

## Minutes of the PBCC Meeting of November 15, 2017

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

### **Present:**

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

David Hajjar, Norwood Finance Commission

Steven Kirby, Vertex Corporation

Matt MacDonald, Norwood Record

### **Pending Resignation and New Candidate:**

Stephen O'Connor who previously submitted his resume was not in attendance but emailed his thoughts on the RFQ responses which are not considered in the vote.

### **Approval of Minutes:**

Bill Kinsman made a **MOTION** and Bob Silk seconded to approve the minutes of November 8, 2017. The **VOTE** was 6 in favor, 1 abstention.

### **Secretary Invoice:**

Bill Kinsman made a **MOTION** and Bill O'Connor seconded to approve and pay the secretary for the week of November 8, 2017. The **VOTE** was unanimous.

### **Change Order:**

Bill Kinsman made a **MOTION** and Ted Callahan seconded to approve Change Order No. 5, PCO #36 for Barbato Construction in the amount of \$3,913.45. The purchase order to charge is PBC-16-0202; account P3394-16. The **VOTE** was unanimous. **P3394-16 8/16 BAN HAWES POOL BATHHOUSE**

**Town Hall Renovations:**

The OPM contract has been signed and attachments have arrived. It will be mailed out tomorrow.

The board members each discussed the five applicants for Designer. Steven Kirby, Project Mgr. was asked to give his opinion which is not included in the vote. After much discussion the board was asked to score them. The top three were chosen and will be asked to attend the meeting of November 30<sup>th</sup> for interviews. Gienapp Design will be invited to attend at 7:00 pm., Allen Lieb Architects at 7:40 pm., McGinley Kalsow & Assoc. at 8:20 pm. Each will be given 15 minutes to present and an additional 15 to 20 minutes for questions.

The selected Design firm will be asked to attend the December 7<sup>th</sup> meeting to negotiate fees.

**Chapel Restoration:**

A pre-bid conference will be held November 21, 2017. Bids are due December 5, 2017

**Motion to Adjourn:**

Bill O'Connor made a **MOTION** and Bill Kinsman seconded to adjourn. The **VOTE** was unanimous. Meeting adjourned 8:40 p.m.

The next meeting of the PBCC will be on November 30, 2017 at 7:00 p.m., in Room 11 of the Norwood Town Hall.

This is a true copy of the PBCC meeting of November 15, 2017.

Linda Clarkin  
PBCC Secretary