

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

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Date: Wednesday June 28, 2023

Time: 3:30 p.m.

Location: Freetown Police Station Community Room

Present: Deborah Pettey, Harrie Ashley, Paul Ashley, Mark Brogan, Jared Zager, Bob Alderson, and Mary Rezendes-Brown.

OPM- ACG Group Donald Velozo and Michael Josefek.

Absent:

Call to Order: Harrie Ashley called meeting to order at 15:37 p.m.

Agenda: Harrie Ashley discussed the meetings agenda including approving the previous meeting's minutes as well as the process of the Architect interview process. Meeting minutes approval pushed to next meeting as the previous week's meeting minutes not complete.

Meeting Minutes:

Architect References: ACG group contacted the listed references for the four architectural groups that had submitted their RFQ. Mr. Josefek reported to the committee the findings of the references. CGA, Stark, and Upland all had references answer or call back with a rating of 25 on all of the three companies. D21 group's references were contacted with no answer and no call back. Mr. Josefek offered his opinion of the two strongest RFQ's and options for architects.

Disclosure: Mary Rezendes-Brown discloses to the committee that she has been in contact with the ethics commission due to a grand nephew working for the Stark Architect Group. She advises that she will be sitting through the interviews, however will abstain from voting and will leave after the interviews prior to discussion or voting.

Interviews: Interviews were performed with CGA presenting first, Stark second, and lastly Upland. All groups presented their firms respectfully and provided information to the committee on their company's abilities and strengths. A list of ten questions were asked of all three companies. All three companies answered the questions to provide the committee the information needed to assist in their discussion and decision making following the interviews. All of the interviewed architects appeared to be well informed and knowledgeable in their field. All companies were given the time needed to present their company and answer all of the questions.

Discussion: Following the interviews the committee discussed the RFQ packets as well as the interviews of all three companies. While all three companies presented their qualifications and

abilities well there were two companies that stood out to all members as well as Mr. Velozo and Mr. Josefek. Those two companies were CGA and Stark. These companies were discussed in great detail as well as the companies' sub-contractors. Recommendations by Mr. Josefek on both companies and their sub-contractors were made. These recommendations were also then discussed by all members and a decision was made to rank the architects to negotiate a contract with them. Discussion also included who would negotiate with the Architects.

Motion-

A motion was made by Paul Ashley to rank the companies in the following order to start negotiations with. 1-Starck, 2-CGA, 3-Upland. Seconded by Jared Zager. Voted unanimously.

A motion was made by Paul Ashley to have Deborah Petty and Harrie Ashley negotiate with the architects. Seconded by Jared Zager. Voted unanimously.

Meetings-

Next meeting to be announced when and if an architect has been awarded.

Meeting Adjourned-

A motion was made by Paul Ashley, seconded by Mark Brogan, to adjourn. Motion carried unanimously.

This is a true record by me.

X

Mark Brogan
Secretary