

**Library Planning and Building Committee**  
**Regular Meeting Minutes**  
**Monday August 5, 2013 – 7:00 PM**  
**Oxford Town Hall**

**Members Present:** Chair George Mitchell, Robert Farnum, Alcyne Lyon (7:10), 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:** Michael Tribe & Sandra Mintzes, Peter Gisolfi Associates

**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:** motion to approve minutes of Special Meeting July 29, 2013 was made by R. Farnum, seconded by J. Westgate. All Aye. Motion carried.

**Architect Update:** Architect M. Tribe presented worksheet on present holdings, capacity based on Building Program, and capacity based on Schematic Plans. The Building Program figures are based on the state grant information on population, etc.; the Schematic Plan figures are based on the current preliminary layout. Meeting with D. Higginson, Gisolfi Associates and Tom Newman (State Division of Library Development) is scheduled for August 8, 2013 to review worksheet and state grant application. M. Tribe presented Alternate 2 dated August 5, 2013 to committee. Discussion included parking regulations based on occupancy, staffing expectations, changes made based on previous recommendations from committee,

additions of exit doors in lower level, fire suppression requirements, skylights and cleaning/maintenance issues, and carpeted and tiled areas. The drawings should be ready to send to the estimator in a few weeks; the structural engineer and mechanical engineer are starting their work. Committee requested a cost estimate summary sheet, projected operating costs, and information on options available (geothermal heat, for example).

**Motion** to approve Alternate 2 dated August 5, 2013 for developing construction estimate was made by R. Farnum, seconded by J. Nicolari. All Aye; Motion passed.

**Budget:** J. Westgate will update previous worksheet with available data on operational hours, staffing expectations, and utilities.

**Old Business:** Chair G. Mitchell reviewed timeline as provided by Jim Hilva for April 22, 2013 LPBC meeting in order to present to Board of Finance and Board of Selectmen to get approval to bring forward to the town. Committee will endeavor to meet with Board of Finance to solicit their questions/input on the project and be able to give full presentation to Board of Finance and Board of Selectmen at Special Joint Meeting.

**New Business:** Committee will meet August 19, 2013.

**Audience of Citizens II: none**

8:10 pm J. Nicolari motioned to adjourn; R. Farnum seconded. All Aye.

Respectfully submitted,



Faith Williams, Recording Secretary  
Minutes Subject to Approval

13 AUG -7 PM 1:29  
TOWN OF OXFORD, CT  
J. Nicolari  
TOWN CLERK