

RICE LIBRARY BUILDING COMMITTEE

June 20, 2018

6PM

Council Chambers

Town Hall

AGENDA

1. Introductions
2. Project Overview and Goals
3. Committee Organization/Roles
4. Project Plan and Timeline
5. Future Meeting Dates

Attachments:

- Committee Charge
- Reports to Council
- Capital Improvement Plan Overview 2019-2023 – Selected Page

LIBRARY BUILDING COMMITTEE

CHARGE

The KITTERY TOWN COUNCIL:

Hereby establishes the Library Building Committee as follows:

1. The Library Building Committee membership will consist of two Town Councilors appointed by the Town Council, two Library Board members appointed by the Library Board of Directors, and five residents appointed by the Town Council. The Town Manager, the Finance Director, and the Library Director will serve on the committee as ex officio members.
2. The Council wishes to appoint the resident representatives with recommended by the Council and Library Board members of the Committee. The recommended resident appointees will be selected from a pool of candidates who apply to be on the Library Building Committee, and who present a beneficial combination of background and experience, interest in the project, and availability to actively participate in the Committee's work.
3. The Council wishes the Committee to develop and complete the renovation and expansion of the Rice Public Library Building as a project. The Committee will recommend a professional design team to be engaged for the project, and work with the design team to develop a concept design, conduct schematic design, generate construction drawings, engage in permitting, develop cost estimates, bid for contractors, and oversee implementation of the design plans.
4. The Council expects the Committee will propose a bond referendum for funding for the project, in accordance with professionally developed cost estimates and designs.
5. The Council expects the Committee to submit periodic progress and status reports no less often than quarterly through the project design phase, and monthly or more frequently through the construction phase. Project reports will include design highlights, renderings, cost estimates and project schedules as available.
6. The Committee is expected to encourage input and participation from residents, businesses, applicable boards, commissions and committees, and experts in the execution of its tasks.
7. The Committee will elect a chair and vice chair and organize itself; and meet as often as it determines necessary to complete its tasks.
8. The Committee reports to the Town Council as a whole through its Chairs. It has no authority with municipal departments and staff, except as it may be requested of, and directed by, the Town Manager.
9. The Council herewith dissolves the Committee upon the completion of its charge and beneficial occupancy of the facility, or four years after its creation, whichever occurs first.



TOWN OF KITTERY
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REPORT TO TOWN COUNCIL

Meeting Date: August 14, 2017
From: Rice Library Working Group
Subject: Working Group Update
Councilor Sponsor: Jeff Pelletier, Judy Spiller

FOR YOUR INFORMATION

BACKGROUND

The Rice Library Working Group (RLWG) was formed out of a belief that broad resident participation was crucial to resolving the debate over the Rice Public Library's future. After years of review and debate, this group felt it was necessary to find a way forward. While representing key stakeholder groups, the RLWG has no formal charge from those groups.

The RLWG includes members from the Rice Library Board of Directors, members of the Town Council, representatives from the Kittery Community Center, at-large public members, the Town Manager and Library Director. This broad representation of perspectives has led to a rich dialogue and collaborative approach to the effort.

EXECUTIVE SUMMARY

The RLWG began meeting in January and focused on developing a process that would identify a "preferred" location for the Rice Library. The process was focused on obtaining a preference that was wholly public driven. The RLWG agreed to pursue this process with neutrality and commitment to the outcome.

RLWG developed a multi-phase public input process that included two Saturday workshops in the spring, a month-long public survey, and information tables at the June election and Kittery Block Party. This work was intended to help guide the development of a non-binding referendum question for the November 2017 ballot. At each workshop, on the survey, and at the election and Block Party the same information was presented, and the same questions were asked of participants.

The RLWG presented the public with four options for the Rice Public Library future. Each option was presented with pros and cons developed by the RLWG. The options included:

- **OPTION 1: Maintain Rice and Taylor Buildings:** Rice Public Library continues to operate out of both buildings.
- **OPTION 2: Rehabilitate Rice Building with an Addition:** Rice Building will be updated with a newly constructed addition.
- **OPTION 3: New Rice Library at the Kittery Community Center:** New library constructed directly adjacent to Rogers Road on the Kittery Community Center grounds.
- **OPTION 4: Other:** Options suggested by the public that have not yet been considered.

