

Library Planning and Building Committee

Regular Meeting Minutes

Sept. 10, 2018 – 7:00 PM

Oxford Library, Great Oak Road

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, Robbi Costigan - Oxford Library

Consultants Present: NA

Acting Recording Secretary: Faith Williams

Meeting Called to Order at 7:05 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 B. Schiff to accept the minutes of Regular Meeting August 6, 2018. All Aye; Motion passed.

Correspondence: Invoice from Flik's; emails from G. Temple regarding signage and fencing; Montagno Construction Change Notice for HVAC additional work.

Engineering Update: B. Nesteriak was unable to attend but had inspected the fence installation and reported to Chair G. Mitchell there were no issues.

Architect Update: Chair G. Mitchell reported the commissioning inspection revealed there was no duct supply/return in the hallway but a thermostat was installed. The Change Order from Montagno was for \$2,000 to fix the issue. Committee agreed the issue needed to be fixed; Chair G. Mitchell will work with Montagno to reduce the work and the cost to complete.

Construction Update: no update, although R. Costigan noted the handicap access button needed to be fixed.

Budget: J. Westgate provided budget update, noting several invoices are incoming, including but not limited to the fencing, signage, and plaques. No further WB Mason invoices have been received after Chair G. Mitchell spoke to company representative about the total of previous invoices.

Motion to approve Flik's invoice 3071 (fencing) for \$4400.00 was made by J. Westgate; seconded by JR. Farnum. All aye; motion passed. **Motion** to approve quotes for lettering (\$690) and plaques (\$477) was made by J. Westgate; seconded by J. Nicolari. All aye; motion passed.

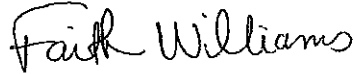
Old Business: R. Costigan advised the committee of punch list items still open, including but not limited to utility door, AC work, crushed front door sill, handicap access button at front door. Lawn sign installation is expected this week.

New Business: Grand Opening celebration is scheduled for Thursday Sept. 13. B. Farnum will speak for the committee at the ceremony. D. Higginson and R. Costigan advised the committee of the sound issues in the meeting room; discussion ensued on possible fixes the library team could use to address the issue. New hours for the library will begin Oct. 15.

Audience of Citizens II: none

Motion to adjourn by R. Farnum; seconded by J. Nicolari at 7:34. All aye.

Respectfully submitted,



Faith Williams, Acting Recording Secretary
Minutes Subject to Approval

18 SEP 12 AM 10:12
TOWN OF OXFORD, CT
Margaret A. Black
TOWN CLERK