

## Minutes of the PBCC Meeting of December 7, 2017

Jerry Hopcroft called the meeting to order at 7:30 p.m.

### **Present:**

Jerry Hopcroft, Bill O'Connor, Chris Eberly, Bob Silk, Bill Kinsman, Ted Callahan and Susan Kreuzsch

Stephen O'Conner, Potential Committee Candidate

Steven Kirby, Vertex Corporation

### **Chapel Restoration:**

Bid documents were available, December 6, 2017; a mandatory pre-bid walk-through will be January 3, 2018; bids are due January 10, 2018. There are no file sub bids.

### **Town Hall Renovations:**

The members discussed the Designer candidates and their references.

Chris Eberly made a **MOTION** and Bob Silk seconded to select McGinley Kalsow & Associates as Designer for the Town Hall Renovations. The **VOTE** was unanimous.

It is suggested McGinley Kalsow & Associates be requested to do an existing conditions survey prior to design. A second walk-through for them is scheduled for Monday morning December 11th. A schematic design of the proposal, a schedule of milestones for completion, itemized cost estimates, fees for all subcontractors, a list of proposed qualified people to work on the project should be provided at the December 12<sup>th</sup> meeting to negotiate fees.

### **Approval of Minutes:**

Bill Kinsman made a **MOTION** and Chris Eberly seconded to approve the minutes of November 15, 2017. The **VOTE** was unanimous.

Bill Kinsman made a **MOTION** and Bill O'Connor seconded to approve the minutes of November 30, 2017. The **VOTE** was unanimous.

**Invoices:**

Bill Kinsman made a **MOTION** and Ted Callahan seconded to approve and pay the secretary for the week of November 15, 2017. The **VOTE** was unanimous.

Bill Kinsman made a **MOTION** and Bill O'Connor seconded to approve and pay the secretary for the week of November 30, 2017. The **VOTE** was unanimous.

Bill Kinsman made a **MOTION** and Bill O'Connor seconded to approve the transfer of funds to pay PBCC cellphones for the months of September 2017 through October 2017 in the amount of \$231.06. The **VOTE** was unanimous. **P3054-17 PERM BLDG CONST-TELEPHONE**

**Hawes Brook Pool Bathhouse:**

Ted Callahan reported there is a problem with a heater and a sensor but it is being taken care of. The final invoice should be available soon to wrap up the project.

**Other Business:**

Once the Appointing Authority makes the recommended authorization Susan Kreusch will resign as of January 15, 2018 and Stephen O'Conner will be the replacement as of January 16, 2018.

**Motion to Adjourn:**

Bill O'Connor made a **MOTION** and Bill Kinsman seconded to adjourn. The **VOTE** was unanimous. Meeting adjourned 8:15 p.m.

The next meeting of the PBCC will be on December 12, 2017 at 7:30 p.m., in Room 11 of the Norwood Town Hall.

This is a true copy of the PBCC meeting of December 7, 2017.

Linda Clarkin  
PBCC Secretary