do not pay for furniture, computers, or landscaping and paving. The average grant award is 50% of the eligible costs. A local financial commitment of no less than 25% of the project's eligible costs is required.

Green Library Incentives help offset the cost of incorporating environmentally friendly and energy-efficient systems and materials in library building projects. Projects that attain the U.S. Green Building Council's LEED (Leadership in Energy and Environmental Design) certification will receive 2% to 3.5% in additional state funds administered by the MBLC.

Eligibility
To be eligible for an MPLCP grant, applicant libraries must be certified by the MBLC as meeting minimum state standards for public library service and must have a long-range plan on file with the Board. Any project funded under the program must meet the 20-year needs of the applicant's municipality for library service. Proposals for new buildings and addition/renovations must be based upon a library building program that has been written prior to retaining an architect. Applicants must have local approval to apply for, accept, and expend grant funds as well as approval for the proposed preliminary design.

MBLC Project Support
MBLC's library building consultants provide support services to library directors and their trustees, building committees, and architects. Services provided include assistance with: assessing space needs; project planning and advocacy; evaluating library building programs; organizing workshops and providing information for completing MPLCP applications, and
evaluating architectural designs. Support services extend throughout all stages of actual construction.

**How grants work:**
Grants are governed by regulations 605 CMR 6.00, available on the Regulations page of the MPLCP website.

- On average, the state grant is 50% of the total eligible project costs. Communities typically raise the remainder of the funding through fundraising and municipal debt exclusion.
- Once the MBLC awards a provisional grant award, the municipality has six months to secure local funding and sign a grant agreement (contract).
- Grant funds are released for payment on the following schedule:
  - Upon signing a grant agreement with the MBLC - 20%
  - MBLC approval of the final project plans - 20%
  - Completion of the public bidding process, signing of the contract with a general contractor and issuance of the building permit - 20%
  - Certificate of occupancy and opening to the public for regular library services - 20%
  - Certifications that construction contracts are complete and all liens have been released - 20%

- A project is eligible to receive funding through the MBLC's Green Incentive after documentation verifying official U.S. Green Building Council LEED certification is submitted to the MBLC.

**Waiting list libraries:**
Waitlisted libraries will receive their grants in order as funds become available through the state's Five-Year Capital Plan.

- If funds are available in the MBLC's approved cap in the Five-Year Capital Plan, the MBLC may offer a provisional grant to a project on the waiting list that has confirmed local funding.
- If a library that received a provisional grant is unable to accept funding, the first library on the waiting list will receive a provisional grant award.

**Funding**
The Massachusetts Public Library Construction Program is funded through capital bond bills authorized by the Governor and the Legislature.

More information about the program is available on the Public Library Construction page. 

https://mblc.state.ma.us/grants/construction/index.php
Appendix G

DATE: September 15, 2014

Libraries Receive Funding for Sustainable Construction
Athol Public Library Attains LEED Platinum Certification

Library projects in the Massachusetts Public Library Construction Program (MPLCP) that attain LEED (Leadership in Energy and Environmental Design) certification are eligible to receive Green Library Incentives from the Massachusetts Board of Library Commissioners (MBLC).

"Libraries are all about what's best for the community they serve, so it makes sense to encourage library buildings that are constructed in an environmentally friendly way," MBLC Director Dianne Carty said. "The MBLC's goal in creating the Green Library Incentives was to help libraries incorporate green or sustainable elements in their library building projects from the onset. It's exciting to see so many of the projects attaining LEED certification."

Recently, Athol Public Library became the first public library in the Commonwealth to receive LEED platinum certification, the highest level possible. Building a sustainable, environmentally friendly library was a priority for the community of Athol. The Athol project renovated the original 1918 library building and added nearly 16,000 square feet of new space, making the new Athol Public Library truly a place for learning, discovery, collaboration, and contemplation.

LEED is the nation's preeminent program for the design, construction and operation of high performance green buildings. LEED certified buildings save money for families, businesses and taxpayers, reduce greenhouse gas emissions, and contribute to a healthier environment for residents, workers and the larger community.

LEED-certified MPLCP libraries to date are as follows:

