**MINUTES of the FREEDOM TOWN OFFICE ADVISORY MEETING FOR 10/20/2020 - Draft**

Anne called the October 20, 2020 Meeting of the Town Office Advisory Committee to order. We have a quorum: Alan Fall, Mark McKinley, Karrie Buttrick and Anne Cunningham in attendance.

Minutes from the last meeting were reviewed. Move by Alan that we accept the minutes and seconded by Mark. All were in favor.

**Review of the Agenda & Discussion**

In putting forth the agenda, Anne believed that there were three big tasks; 1) to document the current state of the town office building; 2) list the needs that are necessary for the committee to develop proposals; and 3) evaluate the needs in order to generate a list of options: two story, one story or whatever option that we come up with.

Anne handed out 4 pages of data which included the Existing Building Tax Card Sketch of the Town Offices, Page 1; SMP Sketch of the Town Offices updated by Anne which included the current room dimensions and room usage, Page 2; a copy of the Article #9 – SMP Plan, Page 3; and a Draft of the 2020 measurement need listed by department versus the SMP Propose, Page 4. (This will be included as an attachment.)

The committee reviewed the data.

Prior to the meeting, Anne had provided the 2006 Municipal Building Committee Report and the Article 26 Committee Assessment from 2010.

On reviewing the work of prior committees, Anne summarized the current space situation with the understanding that the SMP was not the direction we were going. Pointing out that space usage has changed since the SMP was issued since the Police Department had moved out.

Alan believed that we didn’t need to spent a lot of time on the old reports, we do need to review them to understand where we’ve been, but we need to take a whole new and fresh outlook.

The committee members agreed, but there could be some value in reviewing the old reports. Anne pointed out that we need to identify the current state of the building and asked Alan if he was working with Shawn Bergeron.

Alan was able to get a couple copies of the original analysis of the existing buildings. They were outdated, but this is more for Denny so he could have his own take on it. He believes that Shawn Bergeron would be best to lead us through the identification process. Shawn has worked with many municipalities that have old buildings.

Alan provided the committee with a Fee Schedule and an email reply from Shawn requesting a walk through to refamiliarize himself with both buildings and the cost to generate a new report. His fee range is expected to be between $2,500 - $3,100. (A copy of the Fee Schedule & email reply will be included as an attachment.)

Anne kept a copy of the 2010 Building Analysis for Denny.

Alan would like the committee to start the process and get Shawn on board. Looking at the agenda, he believed Shawn’s first report will answer a couple of these items. And we need to start the RFQ process.

For the RFQ, Anne asked if we have a list of needed qualifications, who do we invite, or do we just advertise, how long do we post it, and if Alan had anyone in mind, other than Shawn, that he would like to invite.

Alan said, no one particular in mind. On posting of the RFQ, he believed that Ellen should take the lead on that. She has done more of the RFQ process then he had. He asked that we start that process immediately, invite Shawn, and whomever wants to turn in their qualifications and we can look at those interested in the work.

Anne asked who will do the list of the qualifications that we are going to require to post the request. Alan said it would be simple, as we’re looking for a person who can give us their qualifications to develop plans for these two buildings for office space.

Anne said that her understanding that the first step would be to assess the town office building, and have Shawn update his last assessment and tell us how the changes in the building codes would change his original assessment.

Anne wants to make sure that we were getting a step or two ahead, that he would be assessing the current state, not telling us what the future development is.

Anne asked we are trying to understand the current situation, as opposed to a solution, and if the $2,500 - $3,100 will it get us there? Alan said that amount of money would get us there.

Alan said that having a professional help us would be very beneficial. He thinks we should look at the alternatives, can the town office building stand on its own with our space needs? Do we need an addition to the building? We may look at the Masonic building but decide that we can do everything in the town office building.

Anne asked the other committee members their thoughts.

Mark said he would like to keep the original old school house, the basic footprint that it is. That he didn’t like the idea of building an addition to the back of the building. It gets involved when getting close to property lines, water/snow run-off the roof, and other issues, so this is not his first choice to be honest. And that is why he likes the idea of acquiring the Masonic Temple. It’ll give us more control over this piece of property. He also asked Anne, how did you determine space needs? Is it based on a 20 percent increase of population, or is it based on the number of employees that decide the space that we are going to need?

Karrie said she thinks we need to find out what the needs are in the town office building because she isn’t sure the needs have changed in 10 years. She agrees with Mark that we should keep the school building footprint the way it is.

Anne wanted to make sure that as a committee that we weren’t deciding the outcome tonight. That we are being asked by the town to do an analysis, to look at other things and that not focus on one solution. All agree with Anne that we were just having a discussion.

Mark asked about the old reports, he read of 3 or 4 choices and would like to avoid some of the mistakes made in the past. Anne agreed, but we have to have 2 or 3 options that we seriously consider. Alan agreed, that we have to have 2 or 3 options and the Masonic Building might not be one of them.

Alan asked if this was a motion to spend $2,500 - $3,100 to have Shawn Bergeron to do the work, then he would second the motion.

Back to the RFQ, Anne stated the wording as: Give your qualifications to the committee to evaluate options for meeting current and future space needs with the existing town office building, an addition to it, and nearby building options***.***

Alan said that we should follow Ellen’s lead on getting this posted for 2 weeks. This should be adequate time. We should invite Shawn Bergeron; we might be getting more than one person and we might find someone more qualified.

Mark doesn’t want a repeat of what was given to the public 10 years ago, that this is just not a do over, that we are going to present this in a different way, getting away from the past.

It was agreed that we were really going to need to brainstorm on this. Anne stated that it was hard to know if last time the backlash was from the excess or the backlash was from the idea.

Anne, getting back to agenda, suggested that the committee should develop a list of needs to address. She is assuming the first one will come from the report. Life safety and accessibility, what space needs are required by law. She didn’t know if Town Clerk’s vault or other things are required by law. She believes in the Article 26 Committee Minutes; Libby was present and said that it was a state requirement.

Alan stated that as we as we go through the process, whether it is required by code or law or not, we will need to have some fire proof file storage. Hopefully enough space for a table with chairs so documents can be viewed and stored locally.

Anne said that space needs to accommodate current and future growth. There are committee chairpersons that share an office and department staff--so we need to speak to those needs and sit down and talk to Libby, Ellen, and Janice. In the 2006 and 2009 analysis committee chairpersons had their own offices, but this committee should be much more realistic.

Alan agreed, Freedom is a minimalistic town.

Anne said we could start any of these interviews on space at any time.

Alan said that we’re getting an early start for 2022. We are not going to be completed by March, so we’ll have a moderate amount of time for interviews.

Anne asked Alan if Shawn had any idea what the elapsed time would be to get the analysis report done.

Alan replied, No, but Shawn indicated that he would like to work for Freedom. We need to get on his schedule since he’s so busy that he is turning work away. He said he would ask Ellen to contact Shawn indicating our interest and find out if he can give us an update on how long it will take to update the assessment and when he can get it to us.

Anne would like us to have a mini report by March. Alan agreed that we could have a report on where we are at that point.

Mark asked to speak on other business. He wants to let the committee know that he spoke with Peg Scully, and that there might be grant money available for the school building.

All believed that we had completed the agenda. Alan invited the committee to tour the Masonic Hall.

Karrie motioned to adjourn the meeting and it was seconded by Alan. Anne was thanked for getting the agenda and all the reports to the committee.

**Next meeting will be Tuesday, November 17, 2020 at 7:00pm at the Freedom Town Office.**