

## CAPITAL PROJECTS REQUEST

Department: Brooks Free Library  
**3 Contact Name:** Ginny Hewitt, Library Director  
**Phone #:** 508-430-7562, ext 8  
**Email:** vhewitt@clamsnet.org

**Date Prepared:** September 25, 2014

*Ginny Hewitt*

**4. Project Title:** Library Exterior Restoration, Preservation and Maintenance

**5. Department Priority:** A: Mandatory or Crucial

**Sequence:** \_\_\_\_\_

**6. Purpose of Project Request Form:**

Modify a project already in the program

**7. Location:** Brooks Free Library, 739 Main St., Harwich MA 02645

**8. Description:** "This s a re-submission of a project on the Capital Plan for \$100,000 in FY16. Restore, preserve and maintain the exterior of the Library's "Brooks Block" and "Bank Building"..A CPC-funded assessment of the exterior of the historic portions of the building by an architect specializing in historic preservation to begin this fall and be completed in FY15. This project to fund the work identified by the study. A request will be submitted for CPC funding but needed work may be deemed "maintenance" and not preservation or restoration and would be ineligible for CPC funding.

**9. Justification and Useful Life:** In FY16 it will be 20 years since the last major work on the building exterior began (1996-1998).Many areas are rotted. The front of the Children's Room, the 1855 building that housed the first Cape Cod Five Cents Savings Bank, is in particularly bad shape and the base of the columns are noticeably rotted. Other areas will have deteriorated and need restoration or preventive work by the time this work is funded. The May 2012 ATM approved \$39,000 for restoration and preservation work on the front of the Brooks Block, the center section of the building, constructed in 1880. This article was amended at the May 2014 ATM so it can also be used on the Bank Building. Highway & Maintenancehas completed the work that could be done in-house, expending \$344 on materials. The \$38656 balance can used to begin addressing the most critical work as soon as the assessment is complete and standards/specifications are provided. The architect has estimated the cost of the construction phase at \$90,000. An additional \$10,000 for preparation of bid documents and oversight of construction brings the total to \$100,000. Using the \$38656 remaining in Article 41 May 2012 ATM would reduce this FY16 request to \$61344. The architect's \$90,000 estimate was a quick projection to be used in determining the applicability of procurement regulations, however, and wasn't based on a detailed assessment. To accomodate unknown contingencies, we ask the project be left on the Capital Plan for FY16 for \$65,000.

**10. Requested Cost Estimates for:**

2016*	2017*	2018	2019	2020	2021	2022
<b>\$65,000</b>						

If your estimate is indexed for inflation, indicate adjustment percentage (%) used: \_\_\_\_\_  
 Multi-Phase Project: Yes or No    How many years to complete? \_\_\_\_\_    Reliability of Cost Estimates: Strong, Average, Weak

**11. Project Cost Summary:**

Property acquisition:	
Planning / Engineering / Legal:	
Construction:	
Furnishings / Equipment:	
Contingency / Other:	
<b>TOTAL COST:</b>	<b>\$ -</b>

**12. Recommended Method of Financing:**

Taxes / Current revenues:	
Grants:	
Finance - Lease / Bonds:	
Capital reserve:	
Other:	
<b>TOTAL FINANCING:</b>	<b>\$ -</b>

**13. Net Impact on Operating Costs (+ or -):**

**Direct Operating Costs**

Personnel: # of employees:	
Personnel: Full Salary/Benefit t	
Purchased services:	
Materials and supplies:	
Equipment purchases:	
Utilities:	
Other:	
<b>Indirect Operating Costs</b>	
Fringe benefits:	
General administrative costs:	
Other:	
<b>TOTAL OPERATING COSTS:</b>	<b>\$ -</b>

**14. Net Impact on Municipal Income (+ or -):**

Taxes:	
Other income/Grants:	
Gain or loss from sale of replaced asset:	
<b>TOTAL IMPACT ON INCOME:</b>	<b>\$ -</b>

Committee Sign-Off: \_\_\_\_\_  
 Town Administrator Sign-Off: \_\_\_\_\_  
 COC Sign-Off: \_\_\_\_\_

\*Individual sheet p/vehicle. Provide Fleet schedule with anticipated replacements.

