

# **Library Planning and Building Committee**

## **Regular Meeting Minutes**

**Feb. 5, 2018 – 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:** K. O'Brien, Library Board of Directors

**Consultants Present:** B. Nesteriak, B&B Engineering

**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 Jan. 8, 2018. All Aye; Motion passed.

**Correspondence:** Email correspondence to the committee included Watsky Associates punch list inspection of roof and pictures as provided to Gisolfi Architects; Report of Jobsite Visit by Werner E. Tietjen, Consulting Engineer as provided to Gisolfi Architects; copy of Signwork estimate based on Weston Library pricing for interior signs, as well as Takeoff worksheet for the Oxford Library; confirmation of internet and TV services from Comcast scheduled for Feb. 5, 2018. Invoices from Eversource, Heritage Water, Phoenix Propane, STL, Montagno, and Gisolfi were presented, as well as a change order from Montagno. Chair G. Mitchell advised the committee he had started email inquiry with M. Tribe on the process to close out the project, including but not limited to the final punch list, CO from town, documents, and items to be completed in spring (due to weather). A consulting engineer should be retained for a commissioning study to inspect all systems to verify they are in proper working order/condition.

**Engineering Update:** B. Nesteriak reported to the committee the punch list items are being addressed; finishes are still being completed (tile, carpet, doors, etc.); some items are awaiting delivery (lighting, doors, etc.); starting to fire up the systems (plumbing, furnace, hot water, etc.). Expectation is that in the next two weeks, that process will be completed. Discussion ensued on the front door and the handicap access/automatic opening. When the door is on site, further information will be available in regards to safety/daily opening and closing procedures needed to secure door. B. Nesteriak relayed Montagno is looking to train the responsible party for the systems in the building. D. Higginson is meeting with town administration this coming week and will ask whether the current Town Hall employee should be trained because a dedicated Library maintenance personnel has not yet been approved or hired. It was suggested the training be videotaped for future use. B. Nesteriak also reported that some signage was ordered and placed in the building per the Building Inspector, so some items will not be needed to be ordered. Montagno is still working with the stud wall issue at the fireplace to get details and confirmed pricing on that issue; they have gotten no response to their inquiries from the contractor in question. More electrical work should be completed in the basement; an additional quad power box and grounding rod/strip is recommended. They are awaiting information on electrician costs. Pella requested authorization to use pictures of the building; form was passed to Chair G. Mitchell.

**Architect Update:** Chair G. Mitchell had sent email to Creative Library Concepts thanking Charlie for his time and work, but the bid had gone to the lowest bidder. WB Mason will be consulting with D. Higginson on Feb. 6 and will also provide a bid for moving contents of current library to new location.

**Construction Update:** Montagnio expects a late Feb./early March completion date. As noted earlier, outside items will need to be addressed in the warmer months.

**Budget: Motion** to approve STL invoice 31570 dated 12/29/17 for \$982.08 and Montagnio invoice 12 dated 12/31/17 for \$105,339.50 was made by J. Westgate; seconded by J. Nicolari. All aye; motion passed. Gisolfi invoice 020 dated Jan. 5, 2018 for \$5,286.23 was reviewed; the fee was for professional services in Dec. 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 construction change order 9 and refer the invoices from Phoenix Propane, Eversource, and Heritage Water to Montagnio was made by J. Westgate; seconded by R. Farnum. All aye; motion passed.

Updated budget spreadsheet was provided to the committee (copy on file at Town Clerk's office).

**Old Business:** G. Mitchell provided some graphics on the various name options, as well as plaques recognizing the Strong family and the other major donors to the project, as well as the building committee, architect, and construction firms. Discussion included the possibility of a sign at the driveway to be provided at a later date by the Library Board of Directors/Friends of the Library.

**New Business:** Chair G. Mitchell requested information on the proposed moving dates/opening of the new library. D. Higginson is working with town administration to get an estimated date of opening, most likely in early May based on the purchase date/turnaround needed for the furniture delivery.

**Audience of Citizens II:** none

**Motion** to adjourn by R. Farnum; seconded by J. Westgate at 7:55. All aye.

Respectfully submitted,

*Faith Williams*

Faith Williams, Acting Recording Secretary  
Minutes Subject to Approval

18 FEB -6 AM 10:46  
TOWN OF OXFORD, CT  
*Montagnio H. West*  
TOWN CLERK