

**Library Planning and Building Committee
Special Meeting Minutes
Wed. Dec. 9, 2015 – 7:00 PM
Oxford Town Hall**

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

Members Absent: Alcyne Lyon

Alternates Present:

Alternates Absent: David McKane, Dawn Zdru

Board Liaisons Present: Dawn Higginson

Consultants Present: Bryan Nesteriak, Town Engineer

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: none

Acceptance of Minutes: **Motion** to approve minutes of Oct. 5 Regular meeting made by J. Nicolari; seconded by B. Schiff. All aye; motion approved. **Motion** to approve minutes of Nov. 9 Special meeting made by J. Westgate; seconded by J. Nicolari. All aye; motion passed. **Motion** to approve minutes of Nov. 16 Special meeting made by J. Westgate; seconded by J. Nicolari. All aye; motion approved.

Correspondence: none

2016 Meeting Dates: after discussion, committee decided to have regular meeting dates on the first Monday of each month in 2016, with special meetings called as warranted. A few dates were pushed back due to holidays when the town hall would be closed. 2016 Regular Meeting dates are as follows: Jan. 4, Feb. 1, March 7, April 4, May 2, June 6, July 11, August 1, Sept. 12, Oct. 3, Nov. 7, Dec. 5.

Engineering Update: Bryan Nesteriak has been at the site, working on the survey and title/deed issues, and plans for the health department to visit site on 12/10/15 are in place. He presented working drawings to the committee; discussion included but was not limited to parking, slope of proposed location, implications of moving building site, water retention, etc. Mr. Nesteriak presented a proposal for 4 phases of work: land surveying, geotechnical analysis, engineering, and bid procurement. Discussion included but was not limited to work included for each line item, billing options, and basis of fees. **MOTION** to approve B&B Engineering proposal dated 12/9/15, amended to include not to exceed \$44,000 as listed in proposal, was made by B. Schiff, seconded by R. Farnum. All Aye; motion passed.

Architectural Update: Chair G. Mitchell has worked with Gisolfi Associates to provide contract for architectural services. The contract was reviewed by the committee; discussion

included but was not limited to: professional fees based on lowered project cost (2.7M vs. 3M); expected professional fees in line with budget; contingency amount; construction manager/clerk of the works; how to bid out (general contractor or not). Copy of contract was forwarded to J. Hliva, who will work with town attorney and risk management company to ensure the contract is in the best interest of the town. **Motion** to recommend for approval by the Board of Selectmen the contract provided by Gisolfi Associates, pending legal review and terms & conditions review was made by R. Farnum; seconded by B. Schiff. All aye; motion passed.

Budget: J. Westgate will create new budget worksheet to track expenses now that project is approved and has actual budget number. **Motion** to approve survey work provided by B&B Engineering in the amount of \$4,000 made by R. Farnum; seconded by J. Westgate. All aye; motion passed.

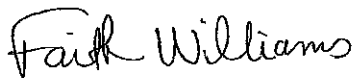
Old Business: none

New Business: none

Audience of Citizens II: none

8:19 pm R. Farnum motioned to adjourn; B. Schiff seconded. All Aye.

Respectfully submitted,



Faith Williams, Recording Secretary
Minutes Subject to Approval

15 DEC 10 PM 1:46
TOWN OF OXFORD, CT
J. Westgate
TOWN CLERK