

Agenda

Public Works/School District Transportation Maintenance Facility
Joint Project Team

February 23, 2017 – 6:00 p.m.

JPT members present: Brix, McLean, Nadeau, Nangle, Hansen, Kelly, Fortier, Plante. Community members to be appointed by the RSU/Town members.

1. Introductions, agenda review/changes. *None*
2. Designate Town Council/RSU Board co-chairs. *Scott McLean, Dave Nadeau*
3. Review of project team charge.
 - a. Review schematic design narrative
 - b. Recommend changes to schematic design as to scope and estimated cost
 - c. Identify appropriate cost shares and method
 - d. Develop comprehensive public outreach, education, and awareness communication plan
4. Process for finding community members to complete the team.
 - a. One prospective applicant withdrew; did not have relevant experience
 - b. Identification and recruitment *Will go back out for applicants not specifically looking for project experience.*
5. Organizing the work.
 - a. Review of schematic design narrative with Allied Engineering
 - b. Possible tour of Westbrook PW facility – similar size/scope/cost
 - c. Other tasks?
6. Agenda, date, time for next meeting. *Thursday evenings at 6pm seem to work. Possible dates 3/2, 3/16, 3/23*
7. Tour.
8. Adjourn.

Materials:

Joint project team memo dated January 20, 2017 with charge to the team

Allied Engineering schematic design narrative dated July 17, 2015

Space allocation based on schematic design dated September 14, 2015

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Public Works/School District Transportation Maintenance Facility
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March 23, 2017 – 6:00 p.m.

JPT members present along with design team (Bill Faucher, Allied Engineering; Mike Hays, Grant Hays Architects; Will Haskell, Gorrill-Palmer Consulting Engineers). Mike Kelly absent.

1. Meet with project design team from Allied Engineering, Grant Hays Architects, Gorrill-Palmer Consulting Engineers.

- a. Review of design process, and program.

The team discussed site issues and program goals, circulation, arrangement of uses on the site; whether another site might be better and the challenges presented by that (acquisition, site development costs that may not be less than the existing site, remediation at the current site, etc.); should be looking at long-term lifecycle costs, not just up-front costs.

Site components that could be left out/deferred, what are those reductions/allowances and the impact on the facility? Fueling island, \$300,000 (would still require fueling somewhere, introducing fueling inefficiencies and probably higher fuel costs), cold (unheated) storage, \$120,000 (leaving more equipment unprotected).

The team explored moving elements around to reduce site costs. A 2010 site assessment looking at town-owned property near the Smith Cemetery will be updated.

- b. Review of schematic design narrative and plans

Discussion of operational benefits of various components of the plan, need to develop a long-term capital cost-benefit analysis including reliability and longevity of equipment, shared spaces and storage, the cost/value of a drive-through wash bay, the cost difference between an essential public facility (and the regulatory basis for that) and a "standard" commercial building.

The existing schematic drawings will be populated with equipment, furniture, etc., to get a better sense of space utilization, and how the space is needed to meet current needs as well as allowing some amount of space for future growth. A functional gap analysis is needed – what functions/value will the proposed facility accommodate/create compared to the current facility?

2. Consideration of applications for community member seats on the project team.

Since only three have been received, consensus of the other team members is to include all three of the community members in the next meeting.

3. Agenda, date, time for next meeting.

Follow up on items as highlighted above.

Thursday April 13, 2017 at 6:00 p.m.

4. Adjourn.

Meeting adjourned at approximately 8:30 p.m.

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April 13, 2017 – 6:00 p.m.

1. Continue discussion with project design team from Allied Engineering, Grant Hays Architects, Gorrill-Palmer Consulting Engineers.
 - a. Review of design process, and program.
 - b. Review of schematic design narrative and plans
2. Agenda, date, time for next meeting.
3. Adjourn.

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Public Works/School District Transportation Maintenance Facility
Joint Project Team

May 11, 2017 – 6:30 p.m.

NOTE: THIS MEETING WILL BE HELD AT THE WESTBROOK PUBLIC SERVICES FACILITY LOCATED AT 371 SACO STREET, WESTBROOK.

1. Tour of Westbrook Public Services facility.
2. Agenda, date, time for next meeting.
3. Adjourn.

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Public Works/School District Transportation Maintenance Facility Joint Project Team

June 8, 2017 – 6:00 p.m.

- Framework for discussion at the Council meeting of June 20 and RSU Board meeting of June 21
 - Findings with regard to facility design
 - Costs
 - Current estimates, effect of construction inflation over time (the “cost of waiting”)
 - Space allocation-based cost-sharing method, estimate
 - Costs of not having a joint facility
 - Costs to “jump start” to avoid additional inflation-related costs
 - Methods of project delivery
 - Design, bid, build
 - Design-build
 - Communications, marketing, message plan
 - Project timeline options from Council/Board approval to voter approval to construction, and implications (see cost, above, and timeline for other town/school district projects)
- Other questions and issues
- Next steps

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Public Works/School District Transportation Maintenance Facility
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June 15, 2017 – 6:30 p.m.

