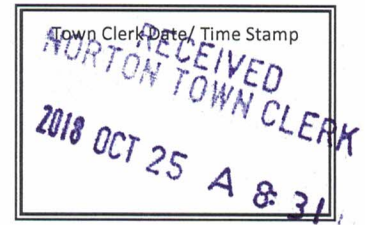




MINUTES

TOWN OF NORTON



Board/ Committee: Permanent Building Committee

Meeting Date: September 10, 2018 Time: 6:00 PM

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

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

Public: See attached sign-in

The meeting was called to order at 6:05 PM and adjourned at 7:55 PM

Minutes from the August 7, 2018 were unanimously voted to be approved

Meeting Motions / Actions and Summary of Discussions:

Discussion

Committee Make-up

Dinah O'Brien was appointed by the Board of Selectmen as a Temporary Member of the Committee to represent the Council on Aging (COA) on issues and projects affecting the COA. Per the Committee's By-Laws, Dinah shall have the right to vote only with respect to projects dealing with the COA, and shall serve as a Temporary Member for the period of time during which the Committee is exercising its functions with respect to COA project(s).

COA Feasibility Study

Beth Rossi, COA Director, informed the Committee that the firm of Bargmann Hendrie + Archetype, Inc. is scheduled for a follow-up meeting on Friday, September 14, 2018, at 10:00 AM at the COA. This meeting is to be a listening session to hear the issues and concerns of the Town's seniors and is open to all. As the Committee was informed by the Town Manager that the Committee is the Town's representative for this project and should be the point of contact, the Committee expressed their concern that the Committee should be directing the architect. The Town has signed a contract with the architect for a certain scope and dollar value and the Committee is concerned of potential scope creep if the process is not controlled and overseen by the Committee.

Further discussion was held regarding the overall project schedule and the desire to have the Study completed prior to the May 2019 Town Meeting. Therefore, in order to not delay the process (feasibility study), the Committee agreed to allow the meeting to occur this Friday provided that member(s) of the Committee were present. James Slattery and Dinah O'Brien indicated they would be in attendance. Further, the Committee suggested to Beth Rossi that she

act as the moderator to control the flow of the session and limit the discussion / duration of the meeting. James and Dinah will report back to the Committee.

It is believed that the goal of the listening session should be to suggest questions for the survey, and to gather information to formulate additional questions. The survey, part of the feasibility study, is to be used to determine the size, services, and amenities of a new senior center. The survey is to be on-line with hard copies distributed by the COA for those individuals without internet connection. Surveys would be available at the COA, within the COA newsletter, Town Library, etc. Hard copies of the surveys could be collected by the COA and given to the architect.

Though the COA architect was on the agenda to attend tonight's meeting they had informed the Town Manager that would not be able to attend. The Committee expressed their frustration that the architect will have met with the COA twice but has yet to meet with the Committee to discuss the project, process, expectations and schedule. A meeting on October 1, 2018 was selected from the alternative dates provided by the architect. However, the Committee requested that the Town Manager see if the architect was available sooner. *A date of September 17, 2018, at 7:15 PM, was selected post meeting.*

Town Hall Feasibility Study

The architect hired by the Town to perform the Town Hall Feasibility Study was scheduled to meet with the Committee tonight, however a schedule error was made and the meeting reschedule. The Committee suggested the Town Manager see if the architect is available on October 1, 2018 at 7:45 PM. *Post meeting, the Town Manager has requested to see if the architect could attend the September 17, 2018 meeting at 7:45 PM.*

Potential Land Parcels under Consideration

The Town Manager provided an update on some of the parcels of land potentially being considered for the location of a new Town Hall and/or Senior Center. These properties will be provided to the architects for both Feasibility Studies to evaluate.

Elm Street – Reed & Barton Property

This property is owned by Reed & Barton but is under a tentative agreement to be transferred to the Town once the site is cleaned-up and the building demolished. Currently the Environmental Protection Agency (EPA) is on site overseeing the testing and removal of any contaminated soils. A Draft Report is scheduled to be sent to the abutters documenting the activities and discoveries to date. Once available the Town Manager will forward the Report to the Committee. Once the EPA work is completed, the Department of Environmental Protection (DEP) will be on-site testing and removing any asbestos that may be present. Following that work, Mass Development has provided up to \$400,000 to fund the demolition and removal of the existing buildings. The Town would like to see the heavy timber framing within the buildings salvaged and sold to potentially reduce the cost of the demolition. All of soil clean-up, asbestos removal, and building demolition is at no cost to the Town and is expected to be completed within the next 1.5 to 2 years.

Parcel between Town Hall and DPW

This parcel is Town owned and available for a new Town Hall

Vacant Parcel on West Main Street (adjacent to Let's Party, Inc.)

This parcel was recently identified as a potential location for a new Senior Center. However, it is privately owned and additional costs would be incurred to obtain the land.

Wheaton College Parcel

Wheaton College has expressed interested in offering unused land to the Town in the area of Summer Street and Seminary Way.

The Committee suggested that the Town further explore other Town owned parcels that may be available for the two architects to evaluate. The Town Manager was not aware of any other Town owned parcels that would be large enough, or buildable, to locate a new Town Hall and/or Senior Center.

General Feasibility Study Discussion

The Committee discussed the possibility, and benefits, of co-locating a new Town Hall and Senior Center on one parcel. Each facility could be unique in style / architecture and provide the necessary size, layout, and facilities to function as a Town Hall and Senior Center. Such facilities could be co-joined by general meeting spaces and open areas that could be available for use by the Town Hall, Senior Center, other organizations and groups, and the general public to hold meetings and events. The Committee expressed their desire to see a facility that would provide generational and multi-use integration to benefit the entire Town. Additional benefits (cost savings) could be obtained in combining building operation activities, maintenance, plowing, landscaping, etc.

School Door and Window Project

The Committee was informed that the School Department will be moving forward with their project to replace the doors and windows at three of the Town's school buildings. The Committee Chair will reach out to the School Department and OPM (Owners Project Manager) to set-up a meeting with the Committee to discuss the project, next steps, and oversight by the Committee.

In addition, the Town Manager will ask with the School Department to recommend an individual to be a Temporary Member on the Committee to represent the School Department on this project. Said individual would need to be appointed to the Committee by the Board of Selectmen to serve for the duration of the door & window replacement project.

Next Meeting(s):

September 17, 2018 (Monday), 7:00 PM

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

Minutes respectfully submitted by:

Mark Gershman

Minutes Approved by Committee on:

9/17/2018

Chairman Signature:



PBC MEETING

SEPT. 10, 2018

6:00 PM

TOWN HALL BREAK Room

MARK GERSHMAN

JIM SLATTERY

KEVIN O'NEIL

DAVID O'BRIEN

JOHN BUSCA

JOHN BUSCA

BETH ROSSI

LUKASZ WASIAK

DAVID O'BRIEN

PBC CLERK

PBC V.C.

PBC

COA Rep.

Sr. Center Friends

Sr. Center Friends

COA Director

CHAIRMAN

BR