

**TOWN OF ENFIELD
MUNICIPAL FACILITIES ADVISORY COMMITTEE**

MEETING MINUTES OF APRIL 27, 2020

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

Guests: Emily Curtis, recording secretary; Jim Pulver, VP of Architecture at Bread Loaf; Phil Neily, Building Inspector; Roy Holland, Chief of Police; Melissa Hutson, Librarian; Dominic Albanese, Chair Library Trustees; Jim Taylor, Public Works Director; Rod Finley, Engineer with Pathways Consulting; Fred Cummings, Chief of Fire Department; Marjorie Carr, Dr. David Beaufait, Dan Kiley, Francine Louzeau,

Location: Zoom Virtual Meeting

The Public is encouraged to participate remotely over Zoom by going to <https://us02web.zoom.us/j/86531712299?pwd=N05DeHFBcFNMWnZT0TlrMmcxQ3lwQT09>, using the Zoom App on a smart phone or computer and entering **03748** as the password. Additionally, you can participate via phone (audio only) by calling **929 205 6099** and entering Meeting ID **865 3171 2299**. Please try to log in 5 minutes before the meeting's scheduled start time in case you run into any technical difficulties. If you run into difficulties contact: 603-309-6379

Call to Order

The meeting was called to order at 6:39 pm.

Virtual Meeting 'Preamble' (read by Mr. Aylesworth)

TOWN OF ENFIELD BOARD/COMMITTEE COVID-19 ELECTRONIC MEETING CHECKLIST

As the Municipal Facilities Advisory Committee of 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 this is a virtual meeting only, as authorized by 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 the following phone # and using the password provided or by clicking on the following website address: that has been provided in email.

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.

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.

At this time, I also welcome members of the public accessing this meeting remotely. Although this meeting is being conducted in a unique manner under unusual circumstances, the usual rules of conduct and decorum apply. Any person found to be disrupting this meeting will be asked to cease the disruption. Should the disruptive behavior continue thereafter, that person will be removed from this meeting.

I will follow the agenda items in order unless otherwise explicitly stated and ask the Board and town department and/or committee stakeholders for input first. Then I will specifically ask for public comment. I will ask you to unmute and will call on members of the public. I ask that you endeavor to not speak over one another or interrupt in the interest of fairness to all present in the call and to our minute taker. I acknowledge timing is a challenge and there will be occasional, intentional lags to allow for responses from participants. Please be patient and the meeting will flow along nicely.

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. When each member states their presence, also please state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law.

Roll Call – Attendance of Committee members and members of the public

Review and Approve Meeting Minutes – April 13, 2020

Mr. Shipman noted the date on the minutes should be corrected to April 13, 2020.

Ms. Patten asked to update her statement on page 3 to state: Ms. Patten inquired about whether there was a possibility for expansion in the building.

Mr. Russell made a motion to approve the minutes as amended. Ms. Patten seconded. A roll call vote was taken. Vote unanimous in favor of the motion (8-0).

Discussion of Bread Loaf's Latest Conceptual Designs – Whitney Hall

First Floor

Mr. Aylesworth indicated that he shared the conceptual design options regarding the first floor vault with municipal office staff, and it was noted that the vault would likely be small in terms of future growth and expansion needs. Mr. Pulver sent a document that showed an enlarged vault, and the staff appreciated the larger footprint, which expanded towards the library/historian space rather than encroach on the proposed assessing office.

The Committee and members of the public discussed the specific square footage of the vault as shown in the drawing. The details of the separation between the municipal side and the historian side of the vault were discussed, including what the wall would be made of and if it would, in fact, be movable should the need arise in the future.

Mr. Pulver clarified that the wall would be less permanent than a wall with studs and sheetrock, but it would certainly be anchored such that it served its secure purpose. He added that there was specific concern with using wood to construct the wall from a moisture perspective.

Ms. Carr noted that the current historical needs for storage in the vault included space necessary for 10 file cabinets, plus a map case. She noted that the map case typically sits on top of three two-drawer file cabinets.

Mr. Pulver moved on to discuss the customer service area of the drawings, particularly in the layout and design based on existing columns located in that area, as well as the assessor's office.

Mr. Pulver noted that windows would be added to allow more natural light to come into the space. He also noted that there were minor adjustments made to the toilet rooms, including changing from vanities to wall hung fixtures to accommodate ADA concerns.

Mr. Pulver discussed the open areas of the design.

