



MINUTES

TOWN OF NORTON

Town Clerk Date/ Time Stamp

Board/ Committee: **Permanent Building Committee**

Meeting Date: **April 13, 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 **8:00 PM**

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

Meeting Motions / Actions and Summary of Discussions:

M. Yunits presented various pervious reports and costs estimates regarding the assessment, utilization, renovation, new Town Hall, and additions to the Fire Department. A brief discussion was held regarding these documents and construction cost estimates.

L. Wasiak presented several emails from various Town Departments regarding their facilities immediate needs and capital improvement priorities. In addition, the Town of Rockland provided information regarding the recent construction of their Town's new Senior Center.

Discussion was held regarding the level of capital improvements falling under the purview of the Permanent Building Committee (PBC). M. Yunits indicated the PBC should be reviewing only those capital improvements having a construction cost greater than \$10,000, or lasting more than 5 years.

In order to review and assess the capital improvements needs of the various Town Departments, the PBC requested a copy of the Capital Plans for the Fire Department, Police Department, Department of Public Works, Council on Aging, and the Town Municipal Center.

M. Yunits explained that the Capital Planning Committee reviews the various Department Capital Plans, prioritizes the needs, presents them to the Finance Committee which then votes and presents the needs to Town Meeting.

M. Yunits departed the meeting at approximately 7:40 PM.

PBC discussed the need for a master spreadsheet listing all Town owned buildings. The spreadsheet would include such information as: Building Name and Location; Department Ownership; Square Footage; Use and Personnel Occupancy; Building Type, Construction, Age, etc.; Available Plans; Current Operating Budget; History of Capital Improvements.

From the brief time the PBC has been appointed and the information gathered to date, it appears the most pressing needs of the Town are related to the Town Hall and Council on Aging buildings.

PBC decided to reach out to the Director of Council on Aging to see if a tour of the COA building could be arranged. Attentive date was set for April 20th at 7:00 PM. L. Wasiak to confirm, M. Gershman to send meeting notice to Town Clerk.

Meeting was adjourned at 8:00 PM.

Next Meeting(s):

April 20, 2015 @7:00 PM	Tour of Council on Aging	55 West Main Street, Norton, MA
May 11, 2015 @ 7:00 PM	PBC Meeting	70 East Main Street, Norton, MA

List of Documents and Other Exhibits used at Meeting:

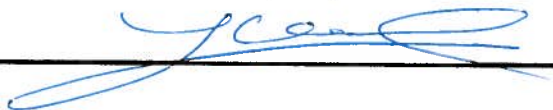
- *Structural Condition Assessment Norton Municipal Center*, by Boston Building Consultants Report, dated November 3, 1995
- *Town Hall Utilization*, by The Preservation Partnership, dated February 12, 1996
- *Addition to and Renovation of, Norton Town Hall Building and Fire Station*, by Cramer Levine & Company Architects, dated May 15, 2013
- *Sketches Norton Town Hall*, by Cramer Levine & Company Architects, dated February 20, 2014, drawings SPSK-1, EX-1, 2 & 3, SK-1, 2 & 3
- *Norton Town Hall Renovations Pre-Schematic Estimate*, by Construction Cost Engineering of Boston, dated May 19, 2014
- *Town of Norton New Town Hall Pre-Schematic Estimate*, by Construction Cost Engineering of Boston, dated May 19, 2014
- *Norton Fire Station Addition 1 level Pre-Schematic Estimate*, by Construction Cost Engineering of Boston, dated May 19, 2014
- *Norton Fire Station Addition 2 level Pre-Schematic Estimate*, by Construction Cost Engineering of Boston, dated May 19, 2014
- *Email from J. Baeta (Superintendent of Schools) to L. Wasiak*, Subject: Norton Building Committee, dated March 15, 2015
- *Email from Chief B. Clark (Police Department) to L. Wasiak*, Subject: Norton Building Committee, dated March 16, 2015
- *Email from W. Lizotte (Director of Facilities) to L. Wasiak*, Subject: School Department Capital Plan, dated March 16, 2015 including *Public Schools Capital Plan*
- *Email from K. Silver (Highway Superintendent) to L. Wasiak*, Subject: Norton Building Committee, dated March 17, 2015
- *Email from B. Rossi (Director COA) to L. Wasiak*, Subject: Norton Building Committee, dated March 17, 2015
- *Email from E. Hart (Town of Rockland) to L. Wasiak*, Subject: Town of Norton, dated March 31, 2015 including cost estimates prepared by P³ for *Rockland Senior Center*
- *Email from Deputy Chief D. Myles (Fire Department) to L. Wasiak*, Subject: Fire Department Priority List, dated April 10, 2015

Minutes respectfully submitted by: **Mark Gershman**

Minutes Approved by Committee on:

6/8/2015

Chairman Signature:

A handwritten signature in blue ink, appearing to be "J. Gershman", written over a horizontal line.