

Future Facilities Committee
MINUTES ~ July 18, 2023

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

Excused: Bo Chesney, Jesse Peters, Paul Schumann Notetaker: Kathy Hogue

- A. Pat Christian called the meeting to order, 6:30pm.
- B. New Business
 1. Members signed Oaths to serve on this committee. Pat C. will call Bo and Paul to ask them to stop by town office to sign theirs.
 2. It was moved and 2nd to nominate Pat Christian as chair of the Future Facilities Committee. All voted in favor.
 3. The following FFC meeting dates were adopted FY 2023/2024
3rd Tues of month: July 18, Aug 15, Sept 19, Oct 17, Jan 16, Feb 20, Mar 19, April 16, May 21, June 18
Holiday meetings / 2nd Tues of month: Nov 14, Dec 12
- C. Minutes of June 20, 2023, were approved as written.
- D. Sub-Committee Reports
 1. Status of contract with Port City Architects: We are waiting for the final proposal with revisions. Pat C. emailed PCA to remind them that we will need that soon so that it can be adopted at the next Select Board meeting on July 24.
 2. Grants Research (see attached notes): John Libby reviewed the zoom meeting with Halsey Frank, rep from Susan Collins office. We will need to put together a bio for Pownal including location, demographics, population, etc. – most information can be found in our Comprehensive Plan. We will need to get our applications done and submitted asap as there are no guarantees that this program will continue to be funded. We will ask Port City for help/advice on the grant process. Pat C. suggested we expand this sub-committee, Mike Pascarella said he would serve.
 3. Town Property Research: The sub-committee walked 3 different town-owned properties that were possibilities (Elmwood Road behind cemetery; lot adjacent to Mallett Hall; and parcel on Poland Range Road. With all considered, location, size, accessibility, it was agreed that the 4 acre parcel next door to Mallett Hall would be the best option. The committee feels that the Town should investigate future opportunities to acquire the 4 acre parcel from the State Park where the PCWA pump is located to add a bit more acreage. Also, we may want to investigate negotiating with the Congregational Church the option to purchase the existing Fire Department land to be used as a potential entrance/exit. We will need to address the town meeting vote that accepted the gift of the 4 acres from Bob McMahon with the agreement that this land is to be used only for a fire station; only the acting Fire Chief

- can make any changes to that vote/agreement. Will we need to go to Town Meeting to vote on the proposed use of this land? Andy will have our town attorney look this all over to see what appropriate steps, if any, need to be taken. Port City will look at this parcel to make sure it is workable before we go to the next steps on the proposal.
4. Managing the Needs Assessment and Cost Estimating Project
 - a. Communications/Point Person/Responsibilities:
 1. Pat C. asked the committee if an official letter to the Select Board was needed to clarify roles and responsibilities for the project? It was decided not to send the letter to the Select Board. Andy will bring up at the next Select Board meeting the question of whether the office staff can field calls from Port City to the appropriate person.
 2. Once the project is underway, we would most likely be looking to hire a Project Manager for the design and build.
 5. Communication – nothing new at this time. The next Town Newsletter comes out in September, we will need to decide what we want to put in.
 - E. Old Business / none
 - F. Next meeting: August 15 (John Libby noted that he will not be here for that meeting)
 - G. Pluses/deltas – all is going well.
 - H. Meeting adjourned, 7:55pm.

*Respectfully submitted,
Kathleen A. Hogue*