

MINUTES of the FREEDOM TOWN OFFICE ADVISORY COMMITTEE MEETING FOR 11/30/2022 – FINAL

Anne Cunningham called the November 30, 2022 meeting of the Town Office Advisory (TOA) Committee to order at 8:30am at the Freedom Town Hall. Denny Anderson, Karrie Buttrick, Mark McKinley and Ernie Day (BOS) were in attendance.

Review the Agenda & Discussion

Minutes from the last meeting on November 7, 2022 were reviewed. Ernie made a motion to accept the minutes. It was seconded by Mark and approved by all.

The committee received the revised design plans for Option 1. Anne highlighted the changes that were made to create a staff area on the first floor. One bathroom was removed; the mechanical room was reduced in size and moved, what was the mechanical room is now designated as general storage; the storage space next to the Town Clerk's Office has been reduced, now giving space for the staff area between that storage area and the back stairs. The printer-copier with a corner cabinet would be located in the staff area. Karrie asked about lack of a second sink designated as a custodial sink in the new design. It was discussed and decided that the second sink would be needed. Mark asked if a small sink for the staff could be put where the corner cabinet is located in the staff area. Denny suggested that the corner cabinet area could be a closet with a sink that could be used for both purposes. Anne said she would bring this up to Kate with Bergeron Technical Services.

Mark asked about the upstairs plans. There is a chimney located where the proposed emergency exit stairs are to be placed. Since the chimney is no longer in use, Denny believes that the chimney will be removed in the remodel and that is why it is not showing on the plans but this is a good question to follow up with Bergeron. Mark asked about the lobby area on the second floor. Could that space get congested with people utilizing the Tax Collector window, coming up the stairs and using the lift. Denny estimates that the proposed lobby area is about 50 square feet which is a good size. Anne mentioned that the Tax Collector told her that she gets about 100 personal visits a year with the majority of those visits in June and December. Ernie mentioned the tax collector's drop off box on the first floor which has eliminated some traffic.

Moving on to the next step for moving forward on this project. The committee discussed what they feel is the need to know the cost of a new building as a comparison to the refurbishment when this proposal come up in the next Town Meeting. Anne mentioned that when she spoke to Kate about the direction of the project, the subject of a new building verses the refurbishment of the Town Office Building came up. Kate believes that a new building, all on one floor would be more expensive than refurbishing the current building. Kate stated that they could do an estimate on a new building. The committee agreed that they no longer want to pursue Option 3 as a proposed design plan and agreed the funds designated for a second estimate could be used for a new building estimate.

The committee discussed the possibility of getting the proposal out to the public before the next Town Meeting. The committee lost a year of planning due to COVID which also slowed the selection process when choosing a design team. It was decided that was not enough time to fully present this to the public and the committee should use 2023 to communicate the proposals. At the next Town Meeting in March, the committee will inform the public of our progress.

The 2020 Warrant Article funded the committee to conduct a feasibility study for the restoration and/or addition to the existing Town Office. The committee would need a warrant article to amend the 2020 Article in order to move forward in using some of the funds set aside for a new

building estimate. Anne said she would speak to Ellen about getting on the Selectman's Budget Agenda soon.

Anne made a motion that the committee to delay the consideration of refurbishing the existing Town Office Building for a year and request to the Board of Selectman that we repurpose the funds for Option 2 of the contract with Bergeron Technical Services for an estimate for a new building for comparison purposes. It was seconded by Karrie and it was approved all.

Other Business:

With no further business, the meeting was adjourned at

Next meeting to be determined.