



Maine Municipal Association

# MMA Pursues Building Addition to Restore Meeting Room Space



Hebert Construction

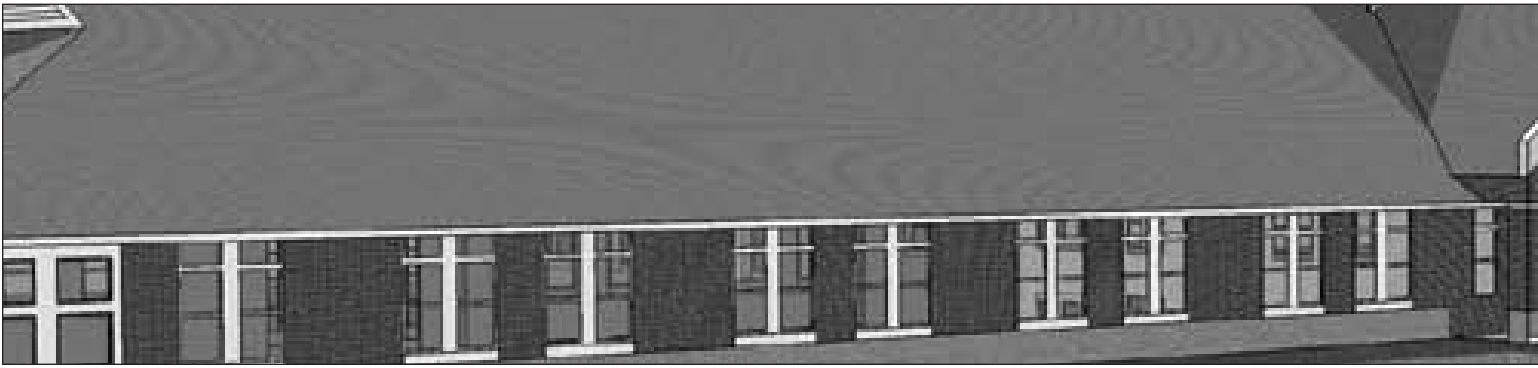
MAINE MUNICIPAL ASSOCIATION

Aerial Perspective



- ✓ ENERGY EFFICIENCY
- ✓ RESTORED MEETING ROOMS
- ✓ DESIGN/BUILD APPROACH
- ✓ GEOTHERMAL SYSTEM

60 Community Drive | Augusta, Maine 04330 | [www.memun.org](http://www.memun.org) | 1-800-452-8786 | 207-623-8428



## OVERVIEW

Through MMA's annual Strategic & Business Planning process, the Executive Committee continually strives to maintain and enhance the high quality of services to our members now and into the future. One of the key priority initiatives for 2008 has been to explore a possible addition to the MMA building, with the goal of restoring the capacity of the MMA building to function as a central hub for municipal officials throughout the state to convene meetings and training sessions, in addition to serving as the office facility for MMA staff and operations.

## BACKGROUND

**The Current Facility** – MMA has been at its current location behind the Augusta Civic Center since July 1994. This site was selected as the permanent home of the Maine Municipal Association, for its location in the state capital and its convenient access to Interstate 95 for members to attend meetings and training sessions. A Building Committee comprised of municipal officials devoted significant attention to the functionality and size of the new building, balancing cost concerns with projected future space needs. Ultimately, the Building Committee recommended the construction of a 27,500 square foot facility, with the design and site work making provision for an additional wing, if needed at some future date. In arriving at the 27,500 square foot decision, the Building Committee set a goal of meeting MMA's anticipated space

needs for a ten-year period (through 2004).

During the past fourteen years, the building has functioned well and has allowed MMA to meet changing program needs. In particular, the significant growth in participation of MMA group self insurance programs such as Workers Compensation, Property & Casualty, and the Maine Municipal Employees Health Trust, led to the conversion of meeting/conference room space to office space. This has resulted in a severely reduced capacity for the MMA building to accommodate member gatherings, such as our 70 member MMA Legislative Policy Committee and the many board and committee meetings of MMA affiliate groups. In addition, MMA is currently incurring expenses to rent meeting space for various meetings, as well as rental charges for off-site storage of files and other records.

