

Litchfield Town Facilities Review Committee

Regular Meeting

August 17, 2023, 7:00 p.m.

Northfield Firehouse and Zoom

Minutes

Members Present: Chairwoman Barbara Putnam, Vice Chair Chris Casiello on Zoom, Sam Olmstead, Carol Powers, and Jeffrey Zullo

Alternates: Burke Gibney on Zoom

Vacant seats: Two at-large seats, Board of Finance, Board of Education, and one alternate

Others present: First Selectwoman Raap on Zoom; Diane Field, potential member, in person

Call to Order: Chairman Barbara Putnam called the meeting to order at 7:02 p.m. She appointed Burke Gibney to sit in a vacant at-large seat.

Approval of Minutes: Sam made and Carol seconded a motion to adopt the minutes of the July 20, 2023 special meeting. All voted in favor, and the motion carried.

Public Comment: Diane Field of Bantam is interested becoming a member. She has experience in data collection and has been a valuable member of Sustainable Litchfield.

Old Business:

Membership of the RFP/Q review team: As agreed, the team of Chris Casciello, Sam Olmsted, and Barbara Putnam met between regular meetings to review the applications. Will continue to obtain statements from references. Each subcommittee member was assigned to review in-depth one of the three strongest applicants.

1. Sam: Lothrop has booked, but not begun, work on appropriate projects, solid book of business, IES mechanical consultant. Multi-state, strong. 50-person firm, offices in NYC and Hartford. No references have yet returned Sam's calls.
2. Chris: TLBA, Chester, CT based. Good references, on job 2018 through present, References: "Best AR that I have worked with;" "Didn't need babysitting." DEEP project began with planning process through construction. One more reference expected.
3. Barbara: CBT, Boston, (former TFRC member March Moura works for them) talked with two references. A female team member is skilled in consensus building. Says Zoom communication is effective. Representatives of the Woburn Public Library praised CBT's work. Very clear about steps to do this Bantam project.

New Business

TFRC will invite all three applicants noted above, with the proviso of getting all references. In discussion of working with a firm that is farther away, it was agreed that travel expenses would not be significant, even from Boston. Sam has had success with distant vendors by meeting 1/2 on Zoom and 1/2 in person.)

What will we ask them to cost?

There is no mention of housing as a possible use in the RFP. It was agreed that we should write

an addendum to the RFP that includes housing in addition to the arts and recreation mentioned in the original RFP. We will ask that the final product offer three options, one of which would put all the town offices in the Bantam building.

The question arose as to whether these firms can speak to Federal and State funding that might reduce the town's cost.

TFRC Motion: Authorize to send addendum, written and reviewed by the subcommittee, to those whose references have responded (Lothrop, TLBA, and CBT). Then, invite them to interview at our next regular meeting, if possible, either in person or by Zoom.

Motion by Carol, Jeff seconded, approved by all.

Barbara will find out if the Public Works meeting room is available if we have a Zoom applicant.

Recording Secretary: Barbara is not willing to serve as both chair and secretary. Carol has agreed to serve as pro tem secretary while a new recording secretary is being sought.

Adjournment: The meeting adjourned at 8:05 pm

Respectfully submitted,

Carol Powers
Pro Tem Recording Secretary