



THE CITY OF NASHUA

Office of Administrative Services

"The Gate City"

Joint Committee on Infrastructure & Board of Library Trustees

Meeting of August 4, 2026

Agenda

- | | |
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| 1. Opening Committee Meeting <ul style="list-style-type: none">- Introductions | Chairman O'Brien
/ Tim Cummings |
| 2. Public Comment | Chairman O'Brien |
| 3. Approval of Minutes <ul style="list-style-type: none">- Approval of June 24, 2026 Meeting Minutes | Chairman O'Brien |
| 4. General Progress Status Update <ul style="list-style-type: none">- Project Status Update -&- Overview of the Project | Tim Cummings /
Kayla Gallo |
| 5. Approval of Invoices <ul style="list-style-type: none">- Leftfield – Invoice #: 196342 for services thru 6-30-26 for \$64,349.00- designLAB – Invoice #:26.03-726 for services thru 7-15-26 for \$68,100.00 | Kayla Gallo |
| 6. Approval of Contract/Proposals/Amendments/Memos <ul style="list-style-type: none">o Approval & Acceptance of the Rules of Operationo Approval & Acceptance of the Library Building Project Plan | T. Cummings |
| 7. Other Expenditures <ul style="list-style-type: none">- None | Kayla Gallo |
| 8. Old Business <ul style="list-style-type: none">o None | T. Cummings |
| 9. Adjourn <ul style="list-style-type: none">- Next Meeting: September _____ | T. Cummings |



INVOICE

City of Nashua
Accounts Payable
PO Box 2019
229 Main Street
Nashua, NH 03061

June 30, 2026
Project No: 26-01188.00
Invoice No: 196342

Invoice Total	64,349.00
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Profit Center 010:PMA:LFT

Project 26-01188.00 City of Nashua Renovation and Expansion of Public Library

Professional Services from March 01, 2026 to June 30, 2026

Task 01 OPM Services

Fee

Billing Phase	Fee	Percent Complete	Previous Billing	Current Fee Billing
Schematic Design	103,048.00	62.4457	0.00	64,349.00
Total Fee	103,048.00		0.00	64,349.00
	Total Fee			64,349.00

Invoice Total	64,349.00
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Leftfield, LLC
25240 Hancock Avenue, Suite 200
Murrieta, CA 92562
T 951-252-8555
F 951-252-8560

ACH/Wire Payment:
Wells Fargo
Leftfield, LLC
Account No: 4194364154
ABA No: 121000248

186 South Street
Suite 601
Boston, MA 02111

Mailed Date	Invoice #
7/20/2026	26.03-0726

Bill To
City of Nashua 229 Main St. City Hall Nashua, NH 03060

Services To:	Terms	Project			
7/15/2026		2026-03 Nashua Public Library			
Description	Amt	Prior Amt	Prior %	Total %	Amount
Schematic Design					
Architecture - designLAB architects	400,000.00			15.00%	60,000.00
Landscape - Landworks Studio	44,250.00			0.00%	0.00
Civil - IMEG	7,500.00			0.00%	0.00
MEPFP - Fitzemeyer & Tocci	81,750.00			0.00%	0.00
Structure - RSE	30,000.00			0.00%	0.00
Acoustics - Cavanaugh Tocci	6,100.00			0.00%	0.00
A/V Consulting - Cavanaugh Tocci	8,300.00			0.00%	0.00
Code Consulting - Rimkus	6,500.00			0.00%	0.00
Lighting Design - Available Light	13,690.00			0.00%	0.00
Specifications - Kalin Associates	1,000.00			0.00%	0.00
3D Scan - Siteline360	8,100.00			100.00%	8,100.00
			Total	\$68,100.00	



THE CITY OF NASHUA

Office of Administrative Services

"The Gate City"

TO: Joint Committee on Infrastructure & Library Trustees
FROM: Tim Cummings, Administrative Services Director
Date: July 11, 2026
RE: Organizational & Process Orientation Communication

The enclosed documents outline and memorializes the process we will embark upon to construct and/or renovate the public library building located at 2 Court Street. I am providing this cover memo in an effort to help provide context and guidance on this matter and to set up an overall structure that follows a similar framework and path used by the city's other joint building committees.