**Exploration of options** – During the past few years, the MMA Executive Committee undertook an in-depth review of MMA's space needs and possible options, including 1) leasing outside meeting room space and undertaking some minor renovations to address the most pressing space needs; 2) leasing outside staff workspace and restoring meeting room space; and 3) constructing an addition to the MMA building.

Concurrent with the Executive Committee's review of possible options, MMA management has pursued ways

to maximize use of existing space by implementing such approaches as telecommuting and shared office space for staff members whose primary job functions are in the field with members.

Based on its in-depth analysis of possible options, the Executive Committee concluded that MMA's members would be best served by restoring the meeting room capacity of the MMA building and regaining the valuable interaction between municipal officials and MMA staff members. The Executive Committee also underscored the importance of keeping all of MMA's operations within one facility to maintain the efficiencies of central support systems and services (e.g., computer services, receptionist and telecommunication services, financial management, mail room and office support) as well as to facilitate interdepartmental coordination.

**The Process** – The 2008 MMA Executive Committee appointed a Building Committee to oversee the design/development process in coordination with the Executive Committee and management staff. Composed of the members of the MMA Strategic & Finance Committee (a standing sub-committee of the MMA Executive Committee) and representatives from the MMA Property & Casualty Pool and Maine Municipal Employees Health Trust Boards, the Building Committee is pursuing a "Design/Build" process, both to achieve cost savings and to ensure a strong partnership and con-



struction/design approach in meeting MMA's program needs. By utilizing the design/build approach, both the builder and the architect are involved from day one to completion of the project.

Based on a competitive process in which three firms submitted conceptual proposals, the Building Committee selected Hebert Construction, a Lewiston based construction company which has partnered with Foreside Architects of Portland, to proceed to the more detailed design development stage.

**Energy Efficiency and Cost Savings** – The Building Committee is thoroughly exploring cost effective options, such as the use of a geothermal HVAC system for the building addition and updating of the HVAC system for the current building to achieve greater efficiency and cost savings. The proposed new addition will also include storage space, enabling MMA to eliminate an annual expense of \$17,000 for off-site record storage.

**Restoring Meeting Room Capacity** – The building project will restore the meeting room capacity of the MMA building to accommodate training workshops and meetings, such as the Legislative Policy Committee and the boards of MMA affiliate groups. MMA will also explore the potential of incorporating technology to facilitate the delivery of training programs via remote networks, as well as in-person training in the restored meeting room capacity.

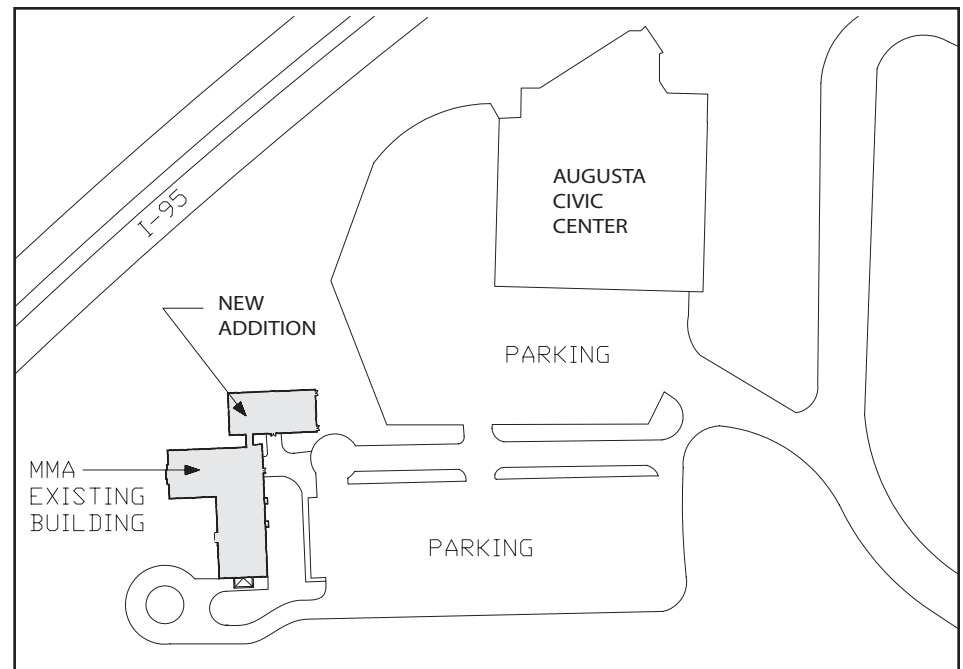
**Location** – The selected location for the addition takes advantage of previous site work and the existing building entry and parking layout. The building design provides an efficient layout and convenient access for members, while reducing energy consumption and necessary site work and avoiding mechanical costs associated with relocation of equipment. The design and location of the addition will enable the new construction to take place with minimal impact on the daily operations of the current facility.

