

Town Hall Kick-off Meeting

3/2/2023

10:00 AM

Conference Room

Meeting called by: Jennifer Janelle

Type of meeting: Introductions & Informational

Attendees: Jennifer Janelle, Dawn Moreau, Denise Clavette (via Zoom), **Building Committee:** Tom Harmon, Dave Stansfield, Brad Christo, Mark Gagnon, and Fred Wildnauer, **Port City Arch:** Andy Hyland and Lita Semrau

Minutes

Agenda item: Introductions and Discussion on Town Hall.

Discussion:

Andy: Looking for any information that can be provided on the Town Hall history as well as any initial thoughts.

Jen: To bring the Building Committee up to speed, this process started back with Perry and the Police Department moving out of the building. With the building being bigger than what was needed at the time Perry had a real estate appraisal done.

Now the Town Council is requesting a true needs assessment to see if we should renovate. Can we stay while the renovation is being done? Where would we go if we cannot be in the building during the renovation? Do we sell? Do we move to a different location?

Tim, Denise and I put out an RFP and interviewed two companies with Port City Architecture being the firm to win the bid. Now we are looking to involve the Building Committee to show transparency with the public. We are looking for recommendation from the Building Committee as well as Port City Architecture.

Andy: It is good to have representatives of the town as well as town employees to tell us things you need.

Denise: Specifically what do you need from us to keep things moving forward?

Andy: #1 is a meeting schedule that involves the Building Committee. Regular meetings should be scheduled and hold a place in all our calendars, and we can decide when they come up if we need to meet or cancel.

Lita: I need at least 2 weeks to analyze and set up time with the engineers as well as time to look into the needs of the departments in this building. I would like to see the old assessment.

Brad: What is the basis of the proposal?

Lita: The RFP and Port City Arch proposal will get you up to speed with why we were chosen and what analysis, space needs, site evaluations, unspecified new building materials costs as well as a cost comparison for renovation and building new.

Andy: As we go through the building we will assess; who's working in this building, how is it working for everyone and what would make sense. We can't just renovate a portion of the building. We need to identify and bring the building up to energy efficiency and modernize. Once the data is reviewed, we will provide the information on how much it would be to build new and how much it would cost to renovate. This information will be presented to the Building Committee and the Town Council. What could the other

space be used for? We will give the town the tools for evaluating the real dollars and will be looking to all of you for useful information.

Lita: The facilities assessment with dollar amounts to include the cost of new floors, ceilings, lights, etc. If the boilers need to be replaced, we will put the dollar figures in for that as well. There will be contingency pricing for things we don't see plus inflation.

Andy: We will look at the building to determine what space is needed and provide the square footage number. We want a good public experience as well as the space to be safe for the employees. How would this building be laid out and be functional.

Brad: Will you provide different avenues? Evaluate and assess this property?

Andy: We will take it step by step.

Jen: I will send the committee the original RFP and the proposal from Port City Arch, which should answer a lot of the questions and concerns.

Andy: The goal is to find the best way forward for the town.

Dave: The building was built in 1926, renovated in 1976 and the clerk's office was renovated in the 90's. In between that time the 3rd floor and 1st floor were renovated. The windows were done 25-30 years ago.

Frank: The end result should not be just the dollars? There should be a life cycle analysis including impact. There is carbon being released and it should be considered. The nostalgic appeal and the Town Hall in the center of town also needs to be thought of, not just the financial dollars.

Andy: Whatever we report to the town, if you disregard intangibles, it would be a waste of all our time.

Lita: We address the politics of the town and that's why the Building Committee is here to help with that. It is very important, as we go forward, that we all work together to help style and pull the information together. The Building Committee is very important, and we ask that you keep an open mind. It is about energy, passion, and the existing bones. It will take time to help form that opinion.

Frank: You will figure out a way to do it, blend all aspects for the approach and final project.

Lita: We have a very good record on municipal votes. We will work with you.

Andy: We will identify intangibles, supply the numbers, dollar values, and the lifecycle costs.

At least 20% of the town will not vote yes. 60-70% in the middle we're trying to reach with a logical tangible way to do it. If the Building Committee listens to us, this will help with the votes.

Lita: I have given PowerPoint presentations to the rotary clubs, etc. We will give the tools needed to educate and help the Building Committee.

Frank: You need to give us all the cards to play the game.

Lita: you also can't hide any cards on us.

Frank: We all have opinions and friends who are part of the same tribe.

Tom: I'd like to see the proposal and what Port City is tasked with. I would like to see a map/proposal of a timeline.

Jen: This is all included in the RFP that I will send out to you all.

Andy: We will give the Building Committee and the Town all the information on the options.

LOCATION CONVERSATION

The dynamic of the Town Hall and Police Department are totally different.

It needs to be kept local and close.

Jen: There are 3 potential buyers for the Town Hall and not one of them want to change the outside, they want to enhance it. The changes will come on the inside.

Brad: Would the town own the building?

Jen: In my personal opinion, we do not want to be landlords and it is not fiscally responsible.

Denise: Reuse of the potential building? I have met with several folks in town and they want to keep it the way it is. It could be used in a mixed-use capacity. Housing and retail. The developers have all said, count me in if the building goes on the market.

We are currently undergoing a Market Analysis at the same time with Camoin. This will be part of their research.

Lita: Has there been a Hazmat report?

Jen: No. If you see anything dangerous, please let us know.

Lita: There will be ranking in the report. Code issues, air flow, etc. that will tell you which items need to be addressed immediately.

Frank: Do we know the needs and wants of the Town Hall? Room for future growth?

Lita: We will look at needs for adequate storage and possibly digitizing some of the files. This will be included in the comparison packet.

Andy: That will be step #2.

Jen: We've had discussion with Lassel, so we have some ideas of what we need.

Lita: Everything will be on the list. You all will narrow it down.

Andy: We interview staff for needs, space, wants, storage, etc. We benchmark from similar town sizes. We bring all the information back to the Building Committee to discuss and adjust as needed.

Jen: We want to make sure there is room to grow for the next 50-100 years.

Lita: Talks about other projects like York who built their council chambers in the basement and Arundel who made their council chambers a flexible space that can be used for other events or needs.

Andy: voting needs will need to be looked at as well.

Tom: What's the schedule look like? When will the meetings be?

Lita: We will meet again in 3 weeks as I have a lot of leg work to do. Mornings work best for me.

Jen: Thursday, March 23, 2023 @ 10 a.m. -All agreed this works.

Andy: Keep these times blocked out and we'll cancel if it is not needed.

Conclusion:

Meeting ends at 11:00 a.m.

Lita and Andy walk through the building with Jen. Jen provides Lita with the old plans.

<i>Action items</i>	<i>Person responsible</i>	<i>Deadline</i>
Real estate assessment to Lita	Jen	
RFP & Port City Proposal to Building Committee Email to all, Brad would like a hard copy as well.	Jen	
Camoin information to Port City	Denise	

Attested by:



Dawn Moreau