First Order of Business

Documenting Administrative Miscellaneous Housekeeping items relative to Process

- Setting Meeting day/time
 - Generally Speaking looking to host meetings before Committee on Infrastructure or any other Board of Aldermen meeting in the City Hall Aldermanic Chamber. Typical meeting times will be either at 5:30 PM or 6:00 PM.
- Noticing of Meetings
 - The Meetings will be publicly noticed adhering to RSA 91-A and follow the aldermanic meeting process – facilitated by the City's Legislative Manager
- Agendas will be provided in advance through the Administrative Service's Office
- Meeting Packets will be provided when they are ready, which the goal will be to have them with the publication of the meeting notice, but there may be times when agendas and/or packets will be delayed. (the material will be provided electronically only)
- Presentations will be presented at the night of the meeting and will not be included in meeting packets, but will be made available in hardcopy the night of the meeting
- Minutes will be kept, but not verbatim
- Staffing will be Tim Cummings supported by Jen McCormack with Leftfield acting as the Owner's Project Manager
- The Joint Committee will be televised

Second Order of Business

Enclosed is a document for approval that outlines how the Joint Committee will operate essentially detailing the contracting and approving process following the standard joint building committee established through prior projects.

Third Order of Business

Enclosed is a project plan document for approval that will guide the Joint Committee's work and be a foundational document that the design team and construction managers will be able to rely on for guidance. The intention of this document is to help the Joint Committee provide direction and keep alignment on priorities. This project plan is rooted in the prior work done and informed by the feasibility study recently undertaken and is a representation of the major project elements including project budget, design guidance and timeline.



THE CITY OF NASHUA

Office of Administrative Services

"The Gate City"

Joint Committee on Infrastructure & Library Trustees

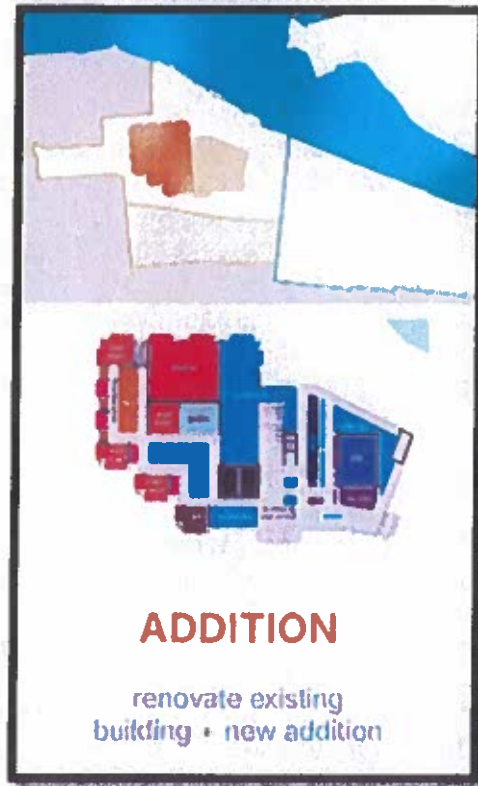
Rules of Operation

1. The Joint Committee on Infrastructure & Library Trustees has final sign-off on the design (altering / remodeling) once the Library Trustees has approved and signed-off the plan.
2. The Joint Committee on Infrastructure & Library Trustees when it comes to the financial aspects of the project is the approving entity subject to ratification of the work at a Library Board of Trustees Meeting.
 - All Contracts shall be approved by the Joint Committee on Infrastructure & Library Trustees.
3. Relative to the Requisition / Invoicing Process
 - A Requisition and/or Invoice w/ back-up will be presented for approval after it has been signed-off on by the Architect, Construction Manager and Owner's Project Manager ("OPM") along with appropriate City Staff before being presented to the Joint Committee for approval.
 - Invoices / Requisitions will be submitted to the city's Accounts Payable Office, but will not be paid until the appropriate approvals have been provided.
4. Relative to a Change Orders & Contract Amendment Process
 - Change Orders and contract amendments will go before the Joint Committee for approval when it affects the design and construction of the project.
 - Non-design Change Orders can be approved by the Chair if they are under \$50,000 and time is of the essence. When this occurs, a report shall be given to the Joint Committee at their next regularly scheduled meeting. The Administrative Services Director can make approvals up to \$10,000.
5. Relative to Time Sensitive Direction
 - Direction can be given by the Chair to pay an invoice up to \$50,000 if the matter is urgent and/or time sensitive. When this occurs, a report shall be given to the Joint Committee at their next regularly scheduled meeting.

