

**TOWN OF ENFIELD
MUNICIPAL FACILITIES ADVISORY COMMITTEE**

MEETING MINUTES OF JANUARY 13, 2020

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

Excused: Jean Patten

Guests: Emily Curtis, recording secretary; Dominic Albanese (Chair; Board of Library Trustees); Francine Lozeau, (member, Board of Library Trustees) Daniel Kiley, Charles Clark, Carol Cusick, Bill Coons (Director, Shaker Bridge Theatre), Dr. David Beaufait

Call to Order

The meeting was called to order at 5:00 pm.

Review and Approve Meeting Minutes –December 16, 2019

Mr. Tarantelli made a motion to accept the minutes as printed. Ms. Green seconded. Vote unanimous in favor of the motion (7-0).

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

Mr. Southard made a motion that the non-public minutes of the December 16, 2019 session be sealed. Mr. Aylesworth seconded. Vote unanimous in favor of the motion (7-0).

Bread Loaf Architect Update

Mr. Shipman acknowledged that the architect working with the committee, John Dale, had passed away since the meeting on December 16, 2019. He added that Mr. Dale showed dedication to the project, including driving through inclement weather to attend the meetings and never rushing through the details he presented to the Committee. His commitment to his work was clear, and his work on the project is greatly appreciated.

Mr. Young made a motion that the Committee send a letter to Bread Loaf to acknowledge Mr. Dale's outstanding service and extend their gratitude for his effort on the MFAC project. Mr. Shipman seconded. Vote unanimous in favor of the motion (7-0).

Discussion with Bill Coons (Director, Shaker Bridge Theatre)

The meeting opened with a discussion regarding the Shaker Bridge Theatre and its future in the Whitney Hall Building. The Committee invited Mr. Bill Coons, the Director of Shaker Bridge Theatre, to come and speak to the Committee regarding his current use of the third floor in Whitney Hall and what future space might be necessary for theatre productions.

Mr. Coons explained that he typically runs five productions each calendar year, and explained that each production involves twelve performances. He described why the theatre was of importance to the town, including drawing over 4,000 people throughout the year to see the productions.

The Committee asked questions regarding the running and use of the theatre space.

Mr. Coons noted that the current space is about 42' by 42', which is slightly less than the ideal, which would be more like 44' by 44'. He noted that it would be necessary to have space for the storage of lumber, props, and lighting as well. In particular, a large space would be necessary to store the platforms which currently serve as the performance area as they are each 3 feet by 20 feet, and there are eight total pieces.

The Committee discussed the idea of having a space that would be dedicated to the town, such as a meeting space, that could be open to theatre use. Mr. Coons noted that some elements would be difficult to take down every evening to clear the space, especially close to productions. He added that the schedules for the town and theatre may overlap, noting that the theatre schedule is determined a year in advance. He also noted that there are times when construction of the props or set are necessary, which requires time and space as well. It was noted that anything taking place in the potentially shared space would be subject to the theatre schedule based on space and production needs.

The Committee discussed the desire to find a way to accommodate town and resident needs; but also meet the needs of the theatre at the same time. It was asked if there was some way to accommodate theatre storage year-round outside of the building and bring the materials in as needed. Mr. Coons noted that presented a very difficult situation for transportation of supplies, as well as a higher cost for production to have to pay for storage off site.

It was acknowledged that the goal is to have town needs, such as meeting space, with community wants, such as the theatre.

Mr. Shipman inquired specifically about theatre finances and noted that if the theatre is truly valued, are there funds available to provide support to the town to accommodate some of the theatre needs.

Mr. Coons noted that the theatre needs 3-phase power in the third floor, and that a pipe grid should be hung from the ceiling for lighting. It was noted that perhaps the theatre should raise money to do that with a capital campaign.

Mr. Albanese acknowledged that, from listening to Mr. Coons, that the theatre must have some kind of footprint 365 days a year, plus storage/construction space.

Mr. Tarantelli inquired as to the ticket cost to attend a production. Mr. Coons noted that the top price ticket is \$35.

It was noted that, if the project was approved, the building will be unusable for a year based off of the time to renovate. The Committee inquired as to what impact would have. Mr. Coons noted that he was unsure as to how he would handle that.

It was noted by a Committee member that library operations, town offices, and the theatre would all be displaced if Whitney Hall was renovated. It was added that it is possible Bread Loaf has thought about potential solutions, but we haven't spoken with them yet.

Mr. Coons indicated that the theatre had looked for other space to use in the past for productions. Mr. Southard inquired as to what Mr. Coons was looking for that is an improvement over the current space?

Mr. Coons stated that the amount of space, accommodations for the lighting system, and location have all been factors in his searches.

It was stated that perhaps the Enfield Center Meeting Hall might be worth a look for use of space. While it would require work to be in condition for use, it may provide the dedicated space necessary for operation.

The Committee noted that, if the town invested in the space to accommodate the theatre, they would like reassurance that there would be a successor to keep the theatre going when Mr. Coons was ready to step down. Mr. Coons informed the Committee that he is already in the process of finding a successor for the Shaker Bridge Theatre.

