

Future Facilities Committee
MINUTES

September 20, 2022

Present: Bo Chesney, Patrick Fairbanks, Paul Giddinge, Dick Hogue, Kathy Hogue, Matt Nielsen, Michael Pascarella, Jesse Peters, Susan Briggs Peters, Paul Schumann
Select Board: Andy O'Brien
Excused: Pat Christian, Toni Mark

The Committee welcomes Michael Pascarella as a new member! Kathy will give his Volunteer Form to the Town Office for his Oath to be approved at the next Select Board meeting.

- A. Minutes of August 16, 2022, were approved as amended: Under “C”, after the sentence “Jon Morris noted that some government agencies are already talking about regionalization, it is on the horizon.” It was added: *“Andy O'Brien noted that this regionalization discussion has taken place with many towns over many years with no known action.”*
- B. At a Select Board meeting on September 15, 2022, the Charge/Mission Statement and the list of “Deliverables” was presented and discussed. The Select Board voted to accept both as written. These will be posted on the Town’s website.
- C. Paul Schumann presented and gave an overview of the Future Facilities Timeline / Roadmap. He acknowledged that this Road Map is necessary to identify “what we need to do”, but that the committee may adjust it as we go. Discussion resulted in the following points to consider:
 1. Have the big items been identified?
 2. Will we use this Road Map to then create a specific timeline? And, if 2 separate facilities are built, we will need 2 separate timelines?
 3. Keeping the community informed will be key to our success – why do we need this? What are the needs/deficiencies? What research have we done? How are we going to fund this?
 4. Keeping in mind that next Town Meeting is in June 2023, what outside resources will be needed and what will our budgetary needs be?
 5. The Town’s budget process begins in January, can we have something ready by the end of this year? We should keep in mind that since we can only ask the Town for funds at Town Meeting once a year, we should be mindful of future projects/financial needs when we go to Town Meeting.

6. It is clear that we need outside resources to help us move forward. How do we write an RFP? Steve Johnson from Yarmouth Fire Department had offered to help us – should we ask him about the RFP?? (North Yarmouth ~~is reorganizing their Fire Dept~~ and has just sent out an RFP for a study to determine the need to renovate or build a new station and received a proposal from Port City Architecture; Jesse Peters will share those with the Committee.)
7. Professionals will be key to expedite approval and budgetary requests at Town Meeting.
8. Holding Public Hearings throughout the process will be important to keep the community informed and receive feedback.
9. We will be looking for Concept Approval and also possibly Design/Budget Approval at next Town Meeting.

D. Outstanding Items

1. Site Visits: The committee agreed that site visits are another tool to learn and become informed. Arrangements will be made to visit Durham, New Gloucester (Jesse will make contact for both) and Bowdoinham (Michael will contact). It was agreed that 3 committee members would be enough for each visit. The list of site visit questions can be forwarded to each Department before the visit.
 2. Outside Help:
 - a. Andy O'Brien will contact Steve Johnson and ask him about his help with crafting the RFP to hire the appropriate engineering firm.
 - b. Andy O'Brien will contact GPCOG; although the Committee agreed that they may not be right for this project.
 - c. It was agreed that North Star Planning does their work geared mostly around the Planning Board and may not meet our needs. Kathy noted that NSP did do a Population Growth Analysis for Pownal that was included in the newly adopted Comprehensive Plan.
- E. Next Meeting: October 18, 2022 – 6:30pm.
- F. The Committee noted that although our progress is a bit slow, we are doing OK.

Meeting Adjourned: 8:08pm

Respectfully submitted,

Kathleen A. Hogue

