

Minutes October 30, 2018

Edward U. Demmer Memorial Library

Special meeting of the Library Board of Trustees

Trustee Attendance: Ann Asbeck, Steve Garbowicz, Paul Kaiser, Catherine Marshall

Absent: Dianna Blicharz, Dan McKissack, Kathleen Olkowski

Other Attendees: Erica Brewster (director), Tom Asbeck (DCC), Vicki Reuling (DCC chair)

Paul Kaiser called the Library Board meeting to order at 4:30 p.m.

Agenda: Motion by Steve Garbowicz, seconded by Catherine Marshall, to approve the agenda in any order. All ayes, motion carried.

Discuss and approve Greenfire Management Services, LLC, Change Order for Extension of Contract Time due to existing conditions:

Greenfire has submitted a formal change order to amend the end date in the contract from 11/30/2018 to 12/21/2018. The change order has no cost increase to the Demmer project. Tom Asbeck summarized the design challenges that caused a significant unexpected delay to the project.

The DCC3 has been expressing concern about the schedule since meetings on 5/22 and 6/05. The DCC finally made a call to the president of Greenfire on 10/12, and the president and operations manager made an in-person visit on 10/18 and returned on 10/23. Until about two weeks ago they couldn't give a good estimate of the final completion date. The building was successfully closed in within the last 10 days which gave Greenfire the ability to estimate a final end date.

There is now evidence of more coordination on site including 8 AM Tuesday subcontractor meetings. Some subcontractors have been replaced/added in order to keep ahead of the work. Greenfire is now providing the project teams with a 3-week look-ahead of day-by-day activities on site. Steady progress has been made on site since 10/22.

The contract reads that the owner reserves the right to assess liquidated damages in the amount of \$500/day; it does not require that those damages be assessed. Tom gave his reasoning for waiving those fines up to 12/21: Greenfire has shown a good faith effort to improve performance to overcome prior challenges and to deliver a high-quality product, to maintain a good relationship with the owners, and is not passing on additional project charges to the library. He also pointed out that the project could quickly lose focus if those involved became entangled in questions of cost and time.

The DCC did approve the change order presented at their meeting on 10/29.

Hoffman did present new information to the DCC3 this morning indicating that due to the additional work and supervisory visits both related to the above construction time delay they will be submitting a change order with those extra costs. They weren't able to give us an estimate of those costs by meeting time. It was suggested before we sign this change order that we request Greenfire cover the costs of the Hoffman change order.

Steve asked about potential impact on the temporary storefront location. Erica has had discussions with the landlord. He has a new tenant lined up and is anxious to begin preparations for this, but also understands the construction situation. Likely we would be looking at one more additional month, assuming no major difficulties arise.

Motion by Steve, seconded by Catherine to recommend the change order to revise the contracted completion date be passed on to the town board for approval. All ayes, motion carried.

Motion by Catherine, seconded by Ann, to adjourn the Library Board meeting. All ayes. There being no further business, the meeting was adjourned at 4:56 p.m.

Respectfully submitted: Erica Brewster, Director