

Highgate Library & Community Center Feasibility Study

Prepared For:

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85 granite shed lane
montpelier, vermont 05602
802.229.1664 • 802.229.4822 FAX

www.gbarchitecture.com

Town of Highgate—Highgate Library &
Community Center
17 Mill Hill Road
Highgate Center, Vermont 05459



Concept Design—View looking north at new courtyard

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1. EXECUTIVE SUMMARY

HISTORY

The planning process started 24 months ago when the Library Board of Trustees reviewed the services of the Library, its mission, **and their goals for the future. From this visioning process, they decided the library's role in the community was more of a community center.** Its goal was to try to offer services for all age groups including seniors, teens, and children. In March 2017, the library was awarded a 15k Municipal Planning Grant which was approved by tax payers. The Municipal Planning work is to be complete by the end of December 2017, and is on target to meet that deadline. gbA was hired to fulfill the conceptual design and planning work covered by this grant through a competitive RFP process. Our work with the library board of trustees began in August 2017, with a kick-off meeting, and is now complete with this report to the board. This report serves as a road map for the library and community center. It should be emphasized that this is not a final design of the library, a site must still be selected, but it is a conceptual plan to get started.

PURPOSE

gbA was asked by the Town of Highgate to determine the feasibility of remodeling the current building or constructing a new building within the designated village center. This report is the end product of that analysis and includes:

1. An evaluation of the existing library building and site
2. Existing and new space program analysis
3. Development of conceptual plans and cost estimates for a new building
4. Evaluations of potential locations for a new library and community center
5. Development of next steps

PROCESS

gbA began work with a walkthrough of the existing building to document and evaluate the facility, and a meeting with the Library Board of Trustees, Town Administrator, Library staff, and members of the Development Review Board, Planning Commission, and Concerned Citizens group. Following the kick-off meeting, the group conducted a walkthrough of two potential alternate town sites. A list of pros and cons of the existing conditions was made, and architectural as-builts were created of the existing library to determine the state of the building. The committee and staff reviewed the existing spaces, existing programming, and existing library collection. The committee then discussed the future wants and needs for the library. Decisions that were made were conservative, and the final program was not excessive.

Once a site was determined as the ideal location, four site building concepts were reviewed, and one was generally preferred and further developed into two design concepts, one of which was then chosen as the final design direction. Two public meetings were then held to facilitate discussions concerning the potential redevelopment of the library.

FINDINGS

It was decided that any large renovation to the existing library would not be feasible. The primary issue is that the existing sewer mound on the property is shared with the adjacent property owner. This area is at capacity and cannot be expanded. Any new renovation work would require at least one additional water closet. Secondary issues include: the building was designed as a one-story structure and was not designed for an additional story; the building has a vault in the center of the building footprint, which makes it impossible for the librarian to see the other spaces in the library; the building is not ADA accessible; any expansion to the south would eliminate the garden area, which is used for programming all summer; the parking on site is limited to 6 spaces and the new library would need more parking.

The staff's discussions determined future programming needs for the library, including:

- Addition of a new community room and partial kitchen for the entire community to use, as well as for the expanding senior population
- **Addition of community space that could be open regardless of the library's hours**
- **Expansion of the library collection to include a much larger children's area (3x the size), a new young adult area, and a larger adult collection area with ample comfortable seating**
- Inclusion of back-of-house work area for the staff to work adjacent to the circulation desk
- Addition of two small meeting spaces for quiet meetings for up to 6 people
- Inclusion of computer areas placed throughout the library to allow for changing technology needs
- Addition of a larger circulation desk with visual access to all spaces

The existing building first floor is 1,320sf, and the new proposed program is approximately 5,600sf.

After reviewing the pros and cons of the existing building and site, it was decided a new library needed to be on another site to accommodate the growing and changing needs of the community. The town site selected was the Machia property. The site itself is in a good location, on a main street, near the town offices and school, has ample space for the new library, additional parking, and additional commercial space and is a good start to a downtown area. It is understood that the site is also being investigated for other uses, but this was a good place to start for conceptual library design.

The conceptual design process began with four different design concepts which, after numerous meetings over the course of two months, were whittled down to one final design direction. This conceptual building plan and massing option:

- Creates an urban edge to help define Main Street
- Creates a public plaza to the south, as well as a private and secure green space to the north
- Allows staff and the librarian to see all areas of the library, including the entries
- **Allows storytime for the Children's Reading Area to be either inside or outside on the terrace steps**
- **Locates the children's area directly off of the private green space**
- Locates the Adult Reading Area and Vermont Room closer to the public plaza
- Creates a community room and kitchen that is both accessible to the library during regular operating hours, and accessible to the community after hours, while keeping the library secure

2. GOALS & BASIC PROGRAM ASSUMPTION

MISSION STATEMENT

“The mission of the Highgate Library & Community Center is to promote community through growth and engagement. We provide and support diverse, lifelong learning opportunities in an inclusive, imaginative, and welcoming environment.”

BASIC PROGRAM ASSUMPTIONS

The following assumptions and goals are to be applied to all programmatic areas in the library:

- The areas included within this program are general guidelines, and, as plans develop, the actual area for each space may vary from these guidelines.
- Actual design will determine locations in the building of specific programmed space.
- All functions of the building should be designed for maximum accessibility and flexibility, while still considering security.
- All areas of the library will have natural light and ventilation wherever possible.
- The entire facility will be accessible to people with disabilities.
- **Reading and seating areas will be “scattered” throughout to make more efficient use of spaces.**
- Parking, although important, will not be addressed as part of this program.

GOALS FOR DESIGN

Highgate Library and Community Center Preliminary Room by Room Program

The following preliminary program quantifies and qualifies the ideal library spaces for the Highgate Library and Community Center. Please feel free to mark up, as there are many assumptions made here based on what we have heard and based on other similar sized community libraries that we have worked with.

Entry

- **Use: Provide a “front door” and an area to contain boots, jackets, snowsuits, etc.** Ideally, an entry vestibule would be provided for energy efficiency.
- Size: 100 sq.ft.(60% increase)
- Relationship to other spaces: Easily visible from the street and circulation desk.
- Requirements: Space for benches, coat hooks, book drop, and possibly a mail drop.

Entry Hall

- Use: Provide public entry and exit from the building. Sets expectations of library behavior – inviting yet reserved, friendly but quiet.
- Size: 100 sq.ft (100% increase)

- Relationship to other spaces: There is not a significant entry now. This could be an area for shared community bulletins, display etc. Easily visible from the street.
- Requirements: Space for a display area and tack surface

Circulation Desk

- Use: To charge and discharge general collection and reserve material, to help patrons locate materials and to supervise overall library usage.
- Size: 120 sq.ft. (30% increase)
- Relationship to other spaces: As much visual connection to the entryway as possible, as well as to all public library spaces
- Requirements: Space for two workers at desk simultaneously, two swivel chairs, computer and printer, telephone, general book drop for return, work surface for other tasks, control panels for specific lighting, heat, etc., and access to the network.

Main Reading Room

- Use: To house and display adult books and periodicals, to provide comfy seating for reading and work.
- Size: 500 sq.ft. (33% increase). In the existing main room- adult fiction section: 1,894 books, young adult in main room- 1,340 books, Audio collection: 89, DVD collection: 220, 153 holiday books stored in closet. The Adult Non Fiction section is lacking in books, and a 50% increase in the collection would be adequate growth and would bring the collection to 720 books
- Relationship to other spaces: Unknown until design work is started
- Requirements: Space for shelving for 3494 holdings (50% increase) = $3494/12 = 291$ LF of shelving (760LF shown includes Vermont Collection, DVDS & Audio)), computer stations for 4 people, soft seating for 8 people, and table and chairs for 10 people

Young Adult Reading Room

- Use: To house and display young adult books and periodicals, to provide seating for reading, space for young adult activities and to provide space adequate for computers.
- Size: 220 sq.ft. (100% increase) The existing young adult collection is in the main reading room- 1,340 books
- Relationship to other spaces: Separate but with some supervision.

