

**Library Planning and Building Committee
Special Meeting Minutes
April 7, 2016 – 7:00 PM
Oxford Town Hall**

Members Present: Chair George Mitchell, Robert Farnum, Jim Nicolari, Jim Westgate

Members Absent: Alcyne Lyon, Barry Schiff

Alternates Present:

Alternates Absent: David McKane, Dawn Zdru

Board Liaisons Present: Dawn Higginson

Consultants Present: Bryan Nesteriak, Town Engineer; Michael Tribe and Patricia Monteres, Peter Gisolfi Associates

Recording Secretary: Faith Williams

Meeting Called to Order at 7:00 PM at Oxford Town Hall by G. Mitchell, followed by roll call.

Audience of Citizens I: none

Acceptance of Minutes: **Motion** to approve minutes March 14, 2016 Special meeting made by R. Farnum; seconded by J. Nicolari. All aye; motion approved.

Correspondence: Gisolfi Architects provided brochure on recent project; copy on file in Town Clerk's office.

Library Director Report: none

Engineering Update: Bryan Nesteriak has continued to work with architect firm since last meeting.

Architectural Update: Michael Tribe updated the committee on the updated layout for both exterior and interior designs. Elements discussed included but not limited to: consideration of lowering building for ease of design/construction, test borings, changes to driveway and walking path, elevations, interior layout changes and pending changes for better flow and usage of space, HVAC/mechanical systems, window sizes and placement. Conversations have started with structural systems manufacturers. The committee discussed inviting town officials such as the fire department, police, and building department/land use offices to have Q&A on the proposed design before it is finalized for the estimate process. Also discussed was the need to address recycling/dumpster and how the current layout of staff stations allows for full view of space at any given time. **Motion** to approve the 50% design development plans as presented was made by R. Farnum and seconded by J. Nicolari. All aye; motion passed.

Proposed date of April 25 for a Special Meeting for the town officials. Chair G. Mitchell will confirm availability before meeting is posted. Discussion on the possibility of getting bid for

clearing and rough grading of the site was discussed. If the site was ready for construction at the end of the expected bid award date (first or second week of August 2016), a clear site would encourage immediate work on project. Gisolfi will create master schedule so committee can keep track of timeline and construction milestones.

Budget:

Invoices: none

Budget Review: none

Old Business: none

New Business: none

Audience of Citizens II: none

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

Respectfully submitted,

Faith Williams

Faith Williams, Recording Secretary
Minutes Subject to Approval

16 APR - 8 PM 1:52
TOWN OF OXFORD, CT
Margaret A. West
TOWN CLERK