

Library Planning and Building Committee

Regular Meeting Minutes

Oct. 3, 2016 – 7:00 PM

Oxford Town Hall

Members Present: Chair George Mitchell, Robert Farnum, Jim Nicolari, Jim Westgate (7:13 pm), Alcyne Lyon, Barry Schiff

Members Absent:

Alternates Present: none

Alternates Absent: David McKane, Dawn Zdru

Board Liaisons Present: Dawn Higginson

Consultants Present: Michael Tribe, Peter Gisolfi Associates; Thomas Slekis, B&B Engineering

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 of Regular Meeting July 11, 2016 was made by R. Farnum; seconded by J. Nicolari. All Aye; motion passed. **Motion** to approve minutes of Special Meeting July 25, 2016 was made by R. Farnum; seconded by J. Nicolari. All Aye; motion passed. **Motion** to approve minutes of Special Meeting August 29, 2016 was made by R. Farnum; seconded by J. Nicolari. Aye: George Mitchell, Robert Farnum, Jim Nicolari, Barry Schiff. Abstain: Alcyne Lyon. Motion passed.

Engineering and Architectural Review: T. Slekis from B&B Engineering inquired on a few details for clarification; M. Tribe from Gisolfi gave answers on parking lot and rock removal questions. M. Tribe advised the committee the Dropbox documents continued to be updated as needed. The three categories of questions included: clarifications (needing help finding something); duplication/language of the specification; mistakes (drawings vs. written bid). At the walkthrough, questions were encouraged to help interested bidders. Addendum One had been completed based on those questions; Addendum Two is expected to be completed by Friday, Oct. 7, 2016. The current scheduled bid opening of Oct. 14, 2016 was discussed; new date of Friday Oct. 21, 2016 at 2 pm was proposed. Discussion on bid form, question cut-off dates, and committee members attending bid opening ensued. **Motion** to approve new dates by R. Farnum; seconded by J. Westgate; all aye. The selection criteria was discussed, including but not limited to the need for a matrix for evaluation, to be able to send the top three choices to the Board of Selectmen. Matrix was created (document on file at Town Clerk's office) and approved.

Budget: invoices submitted for approval:

B&B Engineering: invoice 1148 dated 9/7/16 \$2670.00 – **motion** to approve by R. Farnum; seconded by B. Schiff. All Aye; motion passed.

Peter Gisolfi Associates: invoice 6 dated 9/14/16 \$26906.10 – **motion** to approve by B. Schiff; seconded by R. Farnum. All Aye; motion passed.

Hartford Courant: invoice 2905935 billing period 09/12/16 thru 09/18/16 \$4367.68 – **motion** to approve R. Farnum; seconded by J. Westgate. All Aye; motion passed.

Audience of Citizens II: none

Next meeting dates: Friday, Oct. 21 at 2 pm – bid opening; Special Meeting Oct. 27 at 6:30 pm – bid review;
Regular Meeting Nov. 7 at 7 pm

Motion to adjourn by R. Farnum; seconded by J. Nicolari at 8:36. All aye.

Respectfully submitted,

Faith Williams

Faith Williams, Recording Secretary
Minutes Subject to Approval

16 OCT -5 AM 10:58
TOWN OF OXFORD, CT
Margaret A. West
TOWN CLERK