

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

Date: Wednesday March 22, 2023

Time: 4:30 p.m.

Location: Freetown Counsel on Aging, Lower level

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

Absent: N/A

Call to Order: Harrie Ashley called meeting to order at 16:39 p.m.

Agenda: Harrie Ashley discussed the meetings agenda including approving the previous meeting's minutes as well as the interviews of the OPM candidates. The process in which interviews will be performed was discussed. Deborah Petty advised that she would be recording the meeting via phone audio recording.

Meeting Minutes: Mark Brogan read the meeting minutes from February 28, 2023. A motion was made to approve the minutes as read by Bob Alderson, seconded by Paul Ashley. Voted unanimously.

OPM-

RFQ's for the Fire Station Building Project were received by March 8, 2023. There were three companies to submit their proposals which were distributed to all committee members. The proposals were reviewed and scored by each committee member following the distributed scoring methods. The three companies to submit their proposals were ACG Inc, RTA, and CREF. Each of the companies were allowed 45minutes to present their proposals to the committee which included questions and answers. Following each proposal, the committee discussed in depth what was proposed and their thoughts on the company. All interviewees presented their companies and proposals in a professional and informative manner. Previous projects managed by ACG and RTA were discussed as well as discussion as to references spoken with as to the company's reputation, both companies were highly recommended by owners or representatives of previous municipal projects. Throughout the discussion it was decided that everyone had similar opinions as to which company provided the best proposal to the town and the fire station project.

Following the interviews of all three companies the committee discussed the next steps in negotiating a contract with the preferred company to represent the town as the OPM. It was decided that a rank 1-3 should be determined to allow negotiations with the second and third companies if agreed terms could not be met with the first chosen company.

Motion was made by Paul Ashley, seconded by Jared Zager to negotiate contract in the following ranked order.

- 1- ACG
- 2- RTA
- 3- CREF

Motion voted unanimously.

Motion made by Paul Ashley, seconded by Jared Zager to have Debbie Pettey negotiate the contract with the OPM through appointment by the select board.

Motion voted unanimously.

Budget- Deborah Petty again discussed the budgetary constraints for the project as well as the potential plans for funding the project. In efforts to limit the burden on tax payers through the use of ARPA funds. Discussed was when and how to proceed with requesting necessary funds from the town and what procedures would be best.

Meetings-

Next meeting to be on Wednesday April 5, 2023 at 4:30 p.m.

Meeting Adjourned-

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

This is a true record by me.

X

Mark Brogan
Secretary

