



MINUTES

TOWN OF NORTON

RECEIVED
NORTON TOWN CLERK

2022 APR 20 AM 10:29

Town Clerk Date/ Time Stamp

Board/ Committee: **Permanent Building Committee**

Meeting Date: **March 15, 2022** Time: **6:00 PM**

Meeting Location: **Zoom**

Members & Staff Present: **Dinah O'Brien, James Slattery, Mark Gershman, Bob Medeiros, Bob Brisco, Steve Kirby, Michael Yunits, Jack Conway, Sheri Cohen, Bonnie Michael Viverois (DBVW), Ed (VHB), Allen Fuller (Fire), Beth Rossi (COA), Estelle Flett (VA)**

Public: **Ed Lifune**

Meeting called to order at: **6:00 PM** and adjourned at: **7:40 PM**

Meeting Motions / Actions and Summary of Discussions:

A. Meeting Minutes

Chair D. O'Brien signed the previously approved Committee Meeting Minutes from the October 12, 2021, November 15, 2021, December 13, 2021, January 12, 2022 and January 18, 2022.

B. Mail / Correspondence

N/A

C. School Department Update

J. Slattery provided an update on the Athletic Complex Project. Final plans are being prepared that do not include the sewer work, which will be submitted to Town Meeting for approval as a separate project. Schedule for the Athletic Complex Project is as follows:

March 16 – 31, 2022	Public Bidding
March 22, 2022	Pre-Bid Meeting at 10:00 AM
March 31, 2022	Bids due at 2:00 PM
April 6, 2022	Contract Award
Summer 2022	Construction
September 2022	Substantial Completion

D. Town Hall / Community Center

DVBW submitted a schedule for both the Town Hall and COA projects.

D. O'Brien, B. Medeiros represented the Committee for the final programming meetings for the Town Hall and Senior Center. Tours of neighboring Senior Centers will be on March 16, 2022, at 11:00 AM (Walpole, MA) and 1:00 PM (Situata, MA). D. O'Brien and B. Medeiros will attend Walpole; D. O'Brien and B. Brisco will attend Situata. OPM and DVBW are meeting with the Norton Police Chief, Fire Chief, DPW Director and Library on March 24, 2022, to discuss the

Municipal Center.

Weston & Sampson's proposal to the Town to perform a Sewer Connection Alternatives Analysis was reviewed by the Committee. The Analysis is to review various alternatives to connect the Municipal Complex to the existing sewer infrastructure. Various alternatives will be reviewed (Elm to Pine, sewer manhole at 140/123, Wheaton College, Elm to Reservoir, 123 to the sewer easement). Cost of the study is \$38,000 and is a better option than constructing an on-site septic system.

Committee questioned how the Analysis was being funded and from what accounts. M. Yunits will check the remaining balance of available funds and inform the Committee. DBVW indicated that the sewer analysis is time critical as the decision will affect the design / layout of the Municipal Complex (on-site system or off-site conveyance).

Committee voted to hold its approval of the sewer analysis until the Town provided accounts from which the \$38,000 request will be funded. M. Yunits will provide a formal request including the account(s) to be used to fund the Analysis. Committee voted to meet on March 18, 2022 pending the information from the Town.

M. Viverois (DBVW) presented the status of the Town Hall and Senior Center projects.

Senior Center: Existing conditions survey will be conducted in April 2022 and then presented an overview of the revisions made to the building programming. Committee questioned how the building could accommodate room for over 100 attendees, security of the facility during off-hours, and one-way vs two-way drop off at the main entrance.

Town Hall: Finalized programming with Town hall Department Heads, project now moving into schematic design (SD). Progression is to complete the SD, prepare a cost estimate, continue with design development, update the cost estimate, and prepare the contract documents for bidding.

OPM indicated that the Town Hall layout has been finalized and the Committee concurred, the Senior Center layout may need some more minor revisions. The Committee gave its approval for DBVW to work with the OPM and COA to finalize the Senior Center layout and move that project into the schematic design phase.

Next Meeting(s):

March 18, 2022	6:00 PM	Committee Meeting – ZOOM ONLY
April 11, 2022	6:00 PM	Norton Library Hertz Room
		<i>(moved to April 19, 2022 at the Council on Aging)</i>

Minutes respectfully submitted by:

