

**Library Planning and Building Committee
Special Meeting Minutes
Monday Nov. 16, 2015 – 7:00 PM
Oxford Town Hall**

Members Present: Chair George Mitchell, Robert Farnum, Jim Nicolari, Jim Westgate

Members Absent: Alcyne Lyon, Barry Schiff

Alternates Present:

Alternates Absent: David McKane, Dawn Zdru

Board Liaisons Present: Dawn Higginson

Consultants Present: Michael Tribe, Gisolfi Associates; Bryan Nesteriak, Town Engineer

Recording Secretary: Faith Williams

Meeting Called to Order at 7:00 PM at Oxford Town Hall by G. Mitchell, followed by roll call.

Project Review: Bryan Nesteriak introduced himself to the committee and reviewed his previous work on town projects, including clerk of the works for the OHS football field. He has reached out to Nafis & Young to confer on the testing results and survey done; he is waiting for a response to his inquiries. After evaluation of the completed work in those areas, he can determine what steps (testing/surveying) will be required to properly file documents with the appropriate town departments and move forward. After further discussion, Mr. Nesteriak agreed to have a proposal for survey, site plan, and bidding for the committee's review at the Dec. 7, 2016 meeting. **MOTION** to approve up to 16 hours of work at \$60 per hour, not to exceed \$960, for work by Mr. Nesteriak on test pits was made by J. Westgate, seconded by R. Farnum. All Aye; motion passed.

Discussion turned to architectural services; M. Tribe will provide Phase 2 proposal/contract for committee review and create schedule/timeline for construction. Construction costs have gone up since initial costing was done; Gisolfi is currently using a 2.5 to 3% escalation in costs.

D. Higginson also recommended Bibliomation be invited to inform the committee on technology planning services for member libraries.

7:57 pm J. Westgate motioned to adjourn; J. Nicolari seconded. All Aye.

Respectfully submitted,

Faith Williams

Faith Williams, Recording Secretary
Minutes Subject to Approval

15 NOV 18 PM 1:37
TOWN OF OXFORD, CT
J. Westgate
TOWN CLERK