



**FACILITIES AND SPACE NEEDS COMMITTEE
MEETING MINUTES*
MONDAY APRIL 10, 2023
HYBRID MEETING**

1. Welcome, Call to Order and Roll Call

- a) Meeting called to order at 9:01 a.m. by Chairperson Mary Anne Rush
- b) Roll Call

Present:

Susan Alexandre, Larry Carlson, Tony DiLuzio, Sheldon Drucker, Jeff Franson, Ian Kaiser
Mary Anne Rush, and Michele Tourangeau

Absent:

Boriana Dolliver

Town of Ogunquit Invited Panelists Present

Matt Buttrick, Town Manager
John Lizanecz, Ogunquit Chief of Police
Heath Ouellette, Select Board Liaison
Neal Pawlik, Ogunquit Deputy Chief of Police

2. Review and Approval of the March 20, 2023, Meeting Minutes

Motion to approve made by Michele and seconded by Larry - Approved 8-0

3. Old Business and Follow-Up Items:

a. Mailing (Mary Anne)

- i. **MAR:** Since we last met, flyer was put together. Take some copies and hand them out; also, a postcard was sent to voters and pretty much a condensed version of the flyer

b. Fact Sheet (Larry)

- i. **Larry:** trying to make sure we are all on the same page as there is a lot of information to keep track of. Essentially asked 6 questions: WHAT IS BEING PROPOSED? WHY IS THIS BEING PROPOSED? HOW DID WE GET HERE? WHAT IS THE PROJECTED COST? HOW MUCH WILL IT COST ME? and ABOUT THE FACILITIES AND

SPACE NEEDS COMMITTEE (FSN). Looking for feedback. Tried to keep it relatively concise...it is 3 pages long.

- ii. **MAR:** feels as though it includes many of the finer points. We all know the broader points of the project, but this is important.
- iii. **IK:** Matt had some information that additional money could be sought from fund raising or grants. Asked if that should be included.
- iv. **Larry:** it is in the pamphlet and was trying to keep this relatively simple.
- v. **Heath:** Matt and Mandy are looking into the possibility of getting our own bond rating which could mean better rates than what we can get through the Bond Bank. He also mentioned about the possibility of fund raising by auctioning items from OVS.
- vi. **MAR:** we had also discussed a sub-committee which graduates of OVS and members of this Committee that would want to be involved in taking what was very important and including it in the new building.
- vii. **IK:** Some discussion about federal funding and possibility of USDA fund
- viii. **Matt:** learned that we are not eligible for USDA funding due to per capita income and median home values

c. Video (Mary Anne)

- i. **MAR:** Dave Rawson from Undertow Agency putting together an informational video. Took plenty of background video last week. Will be here this week interviewing a few people and create a video that we will be able to use: post on social media, Channel 3

d. Coffee with a Cop – April 13th (Mary Anne)

- i. **MAR:** Chief Lizanecz and a Patrol Officer will be at the Wells Ogunquit Senior Center this coming Thursday (April 13th) @ 10:00AM

e. Information Sessions (Matt Buttrick)

- i. **Matt:** This Friday April 14th at 10:00 a.m. in the Dunaway. Concept, funding, Q&A as well as refreshments. Following the meeting, people can meet with staff to see what the impact on their taxes would be

f. Committee meeting presentations (Mary Anne)

- i. **MAR:** Sheldon met with Comp Plan (last week), Tony will be meeting with the Planning Board tonight and Mary Anne will be meeting with OPA on April 21st. Ian will be speaking to Parks & Rec as well. We also had an article in the town newsletter.

4. New Business

None

5. Public Comments*

Kirsten Ross – having a hard time seeing a floor plan. Also is there going to be increased community space in the new PD/Town Hall? Asking because at the March 3rd Select Board Meeting, they spoke about the Chamber possibly leasing space. Wants to know more about that as she had not heard about an outside entity leasing space.

Matt: beyond the basic first floor, second floor, attic space, there is not a floor plan yet. We do have the documents Context created off their needs assessment which provides an idea of the square footage. The floor plan would come with the design phase of the project if approved which would be over the next 10 or 11 months. At that point, you would see the actual floor plan. What we have now is the overall square footage. If leasing to the Chamber happened, it would be in the Dunaway Center in renovated downstairs. It would not be designed with them in mind. It would be designed s office space that could be used for a variety of purposes. If there were an appetite for this, it would have to go before a town vote for this to happen. As far as Community Space in the new building, believe that the current thinking is that the large conference room would be available for community space that could be signed up for if OPD was not using it. A lot yet still be determined as it will depend upon the what the next firm does with engineering and design as well as feedback from the community ...so there will be many opportunities for feedback.

Heath: asked if we could discuss timeline if this approved. Things like we can do rather quickly.

Matt: some would be straightforward such as demolition of OVS in somewhat short order. What we would do is prepare RFP for demolition as well as design and engineering and plans next door. Have out by end of June with a 4 week or so rime to response. Bring to Select Board for approval for demo and design and engineering. Process in what we are calling Phase 2 would be 10-12 months realistically. A lot of engagement and back and forth with the community. At the end of that, say 10 months, you have what is essentially shovel ready plans. We would then go out to bid for the construction phase with the help of the firm that worked on design and engineering phase. Probably longer than a 4-week window for submittal. Feels it would be aggressive to have construction beginning a year from now. He hopes that construction could begin that fall.

Tony: About a year before shovel ready. What can we do right away: In addition to RFP/RFQ for design services; have to do the abatement – get all of the lead, asbestos, anything like that out of the building, selective demo of anything wants to be saved. Where we hold it for a year and a half of more until it is ready to be reused. Additionally, we need to do some geo technical borings to see where the water table is, geo technical strata for bearing capacity which engineers will need to design the foundation. Ove the next 8 months, becomes your real submissions to various departments – planning, sustainability, permits form US DEP, any environmental permitting, all of those have to be coordinated over the first 6-8 months of design

process before you have a biddable set of documents. You want all of those loose ends tied up, so you are not dealing with change orders later.

IK: asked if this information could be added to the facts document.

6. Other Business

There was discussion about the role of the Committee going forward depending upon what happens on June 13th.

7. Next Regular Meeting – Monday May 8, 2023 @ 9 a.m.

8. Adjourn

Motion to adjourn made by Michele and seconded by Tony – Approved 8-0.

Meeting was adjourned at 9:50 a.m.

Respectfully submitted,

Larry Carlson, Secretary, FSN Committee

****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 April 10, 2023, meeting on Town Hall Streams (Duration:0h49m)***

https://townhallstreams.com/stream.php?location_id=40&id=51925