



J. V. FLETCHER LIBRARY BOARD OF TRUSTEES VIRTUAL JOINT MEETING  
WITH PERMANENT TOWN BUILDING COMMITTEE

AGENDA

Monday, March 2, 2026; 6:30 PM

**Joint & Working Group Meeting Will be Held Virtually and Hosted by Library Staff**

**All members of the public are invited to a ZOOM meeting; options available to access this Meeting virtually:**

Register in advance or at any time prior to the conclusion of this meeting by accessing the following link your computer, smartphone or tablet:

[https://westfordma.gov.zoom.us/webinar/register/WN\\_6rb-526KQpaTS5vlfpWB1g](https://westfordma.gov.zoom.us/webinar/register/WN_6rb-526KQpaTS5vlfpWB1g)

Registration requires only that you provide a name and E-mail address. After registering, you will receive a confirmation email containing information about joining the meeting; you will be provided with immediate access if the meeting is already in progress.

- I. Call to Order and Identification of Joint Board Members Present per OML; Inform all attendees of recorded meeting; all votes roll call VOTE
- II. Approval of Minutes:
  - A. February 2, 2026; February 17, 2026 DRAFTS Joint Meeting Minutes VOTE
- III. Reports:
  - A. OPM/CHA Report:
    - 1. Budget/Financial Overview
    - 2. Construction and Schedule Update
  - B. Library Director Report:
    - 1. FFE Procurement Update
    - 2. Update on Grounds fixtures:
      - a. Image of "historic" front lawn pole light approved by Planning Board 1/6/2025
      - b. DRAFT rear shed design to be shared in the future
    - 3. Future Procurement Tasks: AV, Security, Signage, IT
    - 4. Annual Town Meeting Warrant Items:
      - a. CPA Historic Preservation Grant unanimously approved for Annual Town Meeting vote at \$60,000
      - b. Select Board easement article for nationalgrid on Annual Town Meeting warrant
- IV. Approval of Warrants, Invoices, and Payments/transfers totaling \$550,082.65 VOTE
  - A. CHA Solutions OPM Services [February 1 – February 28, 2026]: \$42,590.00
  - B. FAA SD-CA [2/1-2/28/2026 CA]: \$57,029.99
  - C. FAA Furniture [2/1-2/28/2026 CA]: \$6,325.00
  - D. Hutter Construction Corporation [through 2/28/2026]: \$420,232.08
  - E. MOB II, LLC Monthly Rental [April 2026]: \$20,660.08
  - F. NBS Tech Group: \$375.00
  - G. UTS of Massachusetts [through 1/30/2026]: \$1,470.50
  - H. Wakefield ARMS (2/1/26-2/28/26): \$1,400.00
- V. Approval of Proposals, Proposed Change Orders, Change Orders, and Additional Services/Costs

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- A. Proposed Change Orders over \$15,000.00 for vote: VOTE
- B. Proposed Change Orders under \$15,000.00 for report:
- C. Change Order (Executed PCO's) Summary to Date:

Change Order 1 (PCOs 1, 3, 4, 5, 6, 7) totaling	\$51,231.09
Change Order 2: (PCOs 8, 9, 12, 16) totaling	\$31,260.00
Change Order 3: (PCO 10, 11, 13, 14, 23, 27) totaling	\$66,850.00
Change Order 4: (PCO 15)	\$40,000.00
<b>TOTAL:</b>	<b>\$189,341.09</b>

VI. Old Business:

VII. New Business:

- A. Approve AMPLIFUND Monthly Report: **January 2026** VOTE
  - 1. Aggregated interest earned through **January 2026** on Grant funds: **\$155,822.43**
  - 2. Construction Budget as of **March 19** posting date (Warrant **26-37 TE**):



