

**Library Planning and Building Committee  
Special Meeting Minutes  
March 14, 2016 – 7:00 PM  
Oxford Town Hall**

**Members Present:** Chair George Mitchell, Robert Farnum, Jim Nicolari, Jim Westgate

**Members Absent:** Alcyne Lyon, Barry Schiff

**Alternates Present:**

**Alternates Absent:** David McKane, Dawn Zdru

**Board Liaisons Present:** Dawn Higginson; Selectman J. Haney (*arrived 7:30 pm*)

**Consultants Present:** Bryan Nesteriak, Town Engineer; Michael Tribe, Peter Gisolfi Associates

**Recording Secretary:** Faith Williams

**Meeting Called to Order** at 7:00 PM at Oxford Town Hall by G. Mitchell, followed by roll call.

**Audience of Citizens I:** none

**Acceptance of Minutes:** **Motion** to approve minutes Feb. 29, 2016 Special meeting made by J. Nicolari; seconded by R. Farnum. All aye; motion approved.

**Correspondence:** none

**Library Director Report:** none

**Engineering Update:** Bryan Nesteriak has continued to work with architect firm since last meeting.

**Architectural Update:** Michael Tribe updated the committee on the updated layout for both exterior and interior designs. Elements discussed included but not limited to: overflow parking area and access to that area; building configuration change – moved large meeting room to allow for independent use of room; grading to allow exits at level areas; planned areas for stairs and elevator if basement option is approved; review of proposed offices/bathrooms/enclosed rooms, including Book Return and Maker Space. Architect firm will adjust per committee's input as provided at meeting; hopes to have any other internal design changes complete in a few weeks so design development can be completed by end of April. Architect will meet with structural systems manufacturer to review costs and options. Once final site plan and egress plans are complete, B&B Engineering will be able to continue work/finalize plans for town approvals.

**Budget:**

**Invoices:** Invoice from B&B Engineering (#1012 dated 3/9/16) was presented to committee for \$2060.00.

**Budget Review:** the Board of Finance is currently preparing town budget; after that is complete, they will be ready for an update from committee.

**Old Business:** none

**New Business:** none

**Audience of Citizens II:** none

7:57 pm R. Farnum motioned to adjourn; J. Westgate seconded. All Aye.

Respectfully submitted,

*Faith Williams*

Faith Williams, Recording Secretary  
Minutes Subject to Approval

16 MAR 15 PM 12:38  
TOWN OF OXFORD, CT  
*Margaret A. West*  
TOWN CLERK