

**TOWN OF ENFIELD
MUNICIPAL FACILITIES ADVISORY COMMITTEE**

MEETING MINUTES OF JANUARY 27, 2020

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

Administrative Staff: Alisa Bonnette (Assistant Town Manager)

Guests: Emily Curtis, recording secretary; Jim Pulver, VP of Architecture at Bread Loaf; Paul Wyncoop, Project Manager at Bread Loaf; Dominic Albanese (Chair, Board of Library Trustees); Francine Lozeau, (member, Board of Library Trustees); Daniel Kiley, Roy Holland (Chief of Police), Melissa Hutson (Librarian); Jim Taylor (Director of Public Works); Phil Neily (Building Inspector).

Call to Order

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

Mr. Shipman began the meeting by reading a letter of appreciation from the Committee to Bread Loaf with regard to John Dale's work with the Committee.

Review and Approve Meeting Minutes –January 13, 2020 (public and non-public)

Mr. Young requested that the reference to power on page 2 be changed to state '3-phase power'.

Ms. Green made a motion to accept the minutes as amended. Mr. Southard seconded. Vote unanimous in favor of the motion (8-0).

Mr. Aylesworth made a motion to accept the non-public minutes as printed. Mr. Tarantelli seconded. Vote unanimous in favor of the motion (8-0).

Welcome and introduction of Jim Pulver (Vice President of Architecture)

Mr. Pulver introduced himself to the Committee and reviewed his work experience and history working at Bread Loaf.

The Committee welcomed Jim Pulver to the project.

Review of goals for Whitney Hall and Public Safety Complex

Mr. Aylesworth reviewed the goals associated with Whitney Hall, including possible sources of funding to support the project. He noted that some grants, such as the LCHIP grant, that are available would require a historic building assessment to be completed. He added that the cost for the assessment to be completed could be covered by a grant from NH Preservation Alliance, and potentially with assistance from the Library Trustees.

Mr. Shipman inquired as to if changing the third floor of the structure, including the stage and the balcony, would affect the potential for LCHIP funding.

Mr. Wyncoop indicated that the historical context of those structures would be necessary to understand the impact on funding and that there are ways to mitigate proposed changes to adhere to grant policies and guidelines for conserving culturally important aspects of the building.

Mr. Albanese noted that the Library Trustees was awaiting a final decision by the Committee to move forward with discussions regarding grants, private funding, and creating a timeline for communicating with donors. He noted it was important for everyone to be on the same page and speak with one voice in the process.

Mr. Aylesworth added that the historic building assessment has value beyond potential grant funding as the information could be used by the town for a variety of other future purposes.

The Committee discussed the benefits of completing a historic building assessment for Whitney Hall, which included having further insight for Bread Loaf in the design process of the building.

Historic review will give insight to what the original plan was when it was built in 1901.

Ms. Patten made a motion to move forward with the historic building condition assessment by Bread Loaf. Ms. Green Seconded. Vote unanimous in favor of the motion (8-0).

Presentation and discussion of Bread Loaf's latest conceptual designs

Mr. Pulver stated that he has been going through files, meeting notes, and drawings to gain understanding of the project. He requested further insight from present parties with regard to the goals for the project.

Mr. Aylesworth noted goals related to needs for the municipal offices in Whitney Hall.

Ms. Hutson spoke to goals for the expansion of the library space in Whitney Hall.

The Committee discussed how to optimize the use of space for the third floor.

Chief Holland reviewed the information regarding the current set up for police, fire, and EMS. It was noted that none of the departments have the capacity to operate on best practices.

Discussion of Possible Site for Public Safety Facility

The Committee informed Mr. Pulver about sites that have been discussed with relationship to the Public Safety Facility.

The Committee discussed a potential site located at 547 US Route 4. It was noted that the property currently belongs to the SAU and totals 40-acres, which includes 6 acres in Enfield and 34 acres in Canaan. The section of interest is located in Enfield behind Family Dollar, with access from the SAU driveway or Lindopp Lane (Class 6 road).

Mr. Pulver noted that a boundary survey for the site would be beneficial. Mr. Neily noted that with Family Dollar being built, there may be one on record.

Mr. Aylesworth reported that Ms. Isabelle, Superintendent of Mascoma Valley Regional School District, has indicated she would be very interested in the possibility of the town acquiring a portion of the land the SAU building is on to the Town of Enfield for a Public Safety Facility.

