Massachusetts Public Library Construction Program
2016-2017 Construction Grant Round Application

<table>
<thead>
<tr>
<th>Applicant Municipality</th>
<th>Norwell</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant Library</td>
<td>Norwell Public Library [64 South Street] [Norwell], MA [02061]</td>
</tr>
<tr>
<td>Primary Contact</td>
<td>Judy McConarty [Director] [64 South Street] [781-659-2015 X111] [<a href="mailto:jmccconarty@ocln.org">jmccconarty@ocln.org</a>]</td>
</tr>
<tr>
<td>Library Board Chairperson</td>
<td>Christine Smith</td>
</tr>
</tbody>
</table>

Library Board Chairperson Signature

| Building Committee Chairperson | Scott Brodsky |

Building Committee Chairperson Signature

Total Estimated Project Cost: $1,538,559

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)
Town of Norwell

Library Project Committee

Scott Brodsky – Chair
Jeanne Hagelstein-Ivas – Vice Chair, Trustee
Ellen Allen – Board of Selectmen
Judy McConarty – Library Director
Laurence Gogarty – PBMC
Gary Osborne – PBMC (alternate)
Christine Smith – Trustee (alternate)
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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” x 17” 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

[Construction of the existing 8,500 square foot library was completed in 1975. Now over 40 years old, it is one of the smallest library buildings in the state in Norwell’s population group. The aging building lacks sufficient space for the collection, public seating, meeting and quiet/group study rooms, a children’s room, a teen room, a local history room, staff work areas, and other needs of a 21st century public library.

The proposed project would replace the existing library with a new, single-story building with a footprint of 20,800 square feet. The overall building size, including mechanical areas, is 22,300 square feet.

Norwell is considered a slow growth community. The Donahue Institute’s 2035 population estimate is 10,826, which suggests little to no growth over the next 20 years. The building program assumes slow growth, while addressing many of the deficiencies of the current building. Major features of a new library include:

- A new, larger, accessible, energy efficient building
- More than twice as many parking spaces
- More space for the collection of books, movies, music, magazines, and other resources
- A larger community meeting room that can accommodate after hours use
- Four quiet/group study rooms
- More seating throughout the library
- Improved technology infrastructure
- A Local History Room, providing space to preserve and research Norwell’s history
- A spacious Children’s Room, including a program/craft room
- A Young Adult Room that will provide a welcoming destination for teens
- A Maker Space lab for experiential learning]

B. PROJECT SITE ADDRESS
[Norwell Public Library, 64 South Street, Norwell, MA 02061]

C. TOWN MEETING / CITY COUNCIL VOTE
An MPLCP funded project must be an Approved Public Library Project. Approval requires one of the following:

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

To meet this requirement two votes are required:
- to give permission to apply, accept and expend State grant funds, and
- to approve the project's schematic design.

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

The vote to approve applying for, accepting and expending State Grant funds for Library Construction has been:
☐ Received on [Date]
X Not received but will seek approval on [Annual Town Meeting on May 8-9, 2017]

The vote to approve the project's schematic design has been:
☐ Received on [Date]
X Not received but will seek approval on [Annual Town Meeting on May 8-9, 2017]

You do not need to secure voter approval for local funding of the construction project at this time. That vote is required within six months following the library's receipt of a MPLCP provisional grant award.
SECTION 1: PROJECT INFORMATION

1. CENSUS AND LIBRARY

   1. Population of applicant municipality:
      a. 2010 U.S. Census Population for population 10506
      b. Later official census population, if different than above 10723
         Cite the source(s) used to update census population.
         Estimated 2035 Population
         Cite all source(s) used to determine the single projection for
         the 2035 population
         [FY2017 ARIS]
         [10,826]
         [UMass Donahue Institute]

2. Library Statistics [Pages 1 – 9 FY 2015 as reported on MBLC FY2016 ARIS Report]
   a. Population served by library 10723
   b. If a branch, estimated population served by this location [N/A]
   c. Attendance 80755
   d. Number of registered borrowers 5056
   e. Total physical holdings
      1) Books 65952
      2) Audio (Compact discs, not CD-ROMs) cassettes 11034
      3) Video cassettes/discs/DVD 5630
      4) Print periodicals, newspapers & other print serials 940
   f. Total circulation activity 145375
   g. Hours
      1) Total number of hours main library was open. 2435
      2) Total number of hours all branches were open. 0
   h. Operating income 598013

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 G52 8500
   b. Year main library was built 1975
   c. Year of most recent renovation
   d. Number of dedicated parking spaces 28
   e. Main library seating capacity 55
   f. Number of main library meeting rooms 1
   g. Largest meeting room seating capacity 100
   h. Individual or group study rooms
   i. Number of times all meeting rooms were used 442

4. Automated Library System as reported by Networks
   a. Member network OCLN
   b. Type of membership Full
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 (X)
   - □ No library facility currently exists

3. **Proposed project: New Construction**

<table>
<thead>
<tr>
<th>Renovation or Renovation/Addition</th>
<th>New Construction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is the existing building a library? [N/A]</td>
<td>Site size (acres): [6.02]</td>
</tr>
<tr>
<td>If no, specify building type: [N/A]</td>
<td>Final size of proposed project: [22,300]</td>
</tr>
<tr>
<td>Date of original construction: [N/A]</td>
<td></td>
</tr>
<tr>
<td>Date(s) of renovations and/or addition(s): [N/A]</td>
<td></td>
</tr>
<tr>
<td>Gross square feet of existing: [N/A]</td>
<td></td>
</tr>
<tr>
<td>Site size (acres): [N/A]</td>
<td></td>
</tr>
<tr>
<td>Will portions of the building be demolished? [yes/no] If yes, #GSF to be demolished: [N/A]</td>
<td></td>
</tr>
<tr>
<td>Final size of proposed project: [N/A]</td>
<td></td>
</tr>
</tbody>
</table>

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

If yes, list the other municipality or municipalities participating: [N/A]

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

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

4. **Size of project**

<table>
<thead>
<tr>
<th>From Library Building Program</th>
<th>Gross Square Feet</th>
<th>Net Usable Square Feet</th>
</tr>
</thead>
<tbody>
<tr>
<td>19,456</td>
<td>14,966</td>
<td></td>
</tr>
<tr>
<td>From Schematic Design Drawing(s)</td>
<td>22,300</td>
<td>16,780</td>
</tr>
</tbody>
</table>
5. The completed project will meet or exceed a building efficiency rating of [75.25]%
   (Ratio of the net usable square feet to the gross square feet (nsf divided by gsf = building efficiency)
   If efficiency rating is less than 65%, provide an explanation: [N/A]

6. This project will attain LEED certification and apply for the MBLC Green Library Incentive.
   Yes X       No □       If yes, certification level planned [Silver]

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 X       No □       [Number] Year Lease □, with expiration date of [Date]

8. The existing building to be renovated is: N/A
   □ 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)

<table>
<thead>
<tr>
<th>Population</th>
<th>Volumes per Capita</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 2,500</td>
<td>10</td>
</tr>
<tr>
<td>2,500 to 4,999</td>
<td>7</td>
</tr>
<tr>
<td>5,000 to 9,999</td>
<td>6</td>
</tr>
<tr>
<td>10,000 to 24,999</td>
<td>4.8</td>
</tr>
<tr>
<td>25,000 to 49,999</td>
<td>3.4</td>
</tr>
<tr>
<td>50,000 to 99,999</td>
<td>3.6</td>
</tr>
<tr>
<td>100,000 and over</td>
<td>2.5</td>
</tr>
</tbody>
</table>

   Source: *Wisconsin Public Library Standards, 5th ed.*, 2010
   [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.

