**TOWN OF ENFIELD**

**MUNICIPAL FACILITIES ADVISORY COMMITTEE**

**DESIGN TEAM**

**MEETING MINUTES**

**August 29, 2023**

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

**MFAC Design Team Absent:** Kim Quirk and Reed Bergwall

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

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

**Staff in Attendance:** Kate Minshall

Called to order at 3:36 PM

Minutes of August 15th, 2023 were approved by consensus.

BUSINESS

Ed Morris turned the meeting over to Mitch Hagar from Bread Loaf to review the floor plans developed by Bread Loaf since the August 15th meeting which incorporates the existing elevator shaft and mechanical room. Three floor plans were proposed for the bottom, Town Office, level. After some discussion, One option was chosen for the entry and Ed Morris stated he would make adjustments to the floor plan and submit what the staff would like to see for a Town Office floor plan.

Next, there was a review of the new Library plan. During the review Tate Picard asked about the computer area and the blind spot created from the wall. Kate Minshall stated she was not concerned about the layout. Overall, Kate was happy with the new plan and thought it would be more functional than the original design.

Finally, there was a review of the top floor meeting space. There was discussion about the structural components and concerns from the structural engineer that was driving some of the changes. There was discussion about relocating the restrooms and the Secretary of the Checklist Office. There was also discussion about the structural challenges of creating the front smaller conference room, but it was decided that the committee would like to move forward with its creation. Then the conversation moved to the structural significance of the mezzanine and what could and could not be done with it, as it is a structural component of the front of the building.

Overall, the consensus was that the MFAC liked the new plans, and direction of the changes. Ed Morris will complete a floor plan by Wednesday and share that information with Bread Loaf to complete the next round of floor plans.

Breadloaf then exited the meeting.

The MFAC Committee had a brief discussion about the floor plan that staff had created. After hearing what the committee’s thoughts were, Ed Morris stated he would take those considerations and create a set of plans for Bread Loaf. He also stated he would share those plans with the MFAC.

Meeting adjourned at 4:43