

**TOWN OF ENFIELD
MUNICIPAL FACILITIES ADVISORY COMMITTEE**

MEETING MINUTES OF DECEMBER 9, 2019

Present: Tracy Young, Mark Tarantelli, Shirley Green, Erik Russell, Jean Patten, Maynard Southard

Guests: Ryan Aylesworth, Alisa Bonnette, John Dale of Bread Loaf Architects, Fred Bellucci of Bread Loaf Architects, Steve Patten, Dr. David Beaufait, Melissa Hutson, Dan Kiley, Roy Holland, Bob Cusick, Phil Neily, Celie Auferio, Nancy Smith, Dominic Albanese, Gary Hutchins, Tim Lenihan (5:04pm), Francine Lozeau (5:24)

Excused: Rob West, Phil Shipman

Call to Order

The meeting was called to order at 4:00 PM.

Review and Approve Meeting Minutes –November 19, 2019

Mr. Young proposed the following updates to the minutes:

- In the section of “Proposed Safety Facility...” noted as ‘Changing funding capabilities of the USDA have removed grant possibilities as an option, but loan possibilities remain.’
- ‘Mr. Shipman expressed sentiment that he *personally*...’
- ‘...town needs to borrow more money due to changing availability in grant dollars, *then* he would support...’

Ms. Green made a motion to approve the minutes as amended; Ms. Patten second. Vote unanimous in favor of the motion (6-0)

Mr. Young noted that Mr. Shipman expressed the Committees duties very well in the closing statement of the November 19th minutes.

Presentation and discussion of Bread Loaf’s latest conceptual designs

The meeting began with the introduction of Mr. Dale and Mr. Bellucci of Bread Loaf architects.

Mr. Dale reviewed a proposal for the layout of Whitney Hall building which included an addition to the first and second floor, as well as renovations to all three floors of the building, equaling 16,000 square feet of space (9,600 existing space, 7,000 new). He noted that not all details were finalized as seen on the proposed lay out and that there was room to move things as necessary going forward.

Details included:

First Floor for Municipal Offices:

- Assumes that the food pantry could potentially be moved to the lower level of the current police station with ground level access and a garage bay.

- Added windows on the West side of the building to get more light into the lobby area and offices
- Columns would be removed from the existing space
- The floor would be lowered by 18 inches, which creates more ceiling height for the existing area, as well as the addition.
- The layout included municipal offices, a new vault, a mechanical room, and a library work room.

Second Floor for the Library:

- 6,500 square feet; open floor plan
- Includes library offices
- Taller stacks around the outside, smaller stacks around the middle
- Included adult, kids, and teen areas
- 2x2 acoustical ceiling
- Partially framed with steel columns and slab on the second floor due to the weight of the stacks

Third Floor Conference Room:

- 1,600 square foot room
- Included two additional conference rooms – one at the front of the building where stained-glass windows are located, and one near the rear of the third floor, where the stage is.
- Storage room for tables and chairs
- Small kitchen
- History storage area

Addition notes for renovations:

- Bread Loaf noted that the goal was to maintain the windows and the window trim in the current structure and to install custom storm windows on inside to remain aesthetic outside. The current windows would be scraped and repainted.
- Steel studs
- New lighting and electrical
- The addition siding would be a painted hardy plank siding to be compatible with existing building
- Addition would be a similar appearance to original building but not exactly the same
- Mechanical system would be blown air for heating/cooling; a heat pump-based system which is energy efficient
- The addition would have asphalt singles
- Spray foam insulation on the old portion of the building
- Rigid insulation on the outside and non-foam on the inside – which increases the ‘R’ value
- Dig around building and add drainage
- Bread Loaf explained that the first floor would be lowered 18 inches to provide head room for duct work and other utility needs to run through the ceiling.

- It was also noted that there would need to be a ten to twelve-inch concrete ceiling on the vault.
- Mr. Dale noted that the addition and renovations will require the building to be connected to three phase power due to the size of the building. Bread Loaf assessed that the shortest distance to connect to three phase power would be heading South on Main Street, towards High Street.
- There would be layers between the floors to help with sound proofing

Mr. Young inquired as to if there would be any changes to the front of the building and if it could be made handicap accessible.

The Committee and Bread Loaf discussed details of the current front porch and if the front entrance could be made handicap accessible.

Mrs. Patten inquired as to what would be done with the food pantry if a safety complex were not to be constructed and allow space for the pantry to move over to the current police department space.

Mr. Aylesworth noted that the police station was not the only possible option and that it would be taken into consideration moving forward.

Mr. Bellucci presented the Committee and members of the public with a project budget sheet that reflected information for Whitney Hall addition and renovations, as well as a separate break down for a safety complex. He then went on to explain the costs associated and how the estimated was developed. He acknowledged that the layout, even if it is not the final lay out, was important to use to get a cost estimate.

Mr. Bellucci noted that the information included construction work broken down into categories, including a break down of the subcontracting that would occur. He also noted that there was a section where items were listed individually so that it was clear where costs were being allocated to, which would also allow for suggestions to add or subtract to the line item. In addition, Mr. Bellucci state that the proposed costs did not include the purchase or development of the land where the building would be located. He noted that conceptual design costs, once agreed and signed, would carry a 10% contingency.

Mr. Bellucci made note that there was a risk that the existing structure of Whitney Hall would need reinforcing, which was included in the proposal. He noted that the current structure seems sound, but through their experience they understand that structural reinforcing may be necessary, which is why it was included.

Mr. Aylesworth inquired as to if, now having the benefit of detailed cost estimates for Whitney Hall renovation and expansion, there was any reason to think that it would be more cost-effective to renovate and expand the current police station for conversion to municipal offices.

Bread Loaf confirmed that renovating one building is the way to go, rather than renovating two buildings because of the inherent economies of scale and the ability to share utilities and certain common spaces.

Mr. Southard asked if the current elevator in Whitney Hall was an issue which warranted a new elevator.

Bread Loaf noted that the current elevator is up to code, but it runs on a single phase. In doing further research, they noted that they have found it to be a controversial topic as to what impact the phasing has on operational capacity.

Mr. Aylesworth inquired if there were any particular areas of estimated cost within the proposed budget that could be significantly reduced if certain assumptions were changed.

Mr. Bellucci reviewed specific details which could vary in cost, including the windows which were estimated at \$2,000 per window, however the cost ranges from \$500 to \$4,000 per window depending on options available. He noted that there are also options as to what kind of windows would be put in the addition as some windows could cost less, but would not match the current windows as well.

Mr. Bellucci noted that the proposed budget was based off of conversations during the drafting process and could be updated during the contracting phase – but he noted that changes during the contracting process could impact the overall price.

Mr. Patten inquired about the depth of digging out the current floor of Whitney Hall and what the process would be.

Mr. Bellucci noted that contractors would take sections of slab out 1/3 at a time. He stated that he has completed similar projects of removing stonework in sections and setting new slab, which is what he utilized to estimate the cost for that portion of the project.

Mr. Bellucci and Mr. Dale noted a section of the proposal which include a break down list of needs for site contractors. They stated that local contractors are preferred and that each project is an open bid. They noted that their goal is to get three competitive bids on each trade and that they review all of the bids with the town prior to making a selection.

Mr. Dale noted that Bread Loaf hires structural engineers who work under Bread Loaf to complete the construction documents.

Mr. Cusick asked the Bread Loaf representatives how many jobs are coming in within the proposed pricing.

Mr. Bellucci stated that Bread Loaf has completed \$30 million in design-build projects in 2019 and all current projects are on track for the proposed budget. He stated that in the \$3-400 millions of work that have been completed over his years he has worked with Bread Loaf, many projects come in about 1-2% under.

Bread Loaf then discussed site plans for a safety complex; with a hypothetical location of 492 Rte. 4A, (assuming the site is flat and can accommodate necessary parking):

- Wood frame around the perimeter with wood trusses
- Interior walls switched to metal studs (more economical)
- Apparatus bays would be made of concrete blocks
- Cells, armory, and evidence are all constructed of concrete blocks, where as the rest would be drywall.
- Sally port made of bullet proof walls
- Flooring in the Sally port/booking/cells for PD is epoxy which is durable
- Lockers – two sets of locker rooms, plus lockers for firefighting gear near apparatus bays
- Asphalt shingle roof
- Insulation on outside and in stud cavity, insulate flat on the bottom of the truss
- 30x30 space in roof reserved for mechanical equipment

Mr. Lenihan inquired as to if current tools in use by the police department, such as cages or bars for hand cuffs, could be used in the new facility to cut down costs.

It was noted that while Bread Loaf will try to reuse any items possible but that it would depend on if they were available to extract during the construction of the complex. They noted that if the current PD is still in use then it would be challenging to relocate the materials if they were still actively in use.

A member of the public inquired as to where the pricing on lockers is coming from.

Bread Loaf noted there are six locker rooms in the current lay out when you factor in the need for both male and female lockers and that both the Police Department and Fire/Ambulance Departments would have separate locker facilities, and that space needs were informed by information provided by emergency services department heads.

Mr. Bellucci added that the quotes for the lockers come from previous work they have done with regard to emergency services. He noted that they have a higher cost because the lockers are specialty lockers which are built larger to properly accommodate uniforms and equipment.

A resident inquired if the plans were anywhere near net zero capable. They noted that many local municipalities are striving for net zero and inquired as to if that was being considered at this time.

Bread Loaf noted that it would be possible to incorporate plans for solar panels and other considerations such as building for being LEED certified; however, these are all separate processes that typically come after the design phase is finalized. They noted that once the design process is completed it will give adequate information to assess the needs and abilities to serve a net zero facility. They also noted that being LEED certified is a different process than net zero and has different requirements. Mr. Bellucci added that the R-value, or the insulation of the facility, is also an important factor in assessing its efficiency.

Discussion of Issues Regarding Potential Site for Public Safety Facility

Mr. Aylesworth made a motion to go into nonpublic session pursuant to RSA 91-A Section D, with regard to the sale or lease of real property. Mr. Tarantelli seconded. A roll call vote was taken to enter non-public session at 5:49 PM. Each Committee member stated their name and approval of the motion. Vote unanimous in favor of the motion (6-0).

Mr. Aylesworth made a motion to come out of nonpublic session at 6:15pm. A roll call vote was made to exit non-public session. Ms. Patten Seconded. Each Committee member stated their name and approval of the motion. Vote unanimous in favor of motion (6-0).

Other Business

Next Meeting: Monday December 16, 2019 @ 4:00 PM (DPW Facility)

Adjournment

Mr. Aylesworth made a motion to adjourn the meeting at 6:18pm. Ms. Patten seconded. Vote unanimous in favor of the motion. (6-0)

The meeting was adjourned at 6:18 pm.