

## Advisory Committee

### Meeting Minutes

July 25, 2018

Present was: Matt Haffner, Peg Drisko, Pat Snead, Susan Klein, Brian Beechkoski, Art Frontczak, Steve McDonough and Susan Jacobson.

Matt Haffner/Facilities Director came before the Committee looking for a Reserve Fund Transfer in the amount of \$50,000. Matt said that the Norfolk Public Schools had been selected as a finalist project to receive funding for our necessary roof replacement project at the H. Olive Day School.

The MSBA requires applicant's to provide documentation and a source of funding for the initial Schematic Design phase fee that anticipate costs not to exceed \$50,000 by mid- August. This requested amount is for funds that will need to be negotiated with the MSBA assigned OPM firm \$15,000 as well as the Designer firm \$35,000. If the transfer is approved by the Advisory Committee the plan will be to return these funds after the Fall Town Meeting. Matt is making this request now because there is a deadline and the funding cannot not wait for a fall Town Meeting vote.

There was general discussion with regard to the age of the roof, design of the roof and what we anticipate the total project cost. Matt said he was not sure of the total costs. The stretch code adopted will add some additional costs to this project but anticipates it will come in somewhere between \$1.3 and \$1.7.

A motion was made by Art Frontczak to approve a transfer request for the initial Schematic Design phase fee in the amount of \$50,000. It was seconded by Peg Drisko and so voted. All were in favor.

Matt also presented a request by the Energy Committee for \$10,000 to hire an outside firm to gather data with regard to the Town's energy use. The Energy Committee has indicated that there are grant monies available but we must get this information done quickly in order to qualify for the grants.

Although the group supported this request they did not feel it fell under the "Emergency" category when determining a yes or no vote for a Transfer. There was general discussion about grant availability and funding this project at the fall Town Meeting.

A motion was made to vote no to this request by Pat Snead. It was seconded by Brian Beechkofski and so voted.

Jim Tomaszewski informed the Committee that he would be stepping down. He has had some health issues and it's the right time to do so. The Committee thanked Jim for all of his efforts.

A motion to adjourn was made at 7:35 PM by Peg Drisko. It was seconded by Pat Snead and so voted.

Meeting adjourned: 7:35 PM

Respectfully submitted,

  
Susan Jacobson  
Advisory Committee Assistant



**TOWN OF NORFOLK**  
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August 8, 2018

RE: Source of Funding MSBA

To Whom It May Concern:

This is to certify that the Norfolk Advisory Committee took the following vote at their meeting on Wednesday, July 25, 2018 regarding the above mentioned matter:

Arthur Frontczak moved to approve a transfer request in the amount of \$15,000 FOR THE OPM firm and \$35,000 for the Designer firm for a total amount of \$50,000.00. Peg Drisko seconded, and it was so voted.

Susan H. Jacobson, Assistant  
Advisory Committee