



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

Monday, February 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\\_YBX2SR1zQbqjMUXnn70-YQ](https://westfordma.gov.zoom.us/webinar/register/WN_YBX2SR1zQbqjMUXnn70-YQ)

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: VOTE
  - A. January 5, 2026 DRAFT Joint Meeting Minutes
- III. Reports:
  - A. OPM/CHA Report:
    - 1. Budget/Financial Overview
    - 2. Construction Update
  - B. Library Director Report:
    - 1. FFE Update
    - 2. Procurement: Future Tasks: AV, Security, Signage
- IV. Approval of Warrants, Invoices, and Payments/transfers totaling \$429,659.42 VOTE
  - A. Amazon Business: \$35.80
  - B. Amazon Business: \$15.11
  - C. CHA Solutions OPM Services [December 27– January 31, 2026]: \$42,500.00
  - D. FAA SD-CA [1/1-1/31/2025 CA]: \$57,030.00
  - E. FAA Furniture [1/1-1/31/2025 CA]: \$3,950.00
  - F. Geotechnical Services: \$480.00
  - G. Hutter Construction Corporation [through 1/31/2026]: \$299,517.93
  - H. MOB II, LLC Monthly Rental [March 2026]: \$20,660.08
  - I. UTS of Massachusetts [through 1/2/2026]: \$3,070.50
  - J. Wakefield ARMS (1/1/26-1/31/26): \$1,400.00
  - K. WSP [through 1/30/2026]: \$1,000.00
- V. Approval of Proposals, Proposed Change Orders, Change Orders, and Additional Services/Costs VOTE
  - A. Proposed Change Orders over \$15,000.00 for vote:
    - 1. PCO 15 REV 2 in the amount of \$40,000
  - B. Proposed Change Orders under \$15,000.00 for report:
    - 1. PCO 10 in the amount of \$11,302
    - 2. PCO 11 in the amount of \$8,010

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3. PCO 13 in the amount of \$11,654
4. PCO 14 in the amount of \$8,849
5. PCO 10 in the amount of \$4,808

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 (REVISED *\$22,227.00 accounted for in CO3)	\$66,850.00
<b>TOTAL:</b>	<b>\$149,341.09</b>

VI. Old Business:

VII. New Business:

- A. Approve AMPLIFUND Monthly Report: **December 2025** VOTE
1. Aggregated interest earned through **December** on Grant funds: **\$155,772.67**
  2. Construction Budget as of **February 26** posting date (Warrant **26-33 TE**):

MPLCP LIBRARY PROJECT								
LIBRARY PROJECT : 31610614/580000 26 33 ORIGINAL BUDGET:	REVISED BUDGET:	% CHNG	EXPENDED:	BALANCE:	% SPENT	EXPENSES POSTED		
						WARRANT 26-33:		
Contingency	\$ 3,931,700.60	\$ 3,779,232.51	-0.0388	\$ -	\$ 3,779,232.51	3.88%		
CHA Consulting (OPM)	\$ 945,595.00	\$ 945,595.00	0.0000	\$ 450,047.00	\$ 495,548.00	48%	\$ 42,500.00	
Commissioning/Testing	\$ 138,500.00	\$ 173,500.00	0.2527	\$ 62,800.25	\$ 110,699.75	36%	\$ 4,550.50	
Construction, Non-Hutter	\$ -	\$ -		\$ -	\$ -			
Finegold Alexander Architects	\$ 2,747,827.40	\$ 2,747,827.40	0.0000	\$ 2,123,394.35	\$ 624,433.05	77%	\$ 60,980.00	
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	\$ 4,957,068.44	\$ 15,619,283.65	24%	\$ 299,517.93	
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	\$ 305,040.24	\$ 219,959.76	58%	\$ 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	\$ 145,302.82	\$ 263,893.18	36%	\$ 1,450.91	
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	\$ -	\$ 12,750.00		\$ 12,750.00	\$ -	100%		
<b>TOTAL BUDGET:</b>	<b>\$ 32,546,009.00</b>	<b>\$ 32,546,009.00</b>		<b>\$ 8,293,864.39</b>	<b>\$ 24,252,144.61</b>	<b>25.48%</b>	<b>\$ 429,659.42</b>	
Transfers from Contingency Budget:	<b>\$ 3,931,700.60</b>			<b>\$ 152,468.09</b>	<b>\$ 3,779,232.51</b>	<b>3.88%</b>	<b>Check No.: \$ (152,468.09)</b>	
ABOVE: Blue Font indicates transfers from Contingency Fund								
<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)	Anticipated FY27						
Foundation Fund Raising	\$ (1,017,835.00)	Target of \$1,300,000 received as of 1.15.26						
AV Legislative Support	\$ (100,000.00)	Released by Governor, 10.24.25						
Aggregated Interest Earned	\$ (155,772.67)	on Grant Account earned through 12.31.25						
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>\$ 22,285,917.33</b>		<b>PRIOR REPORT:</b>	<b>\$ 22,339,387.40</b>				
ABOVE: Blue Font indicates figures and dates subject to update								

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**VIII. UPCOMING MEETING DATES:**

February 4, 2026	7:00PM	Community Preservation Committee Applications Review
February 5, 2026	10:00 AM	MBLC Meeting to approve Waiver Request of Municipal Appropriation Requirement
February 17, 2026	6:30 PM	Joint Meeting w/Permanent Town Building Committee REMOTE PARTICIPATION MEETING: Furniture Bid
February 24, 2026	7:00 PM	Select Board Agenda: Furniture Bid
March 2, 2026	6:30 PM	Joint Meeting w/Permanent Town Building Committee REMOTE PARTICIPATION MEETING
March 2, 2026	7:00 PM	Full Trustee Board REMOTE PARTICIPATION MEETING
March 28, 2026	9:00 AM	Annual Town Meeting

**IX. Adjournment of Joint Meeting**

**VOTE**

**ATTACHMENTS:** Updated Project Budget, Project Timeline, Trustee Meeting Posting; 1.27.26 SB Update Presentation

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).