Mr. Aylesworth noted that having wide open areas within the municipal offices can enable beneficial collaboration and interaction among staff, but also present noteworthy challenges. For instance, privacy is often necessary when residents come to discuss an issue that they do not want shared with others. With respect to the office spaces being used by the Building Inspector and Land Use & Community Development Administrator, Mr. Aylesworth suggested a wall with a connecting door or a ½ door might be more appropriate for the space so that these employees could readily communicate and collaborate when not in a private meeting but also obtain much needed privacy on an as needed basis. Mr. Neily supported Mr. Aylesworth's suggestion that it would be helpful to enable free flowing communication between these two staff members when a guest is not present, but provide the option for either party to discuss a matter with a guest as the situation dictated.

Mr. Pulver noted that he is looking into more information as to whether the elevator machining is allowed to be located in the pit, and added that in some states it is allowable, and others it is not. He added that if the elevator machinery could be located in the pit that the current space for the machine room could be given over to a different use.

Second Floor

Mr. Pulver noted that two windows were added in the adult nonfiction area and the sink and refrigerator were drawn into the kitchen area. He also discussed changes made to doorways to update the flow and accessibility of the space.

Mr. Pulver noted space made to accommodate an accordion door in meeting room number one, with a pocket in the wall for a folding door. He also noted adjustments made to the width of the counter surface in children's play area to ensure it can accommodate sink.

Mr. Pulver stated that the original plans had a flat ceiling, but noted that it was possible to have a vaulted ceiling in the teen and children's area of the library.

The Committee and members of the Library Trustees discussed the potential for a vaulted ceiling and the need to be aware of noise and acoustics within the space, with possible need for sound mitigation with a vaulted ceiling, as well as cost/value comparisons.

The Committee then moved on to discuss the impact of a vaulted ceiling on third floor storage availability.

Third Floor

Mr. Pulver offered drawings of the space to view the storage areas available for third floor with and without the vaulted ceiling.

The Committee and members of the public moved on to discuss the entryways to the third floor and possible usage and flow for voting activities.

Mr. Pulver and members of the Committee and public discussed door sizing and the size of openings to each room including the vestibule, conference room, and hearing room. It was noted that the minimum requirements for ADA compliance to door openings is 32 inches.

Roof Plan

Mr. Pulver noted that adjustments would be made to work with the existing roof on Whitney Hall and the addition. He made a suggestion to look at more specific details in the next meeting.

Mr. Pulver moved on to discuss specific elements of the elevators, including the question of whether it was necessary to update to three-phase power or not. He noted that from his research, he did not note that more power would be a reason for the elevator to work faster, as many complaints have been relative to how slow the current elevator is. He added that adding three-phase power may offer the ability to have an elevator with a bigger motor, but that it could also come with more operation costs with a one-phase motor versus a three-phase motor. He also noted that different models, such as a door that opens from the side versus doors that open from the center, can also have an impact on cost and speed at which they operate.

The Committee discussed details regarding the rehabilitation of some parts of the building versus a full restoration with Mr. Pulver.

Committee Member Inquiry – New Considerations Resulting from COVID-19

Mr. Tarantelli addressed the Committee regarding communications he had with residents asking the question: “Why would we spend money and increase taxes to build buildings that can’t be utilized during this shelter in place.” He noted that he received the same inquiry from three individuals who wish to remain anonymous.

Mr. Shipman addressed the Committee and noted that there is reason to hope that the shelter in place is a once in a century event and we need to operate on the basis that this event will not persist forever. He added that we can anticipate local services such as schools and local government opening back up. Mr. Shipman referenced hospitals, banks, and other customer-oriented facilities that are currently being forced to close down or alter their operations. He noted that with the deficiencies found when the Committee toured the buildings, the local departments are not providing the same quality of service and are inherently taking longer to accomplish various mission critical tasks during this period of modified operations resulting from the pandemic. He referenced that there are many inefficiencies that occur when staff have to work remotely instead of being able to work together in a shared facility. Mr. Shipman noted he understands and appreciates the financial and personal losses that people are experiencing, and the concerns for a return to normalcy.

Mr. Aylesworth added that the town is striving to continue to provide high-quality municipal services and acknowledged that, due to current circumstances, completion of many tasks take longer and that operations are less efficient despite everyone’s best efforts. He added that part of the broader objective of

the Committee's work can be taking into account how a facility's design can be modified to maximize its utility in a situation like this.

