**TOWN OF ENFIELD**

**MUNICIPAL FACILITIES ADVISORY COMMITTEE**

**DESIGN TEAM**

**MEETING MINUTES**

**June 6, 2023**

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

**MFAC Design Team Absent:** Kim Quirk

**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 3:31 PM

Minutes of May 23, 2023 and May 30, 2023, were approved by consensus.

BUSINESS

Ed Morris turned the meeting over to Paul Wyncoop from Bread Loaf Inc.

The initial conversation was led by John Johnson (JJ) discussing the MEPF RFP’s and the plan for all electric mechanical systems to ensure the building is net zero ready. He explained that the RFP’s are true design build RFP’s and we can get into details a little more when we get the designs and prices. JJ asked if anyone had questions. Tate Picard asked:

1. Do we want the building to be capable of a portable generator connection?

There was a brief discussion about the small generator that covers Whitney Hall now and past talk of possibly using the generator currently at the Police Department. Ed Morris stated that we should discuss whether the current police generator would be better served at Whitney Hall or the community building (our emergency shelter). He also explained that the need for generator backup at Whitney Hall was much less than the need at the Public Safety Building. This discussion will be had in the future.

1. Do we want the building to be primarily WiFi interfaced instead of hard wired data ports? If so, someone needs to determine WiFi router locations. I would recommend WiFi as the primary interface. It’s less money and easier to upgrade.

JJ stated that this RFP was written for 1-2 data ports per office, and that this is a discussion we can have with the contractor and Towns IT providers.

1. I saw something about 200 A three phase being maintained. Is that during construction, or is that the final power available?

JJ stated this may be a carryover from another project, and he will revisit the power to the building and correct the RFP.

During the MEP discussion there was talk about insulation values and how to best insulate an older structure during renovation. Reed Bergwall brought up the discussion from last week about the possibility of removing clap boards and shingles and insulating from the outside which will give us more options for increasing insulation. This discussion led to discussions about replacing windows instead of rebuilding the current windows with interior storms, and there was discussion about whether or not the LCHIP restrictions would be worth the $250,000 worth of grant money we could get. The Consensus of the committee revolved around the efficiency of updating materials to modern materials keeping the historic look may outweigh the short term gain from the grant.

Tracy Young asked if we came in from the outside, could we minimize demolition from the inside. Bread Loaf stated they would still demo the inside to run new electric and plumbing.

Paul Wyncoop updated the MFAC that Brian Douglas from North East Engineering would be the structural engineer for the project. Mike Vignole will be the civil engineer from KV Associates.

There was a brief discussion about Test Pits needing to be dug and a hazardous materials assessment completed in order to move forward. Ed Morris stated he would look to see if either of these had been completed in the recent past, before we duplicate any efforts.

Paul then turned the meeting over to Mitch Hager to discuss changes to the plans. Mitch explained a conversation he had with Kate Minshall about the Library and site lines, He then showed changes to move the bathroom and storage room, which would remove the site line barrier concern from last week. There were minimal changes to the main floor, and the third floor.

 Mitch also described the meta port scan that was completed on the building and that changes would come to the plans based on the current actual layout.

The MFAC spent some time discussing the third floor meeting space and what to do about the balcony/mezzanine area, the rooftop expanded storage option, and a little time discussing an open stairwell with lightwell up into the tower.

The Bread Loaf discussion concluded with a brief discussion about timeline which now looks like early December.

Meeting adjourned at 4:51 PM