

Brooks Free Library

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www.brooksfreelibrary.org

Virginia A. Hewitt

From: Virginia A. Hewitt, Library Director
To: Community Preservation Committee
Subject: Status Report on Brooks Free Library's open Community Preservation Act projects
Date: August 27, 2019

I will be unable to attend your Sept. 12th meeting so I am submitting this written report on the status of Brooks Free Library Community Preservation Act funded projects. I would happy to attend your October 10th meeting to report in person if you would like.

Exterior Preservation Project

Status: Complete

This project was managed by the DPW Facilities Manager as the facilities maintenance function was centralized while this project was on-going. Questions about the details of the preservation and restoration work on the building would need to be answered by the Facilities Manager. I have been provided access to the MUNIS accounts for the three CPC articles for this project and can report on the FY19 expenditures and remaining balances.

The Library Board of Trustees and I would like to again extend our appreciation for the funds for this much needed work. Brooks Free Library is once again a proud corner of the historic Harwich Center village. Community members and visitors have been extremely pleased to see the transformation. We have placed a sign recognizing the use of Community Preservation Act funds for this project on the corner of Bank and Main Streets where it would be most visible. Over 120 community members attended the Preservation Celebration event we held on June 29th.

As I reported at your March 14th meeting work on this project was completed in Jan. 2019 but final payments had not yet been made. The invoices have now been processed and the project is complete.

Total CPC funds appropriated:	\$879,000
Total CPC funds expended:	\$772,240
Total remaining balance to be returned to CPC:	\$106,760

Details on the individual articles and balances are provided below:

Article 41 May 2012 ATM \$39,000 Org/Object Code: 80271292/616039

Appropriated:	\$39,000.00
Expended:	\$343.51
Balance Remaining:	\$38,656.49

Financial report attached.

Article 39 May 2016 ATM \$540,000 Org/Object Code: 80271292/616039

Appropriated:	\$540,000.00
Expended:	\$540,000.00
Balance Remaining:	\$0.00

Financial report attached.

Article 51 May 2018 ATM \$300,000 Org/Object Code: 80271292/618051

Appropriated:	\$300,000.00
Expended:	\$231,896.49
Remaining Balance:	\$68,103.51

Financial report attached.

Project 2 - Rogers Groups Statues

Article 31 May 2015 ATM \$23,000 Org/Object Code: 80271292/615031

Status: In Process – Out for Quotes

Appropriated:	\$23,000
Expended to date:	\$3,150
Remaining balance for conservation work:	\$19,850

Financial report attached.

As previously reported the conservator hired to assess the collection and prepare a Conservation Treatment Plan completed his work and was paid in March 2019. Since my last update at your May 9, 2019 meeting:

- I finalized the specifications for the treatment work and proposed contract.
 - Three of the 26 statues in our collection were eliminated from this Request for Quotes (RFQ). (Two were deemed in such poor condition that the Assessment Report recommended replacing rather than conserving them. A third was eliminated from this RFQ as it is a duplicate that is in need of extensive treatment. If sufficient funds remain after treatment of the other 23 statues then work can be considered and a separate procurement completed to conserve that piece.)
- I conducted additional research on conservators with the necessary qualifications and experience.
- I provided the proposed Request for Quotes and proposed contract for winning conservator to the Town's procurement team (Assistant Town Administrator and Town Engineer) for their review and received their approval to begin seeking quotes.
- The Request for Quotes was sent to five conservators on August 25, 2019. (Solicitation of three quotes is required for procurement under \$25,000 but five conservators were offered the opportunity to submit quotes to improve the chances of obtaining responses.)

A site visit for conservators who want to see the collection in person prior to submitting quotes is scheduled for Thurs. Sept. 12th at 11 am. The deadline for submission of quotes is Sept. 20, 2019.

Project 3 - Preservation and Digitization of the Harwich Oracle

Article 50 of May 2018 ATM \$10,340 Org/Object: 80271292/618504

Appropriated:	\$10,340
Total expended:	\$10,340
Remaining balance:	\$0

Status: Completed

Financial report attached.

Since my report to you on this project six months ago:

- The original newspapers were returned to us by the contractor. The original newspapers are now stored in archival quality boxes.
- Three hard drives containing the digitized contents of the newspaper and 36 reels of microfilm have been provided by the contractor.
- The number of pages microfilmed and digitized was slightly higher than we had estimated when seeking funds for this project, so the bill from the contractor exceeded the funds available in this article/line by \$162.92. We paid the \$162.92 from our budgeted funds for Library materials.
- The project is complete. The contractor has been paid. There are no funds remaining in this budget line.

Thank you for your support for this project, which will ensure that the original newspapers are preserved and as a side benefit, will expand access to the contents of this newspaper.

