

Library Planning and Building Committee

Special Meeting Minutes

Nov. 1, 2016 – 6:30 PM

Oxford Town Hall

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

Members Absent: Alcyne Lyon

Alternates Present: none

Alternates Absent: David McKane, Dawn Zdru

Board Liaisons Present: Dawn Higginson

Consultants Present: Michael Tribe, Peter Gisolfi Associates; Bryan Nesteriak, B&B Engineering

Recording Secretary: Faith Williams

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

Bid Selection: the committee reviewed the budget in relation to the lowest three bidders. Without the basement option, bids are 159K over budget. Strategies to reduce costs were discussed, including but not limiting to roof material changes, concrete walkway changed to asphalt, planting/seeding, commissioning, windows, shades, insurance line, contingency, FF&E, testing fees, excavation, etc. Basement option would be a basic shell of approximately 2,000 sf, not approved for occupancy but with lighting, smoke detectors, framed in for elevator shaft/stairway (but no stairs at this time), and outside doors for access. The mechanical room in the basement would be approximately 300 sf, bringing the total basement square footage to approx. 2,300. Member J. Nicolari called references for the contractors; most gave favorable or position feedback in most areas and indicated they would or have worked with them again.

MOTION to recommend Montagno to Board of Selectmen as first choice of contractors was made by J. Westgate; seconded by R. Farnum. All Aye; motion passed.

MOTION to recommend Enfield Builders as second choice and M.J. Mountford as third choice of contractors was made by R. Farnum; seconded by J. Nicolari. All Aye; motion passed.


Invoice Approvals: MOTION to approve B&B Engineering Invoice 1164 dated 10/10/16 for \$5,505.00 was made by R. Farnum; seconded by J. Westgate. All Aye; motion passed.

MOTION to approve Peter Gisolfi Invoice 0007 dated 10/12/16 for \$5,565.64 for professional services from Sept. 1 through Sept. 30, 2016 was made by R. Farnum; seconded by J. Nicolari. All Aye; motion passed.

MOTION to approve Peter Gisolfi Invoice 0005 dated 8/5/16 for \$16,966.28 for professional services from July 1 through July 31, 2016 AND invoice 0006 dated 9/14/16 for \$26,906.10 for professional services from August 1 through August 31, 2016 if not previously approved and paid was made by R. Farnum; seconded by J. Westgate. All Aye; motion passed.

Motion to adjourn by J. Westgate; seconded by R. Farnum at 8:09. All aye.

Respectfully submitted,



Faith Williams, Recording Secretary
Minutes Subject to Approval

16 NOV -2 AM 11:34
TOWN OF OXFORD, CT
TOWN CLERK
Montagno & West