Each option was presented in the context of the primary attributes of a 21st century library identified by the 2016 Library Committee's Report to Council and included:

- Accessibility for all visitors/ADA accessibility
- Space for children, young adult, and adult programs
- Community meeting and program space
- Technology to meet the evolving needs for information access
- Adjacency to the town's various populations and neighborhoods
- Overall fit within the neighborhood it is located in
- Adequate parking
- Affordable construction and operation

It was understood from the beginning that specific detail for each option are limited. It is this precise reason why this effort was undertaken. It is not feasible to pursue a detailed plan, cost analysis, and design on multiple options. Ultimately the town needs to make a decision about where it believes a library is best located. Once that is determined, the effort of developing a detailed plan can be undertaken.

PUBLIC INPUT

Workshops were conducted on April 22nd, and May 13th. At each workshop, members of the RLWG manned stations with information about each option being considered, and the identified pros and cons. They recorded the questions and feedback they received at their station. Participants at each workshop were asked to vote for the option they preferred as they left the workshop. The workshops drew 79 participants in April and 39 in May. Seven participants identified themselves as attending both workshops.

A survey presenting similar information was launched in June. The survey was available online, and on paper at the Rice Public Library, Kittery Community Center, and Town Hall. The survey was advertised through multiple press releases, posting on the Town's website, notices to School, Library and KCC listserv email groups, bulletins on Channel 22, posts on Facebook and Twitter and announcements at Town Council meetings. Close to six hundred surveys were collected. Attached are the full survey results.

RESULTS OF INPUT

In general, the respondents were supportive of developing a plan for the future of the library. However, no option emerged as the clear preference. Please note, data presented does not include quantification of open-ended responses. A review of the open-ended responses finds they are consistent in count and comment with the quantified responses.

Option 1 (no change) did not have a significant response at either the workshops (two votes total) or on the survey. To note, a small number of respondents selected "Option 4: Other" and wrote comments that either mirrored Option 1 or proposed total elimination of town support for the library.

The preferences for Option 2 (rehab and expand at current site) and Option 3 (new construction at KCC) are very close. The RLWG agreed in review of the survey and workshop data, the outcome was too close to deem decisive.

Option 4 raised ideas including placing a new library behind the KCC, using the KCC Annex, using the old Community Center, or a new location, e.g. unoccupied Kittery Mall space, new building at the Water District, Traip Academy, Wentworth Dennett building. In review, it was found that though each idea had some merit, they did not represent solutions that were more advantageous, particularly those involving purchase of land, than the options being considered.

Consistent throughout the workshops and the survey comments was concern about the potential loss of the Rice Building as a public space in the Foreside. If Option 3 (new building at KCC) is deemed the preferred option, the future of the Rice Building will still need to be addressed, keeping in mind the costs to the community if Rice were retained as a public asset.

NEXT STEPS

The RLWG will be seeking Council approval to place a non-binding referendum question on the November 2017 ballot. The question will seek to identify which project should be advanced.

The RLWG has discussed at length its commitment to accept the results of the non-binding referendum question, regardless of how many votes an option prevails by. Once a preference is identified through the referendum process, the RLWG will develop a recommendation for next steps to advance the project. This may include the funding of a design, the establishment of a building committee, or articulation of goals and benchmarks to be met next.

NONBINDING REFERENDUM QUESTION

The RLWG seeks Council approval for the following nonbinding referendum questions to be placed on the November ballot:

1. Which location should the town consider for the Rice Public Library facility needs?

- Rehabilitate and build an addition onto the current Rice Building
- Build a new library building adjacent to Rogers Road at the Kittery Community Center
- Neither of the above

Explanation

The Rice Library Working Group is seeking to identify the public preference for the location of the library.

Currently, the Library operates out of two buildings, with cost inefficiencies associated with running two buildings. The current Library facilities have inadequate space for children's programming and other events. Neither building is handicapped-accessible, including the children's section of the Taylor building. Both will require substantial investments in the near future to maintain and upgrade technology.

Each of the proposed locations has advantages and disadvantages. Questions about funding sources, design, and the Library becoming a town department are not under consideration at this time.



