

**TOWN OF ENFIELD  
MUNICIPAL FACILITIES ADVISORY COMMITTEE**

**MEETING MINUTES OF FEBRUARY 10, 2020**

**Present:** Phil Shipman, Mark Tarantelli, Shirley Green, Erik Russell, Rob West, Jean Patten, Maynard Southard (left 6:06pm), Tracy Young (left 6:25pm), Ryan Aylesworth (Town Manager)

**Guests:** Emily Curtis, recording secretary; Jim Pulver, VP of Architecture at Bread Loaf; Daniel Kiley; Steve Patten; Bob Cusick; Roy Holland (Chief of Police); David Beaufait; Tim Jennings

**Call to Order**

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

**Review and Approve Meeting Minutes –January 27, 2020**

Mr. Shipman and Mr. Aylesworth discussed the language on page 2 and suggested to change the wording to ‘the possibility of the town *acquiring* a portion of the land’.

Ms. Green added the correction to reference *Library Trustees*, not Library of Trustees.

Mr. Tarantelli made a motion to approve the minutes as amended. Mr. Aylesworth seconded. Vote unanimous in favor of the motion (8-0).

**Recap of Architect’s Recent Site Visits and Meetings**

Mr. Aylesworth noted that Mr. Wyncoop and Mr. Pulver from Bread Loaf visited Whitney Hall and held meetings with public safety department heads to gather information about the currently proposed floor plans for the municipal offices in Whitney Hall and the public safety complex.

Mr. Aylesworth added that and Mr. Pulver also visited the property at 547 US Route 4, the site of the SAU building, with regard to the suitability of the site for public safety complex and there are many attributes that make it conducive.

Mr. Pulver informed the Committee that he reviewed previous renovations to Whitney Hall in 1976 and 1992, and noted that the majority of the currently existing walls are not original to the building.

Mr. Pulver also inquired about how many parking spaces would be appropriate to plan for the public safety facility and noted that it was important to understand as it could potentially impact the layout and development of the site.

Chief Holland briefed the Committee on how he and Mr. Dale had previously estimated the need for roughly 80 parking spaces.

It was noted that the current schematic for the public safety complex does not include an impound lot. Chief Holland stated that if the emergency operations center (EOC) was moved to another area of the building, the back wall could be used and a fence put up around to the remaining three sides to create an impound lot. This would reduce the need for a section of fence.

The Committee discussed details of where the building would sit on the property at 547 US Route 4, what roads were accessible for use, the grades of the property, and potential parking layouts.

The Committee discussed details of the property, including the possibility of ledge. Mr. Aylesworth noted that the SAU did have information gathered on the property back in the mid 1990's. He added that from what he had reviewed, there was no observation of ledge within 96'' of the surface; however, he noted there was no indication as to where the test pits were taken on the site.

The Committee noted that further investigation into the property may be necessary but that they will wait for more information from Bread Loaf before recommending further action.

### **Presentation and Discussion of Bread Loaf's Latest Conceptual Designs**

The Committee continued discussing specific changes to the latest conceptual designs with regard to the Public Safety Complex, including:

- Moving the EOC room to the front of the building
- Moving reception office/window to an area with more visibility of public and departmental access points
- Moving EMS bay to be adjacent to offices due to higher call volume
- Discussing roofing over the bays, noting it may have a differently pitched roof and not a continuous pitch along the whole building in order to avoid snow dumping on trucks

The Committee then moved on to discuss aspects of the latest conceptual designs for Whitney Hall, including:

#### **First Floor**

- Mr. Aylesworth noted that programming needs may necessitate certain changes in the internal layout to improve efficiency and flow and inquired about the possibility of having a part time Recreation Department presence, as well as a work space for the Human Services Director
- Possibility to change the location of the vault to another area to allow for more windows on exterior walls
- Possibility of having one large shared vault for municipal and historical archives purposes
- Discussion of elevator location

#### **Third Floor**

- Concerns raised about how the stage curtain will be incorporated in the new plan, as it has historic value
- The balcony was discussed with regard to structural problems which would require major renovation and if it was of historical value to save in the renovation process.

Mr. Pulver noted that he plans to reach out to Library Trustees to discuss second floor details. He expressed concerns about columns located on the second floor and the necessity to determine if they were false columns or not. He added that there was a set of pocket doors in the library that were part of the original design and wanted to discuss with Library Trustees if the removal of those would be appropriate.

