

	A	B
1	Building improvement/replacement -- info/lessons from Town of Scott tour and experience	
2		
3	Issue	Remarks/thoughts
4		
5	Septic system	\$13,000. Considered holding tank, but perked satisfactorily, so holding tank would not be approved.
6	Well	\$11,000
7	LP hookup	An additional unbudgeted expense after the LP tank was installed. I'm thinking an LP provider may do this, but I gather Town of Scott had their own tank so incurred the hookup cost.
8	In-floor heat	Added \$20,000. Keeping building at 45 degrees and then increase temperature remotely to desired temperature by forced air system. Using Ecobee remote temperature control.
9	Mechanical room access	Only from exterior. Saves wall space in remainder of interior, by not having an interior door. HVAC and Fire have keys to mechanical room and to second exit.
10	Smoke alarms	No smoke alarms but will add low cost system with alerts to chairperson phone and to John Heil.
11	Security	Will add low cost camera system. (Entry alarms?)
12	Commercial inspection	Although some told Jim Nelson that inspection of a building less than 1,500 sq. ft. was unnecessary, that is not true. Prior plan approval by the state is not required, but the building must be built to commercial specs, and inspected.
13	DNR inspection	Because the site was a prior dump site, DNR required the building not be sited on actual prior dump area. This resulted in moving the building closer to the road and additional expense of \$16,000 for moving dirt.
14	Overall expenses 1	Architect estimate for building did not apparently include costs for well, septic, grading and other site matters such as handicapped parking and paving.
15	Overall expenses 2	Estimate was \$200 per sq. ft. Adding items in line above resulted in \$450,000 / 1,500 = \$300 per sq. ft.
16	Insurance	Remember to get insurance for new building, and builder's insurance to cover the building during construction.
17	Certified survey	A loan from National Exchange Bank required a certified survey. This will cost a couple thousand dollars if we don't already have one.
18	Zoning	The project may require county zoning approval. Town of Scott does not come under county zoning.
19	Building permit	A permit was issued, presumably required. I'm not sure what entity issues, perhaps county.
20	Borrowing	Town of Scott inquired of Board of Commissioners of Public Lands, but found that terms were rigid. National Exchange Bank and Trust (NEBAT) at Pardeeville said they'd match the 5.5 percent rate. NEBAT was easy to work with allowing multiple draws of the construction loan.
21		Town of Scott had about \$200,000 available from reserves for bridge and road work no longer needed and Covid money. Therefore only about \$270,000 loan needed for \$450,000 project.
22		Town of Scott also explored NRCS loan at Stevens Point for 3.8 percent.

	A	B
23	Solar	Town of Scott sought a grant for solar, but process was multi-year, so didn't pursue it. Could be added in the future.
24	Air lock entry	Added later in project for comfort and security.
25	Contractors	Town of Scott used mainly two contractors, Jewell for design and bid process, and Brickl for construction. Additional for grading, well and septic.
26		Brickl contact: Guy at 608-769-7693.
27		Keller is additional design contractor.
28		Included in general contract "use local subcontractors whenever possible."
29		Jewell contract was \$4,975, not requiring bid because less than \$5,000. Additional costs for revisions to plans.
30		Include contingency funds in approved contract to avoid need to redo for unforeseen issues that arise.
31	Size	Size was determined not considering rental for showers, weddings, etc. Town attorney advised against rentals because of insurance liability and costs.
32		I observe that the locked storage room is relative small, not allowing for additional chairs, for example, which are stacked in the meeting room.
33		I observe that the office space appears adequate for town chair, clerk and treasurer, but not generous.
34	Restrooms	Town of Scott was interested in having only one restroom to save cost, but relented, perhaps because occupancy numbers exceed threshold for one-only.
35	Capacity	Jim Nelson will meet with Fire June 20, 2024 to learn capacity, and post it.
36	Furnishings	Obtained used desks and chairs for offices from Wisconsin Surplus for \$5 and \$10. Obtained meeting room table, head table chairs, and stackable chairs from a private party at about 1/6th price of new.
37	Flagpole	Estimated costs were \$4,500, \$3,000, all high.
38	ANNUAL EXPENSES	
39	Insurance	Jim Nelson said insurance bill is \$900 a year.
40	Heat, A/C, electric	No estimate for usage.
41	Internet	Originally Spectrum provided high commercial rate quote, finally down to \$70 monthly.
42	Telephone	Considering telephone, perhaps through Spectrum and have calls forwarded to officials - chair, clerk, treasurer, etc. so personal numbers don't need to be posted publicly.
43	Cleaning	Undecided on how to perform, elected officials ran the brooms at the old building, but wish not to.
44	Grass mowing	Was only once per year at old building.
45	Snow plowing	Will be shared with recycle center on same site.
46		
47	Project materials	Took photos of final design, can convert to pdf. Loaned Keller folder of materials.
48		
49	Jim Nelson	Address to return materials to him: N8101 State Rd 44, Pardeeville.