

## **Library Planning and Building Committee**

### **Special Meeting Minutes**

**Oct. 16, 2017 – 7:00 PM**

**Oxford Town Hall**

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

**Members Absent:**

**Alternates Present:** none

**Alternates Absent:** David McKane, Dawn Zdru

**Board Liaisons Present:** Dawn Higginson; Kathy O'Brien

**Consultants Present:** none

**Acting Recording Secretary:** Faith Williams

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

**Audience of Citizens I:** none

**Acceptance of Minutes:** Motion was made by R. Farnum and seconded by J. Westgate to accept the minutes of Special Meeting Sept. 1128, 2017. Aye: R. Farnum, J. Nicolari, G. Mitchell, J. Westgate. Abstain: B. Schiff; F. Williams. Motion passed.

**Correspondence:** invoices from STL and Montagno were presented, as well as documents for installation of computer, cable, and internet system.

**Engineering Update:** Chair G. Mitchell reported on behalf of B. Nesteriak that all is progressing well; there are minor issues being dealt with but no unexpected issues.

**Architect Update:** P. Montero provided update via email (copy on file at Town Clerk's office): roof is expected to be complete by Thanksgiving; exterior clad windows are complete; siding expected to be completed by Thanksgiving; interior framing completed and sheetrock to start after phone/cable/data roughing is completed; paving site work expected to be completed by Thanksgiving; finishes and interior work to commence the first week of December. Change orders are under review and will be forwarded after they are checked for accuracy.

**Creative Library Concepts:** Charlie Cohen provided update via email on items discussed at last meeting. Discussion included but was not limited to: need to go out to bid; and issues on the circulation desk – refurbishment costs vs. costs listed in the proposal.

**Construction Update:** R. Farnum reported to the committee the easement needed by Eversource is not an issue. Chair G. Mitchell reported the Armed & Ready security alarm proposal was approved by the Board of Selectmen and the company was on site today (10/16).

**Budget:** updated budget spreadsheet was provided to the committee (copy on file at Town Clerk's office). Chair G. Mitchell contacted STL to inquire on remaining testing; reply message suggested the construction

company would have a better answer on what was left for testing. Discussion on contingency funds and what remained to be done ensued.

Motion to approve invoice #09 for 437,391.52 from Montagno Construction and STL invoice 31293 dated 8/31/17 for \$2883.32 was made by J. Westgate; seconded by B. Schiff. All aye; motion passed.

**Old Business:** none

**New Business:** Chair G. Mitchell provided committee with proposals from Infinite Technology Consulting (ITC), Montagno Construction, and First Line Electric for computer wiring, phone system, and television wiring. Discussion included but was not limited to: pricing, availability/timeline for proposed work, use of company currently supplying the town with services. Motion to recommend ITC as vendor for services was made by R. Farnum; seconded by J. Westgate. All aye; motion passed.

Chair G. Mitchell also reported he is in contact with John Barlow, Oxford Schools Facilities Manager, to work with appropriate school personnel (Derrick Martin) to be compatible /consistent with systems used at Great Oak. The Connecticut Education Network (Paul Tarsa) will be providing a quote for internet solutions on 10/17/17.

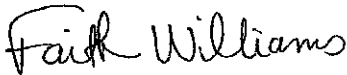
D. Higginson inquired on the panic button issue; Chair G. Mitchell reported a price of \$740 was quoted but due to budget constraints, would not be purchased at this time.

**Audience of Citizens II:** none

Discussion on next meeting dates: Regular Meeting of Nov. 6, 2017 will be cancelled; Special Meeting (with full agenda) will be on Wed. Nov. 8 at 7 pm.

**Motion** to adjourn by R. Farnum; seconded by J. Nicolari 7:44 All aye.

Respectfully submitted,



Faith Williams, Acting Recording Secretary  
Minutes Subject to Approval

17 OCT 17 AM 9:29  
TOWN OF OXFORD, CT  
*Margaret A. West*  
TOWN CLERK