

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

**MEETING MINUTES
November 8, 2022**

MFAC Design Team in Attendance: Tracy Young, Tate Picard, and Kim Quirk

MFAC Design Team Absent: Reed Bergwall and Travis Boucher

Ex Officio Members in Attendance: Ed Morris, Town Manager

Ex Officio Members in Absent: Shirley Green, Library Trustee

Town Staff in Attendance: Police Chief Roy Holland, Ems Chief Richard Martin, and Fire Chief Phil Neily

Called to order at 3:31 PM

Minutes – The minutes of October 25, 2022, were approved by consensus.

Ed Morris turned the meeting over to Polly Wheeler from Black River Designs.

1. Project Schedule:

- As previously noted, critical to maintaining the design progression will be the receipt of the site survey and topo information.

2. Site:

- Survey: Pathways provided initial Site Plan to Design Team on 10.28.22, with Topo information dated 1.4.07. Town of Enfield has been in contact with Pathways to push schedule for updated survey, topo, existing conditions, and utilities installed since 2007.
- Soil Borings: SW Cole to be on-site Week of 12.09.22. BRD contacted EVI regarding test pits in advance of borings. EVI noted limited value from a structural standpoint and recommended to wait for the soil borings to be completed.

3. Review Of Preliminary Floor Plan Options:

The Committee reviewed 6 floor plan options. Below are the notes from that discussion.

- BRD distributed and reviewed for input from the group, 6 “Floor Plan/Site Options” dated November 8, 2022.

- The layout/floor plans for Options #2 and Option #3 were most preferred by the group of the options presented. Option #2 utilizes a single-story floor plan with adjacent drive through Apparatus Bays. Option #3 utilizes a two-story floor plan, with the same drive through Apparatus Bays.
- NCC to provide a rough order of percentage comparison of the two-story vs. single-story options in an effort to focus/facilitate the design direction.
- Input/responses from the group's review of the design aspects of the 6 options were as follows:

Positive responses -

- Community room windows visible from route 4 (Options 2,3,4).
- Assumption of flat roof – keep snow on roof, allows for more solar panels on roof.
- 2-story option – like the visual impact, compactness on site. Concerned about cost of elevator (LULA was discussed, but a standard elevator is preferred).
- Courtyard – concerns about cost, maintenance, future infill.
- Angled plan (Option 4) – liked concept but too tight on site, consider 2 story with similar layout.
- Separate employee entrance near employee parking.
- Fire/EMS parking near apparatus bay door.

Negative responses -

- Hiding the building in the slope (Option 6) – want more visibility.
- Too much site coverage (Option 4)
- Lack of drive-through bays and large site coverage (Option 6).
- Hard separation of Fire/EMS and Police with no “back way” connection (Option 5).

4. Review And Input on Preliminary Site Plan Options:

- “Front” of the facility should face Route 4.
- Location of main entrance would be ideally visible from Route 4, and from public parking.
- Parking preferred on side of the facility (ideally east) vs. the front of the facility so as not to block the “wow” factor from Route 4.
- Public traffic should not cross Apparatus Bays & Truck Apron.
- Direct access to Route 4 is required.

Next Meeting Date/Time: Tuesday, November 22, 2022, at 3:30pm. The meeting will be held in the Public Works Building at 74 Lockhaven Road.

Meeting Adjourned at 5:15