Requirements: Space for shelving for $1340+1600=2940/12$ holdings (120% increase) = 245LF of shelving (320LF shown), shared computer stations, and soft Seating for 4 young adults

Children's Reading Room

- **Use: To house and display children's books and periodicals, to provide seating and play area for children activities and to provide adequate space for an introduction to computers as an information resource, and to provide a place for storytime**
- Size: 600 sq.ft. (3x increase) Existing collection in Children's room-1,757 books in the bins. 614 on the non-fiction shelf
- Relationship to other spaces: Unknown until design work is started
- Requirements: Space for shelving for $1757+1600 = 3,357/12$ holdings = (50% increase) = 280 LF of shelving (216 lf bins and 95 lf shelves), computer stations for 4 children, and soft seating for 30 children – **risers and bean bags...**

Vermont Room

- Use: To house and display Vermont Books and References.
- Size: 300 sq.ft. (40% increase in size) the Vermont Room should not be a separate space but in the Main Reading Room. The Vermont collection will be expanded over time. This collection could easily grow by 100 books bringing it to 333 books or a 30% increase in the size of the collection. $333/12 = 28\frac{1}{2}$ of shelves. See Main Reading Room.
- Relationship to other spaces: In the Main Reading Room

Smaller Meeting Spaces

- Use: To be used for multiple groups including tutoring, small study groups, and DCL. Quiet areas for individual study, contemplation and recharging
- Size: 240 sq.ft. (120 sqft each) (100% increase)
- Requirements: Space for two separate spaces accommodating 6 people each, and acoustical separation

Kitchen

- Use: To offer light snacks and beverages to support snack time, and other programs in the community room and for the library. This is not a commercial type of kitchen but a residential kitchen. This includes upper and lower cabinets to store food and dishes.
- Size: 150 sq.ft.(100% increase)
- Relationship to other spaces: Adjacent to Community Room.
- Requirements: Space for wall and base cabinets, counter with two sinks (one for handwashing), full refrigerator, and a microwave

Community Room

- Use: The Community Room should be a multipurpose space adjacent to the kitchen. This should be able to be locked off from the rest of the library after hours for potential outside programming and events. Assumes 60 people at 15sf per person.
- Size: 900 sq. ft.(100% increase)
- Relationship to other spaces: Adjacent to kitchen.
- Requirements: Table and Chair Storage—This may also be considered the senior center or area.

Librarian Offices

- Use: To provide an appropriate environment for the administration of library services
- Size: 160 sq.ft. (2 at 80sf each) (100% increase)
- Relationship to other spaces: Easily found and near circulation desk but still removed from main areas of activity.
- Requirements: Space for two desks and two swivel chairs, two computers, a printer, a telephone, network connection, and soundproofing

Staff Room/Workroom

- Use: To provide an appropriate environment for the administration of library services to be shared by 2 volunteers.
- Size: 120 sq.ft. (100% increase)
- **Relationship to other spaces: Adjacent to staff librarians' offices and near circulation of desk.**
- Requirements: Built-in work area counter for two, two swivel chairs, an easy chair, two computers with a printer, a telephone, and a network connection

General Storage

- **Use: Short term storage of books, art supplies for children's projects and misc.**
- Size: 200 sq.ft (40% increase)
- Relationship to other spaces: Scattered throughout the building adjacent to areas served.
- Requirements: Space for high capacity shelving floor to ceiling

Senior Area

- Use: Dedicated space for seniors
- Size: Included in Community Room
- Relationship to other spaces: To be determined design
- Requirements: This space may or may not be included with the community center and should be discussed through the design process.

Storage for Garden Items and Special Programming

- Use: Storage for Garden Items and Special Programming
- Size: 150 sq.ft (100% increase)
- Relationship to other spaces: Access from outside, could be an outdoor structure.
- Requirements: Lockable

Photo Copier

- Use: Public and staff use of photocopy machine.
- Size: 25 square feet (100% increase)
- **Relationship to other spaces: In an out of the way, but accessible "alcove" near the circulation desk.**
- Requirements: Proper electrical service, isolated exhaust ventilation, storage area for paper, ink etc.

Mechanical Room

- Use: To house HVAC equipment and related.
- Size: 150 sq.ft.
- Relationship to other spaces: Can be remote but on an outside wall.
- Requirements: Space for equipment and fuel

Outdoor Terrace/Covered Space

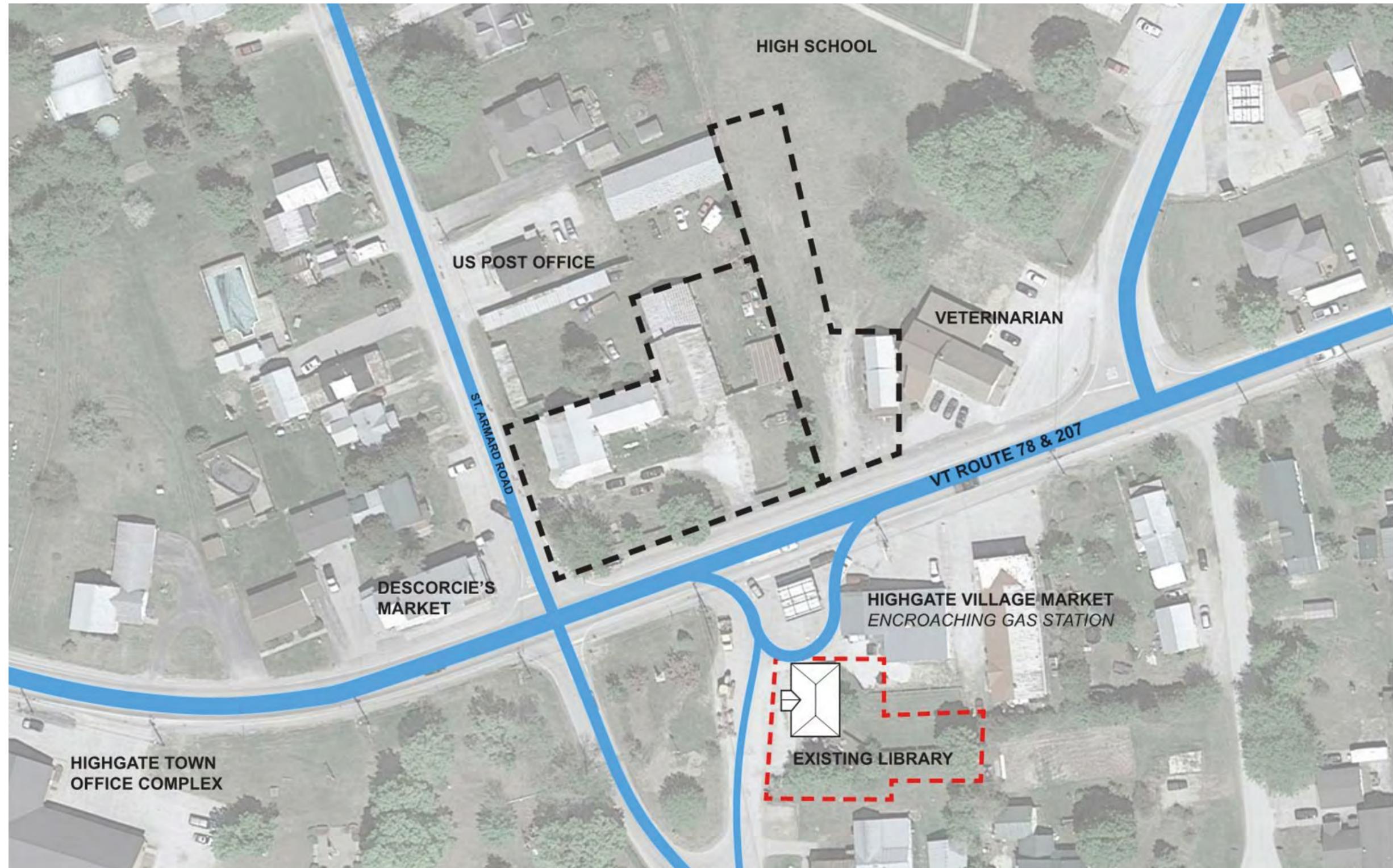
- Use: To provide an outdoor sunny and inviting space suitable for children, young adult and adult use. Designed for gathering, informal reading and storytelling.
- Size: 250 sq.ft.(100% increase)
- **Relationship to other spaces: Accessible from main library and children's room but sheltered from the street. This area should be visible from both within the library and the street for security reasons.**

