

Library Planning and Building Committee

Special Meeting Minutes

Jan. 8, 2018 – 7:00 PM

Oxford Town Hall

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

Members Absent: Barry Schiff

Alternates Present: none

Alternates Absent: David McKane, Dawn Zdru

Board Liaisons Present: none

Consultants Present: B. Nesteriak, B&B Engineering

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 J. Nicolari and seconded by R. Farnum to accept the minutes of Special Meeting Dec. 11, 2017. All Aye; Motion passed.

Correspondence: invoices from STL, Infinite Technology, and Gisolfi were presented, as well as copy of letter from Montagno to Gisolfi regarding delays and completion of project disposition dated 12/11/17. Gisolfi and Montagno are actively working to resolve the issues. Also received by the committee was certificate of liability insurance from CT Appliance and Fireplace Distributors.

Engineering/Architect/Construction Update: B. Nesteriak reported to the committee that the building is coming along, with the start of finishes and a preliminary punch list started. Per Montagno, their anticipated completion is the end of January, with the exception of outside work that will need to be addressed in the spring. The electric meter is in; the transformer is scheduled for this week or next week. Construction change orders 18, 20, and 22 were presented (copies on file at Town Clerk's office).

FF&E Bid Analysis and Recommendation to BOS: there were 5 interested parties in the FF&E bidding process; only 2 actual bids were received: Creative Library Concepts (154,693) and WB Mason (132,760). Discussion ensued on the bids, including but not limited to installation and recommendations from previous clients.

MOTION: R. Farnum motioned to accept WB Mason FF&E bid of 132,760; J. Westgate seconded. All aye; motion passed. Chair G. Mitchell told the committee of conversation with G. Temple regarding gifts/donations. In the letter prepared for the BOS to recommend WB Mason as FF&E supplier, the funding for the FF&E is drawn from three sources: the Friends of the Library Organization will donate 55,000; the Oxford Library Board of Directors will donate 65,000; the Oxford Library Building Committee budget will pay the difference of 12,670. This letter outlines the Board of Selectmen will have to allow a deviation from the original post-referendum funding stipulation to allow for donations directly to the project vs. paying down the bonding amount.

Budget: Motion to approve STL invoice 31542 for \$982.08 and Infinite Technology invoice 1256 for \$180.00 and 1274 for \$360.00 was made by J. Westgate; seconded by R. Farnum. All aye; motion passed. Gisolfi invoice 019 dated Dec. 11, 2017 for \$11,679.90 was reviewed; the fee was for professional services in Nov.

2017 with reimbursable expenses for copies. As per discussion at previous meeting, further payments to architect will be deferred until closer to completion of project to ensure project is finished to the satisfaction of the town. **Motion** to approve construction change orders 18, 20, and 22 was made by J. Westgate; seconded by R. Farnum. All aye; motion passed.

Updated budget spreadsheet was provided to the committee (copy on file at Town Clerk's office), as well as expense listing by vendor. J. Westgate is working with J. Hilva to ensure the town and committee's records match for payments to vendors and suppliers.

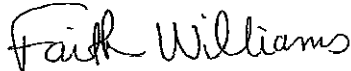
Old Business: the name of the library still needs to be determined. One of the pending change orders includes the exterior sign. A change from Oxford Library to Oxford Public Library will incur an additional \$2,200 cost. Per G. Mitchell, the BOS seem to favor naming the library the Oxford Strong Library. Discussion ensued, including but not limited to use of Strong name and M. Strong's wishes. G. Mitchell will create some graphics to show the BOS the various name options.

New Business: Chair G. Mitchell showed the committee a photo of the plaque from the high school, proposing a similar one for the library. Discussion ensued, including the possibility of adding information on the Strong family and their contribution to the library as an alternate to family name in the building name. F. Williams will contact the Town Historian to see what information is available on the family that would be appropriate to be included on the plaque.

Audience of Citizens II: none

Motion to adjourn by R. Farnum; seconded by J. Westgate at 7:45. All aye.

Respectfully submitted,



Faith Williams, Acting Recording Secretary
Minutes Subject to Approval

18 JAN -9 PM 1:55
TOWN OF OXFORD, CT
Faith Williams
TOWN CLERK