

Meeting of the Belmont Public Library Board of Trustees Meeting  
January 20, 2011 Flett Room

Chair Matt Lowrie called the meeting of the Board of Library Trustees to order at 7:37 p.m. He then called the meeting of the Feasibility Committee to order. Present were Trustees Elaine Alligood, Mark Carthy, Mary Keenan, Sarah Phillips, and Hal Shubin; Director Maureen Connors; Fred Dooe of the Feasibility Committee; J. Stewart Roberts of Johnson, Roberts Associates, Inc.; and Bob White of Daedalus Projects, Inc.

Mr. Roberts reviewed the Budget Estimate of Probable Project Cost for a new library, noting costs as compared with allowable costs for the Massachusetts Board of Library Commissioners (MBLC) grant. For example, of the new furnishings needed, only the metal book stacks are a reimbursable cost. Trustee Carthy asked if funds had been included for the street cut-out and playing field costs. Mr. White said there were sufficient funds to cover both of these items.

According to MBLC regulations, the value of the land may be included as part of the reimbursement, but an appraisal is needed as is a fee simple title to the land. Chair Lowrie will ask for said assessment.

Mr. Roberts will research the cost of converting to RFID, an item not included in the current figures. Mr. Lowrie will ascertain if there is a cost for municipal bonding.

The role of the Belmont Library Foundation (BLF) as the fund-raising unit for the new library was discussed. Trustee Shubin will contact the BLF; now that the location, design, and budget have been established for a new library, the work of the BLF should get underway. Approval of Town Meeting will be sought at the spring Town Meeting.

Chair Lowrie moved that the trustees approve the proposed project budget as in the exhibit as modified to approve a third year of escalation costs at 4% per year. Seconded by Trustee Alligood, the motion was approved unanimously.

At 8:39 Trustee Shubin moved to adjourn; the motion, seconded by Trustee Carthy, was so voted.

The next meeting will be held on **Tuesday, February 15, 2011.**

Respectfully submitted,  
Mary E. Keenan, secretary

Exhibit list:  
Schematic Budget Estimate of Probable Project Cost

**Belmont Memorial Library**  
**Belmont, MA MA**

**Schematic Budget Estimate of Probable Project Cost**

14-Jan-11

Construction (VJ Associates Estimate)				Allowable Costs for Grant	
Sitework			\$379,121		\$0
New Construction	45,535 Sf	\$265/Sf	\$12,045,293		\$12,045,293
PV Array (20 kW)			\$200,000		\$200,000
Total Construction			\$277/Sf	\$12,624,414	\$12,245,293
<b>Escalation</b>					
One Year	2011	12 Months	3%/Year	\$378,732	\$367,359
Two Years	2012	12 Months	4%/Year	\$520,126	\$504,506
		24 Months		\$898,858	\$871,865
Total Construction with Escalation			2013	\$13,523,272	\$13,117,158
<b>Furnishings</b>					
Furnishings	45,000 Sf	\$22/SF	\$990,000		\$225,000
Computer Equipment			\$80,000		\$0
AV Equipment			\$30,000		\$0
Automated Materials System			\$120,000		\$0
Phone System			\$18,000		\$18,000
Window Treatment			\$60,000		\$0
Security System			\$20,000		\$20,000
	45,000 SF		\$1,318,000		\$263,000
<b>Fees</b>					
Architecture Fee		11.00%	\$1,487,560		\$1,487,560
Project Manager/ Clerk			\$430,000		\$430,000
Commissioning Agent			\$45,000		\$45,000
Furnishings Fee		9.00%	\$89,100		\$89,100
			\$2,051,660		\$2,051,660
<b>Project Expenses</b>					
Site acquisition			\$0		\$800,000
Survey		Allow	\$20,000		\$20,000 other
Signage		Allow	\$20,000		\$20,000 other
Testing		Allow	\$35,000		\$35,000 other
LEED Certification Expenses		Allow	\$2,500		\$2,500
Utility backcharges		Allow	\$20,000		\$20,000 other
Misc Expenses		Allow	\$75,000		\$75,000 other
Printing bid documents		Allow	\$7,500		\$7,500 other
Moving		Allow	\$50,000		\$0
			\$230,000		\$980,000 \$195,500
<b>Contingency</b>					
Construction Contingency		5.0%	\$676,164		\$655,858
Project Contingency		5.0%	\$179,983		\$164,733
			\$856,147		\$820,591
Total Budget Estimate of Probable Project Cost (Rounded)			\$17,979,000		\$17,232,000

<b>MBLC Construction Grant</b>			\$8,040,447
Green Incentive Grant	Silver		\$201,011
<b>Total Potential Grant</b>		45.84%	\$8,241,458
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Net Cost		54.16%	\$9,737,542

**MBLC Construction Grant Breakdown**

Total Project Costs \$18,620,637 Using MBLC Form

Allowable Costs \$17,097,267 Using MBLC Form

First \$3 million	60% of	\$3,000,000	\$1,800,000
\$3 to 6 million	45% of	\$3,000,000	\$1,350,000
\$6 to 15 million	40% of	\$11,097,267	\$4,438,907
			#
			\$7,588,907 #
	Need Factor	5.95%	\$451,540
<b>Total Grant</b>			<b>\$8,040,447</b>

Certified	2.00%	\$160,809 #	\$100,000 Minimun
Silver	2.50%	\$201,011 #	
Gold	3.00%	\$241,213 #	
Platinum	3.50%	\$281,416 #	\$500,000 Maximum