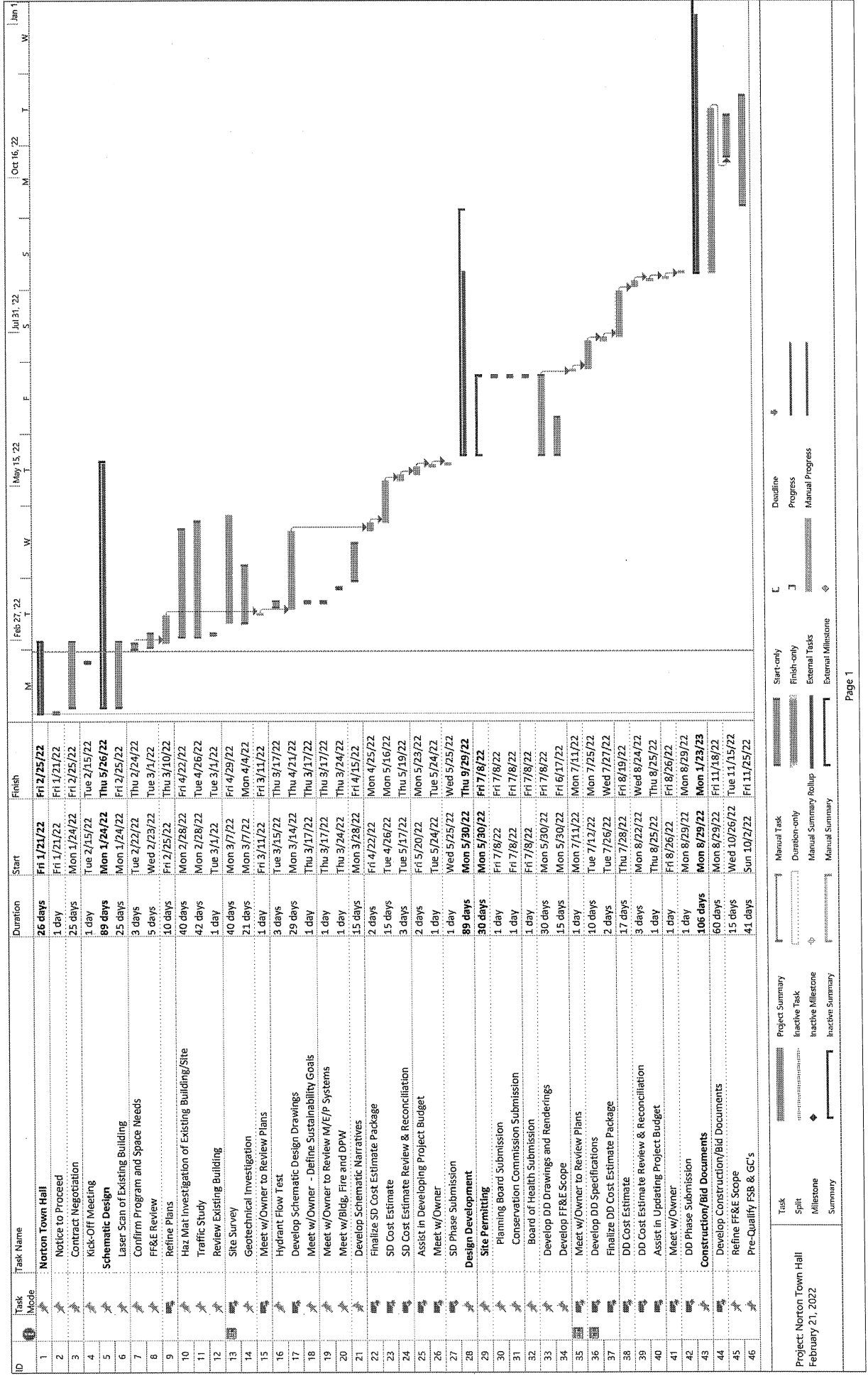
Mark Gershman, PBC Clerk

Minutes Approved by Committee on:

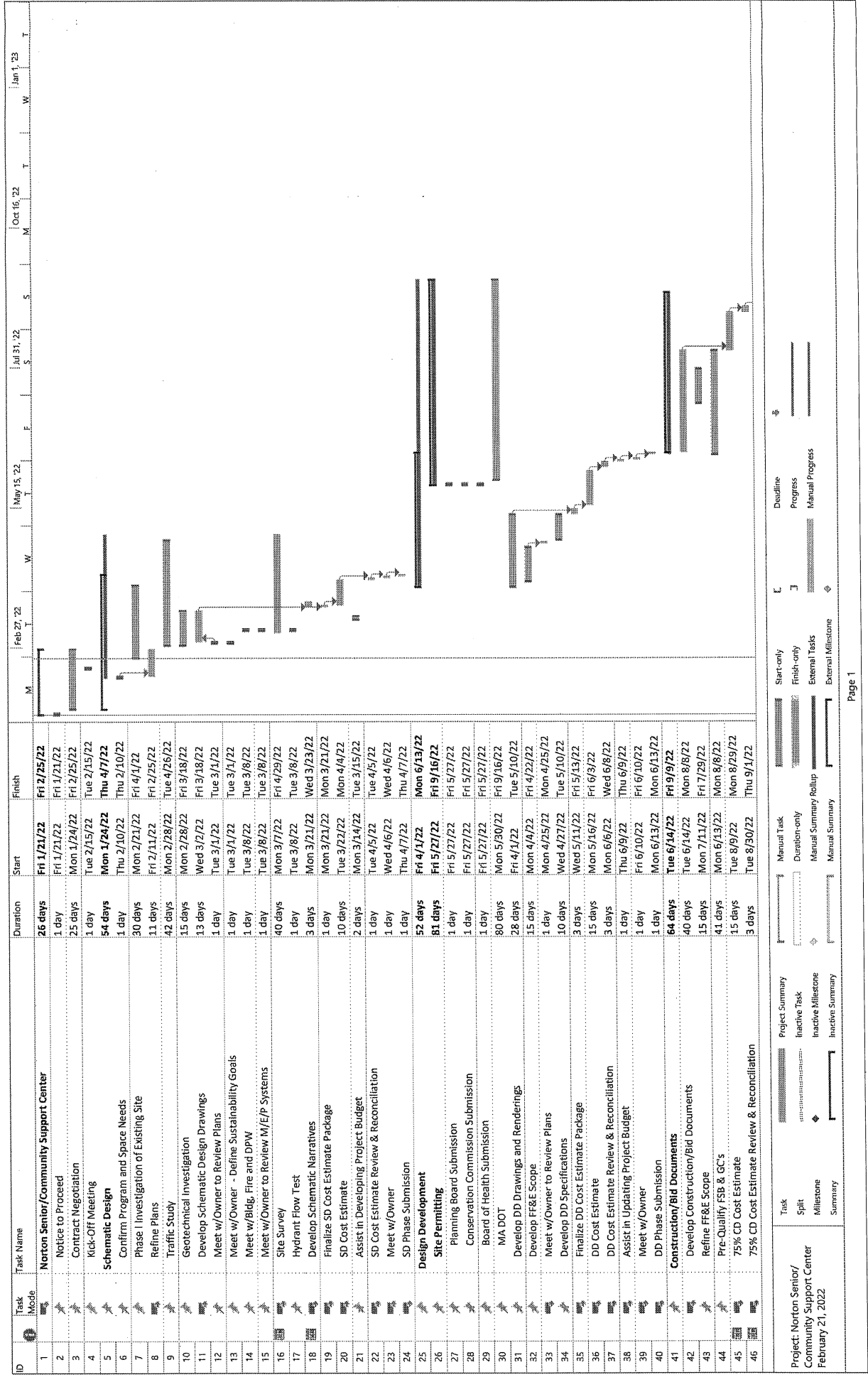
April 19, 2022

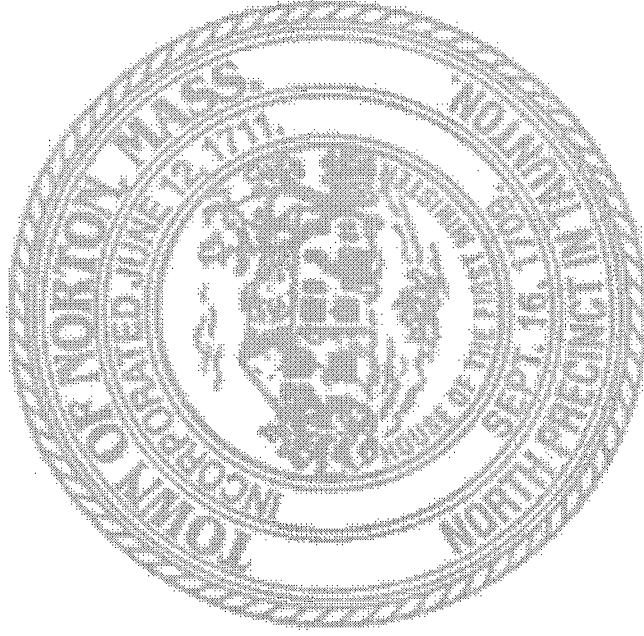
Chairperson Signature:

Dennis O'Brien

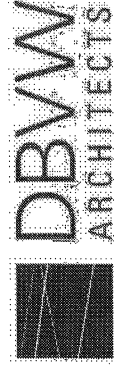


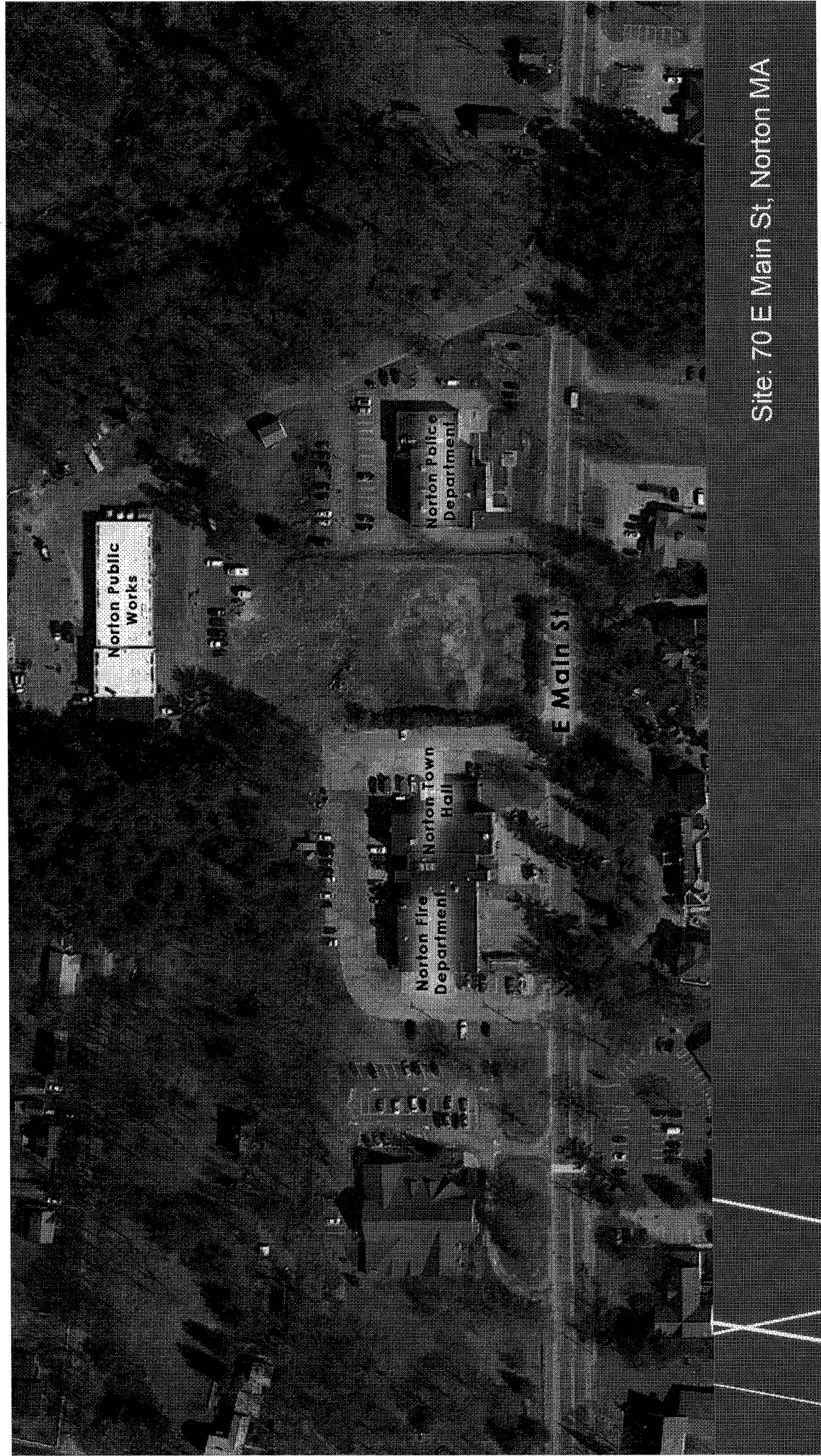
ID		Task Name	Task Mode	Duration	Start	Finish	M	T	W	F	S	S	Jul 31, '22	May 15, '22	F	S	Oct 16, '22	T	W					
47		75% CD Cost Estimate		15 days	Wed 11/2/22	Tue 11/22/22																		
48		75% CD Cost Estimate Review & Reconciliation		3 days	Mon 11/28/22	Wed 11/30/22																		
49		Meet w/Owner		1 day	Thu 12/1/22	Thu 12/1/22																		
50		Finalize Construction/Bid Documents		21 days	Fri 12/2/22	Fri 12/30/22																		
51		Meet w/Owner		1 day	Tue 1/3/23	Tue 1/3/23																		
52		CD/Bid Phase Submission		1 day	Wed 1/4/23	Wed 1/4/23																		
53		Bid and Construction		483 days	Mon 1/9/23	Wed 11/13/24																		
54		Bid		31 days	Mon 1/9/23	Mon 2/20/23																		
55		Bid Review and Contract Negotiation		17 days	Tue 2/21/23	Wed 3/15/23																		
56		Construction		375 days	Thu 3/16/23	Wed 8/21/24																		
