

Town Facilities Review Committee
January 6, 2022, 7 p.m. on Zoom
Regular Meeting Minutes

Members Present: Chairman Sam Olmstead, Vice-Chair Chris Casiello, Marc Moura, Jeffrey Zullo

Alternates present: Burke Gibney, Recording Secretary Barbara Putnam

Members Absent: Dave Carroll, , Bill Deacon, (Anne-Monique Haas has resigned), John Morosani

Others present: Denise Raap, Carol Powers, John McKenna

Call to Order: Chairman Sam Olmstead called the meeting to order at 7:07 p.m.

Appointment of Alternates: Sam appointed Burke Gibney and Barbara Putnam to serve in place of absent members.

Suspension of the Rules: Barbara Putnam made and Burke Gibney seconded a motion to suspend the rule to allow Carol Powers to participate in the meeting discussion.

Minutes: Jeff Zullo made and Burke Gibney seconded a motion to adopt the minutes as submitted. All voted in favor and the motion carried.

Public Comment: None.

New Business

Resignation/New Member: Ann-Monique Haas and Richard Quay have submitted their resignations. Carol Powers has expressed her interest in being on the committee. Barbara Putnam will resign as an alternate in anticipation of being appointed as a full member, creating a vacancy to which Carol can be appointed. It is anticipated that that both appointments will happen at the next Selectmen's meeting.

Richard Quay's resignation leaves a vacancy in the Finance Board liaison seat. Sam will discuss this with the Finance Board at their next meeting.

Approval of Invoices: Jeff Zullo made and Marc Moura seconded a motion to approve the invoice for the cost of the recording secretary. All voted in favor and the motion carried.

Annex renovation cost, A/E cost for Selectmen: There was discussion about the next steps we need to take to move the project forward. It was agreed that we needed a subcommittee to put together a Request for Proposal/Qualification document for the committee to review at our next meeting. Sam Olmsted, Marc Moura, Chris Casiello and Barbara Putnam agreed to serve on the subcommittee.

There was discussion about the possibility of applying for grants, and using the Recovery Program funding next year. Carol Powers is willing to research sources of grant money for the project.

There was discussion about the financing of the project. The fees for the first consultant could possibly come from capital non-recurring funds and/or the annex reserve fund and what remains of the committee's budget of \$30,000, which has been used for the survey mailing (approx.. \$6-8000) and the existing conditions drawings (\$6860).

Sam will discuss possible financing options for the anticipated costs of more detailed plans and renovations with Eric Marriott, Finance Board Chair, and Fran Carpentier, Treasurer.

Marc will submit the proposal for Existing Conditions' work to create plans of the Breuer Building to Denise to get a purchase order.

Next Meeting: Our next meeting will also be on Zoom on January 20, 2022.

Adjournment: The meeting adjourned at 8:13 p.m.

Respectfully submitted,

Barbara Putnam, Recording Secretary