

**TOWN OF ENFIELD  
MUNICIPAL FACILITIES ADVISORY COMMITTEE**

**MEETING MINUTES OF APRIL 13, 2020**

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

**Excused:** Mark Tarantelli

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

**Guests:** Emily Curtis, recording secretary; Jim Pulver, VP of Architecture at Bread Loaf; Phil Neily, Inspector; Roy Holland, Chief of Police; Dominic Albanese, Chair Library Trustees; Marjorie Carr, David Beaufait; Melissa Hutson, Librarian; and other members of the public

**Location:** Zoom Virtual Meeting

**Call to Order**

The meeting was called to order at 6:35 pm.

**Meeting Preamble**

Mr. Aylesworth read a prepared preamble that will be recited into the record at all future meetings. This preamble was as follows:

*As a member of the Municipal Facilities Advisory Committee for the Town of Enfield, due to the COVID-19/Coronavirus crisis and in accordance with Governor Sununu's Emergency Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically.*

*Please note that there is no physical location to observe and listen contemporaneously to the meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, this is to confirm that we are:*

*a) Providing public access to the meeting by telephone, with additional access possibilities by video or other electronic means;*

*We are utilizing the Zoom platform for this electronic meeting. All members of the Board/Committee have the ability to communicate contemporaneously during this meeting through the Zoom platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing 929 205 6099 and entering 648 806 635 as the Meeting ID.*

*b) Providing public notice of the necessary information for accessing the meeting;*

*We previously gave notice to the public of how to access the meeting using Zoom, and instructions are provided on the Town of Enfield's website at: <https://enfield.nh.us>.*

c) *Providing a mechanism for the public to alert the public body during the meeting if there are problems with access;*

*If anybody has a problem, please call 603-309-6379 or email at: [raylesworth@enfield.nh.us](mailto:raylesworth@enfield.nh.us).*

d) *Adjourning the meeting if the public is unable to access the meeting.*

*In the event the public is unable to access the meeting, we will adjourn the meeting and have it rescheduled at that time.*

*Please note that all votes that are taken during this meeting shall be done by Roll Call vote.*

*Let's start the meeting by taking a Roll Call attendance.*

Each member of the Committee and member of the public subsequently disclosed their attendance.

#### **Review and Approve Meeting Minutes – March 26, 2020**

Ms. Patten requested to update that she was present for the meeting and should not be marked as 'excused'.

Ms. Patten requested to be identified as the Committee member who did not agree with MFAC proceeding with meetings in light of the COVID-19 circumstances.

Mr. Russel stated that, at the bottom of page two, the word 'many' should be removed in reference to the number of fire stations that have been built with unisex locker rooms in their facilities.

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

#### **Discussion of Bread Loaf's Latest Conceptual Designs and SAU Property Site Investigations**

Mr. Pulver began the discussion with reviewing updates to the Public Safety Facility.

Mr. Pulver discussed external elements of the facility, including a recommendation for the use of gravel, not asphalt. He noted that the drawing accounted for a 1x20 foot sloped sidewalk, which does not require railings or landings to get to the front entryway. He added that the grading between the building and parking lot would require three steps for entry into the building.

Mr. Pulver pointed out an area that could be used for an impound lot that was near the sally port.

Mr. Young noted that the impound yard was visible on the front of the building and may not have a pleasant presentation to the public.

Chief Holland agreed with Mr. Young's assessment for the location of the impound lot.

Ms. Patten inquired about where there was possibility for expansion in the drawings, as had been a notable desire for the Committee.

Mr. Pulver stated that the parking areas could be moved to accommodate growth. He noted that the next steps in design will be in regard to understanding the existing soils and how to deal with water run-off and storm water treatment.

The Committee then began to discuss details relating to the locker room layout.

Mr. Pulver noted that there were an estimated 40 lockers for fire/EMS, and 20 lockers for the police department.

Chief Holland stated that he had reached out to the NH Department of Labor regarding the use of gender-neutral locker rooms, but they recommended that he touch base with the NH Human Rights Commission.

Mr. Pulver offered that it could work out to be gender neutral for PD, but not for Fire/EMS. He noted that he wanted to look at all the options and present MFAC with more options, as well as reviewing the square footage necessary for lockers.

After discussing the locker rooms, the Committee moved on to discuss other areas of the building.

Chief Holland noted that it would be ideal for each holding cell to have a toilet, whereas the drawings represent the toilets as separate from the holding cells. He added that where the toilets were currently located would be a good space for the Intox 9000.

The Committee discussed specific needs for the space that would house the Intox 9000, including the need for an air flow system.

