

Revised Agenda: Future Facilities Committee Meeting—Monday, July 18, 2022, 6:30 pm

a. Opening—let’s take a few minutes for everyone to briefly introduce themselves

b. Roles

General: The Select Board has stated, “The Pownal Future Facilities committee members shall serve one (1) year terms and be appointed by the Select Board. The Committee will appoint/elect Chairpersons and Secretary. Minutes will be recorded and made available to the public in a timely manner. Appointments begin end July/June 30.”

i. Minutes

ii. Website Updates

iii. Facilitation

iv. Legal responsibilities re: use of emails, etc.

v. Access to information for those who do not use email or the internet

vi. Complete contact information for all participants

c. Adopt Committee Ground Rules (see below for some suggestions)

d. Adopt Mission Statement

The Select Board has given the Future Facilities Committee the following Charge:

“The charge of the Pownal Future Facilities Committee is to analyze the current state of the Public Safety and Public Works facility needs and recommend to the Select Board strategies and solutions to remedy the identified deficits and projected future facility updates.”

As a committee we can make a recommendation to the Select Board to revise this charge/mission if we so desire

e. Deliverables (see below for some suggestions)

f. Committee’s timeline to get the task completed – brief discussion

g. Outstanding Items

i. Determine site visits-when, where and who will attend (Durham, New Gloucester)

ii. Review site visit questions

iii. Outside help—projecting our growth needs/\$25,000 was approved at Town Meeting

-North Star Planning and GPCOG-Jon Morris to get quotes

-Send out a Request for Proposals

h. Agenda for our next meeting—Monday, July 18, 2022, 6:30 pm

i. Pluses/deltas (we briefly discuss what we thought went well and what we would do differently next meeting)

j. Meeting adjourned

Some Suggested Committee Ground Rules (from “c” above)

1. Meetings start and end on time
2. People complete their assigned tasks
3. Do everything possible to make the meetings but if you can't, you are obligated to keep up: read the minutes and come prepared for the next meeting
4. Everyone gets a chance to speak; even if it's to simply say they agree with a previous person's point
5. Do not interrupt
6. Wait to be recognized by the facilitator
7. Deal with the issues not the person

Suggested Deliverables (from “e” above)

- Evaluate current and future needs for Public Safety and make recommendation regarding replacement of Elmwood Road fire station
- Evaluate current and future needs for Public Works and make recommendation regarding replacement of Public Works facilities
- Evaluate opportunities/challenges and make recommendation for regionalization of Public Safety & Public Works
- Evaluate pros and cons of co-locating Public Safety & 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