

Minutes of the PBCC Meeting of September 6, 2018

Bill Kinsman, Vice Chairman, called the meeting to order at 7:30 p.m.

Present:

Bill Kinsman, Jerry Hopcroft, Steve O'Connor, Bill O'Connor, Ted Callahan

Cathy Carney, Contract Administrator for Town of Norwood

Absent:

Bob Silk, Chris Eberly

Jerry Hopcroft made a **MOTION** and Bill O'Connor seconded to approve an increase for the Secretarial Services from \$330.00 to \$350.00 per meeting effective meeting of August 23, 2018. The **VOTE** was unanimous.

Invoices:

Jerry Hopcroft made a **MOTION** and Ted Callahan seconded to approve and pay \$350.00 to the secretary for the week of August 23, 2018. The **VOTE** was unanimous.

Approval of Minutes:

Jerry Hopcroft made a **MOTION** and Ted Callahan seconded to approve the minutes of August 23, 2018. The **VOTE** was unanimous.

Chapel Restoration:

Bill Kinsman reported the Masonry Contract was signed yesterday. The scaffolding contractor was at the site measuring to see what will be needed and the contractor is ready to start next week. Cathy Carney suggests they need to check with Paul Ranalli, Cemetery Foreman. Bill Kinsman will ask John Racine to set up a Kick-off meeting to include Paul Ranalli, Mark Ryan, P.J. Spillane, Azer Stained Glass, Gienapp Design and all sub-contractors. He will let Jerry Hopcroft know when the meeting will take place.

John Racine is still working on the contract for the Lantern. It was suggested to same contract as was used for Azer Stained Glass should be used.

Jerry Hopcroft spoke with Victor Azer who has said the windows can be stored at his facility for a reasonable amount of time.

It was mentioned to Masonry contract does not have a signature line for the Town Accountant. Per Cathy Carney a Purchase Order will have the Accountants signature which also certifies funds and will sufficiently cover that requirement.

Town Hall Renovations:

Ted Callahan has been in contact with McGinley Kalsow & Associates. They will get back on the project to continue with the space planning October 15th. Tony Mazzucco, Town Manager is okay with finishing the scope we started. Cathy Carney has additional changes that need to be considered in the planning. Additional personnel have been added in the Health Dept. and a large copy machine for drawings will be purchased to be located in an unknown location. Jerry Hopcroft will speak with Wendall Kalsow about attending the October 18th meeting. Cathy Carney raised an issue regarding a budget request for replacement of the generator that serves Town Hall. The existing diesel generator has reached the end of its economic and useful life. Several PBCC members recommended a new gas-fired generator but noted concerns regarding the availability of gas for such a unit through existing gas connections to Town Hall. A gas generator also often requires more space than a diesel generator and space availability is limited, as well. Jerry Hopcroft agreed to contact Wendall Kalsow regarding an investigation of that issue and a recommended budget number for Cathy to use going forward for FY20.

Town Hall Window Leaks:

Per an email from Dale Gienapp, Thompson and Lichtner will be on site September 18, 2018 with a lift to water test. Jerry Hopcroft will let Dale Gienapp know he will be in contact with Cathy Carney.

New Business:

Jerry Hopcroft went over the history of the PBCC through the Town Meeting Votes and Amendments. He presented to the members some recommended revisions to correct the inconsistencies in the Permanent Building Construction Committee By Laws

Jerry Hopcroft made a **MOTION** and Bill O'Connor seconded to table the issue for review and revisit at the next meeting.

Motion to Adjourn:

Bill O'Connor made a **MOTION** and Jerry Hopcroft seconded to adjourn. Meeting adjourned 8:35 p.m.

The next meeting of the PBCC will be on September 20, 2018 at 7:30 p.m., in Room 11 of the Norwood Town Hall.

This is a true copy of the PBCC meeting of September 6, 2018.

Linda Clarkin
PBCC Secretary