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REPORT TO TOWN COUNCIL

Meeting Date: January 8, 2018
From: Kendra Amaral, Town Manager
Subject: Library Update
Councilor Sponsor: Chairperson Kenneth Lemont

EXECUTIVE SUMMARY

In order to maintain momentum on the two library-related issues that have been before the Council for a number of years, the administration is proposing utilizing working groups or committees to advance the three identified items needing action. Below is an overview and attached are proposed charges.

BACKGROUND

The Library Working Group successfully completed its objectives of identifying the community-preferred option for the library building project. The Council has received extensive reporting on the non-binding referendum results and the process that led to it.

While the Library Working Group was working on the library building project, staff resumed analysis of incorporating the Library into the town organization as a department. Finance Director Patricia Moore and I met with the Library Board of Directors on December 19th to present the analysis and discuss our proposed next steps.

Library Becoming a Town Department

The Council has received the financial analysis of the Library becoming a town department. It is estimated that the prospect is effectively cost neutral. We project minimal savings, based on current assumptions relative to staff wages and benefits.

In addition to the financial analysis, we discussed what would be a proposed structure for the Library Board of Directors, as folded into the Town organization. We identified areas where we would anticipate a change in how the library functions, and areas where there would be no change. Specifically, we are suggesting the Library Board will:

- Determine library/program policy informed by the Library Director;
- Establish the Library's multi-year strategic plan and oversee implementation of the plan;
- Participate in the hiring process for the Library Director, and recommend the candidate for appointment;
- Continue to participate in the interview and recommendation of new appointees to the Board; appointments will continue to be made by a vote of the Town Council;
- Oversee the utilization of "Other Funds" setup for the Library (trust and/or donations)

The administration will assume responsibility for finance and personnel operations, payroll and AP processing, and human resources functions.

There are a number of specific issues that need to be negotiated and resolved if the Library is to become a Town Department. Specifically:

- Transition of the staff; may include incorporation into collective bargaining unit, and transition/negotiation of wages and benefits for existing staff.
- Transfer of the Library Board's assets including the Rice Public Library and the Taylor Building.
- Disposition of cash assets including a \$100,000 restricted bequest, and other cash assets in the form of CDs and savings.

We are proposing the Town Council establish a working group to work with the Library Board and Town staff in negotiating the transition terms. The **Transition Working Group** is proposed as a group of five, with one representative from the Town Council, one representative from the Library Board, the Town Manager, the Finance Director, and the Library Director.

The Library Board has voted in support of taking the next step to negotiate a transition with the Town.

Library Building Project

The Library building project has two conjoined issues, the design and implementation of the renovation and expansion of the Rice Public Library, and the disposition of the Taylor Building.

Now that we are able to focus on a single project, the work of determining the full scope, design and cost of that project must take place. Funding for design needs to be identified and secured. A contracted design team which includes an architect and various engineers will be needed to be engaged to assess the current structure, confirm the architectural program (how much of what kinds of spaces are needed), and develop the designs. Cost estimates will need to be developed throughout the process, and likely value engineering exercises will be necessary to manage the project to a budget.

The design team will need to be selected by a competitive proposal process and be engaged for concept design, design development and renderings, construction drawings and pre-construction services, and construction services. Based on a \$4M project cost, soft costs can be in the \$600,000 to \$800,000 range. A clerk of the works or owners' representative may also be necessary to manage the implementation of the construction project.

We are proposing the Town Council establish a Building Committee to engage in this effort and guide the project. The **Library Building Committee** is proposed as a group of 12, with three representatives from the Town Council, three representatives from the Library Board, three residents. The remaining three seats will be filled by the Town Manager, Finance Director, and Library Director. We further propose that the resident members are selected from a pool of candidates that specifically apply to be on this committee. Applications can be fashioned similar to other Building Committee applications asking for information on the candidate's relevant background, interest in the project, availability, and whether the applicant has visited the Library in the past year. The three Council and three Library Board representatives will recommend the three residents for appointment by the Council.

The Library Board has voted in support of establishing a Library Building Committee as proposed.

Taylor Building Disposition

With a renovation and expansion project in the works, the Taylor building's need as a library facility will be phased out. The disposition of this property is of interest to the town as the proceeds can be used to offset funding needed for the Library project. It is also of keen interest, as the development of this key parcel can have an impact on the vitality and make-up of the Foreside into the future.