Restrooms

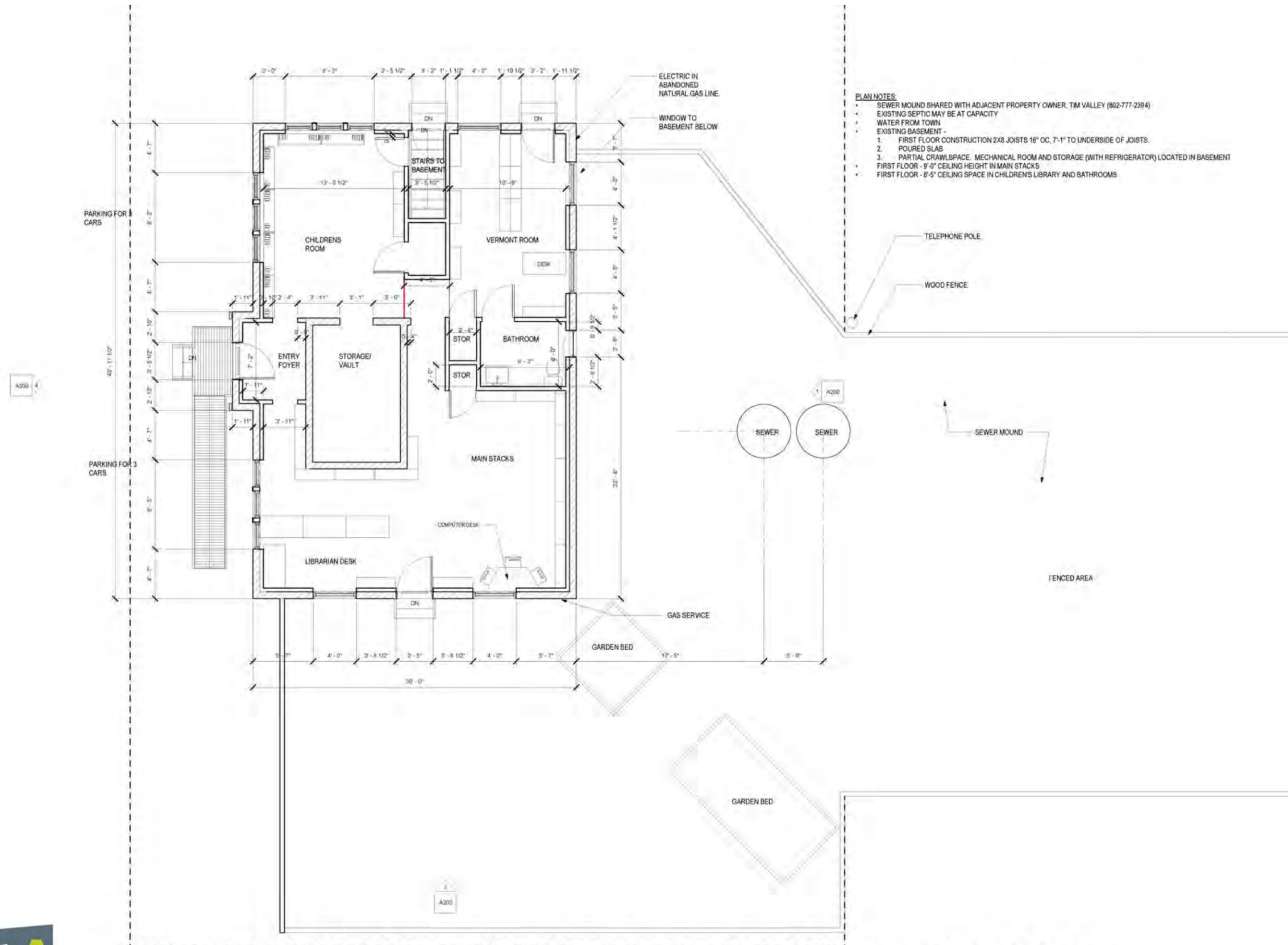
- Use: To provide an appropriate number of restrooms for library patrons and programs.
- Size: 240 sq.ft. (3 at 80 each) (80% increase)
- Requirements: ADA accessible. Consider a restroom for children.