<table>
<thead>
<tr>
<th>Municipality</th>
<th>Library</th>
<th>MBLC Construction Grant</th>
<th>Green Library LEED Level Incentive</th>
<th>LEED Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Athol</td>
<td>Athol Public Library</td>
<td>$4,572,147</td>
<td>$160,025</td>
<td>Platinum</td>
</tr>
<tr>
<td>Boston</td>
<td>East Boston Branch of the Boston Public Library</td>
<td>$7,255,988</td>
<td>$238,800</td>
<td>Gold</td>
</tr>
<tr>
<td>Buckland</td>
<td>Buckland Public Library</td>
<td>$529,598</td>
<td>$100,000</td>
<td>Silver</td>
</tr>
<tr>
<td>Dudley</td>
<td>Pearle L. Crawford Memorial Library</td>
<td>$2,402,387</td>
<td>$120,119</td>
<td>Silver</td>
</tr>
<tr>
<td>Mashpee</td>
<td>Mashpee Public Library</td>
<td>$2,934,541</td>
<td>$146,727</td>
<td>Silver</td>
</tr>
<tr>
<td>Millis</td>
<td>Millis Public Library</td>
<td>$2,789,569</td>
<td>$139,478</td>
<td>Certified*</td>
</tr>
<tr>
<td>Walpole</td>
<td>Walpole Public Library</td>
<td>$3,896,184</td>
<td>$176,834</td>
<td>Gold</td>
</tr>
<tr>
<td>Westhampton</td>
<td>Westhampton Public Library</td>
<td>$1,065,929</td>
<td>$100,000</td>
<td>Gold</td>
</tr>
</tbody>
</table>
When the Green Library Incentive was developed in 2008, the amount of the award was 5% of the MPLCP construction grant. In 2010, the MBLC changed the calculation of the Green Library Incentive. It is currently based on the level of LEED certification attained and the construction grant awarded by the MBLC. The MBLC also increased the amount of the construction grants to roughly 50% of the eligible project costs.

The MPLCP helps libraries across the Commonwealth meet the growing demand for library services with expanded and improved library facilities. Over the past decade, visits to libraries have increased by close to 40% as libraries evolve into the only remaining free community space that welcomes all residents. Technology in libraries has also become increasingly important. Every six minutes, a Massachusetts resident sits down at a library computer.

Funding for the MPLCP is authorized by the governor and Legislature. In August, the MBLC awarded construction grants to five communities and recently awarded planning and design grants to 22 communities.

The Massachusetts Public Library Construction Program was first funded in 1987. Since then, the program has assisted hundreds of communities in building new libraries or in renovating and expanding existing libraries. For more information about the program, please visit the MBLC's website.
# Appendix H

