

Library Planning and Building Committee

Special Meeting Minutes

March 2, 2018 – 5:30 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, Oxford Library

Consultants Present: B. Nesteriak, B&B Engineering; M. Tribe, Gisolfi Architects

Acting Recording Secretary: Faith Williams

Meeting Called to Order at 5:30 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 R. Farnum and seconded by J. Westgate to accept the minutes of Regular Meeting Feb. 5, 2018. All Aye; Motion passed.

Correspondence: Invoices from B&B Engineering, Montagno, Phoenix Propane, and Armed and Ready were presented to the committee. Consulting Engineer Tiejien provided a punch list; a commissioning proposal was submitted by Kohler Ronan, LLC; and drawing for library sign was provided.

Engineering Update: B. Nesteriak reported to the committee the project is starting to wrap up. Lights are at the building, but not yet installed. Some tiles have been replaced; trim around the fireplace is still incomplete. The craft room floor seems to be okay after additional work. G. Gramolini, Building Inspector, has punch list; Fire Marshal had some requirements that necessitated change orders. B. Nesteriak noted that any future improvements to the backyard would require a sidewalk per the Fire Marshal.

Architect Update: M. Tribe reported their punch list is being addressed, the painting especially; mechanical/electrician will come after the lights are installed. The roofing seems okay; the siding still needs some work. Ronan has a punch list on the site work that will need to be addressed after the winter weather is done. Systems are running, but the AC will be checked in the spring. M. Tribe provided the committee with a list of change order requests from the contractor, which included information on which ones were accepted or denied; whether the change could be considered an owner, unforeseen, or design issue, noting that overall less than 1% could be listed as design issue, which is much lower than the 3% they would expect. Discussion ensued on payment of invoices. Currently invoices 18,19, 20 have been held by the committee, based on Montagno claim, fireplace framing issue, and impending date of completion.

Construction Update: Change request orders were provided: library sign, concrete walk as required by AHJ, emergency lights as required by AHJ, power in mechanical room and craft area (phone/data, security, projector/screen), door closer change-outs, and basement floor finish. **Motion** to approve change request orders was made by J. Westgate, seconded by R. Farnum. All aye; motion passed. Chair G. Mitchell informed the committee the sign layout/wording was approved by the BOS and there will be a plaque in the foyer as

proposed by the building committee. The interior sign list was provided by D. Higginson/library staff; R. Farnum will explore option in addition to the estimate by Signworks as provided by architects.

Budget: Motion to approve B&B Engineering Invoices 2100 for \$940.50, 2127 for \$577.13, 2160 for \$1090.13; Gisolfi invoice 18 for \$7840.63 and 19 for 11679.90; and Montagno invoice 13 dated 01/31/18 for \$147,381.10 was made by J. Westgate; seconded by J. Nicolari. All aye; motion passed. **Motion** to approve Armed and Ready invoice 100168831 dated 01/22/18 for \$6,730.00 was made by J. Westgate; seconded by J. Nicolari. All aye; motion passed. Invoices from Phoenix Propane (35635 dated 12/5/17 \$133.51 and 26383 dated 12/1/17 \$769.00) will be forwarded to Montagno for payment.

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

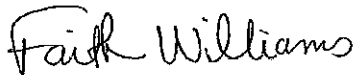
Old Business: Moving estimate from WB Mason is over 10K; will need to go to bid. The previous estimate from Joyce Moving had been 14K. D. Higginson will create statement of work to get the bid process started. The furniture order should be placed on Monday 3/5/18 but the shelving is not yet ordered as minor changes are being addressed. For building maintenance issues, the contractor will provide a full owner's manual book but it is still recommended to have a town employee review the systems and operating procedures.

New Business: The town wants a commissioning completed and provided two recommended firms. The proposal from Kohler Ronan, LLC came in at \$7900.00; the scope of work satisfied Building Inspector G. Gramolini. **Motion** to approve proposal was made by J. Westgate; seconded by R. Farnum. All aye; motion passed. Items still to be addressed: window tint, interior signs, computer switches/router. Chair G. Mitchell will contact Biblomat on computer specs; R. Farnum and J. Nicolari will investigate interior signage. D. Higginson informed the committee the craft room furniture is on order and wanted direction on delivery dates; it was recommended it be delivered at the same as the WB Mason furniture order. Next committee meeting is tentatively scheduled for Wednesday March 21 at 6:30.

Audience of Citizens II: none

Motion to adjourn by F. Williams; seconded by J. Westgate at 6:33. All aye.

Respectfully submitted,



Faith Williams, Acting Recording Secretary
Minutes Subject to Approval

18 MAR -5 PM 1:39
TOWN OF OXFORD, CT
TOWN CLERK
Christina A. West