**TOWN OF ENFIELD**

**MUNICIPAL FACILITIES ADVISORY COMMITTEE**

**DESIGN TEAM**

**MEETING MINUTES**

**July 18, 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 3:30 PM

Minutes of June 6, 2023 were approved by consensus.

BUSINESS

Ed Morris started the meeting with a brief update of what has been happening on the town side of things with both projects:

* **Whitney Hall** – The Town applied for an EECDBG grant for energy upgrades to Whitney Hall. This included heat pumps, window upgrades and insulation. We were notified this grant was not approved. I have also been working with our contractor for hazard assessment and clean up from the Shedd Street project to craft an RFP for the hazard assessment of Whitney Hall.
* **Public Safety Building** – The boundary survey has been completed and the Town is scheduled for a subdivision hearing to complete the subdivision of the Shaker Hill Granite site. We have also completed the test pits which went well, and I am currently starting work with the attorney to draft the purchase paperwork.

After the update 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. HE explained with the busy construction season, response to the RFP’s has been less than they expected. They will be extending the due date in an effort to help contractors complete the work. JJ also stated they were having difficulty getting any mechanical contractors interested and that RFP may get extended a little longer.

Fred Bellucci gave an update that civil and structural engineering was going well. He also updated the committee on possible budget increases based on the RS Mean index. He stated based on the increase from the original 2020 budget, costs are estimated to be around 6.4 Million which is more than the bond vote. After some discussion, it was reiterated that this was based off the RS Mean index and not actual costs and was meant to keep the committee thinking of ways to keep the budget down. During the initial design review the committee did decide to add a few options such as heat pumps. Fredd let the committee know that he would send out his calculations and the index, but would have better numbers at the August 1, 2023, meeting.

Ed Morris brought up the NFPA vault standard, that may be adding some cost. He stated that he asked Wendy Huntley to look into what we have stored in the current vault and to work with the state to see what actually needs to be in a vault. The answers he has received to date show nothing needs to actually be in a vault but does need to be securely stored in a locked location. This might mean we can build something similar to what we have that protects and secures the stored materials but may not actually need to meet vault standards.

Mitch discussed the scan they did of the building compared to the floor plans that were created. They did find some discrepancies and are working to adjust the floor plans accordingly. Paul then discussed the need for Geotech boring where the expansion of the structure will be located. Ed Morris will review the RFP submissions and work with Paul to award a Geotech contract.

As for scheduling for the start of construction, even with the delays Bread Loaf is still thinking the December 2023 timeframe is still viable. If there are more delays, that timeframe could get pushed back.

Breadloaf then exited the meeting.

There was a brief discussion about an email Ed Morris shared with the MFAC from Gary Hutchins. Ed Morris explained that this was shared with the committee so they had the information about Gary’s concern with using propane at the Public Safety Building, and its effects on global warming. It was further explained that this information and concerns such as this should be considered along with budget, code requirements and other information when making decisions.

The MFAC had a short conversation about inflation and the possible cost increases. A few ideas were discussed about how to possibly save some money, but it was decided for members to think about ways to save money, but that the committee would not put a lot of time and effort into this, until we have actual numbers.

Meeting adjourned at 4:20