

## **Library Planning and Building Committee**

### **Special Meeting Minutes**

**Dec. 11, 2019 – 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:** 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. Westgate to accept the minutes of Special Meeting June 10, 2019. All Aye; Motion passed.

**Correspondence:** Invoices from Montagno Construction and Kohler Ronan; draft letter to Board of Selectmen; M. Strong fund spreadsheet

**Engineering Update:** The commissioning report punch list items have been completed.

**Architect Update:** NA

**Construction Update:** NA

**Budget:** J. Westgate provided budget update. After approval of last invoices, spreadsheet will be updated and send to Chair G. Mitchell to include in the Board of Selectmen letter.

**Motion** to approve Kohler Ronan LLC invoice 18048.1-1 dated 10/31/19 for \$1500.00 and Montagno Construction invoice 4695 dated 10/3/19 for \$4021.00 and invoice 18 dated 12/8/18 for \$99,995.55 was made by J. Westgate; seconded by R. Farnum. All aye; motion passed.

**Old Business:** NA

**New Business:** R. Costigan provided the committee (prior to the meeting) with spreadsheet and invoices/receipts for the M. Strong Funds as approved at the June 10, 2019 meeting. There is a balance of \$6,861.46 left from the original \$14,692.26, and she is requesting all the funds be held for use in landscaping (trees, shrubs, soil, labor, etc.) the library property. **Motion** to approve expenditure of an amount not to exceed \$6,861.46 for landscaping was made by F. Williams; seconded by R. Farnum. All aye; motion passed.

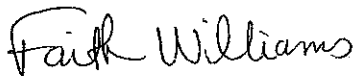
Chair G. Mitchell presented the committee with a packet for review prior to delivery to the Board of Selectmen at their next meeting (Wed. Dec. 18, 2019). Packet content included a 2-page letter describing the completion

of the library project and completion of the charge to plan and build the new town library, as well as supplemental information on the Architect Certification of Conformance, Kohler Ronan Commissioning Engineer Final Report, Montagno Construction Certification of Conformance, Montagno Subcontractors Certification and Release of Financial Liens. An additional attachment of the final budget numbers will also be added to the report. **Motion** to present the letter and information to the Board of Selectmen in order to request release from the charge of planning and building the new town library was made by R. Farnum; seconded by J. Westgate. All aye; motion passed.

**Audience of Citizens II:** none

**Motion** to adjourn by J. Nicolari; seconded by R. Farnum at 7:20. All aye.

Respectfully submitted,



Faith Williams, Acting Recording Secretary

19 DEC 12 AM 10:12  
TOWN OF OXFORD, CT  
*Montagno & West*  
TOWN CLERK