

JRB

Town of



Sterling

MASSACHUSETTS

May 2, 1984

To: FINANCE COMMITTEE, SCHOOL COMMITTEE, LIBRARY TRUSTEES AND DPW

The Board of Selectmen are setting up a new committee to be known as the Building Needs and Utilization Committee, to study the needs of the town. Its first priority will be the needs of the Library Trustees.

We request that you give us a name of one of your members who would be willing to serve on this committee. As far as the Library Trustee appointment, we request the Librarian be a member along with a Trustee.

Kenneth I.H. Williams, Chairman
Board of Selectmen
Sterling, Ma.

9/27/84

Building Needs & Utilization Committee

Present: Carlson, Sushchuk, Baker, Iacobucci, May. Absent: Macteed

Election of officers

Gail Iacobucci, Chairman

Purpose of Committee

Look at needs of all Town boards & committees
Selectmen represent Police, Fire, and others.
Address Sterling's needs for library space.

Buttenck School

1985 - deed restrictions on Buttenck School expire
School Committee (Gail) would not be adverse
to turning B. School over to Town needs, but
would need a 10-room addition at Chocksett.

State restrictions will not permit another Houghton
addition, but two 10-room additions are already
planned for Chocksett.

~~Observation was that~~ Problem of what to do with existing library building

Opinion that Buttenck would be beautiful for
police, Town departments, and a library.

(It is rumored that the police "are looking
for a place")

Observation that this plan will entail both
Construction and renovation costs.

Other locations

Build library behind Buttenck School - ledge & slope
where tennis courts are ^{problems}

Corner Boutelle / Muddy Pond roads. Next to Post Office
Cross St.

Addition to existing library building

Drainage on land (Bd of Health will inform lib.
of November perc.)

New building added to old building is an "eyesore"
creates problems. - is difficult

Consider people who don't want it changed

Questions for next meeting (10/18/84)

"Numbers" on library needs - program statement

Location of library

Janitorial services.

Funding

Consensus: Do it right, do it all (good for 20+ years), get it done.

Contact other boards & committees re space needs now & in future.
Talked down -

Renovate upstairs Town Hall.

Put 10 room addition for school

Convert ~~Butterick~~ for Library - first floor
Police - basement
meeting room - second floor
+ library expansion -

Elderly needs -
place @ kitchen facilities
feeding + food delivery
and other activities.

Multi-purpose building
library ~~meeting~~
meeting room.

Master Plan -

Machain - buy land

Spending money on research is
throwing money down the drain.

3 step plan

1. Library + community room (elderly)
2. School classrooms
3. Renovate Butterick for Town Offices.

| | <u>PRESENT</u> | <u>10 YEARS</u> | <u>20 YEARS</u> |
|---|--|------------------|-----------------|
| <u>Population</u> | est 6000 | est 8000 | est 10,000 |
| <u>Usable space</u> | 1800 sq ft should be 4200 sq ft Based on ALA .7 per cap | 5600 sq ft | 7000 sq ft |
| <u>Seating</u> includes study, leisure, carrels | 16 should be 27 | 35 | 43 |
| <u>Book collection</u> Adult and children | 21,000 volumes ALA min. 17,000 (Although the library adds approx 1 volume for every 6 persons served, it keeps 1 volume in 10 in the "permanent" collection) | 27,900 | 37,800 |
| <u>Shelving</u> | 1500 linear feet should be 2625 | 3488 linear feet | 4725 |
| <u>Staff work space</u> Circulation, administration, technical services, public service, and reference | 60 sq ft an 8 x 8 foot room! | 500 | 1000 |

Building - energy efficient, economical and easy to maintain inside and out
 accessible, ground level access or equivalent
 able to be supervised by a single librarian

Contents - Browsing/reading area + study area with tables and carrels

Circulation/Reference area, with nearby work area

Workroom, with supplies storage

Shelving for predicted book collection

Space for current periodicals and backfiles

Space and shelving for display of library materials

Space for public access to photocopier, typewriter, computers, microfilm reader/printer, other technological additions

Separate meeting/program room

Including storage and program needs, kitchen facilities.

*prepared for BN&U Comm.
11/84*

12 13 84

Building Needs and Utilization Committee NOTES

Present: Iacobucci, May, Sushchuk, MacLeod, Baker

Gail: Kindergarten FY85 enrollment = 86
will be 106 first graders in FY86
FY87 estimated 200 kids at Butterick School;
Butterick School comfortably holds 170-180.

Projections for growth over next 15 years -- not known.

Will have to split grades in Sept 86

Paul: Consider building a facility which would meet school needs for next 20 years, which would be 15 new rooms plus other requirements. Chocksett cost \$1,063,000 in 79 dollars.

John: Is it out of the question to expand Butterick or continue it as a school building. Answer: No to expansion; doubtful to continuation

Paul: Elderly is not a pressing need
- First a library
- new school
- consider needs of police
- basement make an excellent police station

Point discussed that Butterick is not available without additional classrooms being provided.

Janet: Most pressing need right now is library.
Therefore should consider
- New library building somewhere or addition to present building
- Then new school classrooms
- Then Butterick would be available for renovation for police, town and committee offices, and even the elderly needs.

Agreed to research specific sites in Sterling before the next meeting; committee members divided up several possible sites
Historical Society land
Tom Flanagan land
Telephone company land
Bridge Street
others?

