

## **Library Planning and Building Committee**

### **Regular Meeting Minutes**

**Feb. 6, 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:** Michael Tribe, Patricia Monteres — Peter Gisolfi Associates; Brian 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

**Acceptance of Minutes:** **Motion** to approve minutes of Special Meeting Jan. 9, 2017 and Jan. 18, 2017 was made by R. Farnum; seconded by J. Westgate. All aye; motion passed.

**Correspondence:** Gisolfi Architect invoice #0008 dated 11/10/16 was mailed to committee as past due. Change Orders #002 and #003 were provided to the committee as signed by Architect, Contractor, and Owner; noted that Change Order #003 included the change from standing seam rubber to metal standing seam for roof. (Copy on file in Town Clerk's office.)

**Engineering Update:** B. Nesteriak noted progress on the construction site, including rough grading of parking lot, catch basin work, location of ledge, and disposition of rocks/boulders on the property. Also discussed was discrepancy between architectural drawings compared to landscape drawings, with a two-foot differential in grading/excavation. Building permit is all set but a schedule of special inspections is required. B. Nesteriak will work with architect and town officials to work that out. The RFI is getting interest from firms; will extend bid date to allow for accurate bidding as per the schedule of special inspections created.

**Architect Update:** M. Tribe updated the committee on the change orders (as noted above) but is still waiting on roofing details from manufacturer; working with supplier on the glulam; willing to have workshop with the committee on the building finishes & furniture schedule/options.

**Construction Update:** NA

#### **Budget:**

- A. Invoices: **Motion** to approve payment of Gisolfi Invoice #008 for \$8,462.28 for professional services for Oct. 1 through Oct. 31, 2016 was made by J. Westgate; seconded by R. Farnum. All aye; motion approved.

B. Budget report: J. Westgate provided committee with Project Cost Construction Estimate dated 1/9/17 and Expense list dated 2/6/17, noting the variance is currently at (34,682) {copy on file in Town Clerk's office}. Also discussed was expected billing from B&B Engineering; B. Nesteriak will provide estimate based on hours per week on site.

**Old Business:** The Friends of the Library will be conducting a brick fundraiser in March 2017; location and installation will need to be determined, with consideration for future bricks to be added over time. Chair G. Mitchell informed the committee that L. Abbot was disqualified from joining the committee based on residency issue and is still looking for another member. R. Farnum volunteered to be liaison between the committee and Friends of the Library in regards to fundraising efforts.

**New Business:** date of Feb. 22, 2017 was selected for Special Meeting to select Special Inspection Services and review any other issues before next regular meeting.

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

Respectfully submitted,

*Faith Williams*

Faith Williams, Recording Secretary  
Minutes Subject to Approval

17 FEB -8 PM 1:12  
TOWN OF OXFORD, CT  
*Christine A. Abbot*  
TOWN CLERK