

*Pownal Future Facilities Committee*  
MINUTES ~ April 18, 2023

APPROVED May 17, 2023
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*Present:* Bo Chesney, Pat Christian, Patrick Fairbanks, Dick Hogue, Kathy Hogue, Paul Giddinge, Toni Mark, Matt Nielsen, Andy O'Brien, Mike Pascarella, Jesse Peters, Susan Peters, Paul Schumann *Guests:* John Libby, Andy Seaman

- A. Pat Christian called the meeting to order, 6:30pm.
- B. Minutes of March 28, 2023, were approved as written.
- C. Committee Reports
  1. Request for Proposals
    - a. timeline was reviewed with the following additions/updates:
      - Wed, May 3 – Proposals are opened by TA, 4:30pm, Andy, Bo and Kathy will attend
      - Thurs, May 4 – Selection Committee members will pick up RFP's and self-evaluate/score. Pat C. will email the committee an updated version of the evaluation/score sheets. *It was reiterated that confidentiality during the scoring/review process was important.*
      - Wed, May 10 – Selection Committee will return their completed evaluations to the Town Administrator (Town Office) by noon. Note: The originals should stay with TA, Pat. C will make a copy and set up a matrix in a simple Excel spreadsheet.
      - Tues, May 16 – Selection Committee will meet review/discuss scores; Pat Christian will be moderator at this meeting
      - Wed, May 17 – FFC full meeting to hear results from Selection Committee
    - b. Fact sheets and information from Comprehensive Plans and Needs assessments materials have been put together for the April 24 Public Hearing.
    - c. Fact Sheets and other FFC materials will be made available for Community Day on May 20. Some members can be available to answer questions.
  2. ARPA Grant requirements. Toni reported that she has reviewed the terms and conditions and will reach out to Becky for more information. To date, there are 2 grants we are looking at: \$155,214 which is dedicated to Mallett Hall Communications; and \$163,000 State grant which is not dedicated at this time but does have guidelines for use.
  3. Communications: Bo and Kathy have completed the Fact Sheets, have edited the final copy of the Annual Report and have put together information for the Public Hearing. There will be another Town Newsletter going out before Town Meeting and the committee will discuss what the focus will be in that article at our May 17 FFC meeting. We will also need to be prepared for Town Meeting – Andy O'Brien will "set the stage" but committee members should be available/prepared to answer questions.

D. Old Business

1. Andy O'Brien and Bo reported on their ZOOM meeting with Paul Johnson of GPCOG in regards to TIF's, how they work, and what types of projects are appropriate for Pownal. By sheltering valuation from large tax payers such as Clean Energy Connect Substation and Estabrooks, the town can capture tax savings from these infrastructure projects. GPCOG is more than happy to help navigate through this process. Projects are flexible and can be changed/amended in the future. The next steps will be with the Select Board as to how the Town will move forward with this opportunity.

E. Other: John Libby mentioned that there may be Federal Funds available for small towns like Pownal to build Fire Stations, etc. John will look for more information to determine who a contact might be regarding this.

F. Next Meeting: May 17 – main focus will be on Selection Committee scoring results. Also, we will discuss what we would like to put in the next Town Newsletter.

G. Meeting adjourned: 7:35pm

Respectfully submitted,

Kathleen A. Hogue