

**TOWN OF ENFIELD
MUNICIPAL FACILITIES ADVISORY COMMITTEE**

MEETING MINUTES OF JULY 27, 2020

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

Administrative Staff: Alisa Bonnette (Assistant Town Manager)

Guests: Emily Curtis, recording secretary; Jim Pulver, VP of Architecture at Bread Loaf; Jo-Ellen Courtney, Chair of the Energy Committee; Phil Neily, Inspector; Melissa Hutson, Librarian; Roy Holland, Chief of Police; Marjorie Carr, Gary Hutchins, Dr. David Beaufait, Cecelia Aufiero

Location: Zoom Virtual Meeting

Call to Order

Mr. Shipman called the meeting to order at 6:44 pm.

Virtual Meeting “Preamble”

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

As a member of 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 or text 603-309-6379.

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 –July 13, 2020

Ms. Patten noted that on page three, the 5th paragraph down, she would like to have it corrected to read 'Ms. Patten noted that it would be helpful to have information from Bread Loaf regarding the ICF.'

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

Discussion of Preliminary Findings from Geotechnical Investigations (Public Safety Facility)

Mr. Shipman began the meeting by requesting that all public questions and comments be brought to himself and requested members of the public to not directly contact Mr. Pulver. Mr. Shipman noted that this meeting was not to discuss whether members of the public supported the projects as conceived. The Committee's responsibility is to evaluate needs and facilitate the development of conceptual plans for facilities that meet Town needs, and at this stage the plans may not define all aspects of building materials or energy efficiency considerations.

Mr. Shipman requested that Mr. Aylesworth review the preliminary findings of the site investigations being conducted at 547 US Route 4 by Pathways Consulting and their subcontractor.

Mr. Aylesworth reported that the engineering firm provided a preliminary report that stated they have found nothing in the test pit digging or the location of the facility that would prohibit the property from serving as the site of a public safety facility.

Mr. Pulver noted that in his communications with the firm, it was indicated that there is a seasonal high-water table there, but that it would not be prohibitive to constructing a building there.

Mr. Shipman requested Mr. Aylesworth to report on items previously discussed, including the Shedd Street property grounds report as well as work completed on the Enfield Center Town House.

Mr. Aylesworth reported that he has reached out to Mr. Newcomb, who is completing the Level I and Level II environmental site assessments on the Shedd Street property, for updates and informed the Committee of the last update he had received. He noted that the process has taken longer than expected due to COVID-19 and associated travel restrictions that were in place during the spring, but that they were finalizing the Level I report, which involved reviewing historical documentation, and drafting the Level II work plan, which requires formal review and approval from NH Dept. of Environmental Services and U.S. Environmental Protection Agency. Mr. Aylesworth noted that the field work associated with the Level II investigations would be completed by late summer and the report are anticipated to be ready by the fall.

Mr. Aylesworth requested that Mr. Neily speak to the work that had been completed in the Enfield Center Town House.

Mr. Neily stated that the work by Target New England has been completed. He noted that Target New England did find some additional rot that hadn't previously been identified, and several more supports were put in than originally anticipated, but they did excellent work to stabilize the structure and installed the added components without increasing the project budget. The site was cleaned up nicely and you would never know that it had been an active construction site.

Mr. Aylesworth noted that the work completed on the Town House has been covered by two Moose Plate Grants totaling \$20,000. He added that now that the building is stabilized, a plan and vision for its use can be developed.

Mr. Neily offered to finalize a report and include photos he took to submit to Mr. Aylesworth for distribution to the Committee. He indicated that the building was now structurally sound to support a variety of uses.

Discussion of Committee Report and Presentation to Board of Selectmen

Mr. Aylesworth requested to discuss the field trip to Warner, NH to visit the newly constructed fire station. He noted that the fire department moved into the new building approximately a year ago and are very happy with the building design and materials. The design professionals at SMP believed insulated concrete forms (ICF) was an excellent way to go, and it was a nominal price difference when compared to wood construction. He noted that SMP and the Warner Fire Chief strongly encourage Enfield to look at ICF as an option for the public safety facility.

Mr. Neily stated that the tour was very interesting. He noted that the hosts did not have information related to fuel, electric and heating costs available, but they had offered to prepare that if it was desired. He added that the building looks the same as a stick built, but the concrete in the walls helps retain the heat in the winter and retain the cool in the summer. It was noted that there was a heating system in the bay area, but no cooling system. He noted that it would still be important to look at windows and doors to help retain those elements as well.

Mr. Pulver noted that the drawings for the Warner structure were going to be sent to the Committee. He added that Mr. Bellucci was in touch with the subcontractor regarding the ICF pricing differential.

Mr. Neily noted that he had received an electronic file of the plans and would share them with Mr. Aylesworth to be distributed to the Committee.

Mr. Shipman requested Mr. Young to explain the difference between a conceptual design and the final building plan.

Mr. Young noted that a conceptual plan allows an estimator to utilize square footage to develop the budget estimates. He noted that one would not build from the conceptual design plans without further information on details, which would be confirmed when finalizing the building plan.

Mr. Pulver added that the Committee has worked through many details that go beyond the regular conceptual design, including detailed narratives. He added that Bread Loaf performed detailed estimates that were beyond square footage and looked at different types of building materials that could be utilized.

Mr. Shipman requested that Mr. Russell to review the materials to be presented to the Board of Selectmen.

