

Town Facilities Review Committee

March 24, 2022, 7 p.m.

Northfield Firehouse

Special Meeting Minutes

Members Present: Chairman Sam Olmstead, Secretary Barbara Putnam, Dave Carroll, Bill Deacon, Marc Moura

Alternates present: Carol Powers

Alternates absent: Burke Gibney

Members Absent: Vice-Chair Chris Casiello, John Morosani , Jeffrey Zullo

Call to Order: Chairman Sam Olmstead called the meeting to order at 7:11 p.m.

Appointment of Alternates: none present

Minutes: A motion to accept the minutes -with the addition of John Morosani to the list the absent members - was adopted by unanimous consent.

A/E RFP Finalize Text:

Corrections to typos and editing the final paragraph of the Goals section was done on the google doc. Barbara will complete the formatting and circulate it to the members of the committee. Sam will take it to Raz Alexe, Public Works Director, for his review and a copy will be sent to the Selectmen.

A question was raised whether the existence of the As Built drawings should be included in the RFQ/P. It was decided that they will be shown to the candidates who are chosen for the interview, so the cost of creating them will not have to included in their fee.

There was discussion about whether to include specific instructions concerning ventilation standards for pandemics. As current ASHRAE standards are being updated to address this issue, there appears to be no need for this to be included in our document.

Bid Process:

There was discussion about when this committee's work will be finished: We will interview the candidates, but once the contract is awarded, the work of this committee will technically be complete. It would make sense for at least some of the current members to continue to meet with the consultant, who is hired by the Town, but will be up to the Selectmen to choose who will carry the work forward from that point.

It was agreed to carry on this discussion at the next meeting.

Next Meeting: Our next meeting will April 7, 2022.

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

Respectfully submitted,
Barbara Putnam, Secretary