

**Library Planning and Building Committee
Regular Meeting Minutes
Monday Dec. 3, 2012 - 7:00 PM
Oxford Town Hall**

Members Present: Chair George Mitchell, Leslie Alexander, Robert Farnum, Jim Nicolari (7:05), Jim Westgate
Members Absent: Alcyne Lyon, Barry Schiff

Alternates Present:

Alternates Absent: David McKane, Dawn Zdru

Board Liaisons Present: Dawn Higginson, Oxford Library

Consultants Present: Eric Swift – Nafis & Young Civil/Environmental Engineering & Surveying

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:

J. Westgate motioned to approve minutes of Nov. 5, 2012 meeting; seconded by R. Farnum. Aye: B. Farnum, G. Mitchell, J. Westgate. Abstain: L. Alexander. Motion passed.

2013 Meeting Dates:

R. Farnum motioned to approve 2013 meeting dates as follows: 1st Mondays of the month (except September due to holiday) – Jan. 7, Feb. 4, March 4, April 1, May 6, June 3, July 1, August 5, Sept. 9, Oct. 7, Nov. 4, and Dec. 2, 2013; seconded by J. Westgate. All in favor; motion passed.

Board of Finance/Board of Selectman Meeting Review:

Chair G. Mitchell informed the committee the Nafis & Young invoice proposal for \$4200 had been approved by the Board of Selectmen.

Engineering Site SOW:

Eric Swift, Nafis & Young presented committee update on work completed to date: boundary mapping, geologic mapping, topography, determination of available utilities (municipal water), septic system are conceptually identified, and supervised soil test pits. Expected date of perk test is Tuesday, Dec. 4, 2012. Discussion on size of meeting rooms focused on properly estimating size of septic needs for current proposal and future expansion. Committee members agreed that large room capacity of 150 would be adequate starting point. Discussion ensued on soil scientist testing and benefits included the storm detention pond location, identifying wetlands areas, and soil report on site conditions.

MOTION: L. Alexander motioned the committee approve \$810 to authorize work by Soil Resource Consultants as outlined in letter to Mr. Swift dated 11/29/12; J. Nicolari seconded. All aye; motion carried.

Further discussion included purpose of detention pond, weighting expense vs. sustainability for future expansion, and building footprint in regards to solar opportunities

Design Options:

R. Farnum noted that although many books currently being published and many that are not copyrighted are/will be available electronically, the vast majority of books currently in the library offering may not ever be converted to digital format. As such, they would remain physical books that need stack space and not be easily replaced by electronic means.

He also noted that the actual designing of the physical space of the building was outside the committee's expertise; the function of the committee is to work with experts (architects, engineers, design consultants) based on committee members' experiences and the town's long term plans. Discussion included the anticipated expansion size and willingness of selected architect to work on smaller project.

Budget: NA

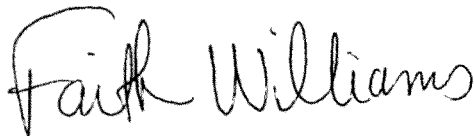
Audience of Citizens II:

Raju Patel, Project Manager for Whiting-Turner Contracting Company, inquired on the architect/engineering selection process; Chair G. Mitchell explained the process.

Elsbeth Lydon provided copy of Library Journal articles on library building design and suggested incorporating donor recognition into the architectural plans.

7:34 pm J. Westgate motioned to adjourn; J. Nicolari seconded. All Aye.

Respectfully submitted,

A handwritten signature in black ink that reads "Faith Williams". The signature is written in a cursive, flowing style.

Faith Williams, Recording Secretary
Minutes Subject to Approval

12 DEC -4 PM 4:38
TOWN OF OXFORD, CT
Margaret A. West
TOWN CLERK