

Future Facilities Committee

MINUTES

November 15, 2022

Present: Pat Christian, Patrick Fairbanks, Paul Giddinge, Dick Hogue, Kathy Hogue, Toni Mark, Matt Nielsen, Michael Pascarella, Susan Briggs Peters, Paul Schumann

Select Board: Andy O'Brien, Heidi Curry, Jon Morris

Excused: Jesse Peters, Bo Chesney

- A. Minutes of October 18, 2022, were approved written.
- B. Paul Schumann completed the review of the Timeline (road map). It's good to "get it on the table", we can always revise as needed. Communication will be key throughout the process.
- C. Draft committee reports were reviewed, some highlights:
 1. T. Mark went over her grant requirement report noting that the report has captured the basic requirements for grant applications. Sometimes more information or "special conditions" may be requested after an application is received. When submitting a grant application, we should be mindful of our capacity to submit and our capacity to report financially and to be able to meet any follow-up requirements. It was discussed if we should be tracking our volunteer hours for this committee for any in-kind information we might need in the future? Not sure at this point but it can't hurt for members to keep track. How do we find grants that would fit our needs? Mostly on line, there are websites dedicated to available grants as well as doing a Google search.
 2. Request for Proposal (RFP) draft was submitted by Toni Mark, Paul Schumann, Andy O'Brien. This was formatted after a recent RFP put out by the town of North Yarmouth. A. O'Brien had Steve Johnson of Yarmouth look it over and he wondered if it should be a Request for Quote? Andy will check on this. This document does meet what we are looking for. Are we in line with the Comprehensive Plan? Should we get growth projections before putting out the RFP? Should we get this out sooner than later? Do we want to ask for a 40 year projection or go more modular, ask for 10 years, 20 years, 30 years? Should we ask for a timeline from the responders? What costs should we be planning for? We have \$25,000 voted at Town Meeting for growth projections information that would be beneficial to a variety of town committees as well as this one. Since Town Meeting is annual, what other financial costs will we need for the upcoming year? Budget requests will need to go through town process, CIP, Budget Committee, Select Board, Town Meeting. It was suggested that we request up to \$50,000 this year – March 1 is the date budget requests are due. The sub-committee will revise the document to incorporate our discussion and bring changes/updates to the December meeting.

- NOTE: Jon Morris suggested that a new resident of Pownal has experience as a contractor and may be willing to come and speak to the committee if this would be helpful to the process. It was agreed that any help is welcome; Jon will see if he can set something up.
- 3. Communication/Public Relations documents were submitted by Bo Chesney and Kathy Hogue. It is important that throughout this entire process, we keep the community informed through a variety of communication devices. Also, creating fact sheets for the Fire Department and Public Works can be good eye-openers for the community – many people don't really know the details of our departments. Using the Road Map will be a good timeline and guide for the communication process.
 - Kathy will draft a newsletter article and email it to the group to review.
- 4. The site visit to Bowdoinham was organized by Mike Pascarella and both he and Matt Nielsen were able to attend. This town took several years to “get on board” with the project. It is important to be careful about transparency during this process and about our future needs.
 - Patrick Fairbanks suggested a Brunswick site visit and will try to set it up for December 5 at 6:30.
- 5. Chief Peters submitted his list of “Current and Future Needs of the Pownal Fire Department”.
- 6. Road Commissioner, Matt Nielsen, will submit his list for the next meeting.
- D. Do we need to meet more frequently? It was agreed that having sub-committees doing independent work will help the process move along and we will keep the meetings monthly, for now. If needed, we can always call extra meetings.
- E. Next meeting: December 13, 6:30pm (moved up a week due to holidays)
- F. Pluses/deltas: Having sub-committees doing independent work and then submitting reports is very helpful. An effort will be made to get reports out the Friday before each meeting.
- G. Meeting adjourned, 8:00pm.

Respectfully submitted
Kathleen A. Hogue