

**Library Planning and Building Committee
Special Meeting Minutes
Monday July 22, 2013 – 7:00 PM
Oxford Town Hall**

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

Members Absent: Leslie Alexander, Barry Schiff

Alternates Present:

Alternates Absent: David McKane, Dawn Zdru

Board Liaisons Present: Dawn Higginson, Oxford Library

Consultants Present: Michael Tribe, Peter Gisolfi

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 8, 2013 was made by R. Farnum, seconded by J. Nicolari. All Aye; Motion carried.

Architect Update: Architect M. Tribe reviewed state grant procedures and eligibility, including application deadlines, expected funding timelines, cost qualifications, conforming to long-term town plans as opposed to stop-gap measures, square foot calculations and documentation, LEED Silver certification (not just standards), allocation of points to lead to higher priority as opposed to lower priority in fund allocation, use of lowest bidder.

Conversation with Tom Newman, State Division of Library Development, reviewed the Lushington report and suggested reworking of current population growth rate and use of technology vs. book space may reduce square footage needed. Based on updated figures from Office of Policy and Management and CERC Demographics (see copy in Town Clerk's office), the

new population growth figure is 13,580. Based on 1 square foot per person as a rough formula for space required, new building should be approximately 13,500 sf. Discussion included but was not limited to: reducing per square foot cost, qualification of unfinished space as part of square footage requirement, modifying program based on new square footage and population number.

Architect Tribe reviewed the updated conceptual plans, noting changes to foyer/circulation desk, addition of glass for line of sight, and stair/elevator locations. Discussion on bathroom accessibility and security/safety issues ensued. A quick sketch of additional 3K square feet as a separate wing was discussed, including comments on benefits of adding space to existing wings as opposed to adding areas that were easily removed; how new wing would be monitored by staff; possibility of showing what would be lost if grant not received; and expectation that some space would be unfinished in 13,500 sf building based on budget.

Motion to accept combine Alternate 1 and Alternate 2 and design for approximately 13,500 sf building was made by R. Farnum; seconded by J. Nicolari. All Aye; motion passed.

Motion to apply for 1M state grant was made by R. Farnum; seconded by J. Nicolari. All Aye; motion passed.

Chair G. Mitchell requested that D. Higginson ask Library Board of Directors to complete update of Lushington report for August 5th meeting of LPBC.

Budget: Motion to approve Gisolfi Invoice for May 1 – May 31, 2013 professional fees was made by R. Farnum, seconded by J. Westgate. All Aye; Motion passed.

Old Business: Board of Selectmen authorized First Selectman George Temple to sign state grant application per July 17, 2013 BOS meeting.

New Business:

The Oxford Library Board sent correspondence to committee, asking for consideration of two items: safety and security issues at the new library and placement of restroom facilities in relation to usage by playscape patrons nearby if that space does not have its own facilities.

The local cable access show, Arnie's Place, is willing to showcase the project. Discussion included who would participate, whether authorization from town needed, timeline for production/air dates, and possibility of using clips to promote the project. Further investigation into opportunity can be determined after project is approved and pending referendum.

Next meeting dates were discussed in relation to designs plans, construction bids, and grant application deadlines. Committee will add meeting date of July 29 at 7 pm and keep regular meeting of August 5 at 7 pm.

Audience of Citizens II: none

8:50 pm J. Nicolari motioned to adjourn; R. Farnum seconded. All Aye.

Respectfully submitted,



Faith Williams, Recording Secretary
Minutes Subject to Approval

13 JUL 23 AM 11:15
TOWN OF OXFORD, CT
Angela A. West
TOWN CLERK