

## Minutes of the PBCC Meeting of January 25, 2018

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

### **Present:**

Jerry Hopcroft, Bill Kinsman, Bob Silk, Steve O'Connor, Chris Eberly, Ted Callahan  
Steven Kirby, Vertex Corporation  
Matt MacDonald, Norwood Record

### **Absent:**

Bill O'Connor

### **Approval of Minutes:**

Bill Kinsman made a **MOTION** and Ted Callahan seconded to approve the minutes of January 11, 2018. The **VOTE** was 4 in favor, 2 abstentions.

### **Secretary Invoice:**

Bill Kinsman made a **MOTION** and Ted Callahan seconded to approve and pay the secretary for the week of January 11, 2018. The **VOTE** was unanimous.

### **Telephone Invoice:**

Bill Kinsman made a **MOTION** and Steve O'Connor seconded to approve an internal transfer of funds to pay for the PBCC telephones for December 2017. The **VOTE** was unanimous. **P3054-17 PERM BLDG CONST-TELEPHONE**

### **Chapel project update:**

The Chairman reported that the bids were opened on January 24, 2018 for construction of the restoration work at the Chapel. All five bids received exceeded the available funds, even after the two deduct alternates were considered. The Chairman has provided a report to the Finance Commission and Selectmen regarding the project status and the additional funding needed to complete the work. Meetings with the Finance Commission and the Capital Outlay Committee are expected on February 5, 2018 to discuss options.

**Thompson and Lichtner Proposal:**

Ted Callahan has not yet been able to contact Thompson and Lichtner regarding a new proposal for evaluation of leaking windows on Town Hall. He has agreed to do so as quickly as possible.

**Negotiations with McGinley Kalsow & Associates:**

A new proposal for a first phase of the design work to be done at the Town Hall was presented by Ryan Foster and Wendall Kalsow. Ryan went through the details and explained the origin of the numbers. All questions raised by PBCC members were addressed by Ryan or Wendall to the satisfaction of the PBCC members.

Based on previous discussions with the PBCC, the current proposal from McGinley Kalsow is to conduct an initial survey of the current conditions of the building and reassess various building components, including mechanical, electrical and plumbing systems, all existing windows, all doorways and other restrictions that may need ADA compliance adaptation, the potential for installing fire suppression systems, and other incidental issues. A laser-scanned floor plan of the building will be made, space planning will be reviewed and adjusted, as appropriate, and a set of Schematic Design drawings will be prepared with a cost estimate for various options that may be appropriate going forward. The PBCC will then decide on what options to design, a new scope of design work will be developed and a new contract for design will be negotiated with McGinley Kalsow.

Bill Kinsman made a **MOTION** and Ted Callahan seconded to approve a contract with McGinley Kalsow and Associates for this Phase 1 work for a combined fee, including all sub-consultants, of \$123,662.00. The **VOTE** was unanimous.

**Motion to Adjourn:**

The meeting adjourned at 8:40 p.m.

**Next Meetings:**

The next meetings of the PBCC are scheduled for February 8 and February 22, 2018 at 7:30 pm in Room 11 of the Norwood Town Hall, subject to the need to add other meetings to effectively manage the Chapel and Town Hall projects.

This is a true copy of the PBCC meeting of January 25, 2018.

Francis J. Hopcroft  
Chair