

MUNICIPAL FACILITIES ADVISORY COMMITTEE

The Municipal Facilities Advisory Committee (“Committee”) is established as an ad hoc group to review, evaluate and make recommendations regarding town-owned buildings for the purpose of informing proposed future capital improvements/investments.

Duration:

The Committee shall be established for a period of approximately one year (April 2019-March 2020). The Committee may be convened beyond March 2020 as appropriate.

Membership and Charge:

The Committee shall have nine (9) members, which are appointed by the Selectboard and Town Manager. The Town Manager and a member of the Selectboard will serve as ex officio members. The Selectboard and Town Manager will make every effort to appoint at least two members with professional building design/construction expertise. Committee members shall be chosen from a pool of individuals from the following groups:

- Selectboard Member (ex officio member)
- Town Manager (ex officio member)
- Library Trustee (1) [see note below]
- Budget Committee Member (1)
- CIP Committee Member (1)
- Heritage Commission Member (1)
- At-large Enfield Residents (3)

A Library Trustee representative is needed due to State statute RSA 202-A, which gives the Library Trustees jurisdiction over library buildings and facilities. The Board of Selectmen have jurisdiction over all other Town buildings and facilities.

Although they will not serve as official members of the Committee, given their professional expertise and responsibilities with various aspects of building design/construction/maintenance, it is recommended that the DPW Director and Building Inspector be invited to as many meetings of the Committee as practicable.

Throughout the process, municipal department heads – and the public safety chiefs (police, fire and ambulance) in particular – will be encouraged to attend Committee meetings to share valuable input regarding their respective facility needs and preferences.

Duties:

The Committee is tasked with the following:

1. Reviewing and discussing the current condition of the following Town-owned buildings:
 - a. Whitney Hall
 - b. Police Facility
 - c. Public Works Facility
 - d. Union Street Fire Station
 - e. Enfield Center Fire Station
 - f. Enfield Community Building
 - g. Depot Street Station
 - h. Pavilion Building
 - i. Shedd Street Garages
 - j. Transfer Station
 - k. Enfield Center Town House
2. Reviewing and evaluating the needs and recommendations of Department Heads and findings from pertinent planning and evaluation efforts (i.e., Strategic Governance, Municipal Facilities Optimization Study, previously commissioned building audits, etc.)
3. Convening public informational meetings to obtain stakeholder/resident feedback
4. Building consensus around proposed facility (re)construction projects
5. Identifying the specific requirements/needs, specifications, estimated costs, and project timeline/phasing for each proposed project.
6. Seeking the professional advice of consultants to aid the Committee in its review of the respective project; RFQs and/or RFPs will be issued for such services in accordance with Town Purchasing Policy.
7. Issuing recommendations to the Town Manager and Selectboard on or before December 31, 2019 for appropriate consideration and approval for inclusion in Enfield's 2020 operating budget and/or Capital Improvement Plan (CIP).

Furthermore, the Committee shall also:

1. Issue recommendations to the Town Manager regarding the present and future use of each existing municipal facility and outline criteria using information from the Strategic Governance Plans, Municipal Facilities Optimization Study, and additional sources. Criteria may include (but are not limited to) the following:
 - a. Who does the building serve?
 - b. Who could the building reasonably serve in the future?

- c. What activities take place or could take place reasonably in the building?
 - d. Is the building the appropriate size for the use(s)?
 - e. What changes would have to be made to the building in order for it to most effectively satisfy its intended uses?
 - f. Does the building have adequate health and human safety infrastructure (water, septic/sewer, lights, parking)?
- 2. Designate each existing Town-owned building/parcel as:
 - a. Maintain;
 - b. Renovate/expand/consolidate;
 - c. Replace, or;
 - d. Sell.
- 3. Identify potential for revenue, cost savings and value-add:
 - a. Sales or activity revenue
 - b. Energy costs
 - c. Operational efficiencies
- 4. Identify potential non-tax funding sources including grants, gifts, and fundraising.

The Committee shall be responsible for providing ongoing progress reports, advice and recommendations on the projects discussed to the Town Manager and Selectboard.