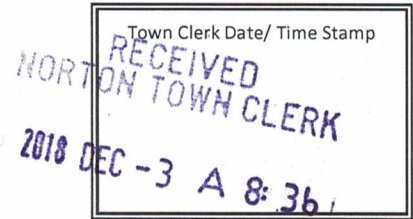




MINUTES

TOWN OF NORTON



Board/ Committee: Permanent Building Committee

Meeting Date: October 22, 2018 Time: 7:00 PM

Meeting Location: Selectman's Meeting Room Town Hall, 70 East Main Street Norton, MA

Members & Staff Present: Lukasz Wasiak, James Slattery, Mark Gershman, Kevin O'Neil, Robert Medeiros Dinah O'Brien, Michael Yunits, Bob Kimball

Public: Michael Viveros & Anthia Maniotes - DBVW

The meeting was called to order at 7:00 PM and adjourned at 9:31 PM

Minutes from the September 17, 2018 were approved
October 16, 2018 were approved with R. Medeiros in abstention

Meeting Motions / Actions and Summary of Discussions:

Discussion

Town Hall Feasibility Study Update

Architects M. Viveros & A. Maniotes, DBVW provided the Committee with an update on the progress and steps taken to date on the Town Hall Feasibility Study. DVVW provided a questionnaire to all departments within Town Hall prior to touring the facility and meeting with all departments. The footprint (square footage) of each department was obtained and each department provided their current and future staffing; preferred /required department adjacencies; department needs, and general comments. Current and future storage needs were also discussed. Many departments have storage within their own spaces, share storage with other departments, and use the basement of Town Hall for storage. Based on this information, DBVW provided a matrix showing the current square footage of each department and their projected square footage. Most department footprints increased with the exception of the Assessor and Accounting Departments. The Board of Selectman area increased the most due to the desire to provide a much larger, and flexible, space to hold not only Selectmen meetings, but other large meetings from the other departments. A general discussion on this increase in space ensued with DBVW providing examples of other similar sized towns as Norton and their Town Hall layouts.

Common spaces with Town Hall were discussed such as: lavatories, break room, conference rooms (large, medium and small), storage, vault, mail and copy room, and custodial. Overall the existing Town Hall is approximately 14,800 square feet (including basement storage) and the projected size of a new Town Hall is approximately 22,700 square feet. This is under the assumption that the new Town Hall will be a standalone building, separate from the Community

/ Senior Center. This was done as DBVW is required to review parcels that could only accommodate the Town Hall (such as the land behind the current Town Hall).

Discussion continued on the likely composition of a new Town Hall, two story steel framed with metal decking and concrete slabs, having a New England style appearance. The Community / Senior Center is likely to be a single story building of approximately 15,000 square feet. Should the two facilities be co-located on one site and co-joined, a discussion was held on the general configuration, building composition and shared spaced (connecting space). Such shared space can be envisioned as a "living room" setting or open, flexible and dividable meeting space.

DBVW is tasked with reviewing three (3) potential sites for a new Town Hall:

- East Main Street, behind the exiting Town Hall
- Elm Street, Reed & Barton site
- Route 123 opposite Leonard Street

DBVW performed a site visit to each location and expressed their concern that the Route 123 site (opposite Leonard Street) will require a lot of site work and new roadway to accommodate the Town Hall. Such costs are likely to make this location cost prohibitive. DBVW indicated that the East Main Street location is only large enough to support a new Town Hall and not a Community / Senior Center. The Elm Street location is large enough to support both a new Town Hall and Community / Senior Center. The Elm Street site also offers a unique setting and view of the pond now that the EPA clean-up has removed some of the trees on the site.

Next Meeting(s):

November 26, 2018 (Monday), 7:00 PM

PBC Meeting Town Hall – Break Room
70 East Main Street, Norton, MA

December 3, 2018 (Monday), 7:00 PM

PBC Meeting Town Hall – Break Room
70 East Main Street, Norton, MA

December 17, 2018 (Monday), 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:

11/26/18

Chairman Signature:

