

**Town Hall Review Committee**  
Special Organizational Meeting  
Thursday, January 18, 2018 – 6:00 p.m.  
Litchfield Town Office Building, 74 West Street

**1. Call to Order:** Leo Paul, Jr., as ex-officio member, called the special organizational meeting to order at 6:04 p.m.

2. Introduction of New Members: Jeffrey Zullo, Selectman and owner of an environmental systems company, also on every previous Town Hall committee; Jason Travelstead, O&G; Jim Hilby, retired mechanical engineer with the Torrington Co; Richard Quay, Board of Finance, retired attorney; Ann Combs, alternate member, secretary in First Selectman's office and member of all previous Town Hall committees since 2006; Lisa Losee, Town Clerk, and previously on the Town Hall Committee and Facilities Committee. Leo Paul, ex-officio member, gave his background in the military and in communications before being elected to First Selectman and in that office since 2003. He thanked everyone for serving. Denise Raap was the only member absent from this meeting.

**3. Election of Officers**

a) **Chairman: Motion:** L. Losee moved to nominate Jeffrey Zullo as Chairman, and R. Quay seconded. **Motion:** J. Travelstead moved and R. Quay seconded to close nominations. All voted aye and the motion carried. Upon voting on Jeffrey Zullo as Chairman, all voting members voted aye and the motion carried. Mr. Zullo then took over the chairmanship.

b) **Vice Chairman: Motion:** J. Zullo moved to nominate J. Travelstead as Vice Chairman, and Lisa Losee seconded. **Motion:** R. Quay moved to close nominations and J. Hilby seconded. All voted aye and the motion carried. **Motion:** R. Quay moved and L. Losee seconded a motion to elect Jason Travelstead as Vice Chairman. Upon voting all voted aye and the motion carried.

c) **Secretary:** Mr. Zullo said the Secretary will work with the Recording Secretary managing the minutes and communications. **Motion:** L. Losee moved to nominate A. Combs as Secretary and R. Quay seconded. **Motion:** J. Travelstead moved to close nominations and L. Losee seconded. All voted aye and the motion carried. **Motion:** L. Losee moved to elect Ann Combs as Secretary and R. Quay seconded. All voted aye and the motion carried.

**4. Recording Secretary:** J. Zullo suggested hiring a recording secretary, and Barbara Balsamo or Alissa Bumstead were acceptable choices. They will try Barbara first, as she was most recently with the Facilities Committee.

There is currently \$19,396 left over from the Facilities Committee to use as a starting budget, and we will look to the Bantam Annex Fund balance as it depletes, as they are connected. J. Zullo said we will be fiscally prudent but will have to hire consultants.

**5. Establish Meeting Schedule:** J. Zullo said Leo would like to try to have something for the Town by the end of the summer or in September. There will be public hearings and a recommendation to the Board of Selectman so they and the Board of Finance can approve with a bonding resolution, perhaps as a referendum connected with the November election. This schedule will necessitate two meetings a month and he suggested capping the time at each meeting. They agreed to a 3-hour cap from 6:00 p.m. to 9:00 p.m. J. Zullo said the first and third weeks work best for him, and it was decided the meetings would be set for the first Monday and the third Wednesday from 6:00 p.m. to 9:00 p.m. in the First Selectman's office. Ann will

check with Denise Raap, and draft a schedule to file with the Town Clerk. The first meeting on Feb. 5<sup>th</sup> will be a special meeting.

**6. Reading of Resolution Establishing a Town Hall Review Committee:** J. Zullo read the mission and duties and recapped the history of this work, from the Town Hall Feasibility Study forward.

**7. Discussion of Committee's Mission, Duties and Budget:** Mr. Zullo summarized the mission as the study of the three analyses: 1) Renovate and expand current Town Hall on present site; 2) build new in back near area of skating rink; and 3) Greater Litchfield Preservation Trust plan to convert the courthouse at 15 West Street to a Town Hall. There will need to be room to absorb the Litchfield Borough office. Regarding the courthouse option, R. Quay suggested instead of re-designing the plans, it may be advantageous to tweak the plans to downsize and economize. J. Zullo said there will be historic waivers and tax credits, also. Paul Hinkel said that Cambridge Seven Architects are already re-designing the plan from the "Cadillac" to the "Chevy." It was suggested to have him and Architect John Martin come in to review their designs. L. Paul said we will not take control of the courthouse until if and when the Town votes yes. Regarding the building process, J. Travelstead discussed the options and benefits between design/bid/build and design/build. Design/build compresses the design and build cycle, and it also allows continual refinement as it proceeds through the process. Prevailing wage will apply to new projects over \$1 million and to renovations over \$100,000. Regarding budgeting, there is \$19,396 available, but any further funds can be requested through the Board of Selectmen. J. Zullo said that if this committee is successful, a new building committee will be formed to continue.

**8. Adjournment: Motion:** R. Quay moved to adjourn at 7:15 p.m. and L. Losee seconded. All voted aye and the motion carried.

Jeffrey J. Zullo, Chairman