**\$8,241,458**

### Section 3: FINANCIAL

#### A. Eligible / Non-Eligible Project Costs (Page Two)

ACTIVITY/ITEM	ELIGIBLE	NON-ELIGIBLE	TOTAL
Library Building Consultant, if used	\$0	\$0	\$0
Consultant/Architect/Engineer Fees: Schematic <sup>2</sup>	\$49,580	\$0	\$49,580
Consultant/Architect/Engineer Fees: Design Development to Bid Documents	\$966,914	\$0	\$966,914
Construction Administration Cost - Architect	\$520,646	\$0	\$520,646
Commissioning Agent (HVAC)	\$45,000	\$0	\$45,000
LEED Building Consultant, if planned or used	\$0	\$0	\$0
LEED Engineer, if planned	\$0	\$0	\$0
LEED Enhanced Commissioning, if planned	\$0	\$0	\$0
Interior Design Fees	\$89,100	\$0	\$89,100
Owner's Project Manager (OPM)	\$430,000	\$0	\$430,000
Clerk of The Works, included OPM <b>Included in P</b>	\$0	\$0	\$0
Value Engineering	\$0	\$0	\$0
Independent Review prior to bidding, if planned	\$20,000	\$0	\$20,000
Building Permit, if fee not waived by municipality	\$0	\$0	\$0
			\$0
12.1 Steel Shelving and Metal End Panels	\$225,000	\$0	\$225,000
12.2 All Other Furnishings		\$765,000	\$765,000
12.3 Computer Terminals & Peripherals		\$110,000	\$110,000
			\$0
<b>Project Subtotal</b>	<b>\$15,937,034</b>	<b>\$1,433,120</b>	<b>\$17,370,154</b>
Project Contingency (give dollar figure)	\$164,733	\$15,250	\$179,983
Land Purchase or Value of Town, School or Gift Land (give date and append documentation) <sup>3</sup>	\$800,000	\$0	\$800,000
Other - C. (attach breakdown)	\$195,500		\$195,500
Moving & Related Expenses		\$75,000	\$75,000
Temporary Quarters		\$0	\$0
Municipal Bonding Costs		\$0	\$0
<b>PROJECT GRAND TOTAL</b>	<b>\$17,097,267</b>	<b>\$1,523,370</b>	<b>\$18,620,637</b>

<sup>2</sup>Include only those costs incurred within three years of the date of this application or planned for the future. May include surveys, construction and materials testing, Article 17 structural inspection, and structural peer review. For clarity, you may append a separate budget for this line.

<sup>3</sup>Purchased land and/or building may be valued up to the actual purchase price. Donated land only may be valued up to cap of \$800,000. In the case of town-owned, school-owned or donated land, do not include a value for any existing town-owned, school-owned or donated **BUILDING**.

SECTION 3: FINANCIAL

A. Eligible / Non-Eligible Project Costs (Page One)

ACTIVITY/ITEM	ELIGIBLE	NON-ELIGIBLE	TOTAL
1.0 General Requirements, OH & P <sup>1</sup>	\$1,428,296	\$51,700	\$1,479,996
2.1a Site Work, excluding Landscaping & Paving	\$273,445	\$0	\$273,445
2.1b Landscaping and Paving		\$344,655	\$344,655
3. Concrete	\$409,565	\$0	\$409,565
4. Masonry	\$486,247	\$0	\$486,247
5. Metals	\$1,394,609	\$0	\$1,394,609
6. Wood & Plastics	\$66,975	\$0	\$66,975
7. Moisture-Thermal Control	\$270,008	\$0	\$270,008
8. Doors, Windows & Glass	\$1,857,050	\$0	\$1,857,050
9. Finishes	\$902,637	\$0	\$902,637
10. Specialties	\$211,575	\$0	\$211,575
11. Fixed Equipment ( Automated Materials Sorting)	\$0	\$80,000	\$80,000
14. Conveying Systems	\$160,000	\$0	\$160,000
15.3 Fire Protection	\$239,059	\$0	\$239,059
15.4 Plumbing	\$341,513	\$0	\$341,513
15.6 HVAC	\$1,593,725	\$0	\$1,593,725
16.1 Electrical, except Data	\$887,933	\$0	\$887,933
16.2 Data/Communications Wiring	\$204,908	\$0	\$204,908
LEED Registration	\$2,500	\$0	\$2,500
LEED Points	\$0	\$0	\$0
LEED-Qualifying Hard Costs, such as Solar panels, windmills, green roof, where separate cost estimates are available.	\$200,000	\$0	\$200,000
Other - B. (attach breakdown and explanation)	\$38,000	\$0	\$38,000
<b>Construction Subtotal</b>	<b>\$10,968,045</b>	<b>\$476,355</b>	<b>\$11,444,400</b>
Design Contingency (give dollar figure)	\$1,095,027	\$34,466	\$1,129,492
Construction Contingency (give dollar figure)	\$655,858	\$20,306	\$676,164
Escalation to (give date) Jan 2013 , percentage 3.5 % Avg, and dollar figure on right.	\$871,865	\$26,993	\$898,858
<b>Page 1 Total</b>	<b>\$13,590,794</b>	<b>\$558,120</b>	<b>\$14,148,914</b>

<sup>1</sup> Item numbers correspond to standard construction divisions used by architects and contractors. Subdivisions have been made in some cases to clarify eligible/non-eligible costs or to ensure that a certain element is accounted for.