<table>
<thead>
<tr>
<th>Population</th>
<th>Seats per Thousand</th>
</tr>
</thead>
<tbody>
<tr>
<td>1,000</td>
<td>22.5</td>
</tr>
<tr>
<td>2,500</td>
<td>14.25</td>
</tr>
<tr>
<td>5,000</td>
<td>10.0</td>
</tr>
<tr>
<td>10,000</td>
<td>7.0</td>
</tr>
<tr>
<td>25,000</td>
<td>4.5</td>
</tr>
<tr>
<td>50,000</td>
<td>3.0</td>
</tr>
<tr>
<td>100,000</td>
<td>2.25</td>
</tr>
</tbody>
</table>


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 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.
### Estimated Space Needs 2016-17

**Construction Grant Application**

*with seating by type*

**Library Name:** Norwell  
**Date:** Jan 5, 2017

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

<table>
<thead>
<tr>
<th>Collection</th>
<th>Computers</th>
<th>Reader Seats*</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Assigned</strong> Area Name</td>
<td>Estimated Size (sq ft)</td>
<td>Volumes</td>
</tr>
<tr>
<td>Entry Area(s)</td>
<td>232</td>
<td>0</td>
</tr>
<tr>
<td>Circulation Desk</td>
<td>418</td>
<td></td>
</tr>
<tr>
<td>Staff Workroom</td>
<td>599</td>
<td></td>
</tr>
<tr>
<td>Book Drop Room</td>
<td>29</td>
<td></td>
</tr>
<tr>
<td>Adult / Teen</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Photocopy/Bus. Cir.</td>
<td>71</td>
<td></td>
</tr>
<tr>
<td>Browsing/New &amp; AV</td>
<td>432</td>
<td>1000</td>
</tr>
<tr>
<td>Current Periodicals</td>
<td>616</td>
<td></td>
</tr>
<tr>
<td>Reference/Service Desk</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>Reference/Reading Room</td>
<td>11,106</td>
<td>1000</td>
</tr>
<tr>
<td>InterLibrary/Tech Commons</td>
<td>288</td>
<td></td>
</tr>
<tr>
<td>Adult Nonfiction &amp; Seats</td>
<td>1,250</td>
<td>12150</td>
</tr>
<tr>
<td>Adult Fiction &amp; Seats</td>
<td>1,850</td>
<td>14850</td>
</tr>
<tr>
<td>Local History</td>
<td>323</td>
<td></td>
</tr>
<tr>
<td>Teen Room(s)</td>
<td>782</td>
<td>3000</td>
</tr>
<tr>
<td>Other Adult/Teen (list below)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Teen Office / Service Desk</td>
<td>102</td>
<td></td>
</tr>
<tr>
<td>Large Print</td>
<td>252</td>
<td></td>
</tr>
<tr>
<td>Multi-Media (Adult)</td>
<td>526</td>
<td>8250</td>
</tr>
<tr>
<td>LG Print Room</td>
<td>120</td>
<td>200</td>
</tr>
<tr>
<td>Children's Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Service Desk</td>
<td>56</td>
<td></td>
</tr>
<tr>
<td>Workroom &amp; Offices</td>
<td>150</td>
<td></td>
</tr>
<tr>
<td>Seating, collection &amp; other public areas</td>
<td>2,331</td>
<td></td>
</tr>
<tr>
<td>Program Room</td>
<td>466</td>
<td></td>
</tr>
<tr>
<td>Family Bathroom</td>
<td>50</td>
<td></td>
</tr>
<tr>
<td>Community Meeting Space</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cafeteria</td>
<td>184</td>
<td></td>
</tr>
<tr>
<td>Meeting Multi-purpose Room(s)*</td>
<td>1,548</td>
<td></td>
</tr>
<tr>
<td>Meeting Room Kitchenette</td>
<td>96</td>
<td></td>
</tr>
<tr>
<td>Meeting Room Storage</td>
<td>360</td>
<td></td>
</tr>
<tr>
<td>Local History / Conf. Room*</td>
<td>323</td>
<td>359</td>
</tr>
<tr>
<td>Quiet/Group Study(s)*</td>
<td>540</td>
<td></td>
</tr>
<tr>
<td>Makerspace/Creativity Lab*</td>
<td>870</td>
<td></td>
</tr>
<tr>
<td>Admin &amp; Other Areas</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Director's Office</td>
<td>200</td>
<td></td>
</tr>
<tr>
<td>Assistant Director's Office</td>
<td>150</td>
<td></td>
</tr>
<tr>
<td>Server/Network Room</td>
<td>150</td>
<td></td>
</tr>
<tr>
<td>Staff Break Room</td>
<td>203</td>
<td></td>
</tr>
<tr>
<td>Staff Bathroom</td>
<td>50</td>
<td></td>
</tr>
<tr>
<td>Friends/Book Sale</td>
<td>140</td>
<td></td>
</tr>
<tr>
<td><strong>Total Vol:</strong></td>
<td></td>
<td>16,798</td>
</tr>
<tr>
<td><strong>Total Assigned (net) SF:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unassigned Area @ 24.75%</td>
<td>5,220</td>
<td></td>
</tr>
<tr>
<td><strong>Total Estimated Gross SF:</strong></td>
<td></td>
<td>22,300</td>
</tr>
</tbody>
</table>

*Seating guide:

**Lounge Seats:** Includes allsoft seats, including sofas, love seats, and easy chairs.

**Table Seats:** Includes allsoft chairs and stools normally used at a table or counter.

**Program Seats:** Includes allsoft seats in public areas that are not available for open access use, such as meeting room chairs, includes group study areas and any rooms that are normally reserved.

**Notes about seating:**

- Does not include quiet study rooms or areas that have open access.
- 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.**
<table>
<thead>
<tr>
<th></th>
<th>Current Holdings</th>
<th>Building Program Capacity</th>
<th>Building Program Capacity (Revised)</th>
<th>Schematic Design Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Print volumes- Adult</td>
<td>26,893</td>
<td>40,806</td>
<td>31,000</td>
<td>40,806</td>
</tr>
<tr>
<td>Print volumes-Young Adult/Teen</td>
<td>2,869</td>
<td>4,069</td>
<td>3,000</td>
<td>3,000</td>
</tr>
<tr>
<td>Print volumes-Children</td>
<td>17,725</td>
<td>23,925</td>
<td>18,800</td>
<td>23,925</td>
</tr>
<tr>
<td>Print volumes-Other</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL PRINT VOLUMES</td>
<td>47,487</td>
<td>68,800</td>
<td>52,800</td>
<td>67,731</td>
</tr>
<tr>
<td>DVDs/Videotapes</td>
<td>5,081</td>
<td>6,709</td>
<td>4,500</td>
<td>6,709</td>
</tr>
<tr>
<td>Music Recordings</td>
<td>1,479</td>
<td>1,656</td>
<td>1,800</td>
<td>1,656</td>
</tr>
<tr>
<td>Audiobooks</td>
<td>5,044</td>
<td>6,052</td>
<td>4,800</td>
<td>6,052</td>
</tr>
<tr>
<td>Other A/V Materials</td>
<td>93</td>
<td>500</td>
<td>550</td>
<td></td>
</tr>
<tr>
<td>TOTAL AUDIOVISUAL</td>
<td>11,697</td>
<td>14,917</td>
<td>11,100</td>
<td>14,967</td>
</tr>
<tr>
<td>TOTAL NO. PERIODICAL SUBSCRIPTIONS</td>
<td>93</td>
<td>90</td>
<td>113</td>
<td>115</td>
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<tr>
<td>Seating-Adult</td>
<td>39</td>
<td>214</td>
<td>214</td>
<td>273</td>
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<tr>
<td>Seating-Young Adult</td>
<td>3</td>
<td>8</td>
<td>8</td>
<td>20</td>
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<tr>
<td>Seating-Children</td>
<td>13</td>
<td>58</td>
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<tr>
<td>Total Seating</td>
<td>55</td>
<td>280</td>
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<td>351</td>
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<tr>
<td>Fixed Computer Stations-Adult</td>
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<td>12</td>
<td>13</td>
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<tr>
<td>Fixed Computer Stations-Young Adult/Teen</td>
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<td>4</td>
<td>4</td>
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<tr>
<td>Fixed Computer Stations-Children</td>
<td>3</td>
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<tr>
<td>TOTAL FIXED COMPUTER STATIONS</td>
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<td>9</td>
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<td>Dedicated Parking Spaces-Library Patrons</td>
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<tr>
<td>FTE Professional Staff</td>
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<tr>
<td>FTE Non-professional Staff</td>
<td>2</td>
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<td>TOTAL STAFF FTE</td>
<td>7</td>
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<tr>
<td>Meeting Room Seats</td>
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<tr>
<td>Other Conference/Meeting Room Seats</td>
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<td>12</td>
<td>12</td>
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<tr>
<td>Programming/Activity Seats</td>
<td>0</td>
<td>148</td>
<td>148</td>
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[Variation in projected size: The projected collection size for the new library was revised (see revised Building Program Capacity in the Capacity Comparison spreadsheet). The building program was completed before the current library director took over. Since then, projections have been reviewed relative to MBLC guidelines and the needs of the community. The collection size has been adjusted to meet Wisconsin standards for a “basic” level collection of print materials for Norwell’s population. The resulting reduction in collection size has made it possible to lower some shelving heights, particularly in adult fiction and non-fiction, and include more mobile shelving throughout the library. This will benefit user experience, accessibility, and flexibility to reconfigure library space as needs charge over time.]

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?

[Community Vision from the Norwell Master Plan 2005-2025:

Norwell sees itself in 2024 as a predominantly residential town with a strong sense of community identity and semi-rural visual character with several aims:

➢ Planning for the future and maintaining a fiscally strong town government
➢ Maintaining a small town, family-oriented residential character
➢ Shaping development to be in harmony with town character and environmental constraints
➢ Providing a sufficient variety of economic and housing opportunities to support excellent services and community divers ty
➢ Protecting the town’s natural beauty, water resources, and environmental health through a network of “green infrastructure”
➢ Preserving historic buildings and landscapes

Norwell’s Vision Statement crystallizes residents’ ideal vision of what the town will be like twenty years from now. Based on the results of resident views expressed in a survey and community meetings, it emphasizes protecting the town’s natural environment and its green and semi-rural character, while enhancing the town’s small-town and family-oriented community life, and its overall livability. The Vision serves as a statement of values and a source of inspiration to guide decision-making.]