10 January 1985

Building Needs and Utilization Committee NOTES

Present: Sushchyk, Baker

A. Discussion of sites for a multiple purpose building: library, public meeting rooms, committee office spaces, and elderly needs (food Preparation & dining)

Reports on sites:

I. Tom Flanagan land, near Post Office

Two parcels total $\frac{1}{2}$ acre

Valued by Town at \$30,000, due to increase. Market value not known
Flanagan told Library Trustee Rita Tuttle that he would have to consult with his family, that he might be in favor of selling for that purpose, but it might cost more than Town would pay.

Advantages: central site, near Post Office

Disadvantages: cost; insufficient parking space, especially for a multipurpose building.

II. N E Telegraph company land on Main Street

2 parcels total 1 acre in L-shape, with part of land behind St. Richards church property.

Value not known

Advantages: central location, near Town center

Disadvantages: Cost?; question sufficient parking space

III. Historical Society land

Possibly 1 acre maximum in L-shape with frontage on School, Maple, and Pine Streets.

Trustees have not been approached yet

Value not known

Advantages: central location, near elderly housing and Town center

Disadvantages: question sufficient parking space, possible congestion on neighborhood streets; also location is in an area subject to possible water problems.

IV. Bridge Street

Paul had examined site and reported that the Town-owned portion is small. The Drown property is a hollow.

Value not known; owner not approached.

Advantages: central location

Disadvantages: Cost?, need for extensive site work, question sufficient parking.

V. Land behind Butterick School

13.7 acres of Town-owned land. Although on a rise, there is a lot of level land there (e.g. where Butterick Nature Trail was laid out)

Advantages: central location; no purchase cost; sufficient land for current needs, including parking, and for planning for future needs; potential for use of solar

Disadvantages: questions about access (possibly driveway from Meetinghouse Hill Road, walkway from Main Street?), ledge (possible slab construction?), not quite as centrally located as other sites

VI. An addition to the Library Building

Because this proposal would not meet other Town needs (multi-purpose building), it is not being considered by the BN&U Committee

- B. Discussion of eminent domain landtakings -- a fair price is paid, but Paul reported that many times suit is brought by the landowner.
- C. Discussion of use of present Library Building -- possible Police Station? Although the Unitarian Society has the right to take the land back if the building is no longer a library, they would have to either buy the building or ask the town to raze it. Either solution sounds impractical and expensive.
- D. Discussion of "Program Statement"

The list of needs or objectives for the uses to be made of the building would be spelled out in detail. For example, the Library would list all services offered, space and furnishings needed to provide each service, and all related information.

This Program Statement is used by the Building Committee and the Architect to come up with the most efficient and cost-effective building design.

NEXT MEETING 24 January at 7 p.m. in the Selectmen's meeting room.

Topic: Recommendation to the Board of Selectmen

Building Needs & Utilization Committee, 1/24/85 NOTES

Present: Carlson, MacLeod, Iacobucci, Tuttle, Baker

Continued discussion of "potential sites for Town building needs":

- a. Addition -- needs perc test
- b. Land behind Butterick School
- c. Drown land -- swap land with other town land may be possible
- d. Harvey Davidson land - on corner of School & Waushacum Streets. Jack reports that he might sell land to Town. There are various ways of taking care of house.

Discussed survey of all three areas and deephole test two.
Jack will ask Bob Cutler about how to get lands surveyed and deephole tested.

Have plot plans for next meeting. Draft letter to send to owners of sites.

Building Needs & Utilization Committee, 2/7/85 NOTES

Present: Iacobucci, Baker, Carlson, MacLeod, Sushchik

Jack had plot plans and reported on locations as follows:

- * Flanagan land PLUS Town land would be large enough for a building and parking. Cost not known, but negotiations could include recognition.
- * Drown land - they own on either side of railroad (Sterling) possibility of some deal (land swap & fill) for acquisition. Possibility of utilizing site contours in building design
- Telephone land is OUT
Too small, awkwardly shaped; they maintain they want to keep it for future expansion
- Davidson land
Town should consider for purchase, but not for library or multi-purpose use. Lot is too narrow in middle
- * Land behind Butterick School
Lots of land; site problems can be solved.
- * Addition to building - Maranne pointed out that this should be investigated as well.
- * Four downtown locations.

Next steps: Hire an architect for site studies, arrange for deep hole tests.

We want to know for each location whether it is possible to

Build a new library of 7000 sq ft * or -

OR build a new multi-purpose building

Also check out Butterick School for future Town use possibilities

Also check out addition to existing building.

Janet read item about Gus Elliott trying to create non-profit organization for helping the elderly, including a building.

For next meeting, Janet will call Gus for more information, and she will arrange for an architect to meet with us to answer questions and give advice.

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BUILDING NEEDS AND UTILIZATION COMMITTEE
NOTES ON 2/14/85 MEETING - *SYNOPSIS*

Present: May, MacLeod, Iacobucci, Carlson, Baker, Sushchuk, and Tim Nault of O. E. Nault & Sons Inc. Also Gus Elliott and Arthur McLean.

Note: this is a summary of the meeting. I have detailed notes on the discussion available. JRB

Maryanne MacLeod reported that a majority of the Library Trustees believe that until and unless it is proved that an addition cannot be put on to the building, they want to stay with an addition.

Jack Carlson pointed out that the Committee has the responsibility to address the Town's total needs for building space. He and some other Committee members believe a multi-purpose building will better address some of those needs.

