

## **Library Planning and Building Committee**

### **Regular Meeting Minutes**

**August 7, 2017 – 7:00 PM**

**Oxford Town Hall**

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

**Members Absent:** Barry Schiff

**Alternates Present:** none

**Alternates Absent:** David McKane, Dawn Zdru

**Board Liaisons Present:** Dawn Higginson

**Consultants Present:** B. Nesteriak, B&B Engineering; Patricia Monteres, and interior designers Charlie – Gisolfi Assoc.

**Recording Secretary:** George Mitchell

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

**Audience of Citizens I:**

- 1) Bill Federowicz, Chairman of the Oxford Library Board of Directors – Concern over the location of the Adult Circulation desk. Would like to request to move the desk closer to the lobby. Committee discussed briefly and concluded that the utilities and network connections are built into the floor. We will consider the request.
- 2) Scott Freitag, from Freitag Furniture. PO Box 327, Woodbury CT, 06798, 203-910-0233 - Requested an opportunity to bid on the FFE portion of the project. We explained that we are in the specification development stage and that when we go out for bid Mr. Freitag is welcome to bid.
- 3) Lori Abbott, Oxford resident, Library Volunteer reported that she knows an Eagle Scout looking for a project at the Library. We requested Library Director, Dawn Higginson to coordinate after completion of the project and acceptance of the building. We are not permitted to work on the site during the construction phase.

**Acceptance of Minutes:** J. Nicolari motioned to approve minutes of Special Meeting July 17, 2017; seconded by J. Westgate seconded. All in favor. Motion approved.

**Correspondence:** Invoices from Eversource, B&B Engineering, STL, Montagno, and Gisolfi Architects.

**Engineering Update:** B. Nesteriak reported that 100% of the steel is up and work is now 75% complete on connections/welding. Glulam trusses on site and 50% installed. The State Inspector issued a stop work on the wood installation due to the lack state permit. Internal slab have been poured. Rough grading is complete and all purchased fill has been consumed. The timeline for completion has not been revised; possibility for cutting time will depend on work when shell is complete. For upcoming change orders, the committee was advised of fill needed (15,069K), fire dampers for mechanical room (\$1,679), and Rock Removal (\$10,294). A credit of \$1,158.31 for the removal of under cabinet lighting was accepted. All of these change orders are included in the July Montagno Construction Invoice. The project is currently 4 weeks behind schedule and recovering. The State stop work action may impact schedule if the delay continues.

**Architect Update:** Patricia presented the final selection of wall colors, floor tiles, carpet, and wood finishes. The building will be modern and bright, with durable finishes that will stand up to traffic.

Charlie the furniture planner presented a revised plan that reduced the price significantly from our last review. Overall to implement the architectural and Library staffs plan the cost is now \$156,908. All furniture and cabinets are included in this cost.

During the discussion it was noted that we have an allowance of \$16,000 for a custom built Circulation desk which is now cover by furniture and included in the \$156,908. Additionally, we reduced Montagno's original bid to remove all custom cabinets for a savings of \$10,500. A motion was made to request the credit of \$16,000 for the saving of the Circulation Desk and to add back in the \$10,500 for the custom cabinets. The motion was made by Bob Farnum and seconded by Jim Nicolari. The motion passed with all voting in favor. George Mitchell will contact Montagno to formally implement the motion.

**Budget Review:** The project remains in the positive and within budget; however, with the proposed \$156,908 is \$80K over budget. We have \$70k budgeted for FFE. We are also maintaining a reduced contingency budget of \$55K remaining.

After discussion a suggestion was made to approach the Selectman to secure a letter (documentation) allowing the Friends of the Library to accept donations to the Library project for non-structural (FFE) items. We have been told that several possible donations are waiting to be made. George Mitchell took the action to contact the First Selectman and bring this item forward to the BOS for action.

Invoices approved: Eversource work order 1B721566 for service at 49 Great Oak Road dated 7/6/17 for \$5946.23; B&B Engineering invoice 1902 dated 7/13/07 for \$1500.00; Montagno invoice #7 dated 7/31/17 for \$319,975.50. Invoice from Gisolfi #0014 dated June 9, 2017 \$2761.58 was previously approved and submitted for payment.

**Old Business:** none

**New Business:**

- 1) Contact Montagno for the credit and reinstatement of the custom cabinetry
- 2) Secure documented permission to fund raise to close the underfunded FFE budget from \$70K to \$160k

**Audience of Citizens II:** nothing additional

**Motion** to adjourn by G. Mitchell; seconded by J. Westgate 8:00. All in favor.  
Respectfully submitted,

George Mitchell, Chairman  
Minutes Subject to Approval

17 AUG 10 PM 1:06  
TOWN OF OXFORD, CT  
*George Mitchell*  
TOWN CLERK