B. What is the library’s vision and/or mission statement and how does it align with the community’s vision of itself?
[Mission Statement of Norwell Public Library:

The Norwell Public Library provides materials and services to help community residents obtain information to meet their educational, professional, and personal needs. Special emphasis is placed on supporting students at all academic levels and on stimulating young children’s interest in and appreciation for reading and learning. The Norwell Public Library serves as an educational and recreational resource for all residents of the town.

Vision Statement of Norwell Public Library:

The Norwell Public Library is committed to maintaining a strong professional staff, a high quality collection of materials, and an attractive, functional building. It is a center for lifelong learning and a community meeting place where the Trustees, staff, and volunteers work to maintain a refuge for contemplation, intellectual stimulation, and friendly discourse. The Library welcomes all and strives to satisfy the needs of patrons with diverse ages, backgrounds, and abilities.

The library is a valuable resource for those needing assistance in finding information, wanting to learn about new technology, or looking for a good book and an inviting spot to sit and read. It is where people choose to work, study, take advantage of free Internet access, and use the library computers. For many, it is the perfect place to share the joy of reading with their children or a destination for coming together with others in the community. In short, there is something for everyone. The library’s knowledgeable staff helps patrons navigate current information resources and constantly evolving technology.]

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

[Norwell Public Library, as a member of the Old Colony Library Network and Massachusetts Library System, serves not only Norwell residents, but residents of surrounding communities and beyond. Many patrons who frequent the library are from other cities and towns. They often express their appreciation for Norwell’s, resources, exceptional staff and welcoming atmosphere. Some note that the only thing missing is a big enough building.

The library’s high quality collection is sought after and Norwell has consistently been a net lender to residents of other communities. The library collaborates with and supports the local schools. Each year, it is the go-to resource for titles on schools' summer reading lists. The library collaborates with the Council on Aging, Conservation Commission, Recreation Department and other town departments and community organizations to present programs of mutual interest. The library welcomes and provides services to adults and children with special needs from nearby group homes and temporary residents of the Rehoboth House, a local shelter.

A new Norwell Public Library will support the Town’s vision and the Library’s vision and mission. The new, larger building will provide needed space for all library users, the collection, programs, and staff. It will be a central location for people to meet, learn, and socialize. The new building will provide more space for:

- Technology, print and non-print resources for learning, job searching and working
- An expanded children’s collection for infants through pre-teens
- A dedicated children’s program room
- A young adult room where our teens to meet, learn, and socialize
- A Maker Space lab for experiential learning and creativity
- Study rooms for small groups of learners and/or tutors
- A larger community meeting room for library programs, civic organizations and other groups
- A local history room with archival storage for fragile documents]
A local history room with archival storage for fragile documents

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

[The Norwell Public Library has engaged the Town in the planning process over the course of the last few years in several different ways. The Library/Town Hall Study Committee (LTHSC) was formed by the Selectmen in January 2014 to study the needs of both facilities. A library trustee was a member of that committee as were several members of the community. As part of their work, a short survey regarding site and project preferences was mailed to all households. The survey was also available online. The responses indicated a preference for a library project and that the location should be 64 South St. Community forums were conducted at both the Council on Aging and Town Hall in order to seek resident input.

In 2015, The LTHSC hired a library consultant based on the recommendation of the Library Director to write the building program. During the summer of 2015 community members participated in forums conducted by the Library Director and consultant to determine the needs of the library.

The Long Range Plan (2015 -2020) was compiled by the Long Range Planning Committee. The group consisted of a cross-section of residents including students, library volunteers, elected officials, patrons, staff, trustees, friends, and Town employees. Three service priorities were adopted: lifelong learning, library as commons, and information literacy.

At the beginning of 2016, the Library Project Committee was established by the Selectmen in order to plan a building project for Norwell Public Library, and prepare for the MPLCP grant application. This committee is composed of representatives from the Permanent Building and Maintenance Committee, Library Trustees, Board of Selectmen, and the Library Director.

In 2012, the Library submitted a survey to residents in Norwell to investigate perceptions it had about its public library. Survey responses revealed a high level of satisfaction with the staff and services provided. Survey responses led to positive changes. A curbside book drop was installed in the parking lot for patron’s convenience. Parking light posts were upgraded with halogen lamps. The Friends of the Library installed additional lighting and repainted the meeting room. Clearer signage was put into place throughout the building. The reference collection was weeded to allow for more shelf space since reference formats have changed. The Library website was redesigned with responsive design features for electronic devices. Not only has the Library sought and engaged the Town in seeking improvements, but it has also responded to suggestions by patrons as can be seen in the responses to the 2012 survey.]

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

[Library staff has been involved throughout the planning and design process. In 2014, the Library Director and Assistant Director attended an executive education program, "The Planning and Design of Public Libraries," at the Harvard Graduate School of Design. They returned to the library having gained valuable knowledge about library planning and design. During the development of the building program, staff was asked to complete adjacency questionnaires, attend community forums, visit other libraries, and was otherwise encouraged to provide input. During the feasibility study, the Library Director updated staff regularly on the Library Project Committee’s progress, and sought staff input on schematic design development. The Children’s Librarian accompanied the Library Director and]
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**: Service points for the adult/young adult librarian and the children's librarian are cramped and inadequate. Small desks sit in crowded corners of the floor with limited sightlines to respective service areas and with no office space for confidential discussions, planning, grant-writing, and other tasks. Phone calls and reference interviews with patrons can easily be heard by others in the vicinity. Conference calls, webinars, and other tasks necessitate leaving the service area with no coverage to use a computer in the technical services area. Lack of storage space makes it difficult to keep materials and supplies organized.

![Adult/YA Services Desk](image-url)
- **Borrowing:** All library card registrations and checkouts are handled at the library's one circulation desk. Counter height is too high for children or anyone in a wheelchair. There is no circulation/service desk in the children's area and no room for self-check stations in the library. There is no dedicated space to process interlibrary loan deliveries or to store book carts.

- **Collections:** Since the building opened in 1975, the collection has grown from roughly 18,000 to 60,000+ physical items, including print, audio, and video collections. Additional shelving has been installed over time as the collection has grown but this has compromised accessibility and sight lines in some areas. All shelving, much of which is 7 shelves high, is currently in use. Reaching top and bottom shelves can be difficult. The juvenile collection takes up most of the children's area, leaving little available floor space.
Adult Non-fiction area lacks enough space for people and collection

Shelving height limits accessibility and sightlines]
• Programming areas, meeting rooms, and quiet/group study spaces:
  ➢ The library has only one meeting room, which is also home to part of the collection, making access difficult to impossible when the room is in use.
  ➢ There are no small quiet/group study rooms.
  ➢ If more than one group needs meeting space at the same time, options are limited. Sometimes, the smaller group will meet at a table in the reference area, which can be bothersome to others in the library. Library staff and committees have resorted to meeting in the kitchen (see photo of Library Project Committee meeting below) when no other space is available. Worst case, groups must be turned away for lack of suitable space.
  ➢ There is no means to secure the main part of the library to accommodate meeting room use after hours.
  ➢ The meeting room lacks adequate storage space. Tables, chairs, equipment, and other items are stored at one end of the room, which reduces available space for program attendees.
  ➢ There is no children's program/craft room and little storage space for supplies.

The library has no small quiet/study rooms
Tutor and student make do with available chairs for tutoring session
Triple duty - the library's one meeting room also holds the audiobook collection and is needed for storage, reducing available space for people and programs

The Library Project Committee must meet in the kitchen when the meeting room is in use.
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 HVAC system (hot air by gas) receives routine maintenance but there are no windows that open and building air quality is poor.
  - In spite of regular cleaning, the library is extremely dusty and the staff is constantly sneezing.
  - The kitchen floor is reported to contain asbestos tile under the carpet.
  - Ductwork in the concrete slab foundation has been reported to contain transite, which is a carcinogen.
  - Frequent roof leaks have caused water damage to the ceiling and walls, with the potential for mold to develop.

- **Fire protection:** The building has no sprinkler system. The only smoke detectors are in the two offices, the technical services work room and the kitchen.

- **Structural integrity:** The building structure is over 40 years old and was built to standards that do not meet current building codes. The weight of heavy snow on the flat roof is a concern and has required clearing at times to prevent building damage/collapse.

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

- Workspace behind the circulation desk is very cramped. Holds shelves, book carts, and delivery bins are all located directly behind the desk as there is no other space for them. The Director’s and Assistant Director’s offices are also directly behind the desk so there is regular traffic behind the desk to get to/from these offices.

