

**Regular Meeting Minutes
Town Facilities Review Committee**

Thursday, January 18, 2024 at 7:00 – 7:56 p.m.

Bantam Annex
80 Doyle Road, Litchfield, CT

Members Present: Barbara Putnam, Chair, Chris Casiello, Vice-Chair, Carol Powers, Secretary pro tem, Burke Gibney, Diane Field, Sam Olmstead, acting Board of Finance liaison

Vacancies: Board of Education liaison, Board of Finance liaison, two alternates seats

Members Absent: Jeff Zullo, Board of Selectmen liaison

Others present: Denise Raap, First Selectman, and A/E Michael Fortuna for TLBA Architects.

Call to Order: Barbara called the meeting to order at 7:00 p.m.

Approval of Minutes: A motion by Carol, seconded by Burke, to adopt the November 13, 2024 minutes as submitted passed with all voting in favor. (December 2023 meeting cancelled)

Public Comment: none

Old Business: none

New Business:

1. Contract Review

We discussed the \$40,000 dedicated to public outreach: it includes preparation, presentation, 5 public meetings that are increasingly detailed, and a live, interactive website. A link to that website will be on the Town of Litchfield website and a link to that on Bantam website. The study cost of \$40,000 was deemed reasonable.

Our RFP is included in the TLB contract.

The final product will include three choices for the disposition of the building, and preliminary cost estimates.

Public input will be managed on the app MIND MIXER, which can also do outcomes analysis. MIND MIXER will also present the objective, process, project website address, then create, publish, and analyze outcomes of two public surveys (the second, more refined).

Question on removal of hazardous material: The Town of Litchfield has had a survey of hazardous materials done for the Bantam building. That will be incorporated into the final report along with renovation plans and remediation cost estimates. PCBs and sealants may require more tests. There is no abatement in this phase, only estimates of what will be required.

Traffic must be a safety consideration. The Landscape firm will study pedestrian traffic both on and off the site when building uses are determined.

1. Prepare for the town meeting

GOAL: Town Meeting approval of \$150,000 for study. Presenting the STORY to the public. If approved, the next steps would be to execute the contract, project kickoff with TFRC, and then begin work.

Barbara, as chair, will give a brief history of the committee's work, describe how we arrived at our decision to recommend a study by TLBArchitects, and introduce Michael.

Michael Fortuna will give a statement noting that planned renovation will be less costly than haphazard maintenance or demolition, that three options will be presented for the Town to choose from, that there is the opportunity to bring the building's energy use down to net zero, and that there are currently many opportunities for federal and state funding to do the renovation, once a semi-final budget is created, e.g., USDA Community Facilities grant program.

Michael and Barbara will use a subcommittee (editors BP, CP, DF to meet before public meeting subsequent to receiving MF draft), to review and refine their statements before the January 30 Town Meeting.

All Committee members are encouraged to invite supporters of the project to attend the Town Meeting. Shaping the audience: contact influencers/stakeholders, ask them to bring supporters of renovation.

Adjournment: There being no further business, the meeting adjourned at 7:56 p.m.