The Committee moved on to discuss other details of the facility, including the explosive/hazard area. Committee members questioned the size and potential utilization of the space.

Mr. Pulver noted that he would reach out to Mr. Neily, Chief Cummings, Chief Martin, and Mr. Aylesworth regarding the specific needs and usage of the space hazardous space allocation.

Mr. Pulver noted that he reviewed the National Fire Protection Association (NFPA) standard regarding the washer/extractors necessary for the fire department equipment, and noted that he confirmed the space as shown on the drawing is adequate for two machines.

Mr. Shipman inquired about entranceways being gravel, asphalt, or concrete.

Committee members discussed the comparison for cost of building and maintenance regarding the entryways.

Mr. Pulver noted that the structure can be built out of wood framing and meet all code requirements.

Mr. Pulver discussed roof options, including a commercial metal seam, or asphalt as a lower cost option.

Mr. Shipman noted that solar panels had been discussed in previous meetings and should be considered in the process of discussing roofing.

Mr. Young suggested an engineer would be good to consult regarding what roofing would be optimal for solar mounting.

The Committee discussed site visits to other facilities and noted that the warranty on shingles is not very good.

The Committee then discussed options for siding on the building.

Mr. Neily and Chief Holland left the meeting at 7:57pm.

The Committee discussed the pricing on bulletproof glass and the different levels of protection offered.

Mr. Young noted that the size of the glass doesn't change, but the cost may increase based on the level of protection.

Mr. Pulver noted that it would be beneficial to read the narrative he provided, which includes details of each element of the building, and have each member submit notes.

The Committee questioned whether there was a need for three-phase power or not for the safety facility.

It was noted that three phase power was not necessary if there was not going to be a second story, which would require elevator access.

The Committee moved on to review and discuss the Pathways document provided. Members of the Committee noted that there was no mention of a well on the Supervisory Union land and questioned if it should be included in the information to be gathered for the property.

Mr. Young made a motion that instead of having the contract to be a line item contract for it to be a not to exceed contract. Mr. Aylesworth seconded. A roll call vote was taken. Vote unanimous in favor of the motion (8-0).

The Committee discussed setting up a subcommittee with Mr. Young, Mr. Shipman, Mr. Aylesworth, Mr. Pulver, and Mr. Taylor.

The Committee discussed where the funding would come from for the final phase of the site analysis.

Mr. Aylesworth noted that the funding, which was already approved for utilization, would come from the Capital Improvement Program Capital Reserve Fund. He added that it was understood at the onset of contract with Bread Loaf that it would likely be necessary to retain the services of a civil/environmental engineering firm at a later point for various site investigations that would be outside the scope and expertise of a design firm.

### **Whitney Hall**

The Committee moved on to discuss Whitney Hall, specifically with regard to the size of the vault and how it would be utilized.

Mr. Pulver estimated that the new vault area would be 18x15 feet.

The Committee, Mr. Albanese, and Ms. Carr discussed ways to maximize the vault space while keeping the plan for a window in the library/town historian area of the first-floor plans.

It was requested that the Committee begin the next meeting with Whitney Hall.

Mr. Aylesworth noted he would continue conversations with Mr. Pulver about the vault and other space needs in Whitney Hall, since Mr. Pulver lost his meeting connection during the discussion regarding the vault space.

It was requested that feedback regarding the narratives and proposed drawings should be sent to Mr. Aylesworth to collect and discuss with Mr. Pulver.

### **Other Business**

Dr. Beaufait inquired about the presentation for Town Meeting. Mr. Aylesworth informed Dr. Beaufait that he, Phil Shipman and Erik Russell had prepared a presentation prior to the anticipated March 14 Town Meeting. Mr. Aylesworth noted that the presentation content would be updated as appropriate to reflect the Committee's work prior to being delivered at a future Town Meeting date.

Mr. Aylesworth noted that he, Mr. Russell, and Mr. Shipman would revisit the material to be updated for Town Meeting.

Mr. Pulver noted he included a project schedule for reference in his materials.

Members of the Committee noted that it was hard to read due to the size of the text in the document. Mr. Pulver noted he would have large prints made to mail to Mr. Aylesworth for further reference.

**Next Meeting:** Monday, April 27<sup>th</sup> @ 6:30 PM (Zoom Meeting)

**Adjournment**

Ms. Patten made a motion to adjourn at 9:21 PM. Mr. Aylesworth seconded. A roll call vote was taken. Vote unanimous in favor of the motion (7-0).

The meeting was adjourned at 9:22 pm.