

Pownal Future Facilities Committee

AGENDA

Tuesday, September 20, 2022 6:30pm

Voting Room @ Mallett Hall

- A. Approve the minutes from the August 16, 2022 Committee meeting
- B. Review response to the committee's recommendation for the Select Board's Charge/Mission Statement and Deliverables for the Future Facilities Committee (see attached)
- C. Review suggested Committee Timeline (Roadmap)
List of project milestones and high-level look at work required to reach each milestone.
- D. 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
- E. Agenda for our next meeting—Tuesday, October 18, 2022, 6:30 pm
- F. Pluses/deltas (we briefly discuss what we thought went well and what we would do differently next meeting)
- G. Meeting adjourned

From "B" Above

CHARGE / MISSION STATEMENT

"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."

DELIVERABLES

1. Evaluate current and future needs for Public Safety infrastructure and make specific recommendations for meeting those needs.
2. Evaluate current and future needs for Public Works infrastructure and make specific recommendations for meeting those needs.

3. Evaluate the potential impact that regionalization could have on Public Safety and/or Public Works facilities.
4. Evaluate pros and cons of co-locating Public Safety and Public Works facilities.
5. Determine planning/design horizon for any recommended new Public Safety and/or Public Works facilities.
6. Evaluate siting (Pownal town-owned land and/or privately-owned land) for any new Public Safety or Public Works facilities.
7. Evaluate and recommend future financing options and timing including opportunities for grants.

From “C” Above

Future Facilities Timeline (Roadmap)

List of project milestones and high-level look at work required to reach each milestone.

- 1. Research & Discovery...the following will be completed**
 - a. Charge/Mission defined and approved
 - b. Deliverables defined and approved
 - c. Planning/design horizon defined
 - d. Current/future needs identified
 - e. Decommissioning/remediation requirements
 - f. Outside resources/expertise required
 - i. Architect
 - ii. Engineer
 - iii. Planner
 - g. Resource funding approved at Town Meeting
 - i. Appropriation
 - ii. Grants
- 2. Concept Approval at Town Meeting...the following will be completed**
 - a. Define the project
 - i. Public Safety and/or Public Works
 - ii. Co-location or not
 - b. Statement of need – current and future
 - c. Cost estimate – order of magnitude, includes decommissioning/remediation
 - d. Changes in operational costs – order of magnitude
 - e. Outside resources/expertise required
 - f. Financing Options
 - i. Appropriations
 - ii. Bonds
 - iii. Grants
- 3. Design/Budget Approval at Town Meeting...the following will be completed**
 - a. Site selection
 - b. Cost estimate - not to exceed, includes decommissioning/remediation
 - c. Preliminary design completed
 - d. Changes in operational costs quantified

- e. Outside resources/expertise required
 - i. Architect
 - ii. Engineer
 - iii. Planner
- 4. Build the project...the following will be completed**
 - a. Final design completed
 - b. Final budget completed
 - c. Bid process to select contractors
 - d. Permitting process completed
 - e. Construction management plan
 - f. Financing obtained
- 5. Occupy the project...the following will be completed**
 - a. Operational costs budgeted and approved
 - b. Moving costs budgeted and approved (may be part of design/build cost estimate)
 - c. Decommissioning/remediation complete