

**TOWN OF ENFIELD  
MUNICIPAL FACILITIES ADVISORY COMMITTEE**

**MEETING MINUTES OF MARCH 26, 2020**

**Present:** Phil Shipman, Mark Tarantelli, Shirley Green, Erik Russell, Rob West, Maynard Southard, Tracy Young

**Excused:** Jean Patten (technical difficulties)

**Administrative Staff:** Ryan Aylesworth (Town Manager)

**Guests:** Emily Curtis, recording secretary; Jim Pulver, VP of Architecture at Bread Loaf; Jim Taylor, Director of Public Works; Phil Neily, Inspector; Roy Holland, Chief of Police; Melissa Hutson, Librarian; Dominic Albanese, Chair Library Trustees; Eric Crate, David Beaufait

**Call to Order**

The meeting was called to order at 6:34 pm.

Mr. Aylesworth noted that all votes taken during the meeting would need to be performed as roll call votes.

**Review and Approve Meeting Minutes – March 9, 2020**

Mr. Southard requested to correct that he was not in attendance for the March 9, 2020 meeting and the minutes should be corrected to reflect that he was excused from the meeting.

Mr. Young made a motion to approve the minutes as amended. Ms. Green seconded. A roll call vote was taken. Vote unanimous in favor of the motion (7-0).

**Planned Next Steps In-Light of New Public Health Concerns**

Mr. Shipman began the meeting by discussing the public health concerns within the community. He noted that the current plan was for the MFAC to continue to work toward finalizing the information regarding recommendations for a new public safety facility, as well as renovations and expansion of Whitney Hall.

Mr. Aylesworth added that the meetings would continue to focus on fleshing out facility needs, finalizing conceptual designs and associated cost estimates, and generally complete the current contract for service the Town has entered into with Bread Loaf. Mr. Aylesworth expressed his view that it would be sensible for the Committee to finish the conceptual planning effort and then ultimately let the Board of Selectmen make a determination of what the next steps would be at that point. He further expressed the view that, even if it was the determination of the Board of Selectmen that any significant capital investments would be inappropriate to present to the voters at the March 2021 Town Meeting, having finalized conceptual plans would enable the Town to move forward without delay once the timing was deemed appropriate.

Mr. Shipman asked for a response from each Committee member to confirm there was a consensus to continue to move forward with the goals outlined.

Each Committee member present for the Zoom chat stated if they were in agreement with Mr. Shipman and Mr. Aylesworth in continuing to meet and finish the conceptual planning effort. It was noted that one member of the Committee did not feel the Committee should continue in their current efforts in light of

the impact COVID-19 is expected to have on the economy, but all others were in strong support of moving forward with the goals Mr. Shipman and Mr. Aylesworth had outlined.

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

#### **Public Safety Updates**

Mr. Pulver discussed updates and changes made to designs based on recent feedback. The size of the Sally Ports was increased, and a juvenile holding space was added. The updates for the juvenile holding cells meant that the storage area needed to be moved to the space adjacent to the apparatus bays. The toilet facilities for men and women were combined, and the department locker rooms were combined.

Chief Holland noted that there was a lack of storage space on the police side of the building, and added that lack of storage space is currently a major issue for the Police Department.

Chief Holland and Mr. Pulver discussed ideas of how to arrange the juvenile cells, the evidence room, and the storage area on the police side of the building.

The Committee moved on to discussing the shared locker room facilities for all departments. There was specific concern for safe firearm storage for the police department. The Committee also discussed differences in volunteer versus employed personnel.

Mr. Pulver discussed the possibility of having a secured locker room section that could be locked off, but continue the plan to share the toilet and shower space. He noted that the shared toilet and shower areas would keep the same square footage, but would allow to save money by not having to purchase more toilet fixtures.

The Committee then discussed specific needs for the washer and dryer for the Fire Department, and it was requested that Mr. Pulver confirmed the necessary space was accounted for in the drawing. It was noted that commercial washers and dryers would not work in the same capacity because the fire department needs a specific machine which is an extractor.

The Committee discussed the overall layout, including the entrance and exits.

Mr. Pulver noted that there are no 'dead end' corridors, and exterior openings have been minimized for security purposes.

