

**Town Facilities Review Committee**  
**November 4, 2021, 7 p.m. Northfield Firehouse**  
**Regular Meeting Minutes**

**Members Present:** Chairman Sam Olmstead, Vice-Chair Chris Casiello, Matt Blasavage, Dave Carroll, , Bill Deacon, Anne-Monique Haas

**Alternates present:** Recording Secretary Barbara Putnam

**Alternates absent:** Burke Gibney

**Members Absent:** John Morosani, Marc Moura, Jeffrey Zullo

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

**Others present:** Carol Powers, John McKenna

**Call to Order:** Chairman Sam Olmstead called the meeting to order at 7:05 p.m.

**Minutes:** Dave Carroll made and Chris Casiello seconded a motion to adopt the minutes as submitted. All voted in favor to accept the changes and the motion carried.

**Appointment of Alternates:** Sam appointed Barbara Putnam to serve in place of an absent member.

**Public Comment:** None

**Planning a Community Workshop:**

Sam presented a proposal that Marc forwarded to him from the company Existing Conditions to do a 3-D laser scan of the Bantam building and produce 3-D images, 2-D floor plans and elevations with square footages, which are suitable not only for the workshop but also for a future consultant to use in making proposals for the building's use, at a cost of \$6860.

He noted that the original drawings are in Syracuse, and hi-res copies are available for purchase. A couple of these might be nice to have for the workshop, as a historical piece.

Barbara Putnam moved and Dave Carroll seconded a motion that we accept Existing Conditions' proposal to do the as-built plans of the Bantam building.

There was a question of whether to get a proposal to do the same with Town Hall. Sam Kinkade was able to find floor plans of the Town Hall. Jeff Zullo, who was absent from this meeting, had said at the last meeting that he would ask for Town Hall floor plans from John Martin. The group agreed that these plans should suffice for the workshop.

All voted in favor of accepting the Existing Conditions proposal and the motion carried.

For the plan for the day of the workshop, we agreed that we should have the building open for the public to explore in the morning before the workshop and have small copies of the floor plan available for people to use to find their way around.

Marc being absent, we tabled detailed discussion of the workshop format.

In addition to the groups mentioned in the October 21 minutes it was suggested that the Economic Development Commission should be invited and that their Visit Litchfield website might be a good way to publicize the workshop. In addition we can issue a press release and post it on the bulletin boards in Litchfield and Bantam.

There was discussion about how the phased approach to improving the Bantam building could be applied to financing the improvements as well. Smaller increments of construction could possibly be included in the annual capital budget.

The possibility of the Town's buying the old firehouse from Union Savings was discussed. The acquisition of that building would change the direction of this committee's work. That building is not big enough to accommodate all the Town offices currently in the Town Hall. That would mean either adding onto the old firehouse (not likely, given the site constraints), having two Town buildings in the town center, or moving only some of the Town offices into the old firehouse, abandoning the current Town Hall and moving the rest of the Town offices out to Bantam.

There was discussion about how to upgrade the mechanical system in Bantam. It was suggested that any upgrade to the system should be preceded by improvements to the envelope, which will reduce the heating/cooling load and the capacity required of the HVAC (Heating Ventilating and Air Conditioning) system.

The large expanses of glass, which both overheat rooms that face south on sunny days, and make occupants uncomfortably cold where there is no sun, are a challenge to conventional systems, which tend not to be quickly responsive to temperature changes, and unresponsive to radiant heat loss. Air to air heat pumps are being used in the Post Office. Geothermal versions of heat pumps are far more efficient, and can be installed incrementally as zones of the building are improved. Ventilation in public buildings is regulated by code to be high -15 cfm/person – but ASHRAE (American Society of Heating Refrigeration and Air-Conditioning Engineers) is currently reviewing these standards in light of the COVID pandemic. Federal COVID funding may be used for improvements in mechanical systems.

There was a question of whether the Town uses professional grant writers to seek out funding for projects such as this.

It was agreed that we need to ask to attend an upcoming selectmen's meeting to make them aware of our consensus to keep both the Town Hall and the Bantam building, and that major, overdue maintenance should be part of the next capital budget.

The meeting adjourned at 8:11 p.m.

Respectfully submitted,

Barbara Putnam, Recording Secretary