

## **Minutes January 14, 2019**

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

Committee Attendance: Tom Asbeck, Erica Brewster, Janet Dixon, Catherine Marshall, Rosie Obukowicz, Vicki Reuling

Absent: Mary Sowinski

Others: None

Vicki Reuling called the meeting to order at 10:30 a.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 December 17, 2018 meeting:** Motion by Catherine, seconded by Janet to approve the December 17, 2018 minutes as presented.

**Review and approval of minutes from email approval of billing:** None at this time.

**Construction update:** In general the project is quickly nearing completion. The major interior construction pieces are coming to a close, but there are still lots of small details and pinch points, especially involving door hardware and areas of transition from construction to day-to-day function (e.g., phone line installation and securing operational systems contracts). Lower level is probably close to 90% complete; items remaining include: finish hanging closet doors in large program room, base trim and sealing concrete floors in storage/mechanical rooms, finish flooring in the lower level bathroom, sidelight window needing to be installed in office area, ventilation in storage room.

Items for state inspection for occupancy: the fire protection system and lift need to have phone line connected before it can be inspected. Erica continues working with Frontier to get the phone line connected to the building. ADA signage will be required. Greenfire has also followed up on other health and safety requirements for the inspection.

Kwaterski Bros. delivered the reclaimed siding that has now been refinished into wood paneling for the local history room and historical society area.

Rosie and signage committee are organizing times to be on site as the interior signage is installed on 1/16.

Exterior letters from the old building have been restored and repainted. Tom will mount on new boards per instruction from signage workgroup.

**Review and approve change orders:** Vicki reported on the various change orders to date as reported on the financial spreadsheet (up to #13).

**Financial spreadsheet:** Reviewed the updated financial spreadsheet, which has been balanced with the town treasurer's accounting for what has been paid. Reviewed the expenditures to date and budgeted amount in each category and projected expenditures.

**Update on signage:** Initial (ADA, required) interior signage will be installed on 1/16/2019. Rosie will follow-up with Matt to determine whether all interior signage can be installed at the same time or if a second trip will be needed.

**Update on FF&E:** Office furniture was installed in the lower level office area. It was a smooth installation – punch list items will be addressed when they return to install other furnishings the last week of January. Erica needs to follow

up with Brumar Cabinetry about owner items (cabinets in the vestibule, Libratory) in order to have those items fall under construction FF&E costs.

**Landscaping:** Responsibility for following up on landscaping in spring will be passed back to Demmer library board.

**Recognition wall:** The work group continues working on the project. The “medallions” are being engraved and painted with gold paint. They are still working out details.

**Children’s room arch:** Erica received an initial proposal from Gail Lovett and shared it with other staff. Determined that we’d prefer to wait until the furniture is moved in before making a decision on design, which Gail agreed with. Several contractors have used the phrase “wrought iron” to describe what they think should be used as an arch in the area.

**Payment of bills:** Motion by Catherine, seconded by Tom approve payment of \$2,984, inv. 5185 from Mavo Systems for removing asbestos steps; \$650 to Brian Schubring/Winchester Builders; \$9,075 to Pieper Power/Systems Technology, invoice #705307. All ayes, motion carried.

Motion by Rosie, seconded by Catherine to approve payment to Greenfire inv. #10790, in the amount up to \$130,117.20, per the amount Hoffman approves. All ayes, motion carried.

**Recommend dissolution of DCC:** Vicki suggested recommending to the library board that the DCC be dissolved per the completion of expectations in the DCC charter. The library board would need to place the item on their February agenda. Committee reviewed the original charter and objectives/responsibilities included therein. Discussion of the remaining responsibilities of the DCC and whether they will be completed within one more meeting in February and be ready to hand over to the board.

The following items would be outstanding for construction closeout and transition between construction and operations:

- Final construction items (under contract with Greenfire, Graphic House) associated bookkeeping and financial management.
  - o Exterior landscaping (grading, plants, rain garden, tree, etc.)
  - o Exterior asphalt, striping, signage
  - o Exterior building work: caulking/staining of concrete, timbers
  - o Installation exterior sign
- Approving payments for any outstanding invoices
- Financial tracking/records/balancing with town
- Establish ongoing operational systems contracts (fire alarm, custodial, etc.)
- Final project documentation to be held at town vault

These items could be handled by the library board, library director, or some informal workgroup appointed/organized by the library board or director.

Motion by Tom, seconded by Rosie, to recommend dissolution of DCC following the February meeting. All ayes, motion carried.

**Public Comments:**

**Next Meeting:** Monday, February 18, 10:30 AM, at the Demmer Library small conference room. There being no further business, Janet made a motion to adjourn, seconded by Tom. All ayes, motion carried. The meeting adjourned at 12:19 p.m.

Respectfully submitted: Erica Brewster