CPC Library Exterior Preservation ATM 12 #41

MUNIS report 8.27.19

ORG	OBJECT	DESCRIPTION	EFF DATE	AMOUNT	WARRANT VDR NAME/ITEM DESC	COMMENTS
80271292	612041	ATM12 #41 BRKS LIBR-PHSE I RES	07/01/2018	38,656.49		Carry Forward Balance
Remaining Balance			6/30/2019	38,656.49		

ORG	OBJECT	DESCRIPTION	EFF DATE	AMOUNT	WARRANT	VDR NAME/ITEM DESC	COMMENTS
80271292	616039	ATM 16 # 39 Brooks Lib Restora	01/10/2019	161,575.28	T19035	CAMPBELL CONSTRUCTION GROUP, LLC.	Library paint and restoration
80271292	616039	ATM 16 # 39 Brooks Lib Restora	01/10/2019	-161,575.28		CAMPBELL CONSTRUCTION GROUP, LLC.	Library paint and restorat2019
80271292	616039	ATM 16 # 39 Brooks Lib Restora	10/18/2018	178,813.75	T19020	CAMPBELL CONSTRUCTION GROUP, LLC.	Library paint and restoration
80271292	616039	ATM 16 # 39 Brooks Lib Restora	10/18/2018	-178,813.75		CAMPBELL CONSTRUCTION GROUP, LLC.	Library paint and restorat2019
80271292	616039	ATM 16 # 39 Brooks Lib Restora	09/06/2018	157,325.00	T19013	CAMPBELL CONSTRUCTION GROUP, LLC.	Brooks Free Library paint and
80271292	616039	ATM 16 # 39 Brooks Lib Restora	09/06/2018	-157,605.00		CAMPBELL CONSTRUCTION GROUP, LLC.	Brooks Free Library paint 2019
80271292	616039	ATM 16 # 39 Brooks Lib Restora	07/01/2018	497,714.03			Carry Forward Balance
80271292	616039	ATM 16 # 39 Brooks Lib Restora	07/01/2018	497,994.03		CAMPBELL CONSTRUCTION GROUP, LLC.	Library paint and restoration
Carry Forward Balance			7/1/2018	497,714.03			
FY19 Expended				497,714.03			
Remaining Balance			6/30/2019	0.00			