## SCHEDULE

Upon receiving formal approval from the MMA Executive Committee at its December 2008 meeting, MMA would plan to break ground on the new addition in the Spring of 2009 and complete the project by December 2009.

## FINANCING

MMA has been preparing for the potential building addition for a number of years by creating and adding to a reserve fund to help absorb the project costs. In addition, this is a good time for MMA to undertake the financial responsibility of a building addition because the current mortgage will be paid off in a few years and interest rates and construction costs are relatively low. These factors will help minimize the project's impact on member dues and fees for MMA related programs.



# MMA EXECUTIVE COMMITTEE

## PRESIDENT

Anne Swift-Kayatta  
 Councilor, Town of Cape Elizabeth  
 799-0881 (town office)  
 E-mail: aeskay@maine.rr.com

## VICE PRESIDENT

Galen Larrabee  
 Chair, Bd of Selectmen, Town of Knox  
 568-3907 (town office)  
 E-mail: gdlarrab@uninets.net

## PAST PRESIDENT

Nicholas Mavodones  
 Councilor, City of Portland  
 874-9688 (city office)  
 E-mail: nickm@cascobaylines.com

## MEMBERS

Genie Beaulieu  
 Councilor, Town of Freeport  
 865-4743 (town office)  
 E-mail: beaulieu@cumberlandcounty.org

Mark Green  
 Town Manager, Town of Sanford  
 324-9172 (town office)  
 E-mail: mgreen@sanfordmaine.org

George Richardson, Jr.  
 Chair, Bd of Selectmen, Westport Island  
 882-8477 (town office)  
 E-mail: selectmen@westportisland.us

Stephan Bunker  
 Chair, Bd of Selectmen, Town of Farmington  
 778-6538 (town office)  
 E-mail: stephan.bunker@maine.gov

Clinton Deschene  
 Town Manager, Town of Hermon  
 848-3485 (town office)  
 E-mail: cdeschene@hermon.net

John Sylvester  
 Selectman, Town of Alfred  
 324-5872 (town office)  
 E-mail: alselectmen@roadrunner.com

John Anderson  
 Town Manager, Town of Boothbay  
 633-2051 (town office)  
 E-mail: townmanager@town.boothbay.me.us

William Reed  
 Town Manager, Town of Veazie  
 947-2781 (town office)  
 E-mail: veazietm@aol.com

Sophia Wilson  
 Town Manager, Town of Brownville  
 564-0121 (town office)  
 E-mail: manager@brownville.org

## Building Committee

JOHN SYLVESTER, CHAIRMAN  
 Selectman, Alfred

GENIE BEAULIEU  
 Town Councilor, Freeport

MARK GREEN  
 Town Manager, Sanford

STEPHAN BUNKER  
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## Proposed New Addition

**Conceptual Design** – The basic conceptual design proposed by Hebert Construction and Foreside Architects calls for a new 9,800 sq. ft. building addition (to the right of the main entrance and in the direction of the Augusta Civic Center). This addition would function primarily as a versatile meeting room facility. The new building addition is to be connected physically to the existing building structure with a ten-foot wide interior corridor connector that allows for convenient access to the current MMA building.

The diagram to the right is the floor plan of the upper level of the proposed new addition.