3. EXISTING PLANS

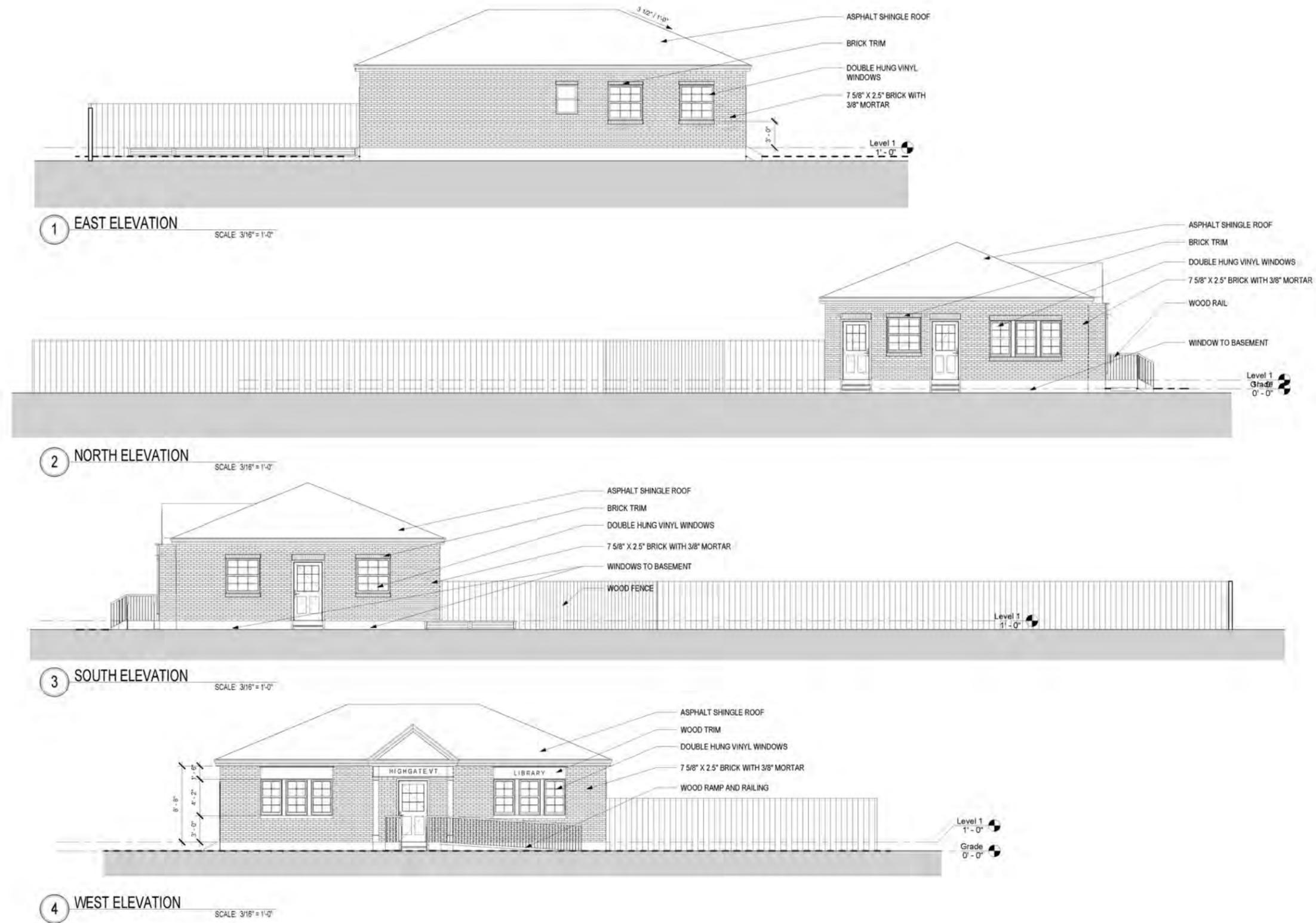
3.1 Site Plan—Note: Not to scale



3.2 Floor Plan—Note: Not to scale



3.3 Exterior Elevations—Note: Not to scale



3.4 Town Zoning Regulations

Note: Not to Scale

TOWN DEVELOPMENT REGULATIONS

Zoning District: Village District (VD)

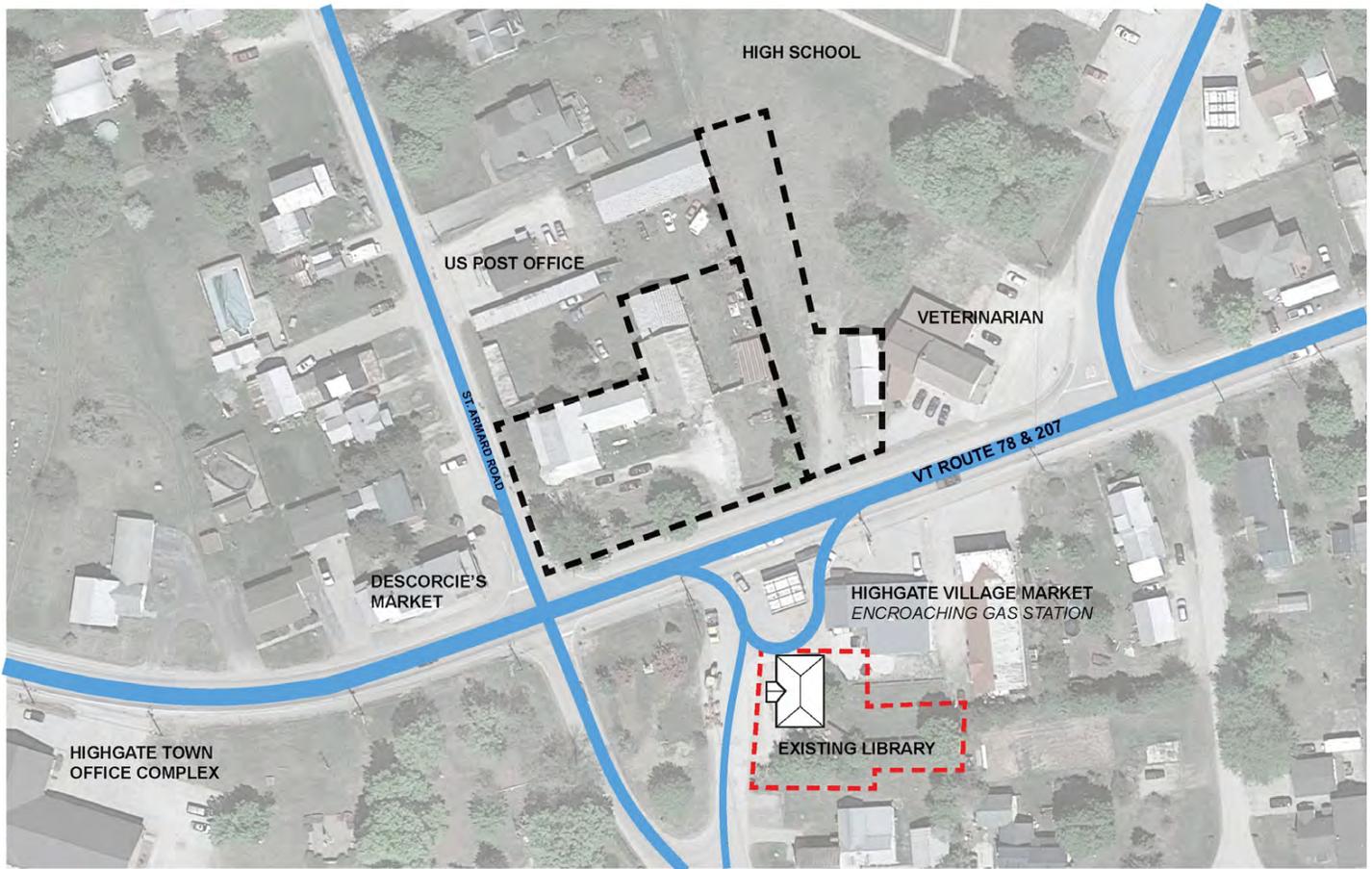
Maximum Height: 35 feet

Setbacks:

Front 40ft

Sides 10ft

Rear 10ft



- - - Lot Zone
- Vehicular Traffic
- - - Potential Lot Locations

4. EXISTING & PROPOSED NEW PROGRAMS

4.1 Existing Program Summary

Main Level

• Entry	40sf
• Library Desk/Staff Area	85sf
• Children's Reading Room	220sf
• Main Reading Room	268sf
• Vermont Room	182sf
• Restroom	47sf
• Storage Room/Vault and Closets	<u>123sf</u>
	965sf (does not include interior walls and circulation)

Lower Level

• Mechanical Room	205sf
• Storage Area	<u>220sf</u>
	425sf

The existing lower level is equal to approximately 482sf (includes interior walls and circulation).

The existing main level is equal to approximately 1,177sf (includes interior walls and circulation).

4.2 Program Summary of Suggested Design

Library Spaces	Area (sf) per Space	Quantity	Total Program (sf) Area
Entry	100	1	100
Entry Hall	100	1	100
Circulation Desk	120	1	120
Adult Reading Room	500	1	500
Young Adult Reading Room	220	1	220
Children's Reading Room	800	1	800
Vermont Room (in Reading Room)	300	1	300
Smaller Meeting Spaces (6 people)	120	2	240
Kitchen	150	1	150
Community Room/Senior Center	900	1	900
Librarian Offices	80	2	160
Staff Room/Workroom	120	1	120
Booksale Area	100	1	100
General Storage	200	1	200
Storage for Gardnen & Special Programming	150	1	150
Mechanical Room	150	1	150
Photo Copier	25	1	25
NET BUILDING PROGRAM			4,335
<u>Structure, Circulation, Reading Nooks, Restrooms, Shafts, etc. @ 30%</u>			<u>1,300</u>
TOTAL SPACE NEEDS			5,635sf