Tim Nault of O. E. Nault & Sons, Inc., 34 Cedar Street, Worcester, arrived. He had been invited to give information and answer questions.

Jack went over the background of the Committee and the Town's current and future needs for space. At this time, planning a multi-purpose building to serve the needs of the Library (7000 sq.f.t) and the needs of the elderly for meeting place is being discussed.

The three sites under consideration were presented, with various information being given about each of them. The Committee needs advice about site selection.

Nault said he could arrange to provide such assistance at no cost to Committee and to make recommendations regarding the sites.

Jack said we would be aiming for Annual Town Meeting 1986.

Nault said that in 6-8 months, we could get the facts and information, do the job in depth, and hold public hearings on recommendations.

It was agreed that

1. Nault would "walk the sites" with Bob Cutler and interested committee members;
2. Committee would submit a special article request of \$5000.00 "to conduct surveys and/or other such studies of appropriate sites for public buildings or of existing public buildings . . . ; "
3. Committee would meet 14 March at 7 p.m. at the Library to discuss results and future plans.

NEXT MEETING



2/14/85

BUILDING NEEDS AND UTILIZATION COMMITTEE

Notes on 2/14/85 meeting

Present: May, MacLeod, Iacobucci, Carlson, Baker, Sushchuk, joined by Gus Elliott, Arthur McLean, and Tim Nault of O.E. Nault & Sons of Worcester

Note: these notes are a record of the discussion as it occurred. A summary was provided to the committee members.

Question: If we deephole test, are we obligated to buy land beside library?

Answer: Not according to the correspondence we have with the Unitarian Society.

MacLeod - A majority of the Trustees believe that until and unless it is proved that an addition cannot be put on to the building, they want to stay with an addition.

Carlson - This is the Building needs Committee; to address the Town's need for building space.

MacLeod - Addition has best chance

Carlson - Multi-purpose building in center of Town has best chance, esp. if private funds can be raised.

Town has other needs: School is good for 4 years, then we'll need a school. We need a well, tank to store water, landfill will be a problem

Iacobucci - Addition won't go with town

Carlson - Addition won't go with 75% of people who attend Town Meeting.

Nault arrives.

Carlson goes over background. First a library, then the need for Rec. Hall (Legion Hall now used) for meetings and lunches, etc., for Sterling elderly. Hall for elderly, including full kitchen, is second need. Committee came to conclusion that what is needed is multi-purpose building. Library needs 7-8 thousand sq. ft. Plus meeting room, community center, kitchen (meals to feed 100s). Nault comments that space to feed 100s is "expensive space" Library should be in town center.

Carlson and committee go over sites under consideration.

Site I. Land behind Butterick School; 13+ acres

McLain - many levels and ledge

Nault - don't fight the ledge, design the building to fit the site.

If large equipment can get in, it's pretty economical to blast the ledge as long as you don't have to truck it out.

Site II. Flanagan land; plot and land to be filled

Railroad bed is possible 30 ft. lower.

May be expensive to buy.

Nault - Is it worthwhile to build on land vs. dealing with ledge?

Site III. Drown land - possibility of land swap, and use railroad land (Town's)

Nault - Town utilities?

Water on either side.

McLain - many advantages to this land for Town purposes

Carlson - engineered plan - calls for expansion of Sterling landfill. There is Town fill, therefore, which could be used for site development.

Sushchuk - best gravel in Town is Town-owned.

Nault - You're not going to put a building on 20 ft. of fill.
You need 97% maximum density.

Very expensive process; layers of compacted gravel; expensive & IFFY.
Compacted fill 5 ft. or over - The cost of compacting will outweigh
the cost of a structural slab.

Site IV. Addition to existing building.

Could add as planned in 1980.

No way could consider the additional purposes on this site, e.g. multi-
purpose bulding.

No parking at all.

If you're going to spend this kind of money . . .

MacLeod - can argue for a library plus a (separate) building for elderly
and recreation. No agreement that multi-purpose is the way to go.
could renovate town hall second floor.

Carson - re addition: Have a problem with parking and spetic as plan
was drawn up in 1980.

We have permission to deep hole test & will be done by DPW.

← Nault - don't need topographical studies at this time. Can tell a lot by
walking the sites.

Carlson - Butterick School.

Town offices would eventually ~~move~~ to Butterick School. Other uses
are a possibility for the future.

Nault - 150 sq ft live loding for a library

Most schools are 60 sq ft live loading

Is Butterick School a reinforced concrete building?

Carlson - sooner or later the school will be putting on one or two
10 room additions.

Use for existing builiding?

BNU would recommend it be a police station; or another purpose.

Nault - is there a historic district?

Not yet.

McLain - Access to area behind Butterick School is important.

What is purpose of meeting?

Nault -

Law re selection of architects

To have an architect for a fee to look at sites and meet with committee
and make recommendations. Then that firm is barred from being involved
with that project from then on.

Even if you do preliminary plans, you cannot do working drawings. It would
make sense to hold the firm (doing prelim. plans) responsible for what they
said (in terms of price, etc.)

Nault's firm would not be interested in doing preliminary plans. Architect
would "lose his shirt". "I could not for a fee do the study"; "I
would not do it (personally)". Survey would be forthcoming from someone
in his office. Nault would not be involved. Therefore he could continue
to be considered for entire project.

