



**TOWN OF OXFORD**  
Oxford Main Street Project Committee  
S.B. Church Memorial Town Hall  
486 Oxford Road, Oxford, Connecticut 06478-1298  
(203) 888-2543

**REGULAR MEETING MINUTES**

Tuesday December 12, 2023  
12:30 p.m.

Present: Jeff Luff, Helen Leung, Mary Beth Nelson, Tony Sanangelo, Chrissy Kimball & Jim Sanders  
Public: Karen Cook

**Call to Order**

The meeting was called to order at 12:32 pm by Chairman Jeff Luff and the Pledge of Allegiance was recited.

**Acceptance of Minutes**

Mary Beth made a motion to accept the Minutes of the 10/10/2023 OMSP Meeting. Seconded by Helen. All ayes. Motion passed.

**Amendment of the Agenda**

Mary Beth made a motion to add Phase 2 to the Agenda. Seconded by Tony. All ayes. Motion passed.

**New Business**

a. OMSP Phase 1B – Update

The original project with the footbridge was over budget at \$780,000. By removing the footbridge, the engineer was able to bring the project cost down to about \$480,000. Jeff stated that DOT has now requested that the estimate be increased by 30% due to the fact that quotes are coming in higher than usual. The revised cost estimate is now \$760,000 after incorporating the requested increase. Jeff asked the engineer if the Town is committed to this project estimate amount. The engineer said the Town is not. Jeff requested precise bid documents with specific bid alternates from the engineer to control/limit excessive costs that could impact the total cost of the project (ie: police, extra materials, etc.). The sample bid form is attached as Exhibit I.

Jim made a motion to approve the new cost estimate and revised bid documents. Mary Beth seconded the motion. All ayes. Motion passed.

b. OMSP Phase 2A

Logistics for this project and grant are extremely complicated. The entire project is estimated to take 5 years to plan and 2 years to build. Jeff and Karen met with the engineer and First Selectman. The First Selectman has approved \$5,000 to use the Town Engineer to get the process started. The Town Engineer provided a quote of \$4,650 to provide the technical assistance. Due to the rigid requirements of the grant, B&B Engineering is not qualified to do the engineering and design for the project. The Town will be required to issue an RFP/RFQ for a qualified engineering firm.

Mary Beth made a motion to approve the use of the Town Engineer to get process started. Seconded by Chrissy. All ayes. Motion passed.

## Audience of Citizens

None

### 501(C)3 Committee Report as reported by Tony Sanangelo, Chairman OMSP 501(c)3

1. On Saturday, Tony & Jim were on-site at the Nature Preserve to view the invasives and potential location of the pedestrian bridge. The north side behind the lawyer's office would be ideal to avoid the floodplain.
2. For fundraising, Jim stated that the 501(c)3 will be using the Patronocity website, who will be providing a dollar for dollar match. The OMSP website will be ready to start accepting donations on January 12<sup>th</sup>.
3. Tony will be researching a potential grant from the Valley Community Foundation for up to \$5,000
4. Jeff stated the cost of building the footbridge would be approximately \$30,000 and \$5,000 the engineering plans from Kurt Jones. This could potentially be an Eagle Scout's project, then the cost of labor would be donated. The Community Support Committee (power plant) may be able to provide grant funds for some of the building materials.
5. The OMSP Committee viewed a video produced by Jeff and Mr. Seres. It is an excellent tool to inform the public about the project. The length and content are just right and directs viewers to the OMSP website. Chrissy stated that we can use the video as the response to all online questions about the project. It answers ALL questions. Helen suggested that we create a QR code for the video and post the QR code in key locations throughout the Nature Preserve and sidewalk. Jeff and Tony will distribute to potential donors, partners and local businesses.
6. Jeff will try and use the OMSP funds (not 501(c)3) he has remaining to pay for the engineering of the bridge. He will need prior approval from finance.
7. Tony will submit an application to the Community Support Committee for grant funds. Jeff stated this grant will only pay for materials, not labor.
8. Bench plaques – Mary Beth stated that the Oxford Center Firehouse is ready and waiting to purchase the plaque on the bench across from the firehouse
9. Bench plaques – Tony has found a guy in Southbury who can manufacture the plaques.
10. Sustainable CT grant requirement – minimum 75 contributors and \$7,500  
To achieve this goal, we can request donations as follows and also applicable to the Patronocity fundraiser:

- \$10
- \$25
- \$50
- \$100 at this level you get a free 4 by 8 brick
- \$250 at this level you get a free 8 by 8 brick
- \$500 at this level you get a free 8 by 8 brick with a customized logo
- \$1,000 at this level you get a free plaque on a bench and a large 8 by 8 brick

### Adjournment

Tony moved to adjourn the meeting. Motion was seconded by Mary Beth. All ayes. Motion carries. Meeting adjourned at 1:24 pm.

Respectfully submitted and subject to approval,

  
OMSP Chairman

TONY SANANGELO, CT  
OMSP CHAIRMAN  
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