Mr. Tarantelli expressed his opinion that the Committee and local officials need to thoroughly analyze how specific processes are completed in the course of delivering services, so that the investments the Town makes in a facility are most effectively targeted at real needs. He added that we may have some processes that need to be looked at specifically from no-contact or less-contact situations.

Mr. Aylesworth stated that, separate from the facilities evaluation work being done, the town's IT company is helping to facilitate a server upgrade, migration to a hybrid cloud computing environment, and transition to Microsoft 365 so there is improved access to data when employees are working remotely.

Committee members continued to discuss how the facilities could be adapted to better suit the current social distancing needs, including physical barriers on the contact windows and drop off boxes similar to those seen at a bank.

Mr. Tarantelli noted that it is challenging to propose building people spaces, which is the one thing we can't use right now.

Mr. Shipman stated that the building plans are based on a 'recovered' society and not current circumstances.

Mr. Southard noted he had heard implications that the social distancing guidelines may be extended into 2021, and if that is the case, it may impact the support at the 2021 Town Meeting.

Mr. Shipman addressed the Committee and noted it should remain focused on its core mission, and, as we progress, it will be important to integrate new information and stay abreast of what is going on and adjust as necessary. He added that it may not be purposeful to go into a meeting with exactly what is good 'right now' versus what will be good in 2021.

Dr. Beaufait read an excerpt from the March 26th minutes regarding the Committee continuing to meet and complete the contract for services with Bread Loaf. He commended the huge amount of effort MFAC has put forth to date, but questioned if the Committee should proceed any further. He added that there was no running tally of how much had been expended to Bread Loaf in the MFAC, CIP, or BOS minutes in recent months. He inquired as to how much Enfield has paid, and how it would be disbursed if the town needs to pause.

Mr. Shipman noted that this was an inquiry to be addressed in Other Business, but that the current conversation was with relevance to concerns raised by Mr. Tarantelli.

Mr. Shipman noted that it may not be possible to have a direct answer for the concerns, but that it would be taken into consideration with the task the Committee was originally given. He added that, unless the Board of Selectmen comes and says the Committee needs to stop, the Committee will continue to work with the task which was asked of them and based on normal operational procedures.

Ms. Hutson stated that, on the topic of how current services may reopen, that having a bigger space would make reopening facilities go faster and easier. She noted that the current layout has many limitations to size and ability to navigate proper social distancing to meet the needs of the state guidelines as well as the needs of the public.

The Committee discussed how the new conceptual designs could affect the way departments respond in the event of a future pandemic. He recommended that all municipal department heads write a statement about the current changes that have had to make in order to allow continuity of operations and evaluate how delivery of these services would be different or better if we using the proposed facilities during COVID-19. He noted they could add specific layout features that would help from everything shutting down the way it is currently.

Mr. Shipman requested that Mr. Aylesworth reach out to municipal department heads to request their input in this regard.

Property Site Investigations – Pathways Consulting Proposals

Mr. Aylesworth presented updated information regarding the cost of the Pathways Consulting Proposals, noting that the previous meeting cited a cost which was not an accurate depiction of the full scope of work. He noted that the previous discussion regarding \$1,750 was actually only the fee that would be assessed by M&W Soils Engineering, who would be a subcontractor for the work Pathways Consulting would be completing. He noted that the actual cost, shown at the end of the document, was in the \$10,000-13,000 range each of the described tasks were to be performed.

The Committee discussed the scope of work necessary to understand if the land would be suitable to build on and discussed what information was already available from previous sitework on the Supervisory Union property. It was noted that the site evaluation was necessary to justify any spending that would happen for the potential purchase of the property, as well as fully understanding the use of the site for building on.

Mr. Pulver noted that the approach to complete, at least a portion of the site work, should be looked into as due diligence in looking at the land for purchase. He added that specific concerns had been expressed about ledge, which is a valid concern and needs to be sorted out. The investigation that was outlined in the proposal is appropriate, with the proposed layout for development of the site.

Mr. Pulver added that the information regarding the vernal pool, water runoff, and potential development of the site could all have an impact in negotiation for purchase of the land. He noted that knowing whether the soils can deal with storm water treatment on site and if they can be used for fill under the building or the parking lot could also have bearing on how much it will cost to develop the property. He noted that making an offer without having a clear understanding is not recommended to any client. He agreed it is appropriate to take it step by step, and not expend more than necessary.

Ms. Patten inquired about information contained in the previously completed plans and site investigations for a new high school and if test pits could provide more information.

Mr. Pulver noted that the work for the proposed new high school was done on another section of the property and was not relatable to the particular area they would look to build on.