The Committee indicated that the site at 547 US Route 4 would be the primary focus as a potential site for the Public Safety Complex. Committee members agreed that getting more information about the site would be an important next step in the process.

Mr. Aylesworth noted he would reach out to the school district and Pathways Consulting to get more information about the land.

Mr. Kiley noted that the process would take public approval as both the approval to sell the land and the approval from the town to purchase and build on it are two different approvals, which would not happen until the 2021 Town Meeting.

Communications: Correspondence from Tim Jennings and Reed Bergwall

Mr. Aylesworth presented the correspondence he received from Mr. Jennings and Mr. Bergwall to the Committee and to Bread Loaf.

The Committee noted that Mr. Jennings and Mr. Bergwell should be encouraged to attend the MFAC meetings and to participate in the current aspects of the process. Mr. Southard indicated that he knows Mr. Bergwall very well and knows that his offer to assist with the project is coming from the best of intentions. Mr. Tarantelli added that there may be a need for a subcommittee as the project continues and they might also be helpful in that capacity as well. Mr. Young agreed and noted they are both professionals and would be excellent volunteers to review information from Bread Loaf.

Ms. Patten asked Bread Loaf if they had experience with members of the community coming in and volunteer on a project in this manner.

Bread Loaf confirmed that they had worked with people in that capacity before and that they strongly believe in the value of bringing a wide range of voices and perspectives into the process.

Mr. Aylesworth emphasized that it has always been committee's intent and vision to facilitate a very inclusive process. He noted that precisely what type of formal or informal role Mr. Jennings and Mr. Berwall could have in the process could be determined down the road, but that encouraging them to attend meetings would be a great start.

Discussion Regarding Future Project Planning

Mr. Pulver inquired as to what the plans were for the current police station once a safety complex had been constructed.

Mr. Aylesworth and Committee members discussed possible use for the building, including previous conversations about the possibility of utilizing the lower level for the Friends of Mascoma food pantry given the advantages of having direct access to the parking lot.

Mr. Aylesworth noted that the Committee was looking to speak with Bread Loaf regarding how to plan for transition processes during renovations. It is important for the committee to get a better understanding of where various departments and municipal functions will be moved to on a temporary basis during construction.

The Committee noted that they aspired for the safety complex to be a "net zero" building, but the Committee has agreed to have a pragmatic approach and research how suggestions would be beneficial in the long term.

End game is March 2021 Town Meeting

Mr. Aylesworth noted that the goal would be to have conceptual designs in place for the facilities and the sites associated with them by late-spring. With that information, the Committee can present to the BOS in May of 2020. It was noted that this would allow approximately eight months for various public outreach and engagement efforts.

Mr. Albanese noted that he was looking for a decision from the Committee regarding a site plan to move forward with reaching out to donors.

The Committee discussed and agreed that the working plan is for Whitney Hall to be renovated and expanded and remain the home of a single floor library and the municipal offices.

Drawing 19311 with the date of 12/5/2019, Titled: Conceptual Floor Plan A2.1 and A2.2 was identified as the primary focus

Mr. Russell made a motion that it is the recommendations of the Committee to move forward with the plan for the town offices and the library to remain in Whitney Hall. The current preferred plan is the Bread Loaf Plan project 19311, dated 12/5/2019, conceptual drawings A2.1, A2.2, and A2.3. Mr. West Seconded. Vote passed unanimous in favor of the motion (8-0).

It was noted that the preferred drawings represent the overall concept of the renovations, but did not represent the final layout.

Review and approval of 2019 Annual Report narrative

The Committee reviewed the proposed narrative and gave feedback to Mr. Aylesworth for recommended changes.

Other Business

Mr. Aylesworth noted his thanks to Mr. Shipman for the work he put into the Annual Report narrative.

Mr. Aylesworth added that there are plans for an article to be placed on the Town Meeting warrant regarding a report to be made by the MFAC, but this article will not require any voter action. The intent is to provide time to inform residents of the committee's efforts to date, summarize the issues and needs that are being wrestled with, and speak to where the process will be going from here.

Next Meeting: Monday, February 10 @ 5:00 PM

Adjournment

Mr. Tarantelli made a motion to adjourn at 7:25PM. Ms. Patten seconded. Vote unanimous in favor of the motion (8-0).

The meeting was adjourned at 7:25 pm.