## CAPITAL PROJECTS REQUEST

Department: Brooks Free Library Date Prepared: September 25, 2014  
 3. Contact Name: Ginny Hewitt, Library Director  
 Phone #: 508-430-7562, ext 8  
 Email: vhewitt@clamsnet.org

*Viggo Atkinson*

4. Project Title: <u>Library Roof Replacement</u>	6. Purpose of Project Request Form: <div style="border: 1px solid black; padding: 2px; text-align: center; width: fit-content; margin: 0 auto;">             Modify a project already in the program         </div>
5. Department Priority: <u>A: Mandatory or Crucial</u> Sequence: _____	

7. Location: Brooks Free Library, 739 Main St., Harwich MA 02645

8. Description: (Note: This is a re-submission of the a project currently on the Capital Plan for FY2017 using the new forms.)  
Replace Library roof.

9. Justification and Useful Life: The Library's 20 year shingles were installed in April 1997 (documentation attached.) The Town Engineer estimated the cost of 25-year shingles at \$96544 to \$98412 and with prevailing rates for installation, a total cost of \$120,000. A copy of the Town Engineer's estimate is also attached. With \$12,000 (10%) added for contingencies, the total estimate is \$132,000

10. Requested Cost Estimates for:

2016*	2017*	2018	2019	2020	2021	2022
	\$ <u>135,000.00</u>					

If your estimate is indexed for inflation, indicate adjustment percentage (%) used: \_\_\_\_\_  
 Multi-Phase Project: Yes or No    How many years to complete? \_\_\_\_\_    Reliability of Cost Estimates: Strong, Average, Weak

11. Project Cost Summary:

Property acquisition:	
Planning / Engineering / Legal:	
Construction:	
Furnishings / Equipment:	
Contingency / Other:	
<b>TOTAL COST:</b>	

12. Recommended Method of Financing:

Taxes / Current revenues:	
Grants:	
Finance - Lease / Bonds:	
Capital reserve:	
Other:	
<b>TOTAL FINANCING:</b>	\$ -

13. Net Impact on Operating Costs (+ or -):

<b>Direct Operating Costs</b>	
Personnel: # of employees:	
Personnel: Full Salary/Benefit (	
Purchased services:	
Materials and supplies:	
Equipment purchases:	
Utilities:	
Other:	
<b>Indirect Operating Costs</b>	
Fringe benefits:	
General administrative costs:	
Other:	
<b>TOTAL OPERATING COSTS:</b>	\$ -

14. Net Impact on Municipal Income (+ or -):

Taxes:	
Other income/Grants:	
Gain or loss from sale of replaced asset:	
<b>TOTAL IMPACT ON INCOME:</b>	\$ -

Reserved:

Committee Sign-Off: \_\_\_\_\_

Town Administrator Sign-Off: \_\_\_\_\_

COC Sign-Off: \_\_\_\_\_

\*Individual sheet p/vehicle. Provide Fleet schedule with anticipated replacements.

## CAPITAL PROJECTS REQUEST

Department: Brooks Free Library

Date Prepared: September 25, 2014

3 Contact Name: Ginny Hewitt, Library Director

Phone #: 508-430-7562, ext 8

Email: vhewitt@clamsnet.org



4. Project Title: Library Interior Modifications/Renovations

6. Purpose of Project Request Form:

Modify a project already in the program

5. Department Priority: B: Important/Necessary

Sequence: \_\_\_\_\_

7. Location: Brooks Free Library, 739 Main St., Harwich MA 02645

8. Description: (Note: This is a re-submission of the a project currently on the Capital Plan for FY2018 using the new forms.) Redesign / re-configure the floor plan, public service stations, public areas and staff work areas to accommodate changes in services, use patterns and public expectations, and replacment of furniture.

**9. Justification and Useful Life:**

In 2018 will be 20 years since the renovation was completed. Modifications of the service areas and floor plan and a redesign of public service stations are needed to accommodate changes in library services and technology, which have changed greatly since the renovation was planned in the mid-1990's. Use of the Library has more than doubled since then and the ways people use the Library and what they expect in public libraries has changed. Today the Library serves as a center of community life, supporting community members' educational and informational needs and providing opportunities for lifelong learning, community building and social interaction, and serving as a public access technology center. These modifications will provide more efficient workflow and better sight lines to improve security for staff and patrons. Small group meeting space is very much needed as is staff work space and storage. Furnishings were not included in the renovation project and many of the pieces in use today are second-hand - discarded by other libraries and organizations over 20 years ago or picked up at yard sales and the Treasure Chest. Other chairs, tables, and workstations used by public were not meant for library use and are in poor condition. Much of the furniture needs replacement - study carrels are chairs are rickety, old folding tables serve as public computer stations, for ex. - and does not contribution to providing the cohensive, welcoming appearance and well-maintained space the Library should provide to users.

