

## **Library Planning and Building Committee**

### **Special Meeting Minutes**

**Dec. 11, 2017 – 7:00 PM**

**Oxford Town Hall**

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

**Members Absent:** Barry Schiff

**Alternates Present:** none

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

**Board Liaisons Present:** Dawn Higginson; Bill Federowicz; Laurie Abbott; Kathy O'Brien

**Consultants Present:** none

**Acting Recording Secretary:** Faith Williams

**Meeting Called to Order** at 7:00 PM at Oxford Town Hall by Chair G. Mitchell, followed by roll call.

**Audience of Citizens I:** none

**Acceptance of Minutes:** Motion was made by J. Nicolari and seconded by R. Farnum to accept the minutes of Special Meeting Nov. 13, 2017. All Aye; Motion passed.

**Correspondence:** invoices from STL, B&B Engineering, and Montagno were presented, as well as copy of letter from Montagno to Gisolfi regarding delays and completion of project disposition, and correspondence between LPBC and the Selectman's office, including the naming of the library, the FFE Request for Proposal, and various vendor recommendations/agreements for installation of services at the library (copy available in Town Clerk's office). Also received by the committee was letter from Comcast, requesting permission to work on property to set up services.

**Engineering/Architect/Construction Update:** B. Nesteriak reported to G. Mitchell via email on progress, which is going well. Testing is complete; building is nearing full enclosure; interior work continues. The architect is working to correct a batten issue to have the correct spacing. The FFE is out to bid; it closes on Friday, Dec. 15, 2017 unless an extension is requested by a bidder. There seems to be interest from 5 to 6 bidders; need 3 bids to be compliant with Town Charter. R. Farnum reported that almost everything on the outside will be done by the end of next week. Work continues with the contractor and architect to fix the interior wall in the children's section. Montagno will fill the propane tank when they turn the building over to the town.

**Budget:** Motion to approve invoice 2077 from B&B Engineering for \$525.00 and STL invoice 31428 for \$1220.62 was made by J. Westgate; seconded by J. Nicolari. All aye; motion passed. Gisolfi invoice 018 dated Nov. 8, 2017 for \$7,840.63 was reviewed; the fee was for professional services in Oct. 2017 with reimbursable expenses for copies. As per discussion at previous meeting, further payments to architect will be deferred until closer to completion of project to ensure project is finished to the satisfaction of the town. Motion to approve Montagno Invoice #16 for 400,668.98 was made by J. Westgate; seconded by R. Farnum. All aye; motion approved.

Updated budget spreadsheet was provided to the committee (copy on file at Town Clerk's office), as well as expense listing by vendor. Discussion ensued, including but not limited to: presentation to BOF on Dec. 16 with

updated figures from approved invoices; change order detail listing to be updated to include items related to the basement as well as code issues; expected contingency funds left.

#### **Old Business:**

- FFE: bids will be opened on Friday, Dec. 16, 2017. Based on the 155K figure from the Gisolfi consultant, and the need for computers estimated at 30K as well as several minor items, the committee had previously drafted letter to BOS to request additional funds of \$197K to complete project. Before the letter is formally submitted to BOS, G. Mitchell reached out to the Friends of the Library and the Library Board of Directors.
  - Library Board of Directors: Bill Federowicz updated the committee on funding. The Miriam Strong funds have already been received by the town for the project. A list of gifts was presented (copy on file at Town Clerk's office), which detailed funds already appropriated by J. Hilva (totaling \$2745), designated gifts (outdoor patio \$1800; furniture \$2420; children's programs \$870.10; books \$3325) and undesignated gifts (totaling \$405). These funds have been approved by the Library Board of Directors for disbursement to the town/LPBC for the library, as well as a donation of \$2500 to retrofit the current circulation desk to be used in the new children's wing.
  - The Friends of the Library: Laurie Abbott updated the committee on their actions to support the new library (copy on file at Town Clerk's office). FOLIO will commit to a gift of \$50,000 for furniture of lasting value, which must include the adult circulation desk. FOLIO also had previously committed to a donation of \$3800 of the DeAndrade Fund towards the Children's Craft room. These gifts are not to be used to reduce the bond issue or offset any other funds committed by the Town of Oxford for the new library. A list of items purchased from these funds was requested so that the volunteers, donors, and supporters of FOLIO would see the efforts from the last 39 YEARS of fundraising and donations. A request to display a plaque recognizing FOLIO's donation for major purchases and a plaque for the Children's Craft room (In remembrance of Fernando DeAndrade Jr.) was also made. L. Abbott also inquired on the process to get the funds to the town; Chair G. Mitchell will work with FOLIO and J. Hilva to transfer/deposit funds.
  - Other discussion included, but was not limited to: computer purchase funding and possible grants available from Towantic Energy/CPV; need for a spec and bidding. Chair G. Mitchell requested R. Farnum contact Joyce Van Lines in town to inquire on moving estimate.

#### **New Business:**

- D. Higginson presented committee with network switch options. Current cost was \$360 per switch; total of 2 needed at a total cost of \$720. Chair G. Mitchell will follow up on cost/requirements.
- Seymour Post Office reached out to D. Higginson about timing of installation of mailbox. Discussion ensued; Chair G. Mitchell will respond to Postmaster, requesting in-building delivery, not a mailbox.
- LED lights: architects are working on possible grant opportunity.
- MAVCO provided estimate of \$3K to D. Higginson to move current AV equipment to new library and install equipment. R. Farnum will follow up with request for line item estimate and possible reduction of estimate.

- Next meeting: will schedule a meeting to review the FFE bids; will depend on whether an extension is requested by any interested party. Possible date of Dec. 19, 2017. Next regular meeting is Jan. 8, 2018.

**Audience of Citizens II:** none

**Motion** to adjourn by R. Farnum; seconded by J. Westgate at 8:15. All aye.

Respectfully submitted,

*Faith Williams*

Faith Williams, Acting Recording Secretary  
Minutes Subject to Approval

17 DEC 12 AM 11:10  
TOWN OF OXFORD, CT  
*Christine West*  
TOWN CLERK