

**TOWN OF ENFIELD  
MUNICIPAL FACILITIES ADVISORY COMMITTEE**

**MEETING MINUTES OF FEBRUARY 24, 2020**

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

**Excused:** Rob West

**Guests:** Jim Pulver, VP of Architecture at Bread Loaf; Daniel Kiley; Bob Cusick; David Beaufait; Tim Jennings

**Call to Order**

The meeting was called to order at 6:30 pm.

**Review and Approve Meeting Minutes –February 10, 2020**

It was pointed out that the acronym “SAU” should be spelled out (School Administrative Unit”) on Page 2 of the minutes.

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

Before proceeding with the business items as stated on the agenda Mr. Shipman took a moment to remind all members of the Committee that the Committee’s mission/charge is specifically to evaluate the use, condition/needs, and siting of municipal facilities. He wanted to underscore this because it is his observation that there may from time to time be some pressure being applied to members of the Committee from the public to delve into department operations and/or personnel. Mr. Shipman wanted to reiterate that this Committee would not be doing this.

**Recap of Architect’s Recent Site Visits and Discussion of Bread Loaf’s Latest Conceptual Designs**

Mr. Pulver provided a detailed recap of a productive meeting that he and the Town Manager recently engaged in with the Library Trustees, Librarian, and Town Historian relative to the space needs and layout of the public library and historian’s archives. The conversation touched on a wide range of topics, including: the lineal footage of shelving needed; the space needs for DVDs and audio records; the value of having a fireplace in the adult reading room; the need for a sink in the children’s craft area; ways in which the proposed layout could be modified to improve flow and efficiency of the space; the need for ADA compliance at the checkout desk; need for kitchenette space; the possibility of moving the historian’s archives into the vault being planned for the lower/first floor (municipal offices); noise control needs between floors, and; ways in which historically significant components of the existing architecture could be preserved and/or incorporated into the new design.

During this discussion with the Committee Ms. Green provided Mr. Pulver with copies of the 1901 Whitney Hall building plans so that he could better understand the building’s historic framing.

Mr. Young inquired as to whether or not Bread Loaf had reviewed the content of a previously completed structural analysis of Whitney Hall from the late-1980s or early 1990s. Mr. Young believed this report was authored by Trumbull Nelson.

Other Committee members thought this report might have been completed by Banwell Architects who was partnering with Trumbull Nelson at the time. Mr. Aylesworth offered that Town staff would review the records and follow up with Trumbull Nelson and Banwell as appropriate if the Town could not locate a copy of the report.

The Committee then discussed the needs relative to the upper/third floor (auditorium).

Mr. Pulver said that there had been discussion about the desire to improve both flow and means of ingress and egress relative to voting during elections. A number of options were discussed.

The value of upgrading the existing front stairs was discussed, but their historic nature will create some challenges and limitations with respect to how that is done.

Mr. Pulver informed the group that he is working on a scheme to incorporate the recently restored theatre drop/curtain into the final conceptual design. Even if the existing stage is removed it would be important to incorporate the drop/curtain given its historic value.

Mr. Pulver conveyed that he is hearing consensus among stakeholders of the need/value of providing a full service kitchen on the upper/third floor so that the resulting multi-purpose space would have the ability to support a wide variety of public functions.

Mr. Pulver is going to compile the notes he's been preparing over the last several weeks and share them with the Committee in a typed document.

The Committee discussed the importance of adhering to the previously established internal timeline so that formal recommendations could be transmitted to the Board of Selectmen within the next roughly three months. Members of the Committee also signaled their concurrence that it will be important to prepare and finalize plans for a new public safety facility and a renovated/expanded Whitney Hall at the same time so that resulting recommendations and outreach plans can be carried out in a parallel fashion.

The Committee then turned to a lengthy discussion about the challenges of designing and operating the upper/third floor of Whitney Hall in a manner that simultaneously meets the needs of the Town and Shaker Bridge Theatre.

It was agreed that a subcommittee should be assembled to organize a meeting with the Board of Directors for Shaker Bridge Theatre with the express purpose of addressing these challenges head on. It was agreed that this meeting would be arranged prior to the Committee's next meeting (March 9).

Mr. Tarantelli made a motion to appoint Mr. Aylesworth, Mr. Southard, Mr. Russell and Mr. Shipman to this subcommittee. Motion was seconded by Mr. Young. Vote unanimous in favor of the motion (8-0).

The newly formed subcommittee agreed that the process would commence with the preparation of a formal letter inviting the Shaker Bridge Theatre Board of Directors to a meeting the week of March 2.

Mr. Pulver then provided the Committee an overview of the preliminary site layout he had developed relative to parking at the contemplated location of a public safety facility on property presently owned by Mascoma Valley Regional School District (MVRSD) on US Route 4. The parking plan including enough spaces for 80 personal vehicles spread over two parking lots.

Mr. Pulver also informed the group of some proposed alternations to the parking plan as well as the layout of the public safety facility that the Fire Chief had offered during an afternoon meeting earlier in the day.

Mr. Pulver will compile a list of information needs relative to the parcel located at 547 US Route 4 and will transmit this information request to MVRSD so that a follow up meeting with appropriate school district officials can be arranged prior to the next Committee meeting.

**Preparing for Report at Town Meeting**

Mr. Aylesworth, Mr. Shipman and Mr. Russell will have a complete working draft of the Committee's PowerPoint presentation to share with the Committee at the March 9 meeting.

**Other Business**

There was no other new business.

**Next Meeting:** Monday, March 9 @ 6:30 PM

**Adjournment**

Mr. Tarantelli made a motion to adjourn at 9:02PM. Ms. Patten seconded. Vote unanimous in favor of the motion (8-0).

The meeting was adjourned at 9:02 pm.