

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

**MEETING MINUTES  
June 28, 2022**

**MFAC Design Team in Attendance:** Tracy Young Kim Quirk, Reed Bergwall and Tate Picard

**MFAC Design Team Absent:** Travis Boucher

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

**Town Staff in Attendance:** Police Chief Roy Holland and Fire Chief Phil Neily

**Mr. Morris called the meeting to order at 3:33 P.M.**

**Approve Minutes:** Minutes from 6-14-2022 were approved by consensus.

**Project Update:** Mr. Morris explained that he had met with BreadLoaf to review the site preparation costs for the Shaker Hill Granite site and the 4 acres Bob Lacroix proposed donating to the Town. BreadLoaf liked the Shaker Hill Granite site after learning the soil was not fill. BreadLoaf is working on cost estimates for each site.

**Public Safety Overview and Preliminary Discussion:** Fire Chief Phil Neily and Police Chief Roy Holland discussed needs of each department, the conceptual building design and changes they feel may need to be made. Below are a couple highlights from these conversations:

Fire:

- No need for two extractors but would like to see a washer and dryer for normal clothes to be decontaminated.
- One decon room might be more beneficial than a laundry room and room to clean equipment
- Eyewash should be in bay
- Would like to see a shower in the warm area of building
- Would like to see three drive thru bays and two back in only bays.
- EMS staff office HIPAA Concerns with a shared fire office

Police:

- Need an IT room in the building
- Need 1 true sally port and a two car garage that could possibly fit three cars, one door
- Gym, Armory, and Evidence Room could be located in a basement

There was continued discussion about a possible basement at the Shaker Hill Granite site. It was determined the evidence locker and fitness area could go in the basement. There was discussion about the need and responsibility of putting in an elevator if the building was two stories.

**RFQ Review:** Mr. Morris discussed the merger of the two RFQ's discussed at the last meeting. Mr. Morris also stated that the final RFQ was sent to MFAC members and posted to the TEAMS site for committee review. Reed Bergwall had two changes he proposed to the document.

- Design and Development 2a MEPF should be MEPFP since the FP is for Fire Protection
- Under Closeout there is talk of preconstruction. It was decided a sentence was in the wrong place from the merger.

Mr. Bergwall also stated that during the RFP Stage we should make it clear that the Town Reserves the right to separate design and construction awards.

There was discussion about shortening the response time to three weeks.

Meeting adjourned at 5:10 P.M.