



**FACILITIES AND SPACE NEEDS COMMITTEE
SPECIAL MEETING MINUTES*
MARCH 21, 2022
HYBRID MEETING**

1. Welcome and Call to Order

- a. Meeting called to order at 9:03 AM by Chairperson Mary Anne Rush

2. Roll Call

Present:

Susan Alexandre, Larry Carlson, Anthony DiLuzio, Sheldon Drucker, Boriana Dolliver (joined @ 9:09 AM), Ian Kaiser, Mary Anne Rush and Michele Tourangeau

Absent: Jason Corbin, Jeff Franson & Percy Stevens

Town of Ogunquit Participant(s):

Matt Buttrick, Town Manager
Heath Oultette, Chairperson of the Select Board and Committee Liaison
Mandy Cummings, Town Treasurer

Context Architecture Participant(s):

Chris Logan (in person)

3. Review and Approve the Minutes - March 14, 2022, Minutes

Motion to Approve the Minutes was made by Sheldon and seconded by Larry.

Approved 7-0

4. Old Business

- a. **Discussion with Context Architecture about Space Needs Assessment**

Chris - went over the 2nd draft of the Space Needs Assessment. Started on p3 which lists current and future staff requirements. Current is 34 full time and 5 part time and future are estimated at 60 full time and 4 part time. Most of the increase is in the police department.

P 4 reflects parking data gathered so far with a present count of 59 and growing to 105. Does believe that there is adequate space to accommodate future needs which would include bike racks and electric vehicle charger.

P6 begins the spaces within the building (s) followed by actual plan sheets. Plan sheets include square footage and design of each space.

Mary Anne asked about the addition of a Community Room since the last report.

Chris should have been included in the first draft – for community space/meetings.

Boriana commented that it seems as though Performing Arts is taking up a lot of space and asked about how many events do they put on.

General discussion agreed that Chris is not the expert on this and possibly having the OPA Chairperson (Janel Lundgren) attend a future meeting would be appropriate.

Tony asked if Chris had received his comments and thought it may be goof to go over those.

Chris agreed. As it relates to OPD staffing, the increase is projected over 30-40 years. Need further clarity from OPD on this item.

Matt joined and clarified that not all are 40 hours per week people. The number of people can be misleading as it really is the coverage needed. There may be staff that work 3 days and another 2 days which = 1 full equivalent.

Tony made the point that inserting an additional column which shows now vs future and it is likely that some spaces just do not exist now.... but does not mean they should not. Does not want anyone to get hung up on the fact that a particular room may be 12 x 12 or 10 x 14 as all will be manipulated into a floor plan...every square inch is not going to look like those data sheets.

Chris when doing a plan, not only thinking about the square footage but also adjacency requirements

General discussion about showing what we have and what we want, what is required and what is desired. **Chris** provided an example of the restrooms on this floor which do not meet accessibility requirements. He did not document them as they must be put in anyway.

Chris provided an example on how to read the data sheets so everyone is familiar with what they mean. Used 1.04 Public Lobby Upper Level for illustration.

General discussion on the lobby area. Need to have more space for greeter, lining up, voting, Covid related etc. or not? Different thoughts for and not needed.

b. Discussion of Draft Recommendation Document

Chris provided a 3-page document with the beginning of draft recommendations and thought it would be good to go over. Emphasized that it is strictly a draft for discussion purposes. Little complicated due to nature of the buildings but just for information – OVS has approximately 8,400 sq ft and the Dunaway Center approximately 15,000 sq ft.

Option 1 Discussion OPD would take over entire bottom level of the Dunaway Center; however, to do so, would have to add on 4,000 GSF. Some of the spaces are not interior – example being the sallyport. The upper floor would be for Town Hall, Parks & Recreation, Marginal Way, and Visitor Services. The auditorium would no longer be in the Dunaway. Would have to add an additional 1,800 GSF. OVS would be demolished but would retain some of the architectural detail. Thought would be to build new Performing Arts/Community Room. Some discussion about number of levels and where the building would start...could be a bit west of current building. Discussion on code requirements if a completely new building, seismic concerns, whether OPD must be level 4 or could it be level 3. Life safety issues are non-negotiable. Discussion on Performing Arts seeming to take center stage versus a community center.... more emphasis on community, need for Cultural & Recreation Director (expressed by Michelle, Larry, Boriana, Ian and Susan).

Option 2 Discussion retains the Dunaway as a community center, adds a community room in lower level and access to Visitor Services and Marginal Way offices. There would be additional space for storage which he has heard is a real need (dead storage). Understands that there are files stored in the OVS which he had not realized until a discussion with Land Use. Upper level would be converted to a full Performing Arts auditorium with office, storage etc. OVS would become all town offices, new meeting rooms, IT space and storage for frequently accessed files. Some type of kitchen would be good. OPD would get a whole new building in this proposal. Essentially If we move OPD out of the Dunaway, we need a new building. Space between Dunaway and OFD is not wide enough for a new building.

Option 3 Discussion keeping the Dunaway Center and OPD in lower level, adding on space. Upper level would become Ogunquit Performing Arts stage etc. like in Option 2. Town offices would move into OVS. Add on space for new community space. Sheldon brought up the possibility of a duplex type of structure housing town offices and OPD in place of OVS.... exterior could be designed to look like OVS

Option 4 Discussion demo of OVS and Dunaway and new buildings on the site. Doing this primarily for pricing information. Good to have in mind whether demolishing and rebuilding will be more cost effective than renovating. Will be taking hazmat data into consideration. (reports just received).

Public Comment:

Wes Elliott (Zoom) possibility of an option 5 where OVS is demolished and the new building can house police and town offices and Dunaway used for what it was donated for.

Peter Kahn (Dunaway) question on 4000 sq ft. Chris – room on east and west side. Would like to see breakdown of square footage and what is a need and what is a want. Chris – OPD needs have increased substantially but given their operations to work efficiently and have the security they need, almost 12,000 sq ft is a need. Would like to see Lt Pawlik provide stats for the needs.

Rebecca Fox (Zoom) what about Land Use office, what about gym memberships for police, what about the room in the fire hall, what does a caterer say about what type of kitchen you need, how many arrests, how many vehicles have been impounded. Need to dovetail with Comprehensive Plan

5. Follow-Up Items:

- a. Invite Lt Pawlik (OPD) to a future meeting
- b. Invite Janel Lundgren (OPA) to a future meeting

6. Next Meeting: Monday March 28, 2022, at 9AM

7. Adjourn. Motion to Adjourn was made by Ian and seconded by Susan.
Approved 6-0

Meeting was adjourned at 10:46 AM

Respectfully submitted,

Larry Carlson, Committee Member

****Please note that every effort is made to capture the essence of the meeting in these Minutes; however, they are not an exact replication of all items discussed or comments made. If you would like an actual replay of the meeting, please click on the link below which should allow you to watch the entire March 21, 2022, meeting on Town Hall Streams (Duration: 1:43:22)***

https://townhallstreams.com/stream.php?location_id=40&id=44335