

## **Library Planning and Building Committee**

### **Regular Meeting Minutes**

**Nov. 5, 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:** Robbi Costigan - Oxford Library

**Consultants Present:** NA

**Acting Recording Secretary:** Faith Williams

**Meeting Called to Order** at 7:00 PM at Oxford Library 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. Nicolari to accept the minutes of Regular Meeting Sept. 10, 2018. All Aye; Motion passed.

**Correspondence:** per email with Chair G. Mitchell, Montagno is working with the subcontractor for the AC technical report; also in process of gathering the manuals for systems; waiting for the confirmation the commissioning is complete. Proofs for the plaques were received; invoices from Write Way Sign and WB Mason; open punch list items as provided by R. Costigan.

**Engineering Update:** B. Nesteriak was unable to attend but advised Chair G. Mitchell all was complete on his end. Discussion ensued on the need for the library staff/maintenance crew to review video of systems.

**Architect Update:** Related to systems review, the architects are collecting the final data pack, which includes system manuals and instructions.

**Construction Update:** as per R. Costigan, punch list items remain open. Chair G. Mitchell suggested a call directly to Joe Montagno would hurry that work along. The bond will not be released until the list is completed and full commissioning report is satisfied.

**Budget:** J. Westgate provided budget update, noting several invoices are incoming, including but not limited to commissioning balance due, signage and plaques.

**Motion** to approve Write Way Signs & Designs invoice 29112 dated 9/14/18 for \$680; WB Mason invoice I53956326 dated 4/6/18 for \$6849.00; and WB Mason invoice I57478115 dated 8/3/18 for \$2694.00 was made by J. Westgate; seconded by R. Farnum. All aye; motion passed.

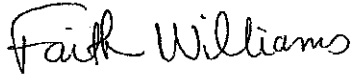
**Old Business:** R. Costigan advised the committee the library has started its Saturday hours. Over 300 new library cards have been issued since the opening and they have been able to have more programs.

**New Business:** Chair G. Mitchell advised the committee that if the punch list items are completed by the next regular meeting in December, that would most likely be the last meeting of the committee. If the final invoices are not ready and/or punch list items not completed, the committee will meet by special meeting to take care of these last items. Once complete, a letter will be forwarded to the Board of Selectmen, advising that the charge has been completed and the committee is ready to be disbanded.

**Audience of Citizens II:** none

**Motion** to adjourn by J. Nicolari; seconded by R. Farnum at 7:23. All aye.

Respectfully submitted,



Faith Williams, Acting Recording Secretary  
Minutes Subject to Approval

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TOWN OF OXFORD, CT  
Faith Williams  
FOR OVER