An interpretation:

If an architect submits proposal, he may be considered for rest of work;
provided that the town in its study funds has funds to pay for a second
opinion. Appropriate an extra \$500.00 to hire local contractor or estimator
to review plans and say they're OK. Then architect can continue with
project.

Nault said that he'd be happy to provide assistance at no cost to committee and to make recommendations. Herman Baumann of his staff.

Sushchik - we need guidelines

Nault - would be involved as a "friend", unofficial recommendations in writing re . . .

Nault - ledge - test borings - use Town backhoe

Time frame for "unofficial" study - Need to look at land during good weather.

Carlson - aiming for Town Meeting annual, 1986

Nault - get the facts, get the information - takes 6-8 months do the job in depth. Get people out to hearings.

Two tasks: Site evaluations

What are the needs of the Town?

Survey- Planning funds \$5000.00

Topographical survey of selected sites,

Boundary survey

Description

(Left it that Nault would "walk the sites" with Bob Cutler plus any committee member available, interested, and willing. McLain said he would be interested.)

Agreed to submit a special article request for \$5000.00.

"To see if the Town will appropriate the sum of \$5000.00 to allow the Building Needs and Utilization Committee to conduct surveys and/or other such studies of appropriate sites for public buildings or of existing public buildings within the Town of Sterling, or take any action thereon."

"Needed to evaluate suitability of recommended sites."

Set a meeting date of 14 March 1985 at 7 p.m. at the Library to discuss site evaluations.

BUILDING NEEDS AND UTILIZATION COMMITTEE
NOTES ON 3/14/85 MEETING

Present: Carlson, Iacobucci, May, and Baker

The first part of the discussion centered around Janet's report to the committee on the site visits conducted by Tim Nault of O E Nault & Sons on 13 March. He was accompanied by Bob Cutler, Superintendent DPW, and Janet.

Site III

Good location, visible and central, but ground level is considerably below street level.

Nault said site development would be expensive, especially for what is a relatively small project.

It had been pointed out before that we cannot build on fill.

Jack suggested a two-story building at ground level, with the first story (a meeting hall) surrounded by fill, which would put the second story (a library) at street level. Problems with emergency exits were pointed out.

The Committee might recommend this site for possible future purchase by the Town, even if it is not the site of choice for this project.

Site II

Although a good location, next to Post Office, lot is small and partly fill. Purchase cost may be high, and no guarantee that it would still be available.

Site I

Nault said it was good land for building, and a good location

Access - John said Meetinghouse Hill Road access is a problem from an engineering point of view.

Other access would have to come through Butterick schoolyard (impossible now) or Light Dept property (no space there for a driveway).

School building - Nault asked about its continued use. Bob and Janet said current plans call for its use. Nault said that if it is used for other purposes, make sure that any renovations do not preclude its use as a school in the future.

Site IV

Nault said site is "tight" for size of addition library needs. There are questions of space for leach field and for parking.

Probably could not include elderly needs; possibly could not include meeting rooms.

Bob Cutler said he would handle deephole test of this site in cooperation with Health Agent Gerry Collins.

Other topics discussed:

1. What are the specific needs of the elderly program for facilities and space?
Number and size of rooms, bathrooms, halls, kitchen facilities.
How many staff to carry out daily lunch program, including cleanup?
Who supervises?
Gail will call Arthur McLean; Jack will talk to Gus Elliott.
2. Custodial care of town buildings: Need for regular maintenance with assigned staff. DPW would maintain buildings. Need to add Town Maintenance staff.
3. Authority for other care of building: possible answers: Library runs itself; elderly have meeting place, but no authority over building.
4. Place for sports/recreation hall?

 NEXT MEETING: April 4 at 7 p.m. at the Library

Topics: discussion of Nault report; report on elderly needs;
plans for Town Meeting presentation; plan public inf. hearings?

Building Needs & Utilization Committee
NOTES on 4/4/85 meeting

Present: Iacobucci, MacLeod, Baker, Suschyk, May, and Arthur McLean and Barbara Dudley representing senior citizens

- I. Building program for elderly needs, now and future
 - A. needs of elderly for building space: estimating 3000 square feet which would contain:
 1. Kitchen facilities:
capability for serving hot meals. No plans for preparing hot meals; they would continue to be catered.
Utility kitchen - stove, refrigerator, sink for serving coffee and refreshments. Cabinet space for kitchen supplies storage, able to be locked.
 2. Small office for elderly programs supervisor
 3. Meeting room with tables and chairs
 4. Toilet facilities
 5. Accessible telephone
 - Note: Proposed meeting space would function as a senior citizens center unless booked for another meeting. Movable partitions might enable coexistence.
 - B. Staff - elderly programs supervisor would be responsible for supervision of senior citizens center
hot lunch program, including any needed additional help
senior citizens van
 - C. Arthur is planning to visit communities which have senior citizens centers, some combined with other functions, and invited committee members to accompany him. (Hopkinton, Milford, Bellingham, for example)
 - D. Details of coexistence to consider, such as utilities, telephone, maintenance
- II. Other points made at meeting
 - A. Butterick School - while it would be appropriate to recommend other uses for Butterick, two points should be kept in mind:
 1. New classrooms would have to be provided at this time and in the foreseeable future.
 2. Any renovation should not prevent a return to school use in the future.
 - B. Deephole testing at Side IV (library) will be carried out by Bob Cutler working with the Board of Health Agent
 - C. Town's specific needs for meeting room space needs to be spelled out
- III. Preparation for Town Meeting: initially Gail will speak to the article: other committee members will speak as seems necessary
 - A. Committee has responsibility of addressing the total needs of the Town and intends to come up with a list of recommendations for various kinds of future action, arranged in priority order.
 - B. At this time, the committee has made no decisions and has no final recommendations to make.
 - C. We need further information in order to accomplish A & B, and have requested \$5000 to "conduct surveys and/or other such studies of appropriate sites for public buildings or of existing public buildings".
Specifically, we wish to
 1. Evaluate existing public buildings for present use and future use
 2. Evaluate proposed sites in regards to acquisition and future construction
 3. Evaluate the future needs of the Town with respect to public buildings.
 - D. We intend to consider the needs for library space, public meeting rooms, Town offices, and classrooms.