EXISTING BUILDING SIZE

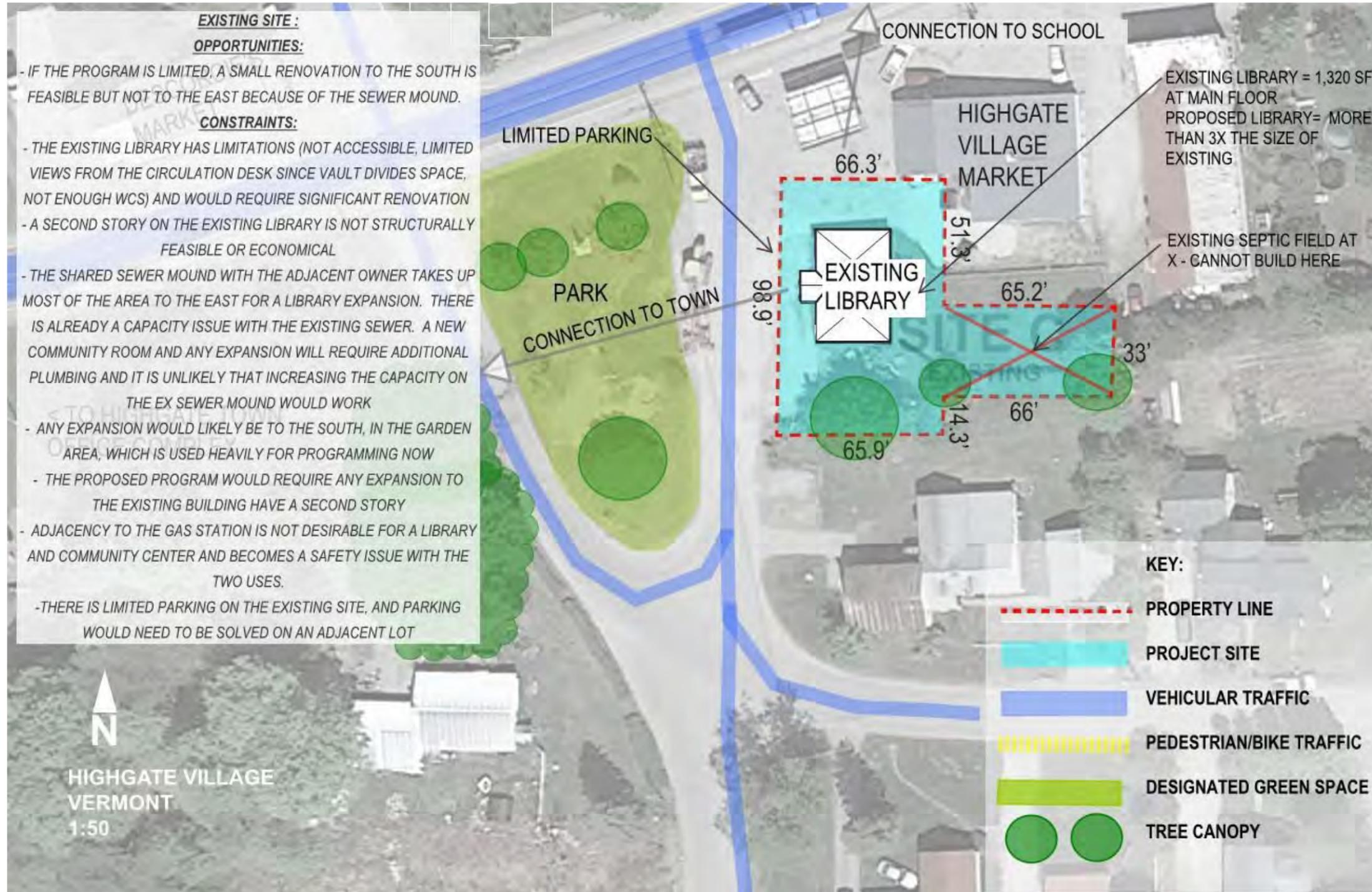
Main Level: 1,320sf (includes exterior walls)

Lower Level: 482sf

TOTAL 1,802sf

5. SITE ANALYSIS

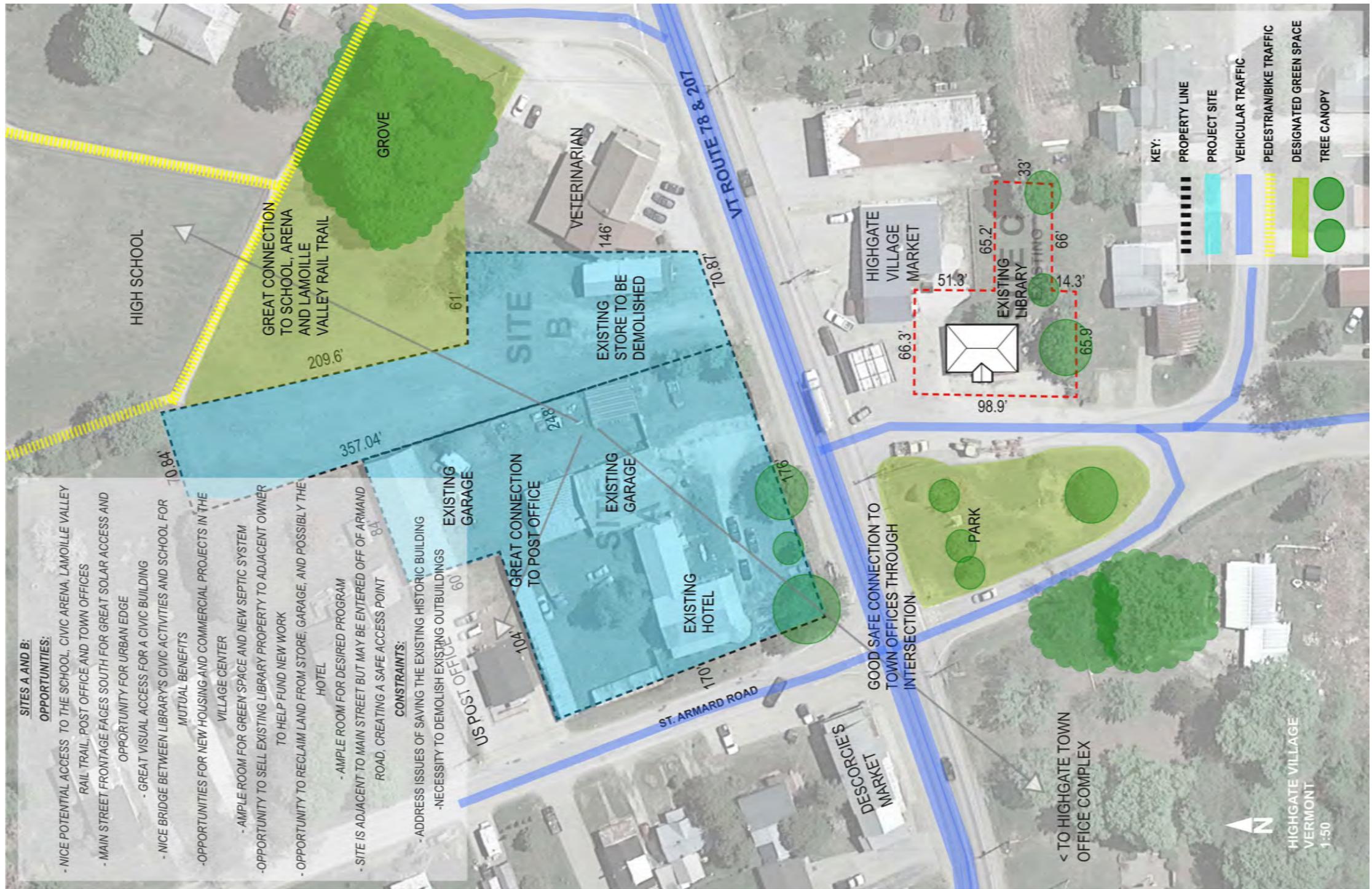
5.1 Existing Site Analysis—Note: not to scale



After much discussion about the existing library, it was concluded that there are three primary reasons the existing building is not suitable for the new Highgate Library and Community Center, these points were discussed at the meeting and are outlined below:

- The existing property is not large enough for an expansion without a full second story on the remaining area. Even if the sewage capacity issue was solved, getting the new program on the remainder of the lot would be very expensive since the building would need at least one story, possible two to the south and on the existing building. This would also eliminate the garden altogether and a green roof of some sort would need to replace it.
- The current building was not designed for a second story. It would need to be torn down or an independent structure would need to be built to accommodate a floor above on the existing property.
- The sewer mound area in the back cannot be built on and it is understood this shared sewer is at capacity. Any increase in program or renovation project would increase the need for more toilets for the library.

