

Library Planning and Building Committee

Regular Meeting Minutes

April 2, 2018 – 7:00 PM

Oxford Library, Great Oak Road

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 & P. Montero, Gisolfi Architects

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: Boy Scout AJ Corcino from Troop 28 in Shelton spoke to the committee about a proposal for his Eagle Scout project (see copy on file at Town Clerk's office). His plans for a sign with the library name and logo include a small bit of landscaping underneath; his target date to start would be May 1, with completion by mid-June.

Acceptance of Minutes: Motion was made by R. Farnum and seconded by J. Westgate to accept the minutes of Special Meeting March 2, 2018. All Aye; Motion passed.

Correspondence: Invoices from B&B Engineering, Phoenix Propane, STL, Heritage Water, Eversource, and Gisolfi Architects were presented to the committee. Other correspondence included a certificate of liability, contract status survey, memo from selectman's office regarding mechanical systems commissioning contract award, and B&B Engineering memo on utility maintenance inspection.

Engineering Update: B. Nesteriak reported to the committee the project is basically complete. The CO has been issued to the town. There are small items to complete, including some tile work around the fireplace and cleanup items. He provided the committee with a report on his utility maintenance inspection (copy on file at Town Clerk's office) and noted manuals will be provided on the various systems for the appointed town employee in charge of these items. Final landscaping will take place in a few weeks when the weather breaks. Chair G. Mitchell noted the 50K bond from Inland/Wetlands was released.

Architect Update: M. Tribe has a closeout procedure list for the contractor before any final funds are disbursed and the project officially closes. This would include any release of liens. Other items awaiting completion included small issues, some of which are weather-dependent – such as the siding needing warmer days to complete work.

Construction Update: M. Tribe provided the committee with the draft of Montagno invoice for Feb. 2018 work, dated 4/2/18, as well as change orders 19R1 for \$8494.00 for additional framing at fireplace; change order 24 for \$5620.00 for fireblock insulation; and change order 25 for 168.00 for restroom signs and installation. **Motion** to approve change orders by R. Farnum; seconded J. Nicolari. All aye; motion passed.

Budget: Discussion ensued on furniture order. Delivery timing and final total was discussed, as well as the installation timeframe of two weeks. Shelving delivery is expected in June; when accounting for installation time, a July opening could be expected. J. Westgate provided updated budget worksheet (on file at Town Clerk's office); based on change orders and items discussed at the meeting, all funds will be spent on the project, with a small overrun possible.

Motion to approve B&B Engineering Invoice 2191 for \$1774.13; Gisolfi invoice 20 for \$5286.23 and 21 for 7893.76; and STI invoices 31641 for \$383.98 and 31759 for \$743.98 was made by J. Westgate; seconded by R. Farnum. All aye; motion passed. Invoices from Phoenix Propane (inv. 36278 dated 1/12/18 \$1066.27; inv. 36821 dated 2/14/18 \$1253.98; inv. 20576 dated 3/19/18 \$1136.38), Heritage Water (service 12/18/17 through 3/19/18 \$50.58), and Eversource (statement 2/28/18 \$452.87) will be forwarded to Montagno for payment. Motion to approve Montagno draft invoice for Feb. 2018 work dated 4/2/18 for \$109,781.47 was made by J. Westgate; seconded by R. Farnum.

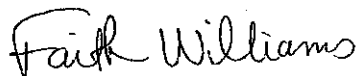
Old Business: R. Farnum provided committee with quote from MAVCO Audio Visuals to move the existing library projector to the craft room (copy on file at Town Clerk's office). Discussion ensued; action tabled until next meeting to get more quotes. J. Nicolari provided committee with quotes and information from Colorgraphics and Signcraft for interior/exterior signage. After discussion and review of specs/sizing, a revised quote is needed to better reflect the actual needs to fit the space. Discussion ensued on the proposed Eagle Scout project, with concerns over longevity of the proposed sign materials. Chair G. Mitchell had recently inquired with Montagno on the issue; their recommendation was to match the other signage in town. Other discussion points included using the current library logo and lettering format; possibility of a composite material for durability. Action tabled until next meeting. Inquiries are being made on the cost/feasibility of bathroom window tinting; computer costs will need to be addressed separately, possibly as a grant or other source of funding. D. Higginson provided committee with draft of Bid Spec for Moving Company; attempts to review with J. Hilva to firm up what needs to be included for town protection have not been successful during the budget season. She will continue to follow up with him to review the draft and advise as necessary.

New Business: Bond releases were addressed during the architectural update. Furniture delivery plan was discussed during the budget update, as well as anticipated move-in/opening date. After discussion, it was decided to email J. Hilva in regards to the Certificate of Liability and the Contract Status Survey for further clarification on the committee's response to those items.

Audience of Citizens II: none

Motion to adjourn by J. Westgate; seconded by J. Nicolari at 8:40. All aye.

Respectfully submitted,



Faith Williams, Acting Recording Secretary
Minutes Subject to Approval

18 APR -4 PM 1:35
TOWN OF OXFORD, CT
TOWN CLERK
Shirley A. West