Mr. Taylor agreed that the site work needed to be completed prior to entering into any purchase agreements. He added that the site work he reviewed in the documents was done in Canaan and was several hundred feet away from where the current site is proposed.

Mr. Finley stated that of the 10 items proposed, the first 3 or 4 would be the ones most essential to complete before purchase of the property (wetland verification, topographic survey, geotechnical eval, and boring). He added that he read the document regarding site work completed in 2007. He noted that the entire site is 36 acres and a majority of the land is in Canaan. He stated that in 2007 they completed 20

test pits, 17 of which were completed in Canaan. He noted that items 5 through 9 on the proposal are all post-purchase related.

Ms. Patten noted that the test pits numbered 17, 18, & 19 looked like they were done in the area the Committee is looking in.

Mr. Finley confirmed that those three test pits were completed relative to the proposed site, but noted the eight currently proposed were located around the building site.

Mr. Shipman addressed the Committee, and noted that they were looking at a cost of closer \$5,600 instead of \$1,750 as previously discussed if Items 1 through 4 were performed from the scope of work.

Mr. Albanese inquired about how the bill would be paid for.

Mr. Aylesworth noted that if the funds come from the CIP Capital Reserve Fund, then the BOS will need to approve such a withdrawal. He added that it could also come from a related line in the operating budget, so long as it wouldn't cause the corresponding department's spending to exceed their 2019 appropriation. He added that though he as Town Manager has the authority to enter into a contract with Pathways for these services, he is seeking input and consensus from both the Municipal Committee as well as the Board of Selectmen before any arrangements are made.

The Committee discussed the implications of purchase prices for the property and how that might impact the decision to follow through on the assessment costs.

Mr. Aylesworth agreed and noted he would follow up with the superintendent of the school district to get more information regarding possible terms of a sale. He added that he was hopeful to have an amicable agreement as the proposed facility would also provide improvements to the SAU driveway, bring water and sewer and make it available for hook up, and convey myriad benefits by having a public safety facility near multiple schools. He believes the superintendent shares his view of mutual benefit.

Mr. Shipman and Mr. Aylesworth took a moment to clarify with members of the public that the discussion of purchase and any follow through would not be completed by the Committee, and that it was all a part of the process to bring all of the relevant pieces of information forward to the Board of Selectmen for further evaluation.

Other Business

Mr. Aylesworth discussed the contract with Bread Loaf in response to Dr. Beaufait's earlier questions. He indicated that the Town entered into a contract with Bread Loaf for \$29,000 and that no additional fees have been incurred that added cost to the scope of work. He indicated it was his recollection that the Town had paid invoices totaling slightly more than half of the total contract value to date.

Mr. Shipman noted that Bread Loaf has given the Committee work well beyond the value that the town is currently paying in the contract, including going above and beyond to meet with department heads as well as continue meeting with the Committee during the COVID-19 pandemic.

Mr. Aylesworth noted that the payments are made in somewhat regular intervals as Bread Loaf achieves certain percentage completion on the project. He added that Mr. Pulver is not billing on an hourly basis, and has put a large amount of effort into the project, which is commendable.

Dr. Beaufait inquired that if a decision was made to pause all current work, where would Bread Loaf billing stand.

Mr. Aylesworth noted that, based on the contract, which was started prior to COVID-19, the town would still be responsible for honoring the remainder of the contract.

Mr. Pulver noted that Bread Loaf is very close to fulfilling all of their obligations under the current agreement.

Mr. Russell noted that the natural pause point is when we conclude our business and have a plan to send to the Select board; who can then make a call on the timeline for moving forward. He added that pausing before the Committee reaches that point will result in having to start over. He echoed other Committee members noting the great value out of the work being accomplished with the Bread Loaf contract, and there is no value to the town to not complete the contract.

Mr. Shipman noted the time and requested that further discussion be moved to the next meeting. He requested that questions from the public be sent to Mr. Aylesworth in advance of the next meeting to be added to the agenda.

Mr. Ayleworth updated the Committee and members of the public that \$15,954 had been expended on the project to date.

Next Meeting: Monday, May 11th @ 6:30 PM

The Zoom Meeting link can be found on the Town of Enfield, NH Website.

Adjournment

Mr. West made a motion to adjourn at 8:49 PM. Ms. Patten seconded. A roll call vote was taken. Vote unanimous in favor of the motion (8-0).

The meeting was adjourned at 8:50 pm.