## Functional Areas Chart - Library

<table>
<thead>
<tr>
<th>Service Area</th>
<th>Sq. Ft</th>
<th>Collection Materials</th>
<th>Public Computers</th>
<th>Public Seating</th>
<th>Non-Assignable?</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Main Entry / Vestibule</td>
<td>217</td>
<td>0</td>
<td>0</td>
<td>2</td>
<td>yes</td>
</tr>
<tr>
<td>2. Book Drop Room</td>
<td>20</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>no</td>
</tr>
<tr>
<td>3. Adult Fiction / Nonfiction</td>
<td>3,050</td>
<td>36,625</td>
<td>0</td>
<td>4</td>
<td>no</td>
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<tr>
<td>4. Adult Media</td>
<td>495</td>
<td>12,082</td>
<td>0</td>
<td>1</td>
<td>no</td>
</tr>
<tr>
<td>5. New Adult Materials Display</td>
<td>431</td>
<td>(2,000)</td>
<td>0</td>
<td>8</td>
<td>no</td>
</tr>
<tr>
<td>6. Technology Commons</td>
<td>288</td>
<td>0</td>
<td>12</td>
<td>0</td>
<td>no</td>
</tr>
<tr>
<td>7. Café Area</td>
<td>162</td>
<td>0</td>
<td>0</td>
<td>8</td>
<td>no</td>
</tr>
<tr>
<td>8. Children's Toddler Area</td>
<td>634</td>
<td>5,555</td>
<td>3</td>
<td>18</td>
<td>no</td>
</tr>
<tr>
<td>9. Family Restroom</td>
<td>59</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>yes</td>
</tr>
<tr>
<td>10. Children's Elementary Area</td>
<td>1,849</td>
<td>19,250</td>
<td>4</td>
<td>10</td>
<td>no</td>
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<tr>
<td>11. Children’s Craft Room</td>
<td>360</td>
<td>0</td>
<td>0</td>
<td>30</td>
<td>no</td>
</tr>
<tr>
<td>12. Children's Librarian’s Office</td>
<td>150</td>
<td>(100)</td>
<td>0</td>
<td>0</td>
<td>no</td>
</tr>
<tr>
<td>13. Circulation Desk</td>
<td>418</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>no</td>
</tr>
<tr>
<td>14. Staff Workroom / Tech Serv</td>
<td>520</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>no</td>
</tr>
<tr>
<td>15. Copier/Scanner/Fax Area</td>
<td>72</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>no</td>
</tr>
<tr>
<td>16. Custodian’s Closet</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>yes</td>
</tr>
<tr>
<td>17. Director's Office</td>
<td>200</td>
<td>(30)</td>
<td>0</td>
<td>0</td>
<td>no</td>
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<tr>
<td>18. Asst Dir/Syst Mgr Office</td>
<td>150</td>
<td>(50)</td>
<td>0</td>
<td>0</td>
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<tr>
<td>19. Local History / Conference Rm</td>
<td>772</td>
<td>332lf</td>
<td>0</td>
<td>8</td>
<td>no</td>
</tr>
<tr>
<td>Service Area</td>
<td>Sq. Ft.</td>
<td>Collection Materials</td>
<td>Public Computers</td>
<td>Public Seating</td>
<td>Non-Assignable</td>
</tr>
<tr>
<td>--------------------------------------</td>
<td>---------</td>
<td>----------------------</td>
<td>------------------</td>
<td>----------------</td>
<td>---------------</td>
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<tr>
<td>20. Material Storage / Book Sale Rm</td>
<td>140</td>
<td>0</td>
<td>0</td>
<td>6</td>
<td>no</td>
</tr>
<tr>
<td>21. Public Restrooms</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>yes</td>
</tr>
<tr>
<td>22. Computer Server / Equip Repair</td>
<td>150</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>yes</td>
</tr>
<tr>
<td>23. Large Print Books</td>
<td>232</td>
<td>2,681</td>
<td>0</td>
<td>2</td>
<td>no</td>
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<tr>
<td>24. Meeting Room</td>
<td>1,496</td>
<td>0</td>
<td>0</td>
<td>120</td>
<td>no</td>
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<tr>
<td>25. Small Meeting/Study Rooms</td>
<td>444</td>
<td>0</td>
<td>0</td>
<td>12</td>
<td>no</td>
</tr>
<tr>
<td>26. Periodicals/Newspapers/Reading</td>
<td>451</td>
<td>90</td>
<td>0</td>
<td>16</td>
<td>no</td>
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<tr>
<td>27. Reference Services Area</td>
<td>1,097</td>
<td>1,500</td>
<td>0</td>
<td>26</td>
<td>no</td>
</tr>
<tr>
<td>28. Reference/YA Office</td>
<td>200</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>no</td>
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<tr>
<td>29. Staff Break Room</td>
<td>190</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>no</td>
</tr>
<tr>
<td>30. Staff Restroom</td>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>yes</td>
</tr>
<tr>
<td>31. Teen Area</td>
<td>719</td>
<td>4,069</td>
<td>4</td>
<td>8</td>
<td>no</td>
</tr>
<tr>
<td>32. General Storage</td>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>yes</td>
</tr>
<tr>
<td>33. Utility Room</td>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>yes</td>
</tr>
<tr>
<td><strong>Total Assignable</strong></td>
<td><strong>14,966</strong></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>30% Unassigned Space</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>19,456</strong></td>
<td><strong>83,467</strong></td>
<td><strong>23</strong></td>
<td><strong>280</strong></td>
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# Appendix I

## Expenses

<table>
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<tr>
<th>LIBRARY TOWN HALL STUDY COMMITTEE</th>
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<th>01-122-1102-6049</th>
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<tr>
<td>EXPENSES</td>
<td>ATM FY 2015</td>
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<table>
<thead>
<tr>
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<th>VEN. #</th>
<th>AMOUNT</th>
<th>BALANCE</th>
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<tbody>
<tr>
<td>7/1/2014</td>
<td></td>
<td></td>
<td></td>
<td>$35,000</td>
</tr>
<tr>
<td>1/22/2015</td>
<td>Cheryl Bryan</td>
<td>3195</td>
<td>$1,077.84</td>
<td>$33,922.16</td>
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<td>Oct. 2015</td>
<td>Cheryl Bryan</td>
<td>3195</td>
<td>$1,077.84</td>
<td>$32,844.32</td>
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<tr>
<td>3/3/2015</td>
<td>Frank White</td>
<td>1822</td>
<td>$78.00</td>
<td>$32,766.32</td>
</tr>
<tr>
<td>3/3/2015</td>
<td>Frank White</td>
<td>1822</td>
<td>$1,391.40</td>
<td>$31,374.92</td>
</tr>
<tr>
<td>3/31/2015</td>
<td>Cheryl Bryan</td>
<td>3195</td>
<td>$2,000</td>
<td>$29,374.92</td>
</tr>
<tr>
<td>6/18/2015</td>
<td>Cheryl Bryan</td>
<td>3195</td>
<td>$2,000</td>
<td>$27,374.92</td>
</tr>
<tr>
<td>7/1/2015</td>
<td>FY 2016 carryover from FY 2015</td>
<td>$27,374.92</td>
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<td></td>
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</table>

