

Pownal Future Facilities Committee

AGENDA

Tuesday, November 15, 2022 6:30pm

Voting Room @ Mallett Hall

- A. Approve the minutes from the October 18, 2022 Committee meeting
- B. Continue Review of the Committee's Timeline (Road Map) -- Paul Schumann
- C. Review Committee Reports (**All Reports submitted in advance in writing**)
 - 1. Grant requirements -- Toni Mark
 - 2. Request for Proposals (RFP) – Toni Mark, Andy O'Brien, Paul Schumann
 - 3. Communication – Bo Chesney, Kathy Hogue
 - 4. Site Visit-Bowdoinham – Mike Pascarella, Matt Nielsen
 - 5. List of Needs (not deficiencies) for Fire Department --Jesse Peters--and Public Works Department --Matt Nielsen
- D. Revisit meeting frequency
- E. Agenda for our next meeting—**Should we consider moving the meeting to Tuesday, December 13** at 6:30 p.m. since Christmas week (Tuesday, Dec. 20) can be hectic.
- F. Pluses/deltas
- G. Meeting adjourned

From "B" 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