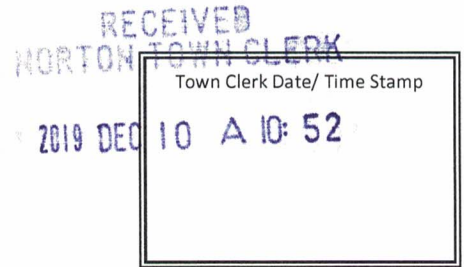




# MINUTES

## TOWN OF NORTON



### Permanent Building Committee

Board/ Committee:

Meeting Date: November 19, 2019 Time: 7:00 PM

Meeting Location: **Council on Aging**  
**55 West Main Street Norton, MA 02766**

Members & Staff Present: **Dinah O'Brien, Mark Gershman, Robert Medeiros, James Slattery, Sheri Cohen, Bonnie Yezukevich, Bob Briscoe,**

Public: **Members of the public (*attendance not taken*)**

The meeting was called to order at 7:00 PM and adjourned at 7:46 PM

Minutes from the N/A

### *Meeting Motions / Actions and Summary of Discussions:*

#### A. Meeting Minutes

N/A

#### B. Correspondence

A letter from J. O'Rielly was received stating his parcel of land located at 77-79 West Main Street is no longer available.

#### C. School Department Update

S. Cohen provided the Committee with an update on School Department Projects. The Door & Window project should be completed within approximately 8 weeks, the asbestos abatement at the Yelle School was completed, and the students returned to their classrooms.

Community Information Meetings for the proposed Athletic Complex continue to be held. Next meetings are on November 20, 2019 and December 9, 2019 at the High School Auditorium. The preliminary designs for the Complex have been finalized with an estimated cost of \$8.7 million (excluding provisions for a Community Center) and \$9.2 million (with provisions for a Community Center). These costs do not include the design or construction of the Community Center. School Committee will receive an update in January 2020 at which time they will vote on the project.

D. Town Hall and Community Center Projects

Subsequent to the Committee's October 28, 2019 meeting, it was determined that the projected cost of the Site Selection Survey would be below the threshold requiring a public bid. Therefore, the RFQ was sent to several qualified firms for solicitation of a price proposal. Price proposals are due December 4, 2019. The Committee plans on reviewing the proposals received by the Town at its next meeting.

E. Committee Membership

Committee member K. O'Neil resigned from the Committee. The vacancy will be discussed at the December 19, 2019 meeting of the Selectboard and School Department. Per the Town's By-Laws membership on the Committee should include, to the extent possible, an architect, engineer builder and attorney.

F. Other Business

1. Town Hall – Town Manager M. Yunits informed the Committee that OSHA toured the existing Town Hall and the Town is waiting for their report.
2. Remote Participation Policy – was approved by the Committee. The signed vote will be sent to the Town Manager.
3. Public discussion was held regarding the parcels previously reviewed by the Committee and if the Committee is keeping abreast of the Elm Street site and its clean-up. Committee Chair O'Brien noted that the Elm Street clean-up nor its demolition is under the purview of the Committee. The Elm Street parcel is within the suggested geographic footprint of the Site Selection Study so it could be reviewed again if its status changes.
4. Public discussion was held regarding the size of the proposed Community Center and desire of the COA Director and Board to continue to provide much needed services to the Town's residents in an appropriate and safe environment.
5. Public discussion was held regarding the need for an athletic complex and the School Department's budget as a percentage of the overall Town budget. It was suggested that the Selectboard should prioritize all the projects being considered by the Town (Town Hall, Community Center, East Norton Fire Station, Athletic Complex, etc.).
6. Chair O'Brien re-stated the role and purpose of the Committee per the Town's By-Laws and that the Committee is appointed by both the Selectboard and School Department.

Next Meeting(s):

December 9, 2019 (Monday)

7:00 PM

Council on Aging

55 West Main Street Norton, MA 02766

Minutes respectfully submitted by:

Mark Gershman, PBC Clerk

Minutes Approved by Committee on:

12/9/19

Chairman Signature:

Michael L. O'Brien

# PERMANENT BUILDING COMMITTEE

NOV. 19, 2019

7:00 PM

COA

MARK GERSTMAN

~~Mark~~ Jim Slattery

Bob Briscoe

~~Det. M. J. [unclear]~~

Shen Cohen

Bonnie Yezoukench

David D. O'Brien

PBC

PBC

TBC

PBC

School Committee

Finance Committee

PBC

**Town of Norton  
70 East Main Street  
Norton, Massachusetts 02766**

**REQUEST FOR PRICE PROPOSAL  
NORTON TOWN HALL and COMMUNITY CENTER  
SITE SELECTION STUDY**

**I. INTRODUCTION**

The Town of Norton requests a price proposal from qualified firms/individuals to provide a comprehensive site selection study for the siting of a new Town Hall and Senior/Community Center.

