

*Pownal Future Facilities Committee*

MINUTES / January 17, 2023

Present: Bo Chesney, Patrick Fairbanks, Dick Hogue, Kathy Hogue, Matt Nielsen, Andy O'Brien, Mike Pascarella, Jesse Peters, Paul Schumann

Excused: Patrick Christian, Susan Peters, Toni Mark    Absent: Paul Giddinge

- A. B. Chesney called the meeting to order 6:30pm.
- B. Minutes of December 13, 2022, were approved as written.
- C. Review Committee Reports

- 1. Request for Proposals (RFP)

Discussion: Paul S. brought up the concern that the RFP as written may not address the issues around the salt shed. Will the RFP justify the savings for the salt shed? It will be important that we help the public justify/understand our decisions. Based on the Public Works Fact Sheet, we are assuming the salt shed will stay where it is – but is that necessarily the case? It's been 30 years since the water contamination issue first happened, and we are still dealing with that. Can we let the RFP respond to this issue? In our Deliverables, we are asking for the pros and cons, but what about projected operating costs? Should we include the salt shed in the RFP? It was agreed that a lot of these issues will be addressed in the site and building reviews/interviews. After some further discussion, it was agreed to address this under "SCOPE OF WORK", Task #1 – Needs Assessment (added words in red). *Perform a facility assessment/audit of the physical and mechanical conditions to identify deficiencies and space needs of the existing Fire/Rescue Stations and Public Works Facility which includes the salt storage shed as well as site assessment.*"

J. Peters brought up communications and the need that if we move the Fire Station we will need a radio tower. This could come under "Specialized Systems & Equipment". After some more discussion, the group agreed that these kinds of details can be brought up during the interview process where it will be important to clarify specific future needs.

One other thought was to make sure that the RFP and the "outsider" making the proposal is the entity driving the proposal and not specific members of this committee to avoid the perception of "leading the direction" of the results.

- a. The committee set the RFP schedule as follows:

PROJECT SCHEDULE

RFP submissions will be due on Monday, April 3, 2023, by the close of business. A pre-submission meeting will be held on Monday, February 13, 2023, at 9:00am. This meeting will take place at Mallett Hall, 429 Hallowell Road in Pownal to answer questions and tour the facilities. The Town anticipates the following milestones for the project schedule:

- Release of RFP – February 1, 2023
  - Facility tours and general information session – February 13, 2023, 9:00am at Mallett Hall
  - Deadline for question submission – February 23, 2023
  - **Committee meeting to discuss answers – February 28, 2023, @ 6:30pm (New)**
  - Responses posted on Town Website – March 2, 2023
  - RFP Bids due – Monday, April 3, 2023, by the close of business
  - Selection Committee Review and Scoring – April 27, 2023
  - Town Meeting – June 26, 2023, 7:00pm @ Pownal Elementary School
  - Bid Awarded at a Select Board Meeting – July 10, 2023
  - **Contract signed by bidder – review by Town Attorney \_\_\_\_\_?**
  - Project Due 60 days from contract signing
  - Presentation of Report to Future Facilities Committee and Select Board will be scheduled with the consultant.
- b. B. Chesney noted that as chair of the Budget Committee, he will keep our committee informed. *NOTE: (From our Town Administrator, this schedule has been put together: Town’s budget process begins January 23 and committees have been given scheduled dates for their presentations. The Budget Committee will do their final review/vote on recommendations March 7 and 14. The Select Board will vote on their recommendations April 10. Committees that are not scheduled but will have a budget request should plan to attend one of the scheduled meetings from January 23 to February 27.)*
- c. It was moved and 2<sup>nd</sup> to vote to approve the RFP with agreed amendments (which appear in red). Final vote will be at our next meeting on February 21, 2023, and then to the Select Board for their vote. All voted in favor.
- d. RFP Review/Selection Committee will consist of:
1. Fire Chief – Jesse Peters
  2. Road Commissioner – Matt Nielsen
  3. Select Board Member – Andy O’Brien
  4. 2 Members of Future Facilities Committee – Paul Schumann, Dick Hogue, or Mike Pascarella
  5. 2 members from the general public (Andy will ask John Libby; Susan Peters will ask a co-worker who lives in Pownal and has experience in these types of projects)
2. Grant requirements / nothing new to report.
3. Communication / update on fact sheets:
- a. J. Peters requested striking the words “personnel or EMS” from the Fire Department Fact Sheet regarding records.
  - b. B. Chesney noted that it’s hard to know some of the savings yet or what the taxpayer impact may be. RFP can help gives us some answers, i.e. the salt shed, we

have a problem, how do we address the problem and would the associated costs be? We will use these Fact Sheets to assist in the RFP process as well as informing the public. In addition, we will use this information to write a comprehensive report for the Town's annual report. B. Chesney will begin to draft that report.

D. Old Business / none

E. NEXT MEETINGS:

Tuesday, February 21, 2023 – final approval of RFP

Tuesday, February 28, 2023 – response to RFP questions

F. Pluses/deltas / we are making progress.

G. Meeting adjourned 8:17pm.

Respectfully submitted,

Kathleen A. Hogue