

Library Planning and Building Committee

Regular Meeting Minutes

August 6, 2018 – 7:00 PM

Oxford Library, Great Oak Road

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

Members Absent: Jim Westgate

Alternates Present: none

Alternates Absent: David McKane, Dawn Zdru

Board Liaisons Present: Dawn Higginson, Robbi Costigan - Oxford Library

Consultants Present: Bryan Nesteriak, B&B Engineering

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 R. Farnum and seconded by J. Nicolari to accept the minutes of Special Meeting June 26, 2018. All Aye; Motion passed.

Correspondence: Invoices from Secure Environments, WB Mason, Kohler Ronan, Montagno, Change Notice on electrical; town punch list, fence quotes, draft of plaques.

Engineering Update: The town requested fencing be installed in the rear of the building. Bids were received from Montagno (\$7985) and Flik's (\$4400) for a 200-ft. black chain link fence, including installation. **Motion** to approve Flik's as fence vendor was made by J. Nicolari; seconded by R. Farnum. All aye; motion passed. Signcraft has not yet invoiced B&B Engineering for the signage, so that invoice is still forthcoming. A change will need to be made as Meeting Room 2 is now the Adult Services office; B. Nesteriak will contact them for the change.

Architect Update: Chair G. Mitchell received a copy of the claim from Montagno Construction against Gisolfi Architects; the town is not mentioned in the complaint. After consultation with the town attorney, G. Mitchell proposed the following **motion**: This change order is formally rejected by the Library Planning and Building Committee on behalf of the Town of Oxford, after attempts to facilitate between the parties to resolve the issue, and recommends the two parties resolve this on their own. Seconded by J. Nicolari. All aye; motion passed.

Construction Update: the men's restroom sheetrock in the ceiling was damaged by an AC leak; the drain was plugged and the safety switch didn't work. The AC has been fixed; ceiling is scheduled for repair on 8/7/18. HVAC is complete except the pump needs to be replaced and then the zoning adjusted. Additionally, the weather stripping on the back door needs to be adjusted; the front door sill is crushed; tile in the women's restroom is cracked; and the center sink in the women's restroom is leaking. Electrical work for the children's and adult's computer tables was completed (included in Montagno invoice 17).

Budget: no report on budget status. Invoices: WB Mason submitted two outstanding invoices, totaling more than the bid. After discussion, **motion** to approve payment to pay up to the bid amount of 132,760 was made

by R. Farnum; seconded by J. Nicolari. Chair G. Mitchell will contact company and review the invoices to verify amounts before invoices are submitted to town bookkeeper for processing.

Motion to approve Secure Environments invoice for \$1700.00 was made by R. Farnum; seconded by J. Nicolari. All aye; motion passed. **Motion** to approve Kohler Ronan invoice 18048-1 dated 4/30/18 for \$3950.00 for the first payment on the commissioning was made by R. Farnum; seconded by J. Nicolari. All aye; motion passed. **Motion** to approve Montagno Invoice 16 dated 6/30/18 for \$10,059.50 and invoice 17 dated 7/31/18 for \$1,856.00 was made by R. Farnum; seconded by J. Nicolari. All aye; motion passed. **Motion** to approve Gisolfi Architects invoice 22 dated 5/11/18 for \$4356.59 was made by R. Farnum; seconded by J. Nicolari. All aye; motion passed.

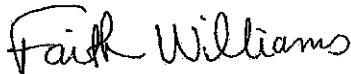
Old Business: Chair G. Mitchell advised the committee the town selectmen reviewed the draft of the plaques; copies were passed around for final review. Quotes will requested and committee updated at next meeting.

New Business: D. Higginson and R. Costigan reported the move is complete from the old building and that the movers and library staff worked diligently to complete the task. It took two days to pack the old location; the movers did a good job. The phone and computer systems are in. A soft opening may be possible this week, depending on the outcome of the bathroom/AC issues. The exterior sign is on order, about four weeks until delivery. As per request of Town Clerk, a letter was drafted to move the regular meeting location to the library location and signed by Chair G. Mitchell.

Audience of Citizens II: none

Motion to adjourn by R. Farnum; seconded by J. Nicolari at 7:54. All aye.

Respectfully submitted,



Faith Williams, Acting Recording Secretary
Minutes Subject to Approval

18 AUG -8 PM 12:04
TOWN OF OXFORD, CT
Christina H. West
TOWN CLERK