**II. BACKGROUND**

The Town of Norton established a fund at the 2017 Fall Town Meeting to be used for design, engineering and construction of a Town Hall and Senior Center. This fund was used to prepare Feasibility Studies for a new Town Hall and Community Center and resulted in the development of the appropriate size, general character, space programming, and conceptual layout of the two buildings to serve the current and future needs of Town. The Studies also reviewed several parcels of land to site one, or both, buildings. Though one site was identified to site both buildings, the Town decided not to move forward with this location due to site contamination and the on-going clean-up efforts by the EPA and State.

Therefore, at the October 21, 2019 Town Meeting voters appropriated funds to perform a Site Selection Study to identify and evaluate possible alternate sites for the location of a Town Hall and Community Center. The final deliverable of the Site Selection Study is to identify potential parcels to site a new Town Hall and Community Center, with a conceptual evaluation of the parcels to initially assess their suitability and worthiness of further review. It is expected that the study will include 3-6 potential parcels.

As a new Town Hall and Community Center is desired to be within, or near, the Town center, the Site Selection Study will be generally limited to the following geographic area:

1. Along Route 123 (East Main Street) from its intersection with North and South Washington Street to Route 140
2. Along Route 123 (West Main Street) from its intersection with Oak Street to Route 140
3. Along Route 140 (Mansfield Street) from its intersection with Route 123 to Freeman Street
4. Along Route 140 (Taunton Avenue) from its intersection with Route 123 to Barrows Street

The Study shall review all publicly owned, and private property that is currently for sale or vacant, within the geographical study area. A local real estate agent may need to be engaged to determine if other parcels within the study area may be coming on the market, or potentially for sale by the owner. Ideally, a new Town Hall and Community Center would be constructed on one parcel, however two separate parcels shall also be considered.

For those parcels identified, existing GIS mapping and aerial imagery shall be used as a basis for any conceptual layout plans to locate the proposed building(s), parking, driveways, mapped wetland resource areas, existing utilities (water, sewer, gas, electric, cable and communications), etc. The current zoning of each identified parcel shall also be specified with a determination if the current zoning would need to be altered to allow for the construction of the proposed building(s). Further an initial search of the MassDEP database shall be performed to identify any known contaminated sites or on-going hazardous material clean-up efforts.

### **III. GENERAL INFORMATION**

1. All interested parties must submit a written their price proposal no later than 1:00 P.M. on Wednesday, December 4, 2019. Price proposals can be emailed to: [myunits@nortonmaus.com](mailto:myunits@nortonmaus.com)

Michael D. Yunits, Town Manager  
Town of Norton  
70 East Main Street  
Norton, MA 02766

### **IV. SCOPE OF SERVICES**

The general scope of services shall include, but not be limited to, the following tasks:

1. Attend a kick-off meeting with the Permanent Building Committee to discuss the project goals, expectations, scope, study limits, deliverables, and project schedule.
2. Review existing Town Hall and Community Center Feasibility Studies and supporting documentation developed by others and provided by the Town.
3. Review the Study geographical area to identify any public, or private properties that could potentially site a new Town Hall and/or Community Center.
4. Meet with the Permanent Building Committee to review the potential sites identified and work with the Committee on narrowing the number of sites to 3 to 6 parcels (3 parcels min

if siting both buildings, or 6 parcels max if siting Town Hall and Community Center independently).

5. For each of the identified sites (3 to 6 parcels):
  - a. Using the general building footprint / size from the previous Feasibility Studies, conceptually layout the building(s), parking areas, driveways and circulation using available GIS mapping and aerial imagery showing current parcel zoning, wetland resource areas, historical/archaeological sites, and known hazardous material releases (including clean-up status).
  - b. Obtain the asking price, or estimated asking price, to purchase the parcel(s) if privately owned, along with an estimated cost to demolish and remove any buildings on the site(s).
  - c. Determine an approximate conceptual cost to perform any required site work and utility installation. The previous Feasibility Studies shall be relied upon for the hard and soft costs for the design, permitting, construction, furnishing and commissioning of the buildings.
  - d. Review the potential impact of the development to surrounding area including how the building(s) fit into the character of the adjacent parcels, potential traffic impacts, and potential screening or other mitigation efforts may be required.
6. Attend up to three (3) meetings with Permanent Building Committee, three (3) meetings with the Selectboard, and two (2) public information meetings.

As the Board of Selectmen approved the Remote Participation Policy on October 21, 2019, which requires boards to review and vote to approve the Remote Participation Policy, the **Permanent Building Committee** reviewed the policy at its meeting held on November 19, 2019

**The Permanent Building Committee voted to allow remote participation.**

The \_\_\_\_\_ Board/Committee voted not to \_\_\_\_\_ allow remote participation.

Dinah O'Brien *Dinah L. O'Brien*

James Slattery *James H. Slattery*

Mark Gershman *Mark Gershman*

Robert Medeiros *Robert Medeiros*

*Robert Bruce*

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