We are proposing that the sale of the Taylor Building should not be a simple arms-length sale; and rather should be sold through a competitive proposal process that allows the town an ability to shape development in the Foreside. It is recognized this approach may impact the price of the parcel, it has the potential to support a growth model for the Foreside that will ripple to other properties and overall valuation.

We are proposing the Town Council establish a Taylor Building Committee to guide the disposition of the property. The committee will be responsible to conduct research and outreach to identify what the opportunities and concerns are related to the sale of the property. It will develop a request for proposals and oversee the process including reviewing proposals and recommending the most advantageous proposal to the Council based on criteria it establishes through its process.

The **Taylor Building Committee** is proposed as a group of nine, with two representatives from the Town Council, two representatives from the Library Board, and two residents. The remaining three seats will be filled by the Town Manager, Finance Director, and Town Planner. We further propose that the resident members are selected from a pool of candidates that specifically apply to be on this committee. The Council and Library Board representatives will recommend the three residents for appointment by the Council.

The Library Board is still considering this proposal. They have expressed concern about the impact a conditioned sale of the Taylor will have on the sale price, and by extension funding for the Library Building project.

PROPOSED SOLUTION/RECOMMENDATION

Establish three committees as proposed.

ATTACHMENTS

Proposed Library Transition Working Group Charge

Proposed Library Building Committee Charge

Proposed Taylor Building Committee Charge

YEAR	CAP TYPE	FUND TYPE	FUND CODE	DEPT	Project Name	TYPE	FY18 Approved	Balance as of 11-30-17	FY19 Plan	FY20 Plan	FY21 Plan	FY22 Plan	FY23 Plan	5 YR Totals
CAPITAL HOLDING ACCOUNTS														
	HLDG	CP	4002	DPW	Right of Way Reserve	Infrastructure	\$ 200,000	\$ 305,624	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ 2,000,000
	HLDG	CP	4013	FD	Fire Apparatus & Vehicle Reserve	Vehicles & Equip	\$ 159,750	\$ 301,370	\$ 175,900	\$ 165,850	\$ 165,850	\$ 165,850	\$ 165,850	\$ 839,300
	HLDG	CP	2057	GG	Open Space Reserve	Land Improv	\$ -	\$ 59,047	\$ -	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 100,000
	HLDG	CP	4027	GG	Municipal Facility Reserve	Buildings	\$ 50,000	\$ 202,128	\$ 50,000	\$ 100,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 750,000
	HLDG	CP	2078	GG	Athletic Field Master Plan	Land Improv	\$ 25,000	\$ 62,142	\$ 25,000	\$ 25,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 650,000
CAPITAL HOLDING ACCOUNTS TOTAL							\$ 434,750	\$ 930,311	\$ 650,900	\$ 715,850	\$ 990,850	\$ 990,850	\$ 990,850	\$ 4,339,300
Increase (Decrease) from Prior Year									\$ 216,150					
CAPITAL RESERVE ACCOUNTS														
	RES	CP	4012	DPW	DPW Vehicles & Equipment Reserve	Vehicles & Equip	\$ 500,000	\$ 140,611	\$ 400,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 300,000	\$ 2,200,000
	RES	CP	4017	DPW	MS4 Compliance Reserve	Infrastructure	\$ 10,000	\$ 113,360	\$ 10,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 90,000
	RES	CP	4043	DPW	Parks Reserve	Land Improv	\$ 20,000	\$ 9,339	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 100,000
	RES	CP	SCH	ED	School Facility Reserve	Buildings	\$ 50,000	\$ 134,583	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000