5.2 Analysis of Existing Town Sites A & B—Note: not to scale



These adjacent town-owned sites at the center of Highgate are being considered for the new library and community center as well as alternative commercial space and housing per the request of the school board.

Hotel/Machia property. The future of the existing building was discussed. The building is not ideal for a library, and would be extremely expensive to renovate for a library. One primary issue they have now is that the vault is at the center of the library, this blocks views to almost all of the rooms for the librarian and requires cameras so that they can monitor the other rooms. The hotel has similar issues with the grand stair being at the center of the building, cutting off views. It was generally agreed, that the hotel should not be demolished in this project and that a future project may include a senior center that could connect to the new library. It was noted that if the hotel was demolished, they would like to keep some materials from it like the wood stair, flooring and wainscot.

6. INITIAL SITE DESIGN CONCEPTS

6.1 Discussion of Initial Site Design Concepts—September 12, 2017

All four Options are shown on the Alternate Sites A and B based on the limitations of the existing library building and site. These sites are in the center of town, close to the school and trail, and away from the gas station, and would provide ample space for library expansion and parking. The sites also offer safe access to and from the site off of the main street.

1. Option #1 Main Street. *Reference Illustration 6.2*

Committee Comments: Option #1 is the preferred overall site concept. It was generally agreed the Machia Building not be used for the library, but perhaps as a senior center and that a future connection or link between the two would be a viable option for future design. The new scheme should use an amphitheater and/or porch from scheme #3 or #4. The parking in #4 was liked, but it was also liked in this scheme. It was noted parking cannot occur on Main Street per the regulations, and traffic should be kept off of the main drag.

They like the shared greenspace to the south in the front for both the new library and hotel, but they would prefer the link move **south so that a protected area for the children's garden move to the north. This way, a fence may be added to protect the garden space/children's area but not be in view from the front. This scheme allows for possible housing development, senior housing being especially favored.**

2. Option #2 Landmark Library. *Reference Illustration 6.3*

Committee Comments: This was the least favored of all the schemes. The landmark building is considered to be the icon building in the community, Jeudevine Library in Hardwick, Vermont, Bixby Library in Vergennes and the Ballard Library in Seattle are all landmark buildings in their communities. They set themselves apart from the surroundings.

The option was not liked because it requires demolishing the Machia building. The parking is also too far from the library and they prefer parking that is adjacent to the building.

3. Option #3. The Green. *Reference Illustration 6.4*

Committee Comments: **The 'green' scheme sets the new library back from main street with a parklike green in its front. Examples of this include the Alvar Aalto Vipuri Library and the Cambridge Public Library in Massachusetts.** The new library sits at the head of the park and its edges are surrounded by other buildings. The Machia building does not need to be demolished in this scheme. This scheme was not liked because it sits back from main street and does not have as much presence as the schemes that are closer to main street. The parking was liked okay in this scheme. Two access points shown in this scheme are not typically desired, the preference is to come in and out of St. Armand Road. The porch and amphitheater was very much liked in this scheme.

4. Option #4 Library in the Neighborhood. *Reference Illustration 6.5*

Committee Comments: This scheme reacts to the residential character of the existing area and shows an organic form amongst housing. This scheme was liked, partly because of the amphitheater. The parking was also very much liked in this scheme as well as the additional housing (possibly senior housing) around the perimeter.

It was concluded that the design team should develop Option #1 with the variations discussed.

6.2 Concept #1: Main Street—Note: Not to Scale
September 12, 2017



PROS:

- Main street is well-defined
- Nice presence of library/entry on main street
- Potential reuse of existing hotel
 - ◊ Link to new library
- Community energy focused on main street
- Strengthens existing park/green
- Good connection to school, Town offices, and post office
- Private "mini greens"
- Opportunities for future commercial or housing projects

CONS:

- Not as plentiful greenspace as other schemes.
- Expensive to renovate existing hotel

6.3 Concept #2: Landmark Library—Note: Not to Scale

September 12, 2017



PROS:

- Landmark building on main street (strong presence)
- High visibility of library on corner
- Great connection to post office, Town offices, school, recreational path
- Good urban response to key community building
- Good visibility for new commercial space
- Private greenspace behind building

CONS:

- Hotel would need to be demolished

6.4 Concept #3: The Green—Note: Not to Scale

September 12, 2017



PROS:

- One great green and garden to south of library; good active community outdoor space
- New porch and storytelling area/outdoor community gathering
- Good connection to school, close to Town offices and post offices
- Green—good active community outdoor space
- Two access points
- Breaks up parking
- Not dependent on commercial development

CONS:

- Set back from road (library not an immediate main street presence)

6.5 Concept #4: Library in the Neighborhood—Note: Not to Scale
September 12, 2017



PROS:

- Organic form in the neighborhood
- Library center of new housing development
- Great connection to Town offices and school
- Opportunity for an amphitheater
- Integrates housing on main street

CONS:

- Somewhat dependent on housing development

7. REVISED DESIGN CONCEPTS

7.1 Discussion of Revised Design Concepts—October 17, 2017

Options #1A and #1B were developed based on the preferred Option #1 presented to the library committee in September.

Reference illustrations 7.2, 7.3, 7.4, 7.5

Main similarities include:

- Creating an urban edge to help define Main Street
- Creating a public plaza to the south, as well as a private and secure green space to the north
- Allowing staff and the librarian to see all areas of the library, including the entries
- **Storytime for the Children's Reading Area can be either inside or outside on the terrace steps**
- **The children's area is directly off of the private green space**
- The Adult Reading Area and Vermont Room are located closer to the public plaza

Main differences include:

- Option 1A includes the community center and kitchen in the new construction of the library. The renovated Machia building for the senior center could be built at any time independently from the library.
- Option 1B uses the Machia building for the community center and kitchen, therefore library construction is tied into renovating the Machia building.

7.2 Revised Concept #1A: Main Street, Site Plan—Note: Not to Scale
 October 17, 2017



PROS:

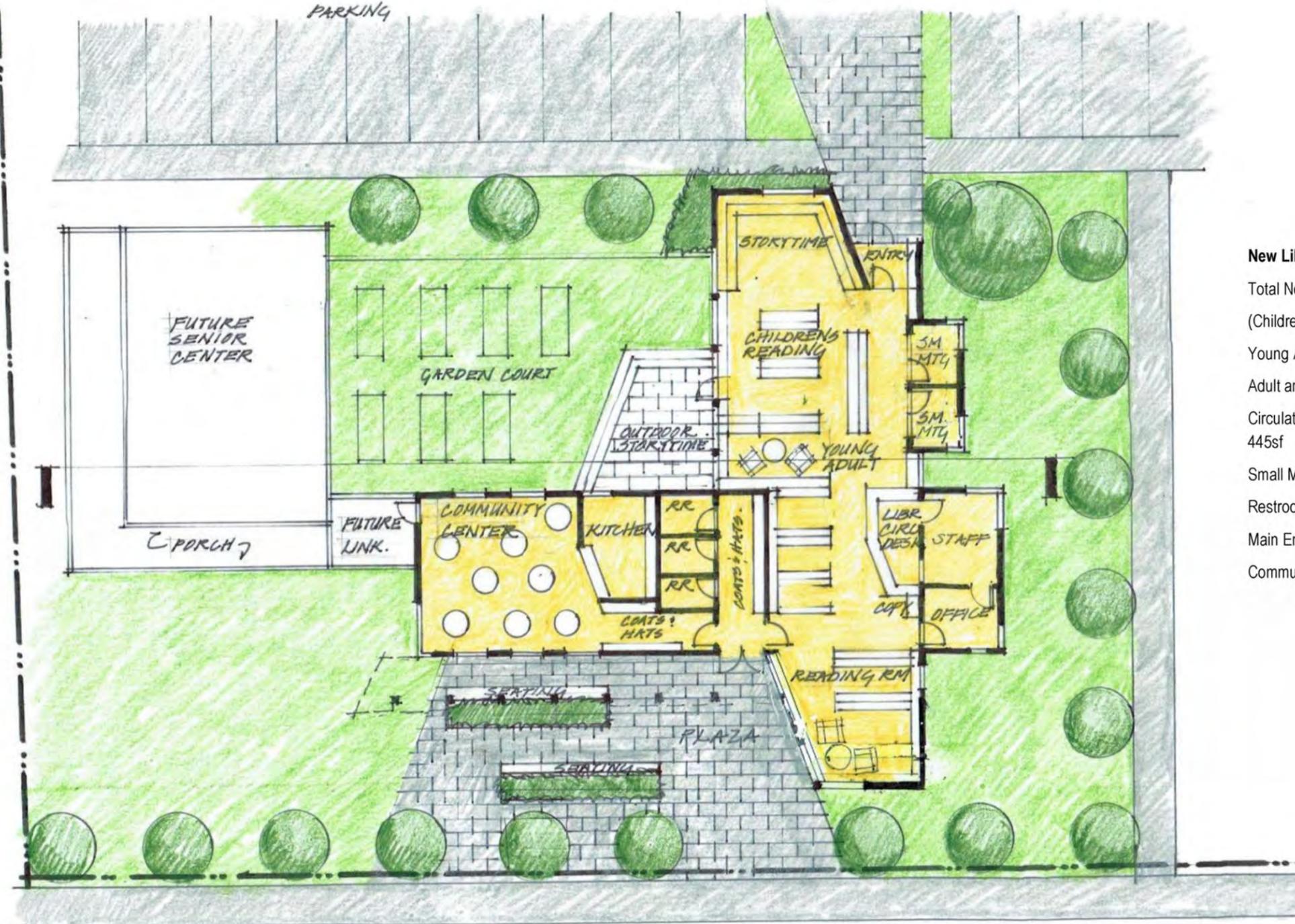
- Main street is well-defined
- Nice presence of library/entry on main street
- Reuse of existing hotel as a Senior Center (Project may be Independent from Library Project)
 - ◊ Link to new library
- Community energy focused on main street
- Strengthens existing park/green
- Good connection to school, Town offices, and post office
- Private Garden and Amphitheater North
- Public Plaza at South
- Opportunities for future commercial or housing projects

7.3 Revised Concept #1A: Main Street, Floor Plan—Note: Not to Scale

October 17, 2017

It was decided that, in general, this was the preferred option with some modifications.

- This scheme is advantageous because the community room and library are directly connected. The community room could be locked off during the day.
- The rest rooms in this scheme do not have visual access to the librarian as drawn. Windows instead of a wall should be shown at the vestibule. In addition, it is preferred that one of the three toilets be adjacent to the librarian desk for small children. This will allow for better oversight. They are concerned with people hiding out in the restrooms.
- It would be preferred if there was a visual connection to the community center from the librarian's desk.
- The amphitheater was liked in this scheme as well for storytime.
- It was mentioned that the community center is very important, and perhaps this should allow for more than the 40 people programmed. The conference room at the town should be measured for reference.
- It was decided the south side exterior space should be made smaller, and the green space to the north should be made larger.
- The main front door should be through the parking area.



New Library:
 Total New Construction = 4,100 sf
 (Children's Area = 760sf
 Young Adult = 230 sf
 Adult and Vermont Room = 800sf
 Circulation Desk and Library Back of House = 445sf
 Small Meeting = 90sf
 Restrooms = 170sf
 Main Entry = 170sf
 Community Room and Kitchen = 980 sf

7.4 Revised Concept #1B: Main Street, Site Plan—Note: Not to Scale
 October 17, 2017



PROS:

- Main street is well-defined
- Nice presence of library/entry on main street
- Reuse of existing hotel as a senior and community center
 - ◊ Link to new library
- Community energy focused on main street
- Strengthens existing park/green
- Good connection to school, town offices, and post office
- Private garden and amphitheater north
- Public plaza at south
- Opportunities for future commercial or housing projects

CONS:

- Community center and kitchen program are in the hotel, therefore renovation of the Machia property would be part of the new library project

7.5 Revised Concept #1B: Main Street, Floor Plan—Note: Not to Scale

October 17, 2017

- The larger green space was liked in this scheme. It would be preferable if Option 1A created more green space similar to Option 1B. The plaza is also preferred in this scheme.
- Locating the community room at the Machia property was not preferred. The location may become a security issue in the future. The layout would also require additional staff.
- Storage and mechanical space should be shown in the next set of drawings, as per the program.
- For both options, the community center should have a very basic kitchen with handwashing sinks, a residential dishwasher, and a small cooktop stove. The events would include spaghetti dinners, free meals, warming for staff, and senior meals (delivered not prepared meals).



New Library:
 Total New Construction = **3,800 sf**
 (Children's Area = 760sf
 Young Adult = 345 sf
 Adult and Vermont Room = 700sf
 Circulation Desk and Library Back of House = 465sf
 Small Meeting = 250sf
 Restrooms = 250sf
 Main Entry = 420sf

Renovated Machia Building:
 Community Room and Kitchen on First Floor = **1,400 sf**

Total Construction and Renovation = 5,200sf

8 CHOSEN DESIGN DIRECTION

8.1 Floor Plan—Note: Not to Scale

November 14, 2017

Based on the decisions made by the Library Board of Trustees, Town Officials, and library staff, in conjunction with gbA, one design direction was chosen. This building plan and massing option:

- Creates an urban edge to help define Main Street
- Creates a public plaza to the south, as well as a private and secure green space to the north
- Allows staff and the librarian to see all areas of the library, including the entries
- Allows storytime for the Children's Reading Area to be either inside or outside on the terrace steps
- Locates the children's area directly off of the private green space
- Locates the Adult Reading Area and Vermont Room closer to the public plaza



NEW LIBRARY AND COMMUNITY CENTER:

Total New Construction (includes circulation etc. = **5,610 gsf** (outside of ext walls)

Program Shown:

Library Entry (includes book and mail drop, display and coats) = 237nsf

Community and Library Entry (includes gallery and coats) = 291nsf

Adult Reading Room and Vermont Room = 950nsf

Childrens Reading Room= 800nsf

Young Adult= 272nsf

Smaller Meeting Spaces = 240nsf

Community Room = 931nsf

Kitchen= 152nsf

Circulation Desk = 126nsf

Librarian Office = 156nsf

Staff and Workroom - Includes Booksale and Storage= 300nsf

Outdoor Storage = 200nsf

Mech/Elect Room=56nsf

Photo Copier = 25sf

Restrooms= 170nsf

8.2 Site Plan—Note: Not to Scale

November 14, 2017



8.3 Birdseye View from Park—November 14, 2017



8.4 Birdseye View from Parking—November 14, 2017



8.5 View from Park—November 14, 2017



8.6 View from Town Offices—November 14, 2017



8.7 View of North Elevation—November 14, 2017



8.8 View of South Elevation—November 14, 2017



9. COMMUNITY INPUT FORUM

First Public Meeting held on November 14, 2017.

Location: Highgate Library and Community Center

Attendees: Karen Fortin, Trustee, Library Board of Trustees; Heidi Britch-Valenta, Town Administrator;

Barbara Chevalier, Planning Commission; Sue Cota, Chair, Concerned Citizens; Liza L. Comiskey, Librarian; Vholiman;
(SEE SIGN UP SHEET)

gbA - Gregg Gossens, Diantha Korzun

Purpose: The goal of this event was to familiarize the public with the potential design concepts that have been developed for the new library and community center. This was an opportunity for the public to voice their opinions and help to determine the priorities for this new community space.