- Staff work areas are cramped. The Technical Services work room houses two staff desks, a color printer, copy machine, a processing work table, storage cabinets, book carts, and delivery bins. Shelving holds a portion of the local history collection, new materials and discarded books in need of processing, and office/processing supplies. It is also the main pathway between the Circulation Desk, offices, and the staff bathroom and break room, making this a crowded work space where staff is subject to frequent interruptions.

- The Data Room consists of a converted 2 ft. by 2 ft. closet, making maintenance and troubleshooting difficult. This equipment is located at the entrance to the staff bathroom, so when any work is being performed, the door to the staff restroom is blocked.

- The Director’s office is not large enough to hold meetings for 3 or more people. Meetings of this size must be held in the meeting room, reference area, or staff kitchen. There is no place to hold confidential meetings such as employment interviews.
Staff handles all check-outs, returns, library card registrations and deliveries at the library's one circulation desk.

Inadequate space to store and sort delivery bins.
Crammed Technical Services work area is functionally a hallway connecting staff work areas to restroom and kitchen.

Data "Room" is a 2 ft. x 2 ft. converted coat closet.

Servicing of data equipment blocks access to staff restroom.
D. What are the major obstacles to people approaching and accessing the building? [Often, especially during library programs, visitors must park along the sides of the parking area and along the access road to Norwell High School. This is not only an inconvenience, but a potential safety hazard, especially during inclement weather, and for the elderly or those with young children.]

Caregivers of young children negotiate parking area

Not enough parking spaces for library visitors]
E. What is the parking capacity? [There are 28 library parking spaces, including staff and H-Cap spaces.]

F. Describe the path of travel from available parking to the building entrance.
   [Library patrons either park in a designated parking space or along the edge of the road if no spaces are available. They must walk along the road or through the parking lot to get to/from the library.]

G. What portion of the parking is dedicated to library use only? [All 28 spaces in the library parking lot are dedicated to library use only. Frequently, all parking spaces are in use and other cars must be parked along the edge of the parking area or road.]

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 current building is over 40 years old and not up to current standards for energy efficiency. The walls, roof, and windows are poorly insulated and the 1970's HVAC system has reached the end of its life cycle. Leaves, rain, and snow collect on the worn out flat roof, resulting in frequent roof leaks.]
3. **Expanded & improved facility benefits**

A. How does the project facilitate the library’s ability to serve the general public, adults, children and teens in terms of:

- **Information services**: The new library building will more than twice as large as the existing building and will facilitate the library’s ability to serve people of all ages. The design includes service points at the main circulation desk, the children's room desk, and the adult/young adult services desk. The main circulation desk is in plain view upon entering the library, with sightlines to the children's and adult/young adult services desks. Librarians will have offices located in close proximity to service desks with excellent sightlines to service areas. Office space will facilitate planning, private conversations with patrons, webinars, etc. The new library will be equipped with up-to-date technology infrastructure, equipment, and services.

- **Borrowing**: Patrons will be able to check out materials at either the main circulation desk, the children's room circulation desk, or at one of the self-check stations in the library. Circulation desks will be at appropriate heights to serve all age groups and those
with disabilities. Book returns will be available inside and outside the library. Patrons will be able to register for library cards at either the main circulation desk or at the desk in the children's room.

- **[Collections]**: The new building will have more space for the collection and shelving height will be lowered wherever possible for improved accessibility and visibility. In the adult fiction/non-fiction areas, shelving will be 6-high or lower, and some shelves will be left empty for future growth. There will be more space for displays throughout the library. Shelving that is 5-high or lower will be mobile, providing flexible use of space as needed over time.

- **[Programming areas, meeting rooms, and quiet/group study spaces]**:
The building design includes:
  - A larger community meeting room that can accommodate after hours use. The meeting room has a seating capacity for 120, its own kitchen (separate from the staff break room), and more storage space for furniture, equipment, and supplies.
  - Four small quiet/group study rooms, sized to accommodate up to 4 or 6 people.
  - A children's program/craft room conveniently located in the children's room.
  - A Maker Space lab for experiential learning and creativity.
  - A local history/conference room for that can accommodate 10-12 people.

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]**: This project will be new construction. A new library will be designed to be energy efficient and will be built to meet or exceed current building codes. Building materials containing asbestos, transite, lead, or other harmful chemicals that were still in use when the existing library was built, are no longer allowed. A new HVAC system will provide not only energy efficiency but improved air quality for staff and patrons. Sightlines have been given high priority in the new building design. A building security system will provide protection from unauthorized entry or criminal behavior, and will include 24/7 alarm monitoring for rapid emergency response.

- **[Fire protection]**: The new library will be fully protected by a fire protection system that is up to current fire safety codes. Fire protection will include a sprinkler system, and will include 24/7 alarm monitoring for rapid emergency response.

- **[Structural integrity]**: This new construction project will be designed and built to ensure structural integrity and will meet or exceed current building codes.

C. **How will the project improve staff workflow and staff productivity?** [The new library will provide more space in all staff work areas for improved workflow and productivity. Adjacencies have been designed to optimize staff workflow as well. The Director/Assistant Director offices are larger and both are conveniently located near the circulation desk and technical services work room. The children's librarian and adult/young adult services librarian will both have offices in addition to service desks. There will be more storage space for improved organization of equipment, materials, and supplies. The children's room will have its own program/craft room, which will improve programming workflow.]

D. **Is the project ADA compliant?** ☑Yes ☐No

What Architectural Access Board waivers may be sought to meet ADA compliance and why?  

[N/A]
E. Explain the approved parking plan and note the number of library dedicated parking spaces and their location.

[The parking plan includes a total of 65 parking spaces. There are 56 patron spaces, 3 of which are accessible in compliance with ADA guidelines, and 9 staff parking spaces. An additional 6 existing parking spaces can be kept if needed. Patron parking spaces and 2 of the accessible spaces are located in front of the library. Staff parking spaces and the 3rd accessible space are located on the side of the library near the staff entrance. All parking spaces are dedicated for library parking. This parking plan conforms to the MBLC guideline of one parking space per 400 gross square feet of building, not including staff parking. With regard to local zoning restrictions, section 1610 of the Norwell Zoning Bylaws states that "a municipal project that is approved by Town Meeting, is effectively exempt from the requirements of the Norwell Zoning Bylaw."]

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.

[Patron parking will be directly in front of the building and in close proximity to the library entrance for easy access. This includes two accessible spaces near the front entrance. Staff parking and a 3rd accessible space will be located by the side/staff entrance. Walkways from the parking lot will lead patrons safely to the library entrance.]

G. What portion of the parking is dedicated to library use only? [100%]

H. What energy-efficient and environmentally sustainable features are incorporated into the project design?

[The project is seeking LEED Silver certification. Energy efficient and sustainable design elements include:

- A highly efficient building envelope. Includes high levels of roof, ceiling, and foundation insulation with minimal thermal bridging. Air tight installation of windows, skylights, doors, and mechanical louvers minimizes air infiltration and heat loss.

- The massing and footprint of the building create a ‘C’ shaped south-facing Courtyard to extend seasonal use of the landscaped outdoor spaces and offer inspirational views from inside the library.

- The building interior is designed with maximum use of natural daylight, minimizing artificial light during daytime hours. At night high efficiency indirect lighting is used throughout mixed with direct task and display lighting for specific areas.

- High efficiency plumbing fixtures reduce water use by 30%.

- Wood products used in the building have a net negative carbon footprint.

- A 32-panel, 13.3kW photovoltaic system that will reduce the building’s demand for power, saving over $2,000 annually.

- Linoleum flooring is specified which uses 11% recycled content and 70% renewable material.]
The landscaping does not require a permanent irrigation system.

Many of the building materials used include recycled content: 75% of structural steel, 38% of carpeting, and 32% of ceramic tile.

High efficiency vehicles are encouraged by the use of charging stations and priority parking spaces. If the building has been designed to attain LEED certification by the U.S. Green Building Council, submit the most current LEED Project Scorecard in Appendix M.

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

[The building is a single-story design, with mezzanine areas and a partial basement for mechanical purposes only. Much of the library’s floor plan is open, with meeting/study rooms and staff work spaces around the perimeter of the building. Shelving that is 5-high or lower will be mobile to accommodate changing needs over time. Lighting, power, and data will be designed to accommodate flexibility. If needed in the future, there is room on the site to expand the building on the southern side beyond the meeting room.]

J. Does the architectural design vary notably from the building program? For example, are there service areas that have been eliminated in the architectural design that were included in the building program? Yes \( \checkmark \) No

If yes, explain why.

