

**Town Facilities Review Committee**  
**February 3, 2022, 7 p.m. on Zoom**  
**Regular Meeting Minutes**

**Members Present:** Vice-Chair Chris Casiello, Recording Secretary Barbara Putnam, Dave Carroll, Bill Deacon, John Morosani, Marc Moura, Jeffrey Zullo

**Alternates present:** Carol Powers, Burke Gibney

**Members Absent:** Chairman Sam Olmstead

**Others present:** Denise Raap, Matt Tobin

**Call to Order:** Vice-Chair Chris Casiello called the meeting to order at 7:08 p.m.

**Appointment of Alternates:** Chris appointed Burke Gibney to serve in place of the absent member.

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

**Public Comment:** None.

**Annex renovation cost:** There was discussion about what cost to assign to the renovations of the Bantam Building. It was agreed to continue the discussion within the A/E RFP Review and Discussion.

**A/E RFP Review and Discussion:** A detailed review of the Draft RFP resulted in agreement to cut some sections. It was agreed that since the consultant's fee would be based on the time required rather than a percentage of construction cost, we would not include a construction cost estimate in the RFP. There was agreement to split the process into an RFQ, which would precede choosing a short list of candidates that we would interview, and an RFP, which would ask for proposals and fee estimates from the short list of candidates. Marc and Barbara will incorporate the edits for review at the next meeting.

**Secretary election:** Jeff Zullo made and John Morosani seconded a motion to elect Barbara Putnam as Secretary to fill the vacancy created by Anne-Monique Haas's resignation.

**Next Meeting:** Our next meeting will also be on Zoom on February 17, 2022.

**Adjournment:** The meeting adjourned at 8:17 p.m.

Respectfully submitted,

Barbara Putnam