

**Regular Meeting Minutes
Town Facilities Review Committee**

Thursday, February 15, 2024 at 7:00 p.m.
Bantam Annex and Zoom
80 Doyle Road, Litchfield, CT

Members Present: Barbara Putnam, Chair, Chris Casiello, Vice-Chair

Members Present on Zoom: Burke Gibney, Jeff Zullo, Board of Selectmen liaison

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

Members Absent: Carol Powers, Diane Field, Sam Olmstead, acting Board of Finance liaison

Others present: Michael Fortuna, Paula Tunney, and Nick Mundo of TLBAchitects.

Call to Order: Barbara called the meeting to order at 8:08 p.m.

Approval of Minutes: A motion by Jeff, seconded by Burke, to adopt the January 18, 2024 minutes as submitted passed with all voting in favor.

Public Comment: none

Old Business: Meeting with TLBA reviewed the steps for the project: Conditions Assessment, Programming, and Public engagement. The web site will be set up in time for the committee to test it at our next meeting. To find a good date for the public meetings, Barbara will check what other community events are happening on Saturdays in April. To identify stakeholder groups, Chris will check with the Community Center and the Library on what groups meet there. Once we have a date for the first meeting and an address for the website, Burke can post on a number of local Facebook pages. We can use the Town website, and send press releases to the local papers and Litchfield.bz.

In discussing forming a three person subcommittee to keep the project moving between meetings, Barbara and Chris are willing to serve. When asked about a third member, Jeff suggested we ask Sam first, because Jeff is away a lot. (He can participate remotely.)

The first public meeting will include a tour of the building, a presentation of what the original building was like, a listening session, and the introduction of the interactive website as well as refreshments.

New Business: Jeff suggested that we submit a budget for mailings and associated expenses for the project for the 2024-25 fiscal year. Barbara will talk to Denise Raap about that.

Adjournment: There being no further business, the meeting adjourned at 8:13 p.m.