

**TOWN OF ENFIELD
MUNICIPAL FACILITIES ADVISORY COMMITTEE
DESIGN TEAM**

**MEETING MINUTES
June 14, 2022**

MFAC Design Team in Attendance: Tracy Young and Tate Picard

MFAC Design Team Absent: Kim Quirk, Reed Bergwall, and Travis Boucher

Ex Officio Members in Attendance: Ed Morris, Town Manager and Shirley Green, Library Trustee

Town Staff in Attendance: Police Chief Roy Holland

Mr. Morris called the meeting to order at 3:40 P.M.

Approve Minutes: Minutes form 5-23-2022 were approved by consensus.

Project Update: Mr. Morris explained that he had spoken to Bob Lacroix who has expressed intent to donate 4 acres of land behind Shaker Valley Auto in exchange for the Town running water, sewer, and power to the upper boundary of the donated land. Mr. Morris explained that he and Chief Holland would be visiting the site with Mr. Lacroix to determine feasibility and to determine the cost of site preparation in relation to the Shaker Hill Granite Site.

RFQ Review: Mr. Morris distributed two RFQ's one he had been working on and one that was given to him by BreadLoaf as an example. As the committee reviewed the documents, Mr. Morris explained the conversation he had with Eric Law from USDA about having a single RFQ for both projects. Mr. Morris stated it could be possible, but the RFQ would need to be delayed so USDA could review the conceptual plans, budget, and RFQ before it was released. After discussion, it was decided to release the RFQ's separately.

Mr. Picard mentioned two lines in the BreadLoaf RFQ that he thought would be a good addition to the RFQ Mr. Morris had prepared. Mr. Morris agreed and said he had received the BreadLoaf RFQ this afternoon and thought it would be good to compare and merge the two documents into one.

Timeline – The Committee then discussed timeframes of the RFQ and decided they would like to have a contractor chosen and in place by Labor Day.

Public Safety Overview and Preliminary Discussion: Mr. Morris brought floor plans of the public safety building and discussion ensued about how the building would be situated on the Shaker Hill Granite site. During this discussion, Mr. Morris shared his and public concern about the shape of the building and the 20+ corners and multiple roof lines. This concern was shared and there was discussion about how to redesign the building to minimize costs while maintaining the functionality and space needs. This led to further discussions about a possible basement level. Ultimately it was determined the building may end

up looking much different and we could work with our contractor to situate the building on the lot in a manner that created the best functionality and presented a building that was aesthetically pleasing.

Future Meetings – We then decided that at the June 28th meeting the committee would finalize the RFQ and then have presentations from the Police, Fire, and Fast Squad about their needs. Mr. Young asked that each department discuss any changing needs or lessons learned from COVID-19 that may effect changes in the design of the building.

Meeting adjourned at 4:43 P.M.