

**Library Planning and Building Committee
Special Meeting Minutes
Monday July 8, 2013 – 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: Patricia Montero, Peter Gisolfi Associates; Eric Swift, Nafis & Young

Town Officials Present: Grant Writer Kathleen O'Neill

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: Kathleen O'Neill reviewed some items required to apply for a 1M state grant. Discussion points included but were not limited to: LEED Silver certification requirement; no costs to submit grant; solar panels as alternate to qualify for additional state funds; building size requirements in relation to strategic, long-term study/needs; costs associated with increased size not totally offset by possible grant funds; August 30 deadline to apply for grant.

Acceptance of Minutes: motion to approve minutes of Special Meeting July 8, 2013 with changes to incorporate new paragraphs at each Town Official's comments was made by J. Westgate, seconded by J. Nicolari. Aye: A. Lyon, G. Mitchell, J. Nicolari, J. Westgate. Abstain: R. Farnum. Motion carried.

Architect Update: Architect P. Montero presented updated conceptual plans to committee. Changes included location of handicapped parking and

addition of pedestrian walkway. Update on the turnaround space for fire trucks is still in progress. A bubble diagram presented to the library staff allowed for feedback, and preliminary/conceptual furniture layout was presented to committee. Chair G. Mitchell noted staffing would need to be addressed to man new space.

Eric Swift, Nafis & Young, provided preliminary survey results, noting topography, distance from wetlands, and outcroppings were identified, as well as heritage trees. The boundaries need to be verified with P&Z; architect is working with P&Z and can start using survey to determine best location for proposed building.

Grant proposal was discussed further, including comments on support from Board of Selectman/Board of Finance; referendum impact; option to widen and lengthen the building to add more space to reach grant's requirement on addressing long-term/strategic plan; using current estimate of \$260/sf cost to add approx. 4,000 sf to current plan ($\$260 \times 4000 = 1.4M$) to guide architect in adding space.

Motion to accept preliminary survey results to be submitted to architect to finalize site plan was made by R. Farnum; seconded by J. Westgate. All Aye; motion passed.

Motion to accept preliminary Gisolfi floor plans of potential 10,000 sf library as presented as Alternate 1 was made by R. Farnum; seconded by J. Nicolari. All Aye; motion passed.

Motion to create Alternate 2, adding 4,000 sf of tangible add-ons to achieve better compliance with the 20-year plan and decrease gap in grant requirements was made by R. Farnum; seconded by J. Nicolari. All Aye; motion passed.

Budget: NA

Old Business: NA

New Business: NA

Audience of Citizens II:

Ed Gawitt, 60 Bowers Hill Road, inquired on donated brick location. Chair G. Mitchell responded that the patio was still in the design phase. Mr. Gawitt asked about space for plaques for large donors; Chair G. Mitchell welcomed any donations and assured there would be space for acknowledgment. Mr. Gawitt inquired on availability of costs for a specific room, i.e., the Oxford Room, in order to solicit funds from donors. Discussion ensued on fundraising duties, charge of the LPBC, Friends of the Library fundraising activities, and possibility of reaching out to Southbury to determine their methods of fundraising/assigning value to specific rooms.

8:30 pm J. Westgate motioned to adjourn; J. Nicolari seconded. All Aye.

Respectfully submitted,



Faith Williams, Recording Secretary
Minutes Subject to Approval

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TOWN OF OXFORD, CT
Margaret A. West
TOWN CLERK

Library Planning and Building Committee
Special Meeting Minutes
Monday June 17, 2013 – 4:30 PM
Oxford Town Hall

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

Members Absent: Robert Farnum, Barry Schiff

Alternates Present:

Alternates Absent: David McKane, Dawn Zdru

Board Liaisons Present: Dawn Higginson, Oxford Library

Consultants Present: Michael Tribe and Patricia Montero, Peter Gisolfi Associates; Eric Swift, Nafis & Young

Town Officials Present: Sgt. Dan Semosky, Fire Chief Scott Pelletier, Oxford Building Official Gordon Gramolini, Selectman Jeff Haney

Recording Secretary: Faith Williams

Meeting Called to Order at 4:30 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 Regular Meeting June 3, 2013 was made by J. Westgate, seconded by L. Alexander. All Aye; Motion carried.

Architect Update: Architect M. Tribe presented conceptual plans to town officials and committee members, explaining the process used to arrive at current working models of proposed library. Each town official provided independent feedback.

Sgt. Semosky's focus on security included comments on sidewalks, outside lighting, parking, handicapped access, video surveillance, fire and intruder alarms, lockable wings of building, line of sight landscaping, use of panic buttons and possible locations, expectation of parking issues at town functions (school functions, carnival, etc.). He offered to work with committee on investigating other libraries' approaches and methods of security and monitoring.

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Building Official Gramolini's focus on the plan included comments on parking, need for sprinklers, water source, backup generator, solar/geothermal possibilities, roof line, construction methods, egress issues.

Selectmen Haney offered insight into the differences between construction methods that impact the budget, noting that different methods may offer the same benefits at lower costs.

Fire Chief Pelletier focus on safety included comments on dry vs. wet sprinkler systems, impact on operating budget of either type of system, water pressure issues at location site, impact of possible future school on the same road, recommendation to ensure driving radius of ladder truck is addressed in driveway/parking area, snow removal issues, any area below grade requiring a walk-out access, storage options, fire and carbon monoxide alarms.

Budget: Eric Swift confirmed contract and indicated survey would start as soon as weather and conditions permitted.

Old Business: D. Higginson reported Oxford Days had a low attendance, but all feedback on the boards presented was positive. Architect M. Tribe provided copies of Analysis of Present and Future Areas and Design Objectives as used at Oxford Days for committee records.

New Business: Discussion of meeting dates. July 1 Regular meeting and July 15 Special meeting will be cancelled. July meeting dates will be July 8th and July 22nd.

Audience of Citizens II: None

6:05 pm L. Alexander motioned to adjourn; A. Lyon seconded. All Aye.

Respectfully submitted,



Faith Williams, Recording Secretary
Minutes Subject to Approval

Per
7/8/13
meeting
: new
paragra
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each
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