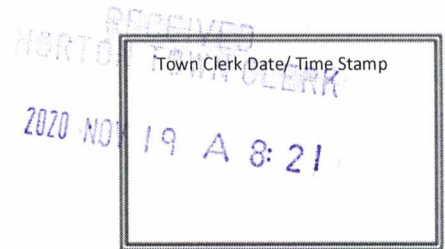




# MINUTES

## TOWN OF NORTON



Board/ Committee: Permanent Building Committee

Meeting Date: November 9, 2020 Time: 5:35 PM

Meeting Location: REMOTE Meeting via Zoom

Members & Staff Present: Dinah O'Brien, James Slattery Mark Gershman,  
Bob Brisco, Sheri Cohen, Jack Conway, Mike Yunits

Public: B. Rossi, E. Flett, P. Wiggins

The meeting was called to order at 5:35 PM and adjourned at 6:12 PM

Minutes from the \_\_\_\_\_

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

#### A. Meeting Minutes

Review and approval of the October 5<sup>th</sup> and October 17<sup>th</sup> Committee meeting minutes were tabled until the next Committee meeting.

#### B. Correspondence

N/A

#### C. School Department Update

N/A

#### D. Town Hall and Community Center Projects

Selectboard negotiating purchase and sales agreements with the respective property owners. DBVW still looking for permission to enter the property on Mansfield Avenue.

Committee reviewed DBVW's Scope of Services and voted unanimously to recommend the Town move forward with DBVW. J. Slattery requested that all deliverables by DBVW also be provided in hard copy. M. Yunits offered to print hard copies at the Town Hall. M. Yunits to provide DBVW with a Notice to Proceed.

M. Gershman reviewed the schedule prepared by DBVW for the site feasibility studies. The project will start with a kick-off meeting with the Committee and DBVW on November 16, 2020 at 6:00 PM (via zoom).

**DRAFT PROJECT SCHEDULE**

DATE	ACTIONS / EVENTS
November 9, 2020	PBC to vote on DBVW contract BOS to have discussed purchase with property owners with contingencies that purchase is dependent on Town election vote and Town Meeting approval
November 10, 2020	Notice to Proceed to DBVW
November 16, 2020	Task 1 - Kick-off Meeting
	Task 2 - Development of Site and Building Concepts
December 14, 2020	PBC Progress Meeting #1
December 21, 2020	PBC Progress Meeting #2
December 21, 2020	Task 3 - Modifications to Town Hall
	Task 4 - Presentation of Conceptual Design
January 4, 2021	PBC Progress Meeting #3
January 18, 2021	Task 5 - Finalize Conceptual Design
February 8, 2021	Task 6 - Cost Estimates
	Task 7 - Selectboard Presentations
February 11, 2021	BOS Presentation #1
TBD	BOS Presentation #2
February 22, 2021	Task 8 - Finalize Conceptual Design
March 1, 2021	Task 9 - Prepare Final Deliverables
	Task 10 - Public Meetings (3 each)
TBD - March 2021	Public Informational Meeting #1
TBD - April 2021	Public Informational Meeting #2
TBD - April 2021	Public Informational Meeting #3
April 28, 2021	Town election - vote to approve debt exclusion
May 15, 2021	Spring Town Meeting vote to authorize expenditure of funds for new Town Hall and Community Center

J. Slattery requested that Committee meetings be moved to a Tuesday due to a conflict on Mondays. PBC Progress Meeting #1 would move to December 15<sup>th</sup> PBC, Progress Meeting #2 to December 22<sup>nd</sup> and PBC Progress Meeting #3 to January 5, 2021. Committee will confirm these dates with DBVW.

Committee discussed the activities and organization of the Working Group and decided that the Working Group and Committee should meet together moving forward since the membership of each group is the same. A plan for public outreach and information meetings needs to be developed and organized based on the draft project schedule noted above.

E. Other Business

Building Envelope Study

The School Department is awarding the town-wide building energy audit project to Trane. Committee discussed the approval process, project scope, and which town-owned buildings are to be included in the audit. S. Cohen indicated it was for all town-owned buildings, but no list was immediately available, S. Cohen to obtain additional information on the project, its scope, procurement process, which buildings are included, and offered to have a member of the School Department attend a future meeting of the Committee to discuss the project further.

Committee expressed some concerns that the School Department's energy audit project is not a building envelope study, however it should provide some good information and provide a basis of a building envelope study.

Next Meeting(s):

November 16, 2020 (Monday)	6:00 PM	Zoom Meeting
December 15, 2020 (Tuesday)	6:00 PM	Zoom Meeting – <i>to be confirmed with DBVW</i>
December 22, 2020 (Tuesday)	6:00 PM	Zoom Meeting – <i>to be confirmed with DBVW</i>
January 5, 2021 (Tuesday)	6:00 PM	Zoom Meeting – <i>to be confirmed with DBVW</i>

Minutes respectfully submitted by:

Mark Gershman, PBC Clerk

Minutes Approved by Committee on:

11/16/2020

Chairman Signature:

