

**TOWN OF ENFIELD
MUNICIPAL FACILITIES ADVISORY COMMITTEE**

MEETING MINUTES OF DECEMBER 16, 2019

Present: Phil Shipman, Tracy Young, Mark Tarantelli, Shirley Green, Erik Russell, Rob West, Jean Patten, Maynard Southard, Ryan Aylesworth (Town Manager)

Administrative Staff: Alisa Bonnette (Assistant Town Manager); Emily Curtis, recording secretary

Guests: John Dale (Bread Loaf Architects), Dominic Albanese (Chair; Board of Library Trustees); Gary Hutchins, Daniel Kiley, Charles Clark, Meredith Smith (Selectman); John Kluge (Selectman); Katherine Stewart (Selectman); Roy Holland (Police Chief); Dr. David Beaufait; Bob Cusick

Call to Order

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

Review and Approve Meeting Minutes –December 9, 2019

Mr. Shipman requested the following amendments be made to the minutes:

- The date on top of the non-public minutes should be corrected to December 9, 2019.
- On page 5, second sentence in the second paragraph should state: ‘...then it would be challenging to relocate the materials...’

Mr. Young made a motion to accept the minutes as amended. Ms. Green seconded. Vote unanimous in favor of the motion (7-0). Mr. West abstained.

Ms. Patten made a motion to accept the non-public minutes as printed. Mr. Young seconded. Vote unanimous in favor of the motion (7-0). Mr. West abstained.

Mr. Aylesworth made a motion that the non-public minutes of the December 9th 2019 session be sealed. Mr. Southard seconded. Vote unanimous in favor of the motion (8-0).

Presentation and discussion of Bread Loaf’s latest conceptual designs

Mr. Dale of Bread Loaf Architects presented a third iteration of possibilities for Whitney Hall which included:

- Expansion of the first floor, while keeping the current elevator/stair/bathroom footprints. They would each be refurbished, but located in the same space it currently occupies. It would include space for a conference room, a kitchen, town offices – including land use, building inspector, as well as the assessor, and lobby windows for the town clerk and tax collector. It would include a new vault, with public and staff bathrooms, and space for files. There would be a conference room located on an exterior area that could be utilized by the public and be locked off from the town offices.
- A renovation of the second and third floors (no addition to the second floor), which would both be dedicated library space. Each floor would be roughly 3,300 square feet, totaling 6,600 square feet of dedicated library space between the two floors. The third

floor would become a large reading room with a conference room in the front. The space would be fully renovated to the studs, while preserving the trim.

Mr. Dale explained that the new iteration reduces the size of the addition by 1,650 square feet relative to the first iteration, which had included an addition to the second floor as well. The estimated costs savings is a little less than \$500,000 when considering construction costs as well as a reduction in the architectural and engineering fees involved in the project. This would bring the total project cost for Whitney Hall from \$4.6 million down to an estimated \$4.1 million.

Mr. Russell inquired if there would be adequate space in the meeting room to utilize for voting.

Mr. Dale noted that he would be happy to meet with the group responsible for running the town polls to verify necessary details and verify what would work within the proposed space. That said, he believed the space would prove adequate when you take into account the generous hallway area that could be used for voter registration.

Dr. Beaufait noted that requirements state that there should be one booth available for every 125 voters.

The Committee discussed details regarding the number of current registered voters, as well as details regarding federal and state elections, and concerns for utilizing the third floor as a polling station.

The Committee acknowledged that the third iteration would not allow for a continuation of use for theatre space on the third floor.

Mr. Aylesworth noted that previous concepts made it possible for the theatre to still utilize the space.

Mr. Young inquired if the third iteration included lowering the existing floor as previous iterations had.

Mr. Dale confirmed that the third iteration did not include lowering the basement floor which contributed to cost savings on the project. He noted that lowering the slab was going to cost roughly \$50,000 on the previous project.

Ms. Patten inquired if any other previous plans for the library have been considered when coming up with the new drawings.

Mr. Dale confirmed that Bread Loaf reviewed previous proposals for the library that were developed in the mid-2000s. He noted that the third iteration of possibilities for Whitney Hall focused on cutting down costs from previous iterations prepared by Bread Loaf.

Mr. Albanese noted to the Committee and Bread Loaf that the third iteration does not address complaints about the library being easily accessible for children as well as elderly residents. He added that a second floor also could increase budgetary costs based off of needing additional staff members. He added that there would be no space for the theatre, and stated concerns for the acoustics for the room on the third floor.

Mr. Dale noted that the third floor would be ideal as an adult reading room, which would naturally be a quieter space, and keep the younger residents and main foot traffic in the second floor. He stated he believed the room would be acoustically suitable for quiet activities as it is.

Ms. Green inquired if there would be an area for history storage.

Mr. Dale noted that there was no specific space allocated in the drawings, but he anticipated there would be space in the first floor for storage.

Mr. Albanese inquired as to if the town could potentially add a second floor on top of the first-floor addition in the future.

It was noted by several Committee members that there would be very limited capacity for further vertical expansion.

Ms. Green noted that if it is found necessary to adapt the plans to accommodate voting areas, which in turn would add costs, then it is possible the third iteration would not end up saving money at all.

Mr. Albanese added that if it was decided not to dig the floor and update the elevator, then perhaps the building would not be serving the '50-year building' goal that has been set forth.

Mr. Russell added that if the plans also incorporated a third floor to the library then it would be fair to assume the elevator usage would increase.

Mr. Dale noted that the cost to replace stair and elevator from scratch would be an estimated \$200,000.

Mr. Dale added that it is necessary to update the building to three phase power based off of the mechanical needs for any renovations, regardless if the elevator is updated or not.

The Committee discussed details of the elevator in the third iteration including which direction it faces in the lobby and potential issues with accessibility. The Committee also discussed different aspects of presenting residents with a \$4.1million project, which had costs pre-cut and leaving elements not updated, versus a \$4.6million project and having all systems upgraded.

Mr. Shipman noted that it would be important to relay that library contributions and historic grants would be sought after to assist with the costs associated with the project. Mr. Aylesworth noted that there are different matching grants available that would definitely be considered to apply for.

Mr. Albanese added that the Library Trustees would still look for another \$250-500,000 to assist.

Mr. Aylesworth, the Committee, and members present discussed details of how warrant articles would be worded with regard to how much in non-municipal funds would be raised prior to the borrowing of funds for the completion of the project.

Mr. Shipman noted that after previous meetings and discussion of the third iteration, that there appeared to be a preference for the previous Whitney Hall designs.

Mr. Russell stated that he appreciated the efforts of Bread Loaf to prepare the third iteration and noted that it was necessary to be a part of the process and acknowledged that previous iterations had better addressed all the needs; the new one loses flexibility and functionality of space and value.

Mr. Shipman inquired as to what the next steps were.

Mr. Dale noted that when the firm got authorization to move forward with a specific schematic, they could move on to doing three dimensional drawings and more specific aspects of the layout.

Mr. West made a motion to shelf sketch B as presented. Mr. Tarantelli seconded. Vote unanimous in favor of the motion (8-0).

Mr. Young noted that the layout from the December 9th meeting should move on to the next step, which includes the model phase as well as looking at exterior development. The Committee unanimously agreed with Mr. Young.

The Committee discussed the desire to have a single floor for the library.

Mr. Aylesworth has reached out to the Executive Director of Friends of Mascoma to open a discussion regarding access of the Food Pantry and how it would be accessed by the public.

Mr. Cusick, who is also very active with Friends of Mascoma, noted that the Committee should consider the sale of at least three town assets, including the Union Street fire station, the Shedd Street property, and the current police station. He noted that they could produce income that could potentially reduce the cost to proposed construction projects.

Discussion of Issues Regarding Potential Site for Public Safety Facility

Mr. Dale noted that Bread Loaf has been waiting to see what will happen with the site prior to making further changes. He added that some sites could offer potential for considering a two-story structure, while others may be able to keep the same footprint as the current proposal.

Mr. Aylesworth noted that the parcel which was of interest was located in the flood way and would require four feet of fill, in addition to other adaptations of the land, which present significant challenges.

Mr. Young noted that the plan Mr. Dale presented previously met the needs as expressed by fire and ambulance, and perhaps in a different location it would be worth pursuing.

Mr. Aylesworth noted that Canaan started with a fire station, then later added ambulance and police facilities. He added that Canaan's emergency services facility is roughly 13,000 square feet, which he has been told is adequate for current needs, but does not allow room for further growth.

Chief Holland spoke with Chief Frank (Canaan's Police Chief) and was told their present facility works for what they have, but the flow of the space is not ideal. He noted that the PD was built in 2002 behind the fire department and that it cost \$500,000 to join the buildings together. The design is somewhat choppy and you can tell it was built in piecemeal fashion.

The Committee discussed different approaches to projects, such as building a facility for one department and adding on later, as Canaan did, and building for a larger capacity as Sunapee did. The pricing ranged from \$1.26 million (not adjusted for inflation) for the Canaan projects to \$3.3million (2007) for the Sunapee project. It was noted that of all the visits and research performed by the Committee, that they had not come across a public safety facility project completed in the last 10 years that cost under \$3 million.

Mr. Cusick noted that the Committee has done a wonderful job, and that Bread Loaf has done excellent work with their preparations. He added that it may be a disservice to throw it together too quickly to get it into the upcoming town meeting. He suggested having more planning time and having a separate town meeting for the project.

Mr. Shipman noted that the Committee was putting in a lot of work to the project and that he appreciated that to be acknowledged. He added that while the Committee had set a goal to present recommendations to the Select board as of December 16th, they delayed the presentation to be sure they take the time necessary to do the process due diligence.

Mr. Aylesworth noted that there would be two separate warrant articles and two separate votes.

The Committee discussed the timeline for presentation to residents and the merits of presenting the projects together at one Town Meeting vs. splitting them up and presenting them over the course of two

separate Town Meetings. The committee also discussed the merits of two separate warrant articles that would be acted upon within the same Town meeting.

Mr. Hutchins encouraged the Committee to take strong consideration for making the buildings net zero and having the capacity to support electric vehicles.

Ms. Stewart noted that the Energy Committee could be of assistance to the process and grant potential could also be examined for cost savings.

Other Business

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. Shipman seconded. A roll call vote was taken to enter non-public session at 5:25 PM. Each Committee member stated their name and approval of the motion. Vote unanimous in favor of the motion (8-0).

The Committee invited appropriate public officials to attend the non-public session. Kate Stewart, Selectmen; John Kluge, Selectmen; Meredith Smith, Selectmen; Francine Lozo, Library Trustee; Dominic Albanese, Library Trustee; Roy Holland, Chief of Police; Alisa Bonnette, Assistant Town Manager.

Mr. Aylesworth made a motion to exit nonpublic session. Mr. Tarantelli seconded. A roll call vote was taken to exit non-public session at 5:55 PM. Each Committee member stated their name and approval of the motion. Vote unanimous in favor of the motion (8-0).

Next Meeting: Mr. Aylesworth will send an e-mail to confirm if the meeting will take place on Wednesday 8th or Thursday 9th at 6:30 PM

Mr. Aylesworth made a motion to seal the minutes from the nonpublic session held. Mr. West Seconded.

Mr. Aylesworth made a motion to adjourn the meeting at 5:56pm. Mr. Tarantelli seconded. Vote unanimous in favor of the motion (8-0).

Adjournment

The meeting adjourned at 5:56pm.