



# MINUTES

## TOWN OF NORTON

Town Clerk Date/ Time Stamp

Board/ Committee: Permanent Building Committee

Meeting Date: October 26, 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

Members Not Present: \_\_\_\_\_

The meeting was called to order at 7:00 PM and adjourned at 8:30 PM

Minutes from the Sept 8 & 28, 2015 Meeting were reviewed & Approved as written.

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

#### Norton Public Library

The Committee was briefed by Brian Stalters, President Norton Library Board of Trustees, regarding the condition and status of the Library's HVAC system. System consists of three (3) gas fired HVCA units that are approximately 25 years old. One unit was replaced in the spring of 2015 and the other two units are failing and in need of major repairs or replacement. Board of Trustees is requesting assistance from the Committee to aid the determining the proper course of action to address the HVAC issues. Alternatives could include a: design/build procurement or an RFP for a mechanical engineering firm to assess and design a new system or repairs.

As the Library is not expecting to receive Town funding for this project, further clarification as to the role and expectations Committee will be sought from the Town Manager.

It was suggested the Committee tour the Library to see the existing HVAC system and the overall facility. The Board of Trustees will research available rebates and incentives offered by the various utility companies.

*Post-Meeting Follow-up:* Town Manager informed the Committee that if the Library is using their own funds they still must follow Town and State procurement regulations however, the role of the Committee would be limited to an advisory role only.

#### Municipal Building Assessment / Study

Fall Town meeting approved \$70,000 for the preparation of building assessment and envelope study of various Town buildings. Committee will reach out to the Town Manager to determine the Committee's next step and role for moving forward with the study.

Chartley Fire Station

Town Manager informed the Committee that the Chartley Fire Station was be added to the list of buildings to be included in the building assessment study. Committee will reach out to the Town Manager and Fire Chief to determine the expectations and goals of studying this building.

*Next Meeting(s):*

November 16, 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:

12/14/15

Chairman Signature:

