

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

**MEETING MINUTES
October 11, 2022**

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

MFAC Design Team Absent: Kim Quirk and Reed Bergwall

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

Town Staff in Attendance: None

Called to order at 3:31 PM

Minutes – The minutes of September 27, 2022, were approved by consensus.

Ed Morris updated the MFAC Design Team on happenings since the MFAC Committee meeting, and shared information from Andrew Martin of Neagley and Chase (NCC).

- The soil boring RFP was developed by Black River Designs (BRD) with Engineering Ventures and with help from the Town Manager. The Town of Enfield has issued the RFP to identified bidders. In the event none of the bidders can perform the investigations per the timeline established in the RFP, the Town of Enfield may be able to use their equipment to dig test pits as an initial check on the soils.
- BRD has compared the Breadloaf prepared Floor Plan and the Program of Space needs and identified some discrepancies that require further review.
- BRD has created a new Program of Space Needs document (attached for reference) incorporating previous program square footages, needs, and comments, as well as adding the initial feedback received from the group during September 27, 2022, kick-off meeting.
- On October 5, 2022, BRD visited the Union Street Fire Station and Depot Street Ambulance building for walk-through of each building with the fire and EMS chiefs, and Ed Morris. On October 11, 2022 BRD walked through the Police Station with Police Chief Roy Holland and Ed Morris. A copy of the Program was provided so that the chiefs can provide feedback on maximum number of persons in each of the requested spaces, and any critical adjacencies required for each space. It was requested that the group work towards providing answers ASAP. BRD/NCC is available for a web-call if needed to help facilitate the process.

The Police Chief, Fire Chief, and EMS Chief will be meeting on Friday October 14, 2022, to review the program documents prepared by BRD and to create a master program sheet that can be returned to BRD/NCC.

- NCC is preparing a draft of the AIA A141 Agreement between Owner and Design-Builder, and will forward the draft on Tuesday, October 10, 2022, for review.

Andrew Hatch - After the project update, Ed Morris Introduced Andrew Hatch from the Resilient Building Group to discuss his work with the NH Saves program and how he could be involved with the project if the Design Team would like to take advantage of the services his company provides, at no cost to the Town. Andrew explained that NH Saves and Liberty Utilities has a new building program that would possibly be beneficial for the new public safety building project, and since he was invited to attend these meetings by Ed Morris prior to a completed design, he can help the committee make decisions that may qualify us for rebates and cost savings. After the presentation the MFAC Design Team decided that it would be good to have Andrew help with the project and asked Ed Morris to discuss this with NCC/BRD.

RFQ/RFP Process Review – Ed Morris led a conversation about the RFQ/RFP process used for the public safety building. He asked if there were any changes the team thought should be made prior to the start of the process for the Whitney Hall project. The team was satisfied with how the last process went and recommended the Town Manager prepare similar documents and process details to be submitted to USDA for review.

Meeting Adjourned at 4:44