**10. Requested Cost Estimates for:**

2016*	2017*	2018	2019	2020	2021	2022
		<b>\$100,000</b>				

If your estimate is indexed for inflation, indicate adjustment percentage (%) used \_\_\_\_\_

Multi-Phase Project: Yes or No \_\_\_\_\_ How many years to complete? \_\_\_\_\_ Reliability of Cost Estimates: Stong, Average, Weak \_\_\_\_\_

**11. Project Cost Summary:**

Property acquisition:	_____
Planning / Engineering / Legal:	_____
Construction:	_____
Furnishings / Equipment:	_____
Contingency / Other:	_____
<b>TOTAL COST:</b>	_____

**12. Recommended Method of Financing:**

Taxes / Current revenues:	_____
Grants:	_____
Finance - Lease / Bonds:	_____
Capital reserve:	_____
Other:	_____
<b>TOTAL FINANCING:</b>	\$ _____

**13. Net Impact on Operating Costs (+ or -):**

**Direct Operating Costs**

Personnel: # of employees:	_____
Personnel: Full Salary/Benefit:	_____
Purchased services:	_____
Materials and supplies:	_____
Equipment purchases:	_____
Utilities:	_____
Other:	_____

**Indirect Operating Costs**

Fringe benefits:	_____
General administrative costs:	_____
Other:	_____

**TOTAL OPERATING COSTS:** \$ \_\_\_\_\_

**14. Net Impact on Municipal Income (+ or -):**

Taxes:	_____
Other income/Grants:	_____
Gain or loss from sale of replaced asset:	_____
<b>TOTAL IMPACT ON INCOME:</b>	\$ _____

**Reserved:**

Committee Sign-Off: \_\_\_\_\_  
 Town Administrator Sign-Off: \_\_\_\_\_  
 COC Sign-Off: \_\_\_\_\_

\*Individual sheet p/vehicle. Provide Fleet schedule with anticipated replacements.

## CAPITAL PROJECTS REQUEST

<b>Department:</b> <u>Brooks Free Library</u>		<b>Date Prepared:</b> <u>September 23, 2014</u>																									
<b>3 Contact Name:</b> <u>Ginny Hewitt, Library Director</u> <b>Phone #:</b> <u>508-430-7562, ext 8</u> <b>Email:</b> <u>vhewitt@clamsnet.org</u>																											
<b>1. Project Title:</b> <u>Brooks Library Generator and Installation</u>		<b>2. Purpose of Project Request Form:</b> <div style="border: 1px solid black; padding: 5px; text-align: center; width: fit-content; margin: 0 auto;">New Project</div>																									
<b>3. Department Priority:</b> <u>Mandatory or Crucial</u>  <b>Sequence:</b> <input style="width: 50px;" type="text"/>																											
<b>4. Location:</b> <u>Brooks Free Library</u>																											
<b>5. Description:</b> <u>Install Generator with automatic transfer switch with enough capacity to energize the entire building and all of its components . The generator would serve a dual purpose of maintaining HVAC to preserve interior contents and utilities during time of extreme cold. Additionally with back up power the Library could remain open for residents to obtain information and reference services, access to internet and e-mail, and to provide other library services and serve as a heating/cooling and charging location for the public. Libraries are now priority locations for hosting FEMA/MEMA Disaster Recovery Centers.</u>																											
<b>6. Justification and Useful Life:</b> <u>Currently the Brooks Library has no Emergency Generator. The inverter installed in 2012 only provides power for emergency lighting. The average lifespan of a generator is around twenty years before replacement would be required.</u>																											
<b>7. Requested Cost Estimates for:</b> <u>Cost estimate provided by Facilities Manager Sean Libby</u>																											
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 16.6%;">2016</th> <th style="width: 16.6%;">2017</th> <th style="width: 16.6%;">2018</th> <th style="width: 16.6%;">2019</th> <th style="width: 16.6%;">2020</th> <th style="width: 16.6%;">2021</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td style="text-align: center;"><b>\$110,000</b></td> <td></td> <td></td> </tr> </tbody> </table>				2016	2017	2018	2019	2020	2021				<b>\$110,000</b>														
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		<b>12. Reserved:</b>  <i>Committee Action:</i>  <i>Funding Recommendation:</i>  <i>Legislative Action:</i>																									