

Library Planning and Building Committee

Special Meeting Minutes

June 10, 2019 – 6:00 PM

Oxford Library, Great Oak Road

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

Members Absent: Jim Nicolari, Barry Schiff

Alternates Present: none

Alternates Absent: David McKane, Dawn Zdru

Board Liaisons Present: Robbi Costigan - Oxford Library

Consultants Present: NA

Acting Recording Secretary: Faith Williams

Meeting Called to Order at 7:00 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. Westgate to accept the minutes of Regular Meeting Nov. 5, 2018. All Aye; Motion passed.

Correspondence: Invoices form Write Way Signs and Kohler Ronan; Change Order from Montagno Construction.

Engineering Update: NA

Architect Update: NA

Construction Update: Change notice 37R1 was presented to committee, covering thermostat location, heating in staff bathroom, and venting for air equalization. Motion to approve was made by R. Farnum and seconded by J. Westgate. All aye; motion passed.

Chair G. Mitchell updated the committee on heat exchanger issue; they had been installed on the wrong side of air handler. The subcontractor (Coastal) for the HVAC is working to rectify, under Montagno's oversight.

Budget: J. Westgate provided budget update. There is still a final payment to be made to Montagno after the HVAC issue is resolved. Chair G. Mitchell provided committee with update on Miriam Strong estate disbursement. An additional \$14,692.26 was added to the library building funds.

Motion to approve Write Way Signs & Designs invoice 29422 dated 1/3/19 for \$477.00 and Kohler Ronan LLC invoice 18048-2 dated 5/31/18 for \$3950.00 was made by J. Westgate; seconded by R. Farnum. All aye; motion passed.

Old Business: NA

New Business: With additional funds available from the M. Strong estate, R. Costigan requested several more items be purchased to further complete the library. Motion to approve expenditures as follows was made by R. Farnum; seconded by J. Westgate. All aye; motion passed.

Items approved:

- Connecticut Signcraft for \$175.00 for signage on meeting room 2 and mechanical room.
- Automatic Door Systems for \$669.00 for upgraded transmitters and receivers in automatic door push plates, including installation
- Amazon: 82" flat-screen TV and bracket for conference room – not to exceed \$3000.00
- DNR for \$1347.00 to install monitor, mount, and signage player; set up networking; train staff on interface for foyer television
- Lowes – blinds for offices not to exceed \$2000.00
- Lowes – blinds for meeting room not to exceed \$2000.00

Landscaping still needs to be addressed. R. Costigan will work to get several estimates and provide further information.

Audience of Citizens II: none

Motion to adjourn by J. Nicolari; seconded by R. Farnum at 6:45. All aye.

Respectfully submitted,



Faith Williams, Acting Recording Secretary
Minutes Subject to Approval

19 JUN 11 AM 11:48
TOWN OF OXFORD, CT
Margaret A. Clark
TOWN CLERK