

**Library Planning and Building Committee
Special Meeting Minutes
Monday Sept. 4, 2013 – 7:00 PM
Oxford Town Hall**

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

Members Absent: Barry Schiff

Alternates Present:

Alternates Absent: David McKane, Dawn Zdru

Consultants Present: Michael Tribe & Patricia Montero, 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 August 19, 2013 was made by L. Alexander, seconded by J. Nicolari. All Aye; Motion carried.

Architect Update: Architect M. Tribe presented conceptual design budget draft for committee review (copy on file at Town Clerk's office). He reviewed line items, identifying what was covered in each line. With construction and soft costs over budget, additional work will need to be done. M. Tribe indicated some of that work included fine-tuning and further identification of line items. Areas the committee suggested for review and possible reconfiguring of building included site work – trees, parking, sidewalks; overall height of building; reduction of windows on both floors; outside patio; and need for downstairs to be mostly functional, including multi-person lavatories and elevator. M. Tribe and P. Montero will

continue to work with estimators and design to achieve committee budget goal.

Budget: J. Westgate provided draft of Estimated Building Costs for financing costs and annual operating costs. Further discussion with architects will fill in some of the unknowns in the spreadsheet.

Old Business: Friends of the Library update included discussion on the intention of their previous fundraising and how that organization envisioned distributing those funds.

New Business: committee needs to reach out to public at informational meetings to educate townspeople on the project: its goals, available resources, determination of location, etc.

Audience of Citizens II: none

8:23 pm J. Nicolari motioned to adjourn; L. Alexander seconded. All Aye.

Respectfully submitted,



Faith Williams, Recording Secretary
Minutes Subject to Approval

13 SEP -6 PM 1:53
TOWN OF OXFORD, CT
Margaret A. West
TOWN CLERK