

Future Facilities Committee

MINUTES

July 18, 2022

Present: Patrick Christian, Dick Hogue, Kathy Hogue, Matt Nielsen, Paul Giddinge, Susan Briggs Peters, Jesse Peters, Paul Schumann, Bo Chesney, Toni Mark, Jon Morris (Select Board)
Excused: Patrick Fairbanks

- a. Opening – members introduced themselves.
- b. Roles
 1. Members of the Future Facilities Committee will be appointed by the Select Board to serve a one-year term. Appointments begin/end July/June 30. Members will elect a Chair and Secretary. The following are members, to date:
Pat Christian (Chair) pchristian@maine.rr.com
Kathy Hogue (Secretary) khogue@maine.rr.com
Dick Hogue dhogue207@gmail.com
Matt Nielsen (Road Commissioner) Publicworks@pownalmaine.org
Paul Giddinge pmgidd@gmail.com
Jesse Peters (Fire Chief) pownalcarl@maine.rr.com
Susan Briggs Peters sbriggs@llbean.com
Toni Mark toni.L.mark@gmail.com
Paul Schumann pschumann@maine.rr.com
Bo Chesney (web master) chesney633@gmail.com
Patrick Fairbanks (no email address) (207)245-4851
 2. Minutes will be recorded and made available to the public in a timely manner.
 3. All information regarding this committee will be posted to the Town's website.
 4. Committee members may communicate via email but all decisions/votes must take place in a public meeting.
 5. Committee members who do not have email will be called by the Chair and information can be mailed to their address.
 6. Sub-committees may meet to work on specific aspects of the project. They will bring information/recommendations to the full committee (at a public meeting) for consideration and/or vote. Minutes do not need to be taken by sub-committees.
- c. Ground Rules
 1. Meetings start promptly at 6:30pm and end at 8:00pm. The FFC will meet the 3rd Tuesday of each month in the Voting Room at Mallett Hall.
 2. Members should be prepared for meetings and complete assigned tasks.
 3. Members shall do everything possible to attend meetings. If you are not able to attend a meeting, contact the Chair ahead of time. Stay informed by reading minutes and being prepared for the next meeting.

(Ground Rules continued)

4. With recognition from the Chair, everyone gets a chance to speak without interruption. The Chair can manage “repeated comments” as needed.
 5. Differences of opinion are to be respected; we deal with the issues not the person.
- d. Mission Statement/Charge

After some discussion and word-smithing, the Committee amended the Select Board’s suggested charge as follows:

“The charge of the Pownal Future Facilities (ad hoc) Committee is to analyze the current state of the Public Safety and Public Works facility needs and with a sufficient planning horizon, will recommend to the Select Board strategies and solutions to take care of future potential needs.”

- e. Suggested Deliverables

1. Discussion:
 - a. Be aware of funding needs and timely requests for Budget Committee and town meeting warrants.
 - b. Allow room for planning
 - c. Analyze current and future needs / how far out do we plan? How do we anticipate changes? Will any “outside help” be able to advise us as to how far to project that is reasonable?
 - d. Work with other committees to identify cross-informational needs
 - e. Keep the community in mind
2. Evaluate current and future needs for Public Safety infrastructure and make specific recommendations for meeting those needs.
3. Evaluate current and future needs for Public Works infrastructure and make specific recommendations for meeting those needs.

*Committee will continue reviewing deliverables at next meeting.

PROS AND CONS OF MEETING STRUCTURE

1. Having an agenda is very helpful in accomplishing tasks
2. Having ground rules and a facilitator is positive
3. The group brought a good work energy
4. Helpful to have a Select Board member present
5. Could use more table room for laptops and materials
6. Acoustics in DeWitt Room are difficult, move meeting to Voting Room

f. Unfinished Business

1. Finish discussion/editing of deliverables:
 - ▶ Evaluate opportunities/challenges and make recommendation for regionalization of Public Safety and Public Works
 - ▶ Evaluate pros and cons of co-locating Public Safety and Public works facilities
 - ▶ Determine planning/design horizon for any recommended new Public Safety and/or Public works facilities
 - ▶ Evaluate opportunities for using existing town-owned lands for any new Public Safety and/or Public Works facilities
 - ▶ Evaluate and recommend future financing options and timing for either of these facilities and the opportunities for Federal and State grants
2. Committee Timeline
3. Determine site visits – when, where and who will attend
4. Review site visit questions
5. Outside help: projecting growth needs / \$25,000 was approved at Town Meeting
 - ▶ North Star Planning and GPCOG / Jon Morris to get quotes
 - ▶ Draft and send out a Request for Proposal

Next Meeting: Tuesday, August 16, 2022 @ 6:30pm to be held in the Voting Room at Mallett Hall.

Meeting Adjourned – 8:00pm.

Respectfully submitted,
Kathleen A. Hogue / Secretary