**TOWN OF ENFIELD**

**MUNICIPAL FACILITIES ADVISORY COMMITTEE**

**DESIGN TEAM**

**MEETING MINUTES**

**May 30, 2023**

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

**MFAC Design Team Absent:** Kim Quirk and 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 3:30 PM

BUSINESS

Ed Morris called the meeting to order. He discussed three RFQ’s that would be distributed to the MFAC in the near future for MEPF design build contractors. Ed Morris stated that these RFQ’s were going to be more general than the Public Safety Building giving some guidance, but truly asking for a design build recommendation from each contractor. The MFAC understood.

Ed Morris then stated the purpose of the meeting was to tour Whitney Hall. Tate Picard asked that the tour start outside Whitney Hall to understand the layout of the building. Breadloaf explained what the expansion footprint would look like. The tour then moved to the Town Office portion of the building. Little discussion was had as the team walked through the Town Office portion of the building. The Tour moved to the library, where Kate Minshall joined the tour. There was discussion about the library expansion and the need for space, flooring needs, and shelving. The tour then navigated to the third floor to discuss the theater space. Once on the third floor Tracy Young explained the plan put forward from the original MFAC Committee about rehabilitating the Proscenium, removing the stage and building rooms in that area, removing the mezzanine, and restoring and keeping the front room as meeting space. There was a little debate about the stage being removed, and some questions about the amount of meeting space and whether or not all this space will be used. The tour then moved to the upstairs storage area and tower. There was some discussion about how to best use the space, no decisions were made.

Before the tour ended, the MFAC moved back to the Town Offices and had a brief discussion about lowering the floor in Whitney Hall.

Meeting adjourned at 5:00 PM