

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

**MEETING MINUTES
July 12, 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.

RFQ/RFP Process: Mr. Morris stated that the RFQ was released and due on Monday July 18th. He asked if the committee thought we should schedule a meeting sooner than July 26th to review the submissions. After some discussion the committee decided to take the time to read through and rank the submissions and be ready to discuss their thoughts at the next regularly scheduled meeting. Tracy Young asked if the committee members should submit their ranked list to Mr. Morris before the meeting. Mr. Morris said that would be helpful if the members could have that list done prior to the next meeting.

Fire Chief Phil Neily had to leave the meeting due to a fire call.

During this discussion, Madeline Johnson asked to speak and presented to the committee the concept of modular construction for the Public Safety Building. The Committee encouraged her to send the RFQ to any company she thought would be able to design and build a facility, and the committee said they would discuss the option with whatever design build contractor that was chosen.

The committee then discussed how they would move forward with an RFP. There was a question asked by Kim Quirk at to the requirement of an RFP after the RFQ. Tracy Young and Reed Bergwall stated that we will need a way to further differentiate contractors that submit RFQ's. Mr. Morris explained that there was no legal requirement to RFP but issuing an RFP to the top three to five submissions based on experience and qualifications would help differentiate highly qualified firms. Reed Bergwall stated that an RFP is a critical step to understanding proposed contractor fee and management costs.

There was a comment made that the final contractor should have experience with efficiency and SMART technology.

Public Safety Building Discussion: Mr. Morris started the discussion asking if there were any questions or thoughts about the comments made by the two Chiefs at the last meeting. Tracy Young asked Police Chief Holland to reiterate his thoughts on the Sally Port and the discussion of a ½ to ¾ wall. The Chief reiterated that he would like a Sally port separated from another one and a half or two car garage. There was discussion about being able to use the expanded garage section to hold two other cars so three

could be out of the weather at once. Tracy stated he had been thinking and we could possibly put a garage door sideways inside to be a removable wall. The chief said that would not be needed as long as they had one bay that had a wall so if a prisoner got free, they would not be chasing them around a three gar garage.

Next the committee asked Mr. Morris to discuss the progress on the two lots being considered. Mr. Morris explained that BreadLoaf was still working on cost estimates for site preparation of both the Shaker Hill Granite site and the site Bob Lacroix has offered to donate to the Town. Mr. Morris explained that he needed to be able to explain the cost differences of site preparation and purchase costs to show overall value and costs to the taxpayers for the site chosen. Kim Quirk, Madeline Johnson, and David Beaufait agreed that being able to communicate total price would be important.

While discussing the two properties, there was discussion about the need to dig a few test holes in either property chosen to determine the ability to have a basement level and to help determine overall site costs.

Whitney Hall: There was a brief discussion about using USDA for funding the Whitney Hall project and the need to get the Architect from USDA to sign off on the conceptual design prior to releasing an RFQ for a design/build contractor. Reed Bergwall asked about relocation of staff during the Whitney Hall project. Mr. Morris Stated that if the public safety building is completed first, the Town will have three buildings in which to relocate staff if needed. Tracy Young mentioned that the contractor should be able to start the project, especially the new construction portion prior to moving staff, and possibly without needing to move them at all. Kim Quirk asked if staff was going to come in and talk with the committee like the police and fire chief did. Mr. Morris stated that staff would be attending, especially the new library director, that has some ideas that may change the design of the proposed library.

Meeting adjourned at 4:28