

**MINUTES of the FREEDOM TOWN OFFICE ADVISORY COMMITTEE  
MEETING FOR 11/07/2022**

Anne Cunningham called the November 7, 2022 meeting of the Town Office Advisory (TOA) Committee to order at 3:30 pm at the Freedom Town Hall. Denny Anderson, Karrie Buttrick, and Ernie Day (BOS) were in attendance. Mark McKinley was absent. Two members from the public, Bill Elliott and Paul Elie were also in attendance.

**Review the Agenda & Discussion**

Minutes from the last meeting on September 22, 2022 were reviewed. Ernie made a motion to accept the minutes. It was seconded by Denny and approved by all.

Handouts of the Space Sizing Comparison and the Revised Schematic Plans from Bergeron Technical Services (BTS) were handed out to the members and made available to the public. Anne also handed out a spreadsheet that she created to better understand the space sizing comparison received by BTS.

There was a discussion on the storage on the first floor. Anne who had spoken to the Town Office staff, reminded the committee members that first floor storage was critical to the workers. Looking at the storage numbers and the plans for the first floor, Anne questioned the small empty spaces not designated for use. There was also some discussion on the need for two bathrooms on the first floor.

Looking at the plans for Option 1, the first floor plan has the needed office areas, some storage, a good size mechanical room, two bathrooms and a custodial closet. Staff entry into the offices would go through Stacy's office. There is an entrance door in the back of the building but not sure if the staff would use it because the staff would need to walk around the building and on the grass to access it. The second floor plan has the tax collector's office, the building code enforcement and zoning office; a second office and a slightly smaller selectman's office area. Anne asked for thoughts on Option 1. Denny believes that Option 1 has the best balance for the existing area with the possibility of moving one of the bathrooms for more storage space. Karrie and Ernie agreed with Denny. Anne mentioned the plan had no staff space. Anne questioned the proposed space of the mechanical room on Option 1 which shows 97SF compared to 57SF in the Existing Area and 65SF in the proposed area on Option 3A. It was decided to ask BTS if by taking out the second bathroom and the mechanical room down to its existing size of 57SF if a small staff area could be configured into the plans and the printer/postage machine placed behind a wall and not in an open space.

Looking at the plans for Option 3A, which enlarges the building by adding a second floor to the addition in the rear of the building. Anne believes that the area designated as office space on the first floor in the corner could be used as storage. Denny pointed out the office spaces are larger in Option 3A so there is more storage in those areas. For example, Libby's office area from 103SF on Option 1 to 172SF in Option 3A. Anne pointed out that there are open areas on the first floor and the second floor that are not utilized or designated. Anne also pointed out the Selectman's area goes from 403SF in Option 1 to 535SF in Option 3A.

Ernie mentioned that the current fire code only allows 15-18 people on the second floor. Ernie asked Denny with the larger Selectman area, would this change the fire code requirement. Denny believes that larger space won't change the current fire code requirement. Ernie stated he doesn't see the need for a larger area upstairs. It was agreed that there was some wasted space in this option.

Looking at the plans for Option 3B, the committee discussed and decided that creating a basement for additional storage was not a good option due to the significant cost.

It was decided that Anne would get back with BTS the following:

Getting a pricing for Option 1 as quickly as possible with following changes: if by taking out the second bathroom and taking the mechanical room down to its existing size of 57SF, could a small staff area be configured into the plans and the printer/postage machine placed behind a wall, possibly in a storage area.

The committee is still looking at Option 3A. Option 3B is no longer being considered.

It was decided that once we get the pricing for Option 1, we can get the information out to the public in the form of public meetings.

**Other Business:**

With no further business, the meeting was adjourned at 4:23pm.

**Next meeting to be determined.**