

## **Minutes March 20, 2018**

### **Demmer Library Design and Construction Committee**

Committee Attendance: Tom Asbeck, Erica Brewster, Janet Dixon, Catherine Marshall, Rosie Obukowicz (left at 9:25 AM), Mary Sowinski (arrived 8:35 AM), Vicki Reuling

Absent: None

Others: Tom Rulseh, representative, Three Lakes Historical Society

Vicki Reuling called the meeting to order at 8:30 a.m.

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

**Agenda approval:** Motion by Tom, seconded by Catherine to approve the agenda in any order. All ayes, motion carried.

**Review and approval of minutes from March 7, 2018 meeting:** Motion by Catherine, seconded by Tom to approve the March 7, 2018 minutes as presented. All ayes, motion carried.

**Review/approve contract with Greenfire:** The draft contract was e-mailed to members of the DCC over the weekend. Tom Asbeck reviewed the process by which the contract was developed: collaboration with Attorney Greg Harrold, then review by Hoffman and Greenfire with some back and forth (mostly about insurance), and finally Hoffman gave their approval for use of the copyrighted Concensus Doc. Review and discussion of contents and review of contract definitions and insurance, specifically allowances and builders insurance. The Town of Three Lakes has builders insurance and Greenfire will be listed as an additional insured.

Motion by Rosie, seconded by Catherine, to approve recommendation of contract with Greenfire Management, LLC., as presented. All ayes, motion carried.

Tom Asbeck shared the initial construction schedule. Start date (initial mobilization) would be 4/2/2018.

**Documents of financial viability (MOUs):** The intention of these documents is to demonstrate financial viability of the project and would be included as Exhibits in the contract. The Three Lakes Public Library Foundation approved their MOU at their meeting on 3/19/2018. The final copy will be signed within the week.

The historical society MOU still has a couple outstanding logistical payment process questions needing clarification before completing the MOU for approval.

**Building permit:** The building permit is needed by 4/2. The initial permit was sent to the county in 2017, and then was completed by Tom with the contractor information. Final permit should be sent to Sue Harris in the next week.

**Asbestos remediation:** Mary, Tom, and Erica pursued options for asbestos remediation and accepted a proposal from Mavo Systems Wisconsin, LLC, to complete the required work on 3/27-29/2018, ahead of mobilization of construction. Greenfire has requested the additional air test following remediation and Mavo

has added that to the proposal. Quick action was taken on the proposal in order to schedule prior to work and allow 2 weeks notice to DNR of work being done.

Testing was not done on the shingles of the roof. Tom will follow up with Greenfire on any concerns and required testing for shingles in roof.

**Moving and construction schedule:** Tom Asbeck shared the initial construction schedule. Start date (initial mobilization) would be 4/2/2018. Mary noted that there may be specific items that we need to discuss with the contractor for any additional items. Tom said that Greenfire will require any items that are to be saved be clearly marked. Discussion about items that may be useable after and timing, before, during, and after construction.

There may be a concern about the storm water plan tie-in with the town hall project, which may not be happening in 2018. If the timing gets too delayed, the library may need to do some redesign depending on final timing.

**Approve payment of construction/transition bills:** Motion by Janet, seconded by Mary, to approve payment of construction bills listed on the disbursement journal: bid advertising (Antigo Journal, Lakeland Times), and 1<sup>st</sup> installment of the Rhinelander Moving Company payment. All ayes, motion carried.

**Public Comments:** Tom Rulseh made the comment that the items that are included in the current and past disbursement journal does not include any construction (brick and mortar) costs.

**Next Meeting: Tuesday, April 10, 4:00 PM, meeting location TBD.** There being no further business, Tom made a motion to adjourn, seconded by Mary. All ayes, motion carried. The meeting adjourned at 9:50 a.m.

Respectfully submitted: Erica Brewster