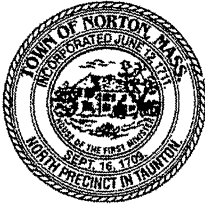


RECEIVED  
NORTON TOWN CLERK

2022 NOV 22 AM 10: 27

Town Clerk Date/ Time Stamp



# MINUTES

## TOWN OF NORTON

Board/ Committee: Permanent Building Committee

Meeting Date: September 26, 2022 Time: 6:00 PM

Meeting Location: Council on Aging / Zoom

Members & Staff Present: Dinah O'Brien, James Slattery, Mark Gershman, Bob Medeiros, Brian Bechet, Bob Brisco (COA Rep), Nick Schleicher (School Rep), Michael Yunits, Steve Kirby (OPM), Michael Viveiros (DBVW), Ed Cifune (DBVW), Sarah Whiteley (DBVW), Beth Rossi (COA), Gloria Barker (Food Pantry), Estelle Flett (VA), Sandra Ollerhead (FinCom), Dr. Baeta (Schools)

Public: J. Brisco

Meeting called to order at: 6:00 PM and adjourned at: 7:48 PM

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

#### A. Meeting Minutes

Meeting minutes from the Committee's September 12, 2022 meeting were approved.

#### B. Mail / Correspondence

No mail or correspondence. M. Yunits will check on the status of the Committee's mailbox at Town Hall.

#### C. School Department

J. Slattery provided an update on the School Department's Athletic Field Project. The project is expected to be substantially complete on October 15, 2022. Use of the fields would be allowed after this date which also starts the 12-month warranty period. Final punch list expected in December 2022. Scoreboard still delayed. Stripping of the tennis courts and track may be temporary until the spring as weather dependent. Ribbon cutting of the project to be at the Thanksgiving Day football game.

#### D. OPM Update

S. Kirby (OPM) provided an update on various topics associated with the Town Hall and Community Center projects:

- o Planning Board – Board approved the COA project on September 25, 2022.
- o Select Board – meeting on October 5, 2022 at 7:00 PM to discuss the use of AARP funds for the Town Hall water, sewer and broadband costs. Members of the Committee asked to attend.
- o OPM looking for a copy of the Front-End documents used by the Athletic Field Project. Document will be the basis for the Town Hall and Community Center projects as it should have already been reviewed by Town Counsel. J. Slattery will provide.

E. Senior Center

S. Whiteley (DBVW) provided the Committee with a review of the finishes of the Community Center (carpet, counters, wall coverings, flooring, trim, cabinets, tile, and color palette).

S. Kirby (OPM) inquired as to:

- Who does the currently cleaning of the COA? B. Rossi indicated it is outsourced and performed 2 times per week.
- Are there any long-lead time items? S. Whiteley indicated no.
- Are there any proprietary products? S. Whiteley indicated no, there are available equivalents to all specified products and materials.

B. Rossi (COA) inquired about concerns over lighting sensitivity. S. Whiteley indicated this has been accounted for in the design. B. Rossi confirmed that the materials and finishes were satisfactory.

**The Committee voted to approve the materials and finishes as presented.**

The list of the 31 Value Engineering items was reviewed, discussed, and clarified (#4 sound absorbing ceiling panels; #8 display rail; #9 exterior sealant; #13 emergency generator exhaust).

DBVW indicated the final generator was sized at 75kV. It was noted that the School Department may have a surplus generator. S. Kirby noted that the Community Center generator had to use natural gas as an uninterruptible fuel source. S. Kirby also noted that a future maintenance contract will be required for the generator.

B. Rossi inquired as to the vertical limits of the wall tile in the restrooms. After discussion, it was requested that the tile extend the full height of the wall behind the fixtures and extend 4 to 6 ft above finish floor on the other walls.

