

Library Planning and Building Committee

Special Meeting Minutes

Jan. 18, 2017 – 7:00 PM

Oxford Town Hall

Members Present: Chair George Mitchell, Robert Farnum (7:06), Jim Nicolari, Barry Schiff, Jim Westgate

Members Absent: Alcyne Lyon

Alternates Present: none

Alternates Absent: David McKane, Dawn Zdru

Board Liaisons Present: Dawn Higginson

Consultants Present: Michael Tribe, Patricia Monteres — Peter Gisolfi Associates; Brian Nesteriak — B&B Engineering; Kurt Montagno, 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

Engineering Update: Tree retention was reviewed at site with Ronan/Peter Gisolfi Architects; a slight change in direction of a drainage line/catch basin was recommended. Plans will be forwarded to Montagno when completed, but it is only a minor change with minimal impact.

Architect Update: M. Tribe reminded committee that submittals should go through the architect's office to ensure plans are current and correct. The information on roofing materials addressing potential savings in asphalt shingles and drawings were forwarded to Montagno. Change Order #2 & 3 needed some revision on wording to include drywall/sheetrock changes.

Construction Update: Roofing analysis: PVC standing seam was in the Base Bid. Discussion ensued to review spreadsheet on Roofing Substitution Analysis (copy on file in Town Clerk's office) that included but was not limited to original spec materials; change to shingles; use of multiple, different materials on the roof; warranties; look and aesthetics of materials; and costs. **MOTION** to approve Change Order #4 to substitute the Base Bid Roofing PVC with Standing Seam with Metal Standing Seam was made by G. Mitchell, seconded by B. Schiff. All aye; motion passed. Also provided was Contract and Change Order Recap, with details of accepted Alternates/Change Orders accepted prior to current meeting, as well as the Future Adds listed (copy on file in Town Clerk's office). There has been some ledge discovered, but that was not unexpected. Discussion ensued on the permit process; P. Monteres will forward the paperwork she has to J. Gagnon to get the final signature from the Fire Marshal. Montagno expects to be ready pour footings/concrete in next few weeks. Gisolfi has RFP for special inspection/material testing, which G. Mitchell will obtain copy of.

Budget: no report from J. Westgate; Contract and Change Order Recap from Montagno will need to be updated with Change Order #4.

Old Business: none

New Business: R. Farnum brought up fundraising efforts and coordination of information on those efforts between this committee, Library Board of Directors, and Friends of the Library. He suggested a liaison from each be appointed to work with and keep each group in the loop with current efforts. G. Mitchell informed the committee he asked Laurie Abbott be join the LPBC in order to maintain a quorum when several of the current members may be out of town; he suggested that the committee wait until the next meeting to have a larger attendance and see who would be interested in that liaison position.

K. Montagno provided the committee with large format projected construction date calendar (copy on file at Town Clerk's office); it will be posted and updated at the trailer on the construction site. Expected completion date is 12/6/17, but that could be impacted by bad winter weather or ledge issues.

Motion to adjourn by B. Schiff; seconded by J. Westgate at 7:35. All aye.

Respectfully submitted,



Faith Williams, Recording Secretary
Minutes Subject to Approval

17 JAN 19 PM 3:05
TOWN OF OXFORD, CT
Margaret A. West
TOWN CLERK