

**Library Planning and Building Committee
Special Meeting Minutes
Feb. 29, 2016 – 7:00 PM
Oxford Town Hall**

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

Members Absent: Alcyne Lyon

Alternates Present:

Alternates Absent: David McKane, Dawn Zdru

Board Liaisons Present: Dawn Higginson

Consultants Present: Bryan Nesteriak, Town Engineer; Patricia Monteres, Peter Gisolfi Associates

Recording Secretary: Faith Williams

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

Audience of Citizens I: none

Acceptance of Minutes: Motion to approve minutes Dec. 9, 2015 Special meeting made by R. Farnum; seconded by J. Nicolari. All aye; motion approved.

Correspondence: none. Chair G. Mitchell noted the committee now has a mailbox in the town hall foyer.

Before the Engineering and Architectural Updates, Chair G. Mitchell informed the committee that both firms now had approved and signed contracts.

Engineering Update: Bryan Nesteriak has been at the site, working with the soil scientist. Wetlands should not be an issue; soil report is complete. He has been in contact with architect firm to address any issues and is waiting on formalized site plan.

Architectural Update: Patricia Monteres represented the architectural firm and updated the committee on the work. Some internal design elements have been under discussion with Dawn Higginson and the staff to better utilize the space and ensure the work flow of the layout. Discussion with the committee included but was not limited to: full basement option and what could be moved into that space; location of bathrooms and staff room; elevator; septic system placement. Michael Tribe will work on a construction schedule; presentation at next meeting with updated layout. A date of Monday March 14, 2016 was selected for a Special Meeting to have the site plan and design plan review.

Budget:

Invoices: J. Westgate is working on creating new/updating spreadsheets to keep track of funds spent; will include a comparison to the figures presented for budget referendum.

Budget Review: the Board of Finance is interested in an update; after the 3/14/16 Special Meeting, we should have some report ready for presentation at BOF meeting.

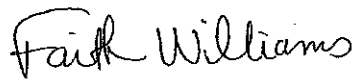
Old Business: none

New Business: none

Audience of Citizens II: none

7:43 pm B. Schiff motioned to adjourn; R. Farnum seconded. All Aye.

Respectfully submitted,



Faith Williams, Recording Secretary
Minutes Subject to Approval

16 MAR - 1 AM 10:34
TOWN OF OXFORD, CT
Margaret A. West
TOWN CLERK