The Add Alternatives were discussed in ranked by order of priority:

- #1 Bathroom wall tile (full height behind fixtures), except staff and Food Pantry bathrooms
- #2 Kitchen equipment (add range and two undercounter dishwashers)
- #3 Kitchen equipment (balance of equipment)
- #4 Exterior building sign
- #5 Wood privacy fence (northern boundary)

**The Committee voted in favor of the above Add Alternatives and their ranking.**

Community Center scheduled to be advertised in October 2022. MassDOT State Highway Access Permit still required for utility connections / relocations and curb cuts.

F. Town Hall

S. Whiteley (DBVW) provided the Committee with a review of the finishes of the Town Hall (carpet, counters, wall coverings, flooring, trim, cabinets, tile, and color palette). Furniture will be purchased through a vendor off the MA State bid list, not through the General Contractor.

**The Committee voted to approve the materials and finishes as presented.**

The Add Alternatives were discussed in ranked by order of priority:

#1 Selectboard desk (in large community meeting room)

#2 Roadway behind Police Station (connecting parking lot to DPW driveway)

M. Viveiros (DBVW) to confirm with M. Yunits on the # of seats required for the Selectboard desk.

The 75% Design Development Plans will be forwarded to the estimator on October 28, 2022. Updated estimate will be ready for review by the Committee at its December 2022 meeting.

Next Meeting(s):

October 5, 2022

7:00 PM

Select Board Meeting – Norton Library

October 24, 2022

6:00 PM

Committee Meeting – COA

Minutes respectfully submitted by:

Mark Gershman, PBC Clerk

Minutes Approved by Committee on:

James M. Shattuck

Signed on behalf of Chairperson:

11/21/2022

## **VERTEX**

### **Town Hall Contractor Prequalification Schedule - DRAFT**

The prequalification process is required for any project >\$10M per MGL, Ch 149.

#### **Schedule:**

10/24/22	Finalize the names for PQ committee at PBC meeting. Vertex (1), DBVW (1), Town (2). (Confirm hard copies are not wanted)
10/25/22	Get Projectdog code (Web-based site for electronic hosting of RFPs and bids)
10/27/22	Post to Central Register and Projectdog (by Vertex). Post to COMMBUYS, local newspaper, Town website (by Town).
11/2/22	Ad appears in Central Register, Project dog, COMMBUYS, Newspaper, website.
11/9/22	Last day for RFP RFIs
11/11/22	RFP RFI responses issued
11/16/22	GC and Filed Trade Subcontractor proposals due to Projectdog (and hard copies??)
11/16 to 12/30/22	GC and Trade Sub Proposal reviews. Remote meeting of PQ Sub-Committee to finalize selections on 12/30/22
1/4/23 to 1/20/23	Notices issued to contractors
Late January	Bidding restricted to only prequalified GC and Filed Trade Subs.

## **VERTEX**

### **Senior/Community Support Center Bid Schedule**

#### Schedule:

11/3/22	Post to Central Register (by Vertex). Post to Biddocsonline (by DBVW). Post to COMMBUYS, local newspaper, Town website (by Town).
11/9/22	Ad appears in Central Register, Biddocsonline, COMMBUYS, Newspaper, website.
11/16/22	Bidders briefing session onsite
11/21/22	Last day for Pre-bid Filed sub RFIs
11/28/22	Pre bid Filed Sub RFI response addenda issued
11/30/22	Filed Sub bids due 2:00PM
11/30 to 12/6/22	Review Filed Sub bids and approve for posting sub-bid tab for GCs
12/6/22	Last day for GC Pre bid RFIs
12/12/22	GC Pre bid RFI response addenda issued
12/14/22	GC bid due 2:00PM
12/15/22 to 12/23/22	GC bid review by Vertex/DBVW (low responsive and responsible bid)
12/27/22 (TBD)	PBC meeting to review bids; vote on recommendation to TM and SB for award
1/3/23 to 1/6/23	Award of contract and NTP to low bidder
1/9/23 to 3/15/23	GC Procurement Phase 1
1/9/22 (TBD)	Preconstruction meeting
3/15/23 to 4/1/24	Phase 2 mobilization and construction to substantial completion
4/1/24 to 5/1/24	Final Completion (Punchlist, Plantings, Top-coat Paving, and Closeout)