

Minutes November 28, 2017

Demmer Library Design and Construction Committee

Committee Attendance: Tom Asbeck, Erica Brewster, Janet Dixon, Catherine Marshall, Rosie Obukowicz, Vicki Reuling, Mary Sowinski. Other attendees: Jody Andres, Hoffman architect.

Absent:

Vicki Reuling called the meeting to order at 1:32 p.m.

Report on agenda posting: Erica reported on the agenda posting in accordance with Wisconsin Open Meeting Law.

Agenda approval: Motion by Rosie, seconded by Janet to approve the agenda in any order. All ayes, motion carried.

Review and approval of minutes from November 21, 2017 meeting: Motion by Catherine, seconded by Janet to approve the November 21, 2017 minutes as submitted. All ayes, motion carried.

Town building update: The 2018 budget was approved at the November 21, 2017 meeting, which included the levy funding for the town building and the library.

Design development approval and budget constraints: Town chair Jeff Bruss signed off on the design development set on 11/27. For the benefit of those members that missed the last meeting, Vicki reviewed the DCC budget worksheet from the 11/21 meeting, with corrections to the estimated project budget.

Site design update:

- a. **Coordinate with town for site/storm water design:** Will begin meeting next week with Mach IV to start planning for the cooperative effort for site design. Will have another conference with the DCC to review information prior to next Plan Commission presentation.
- b. **Geotechnical boring update:** Erica reported that she spoke with Cody from PSI on 11/28 and he is scheduling the borings to be done Wednesday, 11/29.
- c. **Sanitary line replacement:** Based on the scoping results of the sanitary line, it will need to be replaced. It involves trenching across Huron Street, further than would have been needed to be done for the new water service. Vicki also brought up the town plan for road reconstruction and Huron Street is scheduled for summer of 2019. She will ask the town about the extent of that plan and whether that work (at least between West School and Gogebic streets) should be done in coordination with the library construction and parking.

- d. Zoning appeal Plan Commission review: Jon presented the overview of the setback zoning variance request that will be reviewed at the Plan Commission meeting on 11/28. If approved by the PC, it will be forwarded to the town board and then submitted to Oneida County Planning and Development.

Building design:

- a. Confirm pending DD comments: Reviewed items requiring follow-up on the DD review.
- Electrical plan: was not fully developed in the DD set. A fully developed plan will be sent next week, including floor boxes, approx. \$750 each, especially in the lower level where trenching will be required. For lower level, approach would be to bid those out as alternates; for upper level, work with interior design to decide where a pole could be used instead of a floor box. For the circulation desk, can run a conduit up through the floor and mount a box in the furniture.
 - Plumbing for makerspace: plumbing engineer estimates cost of running sanitary and connecting water fixtures at approximately \$2000.
 - Changes to historical society space: historical society would like to request reducing the enclosed storage (room 118) by half and keeping it entirely within the historical society area (room 117), and removing door 118. They also request accommodation of space in the planned storage rooms of 116 and 113. The library also is concerned about available storage in the lower level. Discussed moving the furnace currently planned for 113 into mechanical room 112.
 - Other works in progress: Erica will work with Jon to develop a scope for IT and security/CCTV. Janet and the interior design working group will work with Jon to review the fixtures for the bathroom. Erica has begun working with Jon on the door schedule and hardware. There will need to be some modification to the fire rated book drop room to separate the interior and exterior book drop – Erica and Janet will consider options and report to committee and Jon.
 - Additional stonework on exterior: Cost of additional stonework on external was discussed and Jody and Jon will develop options and cost comparisons for stamped concrete and/or other options.
- b. Interior concepts: Amy from Hoffman presented some design and color ideas for the major program spaces and major traffic circulation areas: the central entry corridor, the Northwoods room, local history room, maker space, children's area, bathrooms. Committee reviewed samples of counter tops, laminate for cabinetry, carpet samples, and specialty wall finishes. Amy will coordinate with the FF&E working group.
- c. FF&E working group: Janet – lead, working with Catherine, Vicki, and Lyn.

Review design schedule: Jon has updated the schedule to reflect brief delay. There will be one more DCC working meeting and then meeting for construction document signoff. This still keeps the project on time for opening bids in early/mid-February. Would need to request a special meeting of the Plan

Commission the week of December 18 for final approval of site design. Jon also suggested if the DCC is going to engage a local construction site supervisor, to have them on board for the Red Line review meeting.

Reclamation plan: Mary has identified a volunteer to help coordinate the reclamation effort. Volunteer would work with Erica to identify items left in building that would be available for claiming, create a process, and publicize the information. Jody clarified that most of the items would be available at the end of the project or as demo schedule. The sequence of construction is up to contractor. Jody can provide a list of items set for removal/demolition.

Logistics for library services during construction: The library board and Erica have secured use of space at the school and continue negotiating rental storefront space. Mary offered an in-kind option for a tractor trailer for space for extended furniture storage, but would require insurance coverage.

Construction management: Tom and Vicki will contact potential people for construction management services.

Memorandum of Understanding with Historical Society: Mary has set up a meeting with representatives with the historical society for 12/1. Results of that meeting will be distributed and presented to the DCC at their next meeting prior to being forwarded to the library board.

Public Comments: None.

Next Meeting: Wednesday, December 13, 3:30 PM at the Demmer Library. There being no further business, Tom made a motion to adjourn, seconded by Catherine. All ayes, motion carried. The meeting adjourned at 4:17 p.m.

Respectfully submitted: Erica Brewster