

Library Planning and Building Committee

Regular Meeting Minutes

June 5, 2017 – 7:00 PM

Oxford Town Hall

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

Members Absent: Barry Schiff, Alcayne Lyon

Alternates Present: none

Alternates Absent: David McKane, Dawn Zdru

Board Liaisons Present: Dawn Higginson

Consultants Present: B. Nesteriak, B&B Engineering

Recording Secretary: Faith Williams

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

Audience of Citizens I: none

Acceptance of Minutes: R. Farnum motioned to approve minutes of Regular Meeting May 1, 2017; seconded by J. Westgate. All aye; approved. R. Farnum motioned to approve minutes of Special Meeting May 15, 2017; seconded by J. Westgate. G. Mitchell abstained; all others aye. Motion approved.

Correspondence: Testing results emailed to committee; copies on file in Town Clerk's office. Invoices from B&B Engineering, Gisolfi Architects, and Montagno Construction were also received. Minutes from Gisolfi Architect meeting May 15, 2017 regarding preliminary FF&E were distributed to committee members; copies on file in Town Clerk's office.

Engineering Update: G. Mitchell updated the committee on efforts to monitor the testing status at site, including a change in calls to STL to ensure we are not subject to full-day costs and cancellation fees. Per Montagno, the number of people on concrete pouring has increased from 4 to 8; expecting steel work to start in 3 weeks. The contractor has expressed willingness to work to eliminate any work stoppages or issues so the project can run smoothly and timely. G. Mitchell was also in touch with Selectman G. Temple to discuss fundraising issue to help facilitate any efforts to have the library complete as possible with donations of materials and finishes. B. Nesteriak reported that approximately 10K in fill will be needed due to the ledge issue and has shopped around for the best deal; happy with Earthworks \$21/yd for material needed. The concrete pouring is almost complete. Steel is scheduled for June 26 delivery; project is currently projected at two months behind schedule. A change order for anchor bolt revisions and fill behind the basement was given to the committee; a change request for fire dampers to meet the fire code was also presented. Another issue for discussion was the removal of cabinetry in the craft room and employee break room; something will be needed to install the sinks. B. Nesteriak will follow up with Montagno to determine how much of the original 10.5K would be needed to have a cabinet space for the sinks. Additional topic at weekly construction meeting is the borrowed light issue; working to make sure interior rooms have sufficient lighting/line of sight.

Architect Update: Committee was provided the minutes of the preliminary FF&E meeting of May 15. Refinements based on input from committee are currently underway; D. Higginson provided Gisolfi with current shelving statistics. The current circulation desk is being considered for a retrofit to match the new décor to be used as the new children's circulation desk, possibly reducing the costs on that line item. Bridget (at Gisolfi) expects to have FF&E for review second or third week of June.

Construction Update: Motion to accept Montagno Change Order #5 dated 5/17/17 for \$3,140.00 for Anchor Bolt revision (\$1143.00) and Structural Fill (\$1997.00) was made by G. Mitchell; seconded by R. Farnum. All aye; motion passed.

Budget: Motion to approve B&B Engineering Invoice 1849 dated 6/5/17 \$690.00; STL Invoice 30605 dated 4/28/17 \$5724.64; Montagno Invoice #5 dated 5/31/17 \$198,186.68; and Gisolfi Invoice 013 dated 5/15/17 \$6424.62 was made by J. Westgate; seconded by R. Farnum. All aye; motion passed.

J. Westgate provided draft copy of budget review comparing balanced budget, actual costs to date, total projected costs, and variance. Discussion ensued on whether insurance from the town and insurance by contractor was a necessary cost or a duplicate cost; B. Nesteriak will check with Montagno to determine what coverage is provided by contractor that the town may not need to cover on its own.

Old Business: B. Nesteriak inquired on the brick fundraiser and determination of location of brick. 50 bricks have been sold so far; more are anticipated before the effort is complete. L. Abbott informed the committee that the order could be held until the site is prepared and ready for installation; a 4 to 6 week lead time is normal for the brick delivery. Based on the number of bricks sold, a definitive plan could be developed for placement, although it was not expected the bricks would be used for a heavy-use walking surface – perhaps a sidewalk lining, but not the actual walkway. R. Farnum suggested the committee start to consider the library logo, name, and signage issues. J. Westgate inquired on the status of the Yale shelves; after discussion, consensus was a wait-and-see attitude, knowing that moving and/or storage of the Yale shelves may be problematic due to time and money constraints. D. Higginson noted she needed to confer with Gisolfi on the computer networking panel location; brief discussion included remarks on the fire alarm system as well as the computer networking issue.

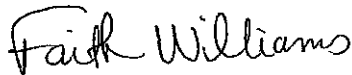
New Business: none

Audience of Citizens II: none

Next meeting will be June 26, 2017; the regular scheduled meeting of July 10, 2017 will be cancelled.

Motion to adjourn by G. Mitchell; seconded by J. Nicolari 8:08. All aye.

Respectfully submitted,



Faith Williams, Recording Secretary
Minutes Subject to Approval

17 JUN -7 AM 11:05
TOWN OF OXFORD, CT
TOWN CLERK
Christine A. West