

Pownal Future Facilities Committee

AGENDA

Tuesday, October 18, 2022 6:30pm

Voting Room @ Mallett Hall

- A. Approve the minutes from the September 20, 2022 Committee meeting with suggested amendments.
- B. Reports:
 - i. Site visits--Gather comments and 'take-ways' from those who attended the recent New Gloucester and Durham site visits.
 - ii. Conversation with Yarmouth, re; assistance in drafting a RFP for professional assistance
- C. Review in detail the Committee Timeline (Roadmap)
- D. Agenda for our next meeting—Tuesday, November 15, 2022, 6:30 pm
- E. Pluses/deltas (we briefly discuss what we thought went well and what we would do differently next meeting)
- F. Meeting adjourned

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