

**TOWN OF NORWELL  
Advisory Board  
Meeting Minutes  
September 5, 2017**

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The Advisory Board was called to order by Mark Maiellano at 7:00 p.m. Members of the Advisory Board present at the meeting were: Tim Greene, Jacky McClean, Susan Powell, Karen Reynolds and Jane Stout. Also present at the meeting were the Town Administrator, Peter Morin, and Fire Chief T. Andrew Reardon.

**ADMINISTRATIVE MATTERS:**

**Announcements** - Mark Maiellano indicated that there was a training/workshop opportunity available to the Advisory Board Members being held on October 21, 2017 in Franklin, MA. The cost of the training is \$210.00. The workshop will address variety of topics including municipal budgeting.

**Transfer Request(s)** - The Fire Department and Permanent Building and Maintenance Committee (PBMC) requests the approval of a Reserve Fund Transfer of \$162,000 to address the emergency replacement of the leaking roof and the repair of two bathrooms at the Central Fire Station on Main Street.

**Discussion:**

The Town Administrator, Peter Morin, gave a brief review of circumstances leading to the request of the Reserve Fund Transfer to address the problem of a leaking roof and repair of two bathrooms at the Central Fire Station. Mr. Morin indicated he first became aware of the situation on July 29, 2017 while attending a meeting of the Permanent Building Maintenance Committee at the Central Station. Leaks in the roof and cracks in the current shower pan are responsible for most of the water damage in the station. The leaks have caused deterioration of the working conditions at the station, there is an evidence of mold in the ceiling tiles and leaving repairs to a later date could eventually lead to it becoming necessary to close the Central Station. Repairs of the roof were originally scheduled for 2019 and the plumbing issues were going to be addressed in the 2020 under the Town's Capital Improvement Plan. However, the extent of the damage due to heavy rains this past summer and the discovery of the presence of mold deemed this to be an emergency situation needing immediate action by the Town. A request was made to the agency responsible for public buildings, the Division of Capital Asset and Maintenance (DCAM) to waive the usual bidding process under Massachusetts General Law in order to immediately address the situation at the Central Station. The Board of Selectman approved this action and DCAM granted this request.

The \$162,000 request is comprised of \$110,000 request to repair and replace the entire roof and \$52,000 to repair and replace ceiling tiles, toilets, shower pan and tiles in order to provide very basic functioning bathrooms for the station. The bathrooms will be ADA compliant.

Mark Maiellano visited the station to look at the roof areas and found that there were areas where the station was open to the weather and there was no caulking some window and dormer areas.

Chief Reardon indicated that he met with the contractor to look at residing the dormers. He also indicated that he tried to obtain CPC (Community Preservation Funding) money to address the dormers as well redesign the front entrance to the station to complement the Cushing Center but that request was denied.

It was noted that one year ago at Town Meeting \$50,000 was approved to replace all the windows but there was no additional funding to address other damaged areas near the windows. As a result there was the continuance of leakage and the damaged continued to accumulate.

The board questioned whether there was sufficient funds in the request to include the removal of the mold. Chief Reardon felt that the removal of the affected tiles and other areas impacted by the mold would address the problem and these actions are included within the requested fund transfer

Chief Reardon reiterated the scope of the work to be performed:

- Replace the entire roof of the Central Fire Station;
- Re-side with vinyl siding and re-shingle the dormers so that the building is sound;
- Remove and replace insulation, remove and replace ceiling tiles;
- Demolish and replace fixtures, flooring and tiles in both the first and second floor bathrooms and demolish and replace the shower stall in the second floor shower.

While the work is being done the station will continue to be operational. Furthermore he indicated that Laurence Fogarty of the PBMC reviewed the estimates for the repairs and indicated they were appropriate for the scope of work to be done. The Town Administrator indicated that there was a small contingency placed into the budget to allow for other smaller items to be addressed such as interior and exterior painting, caulking and trim board replacement.

The Advisory Board asked when the work would be completed. Chief Reardon indicated that the work would be completed by the end of October. The Town Administrator stated that at minimum the goal was to get the building weather-tight before winter.

A questioned was raised concerning the format of the request and it was agreed that should the Advisory Board approve the request we could sign the Chief's letter requesting the fund transfer with approval contingent upon the presentation of all appropriate request forms. The Advisory Board was informed that the current balance in the Reserve Fund was approximately \$260,000 which would leave about a \$98,000 balance to address any other unforeseen problems.

The Town Administrator indicated that the only thing at present that may require attention is the ramp at the Council on Aging which would amount to about \$3,000 in cost of repairs.

**A motion was made by Tim Greene to approve the \$162,000 Reserve Fund Transfer to address emergency repairs to the Central Fire Station. Susan Powell seconded the motion.**

**VOTE: Unanimously approved with a vote of 5-0.**

**ACTION ITEMS/DISCUSSIONS :**

Special Town Meeting—The Board of Selectman is requesting we meet in the near future to discuss two articles to be presented at a Special Town meeting proposed to be held on December 4, 2017: the authorization of a debt exclusion override for the construction of a new library; and the replenishment of the reserve fund. At present, the amount of free cash has not been certified. Town-wide vote would occur on either December 9th or December 16th.

Library Recommendation—The Advisory Board will need to meet in October to review information concerning the proposed Library plans in order that the Board would have adequate time to review and provide a fully informed recommendation to the Town.

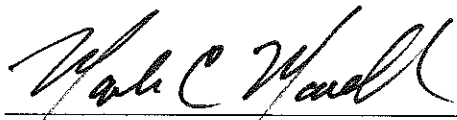
Advisory Board Vacancies— Karen Reynolds is re-appointed to the Advisory Board, Roger Hughes has retired, and Ralph Gordon may not be returning as well. Applicants are being interviewed for vacancies and it is projected that any vacancies will be filled soon.

Future Actions for Consideration— Reorganization of the Board.

**FUTURE MEETINGS**

To be determined at a later date.

**ADJOURN**- Motion made to Adjourn made by Jacky McClean. Seconded by Tim Greene.  
Approved: Unanimously, with a vote of 5-0



Mark Maiellano