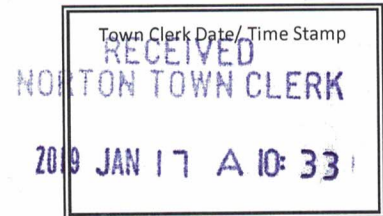




MINUTES

TOWN OF NORTON



Board/ Committee: Permanent Building Committee

Meeting Date: December 17, 2018 Time: 7:00 PM

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

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

See attached sign-in sheet

Public:

The meeting was called to order at 7:02 PM and adjourned at 8:50 PM

Minutes from the

Meeting Motions / Actions and Summary of Discussions:

Discussion

Council on Aging Feasibility Study Update

J. Bargmann from Bargmann Hendrie + Archetype, Inc. provided an update on the COA facility size and layout based on the survey results, needs assessment and Town demographics. Two layouts were developed one for a 10,920 sf building and one of a 11,580 sf building. Both layouts are for a single story building. In addition, J. Bargmann presented updated parcel layouts for 47 Elm Street, 22 Summer Street and 140 West Main Street along with several renderings for the 47 Elm Street parcel. After review and discussion, the Committee recommending moving forward with the 10,920 sf building.

The Committee discussed the various parcels noting that 140 West Main once supported an auto body repair facility and gas station and is currently privately owned. The 22 Summer Street parcel is owned by Wheaton College and was noted to have a high ground water table, therefore this location was deemed not to be further reviewed. The 47 Elm Street parcel is currently undergoing clean-up by the EPA, to be followed by the demolition of the existing buildings. As a result, this parcel will not be ready for development for approximately 2 years.

Town Hall Feasibility Study Update

M. Viveiros and A. Maniotes from DBVW Architects provided a presentation on an updated layout for a new Town Hall on the 70 East Main Street parcel and the 47 Elm Street parcel including building footing prints, department layouts, renderings and site layouts showing the building and parking lots. DBVW will be working on developing likely building materials in support of developing construction cost estimates.

Norton Food Pantry

The Committee discussed the Norton Food Pantry with its director, G. Barker, who provided a handout on the space needs for the Pantry (attached). Currently the Pantry occupies approx. 800 sf at the existing Town Hall. Though it is currently envisioned the Pantry will be housed in the new COA facility, should the Town move forward with only a new Town Hall, the new facility must provide space for the Pantry.

Next Meeting(s):

January 16, 2018 (Wednesday) 7:00 PM PBC Meeting Town Hall – Break Room
70 East Main Street, Norton, MA

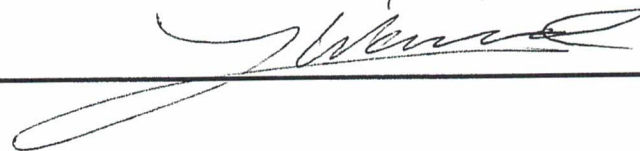
February 18, 2019 (Monday) 7:00 PM PBC Meeting Town Hall – Break Room
70 East Main Street, Norton, MA

Minutes respectfully submitted by: **Mark Gershman**

Minutes Approved by Committee on:

1/16/18

Chairman Signature:



PERMANENT BUILDING COMMITTEE

DEC. 17, 2018

7:00 PM

MARC GERSHMAN
LUKASZ WASIAK

PBC
PBC

ANTHIA MANIOTES

DBVW

Joel Bergmann

hhta

~~Alfred B. B. B.~~

DBW

Jim M. Slattery

N.B.C.

