

**MINUTES of the FREEDOM TOWN OFFICE ADVISORY MEETING
FOR 12/15/2020**

Anne Cunningham called the December 15, 2020, meeting of the Town Office Advisory Committee to order at 5:00 pm at the Freedom Town Hall. Alan Fall, Mark McKinley, Karrie Buttrick in attendance; Denny Anderson attended remotely via phone.

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

Review the Agenda & Discussion

The first order of business was to review and discuss the submission of qualifications received prior to the meeting. Anne received a submission from Shawn Bergeron from the Town Administrator just before this meeting. Anne noted she would ensure that Denny receive a copy of Shawn Bergeron's submission.

It was decided that the committee will determine during this meeting if these companies have the qualifications that will help meet our goals, as well as determine if we would like to set up a meeting with them. Because of the current health pandemic, it was decided that the interviews will be conducted in a socially distanced manner at the Town Hall, and that Alan or Mark could give the invited companies a tour of the Town Office and Masonic Building prior to the interview. The goal is to have interviews scheduled by mid-to-late January 2021.

Prior to the meeting, Denny provided in writing his input on the four companies, Harriman, KOAL, Placework and SMP and discussed them in more detail. Harriman was discussed first. Denny gave the pros & cons of Harriman, and although they are qualified, their work schedule might not allow them to complete the project within our timelines. Alan agreed that on paper, Harriman looked to be the most qualified, but most likely will not be a fit for our project. Mark preferred both Placework and SMP over Harriman because of their work with small towns and historical buildings. Anne agreed with Mark, choosing Placework and SMP over Harriman, mainly because Harriman seemed to be heavier on new construction, which is not what the committee is looking for. The committee members did agree that SMP & Placework were the top two choices that fit our criteria and would be invited to interview. Mark suggested that we ask Placework and SMP to go into more detail on their work done to restore and transform the listed buildings in their submissions. The committee agreed that there was no need to discuss KOAL based on the information in their submission, their work being mostly commercial work.

Mark asked Alan about Shawn's progress on updating the original building analysis report that was completed by Shawn in 2010. Alan explained that whichever company is selected that they would want to do their own building analysis. So, asking Shawn at this time to update his old report, would not be good money spent.

The committee looked over Shawn's submission. Alan was familiar with Shawn's work on the Madison Town Hall and other local projects. He, therefore, believes that Shawn should be invited to interview.

The committee decided that follow-up letters would be sent to Placework, SMP and Shawn Bergeron inviting them to interview. A letter would be sent to Harriman stating that at this time, we were looking at other companies but would like to hold on to their submission. Also, a letter would be sent to KOAL thanking them for their submission.

The committee agreed that the letters to Placework, SMP and Shawn Bergeron would include questions that the committee would like to have answered when the committee conducts the interviews. Anne would ensure that the letters were sent out.

Other Business:

There was no other business.

With no further business the meeting was adjourned at 6:15 p.m.

Next meeting will be Tuesday, January 19, 2021 at 7:00pm at the Freedom Town Hall.