Discussion with Eula Kozma (Executive Director, Friends of Mascoma)

After the discussion with regard to Shaker Bridge Theatre, the Committee discussed space for the Friends of Mascoma food pantry with Ms. Kozma. Mr. Shipman asked what an ideal space for FOM needs might look like.

Ms. Kozma noted that access to refrigeration, storage space, and having a space that can help in avoiding interference with municipal operations, would all be beneficial. She added that there are currently two refrigerators and freezers in the pavilion at Huse Park which is where food is stored and brought over to the Whitney Hall building on a scheduled basis. Ideally, FOM would have an 80-100 square foot space to operate the food shelf.

Ms. Cusick noted that in 2019, the pantry located at the Enfield town offices had 640 household visits. It was noted that the entire FOM food shelf operation had 2,006 household visits, which included households from five towns, including Enfield and Canaan.

It was noted to the Committee that when the food shelf is operating, there are concerns for the safety of Town Office property, as well as the safety of FOM volunteers. It was specifically noted that the volunteers need to feel safe.

Mr. Aylesworth noted that if the police occupied another facility and the current police building was updated to operational needs that perhaps the pantry could benefit from having direct access to the parking lot from lower level of the building.

Ms. Cusick asked Officer Luke to show her the basement area, which had been previously suggested as space for their program. She noted it's a usable space and definitely provides more space than they have now. She added that it would have to be ADA compliant and inquired as to what other people would be present in the building, and how the upper floor would be utilized.

Mr. Southard inquired about how the Canaan food shelf location deals with issues of safety and security. It was noted that there is typically someone else in the building at all times.

The Committee also discussed the possibility of having the town Welfare Department in the same building. It was added that due to current space issues in Whitney Hall, the Welfare Agents office was moved to the DPW building. The Committee inquired if there might be some type of complimentary programming that might occur within the same building if the basement of the current police station was adapted for the food shelf. FOM representatives noted that there were no programs that they would consider at this time, and confirmed they did not desire space for cooking or preparing foods.

BREAD LOAF

Mr. Young inquired as to if Bread Loaf is looking for further information from the Committee or if they are set to prepare models based on most recent discussions.

Mr. Aylesworth noted that, in light of Mr. Dale's passing, Bread Loaf will be assigning a new lead architect to the project. He noted the importance of their process to find a new architect and stated he believes, based off of previous conversations with Mr. Dale, that the next steps for the Whitney Hall project will be to prepare three dimensional models of the desired layout to present to the Committee.

WARRANT ARTICLES

The Committee then moved on to discuss warrant articles and the schedule for Town Meeting coming up in March. Mr. Albanese noted that the Town Meeting is six weeks away, but no communication with residents has begun to happen. He added that there needs to be a multi-channel communication plan.

Mr. Aylesworth suggested it was time for the Committee to contemplate whether the articles should be on the Town Meeting for 2020, with the intention of recessing any deliberation and action to a later date, or if members believe the matter should be taken up at the 2021 Town Meeting to allow for additional time to assess alternatives, develop recommendations, and execute an associated public outreach campaign.

Committee members discussed the current timeline and confirmed that the warrant articles must be finalized by the Board of Selectmen meeting taking place on February 5, 2020 to appear at Town Meeting.

Mr. Aylesworth informed the Committee that the warrant articles could be structured based on current information, which may not be ideal as not all of the information – including cost estimates – has been finalized. He added that information such as dollar figures can be amended at Town Meeting, but suggested this was not ideal.

Mr. Aylesworth explained details as noted by the NH Municipal Association Legal Counsel with regard to holding a special town meeting versus an emergency town meeting. It was added that voting for the construction of municipal facilities does not currently qualify for an emergency town meeting.

The Committee discussed what the average voter wants to know with regard to Town Meeting articles, including: how much the project will cost, where the structure(s) will be built, and what are you going to do with the structure.

The Committee discussed the details they had available to present regarding the articles and how voters could be informed of the details.

Mr. West noted that the wording used in the articles should be as precise as possible and one or more public sessions should be held before the town is set to vote on it.

Mr. Russell noted that the aggressive schedule has been of benefit to get the ideas in motion. He added that if the Committee started marketing the project in April 2020, it would allow 9 months to get fundraising in position and begin conversations with residents to prepared for Town Meeting 2021.

There was consensus among members of the Committee that a final decision should wait until Bread Loaf returns, out of respect for the role they are playing as part of the team.

Discussion of Possible site for Public Safety Facility (Anticipated Non-public Session)

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 6:54 PM. Each Committee member stated their name and approval of the motion. Vote unanimous in favor of the motion (7-0).

Mr. Tarantelli made a motion to come out of non-public session. Mr. West Seconded. A roll call vote was taken to exit non-public session at 7:37 PM. Each Committee member stated their name and approval of the motion. Vote unanimous in favor of the motion (7-0).

Mr. Aylesworth made a motion to seal the non-public minutes from the January 13, 2020 meeting. Mr. Tarantelli seconded. Vote unanimous in favor of the motion (7-0).

Next Meeting – Monday, January 27th @ 5PM

Adjournment

Mr. Aylesworth made a motion to adjourn the meeting. Mr. Young to seconded. Vote unanimous in favor of the motion (7-0).

The meeting was adjourned at 7:39 pm.