

LIBRARY FACILITY NEEDS COMMITTEE CALENDAR 2015-2017

ACTIVITY	2015				2016						2017			
	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	OCT	JAN	JUNE	DEC
Library Facility Needs Committee Meeting 7pm	9-Sep													
Review Logistics														
Discuss Approach to Alternate Sites														
Library Facility Needs Committee Meeting 7pm	23-Sep													
Review Program														
Alternate Site Analysis														
Library Facility Needs Committee Meeting 7pm	14-Oct													
Review Programming Diagrams, Adjacencies														
Site Analysis														
Library Facility Needs Committee Meeting 7pm	28-Oct													
Present Architectural Concepts/Options														
Site Analysis		X	X	X										
Library Facility Needs Committee Meeting 5pm			18-Nov											
Present Preferred Architectural Concept														
Library Facility Needs Committee Meeting 7pm				16-Dec										
Design Review														
Library Facility Needs Committee Meeting 7pm					13-Jan									
Final Presentation														
Library Facility Needs Committee Meeting 7pm						10-Feb								
Schematic Design Review														
Library Facility Needs Committee Meeting 7pm						24-Feb								
Review Cost Estimate														
Complete Preliminary Cost Estimates				X	X	X								
Complete Schematic Design		X	X	X	X	X								
Library Trustees Approve Schematic Design							7-Mar							
Library Facility Needs Committee Meeting 5pm							16-Mar							
Submit Third (Final) Grant Payment Request								1-Apr						
Submit Schematic Design to MBLC								1-Apr						
Library Facility Needs Committee Meeting								27-Apr						
Meetings with:														
Capital Planning Committee		23-Oct												
Water Department			X											
OPM, Director Meet with Building Inspector			18-Nov											
Historical Commission 7:30 pm			18-Nov											
Conservation Commission (RDA)					9-Dec									
Disability Commission					10-Dec									
Planning Board/MPIC					21-Dec									
Technical Review Committee (Internal)					20-Jan									
Town Center Parking Committee					20-Jan									
Friends of the J. V. Fletcher Library, Inc.								21-Apr						
Disability Commission Site Tour								28-Apr						
Permanent Town Building Committee									23-May					
Board of Selectmen									24-May					
Abutters Reception 7:30pm									23-May					
Present Conceptual Design at Town Annual Strategic Planning Retreat										16-Jun				
Design Open House										6/16-8/16				
Planning and Design Grant End Date										6/30/16				
Submit Letter of Intent to Apply for Massachusetts Public Library Construction Project Grant											10/7/16			
Present Design at 2016 Fall Town Meeting											10/17/16			
Article to "Accept Design, and Apply For, Accept and Expend Grant Funds"											10/17/16			
Final Planning and Design Grant Report Due											10/31/16			
Submit Mass Historical Commission Project Notification Form; DCAM Form											12/15/16			
Massachusetts Public Library Construction Project Grant Application Due Jan. 26, 2017												X		
First Provisional Grant Awards Announced July 13, 2017													X	
Local Funds to be Approved within 6 Months of EACH Award Announcement														X