[There were some minor additions, mainly in response to recommendations by the MBLC building consultant. 1) A Maker Space lab was added to the design for experiential learning. 2) The four small quiet/group study rooms were enlarged to accommodate up to 4 and 6 people. 3) Collection size and corresponding shelving needs were adjusted after a review by the new library director. Projected collection size was reduced to conform to established Wisconsin standards for a "basic" collection for Norwell’s population. This made it possible to lower some shelving heights and use more mobile shelving, improving accessibility, sightlines and flexibility. 4) A large print reading area, a laptop bar, and wall desks were added to provide additional seating.]

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.

[The site selected for the new library is the site of the current Norwell Public Library. Norwell does not have a commercial center of town, as several surrounding towns do. Route 123 (Main St.) bisects the Town and a small commercial area at the eastern end of Town. Main St. lacks sidewalks as do most of the Town’s roads. In order to access municipal buildings and commercial establishments, residents]
usually drive. A recently-constructed pathway connects the Norwell Middle School to the High School and Library, but automobile transport is still the prevalent mode of transport.

In the early 1970's the Town acquired 95 acres for the purpose of building a high school. The Town set aside 6 acres for the construction of Norwell Public Library. Since the construction of the current library, it has enjoyed its status as the Library in the Woods, a destination library. Patrons appreciate the woodland setting and the tranquility of its location and donated Japanese Garden. The site is convenient to residents because it is near major roads, but not subject to the congestion of those roads. Many residents and nonresident patrons frequently stop at the library on their way home from work or on lunch breaks.

64 South Street, the site of the existing and new library, is adjacent to Norwell High School
The site was chosen after a two-year study of several municipally-owned properties and privately-held properties. 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, study the space needs of the Town Hall, and identify potential sites for each function. Seven possible sites were identified for construction of a combined library and town hall, library only or town hall only:

- 64 South St., current library site
- 322 Main St., Sparrell building
- 345 Main St., Norwell Town Hall for combined Library and Town Hall only
- 673 Main St., Cushing Center, former Town Hall and considered for Town Hall use only
- 711 Main St., private retail space
- 40 River St., former police station
- 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 site at 711 Main St. was eliminated since it was privately-owned and wetlands on property would limit development. It was also sold during the time period of the study.
- 40 River St. was eliminated when Annual Town Meeting of 2015 transferred property to the Community Housing Trust.
- 345 Main St. was eliminated when information from the building specialists at MBLC negated the favorability of a combined library and town hall as a possibility and Selectman opted not to renovate Town Hall in immediate future.
- Determining the ownership of the Dover-West-River St. triangle would prove to be a lengthy, costly process, thus eliminating it from consideration.
- 322 Main St. is the Norwell Public Schools’ Administration Building. The Sparrell building had been studied during the 2004 feasibility process (MBLC) and deemed too difficult and expensive to renovate and reuse as a library.
- A community survey on site and project preferences revealed that responders preferred 64 South St. as the site for the library.

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 Board of Trustees 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 by 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
B. Summarize the site investigation findings in reports on:
   i. **[Geotechnical examination]:**
      A geotechnical investigation of the site was completed by HML Associates. Please see a copy of this report in Tab H of the grant application. HML’s findings indicated topsoil and subsoil overlying glacial till. HML recommended that the proposed library be supported on a conventional shallow foundation consisting of continuous wall and/or spread footings bearing on naturally occurring till which is fairly standard. HML did identify a relatively high seasonal high water table at 2 to 2.5 feet below grade and included recommendations for sub-slab drainage and moisture protection if the bottom of the slab were to extend below the water table. The Geotechnical report has been provided to the Project Architect and Structural Engineer of Record and they have accepted the results and recommendations.
   
   ii. **[Hazardous materials survey]:**
      A hazardous material investigation of the existing library was completed by Cashins & Associates, Inc. Please see a copy of this report in Tab I of the grant application. Cashins’ findings indicated that asbestos contaminated building materials are present in the building that must be removed by a licensed contractor if they are disturbed by renovation or demolition. Also identified were limited areas of lead paint with levels higher than the detection limit, and suspect mercury containing components. This information has been provided to the project architect, and Cashins’ has provided an estimated cost for the remediation of the materials which has been included in the cost estimate.
   
   iii. **[Preservation or archeological site survey (if applicable): N/A]**
   
   iv. **[Structural evaluation (if applicable): N/A]**

C. What zoning waivers may be required?

   [No zoning waivers will be required. According to Section 1610 of the Norwell Zoning Bylaws, a municipal project that is approved by Town Meeting, is effectively exempt from the requirements of the Norwell Zoning Bylaw.]

D. Does the library have clear title to the proposed project site?  
   X 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 [Not yet approved]
      ii. Donor gift giving through capital campaign [Goal: $1,000,000]
      iii. Charitable giving from businesses, foundations and other prospects [TBD]
      iv. Other [Marjorie Pote Trust: $300,000]
   B. Describe the potential level of municipal support for library operations, including adjusted staffing levels and for adequate maintenance and repair after project completion.
[Full support, as indicated in assurances section]
   C. For all projects, fill out a Massachusetts Historical Commission (MHC) Notification form, send to the MHC and include a copy in Appendix C.
      ii. Form: [http://www.sec.state.ma.us/mhc/mhcpdf/npf.pdf](http://www.sec.state.ma.us/mhc/mhcpdf/npf.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.
[Norwell was approved for a construction grant in the 2004-2005 grant round, and was placed on the waiting list. Unfortunately, by the time a provisional grant was awarded in 2008, the severe economic recession forced the town to withdraw. A new building program was completed in October, 2015 and a new feasibility study has been completed in preparation for this application.]

7. Project Timeline

Estimate the number of months needed to:

A. Finalize schematic design & complete design development: [10] months
B. Secure local funding: [6] months
C. Complete construction [12-13] 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:** [C2E Construction Cost Estimating of Boston]

**Address:** [156 Tilden Road, Marshfield, MA 02050]

**Name of Estimator:** [John T. Kenny]

**Phone(s):** [781-837-3882]

**Email address:** [c2eboston@aol.com]

C. COST PER SQUARE FOOT

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

Cost per Square Foot
D. FUNDING SOURCES

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

[Funding a building project requires multiple sources in addition to the MPLCP grant. The Town of Norwell will need to approve a debt exclusion override for the total cost of the project. To help reduce the taxpayer burden, Norwell Public Library Trustees will contribute funds from a trust established by a bequest from a former patron. They anticipate a $300,000 contribution. The Trustees and the Library Project Committee will be working together to promote awareness, achievements, needs, and value of Norwell Public Library during the grant application process, the waiting period, and construction.

Several years ago Trustees established the Norwell Public Library Foundation to raise and hold funds for a new public library. The Foundation’s goal is to raise $1,000,000 for a new library. A Foundation Board is in place and is planning fundraising strategies. Initial plans are to work with a professional fundraiser who has already done major fundraising for an athletic complex in Norwell. The Board will work towards organizing volunteers during the coming year.

The Friends of Norwell Public Library will continue to raise funds to support current and future programming, museum passes, and other needs of NPL. Their mission is to maintain their financial assistance through activities and events separate from the Foundation. The Friends are a small but dedicated group of library patrons whose sponsorship and outreach will be crucial to a successful campaign for funds and project approval.

Together, these funding sources will make it possible to build a new Norwell Public Library.]

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

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

If the proposed project is for a shared building, extract M&L construction specifications for

### Construction

<table>
<thead>
<tr>
<th>Item/Activity</th>
<th>Eligible</th>
<th>Non-Eligible</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Construction (includes 10% Estimating Contingency)</td>
<td>$8,210,436</td>
<td>$ -</td>
<td>$8,210,436</td>
</tr>
<tr>
<td>2. Landscape &amp; Fencing</td>
<td>$324,741</td>
<td>$ -</td>
<td>$324,741</td>
</tr>
<tr>
<td>4. Total</td>
<td>$1,084,526</td>
<td>$ -</td>
<td>$1,084,526</td>
</tr>
<tr>
<td>5. Permits, if not waived by municipality (Included in 1)</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>6. Subtotal</td>
<td>$9,141,481</td>
<td>$324,741</td>
<td>$9,466,222</td>
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<tr>
<td>7. Contingency for Construction 7% of Total</td>
<td>$639,900</td>
<td>$23,721</td>
<td>$662,621</td>
</tr>
<tr>
<td>8. Construction Subtotal</td>
<td>$9,781,381</td>
<td>$348,462</td>
<td>$10,129,843</td>
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</tbody>
</table>

