



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

Monday, January 5, 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\\_9Hsg9WEVSuOdq8nRgKvFqA](https://westfordma-gov.zoom.us/webinar/register/WN_9Hsg9WEVSuOdq8nRgKvFqA)

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. December 1, 2025; December 8, 2025, DRAFT Joint Meeting Minutes VOTE
- III. Reports:
  - A. OPM/CHA Report:
    - 1. Budget/Financial Overview
    - 2. Construction Update
    - 3. FFE Update and Carpet
  - B. Library Director Report:
    - a. FFE Progress Report
    - b. Procurement: Future Tasks: AV, Security, Signage
- IV. Approval of Warrants, Invoices, and Payments/transfers totaling \$711,401.09 VOTE
  - A. CHA Solutions OPM Services [November 22 – December 26, 2025]: \$42,450.00
  - B. FAA SD-CA [12/1-12/31/2025 CA]: \$57,029.99
  - C. Hutter Construction Corporation [through 12/31/2025]: \$563,962.02
  - D. MOB II, LLC Monthly Rental [February 2026]: \$20,660.08
  - E. NBS Tech Group: \$800.00
  - F. UTS of Massachusetts [through 12/5/2025]: \$9,874.00
  - G. WSP [through 12/19/2025]: \$1,750.00
- V. Approval of Proposals, Proposed Change Orders, Change Orders, and Additional Services/Costs
  - A. Proposed Change Orders over \$15,000.00 for vote: NONE
  - B. Proposed Change Orders under \$15,000.00 for report:
  - C. Executed PCO's to date: NONE
  - D. Change Order 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 23) totaling	\$22,227.00
TOTAL:	\$104,718.09

[https://westfordmass-my.sharepoint.com/personal/erainville\\_westfordma\\_gov/Documents/H-Drive/Ellens Docs/WINWORD/TRUSTEES/MEETINGS/AGENDAS/AGENDAS CY26/TRUSTEE AGENDA 1-5-26 VIRTUAL Joint.docx](https://westfordmass-my.sharepoint.com/personal/erainville_westfordma_gov/Documents/H-Drive/Ellens Docs/WINWORD/TRUSTEES/MEETINGS/AGENDAS/AGENDAS CY26/TRUSTEE AGENDA 1-5-26 VIRTUAL Joint.docx) 12/30/2025 8:38 AM

VI. Old Business:

VII. New Business:

- A. Approve CPA Application DRAFT for Skylight Restoration VOTE
- B. Approve Support Letter for CPA Application for Skylight Restoration VOTE
- C. Approve AMPLIFUND Monthly Report: **November 2025** VOTE
  - 1. Aggregated interest earned through **November** on Grant funds: **\$155,772.60**
  - 2. Construction Budget as of **January 8** posting date (Warrant **26-27 TE**):

MPLCP LIBRARY PROJECT									
LIBRARY PROJECT : 31610614/580000	26	27	ORIGINAL BUDGET:	REVISED BUDGET:	% CHNG	EXPENDED:	BALANCE:	% SPENT	EXPENSES POSTED WARRANT 26-27:
Contingency	\$	3,931,700.60	\$	3,779,982.51	-0.0386	\$ -	\$ 3,779,982.51	3.86%	
CHA Consulting (OPM)	\$	945,595.00	\$	945,595.00	0.0000	\$ 365,097.00	\$ 580,498.00	39%	\$ 42,450.00
Commissioning/Testing	\$	138,500.00	\$	173,500.00	0.2527	\$ 46,625.75	\$ 126,874.25	27%	\$ 11,624.00
Construction, Non-Hutter	\$	-	\$	-		\$ -	\$ -		
Finegold Alexander Architects	\$	2,747,827.40	\$	2,747,827.40	0.0000	\$ 1,990,509.36	\$ 757,318.04	72%	\$ 71,904.99
Furnishings, Fixtures, Equip.	\$	3,096,158.00	\$	3,096,158.00	0.0000	\$ -	\$ 3,096,158.00	0%	
Hutter Construction	\$	20,471,634.00	\$	20,576,352.09	0.0051	\$ 4,093,588.49	\$ 16,482,763.60	20%	\$ 563,962.02
Insurance, Builders Risk	\$	210,138.00	\$	210,138.00	0.0000	\$ 210,138.00	\$ -	100%	
Lease of Temporary Space	\$	525,000.00	\$	525,000.00	0.0000	\$ 263,720.08	\$ 261,279.92	50%	\$ 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	\$ 141,751.91	\$ 267,444.09	35%	\$ 800.00
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%	
Water Monitoring	\$	-	\$	12,000.00		\$ 12,750.00	\$ (750.00)	106%	
<b>TOTAL BUDGET:</b>	\$	<b>32,546,009.00</b>	\$	<b>32,546,009.00</b>		<b>\$ 7,151,503.88</b>	<b>\$ 25,394,505.12</b>	<b>21.97%</b>	<b>\$ 711,401.09</b>
<i>Transfers from Contingency Budget:</i>	\$	<i>3,931,700.60</i>				<i>\$ 151,718.09</i>	<i>\$ 3,779,982.51</i>	<i>3.86%</i>	<i>Check No.: \$ (151,718.09)</i>
<i>ABOVE: Blue Font indicates transfers from Contingency Fund</i>									
<b>LIBRARY PROJECT OFFSETS:</b>									
Original MBLC Grant	\$	(7,851,994.00)				\$4,711,197 (60%) received through 6.6.25			
Escalation MBLC Grant	\$	(829,263.00)							
Foundation Fund Raising	\$	(946,253.00)				Target of \$1,300,000 received as of 10.31.25			
AV Legislative Support	\$	(100,000.00)				Released by Governor, 10.24.25			
Aggregated Interest Earned	\$	(155,772.60)				on Grant Account earned through 11.30.25			
CPA Grant Funds	\$	(60,000.00)				1/2026 Application			
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>22,357,499.40</b>				<b>PRIOR REPORT: \$ 22,399,240.47</b>			
<i>ABOVE: Blue Font indicates figures and dates subject to update</i>									

VIII. UPCOMING MEETING DATES:

February 2, 2026	6:30 PM	Joint Meeting w/Permanent Town Building Committee REMOTE PARTICIPATION MEETING
February 2, 2026	7:00 PM	Full Trustee Board REMOTE PARTICIPATION MEETING
February 5, 2026	10:00 AM	MBLC Meeting to approve Waiver Request of Municipal Appropriation Requirement

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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