Next meeting date will be set after Town Meeting.

NOTES on Building Needs and Utilization meeting held 27 June 1985

Present: Baker, Iacobucci, Sushchuk, MacLeod

It was noted that townspeople had expected a report from the committee by the Annual Town Meeting, but that the committee needed more information and was not yet prepared to go on record with recommendations.

It was agreed that a survey of other departmental needs is necessary, since such a survey had not been formally undertaken. Representatives on the committee (DPW, School, Library) will provide brief written statements of future departmental needs for the next meeting. Departments not represented specifically on the committee (Town Hall, Police, Fire, Light, Aging) will be interviewed personally by committee members before the next meeting. An introductory letter will be sent. The purpose for this survey is to establish future public building needs in written priority order -- to be part of our final report. Janet agreed to talk to Chief Pineo, Chief Johnson, Lois Seifert, and Arthur McLean. Gail will talk with fellow school committee members and to Jack Carlson. Maryanne will call Bill Rugg. It was suggested that input from other boards and committees might be solicited at an All Boards meeting early in the fall.

Janet made a pitch for equal consideration being given to the library addition proposal as to other alternatives. She pointed out that the ground water test was positive and the site location is ideal. She stated that about \$40,000 has been spent on the building in repair and maintenance costs in the past few years and that the committee has an obligation to make recommendations for its future use. The committee agreed that our overall recommendations should reflect what is best for the town.

*notes compiled
by Janet Baker*

BUILDING SPACE NEEDS

Council on Aging

(Telephone conversation with Arthur McLain, 7/20/85)

Need a building, approx. 80x100 feet, with a room which will seat 600.
Movable chairs are OK.

In same space, table to serve meals to 100 people,
Office for director of elderly programs
Men's room, women's room, accessible to handicapped
Kitchen adequate for the storage of and distribution of food
(meals) prepared elsewhere (Oakdale)
Minimal food preparation; basic stove
Refrigerator to accomodate storage of prepared food
Place ofr storage of supplies

They plan to form a Sterling Friends of the Elderly to help them accomplish this goal.

Department of Public Works

Note addressed to Gail Iacobucci

The DPW Board and Supt. Cutler have no immediate needs, new construction, renovation, or otherwise.

We suggest the 2nd floor renovation of the Town Hall be addressed. The Selectmen should be contacted. Priority = HEAT.

Town Hall

(conversations with Lois Seifert and Norman Clemence)

Need is for storage for Town records, including new vault and perhaps other storage, and for Boards' and committees' materials and files.

Vault must be built according to state specifications. Most likely site would be an addition on back of Town Hall. Construction was planned at time of Town Hall renovation but cut due to expense.

Second floor has space for meetings and offices. But has no heat.

Re access to second floor: Boards and committees are not "general public". Stairs are all the access required. Handicapped members could be carried up to meetings or meetings could be brought to them.

Fire Department

(conversation with Acting Chief Stuart Johnson)

The Fire Department will need either a satellite station OR an addition to the existing building to accomodate additional apparatus. They will be looking for this in 2-3 years maximum.

He suggested that a municipal building which serves several needs, including those of the library, is the way to go. He suggested that the existing library building should become a satellite Town Hall, for the use of boards and committees, for example, Planning board, Fair Committee, Conservation committee.

Police Department

(telephone conversation with Chief David Pineo)

Present quarters are totally inadequate. Need a whole new Police station, which doubles existing sapce, and includes dispatch center on first floor, three cells, and 3 vehicle garage (possibly 4). Location is not important; does not need to be in the center. Should be kept separate from other municipal needs for the best operation of a Police Department. Space need is crucial now; they would be looking for this within 5 years. An addition to the present building is not possible, because of proximity to lot lines and the swamp.

BUILDING SPACE NEEDS, page 2

Library

Need 7000 square feet of usable space in a central, accessible location to meet the needs of projected population of 10,000 in twenty years. Consideration should be given to future additional space in any plan adopted, since we don't want the building to be obsolete at the end of twenty years. Service areas within the building will be designated by the Library Building Program. (being written).

School Committee

Unable to provide information at this time

Selectmen ✓

Light Department

No needs

BUILDING NEEDS AND UTILIZATION COMMITTEE

NOTES ON MEETING OF ! August 1985

Present: May, Sushchik, Baker

We reviewed and discussed the results of the survey of building space needs (attached for committee members not present).

Paul reported that Lunenburg has hired a building consultant. Janet volunteered to find out name of consultant, scope of the study, and its cost, as a matter of information for the committee.