### Professional Services

<table>
<thead>
<tr>
<th>Item/Activity</th>
<th>Eligible</th>
<th>Non-Eligible</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>9. Library Building Consulting, if used (1)</td>
<td>$120,000</td>
<td>$ -</td>
<td>$120,000</td>
</tr>
<tr>
<td>10. Architect/Engineering Fees, Schematic Design (2)</td>
<td>$153,683</td>
<td>$ -</td>
<td>$153,683</td>
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<tr>
<td>11. Bid Documents</td>
<td>$665,961</td>
<td>$ -</td>
<td>$665,961</td>
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<tr>
<td>12. Architect Fees - Construction Administration</td>
<td>$204,911</td>
<td>$ -</td>
<td>$204,911</td>
</tr>
<tr>
<td>13. Project Management DFM</td>
<td>$300,000</td>
<td>$ -</td>
<td>$300,000</td>
</tr>
<tr>
<td>14. Special Design Review, if needed</td>
<td>$120,000</td>
<td>$ -</td>
<td>$120,000</td>
</tr>
<tr>
<td>15. Hazards Abatement Design/Oversee (Industrial Hygiene)</td>
<td>$25,000</td>
<td>$ -</td>
<td>$25,000</td>
</tr>
<tr>
<td>16. Information Technology Consulting</td>
<td>$120,000</td>
<td>$ -</td>
<td>$120,000</td>
</tr>
<tr>
<td>17. LEED Consulting</td>
<td>$25,000</td>
<td>$ -</td>
<td>$25,000</td>
</tr>
<tr>
<td>18. LEED Application Fees</td>
<td>$120,000</td>
<td>$ -</td>
<td>$120,000</td>
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<tr>
<td>19. Simultaneous Agent</td>
<td>$120,000</td>
<td>$ -</td>
<td>$120,000</td>
</tr>
<tr>
<td>20. Other Engineering</td>
<td>$25,000</td>
<td>$ -</td>
<td>$25,000</td>
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<tr>
<td>21. Interim Design Services</td>
<td>$120,000</td>
<td>$ -</td>
<td>$120,000</td>
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<tr>
<td>22. Independent Design Review, if needed</td>
<td>$120,000</td>
<td>$ -</td>
<td>$120,000</td>
</tr>
<tr>
<td>23. Legal Services</td>
<td>$120,000</td>
<td>$ -</td>
<td>$120,000</td>
</tr>
<tr>
<td>24. Consultant Fees</td>
<td>$120,000</td>
<td>$ -</td>
<td>$120,000</td>
</tr>
<tr>
<td>25. Other (list separately on next page)</td>
<td>$120,000</td>
<td>$ -</td>
<td>$120,000</td>
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<tr>
<td>26. Professional Services Subtotal</td>
<td>$1,882,335</td>
<td>$ -</td>
<td>$1,882,335</td>
</tr>
</tbody>
</table>

### Furnishings, Finishes & Equipment (FFE)

<table>
<thead>
<tr>
<th>Item/Activity</th>
<th>Eligible</th>
<th>Non-Eligible</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>27. Utility Backcharges</td>
<td>$40,000</td>
<td>$ -</td>
<td>$40,000</td>
</tr>
<tr>
<td>29. Mobile Shelving &amp; Mobile Service Desk</td>
<td>$61,281</td>
<td>$ -</td>
<td>$61,281</td>
</tr>
<tr>
<td>30. Furniture</td>
<td>$365,000</td>
<td>$ -</td>
<td>$365,000</td>
</tr>
<tr>
<td>31. Window Treatments</td>
<td>$36,799</td>
<td>$ -</td>
<td>$36,799</td>
</tr>
<tr>
<td>32. Telephones, e.g. headsets</td>
<td>$6,000</td>
<td>$ -</td>
<td>$6,000</td>
</tr>
<tr>
<td>33. Tools/Data Equipment</td>
<td>$99,750</td>
<td>$ -</td>
<td>$99,750</td>
</tr>
<tr>
<td>34. Computer Terminals &amp; Peripherals</td>
<td>$34,500</td>
<td>$ -</td>
<td>$34,500</td>
</tr>
<tr>
<td>35. Audio Visual Equipment, i.e. projectors, televisions, microphones</td>
<td>$40,000</td>
<td>$ -</td>
<td>$40,000</td>
</tr>
<tr>
<td>36. Wayfinding &amp; Decorative Signage</td>
<td>$23,267</td>
<td>$ -</td>
<td>$23,267</td>
</tr>
<tr>
<td>37. Automated Sorting System</td>
<td>$107,695</td>
<td>$ -</td>
<td>$107,695</td>
</tr>
<tr>
<td>38. Self Check System</td>
<td>$25,000</td>
<td>$ -</td>
<td>$25,000</td>
</tr>
<tr>
<td>39. Visual Display</td>
<td>$12,000</td>
<td>$ -</td>
<td>$12,000</td>
</tr>
<tr>
<td>40. Other (list separately on next page)</td>
<td>$120,000</td>
<td>$ -</td>
<td>$120,000</td>
</tr>
<tr>
<td>41. Subtotal</td>
<td>$263,031</td>
<td>$785,182</td>
<td>$1,048,213</td>
</tr>
</tbody>
</table>

### Contingency for Expenses: Professional Service and FFE

<table>
<thead>
<tr>
<th>Item/Activity</th>
<th>Eligible</th>
<th>Non-Eligible</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>42. Total</td>
<td>$263,031</td>
<td>$785,182</td>
<td>$1,048,213</td>
</tr>
</tbody>
</table>

### Other Expenses: Professional Service and FFE Subtotal

<table>
<thead>
<tr>
<th>Item/Activity</th>
<th>Eligible</th>
<th>Non-Eligible</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>43. Total</td>
<td>$2,822,725</td>
<td>$864,140</td>
<td>$3,686,865</td>
</tr>
</tbody>
</table>

### Other

<table>
<thead>
<tr>
<th>Item/Activity</th>
<th>Eligible</th>
<th>Non-Eligible</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>45. Town or School Owned</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>46. Gifted or Purchased</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>47. Municipal Bond Costs</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>48. Moving</td>
<td>$60,000</td>
<td>$ -</td>
<td>$60,000</td>
</tr>
<tr>
<td>49. Temporary Library Fix-out, Rent, Insurance, etc.</td>
<td>$240,000</td>
<td>$ -</td>
<td>$240,000</td>
</tr>
<tr>
<td>50. Other Subtotal</td>
<td>$ -</td>
<td>$300,000</td>
<td>$300,000</td>
</tr>
</tbody>
</table>

### Annual Escalation

<table>
<thead>
<tr>
<th>Item/Activity</th>
<th>Eligible</th>
<th>Non-Eligible</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>53. Construction 15% for up to 36 mos.</td>
<td>$1,347,218</td>
<td>$52,121</td>
<td>$1,419,339</td>
</tr>
<tr>
<td>55. Architects services 9% for up to 36 mos.</td>
<td>$98,645</td>
<td>$ -</td>
<td>$98,645</td>
</tr>
<tr>
<td>56. Professional Services 9% for up to 36 mos.</td>
<td>$62,010</td>
<td>$ -</td>
<td>$62,010</td>
</tr>
<tr>
<td>57. FFE 9% for up to 36 mos.</td>
<td>$177,713</td>
<td>$ -</td>
<td>$177,713</td>
</tr>
<tr>
<td>58. Escalation Subtotal</td>
<td>$1,677,873</td>
<td>$109,884</td>
<td>$1,787,757</td>
</tr>
<tr>
<td>59. Total</td>
<td>$1,677,873</td>
<td>$109,884</td>
<td>$1,787,757</td>
</tr>
</tbody>
</table>

### Grand Total Project Costs

<table>
<thead>
<tr>
<th>Item/Activity</th>
<th>Eligible</th>
<th>Non-Eligible</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>60. Total</td>
<td>$11,712,011</td>
<td>$1,644,597</td>
<td>$13,356,608</td>
</tr>
</tbody>
</table>

### Notes:

1. Include only those costs incurred within three years of the date of this application. This includes materials and labor costs, structural inspections and peer reviews.
2. a. Purchase land and/or building may be budgeted up to the actual purchase price.
   b. Only items already budgeted for eligible costs related to acquisition of real property after January 31, 2014 data can be included in eligible costs.
   c. Weights of property or privately owned property is allocated to a project, only so much land as necessary to provide a minimum property site, to a maximum of $800,000 may be assessed in the calculation of eligible costs, and the value of the only land must be documented.
   d. For more details on planning land use (section 10-04.10)
3. Amounts for contingencies and annual escalations must be broken down by eligible and non-eligible costs.
## "Other" Breakdown

