

FUTURE FACILITIES WORKSHOP
May 30, 2023

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

Guests: Andy Hyland, Curtis Robinson from Port City Architecture Notetaker: Kathy Hogue

1. Andy O'Brien opened the meeting, 6:30pm, and welcomes guests Andy Hyland and Curtis Robinson who are here to give an overview of their company, review the RFP, and answer any questions committee members may have.
2. Questions had been sent previously to Port City and they submitted their answers before this meeting. (copy attached)
3. Andy Hyland provided a power point presentation to the committee to talk about their company and how they work. (copy attached). Andy will be the Lead Project Manager and Curtis Robinson will be the Point Contact/Project Manager.
4. Some highlights from their presentation includes:
 - a. Port City Architecture (PCA) is an expert in municipal projects/services and has built 25 projects to date with several others now under construction.
 - b. PCA has worked with several small towns and understands budget constraints and reasonable projects.
 - c. They have had 95% voter approval on their projects. (examples: Rumford Fire Dept, York Town Hall, Cumberland Public Works/Fire Dept.)
 - d. They typically use apparatus bays for Fire Depts. that measure 14 x 14 finding that these doors will meet any apparatus needs.
 - e. Location and use for decontamination is important in a Fire Station
 - f. Having some bunk rooms (single-size to meet co-ed needs) will be important for future
 - g. Public Works facilities typically have large doors for room/flexibility and maintenance.
 - h. Wash bays with a catch basin and oil separator will be important for the longevity of equipment.
 - i. A fitness room can be used for stress relief; have a cardio unit; EOC Training Room; and could be used as a Command Center/Communication Center. Hurricane-proof windows would be installed.
 - j. Building will be designed to last for "100 years", will be super-insulated and energy efficient
5. Some process highlights/discussion included:
 - a. Floor and site plans with a reasonable budget is what PCA would want to present for a town meeting vote.

- b. Site selection will be the next important step. Town-owned properties are ideal as they will save costs; the size needs to be correct for safety. Andy O'Brien noted that there were a couple of town-owned properties that may be suitable.
- c. PCA will look at proposed parcel before committing to the project. It will need to be close to geographical center of town. They would look for buildability, no wet land, level to road, site lines for apparatus moving into traffic, power.
- d. The buildings will need to be ADA compliant, PCA recommends a one-story facility. (or an elevator and fire pole will be required at considerable cost)
- e. PCA will meet with Public Works and Fire Department to create a raw space program study – what do we need for the next 50 years?
- f. Costs projected would be around \$550 square foot – all inclusive/fees, permits, materials, etc. This would be for a wood frame construction with steel or wood frame, brick façade with wood trim. They would use durable finishes to be long lasting with minimum maintenance. Focus would be on a simple design with good construction. The FFC will be involved in the design process/decision making.
- g. An economical design will be created – to make every square foot count.
- h. Style would be a New England traditional style – nice but not too nice.
- i. PCA is aware to be considerate of town dollars.
- j. It will be important to communicate with and educate the public to the needs and conditions of our present facilities.
- k. Our existing buildings are probably not going to work for upgrades and may not meet codes; new construction makes the most sense.
- l. This facility needs to be built to be “the last building standing” in a catastrophe
- m. A construction manager will be hired who will work with the architect and oversee the budget and make sure the design/function is correct. The FFC will also be involved throughout the process.
- n. We may want to invest in a 3D model of the building, cost would be \$1,500.
- o. Material costs, labor, generator, IT data, furnishings, will all be factored in to the cost.
- p. Contingencies would be 10% contractor and 8% owner.
- q. Any grants available will need a proposal and plan/schematics and town support.

Respectfully submitted, Kathleen A. Hogue