

**TOWN OF ENFIELD
MUNICIPAL FACILITIES ADVISORY COMMITTEE**

MEETING MINUTES OF JULY 8, 2019

Present: Phil Shipman, Tracy Young, Rob West, Mark Tarantelli, Erik Russell, Jean Patten, Maynard Southard, Shirley Green (4:15)

Excused: Ryan Aylesworth (Town Manager)

Guests: Alisa Bonnette (Assistant Town Manager), Kati Lary Jopek (Regional Recreation Coordinator), Jim Taylor (Director of Public Works)

The meeting was called to order at 4:01 PM.

The meeting began with the approval of the June 24, 2019 minutes.

Mrs. Patten questioned the use of 'Chief' in the title of all fire, ambulance, and police representatives noted in the meeting minutes. Ms. Bonnette confirmed that all titles of 'Chief' are correct.

Mr. Shipman requested that the notation of internal damage noted in the Department of Public Works shed be corrected to reflect the 'southeast' corner, not southwest.

Mr. Young motioned to approve the minutes. Mrs. Patten seconded. All Committee members were in favor (7-0).

Mrs. Green requested that the minutes be changed to reflect that her statement regarding the location of the library (page 6) was her personal opinion and not that of the Library Board of Trustees. She added that the Library of Trustees are open to considering this option, and Mrs. Green emphasized that she will discuss specific questions with them at an upcoming meeting.

The Committee unanimously approved the change requested by Mrs. Green.

The meeting proceeded with a discussion of the utilization of the Enfield Community Building and the Huse Park pavilion by Town staff. The new part-time Enfield Recreation Director, Ed Winters, was unavailable to meet with the Committee. However, Ms. Jopek, the Regional Recreation Coordinator, met with the Committee to discuss her role with the implementation of recreation offered to residents of Enfield.

Ms. Jopek discussed her role as the Regional Recreation Coordinator and specific goals that have been set for the Enfield recreation programming, which include increasing the age range of residents that are served by the program, as well as increasing the number of programs offered. The goals also include having the programming be more self-sufficient with utilizing current income to support new programming. Challenges for programming include limited availability for space in the Enfield Community Building. Ms. Jopek also noted that there is a need for more adequate storage for the equipment that the Recreation Department utilizes. Equipment is mainly stored in the Huse Park pavilion, where Ms. Jopek notes there are continual challenges, such as water damage due to pipes bursting, rodent infestation, and a lack of secure storage.

Ms. Jopek also reviewed the current structure of recreation in the area. She noted that the Enfield Recreation Commission had discussed whether it would be best to remain a commission, or if it should be shifted to an

advisory committee. There are currently two active members of the Recreation Commission, leaving three vacancies. It was indicated that there are also community volunteers who assist as needed. In addition to the Enfield Recreation Commission, there is a Canaan Recreation Director, Chelsea Martin; and Ed Winters, the part time Enfield Recreation Director. Ms. Jopek indicated that her position was created in 2013 and is supported by grants, beginning with a grant from Upper Valley HEAL. She currently utilizes office spaces in Canaan and Enfield, sometimes sharing the Enfield office space with Mr. Winters.

After discussing logistics between towns and how programs are offered, Mr. Shipman inquired if the Town of Enfield would benefit from having a separate recreation program. Ms. Jopek noted that it may create redundant programs and then run the risk of having lower attendance due to offering similar or competing programs with local towns such as Canaan. She also offered that future goals may involve having one full time Recreation Director for the combined area, which would include management of youth sports leagues as well as summer camps. Ms. Jopek noted that Mr. Winters has experience working for a regional recreation program and may have additional insights as well that can be shared with committee members at a future meeting. The Committee expressed interest in speaking with Mr. Winters for his experience and perspective.

Mr. Russell inquired if the Recreation Department had needs regarding space that were not currently being met. Ms. Jopek indicated that there are current issues with storage, access, and usage, and noted that if facilities availability changed the program could change with it. She also noted that there is some storage available at the Shaker Recreation Field, but it is not an ideal location as it is not centrally located to the programming. The Committee inquired what the ideal space for recreation would look like in terms of size. Ms. Jopek stated a space similar to that of the main meeting room in the Community Building would be ideal as it would be an excellent multifunctional space. Ideally, the space would have room for kids to play and storage specifically for recreation use. Ms. Jopek noted there were great examples such as the Claremont Recreation Center and the Windsor Recreation Center.

