

Pownal Future Facilities Committee

AGENDA

Tuesday, February 21, 2023 6:30pm

Voting Room @ Mallett Hall

- A. Call meeting to order
- B. Minutes Approval
 - 1. Approve the minutes from the January 17, 2023 Committee meeting
 - 2. Approve the minutes from the February 7, 2023 Committee meeting
- C. Review Committee Reports (**All Reports submitted in advance in writing**)
 - 1. Request for Proposals (RFP) – Toni Mark, Andy O’Brien, Paul Schumann
 - a. Establish Selection Committee to undertake responsibilities under Section 8 of the RFP
 - b. Establish 2 members as contacts with Town Administrator and Select Board
 - c. Facility Tour timeline and responsibilities
 - d. Warrant article wording
 - 2. ARPA Grant requirements -- Toni Mark
 - 3. Communication – Bo Chesney, Kathy Hogue
 - a. Town Newsletter article
 - b. Annual Report
 - 4. Update on Facts Sheets
- D. Old Business
- E. Agenda for our next meeting—Tuesday, March 21, 2023
- F. Pluses/deltas
- G. Meeting adjourned

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