Mr. Pulver noted that the historic building assessment will help reveal what changes can take place as part of the historic renovation process. He added that while grants can be used to preserve some elements of the building, not all grants cover the full extent of expenditures necessary for the project and may not prove worthwhile. Mr. Aylesworth agreed with Mr. Pulver's assessment and added that there may be different ways to work with grants regarding historic preservation.

### **Reviewing Resident Feedback**

Mr. Shipman presented the Committee with questions that had been asked of him, and encouraged other members to present questions they had heard from the public.

Questions the Committee had heard included:

- Why is 3-phase power necessary for Whitney Hall?
  - The Committee noted their discussions for 3-phase power were necessary with regard to upgrading the elevator. They also noted that it had come up in discussion with the Shaker Bridge Theatre director as well.
  - Mr. Jennings recommended the Committee consider running the power underground for aesthetic purposes.
- Why are numbers for school visits from EVS being included in library use, when the school has their own library?
  - Committee members noted previous discussions of library use and added that it was possible to reach out to the library and the school to better develop the language to respond to the inquiry. They noted that the library was of great educational value to the school and the town library staff is providing staffing which supports the education of students. Having local school children visit the library also develops their sense of community and understanding how they can utilize the local library as a resource (whereas school library is only accessible during the typical school schedule).
- Do we realize that a large number of Grafton and Canaan residents use the Enfield library and that they do so at no charge? In light of this, is it equitable for Enfield to bear the full cost of renovating a facility that is used by residents of other communities?
- Why is now an important time for the town to build? If it can wait another year, does this prove it is not needed?
  - The Committee discussed current short comings of existing buildings as discovered during the initial tours of each facility. It was noted that waiting until an emergency or crisis where one of the existing buildings occupied by a public safety department was rendered completely incapacitated was not in the best interest of residents. It was added that acting in a methodical and deliberate manner now is in the best interest of the town in order to ensure wise decisions are made with regard to investments intended to last for generations.
- If the Community Building has been offered for voting and as a large meeting room, why do we need a new one?
  - Committee members noted previous discussions regarding the small size of the main room in the Community Building. Mr. Aylesworth added that having voter records in the same building as a voting event was very helpful and transporting those records to another location creates logistical concerns given that we are talking about private personal information.
  - Having another meeting room allows for municipal functions, of which there are quite a few that take place in the evening over the course of a month, to operate separately in a manner that does not interfere with community functions. The Community Building is known to book very quickly and should be dedicated for community use and only used

for committee meetings and hearings under special circumstances to ensure that the building serves its primary purpose.

- Why is one Public Safety Complex better than distributed public safety facilities?
  - The Committee noted previous discussions which included shared utilities, lower operational costs, lower costs to get all departments to functional levels (instead of having three separate improvement projects), and consolidation of emergency communications.
- How do you justify \$8.5 million?
  - The Committee discussed the cost element of the projects and how the facilities will help the town serve its residents.
- Have we considered doing regional emergency services?
  - The Committee agreed they had discussed the possibility for regional services in a previous meeting.
- How will the balcony and curtain on the third floor of Whitney Hall be incorporated in the renovations?
  - The Committee agreed that they would look to Bread Loaf to finalize the historic assessment before exploring the possibilities.

The Committee discussed the questions and noted relevant conversations in previous meetings which addressed them. They also discussed how to incorporate the questions and answers into the Town Meeting presentation.

Mr. Shipman noted that surveys could be provided to residents at the Town Meeting presentation to get more direct feedback.

#### **Preparing for Report at Town Meeting (Moved to next meeting)**

Mr. Shipman requested to move the Town Meeting report discussion to the next meeting. Committee members agreed with moving the discussion to the next meeting.

Mr. Aylesworth noted that the key to the presentation would be clear messaging and efficiency. He noted that a handful of slides and a reference to where residents can access more detailed information about the committee's work, including a schedule of future meetings, would be appropriate for the time available.

#### **Other Business**

Mr. Aylesworth discussed the current standing meeting schedule with Committee members. It was agreed to shift meeting start times to 6:30pm moving forward.

**Next Meeting:** Monday, February 24 @ 6:30 PM

#### **Adjournment**

Ms. Green made a motion to adjourn at 7:10PM. Mr. West seconded. Vote unanimous in favor of the motion (6-0).

The meeting was adjourned at 7:10 pm.