

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

**MEETING MINUTES
November 25, 2022**

MFAC Design Team in Attendance: Tracy Young, Tate Picard, Reed Bergwall, and Travis Boucher

MFAC Design Team Absent: Kim Quirk

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

Called to order at 3:31 PM

Minutes – The minutes of November 11, 2022, were approved by consensus.

Ed Morris turned the meeting over to Andrew Martin from Neagley and Chase (NC). Andrew started the meeting by reviewing the tours of the Police, Fire, and EMS buildings that Black River Designs (BRD) completed with the Town. HE also discussed the completion of the RFP Process and contract with S.W. Cole for the Geotechnical work. Finally, Andrew discussed the Topographical and boundary survey work that will be completed by Pathways engineering, which he is hopeful will be completed soon.

Andrew then turned the meeting over to BRD to review the spatial needs, adjacencies, and flow of different spaces. Some time was spent looking at the bubble diagram, and Tate Picard thanked BRD for their creation and use of the bubble diagram. There was discussion around what needed to be secure areas and what could be public space. From there, the discussion turned to the Floor plans of different spaces.

Apparatus Bays:

- BRD Proposed two options.
- The number of drive thru bays, and possible reduction of overhead doors was discussed.
- The need for a warm area, and the difference between that and the emergency shower (not for daily use).
- The Fire Chief explained there was no need for an explosive storage room, that a flammable cabinet would be OK.
- The Fire Chief explained his desire for movable racks for most storage needs.
- There was discussion about one common trench drain through the entire bay.
- Option 2 was favorable to give the ambulance their own space.

Offices:

- Patrol Office needs to move by the Chief and Police Supervisor offices with a locked door separating them from other parts of the building to maintain Criminal Justice Information Services (CJIS) compliance.
- Reception moving closer to the file storage

- Lobby being redesigned so fire entrance was on one side of reception and police was on the other.
- Reception should be looking at the main entrance to the building so they can see who is coming in the door.
- Chief Holland is submitting a grant for making the lobby bullet resistant to a level 3 rating.
- It was mentioned the Fire Chief and EMS Chief should have easy access to the Receptionist as well.

Fitness and Locker Rooms:

- BRD proposed two options
 - Option A – four smaller locker rooms with three unisex bathroom/shower areas.
 - Option B – male and female locker rooms with a single shower in each and toilet facilities.
- Discussion went back and forth over best option.
- Ended with the three unisex shower areas in Option A being best.
- Also, discussion around the flexibility of four small locker rooms (EMS, FIRE, Police, STAFF or Male/Female, etc.)

Sally Port:

- There was discussion about moving the holding cells and making the bottom bay the sallyport.
- BRD asked if an outside man door was needed, Chief stated nice to have if possible but not needed.

Community Space:

- It was quickly decided the Community Space Option provided was the consensus.
- Discussion was had about not needing the operable partition and a man door being enough.
- BRD asked if a commercial kitchen was needed, consensus was no, but more of a heavy duty type residential set up.

Bunk Rooms:

- It was determined that after COVID, bunk rooms should be built now.
- The Committee liked the option with two small rooms and a double ADA room.
- BRD explained that option makes for easy expansion in the future, if needed.

Andrew Martin finished the meeting by asking about the Town contacting the State about lights and curb cuts along Route 4.

The Next meeting will be November 8th. The Community Building will be being used for the election. Ed Morris Stated they will plan for the DPW building, but he will email everyone the location once set.

Meeting Adjourned at 5:15