

Draft Pownal Future Facilities Committee

AGENDA

Tuesday, March 21, 2023 6:30pm

Voting Room @ Mallett Hall

- A. Call meeting to order
- B. Minutes Approval
 - Approve the minutes from the February 21,2023 Committee meeting
- C. Request for Proposals (RFP)
 - 1. Review the Format for Evaluating the RFP's
 - 2. Instruct and Authorize the Selection Committee (SC) to:
 - i. Select a Chair and Vice-chair and,
 - ii. Have the Chair, Vice Chair and Town Administrator follow-up with the proposers if there are further questions or needed from the proposers
 - 3. Special Mailing to the Town Citizens to inform them directly of the current and possible future actions of the Future Facilities Committee
 - 4. Information/Handouts available for the April 24 Public Hearing
- D. Review Committee Reports (**All Reports submitted in advance in writing**) 4.
 - 1. Communications – Kathy Hogue, Bo Chesney
 - a. Annual Report
 - b. Pownal Community Day
 - 2. Update on Facts Sheets – Bo Chesney
- D. Old Business
- E. Agenda for our next meeting—Tuesday, March 28, 2023
- F. Pluses/deltas
- G. Meeting adjourned

Future Facilities Committee

TIMELINE ~ Meetings, RFP, Town Meeting/Budget Process

- Feb 7 Emergency meeting – update RFP timeline & vote to approve
- Feb 8 Toni to email updated RFP to reflect changes in timeline
- Feb 8/9 Pat Christian to formally email RFP to Select Board asking for their review/approval at their Feb 13 meeting (5:30pm)
- Feb 13 ▸ RFP to be reviewed/approved at Select Board Meeting
 ▸ FFC to ask for “place holder” for Town Warrant
- Feb 15 Release of RFP
- Feb 21 Future Facilities Meeting, 6:30pm
- ~~Feb 23 Facility Tours & general information at Mallett Hall, 9:00am POSTPONED~~
- Feb 28 Facility Tours & general information at Mallett Hall, 9:00am
- Feb 27 Select Board & Budget Committee meeting (6:30) – FFC warrant article written?
- March 7 Facility Tours & general information at Mallett Hall, 9:00am - ADDED
- March 13 Select Board meeting
- March 17 Deadline for question submission
- March 21 Future Facilities meeting
- March 27 Select Board meeting
- March 28 Future Facilities meeting – discussion of answers to submission questions
- April 3 Responses to questions posted on Town Website
- April 10 Select Board meeting – votes on town meeting warrant recommendations
- April 18 Future Facilities meeting
- April 24 Select Board Meeting & Proposed Public Hearing for town meeting warrant
- May 3 RFP bids due
- Open RFP submissions to determine bid amounts

▸ Deadline for submitted warrant articles

May 8 Select Board Meeting & Proposed 2nd Public Hearing for town meeting warrant

May 16 FFC Selection Committee Workshop, 6:30pm to review scoring

May 17 FFC Meeting, 6:30pm

May 22 Select Board meeting – signs Town Meeting warrant

June 26 Town Meeting

July 10 RFP bid and recommendation presented to Select Board (motion to accept pending attorney review)

TBD Contract signed by all parties following attorney review

TBD Project due 60 days from date contract is fully executed

Revised 21Feb23