ADOPTED BY:

Joint Committee of Infrastructure & Library Trustees on: _____

Nashua Public Library Plan: Renovate Existing Building + New Addition



Brief Background or Orientation

Constructed in 1970, the Nashua Public Library is a 57,000 square foot building located along the banks of the Nashua River, in downtown Nashua, NH. Constructed of a cast-in-place exposed concrete frame with brick masonry infills and single-pane metal frame windows, the building is of a distinct character consistent with its time. The main upper level, at grade with an entry plaza and adjacent parking contains the building entry, circulation desk, local history room, children's program area and stack spaces. The lower level contains staff offices, event and meeting spaces, collections and general storage.

Other than a 2017 renovation of the lower level meeting rooms and as-needed envelope repairs, the building has not seen a major renovation or infrastructure upgrades since it opened.

In 2022 the Library hired designLAB Architects lead a consultant team to assemble a Building Assessment Report outlining the current condition of the building's systems, recommended improvements and associated projected costs.

Using the Building Assessment Report along with other strategic planning documents the Library undertook a Feasibility Study in 2024 to develop to help develop a roadmap for moving forward. The Study concluded in the summer of 2025 develop four (4) possible alternatives. After soliciting community feedback and presenting the various outcomes to the Board of Aldermen the consensus of the Library Board of Trustees was to pursue alternative number 2 as proposed in the Feasibility Study.

Existing Building Location

The facility is located at 2 Court Street, Nashua, NH. The neighborhood presents as commercial/downtown in nature. Court Street runs off of Main Street and leads to Temple Street. On the opposite side of 2 Court Street is the Nashua River. The facility is accessed from a small one-way street to the building's furthest west point. To its east is a surface parking lot and to its immediate south is an open park area that is underutilized and slated for reinvestment with a new park. On the other side of the open space / park area is 14 Court Street a municipally owned building that is home to the Streeter theater (a local community black-box theater). To the North is the Nashua River and an adjacent Riverwalk.

Based on Assessment the Overall Conclusion

As further outlined on the building assessment report, the majority of the building's systems are either at, or beyond their useful service life and in need of replacement, representing a substantial future renovation and capital investment for the City. The current building does not meet current safety codes and is not ADA compliant. There is currently no sprinkler system, insulation does not meet code, and due to the age and conditions of the windows and building envelope there is inefficient heating/ cooling. Building envelope also needs repairs due to water intrusion resulting in areas of the Library that are not suitable for guests or any part of the collection.

At 50-years old, this is a pivotal movement in the history of the Nashua Public Library. While there is a clear need for a significant infrastructure upgrade to the existing building, an opportunity exists to consider a broader approach, repositioning the existing building as a major civic asset and source of community pride for the City of Nashua that represents the best of 21st-century library programming within a state-of-the-art, forward thinking and energy-efficient renovated building.

Initial Project Scope/ Project Description/ Requirements & Design Guidance Necessary:

Design Guidance

- Seeking to create and maximize operational efficiencies
- Carry-out fiscally practical and budget conscious decision making
- Be mindful when making decisions, it is with a long-term mindset
- Follow the intent of option 2 of the Feasibility Study being the Renovation/ Addition
- Design is responsive to feedback from community members and stakeholders regarding services and collections

Project Description

Renovate & Addition of Existing Library of the Feasibility Study – Option “Addition” delineated on pages 40, 41 & the Program Summary of the Final and approved feasibility study and further described below:

- Demolish a portion of the existing building and replace with new addition
- Explore designs that include multiple entry points into the library from the adjacent parking lot and new plaza
- Consider strategies to activate the lowest level at the riverfront, including a potential new entry
- New addition also creates new exterior building expression, such as glass and cladding (subject to funding availability)
- Improve visibility and patron navigation throughout the building
- Improve staff adjacencies and work flows
- Youth services is expanded and relocated
- Expand and improve spaces for special and historical collections
- Expanded capacity for community meeting space by increasing the number of meeting rooms + providing large gathering spaces
- Introduces new creative spaces for community use including, but not limited to:
 - Podcast Recording
 - 3D Printing
 - Fabric Art's
- Introduce additional programming for Nashua CTV that includes a studio, control room, and associated office spaces (subject to funding availability)
- Leverage Library site to improve connection between Courtyard and Riverside Project

Sustainability Objectives (subject to funding availability)

- Updated HVAC
- Electric
- Roof Solar Ready
- Generator Backup
- Geothermal
- Insulation/ Building Envelope Improvement
- Window Improvement
- Treatment of Storm Water

All mechanical systems and sustainability objectives will receive an energy model and life cycle cost analysis to ensure the most efficient and cost-effective solutions are chosen and maximize building efficiency.

