



MINUTES

TOWN OF NORTON

Town Clerk Date/ Time Stamp

Board/ Committee: **Permanent Building Committee**

Meeting Date: **August 24, 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 Wiess, Michael Yunits, Joseph Baeta**

Members Not Present: _____

The meeting was called to order at **7:00 PM** and adjourned at **8:35 PM**

Minutes from the **June 8, 2015** Meeting were reviewed & Approved as written.

Meeting Motions / Actions and Summary of Discussions:

Committee meet with Town Manager and Superintendent of Schools to discuss direction and focus of the Committee. Committee requested a listing of all municipal and school buildings including: name, square footage, # of floors, age, and all existing documentation (plans and reports).

In order to prioritize the needs and demands of the various buildings, a baseline assessment study is required to be conducted for all Town owned buildings. A preliminary cost estimate to perform such as study is required by the Town Manager by October 1, 2015 in order to be reviewed and placed on the warrant for Town Meeting.

If approved by Town Meeting, Committee will work with the Town Manager to prepare a Request for Proposals to perform the building assessment studies.

Committee will continue to move forward with an internal Building Needs Assessment for Town Hall and the Council on Aging.

Next Meeting(s):

September 8, 2015 @ 7:00 PM PBC Meeting Town Hall – Break Room
70 East Main Street, Norton, MA

Minutes respectfully submitted by: **Mark Gershman**

Minutes Approved by Committee on: **9/8/15**

Chairman Signature: _____