

**Town Facilities Review Committee**  
**June 29, 2023, 7 p.m. Northfield Firehouse**  
**Regular Meeting Minutes**

**Members Present:** Chairman Sam Olmstead, Vice Chair Chris Casiello, Recording Secretary Barbara Putnam

**Members Absent:** Jeffrey Zullo

**Alternates present:** Carol Powers

**Alternates Absent:** Burke Gibney

**Call to Order:** Chairman Sam Olmsted called the meeting to order at 7:27 p.m. He appointed Carol Powers to serve in place of Jeff Zullo.

**Approval of Minutes:** Carol Powers made and Chris Casiello seconded a motion to adopt the minutes of the June 15, 2022 meeting. All voted in favor, and the motion carried.

**Public Comment:** none

**Old Business:**

Review the RFQ/P issued by Public Works: Sam has been contacted by interested parties, but he has referred them to Raz. His email was included in error. All contact is to go through Raz's office at Public Works.

Set meeting schedule for the remainder of 2023:

We agreed to set our regular meetings for the third Thursday of the month at 7:00 p.m. Barbara will look into available meeting places, and file the schedule with the Town Clerk. The timing may require that our next meeting be a Special Meeting.

Discuss vacancies: There are vacancies in the Board of Finance, the Board of Ed, and two at large seats. If Sam were to be appointed to the Finance Board seat, there would be three large seats vacant. Carol Powers will contact the selectmen about being appointed to one of the at large seats. Barbara will talk to Denise about the other vacancies. Sam will call Burke and determine whether and how he is interested in participating in the committee's work.

**New Business:**

Election of officers for 2023: After discussion, Barbara agreed to serve as both chair and recording secretary until a new secretary can be appointed. A motion to elect Barbara Putnam to serve as both chair and recording secretary was adopted by unanimous consent.

Discuss and decide on appointments to RFQ/P review team: A group of three - Sam, Barbara and Chris - with Carol available if one of the others can't attend, will review the applications, select three finalists, and conduct the interviews with the three firms chosen.

**Adjournment:** The meeting adjourned at 8:31 p.m.

Respectfully submitted,

Barbara Putnam  
Recording Secretary