57		Commissioning		30 days	Thu 8/22/24	Wed 10/2/24																		
58		Move-In		15 days	Thu 10/3/24	Wed 10/23/24																		
59		Closureout		60 days	Thu 8/22/24	Wed 11/13/24																		
Project: Norton Town Hall February 21, 2022 <table><tr><td>Task Split Milestone Summary</td><td>Project Summary Inactive Task Inactive Milestone Inactive Summary</td><td>Manual Task Duration-only Manual Summary Rollup Manual Summary</td><td>Start-only Finish-only External Tasks External Milestone</td><td>Deadline Progress Manual Progress</td></tr></table> Page 2																				Task Split Milestone Summary	Project Summary Inactive Task Inactive Milestone Inactive Summary	Manual Task Duration-only Manual Summary Rollup Manual Summary	Start-only Finish-only External Tasks External Milestone	Deadline Progress Manual Progress
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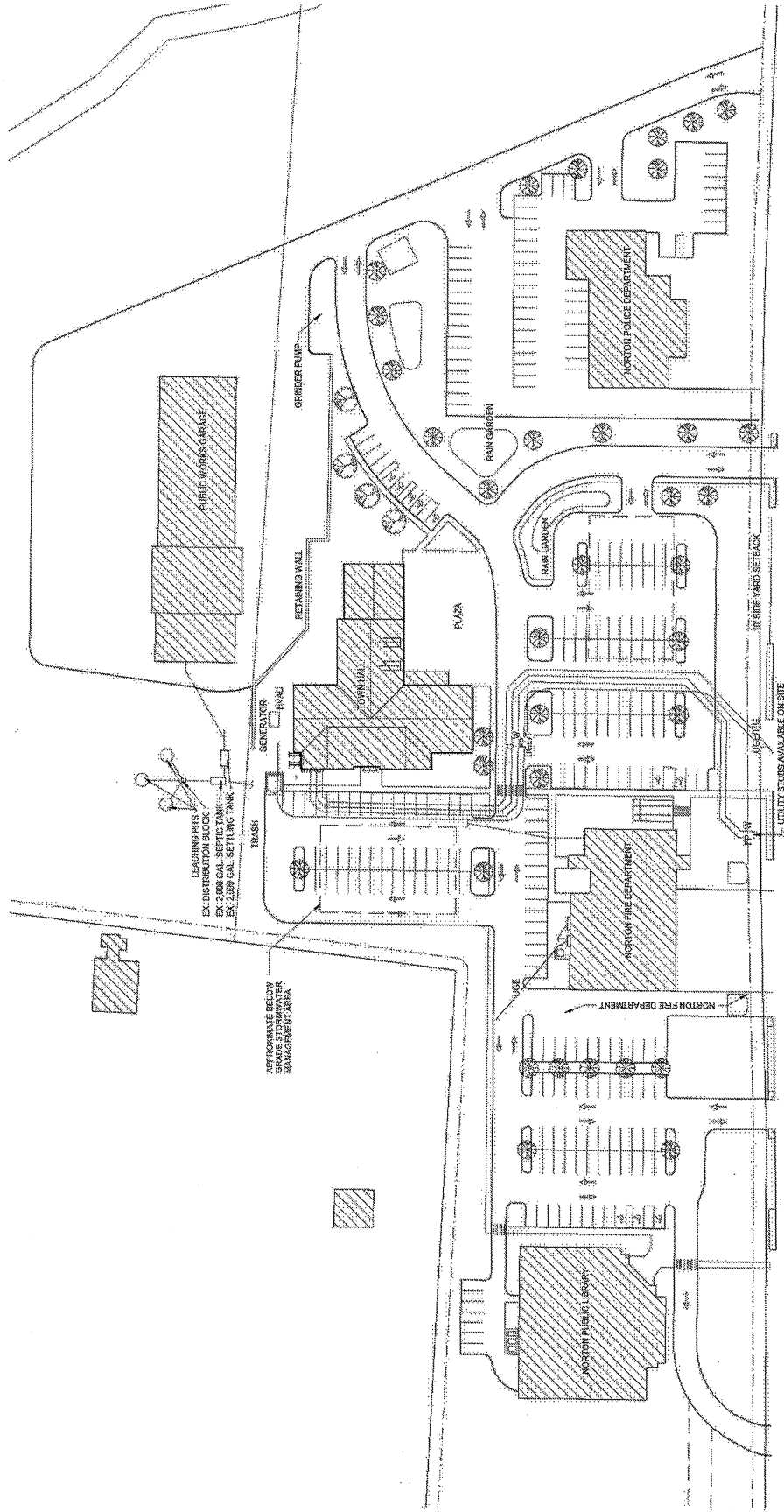