<table>
<thead>
<tr>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>1  Material Testing</td>
<td>$ 25,000.00</td>
</tr>
<tr>
<td>2  3rd Party Cost Estimating</td>
<td>$ 15,000.00</td>
</tr>
<tr>
<td>3  Printing/Misc</td>
<td>$ 25,000.00</td>
</tr>
<tr>
<td>4  Feasibility Study Costs</td>
<td>$ 105,000.00</td>
</tr>
<tr>
<td></td>
<td><strong>$ 170,000.00</strong></td>
</tr>
<tr>
<td>Project Type</td>
<td>Estimated GSF</td>
</tr>
<tr>
<td>--------------------------------------</td>
<td>---------------</td>
</tr>
<tr>
<td>New Building</td>
<td>22,300</td>
</tr>
<tr>
<td>Costs for Construction Only</td>
<td></td>
</tr>
<tr>
<td>Addition/Renovation &amp; Conversions</td>
<td></td>
</tr>
<tr>
<td>Addition portion</td>
<td></td>
</tr>
<tr>
<td>Existing Renovated portion</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
</tr>
<tr>
<td>New Building</td>
<td>22,300.00</td>
</tr>
<tr>
<td>Total Project Costs</td>
<td></td>
</tr>
<tr>
<td>Addition/Renovation &amp; Conversions</td>
<td></td>
</tr>
<tr>
<td>Addition portion</td>
<td></td>
</tr>
<tr>
<td>Existing Renovated portion</td>
<td></td>
</tr>
<tr>
<td>Library Building Consulting, if used</td>
<td></td>
</tr>
<tr>
<td>Architect/Engineering Fees: Schematic Design</td>
<td></td>
</tr>
<tr>
<td>New Building</td>
<td>22,300.00</td>
</tr>
<tr>
<td>Eligible Costs</td>
<td></td>
</tr>
<tr>
<td>Addition/Renovation &amp; Conversions</td>
<td></td>
</tr>
<tr>
<td>Addition portion</td>
<td></td>
</tr>
<tr>
<td>Existing Renovated portion</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
</tr>
</tbody>
</table>
## 2. Estimated Construction Grant Award

$6,360,764

Use MPCLP awards calculator at [http://guides.mblc.state.ma.us/construction/construction-grant/fundingformulas](http://guides.mblc.state.ma.us/construction/construction-grant/fundingformulas) to calculate estimate.

### D. Funding Proposal

<table>
<thead>
<tr>
<th>Funding Sources</th>
<th>Secured (in hand)</th>
<th>Proposed</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Funds</td>
<td>$</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Municipal Bond</td>
<td>$7,578,995</td>
<td>$7,578,995</td>
<td>-</td>
</tr>
<tr>
<td>Accumulated Capital Construction or Improvement Fund</td>
<td>$</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Library Trust Funds</td>
<td>$300,000</td>
<td>$300,000</td>
<td>-</td>
</tr>
<tr>
<td>Capital Campaign Feasibility Study Funds</td>
<td>$</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Funds Raised Privately through Capital Campaign or Other Efforts, include</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Formalized Pledges</td>
<td>$1,000,000</td>
<td>$1,000,000</td>
<td>-</td>
</tr>
<tr>
<td>Money Rec’d from Sale of Library-Owned Assets or Artifacts w/TM or City Co. Approval</td>
<td>$</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>MPLCP Planning and Design Grant</td>
<td>$</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Estimated MPLCP Construction Grant</td>
<td>$6,360,764</td>
<td>$6,360,764</td>
<td>-</td>
</tr>
<tr>
<td>Other State Funds (attach list specifying agency and program)</td>
<td>$</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Value of Donated Land (up to $800,000) or Value of Purchased Land and/or Building</td>
<td>$</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Federal Fund (attach list specifying agency and program)</td>
<td>$</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Other Funds (Paid bldg program consultant fees $8,800 + feasibility study $105,000)</td>
<td>$113,800</td>
<td>$113,800</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Funding</strong></td>
<td><strong>$413,800</strong></td>
<td><strong>$14,939,759</strong></td>
<td><strong>$15,353,559</strong></td>
</tr>
</tbody>
</table>
### Construction Grant Awards for Projects Up to 3M in Eligible Costs

Replace the number in the PINK box with the estimate of your total project cost.
Replace the number in the YELLOW box with the estimate of your total eligible costs.
Replace the number in the BLUE box with your city or town’s EQV.
The GREEN box will display your potential grant award amount!

**Estimated Total Project Cost (TPC)**

**Estimated Total Eligible Project Costs (TEP)** $13,712,052

**Potential Grant Award** $6,360,764

#### Grant Award Calculation

<table>
<thead>
<tr>
<th>TEP Cost</th>
<th>Award</th>
</tr>
</thead>
<tbody>
<tr>
<td>60%</td>
<td>$3,000,000</td>
</tr>
<tr>
<td>45%</td>
<td>$3,000,000</td>
</tr>
<tr>
<td>40%</td>
<td>$7,712,052</td>
</tr>
<tr>
<td>30%</td>
<td>$0</td>
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</tbody>
</table>

**Total** $6,234,821

**Need Factor** 2.02%

**Total Grant Award** 46.39% $6,360,764

#### Library Green Incentive Award

<table>
<thead>
<tr>
<th>LEED Certification Level</th>
<th>Award</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certified</td>
<td>2.0%</td>
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<tr>
<td>Silver</td>
<td>2.5%</td>
</tr>
<tr>
<td>Gold</td>
<td>3.0%</td>
</tr>
<tr>
<td>Platinum</td>
<td>3.5%</td>
</tr>
</tbody>
</table>

*Minimum Library Green Incentive Award* $100,000

*Maximum Library Green Incentive Award* $500,000
SECTION 3: ASSURANCES AND CERTIFICATIONS

A. QUALIFICATIONS AND DUTIES OF PROJECT PERSONNEL

1. Project Director. The library director may function as the project director.
   Name: [Judy McConarty]
   Position: [Library Director]
   Responsibilities:
   [The Library Director will be responsible for being knowledgeable across the board about all the aspects of the project, its status and the multipronged efforts to move it forward. The Library Director will be an active participant on most, if not all, committees and the main conduit for information.]
   Qualifications:
   [Director, Norwell Public Library, 64 South Street, Norwell, MA 02061]
   ➢ Responsible for the management, planning, direction, administration and evaluation of all library functions and services to effectively meet the growing diversity of cultural, recreational, informational, and educational library needs of the community in accordance with the regulation of the Massachusetts Board of Library Commissioners, the by-laws of the Town and the laws of the Commonwealth.
   ➢ Master of Library Science, Southern Connecticut State University, New Haven, CT
   ➢ Certificate of Librarianship #P5603, Massachusetts Board of Library Commissioners]

2. Architect. Complete this form for the firm, principal and/or project architect working on the project
   Architectural Firm: [Hale Associates, Architects]
   Address: [2 Everett Street, Boston, MA 02130-2815]
   Phone(s): [617-522-9999]
   Website: [halearc.com]
   Library project date of hire: [6/28/2016]
   Name of Principal Architect: [Stephen Hale]
   Phone(s): [617-522-9999]
   Email address: [haleoffice@gmail.com]
   Mass. License #: [4877]

   Name of Project Architect
   (if different): [ ]
   Phone(s): [ ]
   Email address: [ ]
   Mass. License #: [ ]

3. Owner's Project Manager (OPM). Complete this form for the firm, the OPM and the Clerk of the Works
   Project Management Firm: [Pomroy Associates]
   Address: [49 Bedford Street, East Bridgewater, MA 02333]
   Phone(s): [508-456-4232]
Website: [www.pomroy-pa.org]
Library project date of hire: [4/14/2016]
Name of OPM: [Richard Pomroy]
Phone(s): [508-456-4232]
Email address: [rpomroy@pomroyassociates.com]

Name of Clerk of the Works: [Pomroy Associates]
Phone(s): [508-456-4232]
Email address: [rpomroy@pomroyassociates.com]

4. Library Director. Complete only if the library director is not the project director.
   Full name: [ ]
   Phone(s): [ ]
   Email address: [ ]
   Major responsibilities related to the project: [ ]

B. PROJECT AWARDED AUTHORITY AND FISCAL INFORMATION

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

X Board of Library Trustees
☐ Local Building Committee
☐ Other Municipal Official

Chairperson or Municipal Official of Above
   Full name: [Christine Smith]
   Title: [Chair, Norwell Public Library Board of Trustees]
   Address: [Norwell Public Library, 64 South Street, Norwell, MA 02061]
   Phone(s): [781-826-5676]
   Email address: [csml199477@aol.com]

The person legally authorized to receive and safeguard Massachusetts Public Library Construction Program funds locally:
   Full name: [Darleen Sullivan]
   Title: [Treasurer/Collector]
   Address: [345 Main Street, Norwell, MA 02061]
   Phone(s): [781-659-8070]
   Email address: [dsullivan@townofnorwell.net]
The person legally authorized to requisition and approve local expenditures of Massachusetts Public Library Construction Program funds:

Full name: [Peter Morin]
Title: [Town Administrator]
Address: [345 Main Street, Norwell, MA 02061]
Phone(s): [781-659-8000]
Email address: [pmorin@townofnorwell.net]

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

Bank or Institution name: [Rockland Trust]
Contact name: [Deborah Hayes]
Title: [Bank Representative]
Address: [241 Union Street, Rockland, MA 02370]
Phone(s): [781-878-0232]
Email address: [deborah.hayes@rocklandtrust.com]