MICHAEL VIVEIROS

DBVW

Michael Yunits

TOWN

PATRICIA ZWICKER

COA

Kathy Eno

COA

Carol McLaughlin

COA

Beck Rossi

Senior Center Director

Paul Wauamaker

COA Alternate

Bob Briggs

FRIENDS NORTH SENIORS

Gloria Barker

Cupboard of Kindness Food Pantry

Lori Dombrowski

Cupboard of Kindness Food Pantry

Quak O'Brien

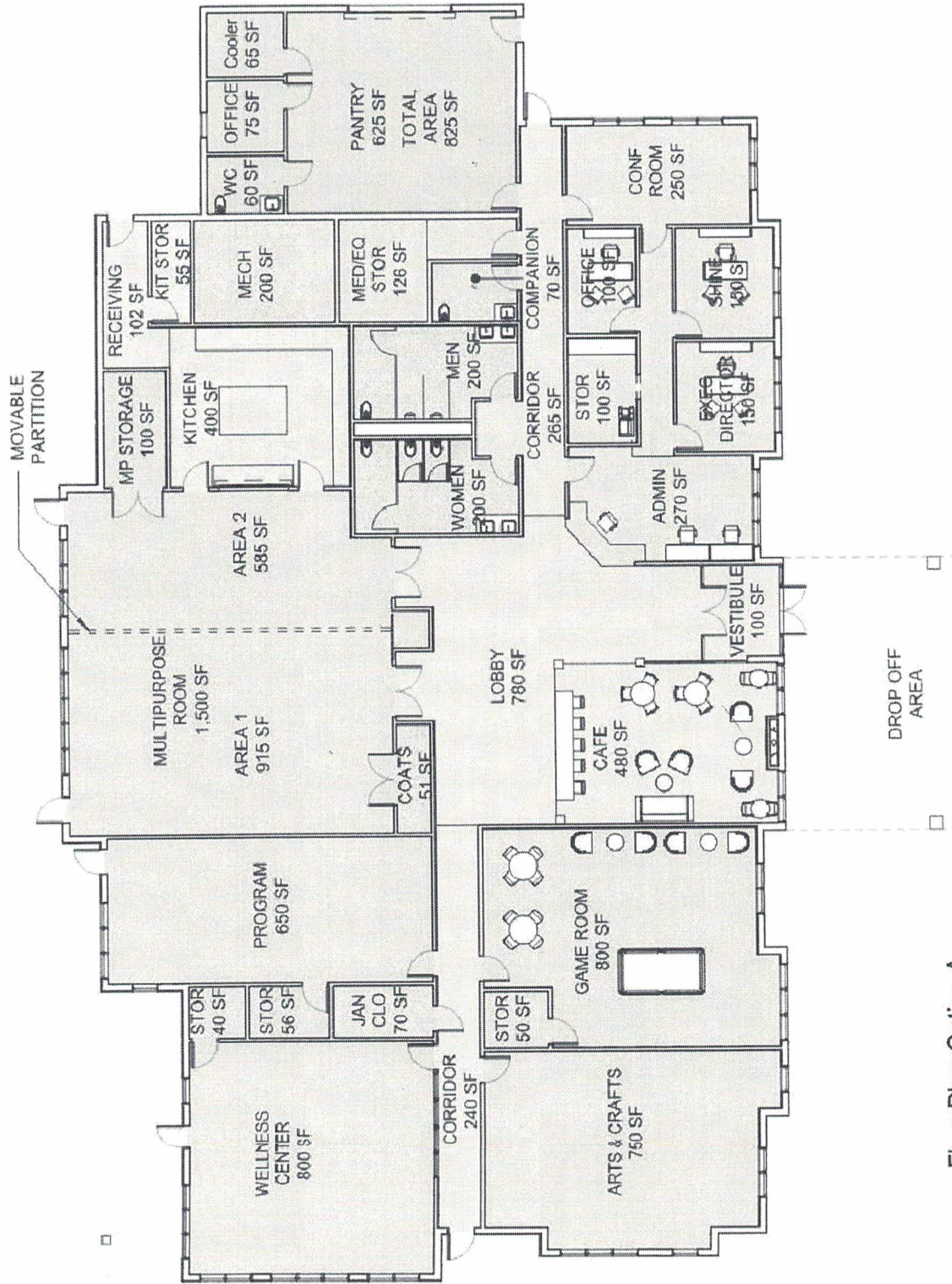
PBC - COA

KEVIN O'NEIL

PBC

Norton Senior Center Feasibility Study

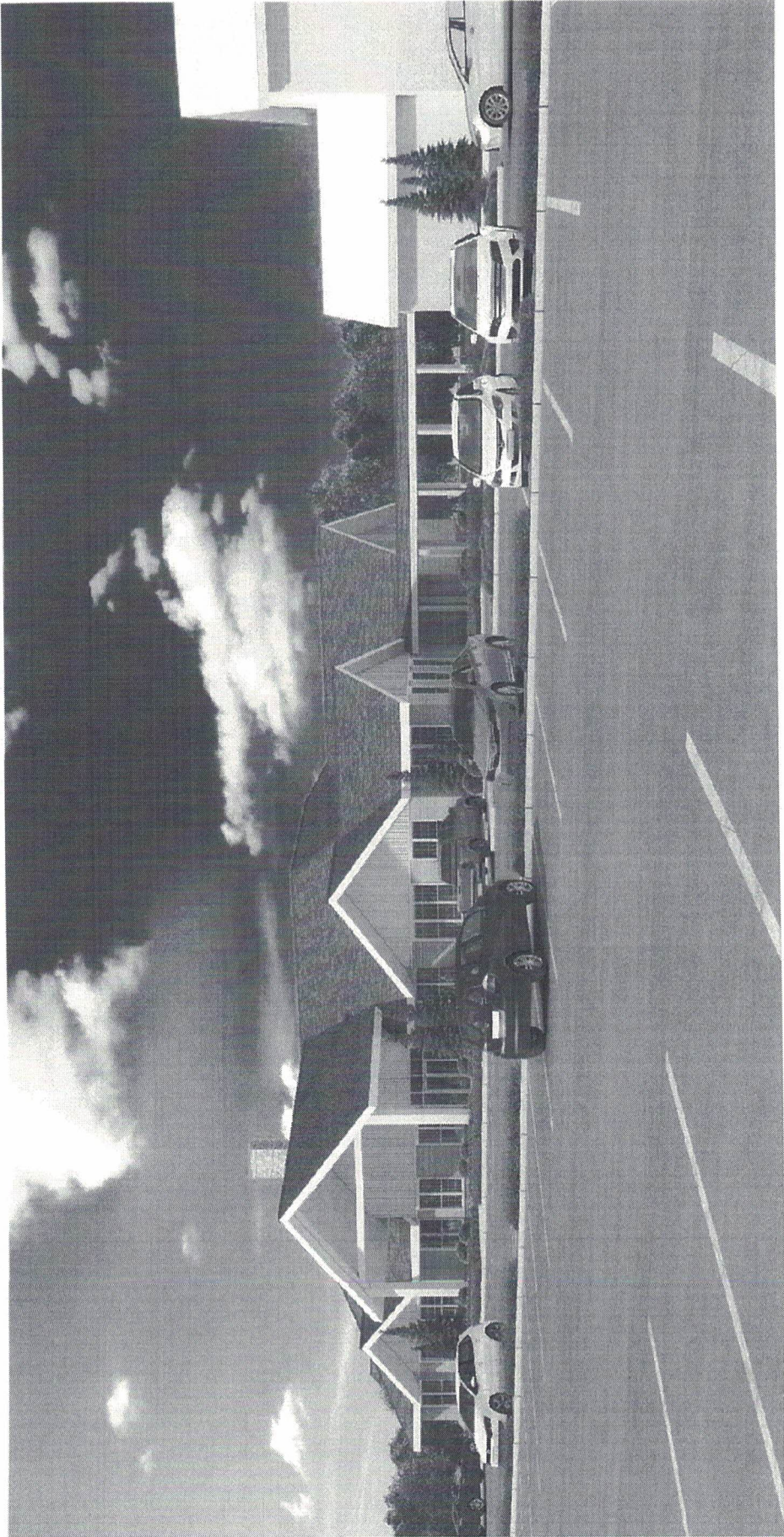
December 17, 2018
Bargmann Hendrie + Archetype, Inc.