Mr. Young inquired as to if the bunk room could be expanded.

Mr. Pulver noted that it could be expanded toward the North end of the building.

Mr. Shipman inquired about the male to female ratio for the locker rooms and if they would be adequate.

The Committee discussed how to approach the sizing of the locker rooms by being politically correct but practical. The Committee also noted that it did not appear that there would be enough room to fit all of the current personnel, which consists of 18 women and 12 men.

Mr. Russell acknowledged that there are more than two genders, and that many fire stations have been built to be gender neutral. He inquired if there was enough square footage to accommodate this type of approach.

Ms. Green and Mr. Young both agreed with Mr. Russell's assessment.

Mr. Shipman noted that the police department locker rooms would still need to be kept separate and have a secure key code for entry.

Mr. Pulver supported the ideas and noted he would look further into gender neutral options to incorporate. He added that, when considering where expansion could potentially take place in the future, it's important to recognize that the location of toilets and fixtures has a big impact on that.

With the completion of the discussion of the Safety Complex, Chief Holland excused himself at 7:48pm.

### **Whitney Hall**

Mr. Pulver presented the Committee with updates to the Whitney Hall drawings. He noted that the vault dimensions had changed and included a subdivision. It was noted that the subdivision could be completed with a wire cage, or a fire wall if necessary. He added that they hope to reuse the current vault doors, and added that upon further inquiry they found that the manufacturer is still making vault doors and could be a resource.

The Committee discussed the vault space available for the library and the historian, and if it would have an impact on the library having the vault space on the lower floor.

The discussion moved on to the second floor of Whitney Hall, the library. It was noted that there would be unisex bathrooms with a changing table in one.

The Committee then discussed third floor renovations relating to the proposed conference room and necessary egress, as well as details on preserving the stage curtain, which has significant historical value.

Mr. Pulver also noted the addition of a kitchen and conference room to the third floor.

Ms. Green noted that there need to be an adequate space available to store chairs and other materials.

Mr. Southard suggested that perhaps the attic space above the second story addition could provide storage space.

Mr. Pulver noted that there would be an elevation change between the two parts of the building, the third floor and the second story addition, but added that there may be crawl space available in the eaves.

Mr. Neily added that things such as sprinklers and heating elements must be taken into consideration with the use of space.

The Committee also discussed the balcony space, which is intended to be closed off and only accessible by ladder from the conference room space.

### **Canaan Public Safety Complex**

The Committee moved on to discuss the Canaan Public Safety Complex. It was noted that due to the current public health situation, the Committee would not be touring the Canaan Public Safety Facility, however, information on the facility was gathered and shared during the meeting.

Mr. Pulver noted that it appears that the work completed in 2014 was actually a fill in between the previous separate police and fire sections on the property, which would not represent 'new construction' as is being proposed for Enfield.

Mr. Neily confirmed that it was infill between two existing structures and a reconfiguration of the space.

Mr. Pulver noted that when people compare such a project with a fresh building there will be a distinct difference in cost. He noted that it would be important to be clear on what the numbers represent for the 2014 costs and understand how the facility compares to others in the region. He also noted that there was a difference between construction costs and total project costs.

Mr. Neily noted that there was a great deal of community participation, which helped in keeping costs lower.

It was also noted that the Canaan facility was estimated to be a 14,000 square foot facility, whereas the proposed Enfield safety complex would be around 16,855 gross square feet.

With the completion of the Bread Loaf architect review, Mr. Pulver left the meeting at 8:34pm.

### **Contingency Planning**

Mr. Young noted that when the estimate is redone to reflect the most up-to-date conceptual designs, based off of updated drawings, it would be prudent to have the cost information carefully laid out in line item fashion so that it would be relatively easy to see how costs would be influenced by the addition (or subtraction) of a given feature.

### **Other Business**

**Next Meeting:** Monday, April 13<sup>th</sup> @ 6:30 PM (anticipated Zoom Meeting)

### **Adjournment**

Mr. Aylesworth made a motion to adjourn at 8:31PM. A roll call vote was taken. Vote unanimous in favor of the motion (7-0).

The meeting was adjourned at 8:31 pm.