## Library Planning and Building Committee Special Meeting Minutes Thursday Oct. 25, 2012 - 7:00 PM Oxford Town Hall

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

Members Absent: Jim Nicolari

Alternates Present:

Alternates Absent: David McKane, Dawn Zdru

Board Liaisons Present: Dawn Higginson, Oxford Library

Consultants Present: Jim Galligan, 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:

Dorothy DeBisschop, 234 Chestnut Tree Hill Road, was happy to see progress on the project.

Len Alexander, 25 Reality Road, echoed D. DeBisschop's comment.

#### Acceptance of Minutes:

J. Westgate motioned to approve minutes of Aug. 6, 2012 meeting; seconded by B. Schiff. All in favor; motion passed.

B. Schiff motioned to approve minutes of Sept. 18, 2012 Special Meeting; seconded by L. Alexander. Aye: L. Alexander, B. Farnum, G. Mitchell, B. Schiff, J. Westgate. Abstain: A. Lyon. Motion passed.

# Board of Finance/Board of Selectman Meeting Review:

Selectman J. Haney reviewed his alternate plan as discussed at Sept. 18, 2012 Special/Joint Meeting. Discussion included but was not limited to: use of town engineers Nafis & Young to create prints, making the building affordable and functional for town, use of Oxford's Long Range Plan in developing specifications, state grant availability, and working with architect to stay within target budget.

### **Design Options:**

Discussion points included review of L or U shaped buildings, square footage totals and impacts on building costs, layout of library stacks/meeting rooms/program rooms, difference between spending more funds up front for maintenance-free/less maintenance materials or keeping construction costs lower, and importance of controlling specifications to keep costs in check.

## Budget:

Funds approved in Sept. 2012 by Board of Selectman and Board of Finance to start tests to determine viability of proposed site. Chair G. Mitchell discussed possible referendum dates; First Selectman G. Temple suggested May 2013.

#### **Engineering Site SOW:**

Jim Galligan and Eric Swift, Nafis & Young Civil/Environmental Engineering & Surveying, discussed the proposed scope of work, including reviewing terrain, soil conditions, test pits with Public Works Department, septic, ledge, parking needs, drainage, water (public/well) and will provide a concept plan to give committee an idea of what is possible and expansion opportunities available. Discussion included blasting issues, possibility of using slab on grade if unable to use basement/lower level design, and importance of architect in working with what the site can accommodate.

#### Audience of Citizens II:

- L. Alexander, 25 Reality Road: please continue to do a great job.
- D. DeBisschop, 234 Chestnut Tree Hill Rd: review with architect the need to expand in the future, so we can grow into our Long Range Plan goals.
- D. Higginson, Town Library Liaison: Library Board has discussed hiring a consultant to reevaluate the Long Term Plan.
- B. Schiff motioned to move to executive session at 8:12 to discuss personnel matter; L. Alexander seconded.

At 8:16, B. Schiff motioned to resume public session; L. Alexander seconded.

8:17 pm L. Alexander motioned to adjourn; B. Schiff seconded. All Aye.

Respectfully submitted,

Faith Williams, Recording Secretary Minutes Subject to Approval