Mr. Russell presented the PowerPoint that was developed by a subgroup of the Committee. The presentation reviewed how and why MFAC was formed, the duties of the Committee as outlined by the

BOS, the Committee's goals, a review and assessment of current Town owned facilities, outlining facility goals/values, the conceptual planning and design process, and a summary of recommendations developed by the Committee.

Mr. Russell encouraged everyone to read through the PowerPoint and send edits and comments to Mr. Shipman.

Mr. Tarantelli noted that there were no comments regarding recommendations for the existing police station. He added that the presentation also did not include information regarding how the Committee came to the conclusion to focus on a renovation and expansion of Whitney Hall instead of the previously proposed stand-alone library, which is not being proposed by the Committee.

Mr. West agreed with Mr. Tarantelli that there may be some confusion among residents when it comes to funding for the library component specifically, and recommended more content to be provided regarding how the Committee derived its present recommendations for Whitney Hall renovation and expansion given that multiple options were evaluated.

Mr. Aylesworth noted that, while intention had been to build a stand-alone library purely with privately raised funds, it is important for residents to understand that the intent is still to utilize privately raised funds to the fullest extent possible for the library renovations being proposed in Whitney Hall. As such, privately raised funds will be every bit as important under the new set of proposals.

Ms. Patten agreed with Mr. Tarantelli and Mr. West, in that it seems like the focus of the slides is on the Public Safety Complex, and she would like to see more information articulating all the needs that the committee identified for Whitney Hall. She also questioned whether it was appropriate to propose the joint building when the Library Trustees may not have reached out to donors who had contributed to a stand-alone concept and not what is being proposed by the Committee.

Ms. Green noted that the Library Trustees have discussed when and how to approach donors regarding the changes taking place. She noted that it was worth comparing what the new stand-alone building would cost versus having the work be a part of a combined renovation. She stated that once a project goal was finalized, the Library Trustees would meet and finalize their support to put forward to donors. She added that donors have been aware of the study the Committee has been completing and that it involves other possibilities for the library.

Mr. Aylesworth asked Mr. Pulver if it would be possible for Bread Loaf to update the estimate of the stand-alone library to update the cost as outlined in those plans.

Mr. Pulver noted he would discuss the information that had been provided with Mr. Bellucci to update the cost estimates.

Mr. Aylesworth noted that the subcommittee discussed the timeline for the presentation to the BOS, as well as further recommendations to be made.

Mr. Shipman stated that the subcommittee discussed making the recommendation to the BOS to have the proposal as a Warrant Article in 2021. He noted that it was a suggestion and it was up to the BOS to do what they choose with that recommendation. He added that, in the subcommittee discussion, it was noted that there are many need based issues that drive the timeline being proposed.

Mr. Aylesworth noted that the subcommittee proposed presenting the details at the MFAC August 24th meeting and inviting members of the BOS to attend. He noted that due to the depth of material it may be appropriate to begin the meeting earlier than usual.

Mr. Tarantelli stated his agreement with the timeline for presentation.

Mr. Shipman requested feedback from members of the public.

Mr. Hutchins inquired about why the Committee had not considered adding municipal offices onto the Public Safety Facility and leaving Whitney Hall to the Library entirely.

Mr. Shipman noted that some discussions had been held regarding the idea of changing the location of the municipal offices and that a slide could be added to the presentation to reflect that.

Dr. Beaufait suggested more detail regarding the affordability of the projects would be helpful.

Mr. Aylesworth agreed that a slide could be added to show projected cost break downs and financial impacts for different scenarios.

Mr. Tarantelli noted that the Committee should address the question: What if we (the Town) do nothing?

Mr. West agreed, and noted details such as what would happen to each department would also be important.

Mr. Aylesworth requested if Mr. Pulver had thoughts on the possible merit of using ICF as a building material for any future Whitney Hall expansion.

Mr. Pulver noted that he had discussed the idea with other members of his team and they concluded that they should not combine different types of structural systems. He noted that the height of the addition to Whitney Hall, as well as the thickness of the walls when utilizing ICF, would add a level of complexity to the project.

Mr. Pulver noted that, in the Bread Loaf portion of the Power Point presentation, it would be important to identify as many of the TBD costs as possible.

Mr. Hutchins thanked the Committee for looking into the Warner fire station and their use of ICF. He recommended looking into bay doors that had a higher RF than standard overhead doors. He added that he did not advise lowering the size of the utility room in the municipal building.

Mr. Shipman thanked everyone for their input and moved on to the next business item on the agenda.

Other Business

Mr. Shipman noted that between now and next meeting, the subcommittee would continue to update the report and requested the Committee members to contact him with any questions or reflections. He noted that any member of the Committee that didn't support the information being brought forth should also speak up so that it can be addressed prior to the next meeting.

Mr. Aylesworth noted that the subcommittee suggested the materials be provided to the BOS a full week in advance of the proposed presentation (August 17th) so that they have time to review the information before the presentation.

Mr. Russell recommended doing two rounds of sending out – one tomorrow to get feedback and then a second version with updates prior to the next meeting.

Next Meeting: Monday, August 10 @ 6:30 PM

Adjournment

Mr. Tarantelli made a motion to adjourn at 8:15 PM. Ms. Patten seconded. Vote unanimous in favor of the motion (8-0).