	RES	CP	SCH	ED	School Vehicle Reserve	Vehicles & Equip	\$ 10,000	\$ 17,719	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 50,000
	RES	CP	SCH	ED	School Equipment Reserve	Vehicles & Equip	\$ 40,000	\$ 124,925	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 200,000
	RES	CP	SCH	ED	School Technology Reserve	Technology	\$ 40,000	\$ 61,680	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 200,000
	RES	CP	4056	FD	Fire Equipment Reserve	Vehicles & Equip	\$ 57,667	\$ 142,884	\$ 57,667	\$ 57,667	\$ 57,667	\$ 57,667	\$ 57,667	\$ 288,335
	RES	CP	4020	TM	Municipal Technology Reserve	Technology	\$ 35,000	\$ 28,682	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000
	RES	CP	4011	KCC	KCC Vehicle Reserve	Vehicles & Equip	\$ 6,000	\$ 20,700	\$ 8,650	\$ 8,650	\$ -	\$ -	\$ -	\$ 17,300
	RES	CP	4019	KCC	KCC Equipment Reserve	Vehicles & Equip	\$ 5,000	\$ 12,069	\$ 8,400	\$ 8,400	\$ 8,400	\$ 8,400	\$ 8,400	\$ 42,000
	RES	CP	4051	KCC	KCC Facility Reserve	Buildings	\$ 10,000	\$ 33,700	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 125,000
	RES	CP	4018	KPA	KPA Boat Reserve	Vehicles & Equip	\$ 7,500	\$ 17,098	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 25,000
	RES	CP	4055	KPA	KPA Equipment Reserve	Vehicles & Equip	\$ 13,000	\$ 50,686	\$ 13,000	\$ 13,000	\$ 13,000	\$ 13,000	\$ 13,000	\$ 65,000
	RES	CP	4116	KPA	KPA Facility Reserve	Infrastructure	\$ 50,000	\$ 59,355	\$ 50,000	\$ 50,000	\$ 50,000	\$ 10,000	\$ 10,000	\$ 170,000
	RES	CP	4022	PD	Police Vehicle Reserve	Vehicles & Equip	\$ 113,000	\$ 23,470	\$ 116,000	\$ 93,000	\$ 118,000	\$ 96,000	\$ 99,000	\$ 522,000
	RES	CP	NEW	PD	Police Equipment Reserve	Vehicles & Equip	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
	RES	CP	4100	FD	Fire Facility Reserve (was Boiler Replacement)	Buildings	\$ -	\$ (71)	\$ 19,000	\$ -	\$ -	\$ -	\$ -	\$ 19,000
	RES	CP	4026	GG	Town Hall Records Preservation	Regulatory	\$ 10,000	\$ 9,212	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 50,000
CAPITAL RESERVE ACCOUNTS TOTAL							\$ 977,167	\$ 1,000,003	\$ 932,717	\$ 1,000,717	\$ 1,017,067	\$ 955,067	\$ 758,067	\$ 4,663,635
Increase (Decrease) from Prior Year									\$ (44,450)					
CAPITAL PROJECTS														
2018	PRJ	CP	4122	GG	Zoning Recodification and GIS Upgrade	Regulatory	\$ 45,000	\$ 45,000						\$ -
	PRJ	CP	2053	KPA	Frisbee Wharf Town Pier (Reimb)	Infrastructure	\$ 35,646	\$ (33,664)	\$ 33,664	\$ -	\$ -	\$ -	\$ -	\$ 33,664
	PRJ	CP	4053	KPA	Paving and Pump Out Station - Pepperrell Cove	Infrastructure		\$ 21,462	\$ 36,000	\$ -	\$ -	\$ -	\$ -	\$ 36,000
	PRJ	CP	4120	LIB	Rice and Taylor Lighting	Buildings	\$ 10,000	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2018	PRJ	CP	4121	LIB	Rice Beam Replacement	Buildings	\$ 6,740	\$ 6,740	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	PRJ	CP	NEW	GG	Rice Rehab and Expansion Design	Buildings	\$ -	\$ -	\$ 100,000	\$ 350,000	\$ 50,000			\$ 500,000
CAPITAL PROJECTS TOTAL							\$ 97,386	\$ 49,538	\$ 169,664	\$ 350,000	\$ 50,000	\$ -	\$ -	\$ 569,664
Increase (Decrease) from Prior Year									\$ 72,278					
TOTAL ALL CAPITAL							\$ 1,509,303	\$ 1,979,853	\$ 1,753,281	\$ 2,066,567	\$ 2,057,917	\$ 1,945,917	\$ 1,748,917	\$ 9,572,599
Total Increase(Decrease) from Prior Year									\$ 243,978	\$ 313,286	\$ (8,650)	\$ (112,000)	\$ (197,000)	
Proposed Use of PEG Surplus (Fund 2081)									\$ (243,978)					\$ (243,978)
TOTAL ALL CAPITAL ADJUSTED							\$ 1,509,303	\$ 1,979,853	\$ 1,509,303	\$ 2,066,567	\$ 2,057,917	\$ 1,945,917	\$ 1,748,917	\$ 9,328,621