**Approval**

<table>
<thead>
<tr>
<th>DATE</th>
<th>VENDOR</th>
<th>VEN. #</th>
<th>AMOUNT</th>
<th>BALANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/24/2015</td>
<td>Robert Galvin, Esq./Old Colony Title for River, Dover, West</td>
<td></td>
<td>$1,875</td>
<td>$25,499.92</td>
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<td>10/7/2015</td>
<td>Cheryl Bryan</td>
<td>3195</td>
<td>$577.84</td>
<td>$24,922.08</td>
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<td>10/7/2015</td>
<td>Cheryl Bryan</td>
<td>3195</td>
<td>$1,500</td>
<td>$23,422.08</td>
</tr>
</tbody>
</table>

**Subtotal (Bryan)**: $8,233.52
Library -64 South St, 18 South St, includes Tree & Grounds

Conservation and Health

- 94.53 Acres – Town of Norwell
- Extensive wetlands contained within the site

Within buffer to wetland resources on abutting properties including Riverfront Resource area

The current library is part of a combined wastewater disposal system that also services Norwell High School and the Norwell Tree and Grounds department. This existing system can definitely accommodate an expanded library load on this property, and should also be able to accommodate a town hall load.
345 Main St. Conservation and Health

This map shows the close proximity of wetlands and a frequently fast-moving brook that must be accommodated in the final design for this location.

- 12.9 Acres – Town of Norwell
- Extensive wetlands on this site including Riverfront Resource Area
  - No known E/P Habitat
  - Site is within buffer to wetlands on abutting properties

The current town hall has its own septic system originally built for the Osborne Elementary School. Information on its design was most recently updated in a 1972 report. Septic load for a combined library and town hall was projected based on actual water consumption records from the existing town hall and library over the past 10 years. Flow capacities, recently recalculated based on that report, indicate there should be sufficient capacity on this site to serve a combined town hall and library load.

Also of note: wastewater from the Norwell Middle School, Sparrell Building and Highway Department facilities are pumped across Main St. past the Osborne Building and up to a leaching field located underneath the sports field. This design limits future options for this property.
322 Main St. Conservation and Health

This map indicates that wetlands are not a significant factor for this option. However, this map does not indicate the seasonal brook that runs along the west property line between the soccer fields and the driveway.

- 32 Acres – Town of Norwell
- Extensive wetlands on undeveloped portions of this property
  - No known E/P Habitat
  - Site is within buffer to wetlands on abutting properties
    - Wastewater from the Sparrell Building, the Norwell Middle School, and Highway Department facilities are pumped across Main St. past the Osborne Building and up to a leaching field located underneath the sports field. Adding the library and town hall to this property would increase the load on that system. Septic load for the library and town hall has been projected based on actual water consumption records from the existing town hall and library over the past 10 years. Design capacity and actual usage of the combined system indicate there should be sufficient capacity on this site to serve a combined town hall and library load.
The green hatched areas in this map indicate that part of the site is within estimated habitat (rare wildlife) priority habitat (rare and endangered species) areas. The conservation agent explained that the curiously shaped ‘thumb’ of hatched area that projects into the existing Cushing parking lot is likely just an artifact of how habitat areas are estimated. And since the parking lot has been paved and in public use since well before the habitat area was estimated, habitat concerns should not present an impediment to building there.

1.4 Acres – owned by Town of Norwell
- No known wetlands on site.
- Site is within buffer zone to abutting wetlands in the NE corner.
- Wastewater from the Cushing Center and Central Fire Station share a common septic system located under the existing Cushing parking lot. Upgrades to this septic system were approved and funded at Annual Town Meeting in 2014. Adding the town hall or the library to this property would replace the existing Cushing load on that system. Septic loads for the library and town hall have been projected based on actual water consumption records from the existing town hall and library over the past 10 years. The design capacity of the upgraded system indicates there should be sufficient capacity on this site to serve either a town hall or library load.
711 Main Street Conservation

The green hatched areas in this map indicate that part of the site is within estimated habitat (rare wildlife) priority habitat (rare and endangered species) areas.

- 2.18 Acres – TMK Realty
- No known wetlands on the site.
  - Site is within buffer to resources on abutting properties.
  - Part of the site is within estimated and priority habitat.
40 River St.

The green hatched areas in this map indicate that part of the site is within estimated habitat (rare wildlife) priority habitat (rare and endangered species) areas.

- 2.6 Acres – Town of Norwell
- Wetlands are located on this site, possibly including Riverfront Resource Area.
  - The site contains E/P Habitat in part.
  - Site is within buffer to wetlands on abutting properties.
The triangle of land bounded by West, Dover and River Streets was established as Common Lands, a formal legal designation, back in the 1600s. First Parish historical literature in the James Library collection indicates that it was home to two early First Parish meetinghouses prior to construction of the current meetinghouse in 1830. The northwest corner of the property is occupied by the “Old Tomb Yard” and cemetery. The remainder of the property, originally described as a gravel bank, subsequently served as a sand pit before reverting to unmanaged woodlot.