

Library Planning and Building Committee

Special Meeting Minutes

April 10, 2017 – 7:00 PM

Oxford Town Hall

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

Members Absent: Alcyne Lyon, Barry Schiff

Alternates Present: none

Alternates Absent: David McKane, Dawn Zdru

Board Liaisons Present: Dawn Higginson,

Consultants Present: Bryan Nesteriak, B&B Engineering

Recording Secretary: Faith Williams

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

Audience of Citizens I: L. Abbot informed the committee the Friends of the Library had met and a letter was forthcoming on their commitment to the FFE in the next few weeks. The brick fundraiser has a July 31, 2017 cut-off date, and information will need to be provided to the committee on how many were ordered so that they can be incorporated into the site in a planned manner. Planning & Zoning approved a sign to be put up at the site to encourage brick purchases; sign will be affixed to the fencing at the site.

Acceptance of Minutes: **Motion** to approve minutes of Regular Meeting March 6, 2017 and Special Meeting March 13, 2017 was made by R. Farnum, seconded by J. Westgate. All aye; motion passed.

Correspondence: Chair G. Mitchell had an email inquiry from a testing bidder on the results of the bid; copy on file in Town Clerk's office. He also reported a change request is in process to address the rock removal costs as the site went over the allowance in the bid. The request for \$16,959.00 was negotiated to \$10,663.00; action is pending approval through architectural firm. B. Nesteriak advised there still may be more rock removal needed.

Engineering Update: B. Nesteriak reported testing has begun on the onsite materials; 2 inspections for the footing have been completed with a passing result. Chair G. Mitchell requested that B. Nesteriak be advised of all testing dates to keep an eye on frequency of testing/reporting. The first pour was today (see photo in Documents on File in Town Clerk's office). B. Nesteriak also reported that Earthworks suggested using geotextiles as a way to address the change from 4 to 3 inches in the parking lot material; he can get a proposal on the cost.

Architect Update: the steel and wood beam drawings have been approved. Every Thursday at 1 p.m., the architect, contractor, and engineer meet to discuss ongoing items and review issues (copy of minutes on file in Town Clerk's office). R. Farnum expressed interest in attending those meetings. Discussion ensued on the roof materials and what has been approved on a change order; need update on material and cost for next meeting from the architect. The FFE question is still open; D. Higginson explained there had been a miscommunication and the architect was under the impression the committee was taking charge of that issue; she advised Gisolfi that was not the case and the committee is waiting for their assistance. Information has been passed to Gisolfi on Eversource grant; also working to answer J. Hilva's inquiry on projected energy costs for the new building.

Construction Update: Chair G. Mitchell reported that per Montagno Construction, they project construction is 6 to 8 weeks behind schedule, due to structural engineer/plan and concrete issue and the weather delays. Time might be made up when the shell is complete and weather is less of a factor.

Budget:

- A. Invoices: **Motion** to approve payment of B&B Engineering invoice #1773 for \$2,640.00 and invoice #1801 for \$1,110.00 was made by J. Westgate; seconded by J. Nicolari. All aye; motion approved. **Motion** to approve payment of Gisolfi Associates invoice 011 for \$5,821.16 for professional services from Feb. 1 to Feb. 28, 2017 was made by J. Westgate; seconded by R. Farnum. All aye; motion approved. **Motion** to approve Montagno invoice #3 for \$86,303.73 was made by J. Westgate; seconded by R. Farnum. All aye; motion approved.
- B. Budget report: J. Westgate provided committee with updated Project Cost Construction Estimate (dated April 6, 2107) – copy on file at Town Clerk's office.

Old Business: L. Abbot talked to the committee about fundraising efforts, including the expected donation from Christina Agvent and the DeAndrade fund in honor of her son. She is working to design a children's program room with an Oxford Airport/airplane theme. Chair G. Mitchell expressed appreciation for the efforts and advised that such undertakings need to be in concert with the architect to ensure a consistent look and feel with the interior design. Discussion turned to general fundraising: designated vs. undesignated gifts, when such gifts should be requested/acted upon, and the impact on gifts to the current budgeted/bonded funds per the town Board of Finance.

J. Westgate provided several pictures (copy on file at Town Clerk's office) of the Yale Library stacks that might be available in the next few months. These older stacks might work well for storage in the basement, but the issue of removing them from Yale and storing them (and possibly repainting/restoring them if they are in need) will need to be addressed. The newer stacks are not scheduled to be available until summer of 2018.

D. Higginson reminded committee of invitation to the Library Volunteer Appreciation event on April 27.

New Business: J. Nicolari provided drawings of vertical vs. horizontal siding options. Discussion ensued on the look of each installation method, noting that installing of horizontal siding is more expensive. Need to review with Gisolfi before any action taken.

Audience of Citizens II: none

Motion to adjourn by J. Westgate; seconded by J. Nicolari at 7:50. All aye.

Respectfully submitted,

Faith Williams

Faith Williams, Recording Secretary
Minutes Subject to Approval

17 APR 11 AM 10:35
TOWN OF OXFORD, CT
Jeffrey H. West
TOWN CLERK