

Islesboro Municipal Building Project Committee (MBPC)

April 14, 2025

Minutes

☒ APPROVED

7/23/25

Members Present: Andrew (Pete) Anderson, Linda Gillies, Derreth Roberts, Bill Boardman

Members Present via Zoom: Lauren Bruce

Ad Hoc Members: Cressica Brazier

Others Present: Town Manager Janet Anderson, Murt Durkee, Dorie Henning, Laura Staines Giardino, Michael Giardino, Carrie Reed (Zoom coordinator)

Others Present via Zoom: Christine Robb, Beth O'Mara, Steve Pendleton, Fred Porter

1. A. Anderson called the meeting to order at 4:30 pm. Quorum met.
2. Approve Minutes of September 20, 2024

Motion to approve the minutes of September 20, 2024, as written, D. Roberts, seconded by B. Boardman. No discussion. Roll Call. Motion passed, 5 yes, 0 no, unanimous.

3. Update on the Three Parts of the Municipal Building Project

a. Islesboro Health Center Timeline and Transition

- Pete Anderson stated he spoke with Pete McPhearson. He hopes that by the middle of May they will be doing a final cleanup and paving. They expect to be done by the end of May.
- Dorie Henning spoke about the transition.
 - Page Clason is working on the phones and ordering computer equipment.
 - Exam tables are coming the week of May 5th. They can go right in. Midmark sets them up. The wall-mounted computer stations for the exam rooms will go right in. The wallboards go next to the exam tables for the vital signs.
 - The building is now locked and secure.
 - The glass between the clerical staff and the waiting room is in, as is much of the cabinetry.
 - The apartment and the conference room still need to be done.
 - Beth has worked closely with Jenn Hayden to make sure all the invoices for equipment are submitted and grant funds logged.
 - May will be quite busy. We're planning to do only urgent visits.
 - We still need to order the refrigerators, and the range and hood in the apartment needs to be installed. Jordy and Tom have helped with getting equipment here.
 - The waiting room chairs have arrived and will need to be put together. Jane and Barry Wherren said they'll be available to help with that.
 - We still need to order the provider office furniture, some basic desks. There's countertop with some drawers and shelving.
 - No big furniture needs to be moved, just a lot of stock items.
 - We're going to do metal shelving in the new storage room. Odesser is in charge of that.
 - We are using the trailer for temporary storage.
 - Pete asked if they will need to shut down at all for the transition. Dorie stated that they will always have the availability to see urgent patients. We will keep one room here stocked. We'll have to talk to Page about a date to turn off the phones.
- Linda Gillies spoke about the Grand Opening Ceremonies

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- These plans are tentative. The thought is for two ceremonies, one in early June and one in July for summer arrivals.
- The real opening would be Monday, June 2nd. The first half-hour would be the ribbon cutting, chaired by Shey Conover and attended by Select Board members, Health Center staff, the Town administrative staff, representatives from Stephen Blatt Architects, and members of the MBPC. Shey would thank the appropriate people, and she and Lauren would cut the ribbon, which will be tied to the front porch. Those who have not seen the building can take a tour, in groups of 10 maximum, with guides who are trained by Dorie. The tours will take place all day for Islesboro community members. We would use an organizing system so not everyone comes at once.
- The second date would be July 7th. This will just be tours for people who hadn't been there.
- Pete asked if we should invite Senators Collins and King. Linda replied that we thought we'd focus on community members first. If anyone has a strong feeling about an outside speaker, we could.
- Lauren suggested adding into the ceremony the work that Cressica did on CDS grant.

b. Up-Island Public Safety Garage (UIPSG)

- Steve Pendleton stated that we're waiting for the final number to present to the Select Board, hopefully by the end of the week.
- Steve gave an overview of the last month or so. We were at an inflection point where the cost of steel was going to go up by 6%. About three meetings ago, the Select Board in whole did not feel comfortable in purchasing the building independent of having the final numbers from the architect. In the following two weeks, there was also going to be a 14% increase on the cost of the building. That required us to make a business decision as to whether or not it was prudent to move forward with acquiring the building, with the idea that we would put a deposit down.
- In the last two weeks, we received some additional donations, designated for the UIPSG specifically, which provided a cushion to absorb some increase in the change orders Stephen Blatt Architects had. We went from heat pumps to in-floor radiant heat, because of concerns from the community. That also provided us with the ability to go from 400-amp service to 200-amp service. There were some economies to that change, but there were additional drawings needed.
- We got an estimate from the builder, which was within the parameters where we felt comfortable as a Select Board to go ahead with the project. That was approved at last Wednesday's meeting.
- We are moving to contract phase now, and the requirement is to get the final numbers into the contract and have our attorneys review that.
- Bill asked if we are seeking any more money from the Town. Steve replied that there are no more funds required from the Town.
- Derreth asked about a start date. Steve replied that the contract will contain the statement of work, with the length of time. We'll have to pick a start date as part of that. This will be part of the update for the next Select Board meeting.
- Bill stated that hopefully we'll have the contract signed before Town Meeting.

