

Library Planning and Building Committee

Special Meeting Minutes

Jan. 9, 2017 – 7:00 PM

Oxford Town Hall

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

Members Absent: Alcyne Lyon, Jim Nicolari

Alternates Present: none

Alternates Absent: David McKane, Dawn Zdru

Board Liaisons Present: Dawn Higginson

Consultants Present: Patricia Monteres — Peter Gisolfi Associates; Brian Nesteriak — B&B Engineering; Kurt Montagno, Richard Crane, Joe Gargon — Montagno Construction

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 Regular Meeting Nov. 7, 2016 was made by R. Farnum; seconded by B. Schiff. All Aye; motion passed.

Correspondence: Chair G. Mitchell received unsolicited bid form IMTL for material testing dated Oct. 2016. Gisolfi will provide bid spec to get competitive bids. Invoices from B&B Engineering and Gisolfi Architects were also received.

Engineering Update: Montagno Construction's contractor Earthworks worked with B&B Engineering to get some survey information; currently getting some clearing and staking done at site.

Architect Update: P. Monteres told the committee that drawings were being updated to incorporate changes required by fire marshal; once the fire marshal signs the new plans, the building permit should be all set. Those plans are expected to be complete by end of week. At over 12,000 sf, the fire codes require a sprinkler system; changes made include a curtain wall to reduce square footage; also, two entrances/exits from the basement are required, so stairs were added in.

Review of Change orders:

#1: add 234,700 to accommodate the full basement as approved by BOF, BOS, and Town Meeting and deduct 36,000 for change in window manufacturer.

#2: 102,693 deduct as per 11/7/16 Montagno Construction letter and approval by LPBC at 11/7/16 meeting.

#3: add basement stairs and curtain walls in basement for \$55,750 per Fire Marshal requirements.

Motion to approve change orders; all aye; motion passed. AIA Document G701-2001 Change Order was signed by Architect, Contractor, and Owner representatives; copy given to Montagno Construction (copy on file at Town Clerk's office).

Construction Update: In the next few weeks, the site will be cleared and starting excavation, drainage, etc. Discussion ensued on a ribbon-cutting ceremony to kick off the building process; chair G. Mitchell will consult with town officials and pick a date in the next few weeks. Also discussed was issue of trees to be saved; B.

Nesteriak will join Ronan from Gisolfi and Montagno construction superintendent Joe Gargon for a site walk to review issues this week.

Budget:

- a. Invoices: Motion to approve B&B Engineering Invoice 1197 for \$1950.00 and Gisolfi Invoice 009 for \$2,615.32 was made by R. Farnum; seconded by B. Schiff. All aye; motion passed.
- b. Budget Review: J. Westgate reported costs of \$169K invoiced so far, excluding the invoices just approved for payment.

Old Business: none

New Business: K. Montagno is working with Gisolfi to review roof construction materials to determine whether further cost savings could be found. Per discussion with committee, he will continue to investigate the impact on feasibility, design, cost, pitches, etc. with the architect and report back to committee on findings. Special Meeting will be set up for Jan. 18, 2017 to present findings.

D. Higginson requested that she have an updated sketch of the library exterior; Chair G. Mitchell advised that J. Nicolari had graphic she could use.

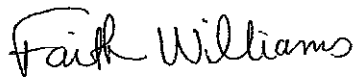
B. Nesteriak inquired on the construction notice to proceed, preliminary construction schedule, and schedule of payments. Signed contract between Montagno Construction and Town of Oxford (copy on file in Town Clerk's office) includes Jan. 9, 2017 as start date and includes that information.

Once fire marshal signs off on new construction plans, should be all set for building permit. Project/construction meetings between Montagno Construction and B&B Engineering will start off every two weeks to review status/issues; will become more frequent as building progresses. Town building and safety officials may want input as well.

Audience of Citizens II: none

Motion to adjourn by B. Schiff; seconded by R. Farnum at 7:50. All aye.

Respectfully submitted,



Faith Williams, Recording Secretary
Minutes Subject to Approval

17 JAN 10 AM 11:23
TOWN OF OXFORD, CT
Christina A. West
TOWN CLERK