

## **Library Planning and Building Committee**

### **Regular Meeting Minutes**

**May 7, 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; K. O'Brien, Library Bd. 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:** K. O'Brien inquired on the timeline for opening as quoted by G. Temple; Chair G. Mitchell advised that would be a topic of discussion.

**Acceptance of Minutes:** Motion was made by R. Farnum and seconded by J. Nicolari to accept the minutes of Regular Meeting April 2, 2018. All Aye; Motion passed.

**Correspondence:** Invoices from B&B Engineering, Montagno Construction, Kohler Ronan (commissioning invoice + report); bids from Signcraft and Secure Environments; memo from First Selectman's office regarding Montagno claim. Montagno also requested the 50K bond on landscaping/erosion control be released; discussion included but was not limited to the current landscaping and what still needed to be completed; approval from Inlands & Wetlands before release is approved.

**Engineering Update:** B. Nesteriak reported to the committee on the walk-through with the commissioning engineer. Some items are still open as related to weather conditions (AC is based on weather conditions, for example) and access to the attic space. Preliminary report provided to committee (on file in Town Clerk's office).

**Architect Update:** No report

**Construction Update:** No report

**Budget:** J. Westgate provided updated budget worksheet (on file at Town Clerk's office). Bills expected before project is complete includes: commissioning invoice, AV move (bid received), actual moving costs, interior signage, road signs. Chair G. Mitchell inquired on status of computer purchase; D. Higginson updated the committee on efforts for grants, including the Oxford Community Fund.

**Motion** to approve B&B Engineering Invoice 2219 for \$641.25 and Montagno Invoice 15 dated 03/31/18 for \$102823.20 was made by J. Westgate; seconded by R. Farnum. All aye; motion passed. Montagno Invoice 14 dated 2/28/18 had been approved at previous meeting as a draft; after verifying the amount and signatures, invoice will be passed to Town Hall for payment

**Old Business:** J. Nicolari provided committee with bid for \$920 and information from Signcraft for interior signage. After discussion, including but not limited to installation, **motion** to approve bid was made by R. Farnum; seconded by J. Nicolari. All aye; motion passed.

R. Farnum reported that his request for bids for road signage had not yet been replied to. Chair G. Mitchell provided committee with sample signs from other towns/libraries. Discussion ensued on best materials, library logo, wording. Also discussed was the proposed plaques, for both the Strong family and Committee/Town Selectmen. G. Temple made request for a dedication plaque on behalf of Board of Education member Melissa Cole; after discussion, the committee will recommend a different venue to honor her memory.

**Motion** to approve bid from Secure Environments for AV system relocation at \$1700.00 was made by R. Farnum; seconded by J. Nicolari. All aye; motion passed.

Moving date: discussion focused on the dates of expected delivery of the bookshelves, currently due the week of June 15. Based on that date, earliest date to move could be expected as June 20. The library would most likely shut down for a week to make the transition. Target dates: a soft opening on June 30 with a ribbon-cutting/grand opening on July 7.

**New Business:** none

**Audience of Citizens II:** none

**Motion** to adjourn by R. Farnum; seconded by J. Nicolari at 8:05. All aye.

Respectfully submitted,



Faith Williams, Acting Recording Secretary  
Minutes Subject to Approval

18 MAY - 8 PM 12:12  
TOWN OF OXFORD, CT  
G. Temple  
TOWN CLERK