CPC LIBRARY EXTERIOR PRESERVATION ATM 18 #51 \$300,000

MUNIS Report 8.27.19

ORG	OBJECT	DESCRIPTION	EFF DATE	AMOUNT	WARRAN	VDR NAME/ITEM DESC	COMMENTS
80271292	618051	ATM 18 #51 BROOKS LIBRARY PAIN	04/09/2019	-8,746.51		MCGINLEY KALSOW & ASSOCIATES	Close purchase order/proje2019
80271292	618051	ATM 18 #51 BROOKS LIBRARY PAIN	02/28/2019	101.92	T19044	MCGINLEY KALSOW & ASSOCIATES	PROJECT #1741.01
80271292	618051	ATM 18 #51 BROOKS LIBRARY PAIN	02/28/2019	-101.92		MCGINLEY KALSOW & ASSOCIATES	PROJECT #1741.01 2019
80271292	618051	ATM 18 #51 BROOKS LIBRARY PAIN	02/14/2019	91,245.00	T19041	CAMPBELL CONSTRUCTION GROUP, LLC.	Library paint and restoration
80271292	618051	ATM 18 #51 BROOKS LIBRARY PAIN	02/14/2019	-75,720.00		CAMPBELL CONSTRUCTION GROUP, LLC.	Library paint and restorat2019
80271292	618051	ATM 18 #51 BROOKS LIBRARY PAIN	02/14/2019	-1,696.00		CAMPBELL CONSTRUCTION GROUP, LLC.	Library paint and restorat2019
80271292	618051	ATM 18 #51 BROOKS LIBRARY PAIN	02/14/2019	-10,790.00		CAMPBELL CONSTRUCTION GROUP, LLC.	Library paint and restorat2019
80271292	618051	ATM 18 #51 BROOKS LIBRARY PAIN	02/14/2019	-3,039.00		CAMPBELL CONSTRUCTION GROUP, LLC.	Library paint and restorat2019
80271292	618051	ATM 18 #51 BROOKS LIBRARY PAIN	02/11/2019	3,039.00		CAMPBELL CONSTRUCTION GROUP, LLC.	CO #2 Replace Pine Trim 2019
80271292	618051	ATM 18 #51 BROOKS LIBRARY PAIN	02/11/2019	10,790.00		CAMPBELL CONSTRUCTION GROUP, LLC.	CO #1 Replace Shinges 2019
80271292	618051	ATM 18 #51 BROOKS LIBRARY PAIN	01/31/2019	2,496.00	T19039	MCGINLEY KALSOW & ASSOCIATES	PROJECT #1741.01
80271292	618051	ATM 18 #51 BROOKS LIBRARY PAIN	01/31/2019	-2,496.00		MCGINLEY KALSOW & ASSOCIATES	PROJECT #1741.01 2019
80271292	618051	ATM 18 #51 BROOKS LIBRARY PAIN	01/10/2019	127,580.97	T19035	CAMPBELL CONSTRUCTION GROUP, LLC.	Library paint and restoration
80271292	618051	ATM 18 #51 BROOKS LIBRARY PAIN	01/10/2019	-124,785.97		CAMPBELL CONSTRUCTION GROUP, LLC.	Library paint and restorat2019
80271292	618051	ATM 18 #51 BROOKS LIBRARY PAIN	01/10/2019	-2,795.00		CAMPBELL CONSTRUCTION GROUP, LLC.	Library paint and restorat2019
80271292	618051	ATM 18 #51 BROOKS LIBRARY PAIN	01/10/2019	1,456.00	T19035	MCGINLEY KALSOW & ASSOCIATES	Brooks Library Ext Restoration
80271292	618051	ATM 18 #51 BROOKS LIBRARY PAIN	01/10/2019	-1,456.00		MCGINLEY KALSOW & ASSOCIATES	Brooks Library Ext Restora2019
80271292	618051	ATM 18 #51 BROOKS LIBRARY PAIN	01/08/2019	12,800.43		MCGINLEY KALSOW & ASSOCIATES	Brooks Library Ext Restoration
80271292	618051	ATM 18 #51 BROOKS LIBRARY PAIN	12/13/2018	3,245.92	T19030	MCGINLEY KALSOW & ASSOCIATES	PROJECT #1741.01
80271292	618051	ATM 18 #51 BROOKS LIBRARY PAIN	11/08/2018	4,491.00		CAMPBELL CONSTRUCTION GROUP, LLC.	Change Order #3 2019
80271292	618051	ATM 18 #51 BROOKS LIBRARY PAIN	10/11/2018	5,490.68	T19019	MCGINLEY KALSOW & ASSOCIATES	PROJECT #1741.01
80271292	618051	ATM 18 #51 BROOKS LIBRARY PAIN	09/06/2018	280.00	T19013	CAMPBELL CONSTRUCTION GROUP, LLC.	Brooks Free Library paint and
80271292	618051	ATM 18 #51 BROOKS LIBRARY PAIN	07/01/2018	200,505.97		CAMPBELL CONSTRUCTION GROUP, LLC.	Library paint and restoration
80271292	618051	ATM 18 #51 BROOKS LIBRARY PAIN	07/01/2018	300,000.00			ATM 18 #51
Appropriated				300,000.00			
FY19 Expended				231,896.49			
Remaining Balance				6/30/2019	68,103.51		

CPC Library Rogers Groups ATM 15 # 31

MUNIS report 8.27.19

ORG	OBJECT	DESCRIPTION	EFF DATE	AMOUNT	WARRANT	VDR NAME/ITEM	DESC	COMMENTS
80271292	615031	ATM 15 # 31 Rogers Sculptures	04/04/2019	3,150.00	T19050	CONSERVE ART LLC		JOHN ROGERS GROUPS ASSESSMENTS
80271292	615031	ATM 15 # 31 Rogers Sculptures	07/01/2018	23,000.00				Carry Forward Balance
Remaining Balance			6/30/2019	19,850.00				

BROOKS FREE LIBRARY -CPC PROJECT TO PRESERVE AND DIGITIZE THE HARWICH ORACLE

MUNIS REPORT 8.27.19

ORG	OBJECT	DESCRIPTION	EFF DATE	REFERENCE	AMOUNT	VDR NAME/ITEM DESC
80271292	618504	ATM 18 # 50 LIBRARY PRESERV	06/27/2019	W T19064	5,205.14	NEW ENGLAND MICROGRAPHICS, INC.
80271292	618504	ATM 18 # 50 LIBRARY PRESERV	06/13/2019	W T19063	4,446.36	NEW ENGLAND MICROGRAPHICS, INC.
80271292	618504	ATM 18 # 50 LIBRARY PRESERV	08/16/2018	W T19009	688.50	THE LIBRARY STORE INC
80271292	618504	ATM 18 # 50 LIBRARY PRESERV	07/01/2018	Articles	10,340.00	
Appropriated			7/1/2018		10,340.00	
Expended					10,340.00	
Remaining balance			6/30/2019		0.00	