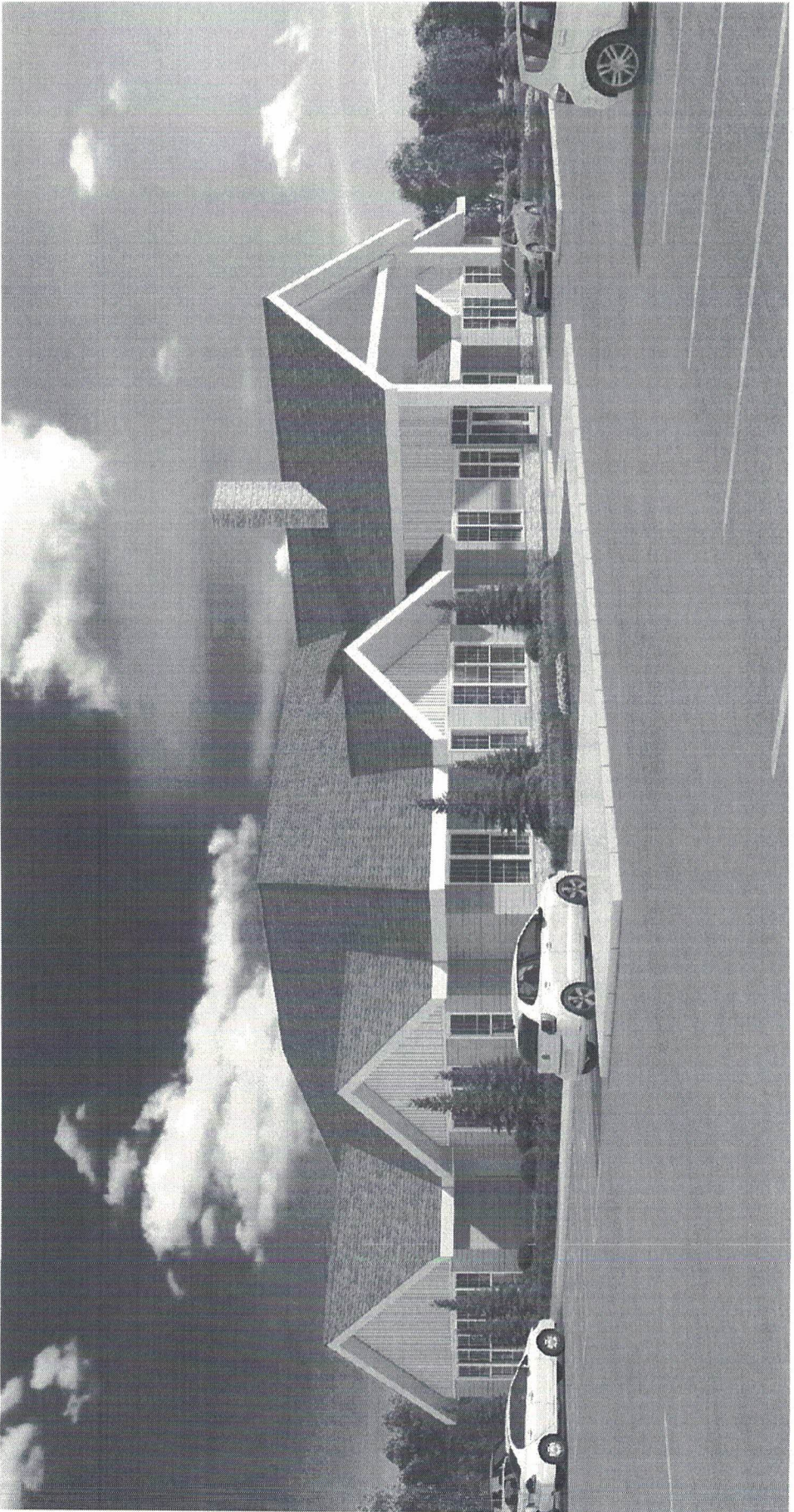


Floor Plan Option A
10,920 GSF



Floor Plan Option B
11,580 GSF














NORTON SENIOR CENTER

47 ELM STREET
NORTON, MA

PARE JOB 18298.00 DECEMBER 2018

Legend

-  Subject Property
-  Building Setback
-  FEMA Flood Zone AE (and floodway)
-  DEP Wetland
-  100' Wetland Buffer
-  Abutting Properties
-  Proposed Senior Center and Town Hall
-  Proposed Parking
-  2' Contour