## MPLCP LIBRARY PROJECT

LIBRARY PROJECT : 31610614/580000 26 37	ORIGINAL BUDGET:	REVISED BUDGET:	% CHNG	EXPENDED:	BALANCE:	% SPENT	EXPENSES POSTED WARRANT 26-37:
<b>Contingency</b>	\$ 3,931,700.60	\$ 3,694,609.51	-0.0603	\$ -	\$ 3,694,609.51	6.03%	
CHA Consulting (OPM)	\$ 945,595.00	\$ 945,595.00	0.0000	\$ 492,637.00	\$ 452,958.00	52%	\$ 42,590.00
Commissioning/Testing	\$ 138,500.00	\$ 173,500.00	0.2527	\$ 64,270.75	\$ 109,229.25	37%	\$ 1,470.50
Construction, Non-Hutter	\$ -	\$ -		\$ -	\$ -		
Finegold Alexander Architects	\$ 2,747,827.40	\$ 2,747,827.40	0.0000	\$ 2,186,749.34	\$ 561,078.06	80%	\$ 63,354.99
Furnishings, Fixtures, Equip.	\$ 3,096,158.00	\$ 3,096,158.00	0.0000	\$ -	\$ 3,096,158.00	0%	
<b>Hutter Construction</b>	\$ 20,471,634.00	\$ 20,660,975.09	0.0092	\$ 5,377,300.52	\$ 15,283,674.57	26%	\$ 420,232.08
Insurance, Builders Risk	\$ 210,138.00	\$ 210,138.00	0.0000	\$ 210,138.00	\$ -	100%	
Insurance, Water Monitoring	\$ -	\$ 12,750.00		\$ 12,750.00	\$ -	100%	
Lease of Temporary Space	\$ 525,000.00	\$ 525,000.00	0.0000	\$ 325,700.32	\$ 199,299.68	62%	\$ 20,660.08
Legal Costs	\$ 15,000.00	\$ 15,000.00	0.0000	\$ 8,712.42	\$ 6,287.58	58%	
Legal Ads, Notices, Printing, Bidding	\$ 12,000.00	\$ 12,000.00	0.0000	\$ 8,020.87	\$ 3,979.13	67%	
Moving/Relocation	\$ 409,196.00	\$ 409,196.00	0.0000	\$ 147,077.82	\$ 262,118.18	36%	\$ 1,775.00
Site/Hazard Abatement	\$ 18,260.00	\$ 18,260.00	0.0000	\$ 10,590.00	\$ 7,670.00	58%	
Technology Consultant	\$ 25,000.00	\$ 25,000.00	0.0000	\$ -	\$ 25,000.00	0%	
<b>TOTAL BUDGET:</b>	<b>\$ 32,546,009.00</b>	<b>\$ 32,546,009.00</b>		<b>\$ 8,843,947.04</b>	<b>\$ 23,702,061.96</b>	<b>27.17%</b>	<b>\$ 550,082.65</b>
<b>Transfers from Contingency Budget:</b>	<b>\$ 3,931,700.60</b>			<b>\$ 237,091.09</b>	<b>\$ 3,694,609.51</b>	<b>6.03%</b>	<b>Check No.: \$ (237,091.09)</b>
				<i>ABOVE: Blue Font indicates transfers from Contingency Fund</i>			

LIBRARY PROJECT OFFSETS:		
Original MBLC Grant	\$ (7,851,994.00)	\$4,711,197 (60%) received through 6.6.25
Escalation MBLC Grant	\$ (829,263.00)	Anticipated Summer 2027 (FY28)
Foundation Fund Raising	\$ (1,029,437.00)	Target of \$1,300,000 received as of 1.31.26
AV Legislative Support	\$ (100,000.00)	Released by Governor, 10.24.25
Aggregated Interest Earned	\$ (155,822.43)	on Grant Account earned through 1.31.26
CPA Grant Funds		(\$60,000) Application on ATM Warrant
Mass SAVE Incentive	\$ (191,644.00)	Construction Completion quote as of 9.10.25
Mass SAVE Incentive	\$ (53,583.00)	1 Year Post-Occupancy quote as of 9.10.25

<b>REVISED TAXPAYER TOTAL:</b>	<b>\$ 22,334,265.57</b>	<b>PRIOR REPORT:</b>	<b>\$ 22,345,867.57</b>
	<i>ABOVE: Blue Font indicates figures and dates subject to update</i>		

### VIII. UPCOMING MEETING DATES:

March 28, 2026	9:00 AM	Annual Town Meeting, Westford Academy
April 6, 2026	6:30 PM	Joint Meeting w/Permanent Town Building Committee REMOTE PARTICIPATION MEETING
April 6, 2026	7:00 PM	Full Trustee Board REMOTE PARTICIPATION MEETING
May 4, 2026	6:30 PM	Joint Meeting w/Permanent Town Building Committee REMOTE PARTICIPATION MEETING
May 4, 2026	7:00 PM	Full Trustee Board REMOTE PARTICIPATION MEETING

### IX. Adjournment of Joint Meeting

**VOTE**

ATTACHMENTS: Updated Project Budget, Project Timeline, Trustee Meeting Posting

Please be advised this open meeting may be broadcast live via WCAT and recorded for playback online, video-on-demand viewing at <https://cloud.castus.tv/vod/westfordcat/?page=HOME>. Attendees are reminded that by attending this meeting, you consent to your likeness and audio being used and rebroadcast by WCAT. If any member of the public wishing to attend this meeting seeks special accommodations in accordance with the Americans with Disabilities Act, please contact the Library administration at 978-399-2312 or email to [erainville@westfordma.gov](mailto:erainville@westfordma.gov).

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