All sustainability objectives will follow The Livable Nashua Plan and The City's goals will be worked towards as funding allows it.

Please see attached – Exhibit 1

Please see attached – Exhibit 2

Design Principles Guiding the Design Effort

As the design process begins the following Design Principles will be used to guide the project

Functional and structural principles

- Safety and code compliance: The building must meet all safety standards and building codes.
- Durability and maintenance: Materials and construction methods should be durable and easy to maintain for long-term performance.
- Accessibility and universal design: The design must be accessible to all users, regardless of age or ability.
- Flexibility and future-proofing: The building should be adaptable to future changes in needs and technology.

Community and public realm principles

- The design process should be grounded in community input and prioritize local needs and perspectives.
- The building's placement and design should respond to its specific location, including existing historic structures and natural assets.
- The design should prioritize and enhance the pedestrian experience, with features like inviting entrances, public plazas, and connections to surrounding adjacent land

Sustainability and environmental principles

- The design should aim to minimize its environmental impact.
- Incorporate sustainable design techniques to reduce energy consumption and carbon footprint, such as efficient HVAC systems and solar power (i.e. Solar Ready).
- Use sustainable and recycled materials where possible to reduce the impact on natural resources.

Design and aesthetic principles

- The building's architecture should be sensitive to its context and create a positive visual impact.
- The design should clearly distinguish between library areas and non-library area to create a sense of place and distinction.

Budget and Financial Bedrocks

- This building project is being undertaken with the explicit understanding that total project cost and budget constraints are going to be a major factor when designing and constructing the public building.
- The project is being guided with a lens that design and construction will be limited to the fiscal realities of the municipality and the budget constraints as decided by the city leadership

Timeline

- Seeking to Start Design Now FY26 and design throughout FY27 and Begin Construction in Fall of 2027.

Preliminary Cost Estimates

- The preliminary cost estimates without any design associated with the project puts it at \$38.1M to \$45.0M (call it \$45.0M at this point in time). As design begins a more refined figure will be developed.

Funding:

- The source of funds for design & other miscellaneous consultant work necessary was appropriated in the general fund to undertake due diligence, feasibility and building assessment work
- A Bond Authorization has been issued for design services to start design. An additional bond authorization will be necessary to finish design and for the Construction phase of the project and we believe we're looking at a project cost in the \$45.0M range, but this will get clearer as time goes on.
- This project went before the Capital Improvement Committee and is in the FY'26 CIP and in the FY'27 CIP.

Operational Condition:

- It is the intention of the Board of Trustees and the City to continue providing library services to the general public throughout the renovation project from an alternate location still to be identified.

Immediate Next Step:

- Begin the Schematic Design phase.

Reference Documents

[Library Facility Assessment Report](#)

[Library Facility Assessment Presentation](#)

[Minutes of Special Board of Aldermen with Presentation On Library Renovation](#)