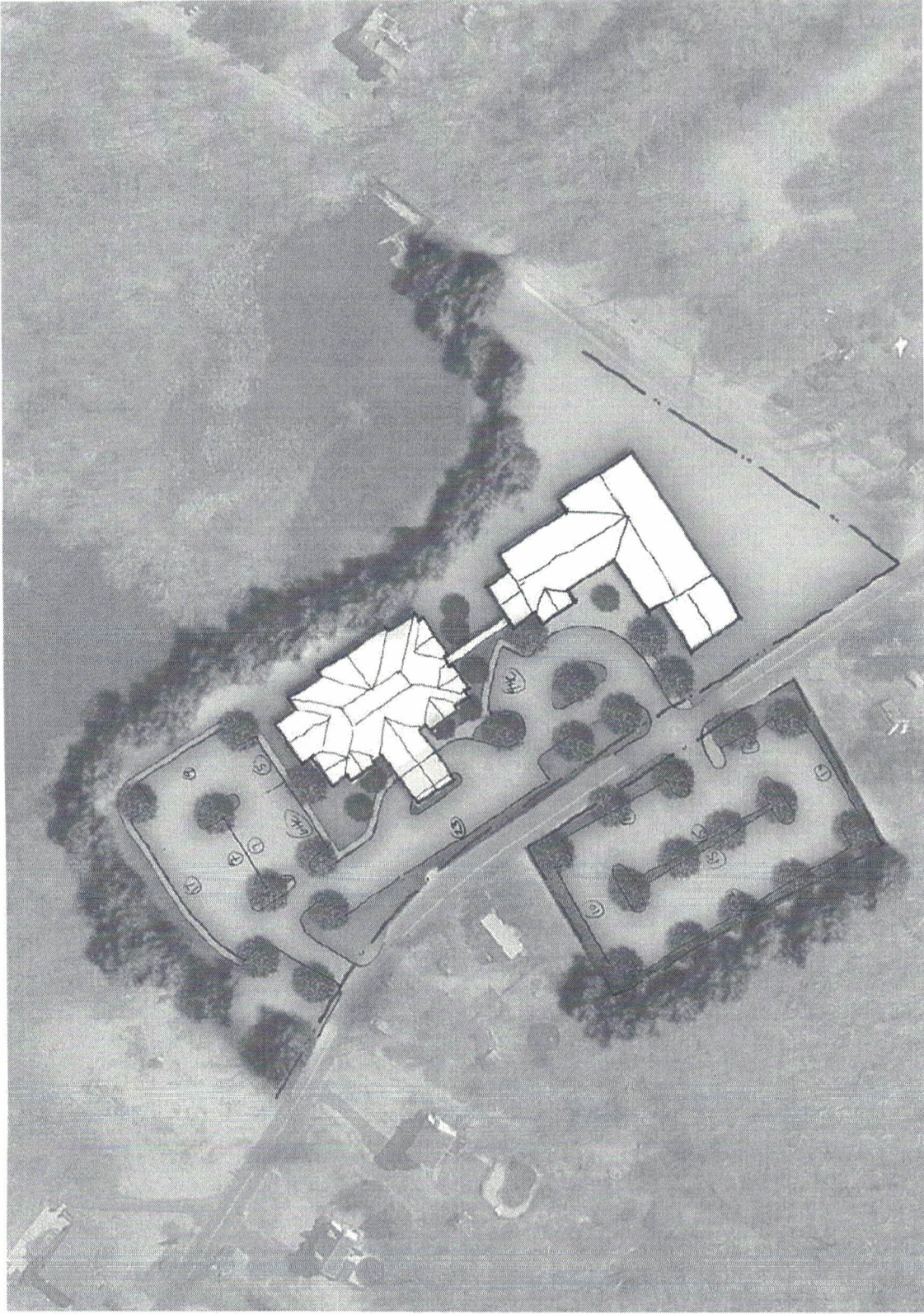
1"=100 FEET
0" 1"
NORTH ARROW
ORIGINAL DRAWING

PARE
CORPORATION
ENGINEERING, CONSULTING, PLANNING
8 BLACKSTONE VALLEY PLACE
NORTON, MA 01945
401-334-1100



MASSGIS

ALL DATA LAYERS WERE OBTAINED FROM THE OFFICE OF
GEOGRAPHIC AND ENVIRONMENTAL INFORMATION (MASSGIS),
COMMONWEALTH OF MASSACHUSETTS EXECUTIVE OFFICE OF
ENVIRONMENTAL AFFAIRS.













