

# J. V. FLETCHER LIBRARY EXPANSION CALENDAR

DATE	ACTIVITY	COST
May 1999	Project Septic Cooperation and Expansion in Five-Year Capital Plan	✓
Dec. 2000	DRAFT RFP for Space Use and Re-Allocation Study	✓
Feb. 2001	Award Space Feasibility RFP to Gienapp Associates - Board of Library Trustees	\$ 8,800.00
2001	15 –Year Library Construction Bond Paid Off from 1988 addition/renovation	✓
	Town Meeting Warrant for Septic System Tie-in	✓
July 2001	Review and Accept Space Use and Re-Allocation Study	✓
2006	Tie-in to shared Municipal Septic System	✓
April 5, 2007	J. V. Fletcher Library again eligible for Public Library Construction Funds	
2008	Presentation to Permanent Town Building Committee	✓
2009-2011	Staff and Library Trustee Building Tours	✓
2012	Community Survey and Library Strategic Plan 2014-2018 Update	✓
March 26, 2012 ATM	Town Meeting Warrant for Local Match - Capital Appropriation	\$ 20,000.00
June 3, 2013	Board of Library Trustees approve expenditure of \$5,000.00 match	\$ 5,000.00
June 26, 2013	Library Information Session on Planning & Design Grant	✓
Summer 2013	Create Library Facility Needs Committee (PTBC & BOT rep.)	✓
September 13, 2013	DEADLINE: Letter of Intent due (P&D GRANT)	✓
September 24, 2013	Attend Mandatory Application Workshop, Maynard	✓
Fall 2013	Consultant-led Public Forums	✓
January 16, 2014	DEADLINE: Planning and Design Application due	✓
March 22, 2014 ATM	Warrant Article to Apply, Accept and Expend Local Match	✓
June 5, 2014	Westford awarded \$50,000 Provisional Grant by MBLC	✓
September 2014	Sign Contract with MBLC	✓
Summer/Fall 2014	Library Director Writes Library Building Program	✓
January 30, 2015	DEADLINE: Library Confirms Local Funds	✓
Feb. 2015	RFQ for Owner's Project Manager	✓
March 2015	REQUEST: P & D Grant Payments #1 (\$10,000) and #2 (\$30,000)	\$ (40,000.00)
March 28, 2015 ATM	Supplemental Feasibility Study Request on Town Meeting Warrant	\$ 35,000.00
April - May 2015	Selection of Owner's Project Manager	✓
July 2015	RFR for Library Architect/Designer	✓
August 2015 on	Selection of Architect/Designer	✓
	Site and Structure Survey (for Remediation)	✓
	Geo/Technical Testing	✓
	Topographical Survey	✓
	Cost Estimating	✓
Fall 2015 - Winter 2016	Review by Regulatory Boards and Committees	✓
April 2016	REQUEST: P & D Grant Payment #3 (final) (\$10,000)	\$ (10,000.00)
May 2016	ANNOUNCEMENT: MBLC Public Library Construction Program Grant Round	✓
June 2016	Design Presentation at Town Annual Strategic Retreat	✓
Summer 2016	Design Open House in Library Browsing Room	✓
Oct. 7, 2016	DEADLINE: Letter of Intent due (MPLCP GRANT)	✓
Oct. 17, 2016 Fall STM	Presentation and Vote to Apply, Accept, Expend Grant Funds	✓
Oct. 31, 2016	Final Planning & Design Grant Report Due	✓
January 26, 2017	DEADLINE: Public Library Construction Program Application due	✓
Oct. 2019-June 2021	Focus Groups, Community Survey & Strategic Plan Update FY23-25 approved	✓
June 11, 2022 ATM	Capital Funds for Cost-Estimating	\$ 10,000.00
July 7, 2022	MBLC Provisional Grant Award Announcement to Westford	✓
July 21, 2022	Fincom Transfer for Contract Amendment [BOT match \$36,000]	\$ 20,465.00
	Upon Announcement of Provisional Grant Award for WESTFORD	\$ (7,851,994.00)
Oct. 17, 2022 Fall STM	SCHEDULE:Warrant Article for Construction Bond/Debt Exclusion (Contingent upon Grant Award)	\$ 32,546,009.00
Nov. 8, 2022 BALLOT	SCHEDULE: Debt Exclusion Ballot Vote (Contingent upon Grant Award)	✓
Dec 2022	Trustees and Select Board Vote to enter Contract with MBLC based upon certified votes	✓
January 9, 2023	DEADLINE:For Library to Confirm Local Funds in Hand	✓
Jan-23	CONVENE: Foundation Committee and Conduct Fund-raising	\$ (1,500,000.00)
May-June 2023	Designer Selection Process	
Sept 23 - Oct 24	Design Development & Construction Documentation	
Dec-23	SUBMIT: CPA Historic Preservation Grant (\$20K)	\$ (18,259.00)
Nov 2024 - Jan 2025	Contract Bidding of Project; Sub-bidding	
Jan 2025	Formal Groundbreaking	
Jan 2025	Move Library Operations off-site	
Jan 2025	Sign Contract with General Contractor	
	Site Clearing and Construction Start-up	
	Additional MBLC Escalation Payment	\$ (829,263.00)
May 2025	Equipment and Furnishings RFP	
Nov 2026	Move Library Operations back to site	
Nov-Dec 2026	Occupancy of Renovated building per Building Inspector Approval	
Jan 2027	Library Opening/Dedication Ceremony	
	Punchlist	
Town's Share of Cost	TOTAL:	\$ 22,366,958.00

Blue entries are approximate dates and costs.