ITEMS DISCUSSED:

- The purpose of this study and the process that gbA went through with the Library Board of Trustees, Town Officials, and library staff was outlined. The findings shared in the Executive Summary of this document were also presented. An open discussion was then facilitated.
- *Open Discussion.* A new library and community center will likely increase potential for additional future development in **Highgate, as well as the Town's tax base, since residents are likely to move near the new library.**
- *Open Discussion.* A committee was formed to review the uses of the town-acquired Machia property. Many members of this committee attended the meeting. Issues discussed included issues of safety - locating the library close to the gas station, as well as the issue of reserving the property on main street for commercial, taxable development, not tax-exempt development. The committee is waiting to see if they receive a grant for master planning and economic development.
- *Open Discussion.* Parking was discussed. The conceptual design shows ample space for parking at the library, in addition to future spaces for commercial development.
- *Open Discussion.* Some community members would like to see a footprint of the library closer to the school and off of Main Street.
- *Open Discussion.* All information that has been compiled from the process is available online and is in a binder available to the public at the library. All meetings are open to community members.
- *Open Discussion.* Costs were briefly discussed. This is the next step and will be explored further for the next meeting. There will be outreach to find other sources of financing. Right now, there is \$50k escrowed for a new project. In March, another \$50k will be escrowed.
- *Open Discussion.* Alternate locations should be explored, not under this grant, but in the future planning of the Library and Community Center.
- *Open Discussion.* Utilities were discussed. It is understood that a mound system would be required for any new library, and the design on the Machia Property accommodates this.

- *Open Discussion.* Computers and technology were considered in the planning process. There are several areas for computer stations and this would be further developed as the process moves forward past concept design.
- *Open Discussion.* The question was asked, what happens to the library programming when the librarian changes? It was discussed that any future replacement hired would have a similar skill set. It was also asked if the staffing would increase with a new building. Liza noted that the new project would likely require two full time and one part time staff members. Even at the existing building
- *Open Discussion.* The community room is envisioned for many activities, including senior activities.
- *Open Discussion.* In general, the group in the room was in favor of the new library and community center. They find there is a real need there, it should be a new building, but the questions still remain: where should it be built, and how will the project be funded?
- *Open Discussion.* It was concluded that the work done was long-range planning for a new library and community center. A lot of work was done by a lot of people, and this is a good road map for future development. The community should think to the future and to providing amenities to the region, such as a good library and school, in order to draw people to the area.
- *Open Discussion.* It was discussed that this project could be five to six years out. They will look at additional grants.

Second Public Meeting held on December 12, 2017

Location: Highgate Library and Community Center

Attendees: Karen Fortin, Trustee, Library Board of Trustees; Heidi Britch-Valenta, Town Administrator; Barbara Chevalier, Planning Commission; Sue Cota, Chair, Concerned Citizens; Liza L. Comiskey, Librarian (SEE SIGN UP SHEET)
gbA - Gregg Gossens, Diantha Korzun

Purpose: The goal of this event was to familiarize the public with the potential design concepts that have been developed for the new library and community center. This was an opportunity for the public to voice their opinions and help to determine the priorities for this new community space.

ITEMS DISCUSSED:

- *Summary of Process.* At the beginning of the meeting, the attendees were asked who did not attend the last meeting. There was only one person in the room that was not at the prior public meeting. It was decided, so as not to be repetitive, that a summary of the process would be made first, followed by a more detailed discussion about the opinion of probable cost as well as an update from the team leading the Machia property master plan and next steps.
- *History of Library Board of Trustees Process presented by Karen Fortin, Chair of Library Board of Trustees.* See summary from November 14, 2017 community meeting minutes #1.
- *Existing Site and Building Plan Study presented by gbA Architecture and Planning.* See summary from November 14, 2017 community meeting minutes #1.
- *Library and Community Center Programming presented by gbA Architecture and Planning.* See summary from November 14, 2017 community meeting minutes #1.
- *Site Plan Design Concepts presented by gbA Architecture and Planning.* See summary from November 14, 2017 community meeting minutes #1.
- *Building Plan Design Concepts presented by gbA Architecture and Planning.* See summary from November 14, 2017 community meeting minutes #1.
- *Opinion of Probable Costs presented by gbA Architecture and Planning.* The design team worked with ReArch Construction Company to review the current concept design to come up with a preliminary estimate for the Highgate Library and Community Center. In the gbA estimate, based on prior experience, the design team came up with a \$250/sf cost for the new library. This was based on like projects in the office, durable, energy efficient buildings built to last many years. ReArch Construction Company also reviewed similar scale projects that their company worked on recently (Waterbury Library and Municipal Complex as well as a small local Health Center) of similar scale and quality of construction. ReArch projected the costs for 2017 in this study, as well as took out items such as the elevator and stairwells to compare apples to apples. They came up with a similar number, and projected the costs of the new library to be in the \$252/sf range.
- The costs were reviewed line by line. It was noted, that since this was conceptual design, there is a large contingency built in for unknowns since the design is very preliminary.
- Strategies to reduce costs were discussed, including reducing the program, but the group generally agreed that the new program was conservative, and that although it is an option, is not preferred.
- *Conclusions and Next Steps.* This public meeting concludes the work for the library and community center planning grant. This will be followed by a report that summarizes the findings. This report will be useful in future planning, including work on the Machia property master plan.

10. PRELIMINARY OPINION OF PROBABLE COST

Highgate Library & Community Center

2-Dec-17

PRELIMINARY CONSTRUCTION COST

Abatement of any hazardous materials		Unknown
Existing Building Demolition/Rubbish handling (\$5/\$7sf of ex bld floor area)		Unknown
New Construction for Library (does not include sitework and parking) Assumes primarily a wood structure, slab on grade - no basement	5,610SF @ \$250*	\$1,402,500
Plaza and Seating (Assume Colored Concrete Pavers 650sf at South, 400sf at North, 400sf at Garden)	Allowance	\$50,000
Other site work (parking @**3000 per space, 36 spaces)	Assume	\$108,000
New Septic***	Assume	\$20,000
Landscaping	Assume	\$20,000
FFE	Assume	\$40,000
15% owners contingency (design decisions and construction)		\$246,075
PRELIMINARY TOTAL CONSTRUCTION COST	Subtotal	\$1,886,575

SOFT COSTS

Design fees inc. Arch, Landscape Arch, Structural, Mech, Elect, Plumb, Fire Protection (Does not include Civil Fees)	Assume 8%	\$150,926
Printing and misc reimbursables		\$10,000
Fundraising related		Unknown
Town permits		Unknown
Stormwater, wastewater, water permits		Unknown
Legal and financing (cost from owners - assume)		Unknown
Builders risk (cost from owner's insurance carrier - assumed @ .075%)		Unknown
Clerk of works (optional but recommended, assume for part time clerk)		\$40,000

TOTAL PROJECT COST	\$2,087,501
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+ Unknowns

* Based on December 2017 Cost Comparison done by Rearch Company

**surface parking can range from as low as \$3000/space and as high as \$6000 depending on the soils and location. The current site is supposed to have good soils, so the lower number is shown.

***Septics systems can range from \$10,000-\$50,000 depending on soils.

EXCLUDES

Solar panels and LEED services if desired
 Moving Expenses and temporary storage
 Security Systems

11. NEXT STEPS

This completed report concludes the conceptual design work for the new library and community center. In future, this will be used as a point of reference for any library project undertaken by the Town of Highgate, as well as for master planning work on the Machia property. This report may be used to complete the master planning grant, as well.

The concept design work will also be used for public outreach and securing future funding. Ideally, the project will move out of the conceptual phase within two to three years.