NORTON SENIOR CENTER
47 Elm Street – Reed and Barton Site
166 Parking Spots

NORTON SENIOR CENTER

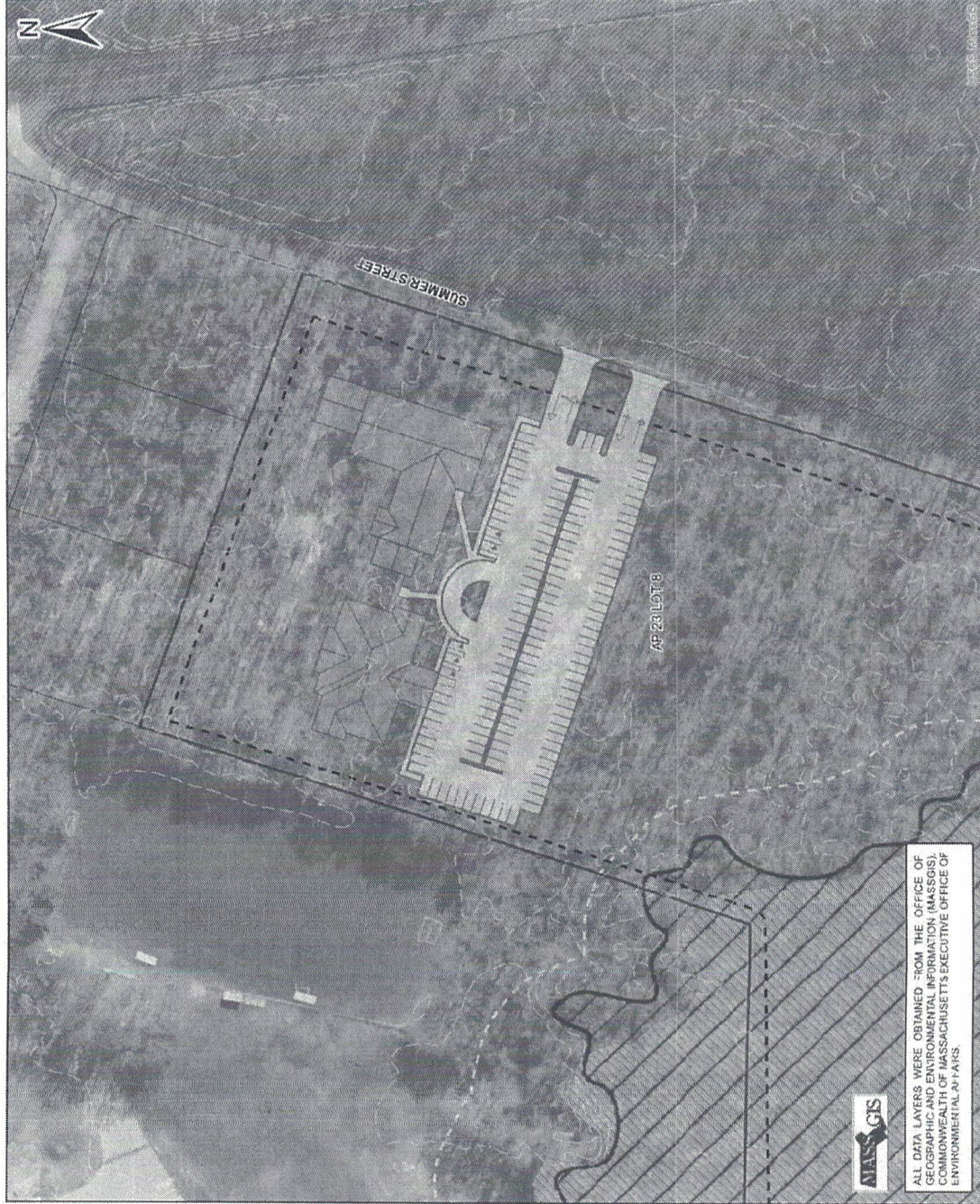
22 SUMMER STREET
NORTON, MA

PARE JOB 18298.00 DECEMBER 2018

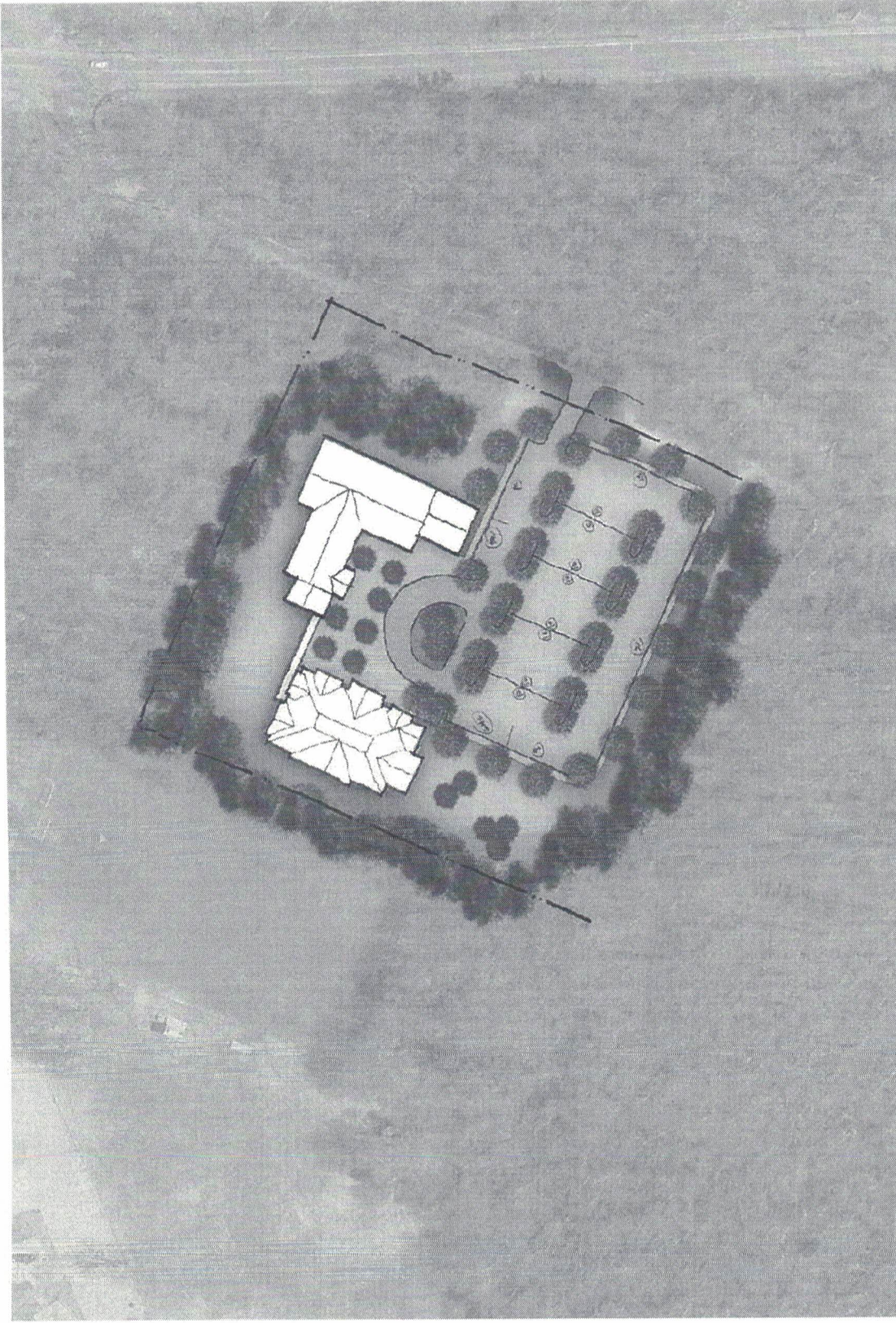
Legend

-  Subject Property
-  Building Setback
-  FEMA Flood Zone A
-  DEP Wetland
-  100' Wetland Buffer
-  Area of Critical Environmental Concern
-  Abutting Properties
-  Proposed Senior Center and Town Hall
-  Proposed Parking
-  2' Contour

1"=60'-0" (1:600)
0' 1'



ALL DATA LAYERS WERE OBTAINED FROM THE OFFICE OF GEOGRAPHIC AND ENVIRONMENTAL INFORMATION (MASSGIS), COMMONWEALTH OF MASSACHUSETTS EXECUTIVE OFFICE OF ENVIRONMENTAL AFFAIRS.