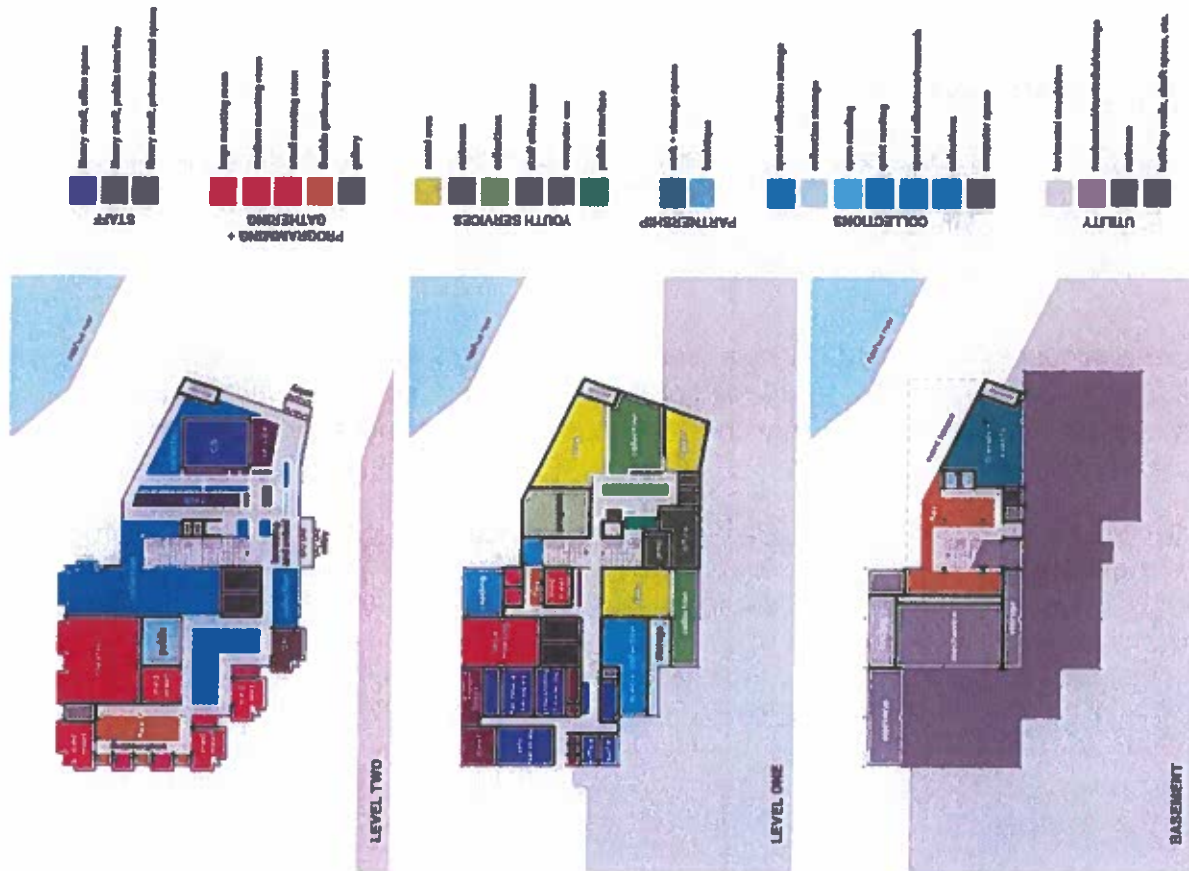
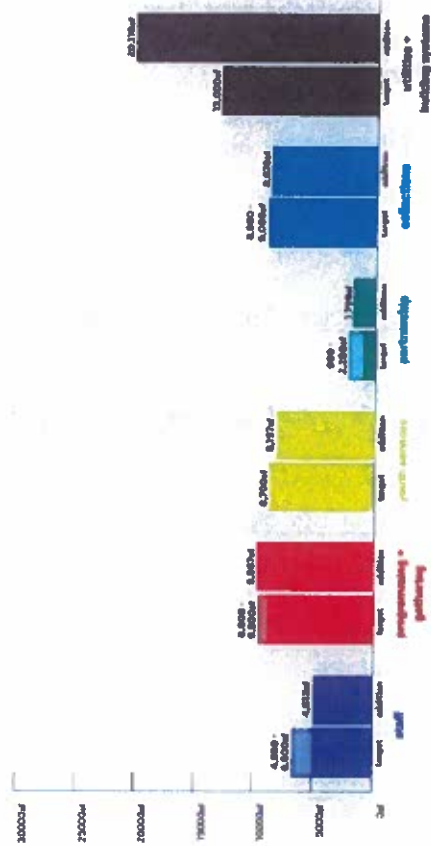
[Library Strategic-plan - 2022-2024](#)

addition

The Addition strategy demonstrates approximately one third of the existing building, specifically the portion of building to the east of the current main glass stair. By removing this portion of the existing building, there is an opportunity for a new volume with better proportions to meet the new program needs, while improving access from the existing parking lot. A new entry allows patrons to enter into the Library much closer to the parking lot, located at a mid-level, to provide an accessible interior route to the historic Library sections. This offers a more welcoming and inclusive entry experience for all patrons to the Library. The general collection is featured prominently in the addition to Level 2, alongside a portion of the proposed event spaces.

A new cascading stair is the primary interior feature in this scheme creating a dramatic rise through the building between new and old. This stair serves as both an informal gathering space, as well as an orienting device - providing clear visual connections between all of the primary program areas in the Library.

