

MINUTES of the FREEDOM TOWN OFFICE ADVISORY MEETING - Draft

First meeting of the Freedom Town Office Advisory Meeting was held on Tuesday, September 29, 2020 at 7:00pm at the Town Hall.

Committee members in attendance: Denny Anderson, Karrie Buttrick, Anne Cunningham, Allan Fall & Mark McKinley.

Election of Chairperson: Anne Cunningham volunteered to be the Committee Chairperson.

Review Scope of Work & Discussion:

Alan Fall: There are three things that should be done. We need an architect. This can be done by invitation. We need to determine space needs, to include the future. We should contact Shawn Bergeron to do update his assessment of the Town Office. He will also tell us which building codes are relevant to our work.

Anne Cunningham: Study of the Town Office were done in 2006 and 2009. She followed the work of the Article 26 Committee (2009) and has a copy of the Article 26 Findings that she will share with the committee. There are some issues on the past report that have been resolved with the construction of the safety building.

Mark McKinley: We need to learn from what we observed 10 years ago and listen to both sides.

Denny Anderson: Do we have a projection of the current need and the needs 10 years from now?

Alan Fall: The way business is done has changed due to COVID and technology so the space needed may be less.

Anne Cunningham: The Article 26 Committee in 2009 had three alternatives and all fail to pass. We should start with what we have and try and fix it.

Alan Fall: The Heritage Commission has talked many years about preserving the schoolhouse and Masonic building.

Denny Anderson: Do we have input from the people using the current space?

Anne Cunningham: There have been reviews for other uses of the space and buildings, but all have failed. The Town Clerk & Tax Collector have building needs but there is need to have and nice to have. We do need to look into 10 to 15 years what the needs might be. Fire safety and accessibility are important. An elevator doesn't need to be large, fit one or two persons.

Denny Anderson: Even just a lift might do.

Alan Fall: The building needs to be preserved but that being said, fire proofing for records, adding an addition off the back with two stories, a backroom, a bathroom, and an elevator.

Mark McKinley: Is there a plan for no elevator and have everything accessible on the first floor?

Denny Anderson: Handicap accessibility is needed.

Mark McKinley: Will there be more general space for storage for example for a new boiler?

Alan Fall: Just putting it out there, the Masonic building could be bought by the town and the first floor used.

Mark McKinley: Could this be used for office space & storage?

Anne Cunningham: And the second floor?

Allan Fall: The Masonic would have life estate of the second floor if they have their charter.

Anne Cunningham: This was proposed in the 2009 Article with some resistance.

Allan Fall: Things have changed. So, we need to make an assessment of space need and the structural issue of fire proofing. He also spoke of the importance of keeping the old town records and future town records safely in the town and not being sent off to other places outside of Freedom.

Denny Anderson: Fire proofing can become an issue; you'll have to build concrete walls. Is there any space at the Police Station, a fireproof safe?

Anne Cunningham: Is there space at the Fire Station for an addition since the building is already on a concrete pad?

Denny Anderson: We need to look for fireproof storage options. Has the Heritage Commission given their input?

Alan Fall: The Heritage Commission has no input. We do not have a Historical District, just an advisory.

Denny Anderson: So, this is something that they would like to review in keeping it historical but keeping to code for safety.

Anne Cunningham: So, two things, setting a meeting schedule and find a way by posting an RFP to understand what our baseline is.

Alan Fall: He would contact Shawn regarding a new report on the school building and Masonic building.

Denny Anderson: Asked Alan asked he if he could get a copy of the baseline report that Shawn gave in 2009.

Alan Fall: Said he felt he could get a copy from Shawn.

Anne Cunningham: Suggested the next meeting on the third Tuesday in October.

Denny Anderson: Said he would be gone the entire month of October but would give his input from Shawn's 2009 report if he can get a copy.

It was agreed that the committee would meet monthly and **the next committee meeting would be Tuesday, October 20, 2020, 7:00pm at the Town Office.**

The meeting was adjourned ay 8:10pm.