

Pownal Future Facilities Committee

MINUTES / February 21, 2023

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

- A. Patrick Christian called the meeting to order, 6:30pm.
- B. Minutes of January 17, 2023 and February 7, 2023 were both approved as written.
- C. COMMITTEE REPORTS (*P. Christian noted that the Select Board officially approved the RFP as written at their February 13th meeting.*)
 - 1a. The members of the Selection Committee as outlined in the RFP under Section 8 will be: Jesse Peters, Matt Nielsen, Andy O'Brien, Mike Pascarella, Dick Hogue, John Libby. Jesse will also ask Andy Seymour (L.L. Beans Facilities and Pownal resident.)

PROCESS

- P. Christian will draft a framework for the evaluation/tally/score format
 - RFP bids are due May 3. The SC will review/score and write down questions working from home by May 16th.
 - The SC will meet in a workshop setting on May 16, 6:30 at Mallett Hall to review scores
 - The FFC will meet on May 17, 6:30pm to hear report from SC (*P. Christian to notify town office on this additional meeting.*)
- 1b. Contacts from FFC to work with our Town Administrator will be Pat Christian (Chair) and Bo Chesney and Kathy Hogue (Communications Sub-Committee)
- 1c. Facility Tours and Timeline: Due to the upcoming storm, the tours have been rescheduled to Tuesday, February 28. P. Christian will inform the TA and she will post the change on the website. Any members from the FFC are welcome to attend the tour.

FACILITIES TOUR SCHEDULE

- 9am Welcome and overview – Andy O'Brien
- 9:45 Public Works – Matt Nielsen
- 10:15 Center Station – Jesse Peters
- 11:00 North Pownal Stateion – Jesse Peters

1d. Wording for warrant article as suggested by TA: *“To see if the Town will appropriate up to \$_____ from Coronavirus Local Fiscal Recovery Funds (aka American Rescue Plan or ARPA Funds) received by the Town from the federal*

government for the following projects: Needs Assessment and Cost Estimate Study for Public Works and Fire/Rescue Buildings.”

2. ARPA Grant requirements: TA reported (in an email) that she reviewed these grant requirements and the above warrant article request does fit with their criteria.

3. COMMUNICATIONS

▸ Bo has drafted the committee’s report for the Annual Report and will send it out for review.

▸ Kathy sent the committee a draft for the Town Newsletter which was edited and submitted.

▸ Bo has re-drafted the fact sheet for Public Works for review.

▸ Discussion as to what information/handouts we would like to have available for the April 24 Public Hearing. Suggestions will be sent out to the committee for the March 21 meeting for discussion/decision.

▸ Special Mailings – Do we want to send out an informational town-wide mailing to inform residents before the public hearing?

▸ Pownal Community Day, May 20 – FFC would have an informational table and members present to answer questions.

▸ Would it be helpful if a Select Board member did a presentation at Town Meeting – Andy O’Brien said we should and he would “set the stage” at Town Meeting.

▸ It was noted that to date, the Town has not received any proposals for the project. Bo offered to send out RFP’s directly to specific companies as per suggestions.

Meeting adjourned, 7:40pm.

Next Meeting: March 21, 2023 6:30pm

Respectfully submitted,

Kathleen A. Hogue