

## Scope of Services Statement for New Snow Library Feasibility Study - May 18, 2023

At the Annual Town Meeting on May 8, 2023, voters approved Article 45 to fund a New Snow Library Feasibility Study on the existing site or determine if another suitable site is available.

To accomplish this work, the Select Board and Snow Library Trustees will appoint a New Snow Library Feasibility Study Task Force consisting of five voting members including a recommendation from the Library Trustees on who will chair the Force. The Library Director, Regional School District Representative, Building and Facilities Manager, or their designees, will serve as ex-officio, non-voting members. The DPW Director and Planning Director will serve as resources for the purposes of the study

The Town Administrator, working with the Select Board and Library Board of Trustees, will develop a scope of services statement consistent with Article 45 of the May 8, 2023 Annual Town Meeting, to procure design services of a licensed professional with library experience to assist the Task Force with the completion of the Feasibility Study.

The Task Force will work with the hired consultant to complete the following:

- Conduct a site survey plan and geotechnical investigation report for the existing Snow Library lot.
- Conduct a hazardous materials assessment of the existing building and site.
- Develop alternatives for a new or expanded building on the site that will meet program requirements, including meeting Net Zero goals.
- Evaluate compliance with state and local regulations and identify relief required for each alternative.
- Conduct two public information sessions to solicit community input.
- Communicate with Snow Library abutters, programming partners and groups including but not limited to: Friends of Snow Library, Nauset Regional School District, Friends Market, the Orleans Improvement Association, Council on Aging, Energy & Climate Action Committee, Cultural District Committee, Community Center Task Force and the Recreation Advisory Committee
- Ensure that any other tasks necessary for eligibility for a grant from the Massachusetts Public Library Construction Program (MPLCP) are completed, including the determination of whether other suitable sites are available.
- Develop an interim plan to continue library services during construction.
- Develop preliminary staffing needs associated with the recommended alternative.
- Recommend to the Select Board and Snow Library Trustees the best site for a new Snow Library and any associated actions that are required.
- Present study findings to the Select Board and Snow Library Trustees on or before March 1, 2024.

The Task Force will conduct their meetings in accordance with the Open Meeting Law and submit minutes to the Town Clerk's Office within 30 days of each meeting.