

Committee Chairman Ed Chart called the meeting to order at 7:00 p.m. with Paul Beere, Russ Kumbier, Bob Lancour, Mike Weinkauff and Peggy Shumway present. Eric Johnson and Greg Beck were absent.

Betty Novy, Clerk-Treasurer, was also present.

**Correction or Approval: September 27, 2010 minutes**

Lancour moved, 2<sup>nd</sup> by Weinkauff to approve the minutes of the September 27, 2010 meetings as printed. Motion carried.

**Review Asbestos Assessment findings for two-story portion of Library Building**

Results of asbestos sampling conducted by Balestrieri Group for the two-story portion of the building were reviewed as follows:

Friable asbestos:	None found.
Category 1 Non-Friable:	Window Caulk- 30 square feet.
Category 2 Non-Friable:	Electrical Panels (2) <i>assumed</i> to contain asbestos. Asphalt Roofing/ Flashing Material <i>assumed</i> to contain asbestos

An asbestos abatement proposal from Balistrieri was also reviewed. The proposal totaled \$3,385. There was question on whether this price included the presence of a qualified individual during demolition. Novy is to clarify this before proceeding with any authorization of work.

**Review additional Demolition Proposal for two-story portion of Library Building**

A budget demolition quote was submitted by The Azarian Company for \$27,000. This contrasted to a previous quote from Reesman's Excavating of \$30,300.

Committee members accepted these quotes for information purposes only and determined that costs were not prohibitive for demolition of the two-story portion of the building. Before demolition proceeds, sealed bids are to be solicited from local contractors.

**Review Sprinkler System Requirements for Assembly Halls**

In response to a question raised at the September meeting, Novy reported information previously submitted by the village's architect when considering remodeling the Pro-Health Care building. A sprinkler system is required only when an assembly hall: 1) exceeds 12,000 square feet; 2) has an occupant load of 300 or more; or 3) is located on a floor other than the level of exit discharge.

There was discussion regarding adequate size of the assembly area. Mary Stapleton, Library Director, addressed the Committee. She indicated a capacity of 200 is adequate for library programs. Beere indicated that size is also adequate for board meetings and public hearings. Novy noted storage and accessibility of meeting furniture should be considered in room design if the room will be used for party rental and other functions. Use of the assembly hall for parties in the current municipal building has caused damage to furnishings in the past.

Novy recalled assembly hall capacity calculated at approximately 10 square feet per person. In the current municipal building, the assembly hall area is approximately 1,700 square feet. To accommodate occupancy of 200 people, the room would have to be a minimum of 2,000 square feet. She noted that storage of furniture and/or the meeting area of boards and committees take away from the room's overall capacity.

### **Review Building Process Spreadsheet and Building Project Interviews**

**Building Process Spreadsheet.** A spreadsheet titled "Construction Contract Procurement Vehicles" published by the American Institute of Architects was reviewed. It detailed the differences between these processes: Conventional (design-bid-build); Construction Manager as Advisor (CMA); Construction Manager as Constructor (CMc); and Design-Build processes. It was noted that the design-build process was not available to Wisconsin municipalities.

Jim Scherrer, Scherrer Construction, was present in the audience. Chart asked Scherrer to explain the At-Risk Construction Manager process. Scherrer indicated in this process, the construction manager carries the bond and carries the contracts. It allows some smaller contractors that do not have the ability to get bonds to bid on segments of the project.

**Building Project Interviews.** A report titled "Interviews conducted on municipal projects: soliciting comments on construction management versus architect/ bid processes; and words of advice" was submitted by Novy for review by committee members in advance of the meeting. The report highlighted interviews conducted with officials from eight different municipalities regarding recent building projects. Some items noted by the committee:

- A repeating theme was to consider long term maintenance costs when choosing building materials (not to "cheap out", if it is going to cost more in the long term).
- Preference was indicated for a single story structure, if possible, to reduce installation and continuing maintenance costs associated with elevators.
- The use of green technologies should be considered, i.e., solar panels for electricity, or geo-thermal system for heat.
- Plan for the long term, building more than what you need now. Two of the interviews had buildings less than five years old that were already crunched for office space.

After discussing interview results, committee members indicated a preference for site/ location sketch #1 that was presented at the September meeting. This sketch placed a single story village hall to the north of the existing library and provided 29 parking spaces east of the library building. It was noted that existing off-street spaces located on Wade Street could be utilized to make up additional parking space requirements. A staircase could be installed leading up to the village hall from this lower lot.

### **Determine building design, bidding, and construction process: Architect (lump sum bidding) vs. Architect- Construction Manager (construction management process)**

Consensus of the committee was to go with a construction management process. There was discussion of whether to hire an architect in advance of choosing a construction manager, or to have the

construction manager help with architect selection. Jim Scherrer stated some advantages of having the construction manager on board early are that the manager can help steer the project and help manage the budget while the architect is designing.

Chart communicated a comment he had received that past month regarding a preference that the village hall “look like Rochester”. He questioned what that comment meant to committee members. Some responses were “historical, with the same architectural features as Chances Restaurant or the bank on Main Street. Also mentioned: higher ceilings and taller windows which might incorporate dormers. The building site and style preference was summarized by the committee as sketch/ site #1, a one-story structure which is designed so that is easily expandable in the future. The architect is to help with size determination.

Weinkauf moved, 2<sup>nd</sup> by Lancour to recommend that the village issue requests for proposals for an “At-Risk Construction Manager”, which includes assistance with selection of an architect for the village hall project. Motion carried.

**Establish policy regarding consultation offers of construction management and/or architectural firms**

Novy reported inquiries by several architectural and construction firms asking to address the committee. She asked whether the committee wished to allow firms to address them informally, or whether they wish to stick to a formal process. Consensus of the Committee was to stick with a formal process to be defined in the request for proposals.

**Establish agenda for next meeting.**

The Committee set the date for the next meeting as Monday, November 29<sup>th</sup>. They would like the following item on the agenda:

- Review draft of request for proposals for At Risk Construction Manager.

Kumbier moved, 2<sup>nd</sup> by Lancour to adjourn at 8:00 p.m.

Respectfully submitted,

Betty J. Novy, CMC, CMTW  
Clerk-Treasurer