NORTON SENIOR CENTER
22 Summer Street – Wheaton College Site
150 Parking Spots

NORTON SENIOR CENTER

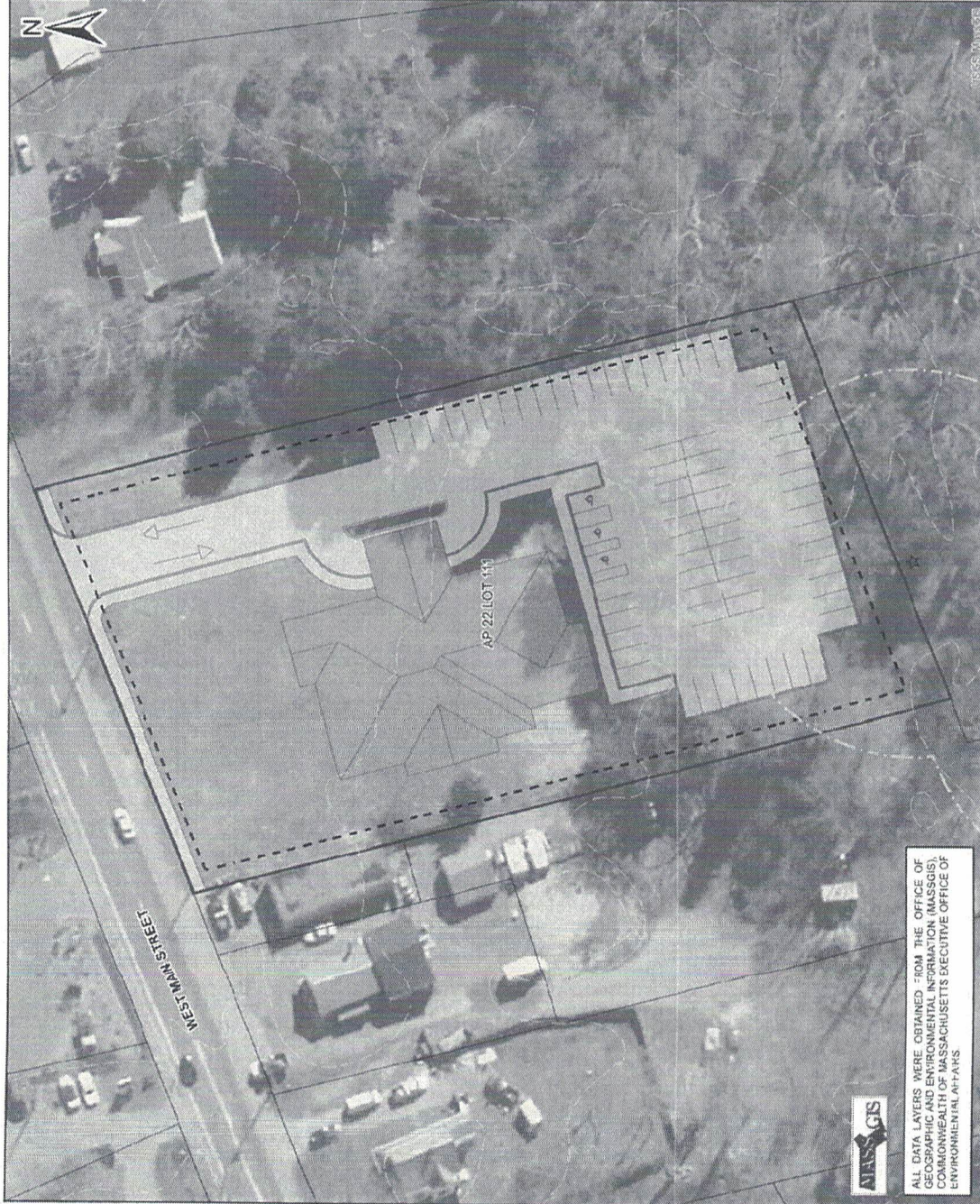
140 WEST MAIN STREET
NORTON, MA

PARE JOB 18298.00 DECEMBER 2018

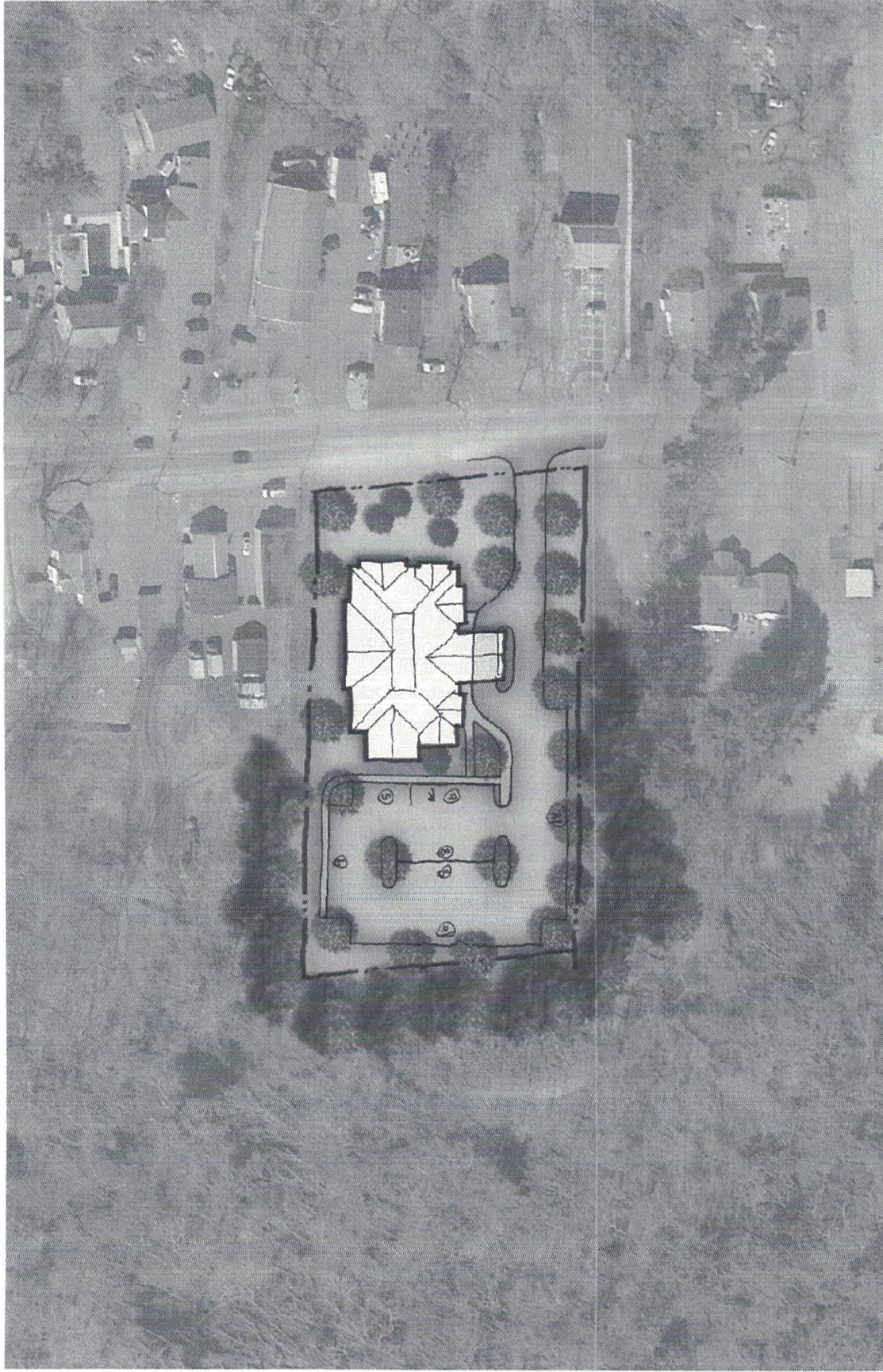
Legend

-  Subject Property
-  Building Setback
-  Certified Vernal Pool
-  100' Wetland Buffer
-  Abutting Properties
-  Proposed Senior Center
-  Proposed Parking
-  2' Contour

1"=100 FEET
0" 1"
THIS SCALE IS FOR THE ORIGINAL DRAWING



ALL DATA LAYERS WERE OBTAINED FROM THE OFFICE OF GEOGRAPHIC AND ENVIRONMENTAL INFORMATION (MASSGIS), COMMONWEALTH OF MASSACHUSETTS EXECUTIVE OFFICE OF ENVIRONMENTAL AFFAIRS