Janet reported that the deadline to declare an intent to apply for LSCA funds is 23 August. The LSCA Intent to Apply form requires specific information on Project Description, Estimated Project Costs, Estimated Project Funding, and information regarding beginning and completion dates. Janet read the following from the information letter: "LSCA funding is intended as a supplement to local funding. Therefore, it must represent only a percentage of total project costs." She pointed out that we have none of the information requested. She will contact the Board of Library Commissioners because "Applications (for LSCA funding) will be sent only to those municipalities that have submitted intent to apply forms." She said that federal funding **is** tied to local funding commitment, and we cannot show any yet.

It was agreed that decisions should be made at the next meeting, since this one had only three present. Janet will call Tim Nault and request his attendance (or representation) at the next meeting, since he told us he could help. She will tell him that the committee is interested in

*the costs of

- a. separate community building, including library and meeting
- b. new library building
- c. addition to library

*establishing what tests are needed to evaluate sites under consideration, including costs

*"design sketches" which can accompany committee's recommendations, since people like to SEE something

Paul spoke of the problems of coordination of present and future building needs.

NEXT MEETING: 29 AUGUST 1985 AT 7 P.M. AT THE LIBRARY BUILDING

BUILDING NEEDS AND UTILIZATION COMMITTEE

29 August 1985

Present: Janet Baker, Paul Sushchuk, Maryanne MacLeod, and architect
Tim Nault, of O.E. Nault & Sons, Worcester

Those present discussed the steps needed to evaluate proposed sites with the architect. Tim Nault recommended hiring sewer consultants to provide the information needed for decision-making.

The sewer consultant would

- a. Check the site behind the Butterick School to see whether existing ledge will prevent installation of a septic system
- b. Check site next to existing library to see if there is enough space for a leach field.

Tim reported that construction which costs more than 25% of the value of an existing building must conform to new state code. In response to questions, he said he would never recommend a self-contained system in these circumstances, as they are expensive and difficult to maintain, and that composting toilets are not allowed in public buildings.

Because the sewer consultant needs to know the size of the building and its utilization before he can evaluate the sites, we agreed that we are proposing either

- a. an addition to the existing building which would provide a total of 7000 square feet for library purposes and 1500 square feet for meeting space purposes (seating for 100)
- or b. a new building which would provide a total of 7000 square feet for library purposes and 3000 square feet for meeting space purposes (seating for 200). Meeting space is calculated at 15 sq ft per occupant.

We discussed the requested "design sketches". Tim said that anything they could do now would be pure speculation and would probably have no relation to final designs. He proposed instead drawings which would suggest possible site plans (again speculation), with no elevations.

The committee agreed to the following:

1. A request to Tim Nault to ascertain costs of hiring sewer consultants
2. An estimate of his costs for "site plans", working with sewer consultants, and estimating cost of construction for a. an addition, b. a new building.
3. A deadline for completion of committee work and making recommendations to the Board of Selectmen of early November.
4. A meeting date of 19 September at 7 p.m. to meet with Tim Nault who will report on progress. Janet will send out reminders before the meeting.

It was also noted that we need an appraisal of the value of the land next to the library building.

Copies to B. N. & U Committee members
Tim Nault

BUILDING NEEDS AND UTILIZATION COMMITTEE NOTES **

19 September 1985

Present: Gail Iacobucci, Paul Sushchik, Maryanne MacLeod, Janet Baker,
and architect Tim Nault

Tim Nault discussed with the committee the work and requirements of sanitary engineers. He expressed concern about both the Butterick School site and the existing library site: ledge outcroppings at the former and size of system needed at the latter.

In terms of costs, if the Town does the backhoe work, the cost is based on a per diem rate x the number of days, based on the kind of building wanted. Tim guessed that \$00.00 might cover costs and that it can be done in a day, two days maximum.

Tim then went on with what he called a "strong plea" to the committee to weigh carefully the costs to prepare the land behind the Butterick School. He sees the ledge, water runoff, and the access to the site from Meetinghouse Hill as expensive problems. He said we would spend a lot of money for site preparation as opposed to the actual size and cost of the building.

He went on to suggest that we acquire a piece of land more suitable for building which will also meet future needs of the town.

The committee discussed situating a library outside the center. Need to assess how many people walk to site. What would it matter if the library is at another location? Tim guessed that 90-95% of people drive to library anyway.

The site at the corner of Muddy Pond and Boutelle Roads (administered by the school committee, owned by the Town) was discussed favorably.

It was agreed to ask Bob Cutler for the backhoe commitment. It was agreed to request permission from the School Committee to conduct tests at their two sites (Butterick land and Muddy Pond/Boutelle) and to confirm permission to conduct tests on the Unitarian Society land.

The "building program" for testing purposes is 7000 square feet of usable library space plus meeting room for 100 and a design that can be expanded.

Paul moved to move on testing on 3 sites. Gail seconded. All in favor.

Tim will work with Janet who will keep the committee informed.****

**Please note that these notes are based on sketchy notes taken 9/19, but not written until 12/11/85.

****Since this meeting, Janet, George Schneider of Nault's office, and Debbie Robertson of Perkins walked over the three sites. Because of a complicated misunderstanding, nothing further has been done to this date. Janet will request proposals from Perkins immediately and then call a meeting of the BN&UC to approve the funding.

