

**Town Facilities Review Committee**

**February 17, 2022, 7 p.m.**

**Northfield Firehouse**

**Regular Meeting Minutes**

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

**Alternates present:** Carol Powers

**Alternates present:** Burke Gibney

**Members Absent:** Chairman Sam Olmstead, John Morosani

**Call to Order:** Vice-Chair Chris Casiello called the meeting to order at 7:03 p.m.

**Appointment of Alternates:** Chris appointed Carol Powers to serve in place of an absent member.

**Minutes:** A motion to accept the minutes as submitted was adopted by unanimous consent.

**Public Comment:** None.

**A/E RFP Review and Discussion:**

There was a detailed review of the timeline. There is to be a month between the issuing of the RFP/Q and the deadline for submission of Qualifications. The committee will choose at least three firms to interview and inform them within two weeks, and schedule interviews for two weeks from when they notify them. Firms can submit questions and the committee will post the questions and the answers before the interviews. Firms will submit their proposals at the interviews. The committee will select a firm within two weeks. Once a firm has been selected and a contract signed, we anticipate the project to take between three and four months to complete.

In a review of the Goals, it was agreed that this project will focus exclusively on the Bantam Building.

**Next Meeting:** Our next meeting will March 3, 2022.

**Adjournment:** The meeting adjourned at 8:05 p.m.

Respectfully submitted,

Barbara Putnam, Secretary