NORTON SENIOR CENTER
140 West Main Street – Municipality Site
70 Parking Spaces

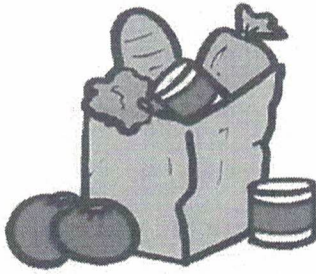
Exec Office of Elder Affairs Benchmarks
 population over 60 is 4,000 +)

basic
 4 sf/senior
 12,300

with kitchen
 5 sf/senior
 15,600

Existing Building	10,000 sf Building	12,300 Building	14,000 sf Building	15,000 sf Building	Adic Supportive Care
Lobby/Reception					
Lobby / Reception & Information Area					
Lobby Coat Room					
Cafe, Lounge, Social Area					
Administrative Offices					
Reception Desk / Receptionist					
Executive Director office	150	150	150	150	
Administrative Assistant	75				
SRHIE Office	150	150	150	150	
Careless Coordinator office (similar to social worker)	100	100	100	100	
Transportation Coordinator workstation or office	70	70	70	70	
Volunteer Coordinator workstation	70	70	70	70	
Program Coordinator workstation					
Professional Office					
Health Office/Nurses					
Waiting Area for offices or nurse					
Staff storage/closet/entry					
Administrative Storage, Copy & Supplies	100	100	100	100	
Program Spaces					
Library Reading & Lounge Area					
Conference Room	250	250	250	250	
Multi-Purpose Room	1,500	2,020	2,500	2,500	
Program Storage	100	150	200	200	
Program Room: General	650	650	650	650	
Program Room: Technology/Maker Space	750	750	750	750	
Program Room: Arts & Crafts	50	50	50	50	
Arts & Crafts Storage	800	1,020	1,000	1,000	
Wellness Center: Exercise Class Area	25	50	50	50	
Exercise Storage	800	1,020	1,000	1,000	
Game Room	50	50	50	50	
Storage					
Food Service					
Kitchen	400	600	600	600	
Dining Room	50	50	50	50	
Pantry Storage	50	100	100	100	
Walk in Cooler/Freezer					
Loading / Receiving / Storage	50	50	50	50	
Restrooms					
Women's Restroom	210	210	210	210	
Men's Restroom	210	210	210	210	
Men's 2nd Floor Restroom					
Women's 2nd Floor Restroom					
Companion Restroom	70	70	70	70	
Staff Restroom					
Support Spaces					
Mechanical / Electrical / Sprinkler	200	200	200	200	
Boiler Room					
Medical & Health Equipment Storage	150	150	150	150	
Custodian	70	70	70	70	
Interior Furniture Storage	70	100	100	100	
Supportive Care					
Activity Room					
Staff Station					
Companion Restroom with shower					
Laundry (colled and clean)					
Total Net Area	7,695	9,220	10,776	11,550	1,230
Grossing Factor	1.30	1.30	1.30	1.30	1.30
Total Gross Area	10,000	12,000	14,000	15,000	1,600

Cost Benchmarks	estimated construction cost range with grossing factor for total appropriation	\$5,000,000 \$6,000,000	\$6,000,000 \$7,200,000	\$7,000,000 \$8,400,000	\$7,500,000 \$9,000,000	\$800,000 \$950,000
-----------------	-----------------------------------------------------------------------------------	----------------------------	----------------------------	----------------------------	----------------------------	------------------------



Cupboard of Kindness Food Pantry: Feeding the Town of Norton

In planning a new space for the town's food pantry, the Cupboard of Kindness, please consider these needs:

- Minimum of 800 square feet
- Access to a bathroom and water for cleaning
- First floor location
- Refrigeration and freezer space
- Covered area for clients to wait outside
- Space for seating inside the pantry for our elderly or handicapped clients
- Easy access to unload donated food items and purchased food from the large Greater Boston Food Bank truck
- Ample parking with handicapped accessible parking
- Office space that could be private for sensitive conversations with clients
- Wireless access and phone on site
- Shelving to store extra food and supplies, as well as shelving for clients to "shop" for food through the pantry
- Space for shopping carts
- Heating and cooling system
- Multiple electrical outlets
- Easy access to trash and recycling bins
- Adequate lighting, both inside and outside the pantry for safety
- Work space for putting together 15-20 boxes for delivery to our housebound clients once a month, as well as receiving and sorting donations

The pantry serves from 35-60 families during the two nights a month when we are open from 4:30-6:30 PM. The pantry currently is a very cramped, small space, which makes it challenging to bring clients through to shop for food using small shopping carts. A larger space, with the capacity for multiple functions, would streamline our operations and make the experience more productive and easier for the volunteers and the clients.

For more information, or questions about these needs, please contact Gloria Barker at barkergloria@gmail.com or 508-369-3240; or at the following: cupboardofkindness@yahoo.com; 508-285-3398; or visit our website www.cupboardofkindness.org

Cupboard of Kindness

Page 2

Pantry Dimensions

Location	Square Feet
Office Space	76
Pantry Space with Shelving, 1 frig & 2 freezers	625
Closed Storage with Shelving & 1 Freezer	66
Corner Storage with Shelving	18
TOTAL	785

For more information, or questions about these needs, please contact Gloria Barker at barker gloria@gmail.com or 508-369-3240; or at the following: cupboardofkindness@yahoo.com; 508-285-3398; or visit our website www.cupboardofkindness.org