



Community Facilities Planning Committee

Falmouth Town Hall, 271 Falmouth Road, Falmouth, ME 04105, 781-5253

Community Facilities Planning Committee

Councilor Breen
Committee Chair

Councilor Pierce

Marsha Clark

Judith Currier

Phil Kaplan

Analiese Larson

Tim O'Donovan

Mark Soule

Steve Tenney

Staff

Lucky D'Ascanio

Albert Farris

Theo Holtwijk

Nathan Poore

Lyn Sudlow

Consultants

Institute for Civic
Leadership

Oak Point Associates

Spatial Alternatives

Meeting Notes Wednesday, September 23, 2009

Committee members present: Councilor Breen, Councilor Pierce, Marsha Clark, Judith Currier, Phil Kaplan, Analiese Larson, Steve Tenney, Tim O'Donovan

Advisors/Town staff present: Lucky D'Ascanio, Albert Farris, Lyn Sudlow, Nathan Poore, Theo Holtwijk

Consultants present: Mark Gianniny, Allison Towne

Cathy opened the meeting around 7:00 PM.

1. Minutes

The meeting notes of the July 16th meeting were unanimously approved.

2. Space Planning Report

Mark Gianniny the program of space needs charts that he had developed after meeting with staff. He then proceeded to review each of the bubble diagrams.

First the two diagrams for Town offices were reviewed. Nathan expressed a desire to have IT be close to the council chambers. He also wondered about adequate space for storage, but was assured this was the case.

The "shared spaces" designation was clarified (see the space need charts).

In the case of the two gymnasiums, one would be a full size gym with walking track. The after-hours security for the council chamber was also discussed as well as the need to have a council meeting overflow space.

The movement of the public through the spaces was discussed. There could be an entrance on the west side, which may be close to the council chambers in diagram A. This is currently at the rear of the building.

The location of the Town Manager's offices was also discussed. He has a preference to be located close to Community Development or Finance Department.

Oak Point does not see any “showstoppers” with these diagrams at this time. Bathroom renovations will have to be made, and have not yet been indicated. HVAC needs also have not yet been looked at. There is currently an elevator, but it only services two floors.

There was a discussion on the teen center. Is this part of the community center, Steve asked. Lucky stated that in South Portland it is. Steve felt that it needed to be done in such a way that the center would be used. This was followed by a brief update on the Service Learning outreach. In short, there was little news to report. Steve is awaiting word from Holly McEwan. There was a request for a service learning timeline so we can make sure it dovetails with the work of the committee and Oak Point.

Next the library was discussed. A new diagram for that was handed out. An elevator would be needed there as well. The existing ramps would be discontinued. Although the desired space needs (15 years) could not all be accommodated in the existing building, a Phase 2 expansion could do so. There was concern expressed about having to staff two levels, and what the long term implications on the operations budget would be. Committee members thought that perhaps the downstairs space could be used that would require little or no staff supervision.

Lyn felt it was too early to say what she thought of the diagram. She felt that the square footage provided looked good and also liked the building entrance.

Steve was wondering how the space use by other entities or partners might affect the space program. Should this be a stand alone? A coffee shop was mentioned as an example.

There was also a question of the bus and van indoor storage needs by the community programs department. This was not yet dealt with.

Phil wondered if the volume of the Lunt Gym could be used in a creative way. There seemed to be little opportunity for that as ADA needs are required to be met. It was pointed out that even for storage access of the attic at Plummer, for example, a new elevator would be required.

Tim suggested a shift for the Town Clerk’s office that would more space available for Council Chambers in Town Hall Diagram A.

Phil asked Mark if he felt that the library had a good layout and would be a pleasant place to be. He was thinking of things such as solar orientation.

There was a general feeling that Oak Point should create a second set of bubble diagrams incorporating the committee’s comments and incorporating more of the site.

There was a comment made that the Town would want to pursue LEED certification of the buildings and what would need to happen for that. Examples of energy efficiencies would be part of that.

Judy asked where the library displays were proposed to go. These could go in the front entry area.

Theo asked Oak Point if they were excited about the diagrams they presented. Mark and Allison said that the diagram stage did not make them excited as it did not involve architecture yet.

It was agreed to meet again in about one month to review the new bubbles, before schematic floor plans would developed and mechanical needs would be analyzed.

Committee members were asked to send any follow-up comments to Theo, who will collect and forward them to Oak Point.

A final space comment was that there needs to be some space for the public to view paperless Council packages.

3. Outreach Update

There were no outreach updates.

4. Appraisal Procurement Update

Theo reported that the Town received registrations by the RFQ deadline and that of those firms two submitted qualifications. Both had been interviewed by the Town Manager and himself and cost proposals have been requested from both firms. Nathan gave his sense of the two firms. The expectation is that a selected firm will be known by the next meeting.

5. Meeting with Library Board

The committee liked the idea to meet with the library board a lot. Next step is to set up a date.

6. Other Business

Cathy reported that she had a conversation with OceanView representative Matt Teare. Matt wanted to let the group know that OceanView would like to be helpful in the committee's process and that there was a concern that the committee might be getting quite far along on matters. Matt suggested that their development in Topsham regularly partners with the Town of Topsham and that the Town of Falmouth could do that as well. The committee remembered the memo which OceanView had sent and which it had set aside. Committee members mentioned that perhaps they should talk to Topsham officials to see how that has worked out from their perspective.

Some committee members were interested to have a follow-up discussion, but were unsure of when that moment would be. They recognized that other issues such as service learning and workforce housing also affected the possibilities and that those had not been discussed yet either. Cathy mentioned that there were a range of ideas that OceanView has developed. The question was raised how those would affect the wooded portion of the property which the public said it wanted to preserve.

A concern was also raised if talking to OceanView would require the committee to open the discussion to other potentially interested parties as well. The committee agreed to not make any decisions, think of this possibility and first see the results of the second round of bubble diagrams.

7. Schedule

Theo mentioned that he had taken a look at the planning as well as construction schedules and how they might relate to possible referendum votes and possible outcomes of those votes. This will be reviewed at an upcoming meeting.

8. Next meeting

The committee will meet next on Wednesday October 21st at 7:00 PM in Town Hall.

The meeting was adjourned around 9:10 PM.

Draft meeting notes by Theo Holtwijk, September 28, 2009