Mrs. Patten inquired as to if there have been any patterns in participation in recreation activities. Ms. Jopek noted that there has been a steady increase in participation, though some activities are weather dependent. Ms. Jopek noted that in lieu of having physical space, the Recreation Department has partnered with other departments, such as the library and the Fire Department, to offer programming in their facilities. Mrs. Green inquired if summer swimming lessons were still taking place. Ms. Jopek stated that the job opening was not filled for Shakoma Beach, but that swim lessons were available in Canaan. Ms. Jopek noted that employment for the seasonal positions is a constant challenge.

The Committee discussed details of the Enfield Community Building, noting it is a building that was donated by the Lions Club of Enfield. The Community Building includes a large meeting space, a commercial kitchen, and two bathrooms on the upper floor, and a meeting space, storage, and bathrooms on the lower floor. The building is well utilized by the Lions Club, Boy Scout troop and Cub Scout pack, the Enfield Recreation Department, and private group rentals for meetings and events. Ms. Bonnette handles the current schedule for use of the Enfield Community Building. She brought a print out of the June and July schedule for use of the space. The June and July schedules were full for utilization during the day and evening hours, including simultaneous use of upstairs and downstairs spaces. Ms. Bonnette noted that all months up to November of 2019 are currently booked solid. Between October 1 and November 30, 2019, Ms. Bonnette will accept requests for booking the meeting space for the 2020 calendar year. The requests will be reviewed and the calendar will be prepared as of December 2019.

Mr. Russell inquired that if there were a second room that was equivalent to the main meeting space in the building, would a second schedule also fill up? Based on inquiries for space, Ms. Bonnette did not believe that it would always be full. Mr. Southard inquired where people were referred to when space was not available in the Enfield Community Building. Ms. Bonnette noted that she refers people to the Enfield Lutheran Church or the Shaker Museum. She also noted that the Enfield Community Building was only open to reservation by Enfield

residents and is a more affordable option. Typical charges are \$100 for a full day, \$50 for a half day, with a surcharge for use of the commercial kitchen for organizations not otherwise paying a rental fee. The Lions Club and Lioness Clubs do not pay for utilization of the space. Ms. Bonnette noted that the rates used to be higher, but when the rate was lowered there were more rentals which resulted in more income.

Committee members noted that there were some minor maintenance issues with the space such as needing a new coat of paint and some small holes and scrapes on the ceiling. The Committee asked Mr. Taylor about current maintenance needs in addition to the painting and patching. Mr. Taylor noted that the heating and cooling systems have been upgraded, and the floor was refinished four years ago. It would benefit from being power washed, examining the current roof condition, and new paint on the interior. The lights in the hall were recently retrofitted with LED lighting. Mr. Taylor informed the Committee that there were multiple challenges with regard to the maintenance of the property including the number of people utilizing the space, as well as the frequency of the space being occupied. He noted there have been issues including the range hood in the kitchen being left on, which creates secondary problems with heat regulation in the building, as well as improper use of the lift which has resulted in costly repairs. The building itself is structurally good, but there are challenges finding contractors that will do small ‘one-off’ jobs. Mr. Taylor notes that the Department of Public Works tries to help fill in for smaller tasks where possible, but their time needs to be carefully managed so as not to detract from the Public Works schedule. Mr. Russell inquired if maintenance of the Enfield Community Building falls to the Department of Public Works by plan or by default. He was informed by Mr. Taylor that it is both.

The Committee also discussed the history and current agreements in place for the utilization of the Enfield Community Building. Ms. Bonnette noted that the town has an agreement with the Lions Club that as long as the Lions Club is active, there were to be no town offices located in the Enfield Community Building.

