

**MINUTES of the FREEDOM TOWN OFFICE ADVISORY COMMITTEE
MEETING FOR 04/17/2023**

Anne Cunningham called the April 17, 2023 meeting of the Town Office Advisory (TOA) Committee to order at 10:00am 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 January 17, 2023 were reviewed. Ernie made a motion to accept the minutes and they were approved by all.

The committee discussed and determined a plan for sourcing and engaging a contractor to cost a new town office building. Denny said that he knows a couple of architects that he plans on contacting but wanted to wait until after this meeting so he would have the proper directions. Besides schematic drawings and pricing, Denny asked if there would be anything else that he should be asking for in the pricing. Denny plans to show the architects the plans for Option 1 for the Town Office Building and ask them to work the square footage into a single-story building. It was agreed that an estimate for a well and septic should be included in the pricing. Denny asked if the committee knew where the site of new building might be located, he believes the architects would like to see the site. Ernie stated 30 Eaton Road. Denny plans to take a look at the property. It was discussed and decided by the committee that when presenting both options to the Town that plans and square footage should be comparably the same.

Anne asked Ernie if the purchasing policy requires three bids. Ernie said that it did, as long as we asked for three. Denny believes he can work with the architects and keep the price under the \$10,000 that was approved by the Town in the warrant article. The committee agreed to let Denny handle this and if there are any issues, he would let the committee know.

Anne asked Denny if he believes that the Committee could get a cost for a new building by the beginning of July. Denny said this is something he would have to confirm with the architects. Anne is going to contact Kate Richardson with Bergeron Technical Services (BTS) to follow up on the agreed upon timetable. The Committee believes that it is to receive the cost for the design of Option 1 from BTS by April 30, 2023.

Regarding the summer presentation to the public, the committee agreed that this should be presented during Old Home Week. Anne plans to work with Kate Richardson of BTS and Kate Chaput with the Old Home Week Committee to get a presentation on the Old Home Week schedule. The committee also plans to have a second presentation before the Town Meeting next year.

Other Business:

With no further business, the meeting was adjourned at 10:32am.

Next meeting to be determined.