Town Facilities Review Committee  
August 5, 2021, 7 p.m. Northfield Firehouse  
Regular Meeting Minutes

**Members Present:** Chairman Sam Olmstead, Chris Casiello, Bill Deacon, Anne Haas, Jeffrey Zullo.

**Members Absent:** Matt Blasavage, Dave Carroll, John Morosani, Marc Moura

**Alternates present:** Burke Gibney, Recording Secretary Barbara Putnam

**Others absent:** Bantam Borough Liaison Nancy C. Tarascio-Latour

Chairman Sam Olmsted called the meeting to order at 7:05. He appointed Burke Gibney and Barbara Putnam to serve in place of absent members.

**Approval of Minutes:** Jeff Zullo made and Chris Casiello seconded a motion to adopt the minutes of the July 15 meeting as submitted. All voted in favor, and the motion carried.

**Public Comment:**

John Langer requested that we delay our Charette until after the presentation on the Bantam Annex building scheduled on September 16. Barbara Putnam explained that the first part of the Charette will address our charge and our process, and that we will not address the Annex until after the 16th.

Carol Powers noted that the Town has recently established an Arts Council, and that our Charette should include arts facilities along with others suggested by the survey.

**Charette for future Facilities:**

Sam Olmstead turned the meeting over to Barbara Putnam to lead a charette. The group reviewed and revised a set of PowerPoint slides that Barbara had prepared. The attached slides summarize the points upon which the group agreed.

**Other Business:**

Anne Haas brought a copy of an article about the informational hearings that had the following statement: “Previous town committees have considered the former school [the Bantam Annex] as a site for a town hall, but reached the conclusion that its floor plan would not work.” Jeff Zullo, who served on all the Town Hall Building committees, disagreed. Factors other than the floor plan made the committees rule our that building as a town hall at the time.

**Adjournment:** Jeff Zullo made and Chris Casiello seconded a motion to adjourn. All voted in favor and the meeting adjourned at 8:10.

Respectfully submitted,

Barbara Putnam  
Recording Secretary
NEXT STEPS FOR THE TOWN FACILITIES REVIEW COMMITTEE

5 AUGUST 2021
CLARIFY – BRAINSTORM – ORGANIZE - PROGRAM

- Clarify our Purpose
- Clarify our vision for the best possible outcome
- Brainstorm ways to realize that vision
- Organize what choices to offer the community in public hearings
- Program the spaces we choose to consider
CLARIFY

• Clarify our Purpose
• Clarify our vision for the best possible outcome
• Clarify what choices to offer the community in public hearings
CLARIFY OUR PURPOSE:

- REVIEW THE CHARGE FROM THE SELECTMEN
- DEFINE OTHER PURPOSES ASSOCIATED WITH THAT CHARGE
- NOTE OTHER POSSIBLE PURPOSES SUGGESTED BY THE SURVEY
CLARIFY OUR PURPOSE:

REVIEW THE CHARGE FROM THE SELECTMEN

“...TO REVIEW AND EVALUATE FUTURE TOWN FACILITY NEEDS AND TO RECOMMEND THE MOST EFFICIENT USE OF THE CURRENT TOWN HALL ANNEX, THE LITCHFIELD INTERMEDIATE SCHOOL AND ANY OTHER UNDERUTILIZED TOWN-OWNED PROPERTY THAT COULD BE REPURPOSED WITHIN THE CURRENT LITCHFIELD AND BANTAM PLANNING AND ZONING REGULATIONS...”
CLARIFY OUR PURPOSE:

- DEFINE PURPOSES ASSOCIATED WITH THAT CHARGE
- TO IMPROVE THE CONDITION OF THE TOWN’S BUILDINGS
- TO INCREASE THE OPERATING EFFICIENCY AND RESILIENCY OF THE TOWN’S BUILDINGS
- TO HOUSE THE TOWN HALL FUNCTIONS EFFICIENTLY
- TO IDENTIFY FUTURE FACILITIES THAT MEET THE NEEDS OF THE COMMUNITY
- TO OBTAIN COMMUNITY SUPPORT FOR A PROPOSAL TO ACHIEVE THOSE PURPOSES
CLARIFY OUR PURPOSE:

• MAINTAIN TOWN PROPERTIES AS ASSETS
• AVOID DIVESTITURE, TOWN SHOULD MAINTAIN OWNERSHIP (LEASES, OTHER ARRANGEMENTS?)
CLARIFY OUR PURPOSE:

• NOTE OTHER POSSIBLE PURPOSES SUGGESTED BY THE SURVEY:

OTHER INVESTMENTS SUPPORTED BY THE SURVEY
• COMMUNITY SWIMMING POOL
• SPORTS COMPLEX
• BROADBAND
• TOWN BEACH

OTHER POSSIBILITIES SUPPORTED BY THE SURVEY
• STARTER HOUSING
• SENIOR HOUSING
• DOG PARK
CLARIFY OUR PURPOSE:

- NOTE OTHER POSSIBLE PURPOSES:
  - Art/Theater/Music Space
CLARIFY OUR VISION FOR THE BEST POSSIBLE OUTCOME

- Well maintained buildings that serve the community’s needs
- Cost effective long-term solutions to Town’s needs
- Energy efficient buildings
- A process that gets useful direction from our Community
- A plan that is responsive and respectful toward our Community
- Community pride, enthusiasm about the Town’s facilities
- New/Renovated facilities that engender enthusiasm and support within Litchfield and drive future growth
- Unified support from both Finance and Selectmen for a solution
- A yes vote in a referendum