

Approved
21Feb23

Pownal Future Facilities Committee

MINUTES / February 7, 2023

Present: Bo Chesney, Patrick Christian, Patrick Fairbanks, Paul Giddinge, Dick Hogue, Kathy Hogue, Tomi Mark, Matt Nielsen, Jesse Peters, Susan Peters, Paul Schumann
Excused: Mike Pascarella Guest: Town Administrator, Becky Taylor-Chase

1. Patrick Christian called the meeting to order, 5:00pm.
2. The committee reviewed the updated timeline and made agreed-upon changes.
3. Becky reviewed the budget process and Town Meeting timeline with committee. Before we can submit a warrant article, we need to determine what is the amount we would be asking for? Not having any idea what that amount might be, we could wait until the RFP's are due and open them to see what the bids are. Or, we could have an open-ended warrant article where a motion is made at town meeting to vote to approve up to a certain amount. Since we are planning on using ARPA grant funds and not money from taxation to fund the RFP, we are not sure which way is appropriate. Beck will check with our Town Attorney. Bo will also email Becky with other Town Meeting related questions regarding the RFP.
4. Discussion: How do we keep communications open between Select Board, Town Administrator and Future Facilities committee? Becky requested we have a couple FFC members to agree to check in with her and give assistance on a weekly basis during this process. The committee agreed and will determine who that will be.
5. Discussion around the importance of keeping the RFP bids confidential until presented to Select Board.
6. MOTION was made and 2nd and all voted in favor to approve the RFP with amended timeline.

Meeting adjourned, 6:00pm.

Next Meeting: February 21, 2023 6:30pm

Respectfully submitted,
Kathleen A. Hogue

**See attached Timeline for meetings, RFP schedule, and Town Meeting process*