

## **Library Planning and Building Committee**

### **Special Meeting Minutes**

**Nov. 13, 2017 – 7:00 PM**

**Oxford Town Hall**

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

**Members Absent:**

**Alternates Present:** none

**Alternates Absent:** David McKane, Dawn Zdru

**Board Liaisons Present:** Dawn Higginson; Kathy O'Brien

**Consultants Present:** none

**Acting Recording Secretary:** Faith Williams

**Meeting Called to Order** at 7:10 PM at Oxford Town Hall by Chair G. Mitchell, followed by roll call.

**Audience of Citizens I:** Scott Freitag from Freitag Furniture LLC addressed the committee, with a written update of references and questions regarding the upcoming FF&E bid. The committee answered the questions and spoke with him about the spec, including the bid process.

**Acceptance of Minutes:** Motion was made by R. Farnum and seconded by J. Westgate to accept the minutes of Special Meeting Oct. 16, 2017. All Aye; Motion passed.

**Correspondence:** invoices from STL, B&B Engineering, Armed and Ready, Infinite Technology, Phoenix Propane, Gisolfi Architects, and Montagno were presented, as well as memos from the Selectman's Office re: committee appointment, security system installment, high-speed wiring and phone system installation and contract (copy available in Town Clerk's office).

**Engineering/Architect Update:** B. Nesteriak reported to the committee on status of the building. As of last Thursday, the siding and roof are half done; parking lot is roughed out; light pole installation started; sidewalks completed; interior framing complete and starting sheetrock; subcontractors are roughing out their trades. Stairs are expected to start this Thursday and the front-store glass is being prepped. A completion date of Jan. 31, 2018 is still Montagno's goal, but a more realistic date may be the end of Feb., with the note that outside landscaping will be difficult to complete/finish in the winter months and may need to be addressed in the spring months.

**Construction Update:** B. Nesteriak advised there were still change orders to come. In the area with the fireplace, a discrepancy between the structural drawings and architectural drawings resulted in a new wall needed to be constructed; the conference room had the same issue. In the children's section, a wall near the craft room will need to be addressed as it is not fastened in a manner that keeps the wall sturdy with the opening and closing of the door. Extra electrical work was done without prior authorization to resolve issue in the mechanical room where there was significantly fewer electrical outlets designed than required. The town's insurance company went on a walk-through of the jobsite and provided requirements to keep the worksite clean (sawdust on the floor to be cleaned up daily) and safe (remove wood stored in the building – fire hazard). The construction company had also had their insurance company review the worksite; all issues from each insurance company have been quickly resolved by Montagno.

Change Order #18 dated 11/1/17 was presented to the committee for the costs associated with supplying and installing the book return for \$1512.00. Discussion ensued on which of the pictured book returns was to be installed, location, cost of a book cart as additional to the book return cost.

**Budget:** Motion to approve invoice #10 for 384,802.15 from Montagno Construction; STL invoice 31372 dated 9/29/17 for \$1,697.70; B&B Engineering invoice 2021 dated 9/25/17 for \$315.00; Armed and Ready invoice 100168828 dated 10/13/17 for \$1,750.00; Infinite Technology invoice 1246 dated 10/26/17 for \$12,700.00; Infinite Technology invoice 1247 dated 11/7/17 for \$2,322.93; and Gisolfi Architect invoice 17 dated 10/10/17 for \$8,730.36 was made by J. Westgate; seconded by J. Nicolari. All aye; motion passed.

Updated budget spreadsheet was provided to the committee (copy on file at Town Clerk's office), as well as expense listing by vendor, change order detail, and additional budget request item list. Discussion ensued, including but not limited to: updating the additional budget requests with actuals where applicable and items missed. Motion to submit letter to BOS to ask for additional funds in the amount of 197,190 was made by R. Farnum; seconded by B. Schiff. All aye; motion passed.

The bill from Phoenix Propane was discussed; the initial fill-up was completed at the end of October (1737 gl at 1.62/gl). As Montagno will be needing heat during the winter months, it was proposed that they pay for a refill of the tank when they turn over the building to the town for the use of the propane; B. Nesteriak will confirm this is agreeable to Montagno. Motion to approve Phoenix Propane invoice 25814 dated 10/23/17 for \$2,819.94 was made by J. Westgate; seconded by J. Nicolari. All aye; motion passed.

**Old Business:** none

**New Business:**

- FFE needs to go out to bid. D. Higginson has some names to send the bid to, but it also needs to be advertised in the newspaper. Motion to use the Excel sheet and layout as provided by Creative Library Concepts as the bid spec, with the product, manufacturer, description, and quantities listed – noting no substitutions so the committee can compare the bids without determining differences in end products – was made by J. Westgate; seconded by B. Schiff. All aye; motion passed.
- The architect advised the chair that the sign for the library needs to start being constructed, and as such, the official name of the library needed to be selected. Discussion ensued, including but not limited to: different naming structures (Oxford Library vs Oxford Public Library), donor recognition, and ease of use for patrons. The name Oxford Public Library will be recommended to the Board of Selectmen as the official name of the building.
- Chair G. Mitchell advised the committee the use of CT Network for internet had a high price tag – 20K. In light of that fact, Comcast will be used as a vendor, providing service on a monthly basis. After the building is open and running, the town can enter into a long-term contract for services with a vendor as they see fit.
- 2018 Meetings: Motion to approve 2018 meeting dates (first Mondays, unless it is a holiday) was made by F. Williams; seconded by B. Schiff. All aye; motion passed. 2018 Meeting dates will be Jan. 8; Feb. 5; March 5; April 2; May 7; June 4; July 2; August 6; Sept. 10; Oct. 1; Nov. 5; Dec. 3.
- Moving companies: D. Higginson advised the committee her initial research into library moving companies revealed long lead times, from a minimum of 8 weeks to even months. The move will encompass 33K books, shelving, copier, some furniture, circulation desk. Chair G. Mitchell asked D. Higginson to inquire with local movers as well to get estimates and update the committee at the next meeting.

- Dec. Meeting: the scheduled Dec. 4 meeting will be cancelled due to conflicts; a Dec. 11 meeting will be held in its place.

**Audience of Citizens II:** none

**Motion** to adjourn by J. Nicolari; seconded by B. Schiff at 8:25. All aye.

Respectfully submitted,

*Faith Williams*

Faith Williams, Acting Recording Secretary  
Minutes Subject to Approval

17 NOV 14 AM 9:03  
TOWN OF OXFORD, CT  
*Margaret A. West*  
TOWN CLERK