BUILDING NEEDS & UTILIZATION COMMITTEE NOTES

14 January 1986

Present: Janet Bker, Paul Sushchyk, and Maryanne MacLeod

The letter from Charles A Perkins, Co., Inc., was discussed. Paul moved as follows:

Move that the committee recommend to the Selectmen that they authorize Charles A. Perkins Co to evaluate three proposed sites as outlined in the cost proposal letter dated 12/26/85. (Site 1: \$300, Site 2: \$700, Site 3: \$550)

Janet noted that we have written permission from Unitarian Society and School Comm. Janet seconded and the vote was all in favor.

Paul will take the recommendation to the 1/15/86 Selectmen's meeting. If they approve, he will let Janet know so she can handle the follow-up.

The group agreed that Janet would start writing a draft of our final report, to include

brief review of formation of committee
demographic statement about Sterling, including projections
review of the committee's work, to include information about meetings held, the survey of departmental needs, consultations with architects and others, and engineers report.

The committee's recommendations will be the major part of the report. We agreed that this kind of background would be useful when it comes time to discuss recommendations, and that such background is an appropriate part of a final report.

Send to Paul Sushchyk, Maryanne MacLeod, Gail Iacobucci, William Tuttle
George Schneider
O.E.Nault & Sons
20 Washington Square
Worcester MA 01604

Include photocopy of Perkins letter: Iacobucci, Tuttle, Schneider

Building Needs and Utilization Committee NOTES

4 February 1986

Present: Gail Iacobucci, Bill Tuttle, Janet Baker

Committee discussed making an interim report to the Board of Selectmen.

Bill Tuttle gave his thoughts on the best course of action to follow.
He suggested:

Recommend that a library be built adjacent to and at the same time as a school, and that Butterick School be used for other needed Town purposes, such as Police Station, elderly meeting space, office space, and that the Conant Memorial Building become the offices for those boards which require space for files and hearings and security for the conduct of business, such as the Board of Assessors and Planning Board

Committee then discussed urgent need to get certain questions answered before any recommendations can be made, such as an evaluation of the land adjacent to the library and an expert opinion on the possible uses of and possible renovation costs of Town buildings.

It was agreed that committee members would attend the public session of the 2/5/86 Selectmen's meeting and make a request for the expenditure of \$3850.00- from Article 45, ATM85 as explained in the attached request.

Depending on the outcome of this request, the committee may request an additional meeting with the Selectmen.

Send to MacLeod, Sushchyl, Tuttle, Iacobucci, Fifield

· 25 February 1986

Meeting between Janet Baker, Building Needs Committee, and Lindsay Shives, architect. Also present David Pineo, Police Chief

Janet briefly reviewed the charge of the committee and the statements of need for future building space provided by

- Library
- Council on Aging
- Fire department
- School Committee
- Light Department
- Department of Public Works
- Town Hall

David Pineo reviewed the needs of the Police Department.

Janet reviewed existing buildings and sites and noted that Perkins has been requested to evaluate two sites.

Lindsay Shives took notes on all this and stated that he would send a letter indicating what could do along with the fee structure.

He said he could review building space needs, look at existing buildings and sites, "match" needs with what exists, and make recommendations.

To do this, he needs

- building plans of Town Hall
- Library
- Fire/Police building
- Butterick School
- building program statements
- results of Perkins site evaluations.

Janet agreed to get material together and call him. She will also "keep after" Perkins.

NOTES by Janet Baker

8 April 1986

Building Needs and Utilization Committee NOTES

Present: Sushchyk, Baker, Iacobucci, MacLeod

Janet reported on 4/8/86 meeting with architect Lindsay Shives, who will

review the Town's space needs as provided by the Committee

review potential buildings and sites

recommend most feasible combination of needs and sites.

Committee reviewed report from Perkins re Muddy Pond Road site and library addition site. Muddy Pond Road: ". . . based upon the results of soil explorations performed at this site, it is the opinion of this office that a sewage disposal system could be designed." REF 3/28/86 Perkins Co Inc letter

In reference to the library site, the same letter said,

. . . based upon the site plan and the topographic and location plan supplied to this office, it appears that 2000 square feet of available area for a sewage disposal system is possible on abutting property. It must be recognized that this evaluation is based solely on these documents. It is the opinion of this office, that soil tests would be advised and in all likelihood required prior to any approvals being granted. Should this soil testing result in percolation rates exceeding 10 minutes per inch, then the required amount of square footage for a proposed system would increase. The viability of this existing site is dependent upon favorable soil testing, . . .

Since the question Can an addition be built on ths site? is still not answered, the Committee voted to recommend to the Selectmen that a percolation test be done. Paul will arrange for Selectmen approval; Janet will make arrangements subject to that approval. Unitarian Society permission is on file.

Janet reported on pending legislation which will provide matiching funds for public library building, repair, renovation, and construction.

15 April 1986
Building Needs and Utilization Committee NOTES

Present: Sushchuk, Baker, Iacobucci, MacLeod, Trustee Chairman George Fifield

Committee received a verbal report on the library site percolation and deep hole tests. The percolation rate was 2 minutes per inch, which falls under the required maximum of 10 minutes per inch cited in the letter from Perkins reviewed at 4/8/86 meeting.

Based on the successful perc test and further information regarding pending legislation (attached S1764), the Building Needs and Utilization Committee voted to recommend as a first priority an addition to the existing building. Vote: aye, Sushchuk, Baker, MacLeod; nay, Iacobucci.

The Committee decided to release an interim report so stating and listing other town space needs as identified by the Committee. The Committee decided to include recommendations to consolidate school facilities at Boutelle Road and to renovate Butterick school for other town purposes as part of this interim report.

