

## Minutes of the PBCC Meeting of January 11, 2018

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

### **Present:**

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

Cathy Carney, Purchasing Agent, Town of Norwood

Steven Kirby, Vertex Corporation

Ryan Foster of McGinley Kalsow & Associates

Matt MacDonald, Norwood Record

### **Absent:**

Chris Eberly

### **Approval of Minutes:**

Bill Kinsman made a **MOTION** and Bill O'Connor seconded to approve the minutes of December 21, 2017. The **VOTE** was unanimous

### **Invoices:**

Bill Kinsman made a **MOTION** and Bill O'Connor seconded to approve and pay the secretary for the week of December 21, 2017. The **VOTE** was unanimous.

Bill Kinsman made a **MOTION** and Ted Callahan seconded to pay Garrity and Knisely invoice#10303 in the amount of \$4,347.50. The account to charge is P7901-18. The **VOTE** was unanimous. **7901-18 8/15 PAY OFF 3/15 BAN**

Bill Kinsman made a **MOTION** and Bill O'Connor seconded to pay The Vertex Companies invoice#78764 in the amount of \$985.00. The purchase order to charge is PBC-18-0201; account P7489-18. The **VOTE** was unanimous. **P7459-18 FY18-BORR-TOWN HALL RENOVATION**

Bill Kinsman made a **MOTION** and Ted Callahan seconded to pay The Vertex Companies invoice#79304 in the amount of \$2,590.00. The purchase order to charge is PBC-18-0201; account P7489-18. The **VOTE** was unanimous. **P7459-18 FY18-BORR-TOWN HALL RENOVATION**

#### **Chapel Restoration:**

The mandatory walk-through was attended by many interested parties on January 3, 2018. The bid was extended to January 24, 2018. Jerry Hopcroft received a letter from the Finance Committee seeking an update on the project. In response he informed them he would give them an update after the bids are in and would attend the February 5, 2018 meeting to discuss the project.

#### **Town Hall Renovations:**

Jerry Hopcroft met with the Town Manager, Chairman of the Board of Selectmen, Town Accountant and the Building Manager earlier in the day. It was decided they would arrange a meeting with the Fire Chief and the Building Inspector to determine what would be required regarding ADA and fire protection. It was also mentioned the existing windows are in need of repair. Due to the significant increase in the cost of the project a Feasibility Study will be done to include accessibility and sprinklers. McGinley Kalsow & Associates will have an advanced copy of the report prepared for the members prior to the January 25, 2018 meeting which they will also attend. Cathy Carney will forward any reports relating to the building to McGinley Kalsow & Associates

#### **Other Business:**

Ted Callahan was asked to be in touch with Thompson and Lichtner to get an estimate for the same scope of work previously estimated but to include providing the lift, carpenter, and mason to do the work.

The members thanked Susan Kreuzsch for her service to the town. Stephen O'Conner will be finishing out her term.

**Motion to Adjourn:**

Bill O'Connor made a **MOTION** and Bill Kinsman seconded to adjourn. Meeting adjourned 8:25 p.m.

The next meeting of the PBCC will be on January 25, 2018 at 7:30 p.m., in Room 11 of the Norwood Town Hall.

This is a true copy of the PBCC meeting of January 11, 2018.

Linda Clarkin  
PBCC Secretary