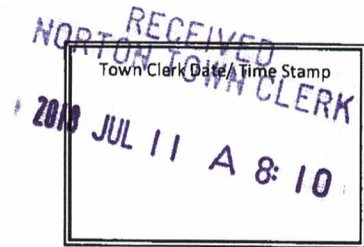




MINUTES

TOWN OF NORTON



Board/ Committee: Permanent Building Committee

Meeting Date: January 30, 2018 Time: 7:00 PM

Meeting Location: Break Room Town Hall, 70 East Main Street
Norton, MA

Members & Staff Present: Lukasz Wasiak, Mark Gershman, Robert Medeiros,
Kevin O'Neil, James Slattery, Mike Yunits

Public: Dinah O'Brien

The meeting was called to order at 7:00 PM and adjourned at 8:30PM

Minutes from the _____

Meeting Motions / Actions and Summary of Discussions:

Committee Members

New Committee members Robert Medeiros, Kevin O'Neil, James Slattery were welcomed.

Discussion

Chairman Wasiak provided a brief introduction and overview of the Committee's formation and activities to date. Past activities included: a review of Town owned buildings in order to prioritize an assessment and envelope study approved by Town Meeting. To date, this Study has not yet been undertaken. The Committee also assisted the Library with a review of their current HVAC system.

Member O'Neil stated that the School Department is currently undertaking a School Building Repair Program on the L. G. Nourse Elementary School; Henri A. Yelle Elementary School; and J. C. Solmonese Elementary School. This Program includes an assessment and replacement of the each building's windows and doors.

Town Manager Yunits indicated that Town Meeting approved \$1.5 million for a feasibility study and design for a new Town Hall and Council on Aging (COA) building. As a result, the Town would like to move forward with the preparation of a Request for Qualifications (RFQ) for the selection of a firm to perform the Feasibility Study and Preliminary Design.

It is envisioned that the new Town Hall could be constructed on Town owned land behind the existing Town Hall. No parcels have yet been identified for a new COA building.

Town Manager Yunits indicated that he would draft the RFQ for review by the Committee. The Committee would be responsible for reviewing the Proposal Responses, ranking the firms, and forwarding its rankings to the Town Manager. The Town Manager would review the price proposals, negotiated a fee, and select a firm.

The Town Manager has submitted a Warrant Article for the upcoming May Town Meeting in order to appropriate a portion of the previously approved monies (\$1.5 million) to prepare the Feasibility Study and Preliminary Design. Therefore, ideally the RFQ will be drafted, reviewed and issued such that Proposal Responses will be received prior to Town Meeting along with an actual cost to perform the study and preliminary design.

Committee Officer Elections

The Committee nominated and unanimously voted the following positions:

Chair – Lukasz Wasiak
Vice Chair – James Slattery
Clerk – Mark Gershman

Next Meeting(s):

March 27, 2018 (Tuesday)

PBC Meeting Town Hall – Break Room
70 East Main Street, Norton, MA

Minutes respectfully submitted by: Mark Gershman

Minutes Approved by Committee on: March 27, 2018

VICE Chairman Signature:

James M. Slattery