

Subject: RSA 91-A Request – Kensington Public Library Expansion Operating Cost Analysis

To: Kensington Board of Selectmen, Town Administrator, and Kensington Public Library Trustees

Pursuant to New Hampshire RSA 91-A, I respectfully request copies of all public records relating to the projected operating costs of the proposed Kensington Public Library renovation and expansion project from January 1, 2023 through the present.

Specifically, I request:

1. Any operating-cost analyses, fiscal-impact analyses, budget forecasts, pro forma statements, life-cycle cost analyses, or financial projections prepared for or provided to the Town, Board of Selectmen, Library Trustees, Social Trustees, architect, engineers, library planners, consultants, or project committees.
2. Any estimates or projections regarding:
 - Annual utility costs (electricity, heating, cooling, water, sewer/septic).
 - Building maintenance expenses.
 - Custodial and cleaning expenses.
 - Staffing costs, including any anticipated additions or changes.
 - Insurance costs.
 - Information technology, telecommunications, and security-system expenses.
 - Grounds maintenance, snow removal, and landscaping expenses.
 - Capital reserve funding requirements.
 - Building replacement reserves and long-term maintenance reserves.
 - HVAC maintenance and replacement costs.
 - Operating costs associated with ADA improvements, elevators, accessibility equipment, and public meeting spaces.
3. Any documents comparing:
 - Current library operating expenses versus projected operating expenses after expansion.
 - Current building utility consumption versus projected consumption after renovation and expansion.
 - Current maintenance costs versus projected maintenance costs.
4. Any presentations, memoranda, reports, spreadsheets, meeting packets, consultant reports, emails, correspondence, or briefing materials discussing expected operational savings or increased operating costs resulting from the project.
5. Any records provided by or prepared by the project architect, library planner, engineers, construction manager, owner's project manager, or fundraising committee that discuss the future operating budget of the expanded library.
6. Any meeting minutes, notes, presentations, or supporting materials presented to:
 - The Board of Selectmen,
 - Library Trustees,
 - Social Trustees,

- Capital Planning Committee,
- Budget Committee (if applicable),
- Deliberative Session,
- Public hearings,

concerning projected operating costs of the expanded library.

7. Any calculations, assumptions, worksheets, or supporting documentation used to support statements concerning:
- Energy efficiency improvements,
 - Reduced operating costs,
 - Increased operating costs,
 - Future budget impacts,
 - Taxpayer impacts beyond debt service.

If no formal operating-cost analysis exists, please provide any records identifying whether such an analysis was requested, considered, discussed, waived, or determined unnecessary.

In addition, please provide any records supporting statements made during public meetings that high-efficiency materials, air-source heat pumps, or other building systems would affect future operating costs, including any calculations, consultant studies, engineering analyses, utility models, or energy-use projections relied upon by the Town, Library Trustees, architect, or project team.

I request that records be provided electronically in their native format whenever possible, including PDF, Excel, Word, PowerPoint, or email formats and made publicly available on www.kensingtonnh.gov and accessible to all residents.

Thank you for your assistance and your compliance with RSA 91-A.

Sincerely,

Marrie Luce-Barton
9 Wild Pasture Rd.