

**Town Facilities Review Committee**

**May 5, 2022, 7 p.m.**

**Northfield Firehouse**

**Meeting Minutes**

**Members Present:** Chairman Sam Olmstead, Vice-Chair Chris Casiello, Secretary Barbara Putnam, Marc Moura, Dave Carroll, Jeffrey Zullo

**Alternates present:** Carol Powers

**Alternates absent:** Burke Gibney

**Members Absent:** , , John Morosani , Bill Deacon, (vacancy in Finance Board liaison seat)

**Call to Order:** Chairman Sam Olmstead called the meeting to order at 7:06 p.m.

**Minutes:** A motion to add the minutes of March 28, 2022 to the agenda was adopted by unanimous consent.

A motion to adopt the minutes of both March 28 and April 21 as submitted made by Jeff Zullon and seconded by Dave Carroll was adopted unanimously.

**Public Comment:** none

**Feedback from BoF and BoS meetings:** Based on feedback he received from both Board of Finance and Board of Selectmen members, Sam suggested that we revise the RFP to include an option of moving all the town offices into the Bantam Building.

**Approval of Invoices:** The invoice for the Recording Secretary's services was approved by unanimous consent.

**Written report to the BoS:** Sam reviewed the notes he used to make his reports to the Boards of Finance and Selectmen with the committee. He will make a written report for us to review and approve at our next meeting. He will also add some figures to justify the overall construction cost estimate of \$100,000 and make some projections on how this figure will impact the mil rate. Barbara will update the RFP for the committee to review and approve at our next meeting.

**Next Meeting:** Our next meeting will be on May 19, 2022.

**Adjournment:** The meeting adjourned at 8:09 p.m.

Respectfully submitted,

Barbara Putnam, Secretary