Janet reported that Lindsay Shives will prepare an opinion as follows:

He will give an expert architectural opinion on the feasibility of a Conant Building addition;

he will give an expert architectural opinion on the feasibility of the renovation of the Butterick School for such other purposes as Police department headquarters, meeting room for elderly needs, and Town office space; and he will list those cost factors relevant to such renovation.

He will prepare his report in time for Town Meeting.

The committee set April 22 at 7 p.m. for a public information meeting about the interim report to be held in the Selectmen's meeting room. Janet will send publicity about the interim report and the public information meeting to newspapers and to Fire Chief, Police Chief, School Committee, BN&U Committee members, Library Trustees, Selectmen, Finance Committee, Friends of the Library, and Council on Aging.

22 April 1986
Building Needs and Utilization Committee
Public Information Meeting Notes

Paul Sushchyk, member of the committee, opened the meeting in the Selectmen's meeting room at 7:10 p.m. He and Janet Baker gave some background on the interim report of the committee and then the meeting was opened up for general discussion and questions.

Members of the Building Needs and Utilization Committee responded to questions about library needs, handicapped regulations, other town needs, possibilities for funding, location of the library, and design considerations.

The committee heard suggestions about library location, possible cooperative funding, and concerns about building design.

The meeting adjourned at 8:15 p.m.

12 December 1985

George Sullivan
Charles A Perkins Co Inc
444 High Street
Clinton MA 01510

Dear Mr. Sullivan:

On behalf of the Sterling Building Needs & Utilization Committee, I request that you forward to me individual cost proposals for evaluating three sites to ascertain their suitability for construction. The Committee will meet to approve funding once the proposals are received.

Debbie Robertson of your company viewed the three sites on October 29 along with George Schneider of O.E. Nault & Sons and me.

Site I. Existing library location. Propose to construct a two-story addition with 5400 square feet of usable space for library purposes plus a meeting room for 100 people.

Site II. Land behind the Butterick School. Propose to construct a new building with 7000 square feet for library purposes plus a meeting room for 100 people.

Site III. Land on southeast corner of the intersection of Muddy Pond Roads to construct a new building with 7000 square feet for library purposes plus a meeting room for 100 people.

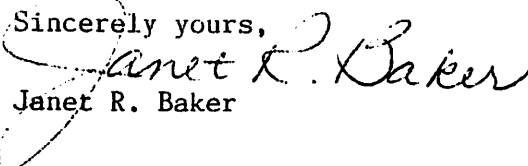
Library size is firm. The design for a new building would allow for possible future expansion. Although the meeting room is desirable, it may be eliminated from the initial construction.

I have on file written permission from the School Committee and the Unitarian Society for site evaluations. Robert Cutler, of the Sterling Department of Public Works, is willing to provide a backhoe on a mutually convenient date.

If further information or clarification is needed for you to act upon this request, please call me. I will be at the Library Monday the 16th, Tuesday the 17th, Thursday the 19th in the afternoon, and Friday the 20th until 3 p.m. I will also be there Monday the 23rd and on the 24th until 3 p.m.

I look forward to hearing from you.

Sincerely yours,


Janet R. Baker

Janet R. Baker, Librarian

18 February 1986

Charles A. Perkins Co., Inc.
P O Box 234
Clinton MA 01510
Attention: Mark T. Donohoe

Dear Mr. Donohoe:

Since I last talked with you, the Building Needs and Utilization Committee for the Town of Sterling met with the Board of Selectmen who agreed to authorize the following site evaluations:

Site #1: Existing Conant Library

To evaluate the existing site with respect to the proposed addition utilizing office and document research resulting in a preliminary sketch plan detailing such research. This evaluation would not propose nor include any subsurface explorations at this time. \$300.00

Site #3: Muddy Pond Road Site

To evaluate the referenced site with respect to the proposed new construction in conjunction with testing conducted by this office and witnessed by the Sterling Board of Health or their agent. \$550.00

The Selectmen signed two copies of the agreement, one for each site, which I have enclosed.

I have on hand copies of letters permitting such evaluations. The land next to the library building belongs to the First Parish Unitarian and site #3, while Town-owned, is under the authority of the Sterling School Committee. I enclose copies of the letters.

Mr. Robert Cutler, Superintendent, Sterling Department of Public Works, has agreed to provide the backhoe work needed at site #3. We will want to schedule such work at a time convenient to your office and to his.

You give the opinion that the Muddy Pond Road site may require the approval of or an inspection by the Conservation Commission of Sterling. At what point is this approval or inspection required? Do I arrange for it?

These unfortunate local delays leave us short of time. We would like to have the work done in time to include the results in an Interim Report to be made to the Selectmen late in March. We are especially eager to have the answers to the questions about Site #1, insofar as that is possible, since other recommendations directly relate to those results.

I look forward to hearing from you shortly.

Sincerely,

Janet R. Baker, Library Director
P O Box 428
Sterling MA 01554

delivered by hand 2/19/86

letter

signed contracts

copies of land owners'

*permissions
(church &
trustees,
1984-)*

2/25/86 called.

*3/3/86 Talked @ DeRobertson (Perkins)
she will set up test either 3/12 or 3/18 & call me.*

*3/5/86 Message from D. Robertson (Perkins)
Water test - Muddy Pond site 3/11/86
Backhoe 1 p.m.
Bl. Health 2:30 p.m.*