

**Special Board Meeting Minutes**  
**Town Hall Renovation Project**  
**November 30, 2015**

The special meeting to the Town of Holland Board was called to order by Chairman Don Becker at the Town of Holland Hall on Monday, November 30, 2015 at 4:30p.m. The clerk certified that the requirements of the Wisconsin Open Meeting Law had been met.

Roll call showed those present were Steve Jones, Stan Lammers, Dave Huenink Martin Elmer, and Don Becker from the Town Board, Treasurer Craig Droppers, and Clerk Sharon Claerbaut. Also present were Paul Wagner and Ray Haen and from Quasius Construction.

**Purpose:** To review concept floor plan, project schedule, and coordination with roof and septic system replacement

**Draft Floor Plan**

The revised floor plan that proposes an enlarged meeting room in the stage area and moving the offices to the west wall was preferred. The following points were made:

- Each of the private offices will be able to hold two people – no longer private offices
- Smaller work area space – will a round table in the middle of the work area still fit?
- Desire to have a window in the work area where property owners and electors can be served; window area needs to have ability to be secured so work area can be secured.
- Should a seated work station be located in front of the “window” with a standing work height counter on the outside and a seated work surface on the inside?
- Half wall or counter space at comfortable standing working height (rather than a window) would provide more work space/reception area. Security not as important, or larger area to be made secure?
- Brochure/literature rack on opposite wall in hallway.
- Baby changing station in handicap accessible restroom.
- Access to layout of records storage areas not addressed.
- Second set of doors (glass) to create an entrance vestibule
- Wall mounted coat rack outside of office area?
- Permanently mounted voting booths
- Secure drop box needed
- There will be fine tuning of the design and insertion of yet unidentified features after the architect gets involved.

**East Entrance**

Replace stair and foundation for stairs at east entrance – no ramp

**Project Schedule**

- Work to select architect will happen right away. Target selection at December board meeting
- Bids out target is 2/10/2016

- Bid opening target is 2/26/2016
- Select contractors by 3/2/2016
- Construction start target - 3/14/2016
- Anticipated start date for roof construction – 4/11/2016; complete by 5/6/2016
- Construction finish target – 5/30/2016
- Finish construction is not very critical given the lack of rentals in June and limited town business at that time of year.

### **Roof Construction**

- Quasius will make introduction phone call to Jan Borgwardt – suggested that discussion start with introduction of PM from Quasius, explanation that Town will be using Borgwardt for roof portion, and that the Board has asked that Borgwardt construction be on the bidders list for other aspects of the project.
- Don Becker requested to be part of any meeting or conference call that involves change order to existing contract.
- Don Becker to send contact information for Jan and a copy of his latest ‘proposal.’

### **Septic Holding Tank Installation**

- Decided holding tank and filling of old tanks could wait until January
- Heavy loads on holding tank must be avoided during stage area demolition

### **Resolution authorizing borrowing**

- Being developed by Gerry Antoine
- Will be taken up in December Board meeting
- Need to sign paperwork same week as Board meeting; waiting on OSB to specify date.  
Don to notify Sharon and Craig

Motion by Dave Huenink, seconded by Martin Elmer, to adjourn. Motion carried. Meeting adjourned at 6:00 p.m.

Respectfully Submitted ,  
Donald Becker, Chairman