

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

**MEETING MINUTES  
MAY 23, 2022**

**MFAC Design Team in Attendance:**

Tracy Young, Kim Quirk, Tate Picard, Reed Bergwall, and Travis Boucher

**Ex Officio Members in Attendance Staff:**

Ed Morris, Town Manager and Shirley Green, Library Trustees

**MFAC Introduction** – Mr. Morris explained the purpose of the MFAC Design Team was to be an advisory committee to the Town Manager, through the selection of a contractor/contractors and final design phase of the upcoming building projects. After completion of the final design, the Design Team will be disbanded and Mr. Morris and his designees, which may be a member or two of the Design Team will complete the construction project.

**MFAC Team Introductions** – Each Member of the team introduced themselves and gave a brief background of their experience in the realm of construction, building design and project management.

- *Tracy Young*- 30+ years of construction/facility management experience and past member of the MFAC Committee
- *Travis Boucher* – Many years' experience with electrical design both on the engineering and construction side of the business, experience in energy efficiency and SMART building systems.
- *Tate Picard* – Longtime resident of Enfield with electrical engineering background. Worked on the Mascoma High School project.
- *Reed Bergwall*- Long time project manager for Dartmouth who has overseen many building projects. Also worked in the project management field for other colleges in the past. Understands how to work with architects, engineers, and contractors to ensure projects stay on budget.
- *Kim Quirk* – 12 year resident that owned an energy efficiency and renewable energy company. Now works with Revision Energy and can lend her expertise in providing energy efficient buildings to minimize long-term costs.
- *Ed Morris* – Town Manager who has experience working on multiple projects from a government perspective. Understands the procurement rules and other government regulations that we will need to follow, especially as we use Federal Funds. Also has a 18+ years in the fire and emergency medical services, and can lend ideas to help with the design of the public safety facility.
- *Shirley Green*- Worked on library expansion since 2006. She is the current chair of the Library Trustees and a past member of the MFAC Committee.

### **Where we are at now:**

- **Financing** – Mr. Morris explained what he has been working on in regard to funding for the two projects. He has been working with Mascoma Bank, the Town's bond counsel, the NH Bond Bank, and USDA to determine the best funding for the two projects. Mr. Morris explained the need to move quickly in the interest rate situation we are in, and the cost of even a small interest rate increase. Mr. explained that he made the decision to use Mascoma Bank for the entire \$7,259,066 loan for the Public Safety Building, and USDA for the \$5,802,150 with Mascoma Bank providing the short term financing needed for this loan.
- **Land Purchase** – Mr. Morris continues to receive calls about property that may be able to be used for the public safety building. He explained that he will continue to look at each property, but so far, the purchase price along with the estimated site preparation costs exceeded the estimated costs at the Shaker Valley Granite site. Mr. Morris explained that water/sewer and three phase power along with a road for access already exists at the Shaker Valley site. Tracy young explained many of the other sites questioned and what the original MFAC Committee studied for sites.

**Timeline** – Mr. Morris explained that he felt building the Public Safety first was his plan, since this would allow for space to be opened up to relocate Town personnel and the library during the renovation and expansion of Whitney Hall. There was some discussion about options of doing the projects simultaneously.

**RFP** – Mr. Morris explained that the first item of business will be to DRAFT an RFP or RFQ for a design build company or companies to help with the final design and construction of the buildings. Mr. Morris explained why he thought it would be best to release an RFQ to qualify companies prior to asking for pricing and getting details to help the committee decide on firms to complete the project. Tracy Young explained the process from before and some reasons why BreadLoaf was chosen for the conceptual design. Mr. Morris passed out the RFQ from Bristol's public safety facility project for the Design Team to review before the next meeting.

**Future Meetings** – After some discussion it was decided for the MFAC Design Team to meet every 2<sup>nd</sup> and 4<sup>th</sup> Tuesday at 3:30. The location may rotate around. Mr. Morris stated he would look at scheduling the next meeting and would let everyone know when and where.