

Library Planning and Building Committee

Regular Meeting Minutes

May 1, 2017 – 7:00 PM

Oxford Town Hall

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

Members Absent: Alcyne Lyon, Barry Schiff

Alternates Present: none

Alternates Absent: David McKane, Dawn Zdru

Board Liaisons Present: Dawn Higginson

Consultants Present: M. Tribe, Peter Gisolfi Associates

Recording Secretary: Faith Williams

Meeting Called to Order at 7:00 PM at Oxford Town Hall by G. Mitchell, followed by roll call

Audience of Citizens I: none

Acceptance of Minutes: **Motion** to approve minutes of Special Meeting April 10, 2017 was made by R. Farnum, seconded by J. Nicolari. All aye; motion passed.

Correspondence: Gisolfi provided application for water hook-up and service; needs to be signed by town. Invoices received for approval.

Engineering Update: Chair G. Mitchell reported on behalf of B&B Engineering that things are going well; 80% completed pouring of the footings and they expect to be pouring for the next two weeks.

Architect Update: M. Tribe informed committee that the structural engineer was attending the next construction site meeting to address backfilling issue but expected things to be resolved easily. M. Tribe will have a presentation for the committee on the interior and exterior finishes, including furniture. Committee selected May 15, 2017 at 7 pm for Special Meeting for that presentation.

Construction Update: R. Farnum noted that he was attending weekly meetings and was encouraged by the teamwork and cooperation between the architect, engineer, and construction companies to work through issues quickly and professionally to keep the project moving, address issues before they become a bottleneck in the process, and with an eye to keep costs in check. The project is a few weeks behind schedule, but all efforts are being made to get back on track. Also discussed was the Eversource grant and its effect on the budget; Chair G. Mitchell will review with J. Hilva at Town Hall before further action.

Budget:

- A. Invoices: **Motion** to approve payment of Special Testing Laboratories invoice #30577 for \$1283.54 was made by J. Westgate; seconded by R. Farnum. All aye; motion approved. **Motion** to approve payment of Gisolfi Associates invoice 012 for \$8017.30 for professional services from March 1, 2017 to March 31, 2017 was made by J. Westgate; seconded by R. Farnum. All aye; motion approved. M. Tribe informed committee he had the latest Montagno invoice but wanted some adjustments before passing to committee for approval.
- B. Budget report: J. Westgate provided committee with updated Project Cost Construction Estimate – copy on file at Town Clerk's office.

Old Business: R. Farnum reported progress was being made on the fundraising efforts being coordinated between the Friends of the Library and the Library Board of Directors.

New Business: none

Audience of Citizens II: none

Motion to adjourn by R. Farnum; seconded by J. Westgate 7:37. All aye.

Respectfully submitted,

Faith Williams

Faith Williams, Recording Secretary
Minutes Subject to Approval

17 MAY -3 AM 9:56
TOWN OF OXFORD, CT
Margaret A. West
TOWN CLERK