

**MINUTES of the FREEDOM TOWN OFFICE ADVISORY MEETING
FOR 11/24/2020**

Anne Cunningham called the November 24, 2020, Meeting of the Town Office Advisory Committee to order at 4:30 p.m. We have a quorum: Denny Anderson, Alan Fall, Mark McKinley, Karrie Buttrick and Anne Cunningham in attendance.

Minutes from the last meeting were reviewed and accepted by all.

Review the Agenda & Discussion

Anne noted that there were two items on the agenda for the meeting; 1) review the submissions; and 2) decide next steps.

Anne asked Alan if he had forwarded the email he had received from Shawn Bergeron to the other committee members, and Alan said he had not. Anne noted that Shawn has not submitted an RFQ, and that Shawn has the COVID virus in his office.

Alan said that Shawn is currently working two projects for the Town of Wolfeboro; one of them being the restoration of a historical building. Because of the COVID virus in his office, Shawn has been unable to present his qualifications. However, he has expressed his desire to work with the Town of Freedom.

There was a brief discussion on the flexibility of extending the deadline for submitting an RFQ. Alan believes the committee should allow Shawn some additional time to submit his qualifications.

Anne asked Alan if Shawn has updated the original building analysis. Alan reiterated that Shawn's current circumstances has prevented him from accomplishing it.

Denny asked if Shawn has provided Alan with an estimated time as to when Shawn might be submitting his RFQ. Denny believes that if the committee decides to give Shawn additional time to submit his qualifications, that in order to be fair, we should inform the other companies that have already submitted their qualifications of this additional time, in case they want to make any updates to their submission, including withdrawal of their proposal.

Mark noted that he did review the original building analysis report from Shawn. There have been some changes to the building since that original report was provided and he believes that it would be in the best interest of the committee to stay with Shawn on this project.

The committee decided that Shawn would be allowed some additional time to submit his qualifications. Shawn would be given until January 12, 2021 to make his submission so that the committee could review it at our January meeting on January 19, 2021.

Anne moved on to the discussion of the four submissions that the committee had received. Anne also handed out to the committee a checklist that she updated that could be used during the interview process.

The committee began a discussion of the four submissions received thus far. Denny stated he had not received his packet that contained the four submissions so he had been unable to review them. It was decided to postpone the evaluation of the submissions until our next meeting to allow all committee members time to review them.

Anne asked Alan if he would contact Shawn regarding the committee's decision to extend the time for his submission. Alan acknowledged that he would.

Other Business:

Alan spoke about an article that appeared in in the Conway Daily Sun regarding grant money that the Town of Effingham had received from the State for the restoration of several of their historical buildings. He believes that this issue of grant money is something we could look into later down the road. (After the meeting Anne forwarded the article to the committee members.)

With no further business the meeting was adjourned at 5:15 p.m.

Next meeting will be Tuesday, December 15, 2020 at 7:00pm at the Freedom Town Hall.