

Litchfield Town Facilities Review Committee

Special Meeting July 20, 2023, 7 p.m. Northfield Firehouse Minutes

Members Present: Chairman and Recording Secretary Barbara Putnam, Vice Chair Chris Casiello, Sam Olmstead, Carol Powers. Jeffrey Zullo, by Zoom

Alternates (Attending by Zoom): Burke Gibney

Vacant seats: At large, Board of Finance, Board of Education, and an alternate

Others present: First Selectwoman Denise Raap, Marc Moura, both by Zoom

Call to Order: Chairman Barbara Putnam called the meeting to order at 7:12 p.m. She appointed Burke Gibney to serve in a vacant seat.

Approval of Minutes: Sam Olmsted made and Chris Casiello seconded a motion to adopt the minutes of the June 29, 2023 meeting. All voted in favor, and the motion carried.

Public Comment: none

Old Business:

Discuss vacancies and the process for filling them: Carol Powers has been appointed as a regular member by the Board of Selectmen to one of the At Large seats.

Review membership of the RFP/Q review team: All agreed that the team of three, Chris Casiello, Sam Olmsted, and Barbara Putnam would meet between regular meetings to review the applications and select two to interview.

Comments and questions from committee members should be sent to the Chair, Barbara Putnam, by email - bdputnam@alum.mit.edu. They will be reviewed and discussed at the subcommittee and regular meetings.

We will seek input from the Board of Selectmen at their next meeting on August 1, 2023.

We will aim to schedule interviews with the two finalists at our next regular meeting on August 17 or, if not possible, at a special meeting. The final choice will then be brought to the Board of Selectmen for them to act upon.

The tentative schedule for the process is:

July 10 – we accepted the RFP-Qs from applications

July 24 – we address questions submitted by the applicants

Aug 7 – we notify who we are going to interview, and accept questions until 8/11

August 17 – the committee interviews finalists at our next regular meeting, or, if not possible, at a special meeting.

New Business:

RFQ/P – The review team makes their recommendation of three candidates to interview - no action taken

Adjournment: The meeting adjourned at 7:49 p.m.

Respectfully submitted, Barbara Putnam, Recording Secretary