c. Renovation - Laura and Michael Giardino - L & M Design LLC

- Laura Staines Giardino showed the updated drawings and spoke about the municipal building renovation.
- Laura and Michael spoke with Fred and Murt about their specific needs, requirements, wish lists, etc. The three key items talked about were: security, accessibility, functionality.
 - For security, we wanted to make sure that all aspects of entrances would be addressed. For example, we'd like to maintain the alarm system in what is currently the drug closet of the Health Center, so that it functions properly as the evidence locker.
 - Accessibility: according to federal regulations and the ADA, as soon as you start touching a project, the first 20% has to go towards accessibility requirements. We are addressing all those

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facets. We reached out to a fellow consultant who is an expert on ADA compliance. He will help guide us as to which aspects need to be addressed first and whether we can utilize some of the elements that are currently in place if we don't touch them. For example, there is a ramp that provides access to the front door of this building, but it is not code compliant. If we touch it, we have to make it code compliant. However, we're not sure if we can leave it exactly that way. This is where we can dovetail the expertise of this individual to help guide us so our dollars are well spent. We'd rather be working on the ADA compliant bathroom and update the kitchen.

- **Functionality:** we've identified the partitions so that we can enlarge the training room. The interview room will be sound insulated. Earlier drawings showed a secondary ADA compliant toilet room, but we have learned that this is probably a redundant item, which is a good thing, because every bathroom is going to run anywhere between \$20,000 to \$30,000. In our discussions with Janet, we learned we can simply utilize the existing toilet room. It appears to meet the ADA space requirements; we just might need to address some of the fixtures.
- When the Health Center moves out, Fred and Murt will move to the offices that will be vacated, but the balance of the renovation probably won't be initiated until the drawings are done.
- We also suggested to the focus group that we try to avoid the traditional bid process. If we can do it in bite-sized renovation pieces, it will control the time frames and perhaps open opportunities for people on the island to contribute and have an ability to do some of the construction on a more regulated basis. It also encourages them to participate in the design process.
- We spoke with a structural engineer. Because this is a Public Safety building, in accordance with the building code, it's a Category IV Building, which means that its requirement is of a greater intensity. Our intention is to have a structural engineer evaluate it. We're not anticipating a lot of changes, but we want to have assurance that this building will serve its purpose. We also don't want to take out any walls that are integral. An extra pair of eyes is good.
- We talked about some various things like finishes (paint). We'll be spending time with Fred and Murt moving forward. We'll start laying out information of materials and so forth and help them structure a schedule.
- Our hope is that we can streamline it, keep it cost effective, and work with the team to move that ball forward.
- Micheal added that we're trying to avoid a bid. As soon as you trigger a bid, it puts on us a lot of expense to create documents for that. Based on what we've seen, there's not a bunch of people standing in line to make bids, especially on little projects like this. Our hope is to break this into three or four chunks.
- Bill asked if there will be removal of walls. Michael answered that yes, there will be some demo of walls and ceilings. We have to redo some sprinkler systems. Flooring will need to be addressed. It adds up.
- Laura stated that the memo and plan she handed out show the secondary ADA compliant toilet room, although they have eliminated that for now. It can be added later if needed. Updated drawings will reflect that.
- There will be an expanded Emergency Operations Center (EOC). With new wall locations and enhanced electrical wiring, this is something to put on the tab.
- The kitchen will be adequate for the wonderful July Fourth cookout, among other things.

4. Nomination of Steve Pendleton to the MBPC

Motion to nominate Steve Pendleton as a member of the MBPC, B. Boardman, seconded by A. Anderson. No discussion. Roll Call. Motion passed, 5 yes, 0 no, unanimous.

5. Public Questions & Comments

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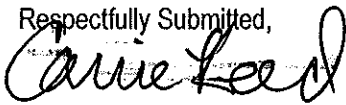
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- Linda stated that Janet had an idea to produce a video of the interior of the Health Center that can be shown on the Town website, so that people who are away can get a sense of it.
- Janet stated she emailed Michael Hutcherson for the video. She hasn't heard back from him yet.

6. Adjourn.

Motion by A. Anderson to adjourn meeting at 5:07pm. No discussion. Motion passed, 5 yes, 0 no, unanimous.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Carrie Reed", written over a faint horizontal line.

Carrie Reed