

**MINUTES of the FREEDOM TOWN OFFICE ADVISORY COMMITTEE
MEETING FOR 02/16/2021**

Anne Cunningham called the February 16, 2021 meeting of the Town Office Advisory Committee to order at 5:00 pm at the Freedom Town Hall. Karrie Buttrick and Alan Fall were in attendance. Committee members present represented a quorum.

Minutes from the last meeting on January 26, 2021 were reviewed and were accepted by the committee members.

Review the Agenda & Discussions

The committee reviewed the proposal received from Bergeron Technical Services. Anne was concerned that the committee's request to preserve the staircase, the lower & top foyer and the exterior of the Town Office Building were not mentioned in the proposal for the feasibility study. The committee also requested in the scope of work to Bergeron Technical Services that public use of the second floor of the Town Office Building with accessibility provided by a lift and something similar also be considered as an option but was not addressed in the proposal.

Alan believes these two concerns would be addressed during the Phase Two, Planning & Design proposed by Bergeron Technical Services. The committee decided that Anne would contact Bergeron Technical Services to clarify before the agreement would be signed.

The committee reviewed the proposed timing of the project by Bergeron Technical Services and found the dates to be acceptable.

After completing the review of the proposal, Anne made a motion that the committee recommends to the Freedom Selectmen to accept the proposal for the feasibility study submitted by Bergeron Technical Services. It was seconded by Alan and carried by the remaining members.

Alan informed the committee that he spoke to the Town Selectmen at the last Selectmen's meeting about the delay in the feasibility study for the Town Office Building, that the delay will allow the town to benefit from Bergeron Technical Services expertise and give the community a better opportunity to understand the project's progress and provide more in person input. Alan also informed the committee that a warrant was submitted for an additional \$10,000 to cover the feasibility study proposed by Bergeron Technical Services.

The committee also believes that the Agreement Between Client and Bergeron Technical Services document needs to be signed by the Town Selectmen. Alan was going to confirm with the Town Office. The signed agreement will authorize Bergeron Technical Services to proceed with the project. The committee expects the agreement to be signed at the next Selectmen's Meeting.

Due to the expected start date of the project of August of 2021; the committee agreed to that a hiatus until further business needed to be addressed.

Other Business:

There was no other business.

With no further business the meeting was adjourned at 5:30 p.m.

Next meeting to be determined at a later date.