

**Library Planning and Building Committee
Special Meeting Minutes
Monday July 29, 2013 – 7:00 PM
Oxford Town Hall**

Members Present: Chair George Mitchell, Leslie Alexander, Robert Farnum, Alcyne Lyon, Jim Nicolari, Jim Westgate

Members Absent: Barry Schiff

Alternates Present:

Alternates Absent: David McKane, Dawn Zdru

Board Liaisons Present: Dawn Higginson, Oxford Library

Consultants Present: Michael Tribe & Sandra Mintzes, Peter Gisolfi Associates

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: motion to approve minutes of Special Meeting July 22, 2013 was made by J. Westgate, seconded by J. Nicolari. Aye: George Mitchell, Robert Farnum, Alcyne Lyon, Jim Nicolari, Jim Westgate. Abstain: L. Alexander. Motion carried.

Architect Update: Architect M. Tribe reviewed status of grant work with updated population figures and revised square footage, providing committee with updated Analysis of Present and Future Areas (Rev. 7/29/13 on file at Town Clerk's office). Discussion ensued on updated proposed building plans, including but not limited to: circulation desk locations, bathroom locations, open area exposing lower level, program room layout, indirect and direct lighting from windows, tech services area. An emphasis on useful space and getting good value needs to be presented to the community. Timeline for construction and state grant was discussed;

architect will provide formal printout of expected dates. Based on successful referendum in November 2013, an occupancy date of July 2015 is possible. Architect will continue work with D. Higginson, K. O'Neil, and Tom Newman (State Division of Library Development) to make sure grant application is complete. In reviewing possible construction options for foundations, building envelope, roofing, heating/cooling, etc., Gisolfi will present options for review and address initial cost vs. operating costs and ease of maintenance.

Budget: Motion to approve Gisolfi Invoice for June 1 – June 30, 2013 professional fees was made by L. Alexander, seconded by R. Farnum. All Aye; Motion passed.

Old Business: Town Grant Writer Kathleen O'Neil will be on vacation from August 8th - 25th. D. Higginson and M. Tribe will try to arrange Tom Newman's visit to Oxford Library on Monday July 29 and invite K. O'Neil to review grant application status.

New Business: L. Alexander provided name of Northeast Utilities contact person who gave business card to G. Gramolini, Oxford Building Department Director.

Audience of Citizens II: none

8:15 pm J. Westgate motioned to adjourn; L. Alexander seconded. All Aye.

Respectfully submitted,



Faith Williams, Recording Secretary
Minutes Subject to Approval

13 JUL 31 PM 12:54
TOWN OF OXFORD, CT
J. Westgate
TOWN CLERK