



To: Town Council
Town Clerk

Fr: Paul Bockelman
Town Manager

Dt: August 4, 2021

Re: Jones Library Building Committee

Appointment

With this memo, I refer to the Town Council and simultaneously file with the Town Clerk, the following names of the people I desire to appoint as members of the Jones Library Building Committee in accordance with Section 2.11(b) of the Amherst Home Rule Charter. Terms are effective immediately.

For terms that will continue for the length of the building process:

- Town Manager or designee – Paul Bockelman
- Library Director – Sharon Sharry
- Finance Director – Sean Mangano
- Library Building Maintenance official – George Hicks
- Library Trustees (2) – Austin Sarat and Alex Lefebvre
- Town Councilor – George Ryan

I am still recruiting for these two seats:

- Resident with experience in energy efficient public architecture, engineering, or construction
- Resident with experience in effective community outreach

Background Information

Below is the relevant section of the Charter for your review.

Section 2.11(b) of the Charter states:

Members of Multiple-Member Bodies: The Town Manager shall refer to the Town Council and simultaneously file with the Town Clerk, the name of each person the Town Manager desires to appoint as a member of a multiple-member body. Appointment of a member of a multiple-member body made by the Town Manager shall become effective on the 30th day

after the date on which notice of the proposed appointment was filed with the Town Clerk unless approved or rejected by a majority of the full Town Council within the 30 days.

In addition, notice was posted on the Town Bulletin Board on April 16, 2021 in accordance with Section 9.12(e) of the Town Charter. Below is the relevant section of the Charter for your review:

Section 9.12(e) of the Town Charter states, in part:

Vacancies: Whenever a vacancy occurs, or is about to occur, on a multiple-member body, the appointing authority shall immediately cause public notice of the vacancy, or impending vacancy, to be published on the Town bulletin board for a period of not less than 14 days.



Committee Charge

Name:	Jones Library Building Committee (JLBC)
Type:	Time-limited
Legal Reference:	Charter Section 3.2, Committees created by the Manager
Appointing Authority:	Town Manager per Home Rule Charter Section 3.3(c) and 2.11(b)
Number of Voting Members:	Nine (9)
Number of Non-Voting Members:	None
Term of Appointment:	The length of the building process, estimated at 5-7 years
Special Municipal Employees:	If voted by the Town Council
Staff Support:	As assigned by the Town Manager

Composition:

- Town Manager or designee
- Library Director
- Finance Director
- Library Building Maintenance official
- Library Trustees (2)
- Town Councilor
- Resident with experience in energy efficient public architecture, engineering, or construction
- Resident with experience in effective community outreach

Purpose:

To oversee the design and construction of the Jones Library Restoration and Expansion.

Charge:

The JLBC will guide the Jones Library Restoration and Building project. All major decisions shall be brought to the JLBC for review, approval, and formal submission to the Library Board of Trustees and Town Manager for final approval, as required.

Throughout the life of the project, the JLBC will work as a team with several consultants, including an Owner's Project Manager (OPM), an Architect, and Massachusetts Board of Library Commissioner (MBLC) Building Specialists. The JLBC will develop a timeline,

milestones, and plans for the project and recommend a specific set of plans to the Library Board of Trustees and Town Manager for approval.

The JLBC will work with the Library Director and Town Manager to ensure the public is kept informed and engaged with the Jones Library Restoration and Building project.

Broad Committee Functions:

- Understand the MBLC grant program requirements.
- Learn the history and background of the Jones Library Restoration and Expansion project.
- Identify a wide variety of stakeholders in order to develop and execute multiple communication methods to engage members of the community throughout the entire design and construction process.
- Form subcommittees at various stages of the project such as:
 - Design – visits the job site, attends job site meetings, and monitors the schedule
 - Interior Design – chooses styles, colors, and furnishings
 - Landscaping – chooses plantings and outdoor structures
 - Public Relations – keeps the community informed
 - Groundbreaking/Grand Opening – organizes community celebrations
- Review, evaluate, and approve all project invoices and change orders.
- Monitor the MBLC grant application and award process, including tracking progress towards meeting milestones and securing grant payments.
- Support the closeout process with the MBLC to make sure the building is constructed in accordance with the approved design.

Timeline of Tasks:

- Schematic Design Phase
- Design Development Phase (approximately 22 weeks)
- Construction Documentation Phase (approximately 30 weeks)
- Bid Phase (approximately 14 weeks)
- Building Construction Phase (approximately 22 months)
- Project Closeout (approximately 6 months)

Reports:

The JLBC shall provide quarterly updates of JLBC activities to the Town Council and Library Board of Trustees. The Town Council and Library Board of Trustees may request more frequent JLBC updates from the Town Manager and JLBC.

Charge Adopted: July 9, 2021 (by Town Manager)

Charge Revised:

SME Status Voted:

Posted on: July 12, 2021

Town Manager Seeks Members to Serve on Jones Library Building Committee

The Town Manager has established the Jones Library Building Committee (JLBC) to oversee the design and construction of the Jones Library Restoration and Expansion.

The JLBC will guide the Jones Library Restoration and Expansion project. All major decisions shall be brought to the JLBC for review, approval, and formal submission to the Library Board of Trustees and Town Manager for final approval, as required.

Throughout the life of the project, the JLBC will work as a team with several consultants, including an Owner's Project Manager (OPM), an Architect, and Massachusetts Board of Library Commissioner (MBLC) Building Specialists. The JLBC will develop a timeline, milestones, and plans for the project and recommend a specific set of plans to the Library Board of Trustees and Town Manager for approval.

The JLBC will work with the Library Director and Town Manager to ensure the public is kept informed and engaged with the Jones Library Restoration and Expansion project.

Members of the Committee will be expected to:

- Understand the MBLC grant program requirements.
- Learn the history and background of the Jones Library Restoration and Expansion project.
- Identify a wide variety of stakeholders in order to develop and execute multiple communication methods to engage members of the community throughout the entire design and construction process.
- Form subcommittees at various stages of the project such as:
 - Design – visits the job site, attends job site meetings, and monitors the schedule
 - Interior Design – chooses styles, colors, and furnishings
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 - Public Relations – keeps the community informed
 - Groundbreaking/Grand Opening – organizes community celebrations
- Review, evaluate, and approve all project invoices and change orders.
- Monitor the MBLC grant application and award process, including tracking progress towards meeting milestones and securing grant payments.
- Support the closeout process with the MBLC to make sure the building is constructed in accordance with the approved design.

The nine-member committee will include members or representatives of the Library Board of Trustees, Town Council, Library Director, Town Manager, the Town's Finance Director, a Library Building Maintenance official, and two members of the public including:

- A resident with experience in energy efficient public architecture, engineering, or construction
- A resident with experience in effective community outreach

More information on the Jones Library and this Building Project can be found here:

<https://www.joneslibrary.org/352/Jones-Building-Project>

If you are interested in volunteering to serve, please fill out a Community Activity Form at:

<https://www.amherstma.gov/caf>

If you have questions, reach out to our Community Participation Officers at

GetInvolved@AmherstMA.gov

Posted on Monday, July 12th at 3:15 PM