**TOWN OF ENFIELD**

**MUNICIPAL FACILITIES ADVISORY COMMITTEE**

**DESIGN TEAM**

**MEETING MINUTES**

**May 9, 2023**

**MFAC Design Team in Attendance:** Tracy Young (online) and Reed Bergwall

**MFAC Design Team Absent:** Kim Quirk, Tate Picard, Travis Boucher

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

**Ex Officio Members in Absent:** N/A

**Town Staff in Attendance:** Kate Minshall

Called to order at 3:35 PM

Minutes of April 25 were approved by consensus.

BUSINESS

Ed Morris Started the meeting with introductions of the Committee, BreadLoaf representatives and staff.

There was discussion about the site plan and exterior of the previously designed plan. Ed Morris discussed his concern with the walkway along the South side of the building being in the path of falling snow, and his opinion that there is no need for a walk up window. He explained that he had discussed this with the staff, who agreed. The MFAC DT agreed that if staff do not see a need it does not need to be there.

Discussion continued about how far back in history do we take the building. Past MFAC members and BreadLoaf explained the discussions had in the past and that the decision was to restore the current look with square windows in the Tower and keep the front entry as it is now. The MFAC DT agreed.

The next discussion was on the roof that was ultimately decided to stay with the quoted design of asphalt shingles on the entire structure because of the concern about leakage and the continuing struggle to find contractors to repair slate.

After some discussion about the site plan Ed Morris stated he would get a topo and boundary survey completed and would get Jim Taylor to get sewer plans and water flow test data for BreadLoaf.

After the exterior concerns were addressed, Ed Morris went through staff discussions on changes. On the main floor changes focused around moving the shared office space closer to the Clerks who use the copier while working with the public, which would be better if it was closer to their workstation. The Clerks space also did not need the division of walls and a separate tax collector office. There was some discussion about making the downstairs meeting room directly ADA accessible so the office would not need to be opened for people to use it.

Ed Morris asked Shirley Green and Kate Minshall to discuss the library changes. The changes centered around moving the children’s section to the current library space and the adult collection to the new addition. This will allow a better separation of children from adults. The kitchen area in the past design should become a family bathroom and the kitchen can be moved to the room by the meeting room, since this is where it will be used. Another move would be shifting the teen area to the old portion of the building and turning the half walls into full walls with windows. The library changes discussion ended with a concern from Bread Loaf about exit distances and the possible need for a corridor to the meeting room. There was also discussion that if this is needed, that the meeting room could then be accessible outside library hours. Ed Morris stated that if this was the case the downstairs meeting room would not need to be directly accessible, but one of the two should be available without opening the entire building.

Discussion then jumped to the third floor, and centered around whether the stage should be kept or removed. Bread Loaf will investigate code issues for the stage before the committee makes any recommendation. There was then discussion about storage in the mezzanine level. Before moving forward, it was decided a tour would be in order. Ed Morris will work with BreadLoaf to schedule a tour.

Meeting adjourned at 5:01