

Library Planning and Building Committee

Special Meeting Minutes

July 17, 2017 – 7:00 PM

Oxford Town Hall

Members Present: Chair George Mitchell, Robert Farnum, Alcyné Lyon, Jim Nicolari (7:09), 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; Michael Tribe, Patricia Monteres, and interior designers Bridget & George – Gisolfi Assoc.

Recording Secretary: Faith Williams

Meeting Called to Order at 7:03 PM at Oxford Town Hall by Chair G. Mitchell, followed by roll call

Audience of Citizens I: none

Acceptance of Minutes: R. Farnum motioned to approve minutes of Regular Meeting June 5, 2017; seconded by J. Westgate. A. Lyon abstained; all others aye. Motion approved.

Correspondence: invoices from B&B Engineering, STL, Montagno, and Gisolfi Architects.

Engineering Update: B. Nesteriak reported the steel is up and work is starting on connections/welding; expecting steel will be complete in two weeks. Glulam trusses are expected to be delivered middle of next week. Internal slab will be poured by end of this week; above basement next week. Rough grading is complete. 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 (11K), rebar revisions (5,700), fire dampers for mechanical room (1,679), and panic hardware for doors (700) and optional auto openers (5K). Discussion ensued on the panic hardware/auto openers. **Motion** to authorize 2 automatic door openers was made by R. Farnum; seconded by J. Westgate. All aye; motion passed.

Architect Update: M. Tribe reported the structural engineer visited the site and issued report, which was given to Montagno Construction. There will be an additional visit after the glulams are installed. Roofing submittals are almost completed; shop drawings have gone through; neutral change to budget line item. Quote for interior furniture was provided by design department at Gisolfi, totaling 266,631 for seating, tables, desks, displays/miscellaneous, shelving, and meeting room furniture. Discussion ensued, including but not limited to the cost vs. quality; schedule for shop drawings (takes one month for drawings) and order (12 weeks after shop drawings approved, ready for delivery); what items were not included in quote but would be necessary for opening (phones, bathroom appliances, breakroom appliances, etc.). Committee members encouraged creative options for saving funds: competitive bidding, different vendors, lower quality materials, stock vs. special order items, used furniture, CT Council of Libraries purchasing power, etc. Gisolfi will review the quote and provide updated list of items that will be under 150K budget and will also provide list of items that are not covered in the construction bid that will be required for opening/daily use of library.

Construction Update: B. Nesteriak reported was the expectation that change orders should be slowing down as the building progresses; have rock change order and a possible issue with streetlight installation (more fill/rock needed).

Budget: Motion to approve B&B Engineering Invoice 1858 dated 6/13/17 \$510.00; STL Invoice 31060 dated 6/30/17 \$7085.71 and invoice 31014 dated 5/31/17 \$5829.13; Montagno Invoice #4 dated 4/30/17 \$207,900.17 and invoice #6 dated 6/30/17 \$263,651.71; and Gisolfi Invoice 014 dated 6/9/17 \$2761.58 was made by R. Farnum; seconded by J. Nicolari. All aye; motion passed.

J. Westgate provided draft copy of budget review comparing balanced budget, actual costs to date, total projected costs, and variance.

Old Business: none

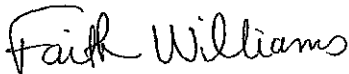
New Business: none

Audience of Citizens II: none

Next meeting will be August 7, 2017.

Motion to adjourn by R. Farnum; seconded by J. Westgate 8:05. All aye.

Respectfully submitted,



Faith Williams, Recording Secretary
Minutes Subject to Approval

17 JUL 18 PM 1:06
TOWN OF OXFORD, CT
Myra H. West
TOWN CLERK