

**Library Planning and Building Committee
Regular Meeting Minutes
Monday Nov. 5, 2012 - 7:00 PM
Oxford Town Hall**

Members Present: Chair George Mitchell, Robert Farnum, Alcyne Lyon, Jim Nicolari, Jim Westgate
Members Absent: Leslie Alexander, Barry Schiff

Alternates Present:

Alternates Absent: David McKane, Dawn Zdru

Board Liaisons Present: Dawn Higginson, Oxford Library

Consultants Present: Eric Swift – Nafis & Young Civil/Environmental Engineering & Surveying

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: none

Acceptance of Minutes:

R. Farnum motioned to approve minutes of Oct. 25, 2012 meeting; seconded by J. Westgate. Aye: B. Farnum, G. Mitchell, A. Lyon, J. Westgate. Abstain: J. Nicolari. Motion passed.

Board of Finance/Board of Selectman Meeting Review:

Per Board of Selectmen, Nafis & Young provided quote for conceptual work at proposed site.

Engineering Site SOW:

Eric Swift, Nafis & Young presented committee with quote for conceptual development plan for the construction of the library in the amount of \$4,200. Working with existing mapping as available to prepare the conceptual development plan, Nafis & Young will develop a plan for the building location, parking and interior driveways, access and egress drives, general grading requirements, available utilities, conceptual drainage and detention pond location, identify area for septic and estimate demand requirements, and supervise soil test pits and perform percolation testing in the preferred location. The Town of Oxford would be responsible for providing the services of a soil scientist and necessary equipment for soil testing. Mr. Swift indicated work could proceed as soon as approved by committee.

MOTION: B. Farnum motioned the committee forward a request of \$4200 to the Board of Selectmen to authorize work by Nafis & Young as outlined by Mr. Swift; J. Nicolari seconded. All aye; motion carried.

Design Options:

Michael Tribe, partner at Peter Gisolfi Associates, discussed design options with the committee, including but not limited to: methods for funding and grant availability; options for phasing the building plan, including full build with empty space to be addressed over time or creating master plan to build on current available funds while planning future expansion. He will provide list of libraries in the 8-10K sq ft range to provide an idea of the space and its possible usage/layout.

Budget:

Chair G. Mitchell will forward request of \$4200 for Nafis & Young work to Board of Selectmen as approved.

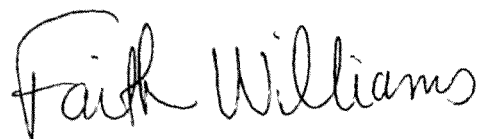
Audience of Citizens II:

Rita Lapetti noted that Newtown's book sales generated \$100k and the space needed to prepare and work on the sale was best suited to the basement for storage and setup activities.

Ed Gawitt phoned in comment to Chair G. Mitchell on the use of the fundraising bricks to be incorporated into the space, as well as the possibility of a donor wall for those who donated large sums.

7:33 pm J. Westgate motioned to adjourn; J. Nicolari seconded. All Aye.

Respectfully submitted,

A handwritten signature in black ink that reads "Faith Williams". The script is cursive and fluid.

Faith Williams, Recording Secretary
Minutes Subject to Approval

2 NOV -7 AM 11:06
TO: J. Westgate
FROM: J. Westgate
RE: J. Westgate
TO: J. Westgate