



MINUTES

TOWN OF NORTON

Town Clerk Date/ Time Stamp

Board/ Committee: **Permanent Building Committee**

Meeting Date: **March 9, 2015** Time: **7:00 PM**

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

Members & Staff Present: **Lukasz Wasiak, Frank Reynolds, Mark Gershman, Dennis Colwell, Tom Weiss, Michael Yunits Town Manager**

Members Not Present:

The meeting was called to order at **7:00 PM** and adjourned at **8:20 PM**

Minutes from the **N/A** Meeting were reviewed & Approved as written.

Meeting Motions / Actions and Summary of Discussions:

Introductions were made of the five Permanent Building Committee (PBC) members and the Town Manager, M. Yunits. M. Yunits presented an overview of the Permanent Building Committee mission, Public Procurement Procedures, and the request for proposal process.

M. Yunits discussed the general layout, use and space needs of the Town Hall including a list of deficiencies: a lack of meeting room space; HVAC system; department space needs; unusable space within basement; roofing system.

M. Yunits discussed the general needs and issues associated with Council on Aging and their need for a much larger facility to serve the needs of the aging population of the town.

PBC inquired as to the availability of existing information, plans, reports, etc, for the Town Hall, Council on Aging, and other Town buildings. M. Yunits will gather what is available and distribute to the PBC at the next meeting.

Buildings to be reviewed by the PBC include, but are not limited to: Municipal Center (Town Hall & Fire Department), Police Department, Highway Department, Council on Aging, and all School Buildings.

Depending on the amount of available information, the PBC may suggest envelope studies be undertaken on all Town owned buildings in order to develop a base line of their current condition and needs.

Discussion was held regarding the position and election of officers. The following motions were made, seconded and voted on by the Committee:

1. Motion was made and seconded nominating L. Wasiak to be Chairmen for a term of 6 months – Vote was unanimous

2. Motion was made and seconded nominating F. Reynolds to be Vice Chairmen for a term of 6 months – Vote was unanimous
3. Motion was made and seconded nominating M. Gershman to be Clerk for a term of 6 months – Vote was unanimous

L. Wasiak requested the names and contact information of all Town Departments such that the PBC can be introduced and the PBC can start collecting information and capital needs from each Department. M. Yunits will provide.

L. Wasiak indicated he has been involved with a number of new senior centers in neighboring towns and will reach out to see what information on these buildings is available.

PBC decided meetings would be held the second Monday of every month at 7:00 PM at Town Hall, 70 East Main Street, Norton, MA.

M. Yunits lead the PBC on a tour of the Town Hall. Meeting was adjourned at 8:20 PM.

Next Meeting(s):

April 13, 2015 @ 7:00 PM PBC Meeting 70 East Main Street, Norton, MA

List of Documents and Other Exhibits used at Meeting:

- Permanent Building Committee – Article 21
- *Public Procurement Procedures*
- *Plans of Norton Municipal Center - Town Hall & Fire Station Building*, by Washburn, Luther Associates, dated March 3, 1977 (distributed by M. Yunits after the meeting)
- *Plans of Norton Municipal Center – Public Works Building*, by Washburn, Luther Associates, dated March 3, 1977 (distributed by M. Yunits after the meeting)

List of Documents and Other Exhibits used at Meeting:

Minutes respectfully submitted by: Mark Gershman

Minutes Approved by Committee on: 6/08/2015

Chairman Signature: 