Norton Town Hall &
Norton Senior and Community Support Center
Norton, MA
March, 2022

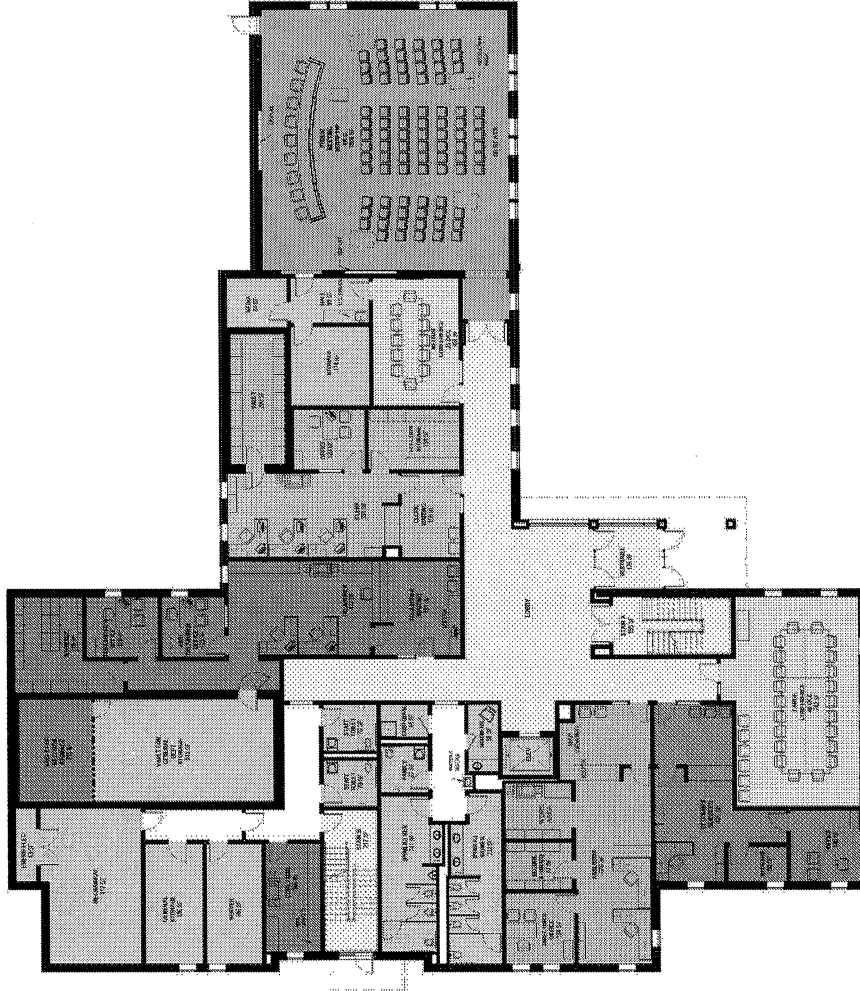




Site: 70 E Main St, Norton MA



Site Plan



SF Study: 24,450

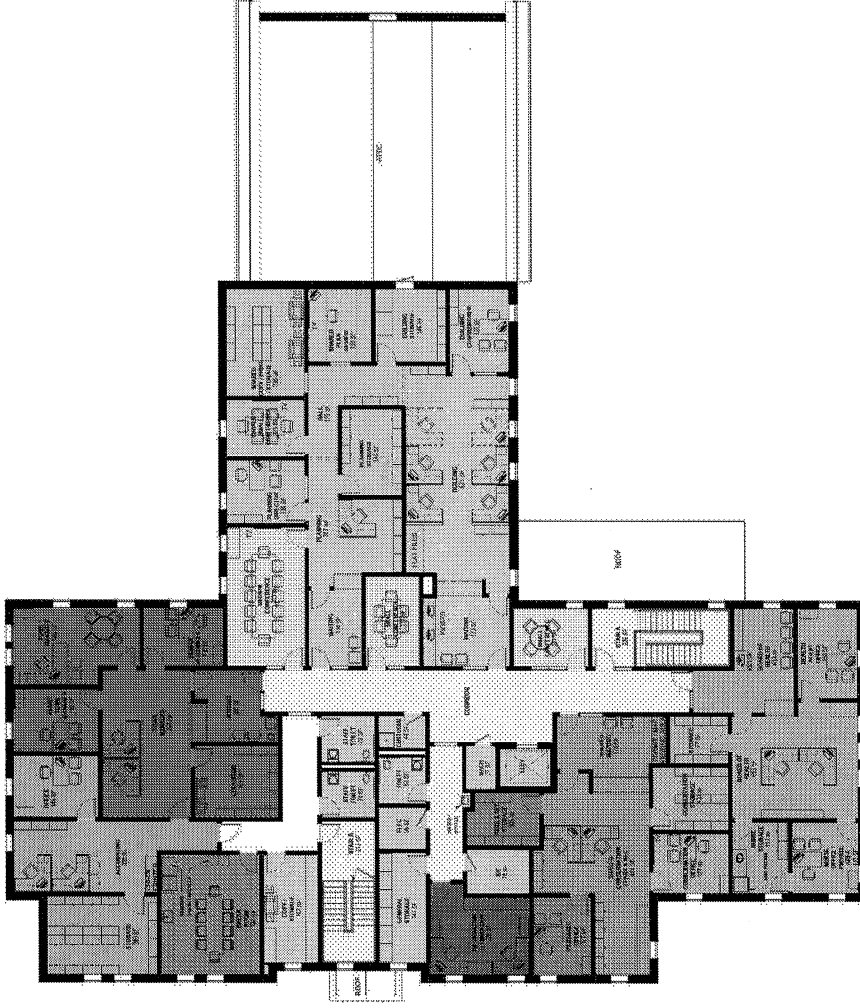
SF Proposed:

1st Floor: 13,516

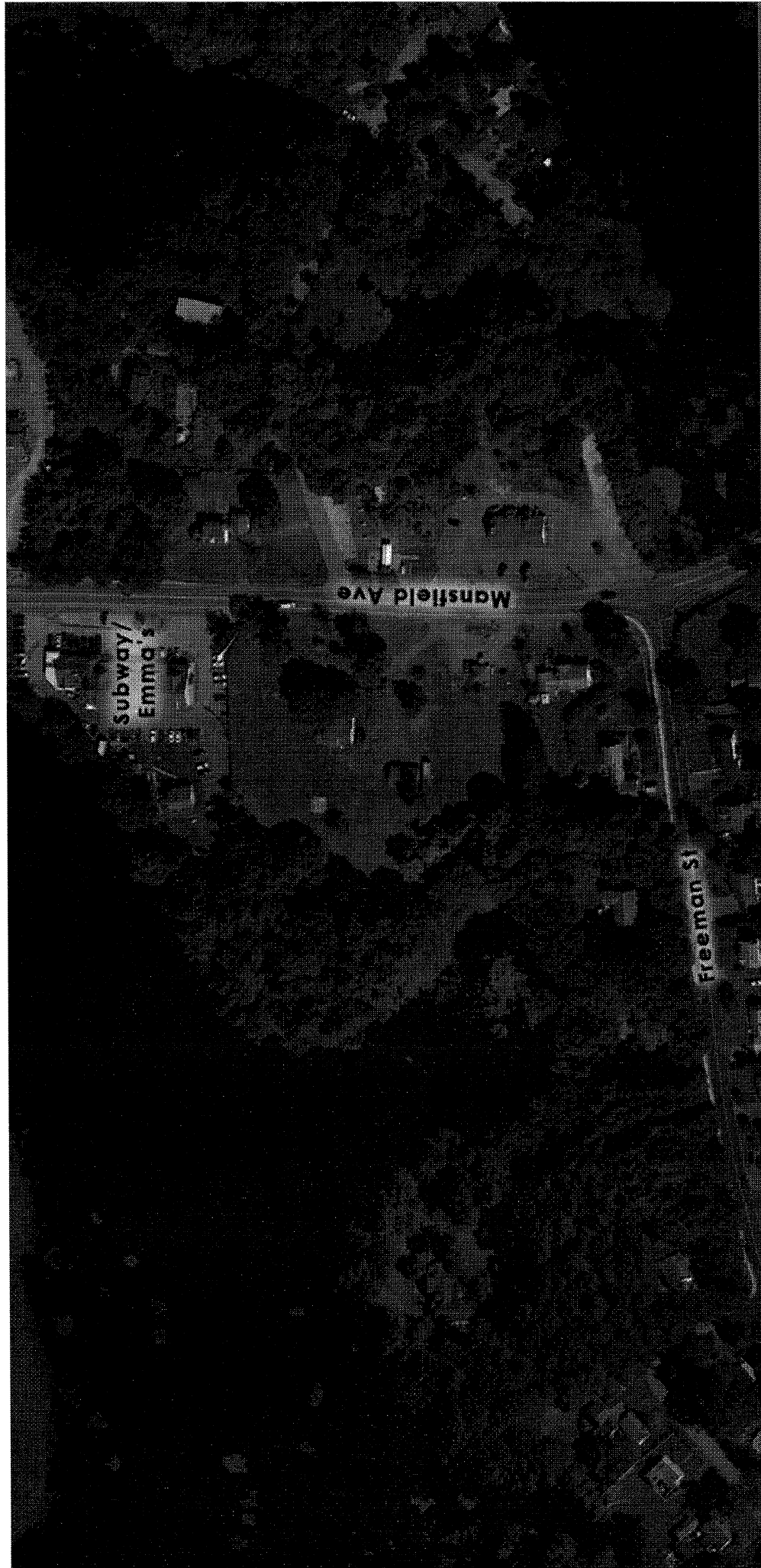
2nd Floor: 11,184

Total: 24,700

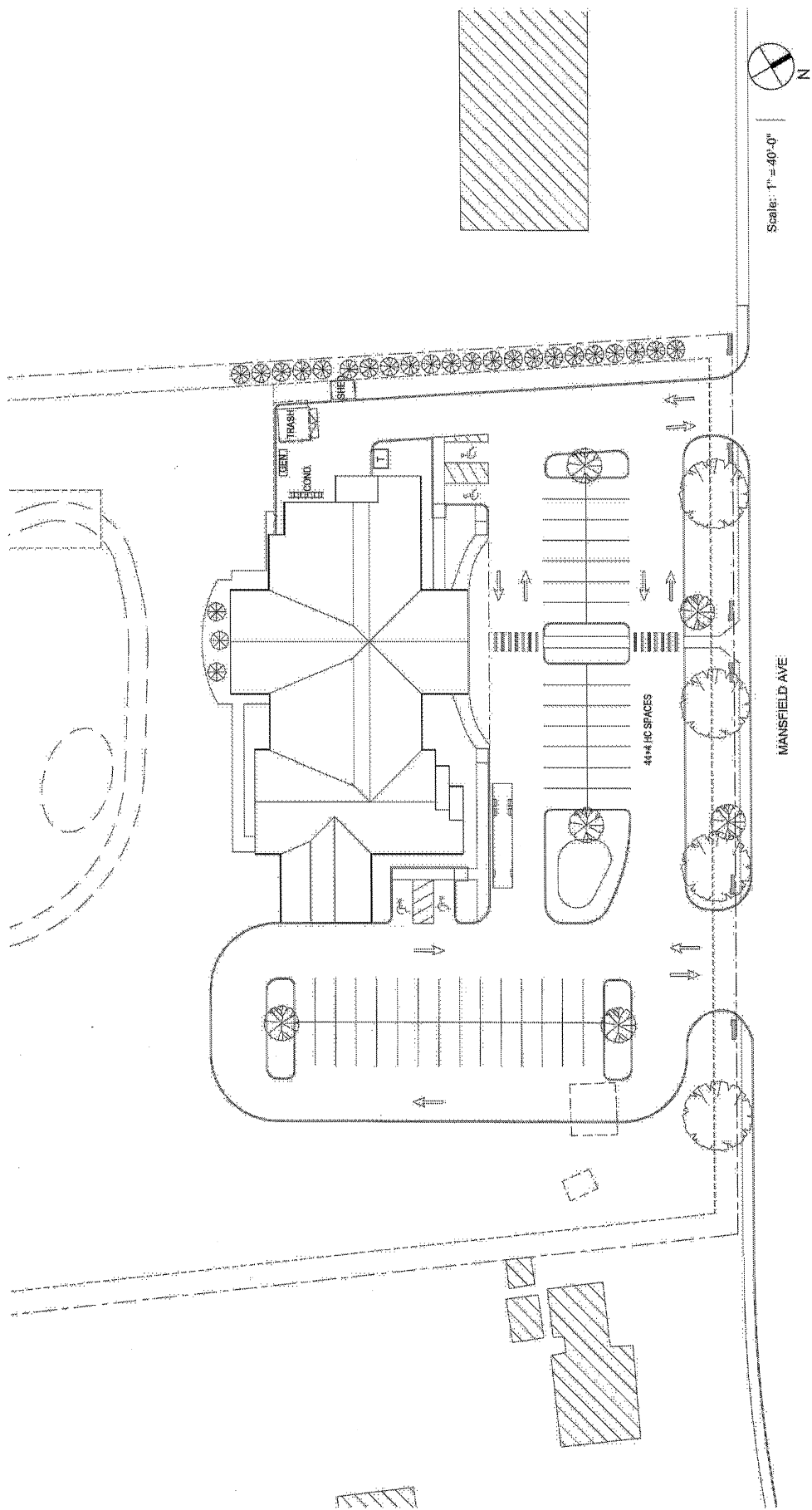
First Floor Plan



Second Floor Plan



Site: 120 Mansfield Ave, Norton MA



Site Plan



First Floor Plan