

## **Library Planning and Building Committee**

### **Special Meeting Minutes**

**June 26, 2018 – 7:00 PM**

**Oxford Library, Great Oak Road**

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

**Members Absent:** Robert Farnum, Barry Schiff

**Alternates Present:** none

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

**Board Liaisons Present:** Dawn Higginson, Oxford Library

**Consultants Present:** NA

**Acting Recording Secretary:** Faith Williams

**Meeting Called to Order** at 7:10 PM at Oxford Library 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 J. Westgate to accept the minutes of Regular Meeting June 4, 2018. All Aye; Motion passed.

**Correspondence:** Invoices from B&B Engineering, Signcraft, Infinite Technology, WB Mason, Gisolfi Architects. Also received: moving bids; email from Montagno on computer table hookups; WB Mason status update list; Montagno Change Order 11.

**Engineering Update:** commissioning is still ongoing.

**Architect Update:** Chair G. Mitchell continues to work with M. Tribe to facilitate an in-kind settlement on Change Order 31.

**Construction Update:** punchlist items continue to be addressed, including HVAC and electric plug in front area. Slope in back may need to be reviewed as well.

**Budget:** J. Westgate provided updated budget worksheet (on file at Town Clerk's office).

**Motion** to approve B&B Engineering Invoice 2289 dated 6/19/18 for \$171.00; Signcraft invoice dated 6/19/18 for \$1320.00; Infinite Technology invoice 1270 dated 12/20/17 for \$360.00; WB Mason invoice I53956326 dated 4/30/18 for \$52490.00 and invoice I53956326 dated 5/14/18 for \$20,715.00 was made by J. Westgate; seconded by J. Nicolari. All aye; motion passed. **Motion** to approve Change Order #11 dated 6/19/18 for the frosting of the bathroom windows and additional signage was made by G. Mitchell; seconded by J. Westgate. All aye; motion passed. Invoice 22 from Gisolfi Architects was deferred until completion of project.

**Old Business: Moving Bid:** a total of 4 bids were received at Town Hall on June 20, 2018. The low bid came in at \$14,514 from National Library Relocation of Islandia, NY. **Motion** to approve National Library Relocation as preferred vendor was made by J. Westgate; seconded by J. Nicolari. All aye; motion passed. Chair G. Mitchell will request BOS approve vendor and complete contract. The vendor's availability/timing will determine the library opening date. D. Higginson updated the committee on several areas still to be addressed, including but not limited to: wireless access points; front door issue; HVAC. WB Mason was scheduled to complete delivery

of materials on Wednesday 6/27/18, including the endcap materials for shelving already on premises. The Children's desk was moved from the Town Hall library location and installed. She also noted that Earthworks is scheduled to deliver and install the bricks the week of July 9, 2018. Chair G. Mitchell continues working with Gisolfi on the plaques for the interior.

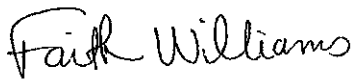
**New Business:** none

The committee will cancel Regular Meeting of July 2, 2018, with plans to keep the regular August meeting. A Special Meeting may be called after the contract for the mover is signed to review final details of opening.

**Audience of Citizens II:** none

**Motion** to adjourn by J. Westgate; seconded by J. Nicolari at 7:40. All aye.

Respectfully submitted,



Faith Williams, Acting Recording Secretary  
Minutes Subject to Approval

18 JUN 27 PM 1:31  
TOWN OF OXFORD, CT  
*Thomas A. West*  
TOWN CLERK