The Committee inquired if the pavilion were to be refurbished if the size of the area would fit the needs Ms. Jopek has addressed. Ms. Jopek agreed that if the entire space were not closed in, so as to leave a shaded outdoor seating area, as well as have an expanded indoor area to utilize in inclement weather, then it could serve the needs for recreation use. Mrs. Patten asked Mr. Taylor how much property the town owns and if there was space for the pavilion to be renovated or rebuilt. It was noted that the deed to the property would need to be referenced to further clarify.

Mrs. Patten inquired as to the status of the door lock updates that were scheduled to occur. It was noted that the budget was for half of the cost of the project and the town needs an additional \$3,000 to complete it. The upgrade would include remote programming. There are currently a large number of lost, missing, and unreturned keys. It would also make it so that the Assistant Town Manager would be able to manage utilization of the space remotely, instead of issuing and collecting physical keys.

Mr. Taylor and Ms. Jopek were excused from the meeting at 4:57pm.

The Committee discussed that perhaps there were options for remedying situations versus rebuilding. It was also noted that through the observations made in each facility, it would be of benefit for the town to have staff, such as a Maintenance Director, to manage the smaller issues. The Committee agrees that maintenance tasks could be completed in a timelier and more cost-efficient manner.

The Committee then discussed site visits that it will conduct to gain insight on newly built facilities in the area. Ms. Bonnette stated that Mr. Aylesworth had tentatively scheduled a tour of the Sunapee library and emergency services facility for July 22nd, with a leave time of 3:45, offering a recreation van for transportation of the Committee members.

The Committee also discussed details of what facilities should be chosen to be able to narrow the scope of site visits. Committee members discussed their preferences in terms of seeing the facilities and the possibility of

sending subgroups, should not all members be able to attend. It was also noted that during tours the Committee members should speak with the people who utilize the facility to get the best perspective. With the timeframe in perspective and information to be collected and assessed, the Committee members agreed it may be ideal to divide into teams if necessary.

The Committee voted on setting a three-site limit regarding emergency facilities to set a focus that fits within the timeline. Mr. Tarantelli motioned to approve a three-site visit limitation. Mr. West seconded. All Committee members were in favor (8-0).

Committee members then discussed what facilities would be ideal to visit with regard to location and usage. Hanover, New Hampshire; Hartford, Vermont; and Sunapee, New Hampshire; were all stated as ideal locations to visit. A motion was set forth to approve these facilities, but was tabled until further information from Mr. Aylesworth was available regarding Farmington, New Hampshire.

The Committee then discussed visiting libraries that offer different perspectives, such as one floor versus multi floor, or renovated versus new. Mrs. Green agreed that she would speak with the Library Trustees about making recommendations for three libraries that would be appropriate for site visits. Mrs. Green agreed to bring the recommendations with her to the next Municipal Facilities Advisory Committee meeting on July 22nd.

The Committee agreed that considering the emergency services facilities, town offices, and library, it may be in their best interest to complete visits on non-meeting days. The Committee agreed that a group of three people would be an appropriate representation of the Committee to perform site visits on a non-meeting day.

The Committee discussed the timeline regarding how many meetings were currently scheduled and the information necessary to review to be able to make recommendations to the town. Committee members acknowledged that the Committee may need to meet more frequently or may need to commit to longer meeting times as it develops new goals.

The Committee agreed that so far, the weakest facility visited has been the ambulance building on Depot Street. The Committee also agreed that they are looking at the possibilities of a combined emergency facility with fire, police, and EMS; and the possibility of only combining fire and EMS.

The Committee agreed that there were four buildings that were not going to be a part of the recommendation process: The Department of Public Works, the Enfield Community Building, the Enfield Center Fire Station, and the Enfield Center Town House.

Ms. Bonnette addressed the Committee to inform them that Mr. Aylesworth would be returning on July 15th and would continue communications regarding the Sunapee, New Hampshire site visits, as well as the locations discussed during the meeting. Mr. Aylesworth will e-mail Committee members to keep them up to date regarding the plans for the meeting on July 22nd.

Mr. Shipman requested a motion to adjourn the meeting. Mr. Tarantelli motioned to adjourn. Mrs. Patten seconded. All committee members were in favor (8-0).

The meeting was adjourned at 5:45 pm.