- Finalize presentation and recommendations
- Other Business
- Adjourn

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Public Works/School District Transportation Maintenance Facility
Joint Project Team

JPT members Brix, McLean, Hansen, Nadeau, Nangle, Fortier, Plante, McDonald present. Design team members Faucher, Hays, Haskell present.

August 10, 2017 – 6:00 p.m.

- Update on pre-approval activities
- Communications program elements
- Other Business
- Adjourn

Next meeting 8/24.

Agenda

Shared Vehicle Maintenance Facility

Joint Project Team

August 24, 2017 – 6:00 p.m.

- Update on pre-approval activities
- Communications program elements
 - Review draft flyer, finalizing messaging
 - Parts and pieces – who's doing what?
- Other Business
- Adjourn

Agenda

Shared Vehicle Maintenance Facility

Joint Project Team

JPT members Brix, McLean, Hansen, Nadeau, Nangle, Fortier, Plante, Douglass present. Meredith Strang Burgess present.

September 7, 2017 – 6:00 p.m.

- Updated Estimate
 - Agreement on amount for referendum.
- Communications program
 - Review flyer
 - Walk-through video production
 - Web site landing page – cross-post to RSU 14
 - Social media postings for scheduling
 - Press conference preparations
- Other Business
- Adjourn

Agenda

Shared Vehicle Maintenance Facility

Joint Project Team

JPT members Brix, Hansen, Nadeau, McDonald, Fortier, Plante present.

September 21, 2017 – 6:00 p.m.

- Update
 - Ballot
 - Press conference
 - Web site
 - Town
 - RSU
 - Video
 - Press conference
 - Informational
 - Social media
 - Press
 - WGME
 - Lakes Region Weekly
 - Windham Eagle
- Open house/event schedule and staffing
 - 9/23 9-12 @ Maintenance Facility
 - 10/7 10-12 @ Maintenance Facility (Touch-a-Truck with public safety)
 - 10/14 10-1 @Public Safety (info table/booth in conjunction with Public Safety Day)
 - 10/28 9-12 @ Maintenance Facility
- Communications program
 - PowerPoint presentation
 - Postcards and mailing
 - Advertising
 - Community, civic organizations
 - Chamber
 - Rotary
 - PTA
 - Others?
 - Other communications ideas? *Public info forum at WHS 10/12 or 10/19*
- Other Business
- Adjourn

Next meeting 10/5 or 10/12

Agenda

Shared Vehicle Maintenance Facility

Joint Project Team

October 5, 2017 – 6:00 p.m.

- Update
 - Design team
 - Press
 - Press Herald
 - Postcards
 - Ad placements
- Open house/event schedule and staffing
 - 10/7 10-12 @ Maintenance Facility (Touch-a-Truck with public safety)
 - 10/12 6:30-9:00 Public Forum (WHS enclosed café)
 - 10/14 10-1 @Public Safety (info table/booth in conjunction with Public Safety Day)
 - 10/28 9-12 @ Maintenance Facility
- Communications program
 - Community, civic organizations
 - Chamber
 - Rotary
 - PTA
 - Others?
 - Other communications ideas?
- Public Forum Prep
 - Format
 - Modified press conference with expanded design segment
 - Scott McLean – host (Doug is unavailable)
 - Kevin Kimball – PW rep
 - Kate Brix – Additional RSU board perspective
 - Focus on problem:solution, evaluation of 2015 plan, connecting the benefit to the average voter
 - General Q&A
 - Informal conversation
- Other Business
- Adjourn

Agenda

Shared Vehicle Maintenance Facility

Joint Project Team

JPT members Brix, McLean, Hansen, Haskell, Fortier, Plante present, Design team members Faucher, Hays, Haskell, David present.

December 14, 2017 – 7:00 p.m.

Town Offices, Conference Room 1

- Update
 - Joint Project Team membership
 - Design team
 - Permitting
 - RFQ/RFP
 - Timeline
- JPT Role Transition
 - Review, recommendation on DB teams
 - Evaluation, recommendation on DB proposals
 - Liaisons reporting back to RSU board, Town Council on project progress
 - Project meetings (as available) and minutes/updates, sounding board and feedback
 - Review of any major change orders affecting project scope
- Other Business
- Adjourn

Agenda

Shared Vehicle Maintenance Facility

Joint Project Team

January 25, 2018 – 6:00 p.m.

Town Offices, Conference Room 1

- Joint Project Team membership
- Design team DB pre-qualification recommendations
- Permitting update
- Project schedule
- Other Business
- Adjourn

Agenda

Shared Vehicle Maintenance Facility

Joint Project Team

JPT members Brix, McLean, Hansen, Nangle, Haskell, Fortier, Plante, McDonald, Nadeau present. Design team members Faucher, Haskell present.

April 5, 2018 – 6:30 p.m.

Town Offices, Conference Room 1

- RFP review and recommendations
 - *Vote 8-0-1 (Haskell abstaining) to accept AEI recommendation awarding to Great Falls*
- Site supervisor/project manager
- Permitting update
- Project schedule update
- Other Business
- Adjourn