

**Library Planning and Building Committee
Special Meeting Minutes
Monday Jan. 7, 2013 - 7:00 PM
Oxford Town Hall**

Members Present: Chair George Mitchell, Leslie Alexander, Robert Farnum, Jim Nicolari (7:05), Jim Westgate
Members Absent: Alcyne Lyon, 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 (7:25); 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:

L. Alexander motioned to approve minutes of Dec. 3, 2012 meeting; seconded by J. Westgate. All Aye. Motion passed.

Board of Finance/Board of Selectman Meeting Review:

Chair G. Mitchell informed the committee the Soil Resource Consultants invoice proposal for \$810 had been approved by the Board of Selectmen.

Engineering Site SOW:

Eric Swift, Nafis & Young provided via email copy of preliminary site map, noting test pits, proposed septic and parking areas.

Design Options:

Sandy Mintzes, Peter Gisolfi Associates, provided the committee with revised quote based on smaller square footage. The Phase I proposed fee of \$29,000 for Pre-Referendum Design includes: site analysis (beyond Nafis & Young preliminary site work); program of space requirements (including future expansion possibilities and overall flexibility); alternatives (options in siting to make preferred plan); preferred plan; and schematic design documents and cost estimate. Models would incur additional fees. The deliverables to the committee would include site plan, floor plan, elevations, and cost estimate. Discussion ensued on recurring/operation costs, comparison costs (one material over another and impact on operation costs/construction costs), and using virtual models for referendum information.

Eric Swift added information from preliminary Nafis & Young site plan, discussing septic location, updating committee on expected completion of soil scientist report, possibility of expansion accounted for in site plan, working with Peter Gisolfi Associates to fine tune site plans.

Motion to submit request to Board of Selectmen for \$29,000 for Peter Gisolfi Associates to implement Phase One Pre-referendum Design plans was made by R. Farnum; seconded by J. Nicolari. All Aye; motion passed.

J. Nicolari brought to the committee's attention the possibility of crosswalk issues as the library will be across from a school. Safety issues made need to be addressed in the site plan.

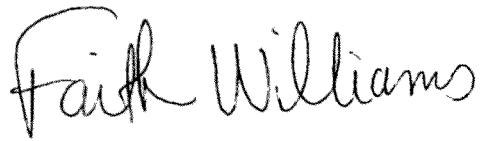
Budget: NA

Audience of Citizens II:

Dorothy DeBisschop suggested any fiscal impact statement should be based on current operating hours and staff to keep an "apples-to-apples" comparison.

7:47 pm J. Westgate motioned to adjourn; R. Farnum seconded. All Aye.

Respectfully submitted,

A handwritten signature in cursive script that reads "Faith Williams".

Faith Williams, Recording Secretary
Minutes Subject to Approval

13 JAN -8 PM 3:31
TOWN OF OXFORD, CT
Margaret A. West
TOWN CLERK