

Future Facilities Committee
MINUTES ~ June 20, 2023

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

Excused: Dick Hogue Notetaker: Kathy Hogue

- A. Pat Christian called the meeting to order, 6:30pm.
- B. Minutes of May 17, 2023, were approved as written. Workshop Notes for May 16, 2023, were approved as written. Workshop Notes for May 30, 2023, were approved with one correction.
- C. Committee Reports
 1. Architect Selection Process
 - a. Review of May 30 interview workshop:
 - It was a good meeting, PCA rep's came across as good honest people who listened, answered questions, and felt at ease with our committee.
 - They are looking forward to working with us and developing a long-term relationship.
 - They have offered to assist us with the grant process.
 - b. Any outstanding questions/issues for Port City Architects?
 - Pat Fairbanks noted he had concerns with some of the constructions methods and the use of certain pressure treated products and OSB boards, not the best products. Pouring of a slab for floor not ideal – would need a frost wall. We will want to make sure we stress our needs and be aware/involved during the process.
 - c. Formal recommendations from the committee to the Select Board
MOTION: It was moved and 2nd to recommend Port City Architects as our choice to work with on this project. All voted in favor.
 2. Town Meeting
 - a. Article #26 reads *“To see if the Town will appropriate up to \$87,066 from Coronavirus Local Fiscal Recovery Funds (a/k/a American Rescue Plan or ARPA Funds) received by the Town from the federal government for the following project: Needs Assessment and Cost Estimate Study for Public Works and Fire/Rescue Buildings.”* We will amend that amount by making the motion to change the article to read *an amount up to \$50,000*. This would include contingencies and any additional costs such as \$1,500 for a 3d model. Pat Christian will make the motion, another committee member will second.
 - b. Brief overview of the project – Andy O'Brien (as Select Person) will do town over view and Pat Christian will give an overview specifically regarding this article hoping to address any potential questions and to provide insight of our process.

- c. Who will answer questions? Bo suggested that he, as moderator at Town Meeting, could direct questions towards a specific committee member as appropriate.
 - d. Other/none
3. How to manage the project if funds are allocated and the Select Board enters into a contract with Port City Architects?
 - a. Communications: 1 person would be the committee contact and would work with PCA and make sure questions are disbursed to appropriate department heads.
 - b. Clerk of the Works/Project Manager would not be needed for this part of the project, would be needed when construction begins.
 - c. Point Person would be needed to work with PCA to make sure we give the needed attention to the project, communicate our expectations, and give clear directions. We may want to hire someone to do this – not necessarily a “volunteer” position. Maybe Port City could suggest/recommend someone they have worked with before? Pat C. will contact PCA and ask – What do other town’s do? What would they need from us? How much time would be needed?
 - d. Responsibilities: First, the committee/Select Board needs to identify town properties that might be appropriate for the project. Port City suggested using town owned property to keep costs down. They will be looking at: close to geographical center of Town, buildability, wet lands, level to road, and site lines for apparatus moving in to the road. A “Town Property Research Sub-Committee” will look at town owned parcels and make some recommendations. This committee will be: Andy O’Brien, Jesse Peters, Matt Nielsen, Paul Giddinge, Pat Fairbanks, and Dick Hogue.
 4. Grants research: Bo has set up a Zoom meeting with Angus King’s rep for June 22 at 1:00pm. Anyone can attend. Andy is working with GPCOG regarding TIF and I.O.V. Consultants for guidance/quote.
 5. Communication: After we make our recommendation to the Select Board, they will need to vote on entering in to a contract with PCA, after our Town Attorney gives her OK, at a July SB meeting. We need to make there is enough time to allow for this. We will need to get our recommendation to Becky by noon on July 6 to be on the July 10 agenda.
- D. Old Business: Kathy noted that Pat C. should email T.A. that we would like John Libby to be a member of Future Facilities Committee – the Select Board will need to vote and sign his oath at their meeting.
 - E. Next meeting – July 18, 2023.
 - F. Pluses/deltas: Pat C. appreciates all the input and energy from the committee members. Members also thanked Pat C. for his skills as facilitator – keeping us going and on track.

Meeting adjourned, 8:00pm.

Respectfully submitted, Kathleen A. Hogue