

APPROVED
20JUNE23

Future Facilities Committee
MINUTES ~ May 17, 2023

Present: Bo Chesney, Pat Christian, Pat Fairbanks, Paul Giddinge, Dick Hogue, John Libby, Matt Nielsen, Andy O'Brien, Mike Pascarella, Jesse Peters, Paul Schumann

Excused: Susan Peters, Toni Mark

Guests: Bill Schmidt, Sandy Schumann Notetaker: Kathy Hogue

- A. Pat Christian called the meeting to order, 6:30pm. Pat relayed to the group that Toni Mark has notified him that she is leaving this committee; the grant expectations are feeling a bit overwhelming to her while she is in the process of decompressing from her job at Preble Street. Pat has emailed her back asking if she would reconsider if she did not have to work on the grant aspects; he has not heard back from her.
- B. Minutes of April 18, 2023, were approved as written.
- C. Committee Reports
 - a. Selection Committee
 1. Pat reviewed the Selection Process with the group – see attached Workshop Notes
 2. The group reviewed/discussed the highlights of each proposal. Some further comments included:
 - ▶ We should build something we are proud of – something to last 100 years
 - ▶ The facility shouldn't be too fancy, but should be a substantial, well-built and attractive building
 - ▶ The facility should fit the rural character of Pownal
 3. References for Port City
 - ▶ Jesse / Yarmouth FD – good review
 - ▶ Andy / Cumberland (Bill Shane) – only good things to say, had a good working relationship with Port City
 - ▶ Andy / Gorham – had “glowing words”
 - ▶ Bo / North Yarmouth – Noted that he had heard members of the committee say that North Yarmouth was not happy with the initial report from Port City as it didn't address their specific needs adequately. They went “back to the drawing board”.
 - ▶ Bo / Buckfield – waiting to hear back from their new Town Manager

MOTION: It was moved and 2nd to

- a. accept the recommendation from the FFC Selection Sub-committee to the FFC to negotiate a contract with Port City Architecture and set up a clarification meeting with them. All voted in favor.
- b. request up to \$50,000 at Town Meeting in order to cover any additional or unexpected costs (Port city proposed cost was \$32,162) All voted in favor.

4. Next Steps
 - i. Further questions – Pat will set up a meeting with Port City to review proposal and answer any questions we may have - for May 30, 6:30pm. Members can email questions for Port City to Pat by 1:00pm Tuesday May 23 and he will comprise a list to forward to Port City before the meeting.
 - ii. Interview selected consultant – May 30, 2023
 - iii. Notify Select Board of our recommended selection
 - iv. How do we proceed with structure in communications with Port City? Do we have a “clerk of the works”, establish a point person and define their role, etc? (Port city has offered suggestions for hours and costs of this person.)

- b. Grants Research: John Libby and Bo Chesney are in the process of contacting offices of Angus King, Shelley Pingree, and Susan Collins to find out more information regarding “congressionally directed spending”. John received information from Susan Collin’s office and found out that they fund so many per year and quota has been filled up to 2024/25. We will need more information, visuals, site/location, etc. before we are able to apply for this. Bo suggested that we visit/contact congressional offices and ask for information and a suggested point person who could help us with grant information and guidance.

NOTE: Our project may be eligible for TIF funding (Estabrooks will be building a large, expensive facility in Pownal) – Andy noted that Paul Johnson from GPCOG will be speaking at the next Select Board meeting about TIF funding.

- c. Communication / Bo & Kathy
 1. Article for the Pownal Newsletter has been drafted – edits will be reflected.
 2. We will have fact sheets and committee members available at Community Day to talk about the project and answer any questions.
 3. Sandy Schumann asked about how residents know about what’s going on and how to access information? It was agreed that this has been an acknowledged challenge from the beginning, trying to provide as much information in the limited venues that we have – Town’s website, fact sheets, Pownal Town Newsletter. Also, attending meetings – word of mouth.

- D. Old Business / none

E. Other:

▸ Bill Schmidt spoke to the group noting that he had worked for the government for 10+ years and has some experience in staff resumes, contract oversight/review, etc. and he would be willing to help us out. Pat asked if he would like to serve on this committee and he said he would. He was given a Volunteer Form to complete to be turned in to the office and Pat will email Becky that the committee recommends him as a new committee member.

F. Next regular meeting – June 20, 2023

- Bo suggested that we take down the RFPs from the drop box by the June 20 meeting.
- Pat will set up a meeting with Becky Taylor-Chase to go over next steps, procedures and to set up May 30 special meeting.

G. Pluses/Deltas: Committee members attend meetings regularly; the proposal scores and comments sent out before meeting very helpful; the Selection Committee worked hard and did a great job.

Meeting adjourned, 7:50pm.

Respectfully submitted,

Kathleen A. Hogue

Attached: RFP Workshop Notes / May 16, 2023