In this scheme, expanded Youth Services spaces are located on Level 1, alongside a series of staff spaces and along with the balance of meeting and event spaces. On the Basement Level, a new flexible event space is proposed, which overlooks the Nashua River and spills out onto an events terrace. As a result of the new Addition, the landscape between the parking entry and Riverwalk can be completely reconsidered. A welcoming new sidewalk can draw patrons from the parking lot, providing a more generous pathway to the new entry and event terrace at the River's edge. Similarly, the existing courtyard can be reconsidered to welcome patrons from Court Street into both the primary Lobby entry and secondary entry in this scheme, the entirety of the building exterior - both renovated and new - can be completely reconsidered, through all-new cladding, glazing, and articulation.



program summary

Area Name	Existing MSF	Estimated Programmed Area MSF	Cost	Removal MSF	Addition MSF	Programmed MSF	Subtotal MSF
Library & Archives							
Children's Library/Long	120	120	1175	0	0	1175	2819
Children's Public Services Desk	225	225	210	0	0	210	419
Adults	140	140	130	0	0	130	100
Information Services Desk	220	220	210	0	0	210	63
IT Services Point	0	0	0	0	0	0	23
Staff Workroom	20	20	20	0	0	20	48
Book Room	20	20	20	0	0	20	105
Self-Checkout	20	20	20	0	0	20	23
Open/Close	40	40	40	0	0	40	48
Security Desk	70	70	70	0	0	70	105
Subtotal	1,075	1,075	1,075	0	0	1,075	5,085
Collection							
Adult Non-Fiction/Reference	120	120	1175	0	0	1175	2819
Children's Non-Fiction/Reference	225	225	210	0	0	210	419
Adult Fiction	140	140	130	0	0	130	100
Children's Fiction	220	220	210	0	0	210	63
IT Services Point	0	0	0	0	0	0	23
Staff Workroom	20	20	20	0	0	20	48
Book Room	20	20	20	0	0	20	105
Self-Checkout	20	20	20	0	0	20	23
Open/Close	40	40	40	0	0	40	48
Security Desk	70	70	70	0	0	70	105
Subtotal	1,075	1,075	1,075	0	0	1,075	5,085
Program							
Children's Library/Long	120	120	1175	0	0	1175	2819
Children's Public Services Desk	225	225	210	0	0	210	419
Adults	140	140	130	0	0	130	100
Information Services Desk	220	220	210	0	0	210	63
IT Services Point	0	0	0	0	0	0	23
Staff Workroom	20	20	20	0	0	20	48
Book Room	20	20	20	0	0	20	105
Self-Checkout	20	20	20	0	0	20	23
Open/Close	40	40	40	0	0	40	48
Security Desk	70	70	70	0	0	70	105
Subtotal	1,075	1,075	1,075	0	0	1,075	5,085

Exhibit 2: From the Exhibit Section of Feasibility Study – Program Summary
6th Column in with the title "Addition" is what this plan follows

Area Name	Existing MSF	Estimated Programmed Area MSF	Cost	Removal MSF	Addition MSF	Programmed MSF	Subtotal MSF
Collection							
Children's Library/Long	120	120	1175	0	0	1175	2819
Children's Public Services Desk	225	225	210	0	0	210	419
Adults	140	140	130	0	0	130	100
Information Services Desk	220	220	210	0	0	210	63
IT Services Point	0	0	0	0	0	0	23
Staff Workroom	20	20	20	0	0	20	48
Book Room	20	20	20	0	0	20	105
Self-Checkout	20	20	20	0	0	20	23
Open/Close	40	40	40	0	0	40	48
Security Desk	70	70	70	0	0	70	105
Subtotal	1,075	1,075	1,075	0	0	1,075	5,085
Program							
Children's Library/Long	120	120	1175	0	0	1175	2819
Children's Public Services Desk	225	225	210	0	0	210	419
Adults	140	140	130	0	0	130	100
Information Services Desk	220	220	210	0	0	210	63
IT Services Point	0	0	0	0	0	0	23
Staff Workroom	20	20	20	0	0	20	48
Book Room	20	20	20	0	0	20	105
Self-Checkout	20	20	20	0	0	20	23
Open/Close	40	40	40	0	0	40	48
Security Desk	70	70	70	0	0	70	105
Subtotal	1,075	1,075	1,075	0	0	1,075	5,085

*All collection items were counted together
*All library and special collections were counted together
*All books and periodicals were counted together
*All children's books were counted together
*All children's books were counted together