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

Office or agency name: [Town of Norwell Accounting Office]
Contact name: [Donna Mangan]
Title: [Finance Director/Town Accountant]
Address: [345 Main Street, Norwell, MA 02061]
Phone(s): [781-659-8010]
Email address: [dmangan@townofnorwell.net]

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

Office or agency name: [Town of Norwell Accounting Office]
Contact name: [Donna Mangan]
Title: [Finance Director/Town Accountant]
Address: [345 Main Street, Norwell MA 02061]
Phone(s): [781-659-8010]
Email address: [dmangan@townofnorwell.net]

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: [David Sutton]
Title: [Facilities Manager]
Address: [322 Main Street, Norwell, MA 02061]
Phone(s): [781-589-9383]
Email address: [david.sutton@norwellschools.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 S24: Establishing the Massachusetts Supplier Diversity Program, which includes set aside provisions for minority business enterprises and women-owned business enterprises, and in compliance with M.G.L. c. 151B. The Applicant must not discriminate in any manner because of gender, race, color, religion, national origin, ancestry, age, sex, or handicap;
12. that the Applicant will require that all construction contracts will be in conformity with applicable law and regulations related to minority hiring. Every state-assisted contract for an approved public library project, including sub contracts, will include the Commonwealth’s Supplemental Equal Opportunity/Anti-Discrimination and Affirmative Action Program as part of the contract;
13. that the Applicant will comply with Executive Order 526: Regarding Non-discrimination, Diversity, Equal Opportunity, and Affirmative Action. The Applicant will safeguard nondiscrimination, diversity and equal opportunity in state funded workplaces, decisions, programs, activities, services and contracts;
14. that the Applicant will submit the project to local, regional or state boards or agencies for comment and/or approval as may be required by law or regulation;
15. that the Applicant will assist the Board in complying with the Massachusetts Environmental Policy Act, M.G.L. c. 30, §§ 61 through 62H;
16. that the building will be designed according to 521 CMR: Architectural Access Board;
17. that life cycle cost estimates of all technically feasible energy systems as defined in St. 1976, c. 433, will be considered in order to ensure that the energy system with the lowest life cycle cost estimate will be identified in accordance with the provisions of St. 1976, c. 433;
18. that the Applicant will closely monitor the cost effects of building program and design decisions and materials and systems selections so that the facility can be constructed and operated in a cost effective, sustainable and staff-efficient manner considering the type of project and structure;
19. that there will be an evaluation of flood hazard so that the facility to be constructed will be located to prevent potential flood hazards, as far as is practicable;
20. that the building will be designed to minimize the effects of vandalism, weather conditions and natural conditions and that materials and finishes will be selected to minimize operational costs and maintenance. This will include provision for a fire-rated enclosure for any automated or manually operated exterior book or nonprint materials return that penetrates a wall of the building;
21. that the Applicant will comply with M.G.L. c. 9, §§ 26 and 27C and 950 CMR 71.00: Protection of Properties Included in the State Register of Historical Places and any additional Massachusetts Historical Commission legal and regulatory requirements, including that which affords the Massachusetts Historical Commission the opportunity to review and comment as early as possible in the planning stages of the project;
22. that the Applicant will comply with Americans with Disabilities (ADA) federal standards and the regulations of the Massachusetts Architectural Access Board, including those requirements for making alterations to historical properties to ensure that property and building are readily accessible and usable by individuals with disabilities unless a variance has been obtained for all noncompliant features;
23. that prior approval from the Board will be obtained for significant budget, program or plan changes and revisions including deduct change orders, excluding change orders of an emergency nature;
24. that the Applicant will provide adequate supervision during the term of the project including architectural supervision, value engineering and the retention of a qualified clerk of the works and, when required, an Owners Project Manager that meets the qualifications required by M.G.L. c 7C, § 44 through 58;
25. that Board staff will be provided reasonable access to the project and site with consideration for site conditions and with appropriate notification;
26. that every good faith effort will be made to obtain sufficient funds beyond those granted under the Massachusetts Public Library Construction Program for the non matching and non eligible portion of project costs;
27. that the Board will not be held responsible for meeting any increased costs or increasing the amount of the grant award beyond the provisional award;
28. that the project will be completed as described in the application and approved by the Board. Any significant reductions in the project’s program require prior approval;
29. that the Board, the Governor or his or her designee, the Secretary of Administration and Finance, and the State Auditor or his designee will have the right, at reasonable times and upon reasonable notice, to examine the books, records and other compilations of data of the Applicant which pertain to the
performance of the provisions and requirements of this agreement. Upon request, the Applicant will furnish to the Board copies of any such books, records and compilations. In all contracts or subcontracts entered into by the Applicant concerning the project, a provision must be included requiring similar access by the Board to the contractor's or subcontractor's books, records and other compilations of data which pertain to the project according to Executive Order 195: Vendor Contracts of April 27, 1981;
30. that the Applicant will file all required reports and the Board will be notified when the approved public library project is completed and a certified reporting of expenditures by category, financial sources and other documentation will be supplied to the Board by the Applicant within six months of project completion;
31. that all grant funds received by the Applicant from the Massachusetts Public Library Construction Program will be placed in an interest bearing account separate from other Applicant accounts. All grant funds, including interest income, will be retained in this account until they are expended for purposes specified in the construction grant application. Purposes specifically excluded include all those specified in 605 CMR 6.02: Definitions Eligible Costs;
32. that the Applicant will file a final evaluation form on the performance of contractors on the project as required by the Division of Capital Asset Management and Maintenance (DCAMM) upon completion of the project;
33. that construction will begin in the fiscal year immediately following the date of acceptance by Board staff of the final project construction documents;
34. that a copy of the as-built drawings, in paper or electronic form, will be supplied to the Board within 60 days after issuance of Certificate of Occupancy;
35. that the Applicant has clear title to the project site or a lease of at least 99 years;
36. that the project site will remain as described in the application and approved at the time of award or Waiting List placement;
37. that the construction process will comply with all current state and local building codes for libraries and all applicable standards and procedures;
38. that the completed project will meet or exceed a building efficiency rating of 65%.

D. APPLICATION CERTIFICATIONS

We the undersigned, having official responsibility for the project herein described, do hereby attest to the facts and figures presented as true to the best of our knowledge and belief and do hereby certify our intent to carry out all the provisions and conditions agreed/delineated in this application. At least one person officially representing the town and one library trustee representing the library must sign. Name and title may be typed or legibly handwritten. Signature must be handwritten.
Name: Peter D. Smellie
Title and Board/Committee: Selectman
Signature: Date: 1/4/2017

Name: Alison M. Demong
Title and Board/Committee: Selectman
Signature: Date: 1/4/2017

Name: Ellen H. Allen
Title and Board/Committee: Selectman
Signature: Ellen H. Allen Date: 1/4/2017

Name: Greg W. McBride
Title and Board/Committee: Selectman
Signature: Greg McBride Date: 1/4/2017

Name: Jason Brown
Title and Board/Committee: Chairman Board of Selectmen
Signature: Date: 1/4/2017

Name:
Title and Board/Committee:
Signature: Date:

Name:
Title and Board/Committee:
Signature: Date:

Name:
Title and Board/Committee:
Signature: Date:
Name: Victor M. Posada
Title and Board/Committee: NPL Trustee
Signature: [Signature]
Date: 11/30/2016

Name: Sarah Summers
Title and Board/Committee: NPL Trustee
Signature: [Signature]
Date: 12/14/2016

Name: Christine E. Smith
Title and Board/Committee: NPL Trustee - Chair
Signature: [Signature]
Date: 12-14-2016

Name: Kathleen D. Fitzgerald
Title and Board/Committee: NPL Trustee
Signature: [Signature]
Date: 12/14/2016

Name: Monika F. Brodsky
Title and Board/Committee: NPL Trustee
Signature: [Signature]
Date: 12/14/2016

Name: Jeanne Haglestein-Ivas
Title and Board/Committee: NPL Trustee
Signature: [Signature]
Date: 12/14/2016

Name: __________________________
Title and Board/Committee: __________________________
Signature: __________________________
Date: __________________________
Appendices and Attachments

- Title/Deed and Related Documentation
- Copy of Town Meeting/City Council votes
- City/Town map showing location of proposed site
- Floor plans of existing library building
- Excerpted Pages from Master Plan/Library Long Range Plan
- Library Building Program
- Massachusetts Historical Commission notification form
- Geotechnical Consultant’s Report
- Hazardous Materials Survey
- Structural Analysis
- Engineering and Other Surveys and Reports
- Detailed Cost Estimate
- LEED Scorecard (if applicable)
- Alternate Parking Plan (if applicable)
- Schematic Design Drawings*

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

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

Attachments:

- Project timeline
- Project renderings
- Letters of Support