

**Town of Freetown  
Fire Station Building Sub-Committee  
Meeting Minutes**

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**Date:** Wednesday June 21, 2023

**Time:** 4:30 p.m.

**Location:** Freetown Police Station Community Room

**Present:** Deborah Pettey, Harrie Ashley, Paul Ashley, Mark Brogan, Jared Zager, Bob Alderson, and Donald Velozo.

**Absent:** Mary Rezendes-Brown

**Call to Order:** Harrie Ashley called meeting to order at 16:45 p.m.

**Agenda:** Harrie Ashley discussed the meeting's agenda including approving the previous meeting's minutes as well as the process of reviewing the Architect RFQ and interview process. The process in which interviews will be performed was discussed.

**Meeting Minutes:** A motion was made to approve the minutes 3/22/23 by Paul Ashley, seconded by Bob Alderson. Voted unanimously.

**Architect RFQ:** Discussion regarding RFQ and scoring sheets and the interview process of architects. Mr. Velozo recommends 2 of the 4 architects based off of the RFQ's. Mr. Velozo also advises that he would contact references for each architect. He also states that if we are to do interviews then three of the four will need to be interviewed. He will also formulate questions for the interview process.

It was decided to interview Compass Group Architecture, Starck Architects, and Upland Architects, based off of the RFQ and scoring performed by committee members. Ranking the 3 firms a motion was made to interview three Architect groups.

**Motion-**

Motion made by Paul Ashley to interview the discussed 3 firms CGI, Starck, and Upland. Seconded by Jared Zager. Voted unanimously.

Mr. Velozo advised that a maximum fee of 10-12% be set for an architect firm. This topic was discussed due to the process and ensuring to not set the cap to low.

**Motion-**

Motion made by Paul Ashley that a 12% cap be set, seconded by Jared Zager. Voted unanimously.

**Meetings-**

Next meeting to be on Wednesday June 28, 2023 at 3:30 p.m. with architect interviews starting at 4:00 p.m. with an order of CGI, Stark, and Upland.

**Meeting Adjourned-**

A motion was made by Paul Ashley, seconded by Jared Zager, to adjourn. Motion carried unanimously.

This is a true record by me.

X

Mark Brogan  
Secretary

A handwritten signature in dark ink, appearing to read 'Mark Brogan', is written over a horizontal line. The signature is stylized and extends to the right of the line.