

**TOWN OF ENFIELD
MUNICIPAL FACILITIES ADVISORY COMMITTEE**

MEETING MINUTES OF NOVEMBER 12, 2019

Present: Phil Shipman, Tracy Young, Mark Tarantelli, Shirley Green, Erik Russell, Rob West (excused at 5:58pm), Jean Patten, Maynard Southard, Ryan Aylesworth (Town Manager)

Guests: Ed McLaughlin, Bob Cusick, Dan Kylee, Mr. Dale of Bread Loaf Architects (4:55pm)

Excused:

Call to Order

The meeting was called to order at 4:03 PM.

Review and Approve Meeting Minutes –October 28, 2019

Ms. Patten requested to add the name of the representative from Bread Loaf, John Dale, to the minutes for reference.

Mr. Young motioned to accept the minutes as amended. Ms. Green seconded. Vote in favor of the motion (8-0).

Mr. Tarantelli motioned to accept the nonpublic minutes as written. Mr. Young seconded. Vote in favor of the motion (8-0).

Mr. Aylesworth made a motion to seal the nonpublic minutes. Mr. Young seconded. Vote in favor of the motion (8-0).

Discussion of possible favorable locations for a public safety facility

Mr. Aylesworth informed the Committee that Mr. Dale from Bread Loaf Architects would be late to the meeting.

Mr. Aylesworth noted that after doing research, it was found that it would take two feet of fill to get out of the flood plain at the 492 US Route 4 property. Mr. Young noted that it would not be necessary fill the entire parcel, but focus on where the building and parking lot areas would be specifically. He was optimistic that other areas of the parcel could be used as fill for the building site.

Ms. Patten inquired as to the latest assessment for the property at 492 US Rte 4. It was reported that the value was assessed as \$280,000, but the sale price recently dropped down to \$249,000.

Mr. Aylesworth informed the Committee that he reached out to the real estate outfits in Enfield to inform them they would be interested in services as buyers and sellers. He received some RFQ language to assist in getting representation for property sales.

Mr. Shipman inquired about the Committee's current timeline and if all of their set goals were still on track with the proposed timelines.

Mr. Aylesworth noted that the Committee is continuing to strive for all of the goals as outlined, including having retained Bread Loaf for conceptual designs and cost estimation. He noted that Bread Loaf can help the Committee articulate informed recommendations, but it is not necessary for recommendations to be a formal written document as of yet.

Mr. Shipman noted that the proposals and recommendations made are not binding and can be changed if necessary.

The Committee discussed where they are at in the process and what would be necessary to continue the trajectory to a formal proposal.

The Committee discussed what was needed to finalize a proposal, including where a building would potentially be located, how much it's going to cost, and a project budget. The Committee also discussed whether the Shedd Street property was a viable property for municipal use or if it would benefit the town to sell it. It was noted that income from the sale of the Shedd Street property should be utilized to purchase property that would support an emergency services building.

Ms. Patten noted that the negatives of the Shedd Street property need to be listed clearly for the public.

Mr. Aylesworth noted that Mr. West previously stated that the information of how and why choices were made by the Committee will need to be included in the Committee's proposal.

The Committee discussed that sale of sites such as Union Street fire station and the Depot Street ambulance building would not be involved in year one of the process.

Mr. Aylesworth urged the Committee to discuss what it would mean to pause the process if something couldn't be worked out with a piece of land on the Route 4 corridor.

The Committee went around the table and discussed their personal reflections on what would happen if they could not find a desirable location for a public safety facility. Many Committee members agreed that, if necessary, pausing the process would be prudent until a desirable location was found.

The Committee asked Mr. Aylesworth what the process was to sell town property, such as Shedd Street. Mr. Aylesworth noted that the governing body can buy/sell property with a hearing by the Board of Selectmen for approval, unless the borrowing of money is involved. He noted that Shedd Street is not a tax deeded property and could be listed through a realtor, auctioned, sealed bid, or other competitive process.

Mr. Shipman asked Mr. Aylesworth if it was possible to make a condition that the funds from the sale of Shedd Street be used for the purchase of new property for an emergency facility. Mr. Aylesworth noted that the BOS can go on record to agree to allocate the proceeds from the sale of real property in this way, but there is not necessarily anything that would legally bind the BOS to use the revenue in that way.

The Committee then discussed details of environmental studies done on the Shedd Street property and if it would cause any effect in the sale of the property.

Mr. Young made a motion: The Shedd Street property has been thoughtfully and carefully examined for municipal use as an emergency services building. As previously voted in the affirmative, this group recommends that a new emergency services building include fire, police, and ambulance, in one facility.

It is the opinion of this group that the Shedd Street property is NOT appropriate for an emergency services building. The Committee recommends the Shedd Street property be sold and the funds be used for a more suitable location for an emergency services building.

Mr. West seconded the motion. Vote (8-0). One abstention.

The Committee discussed details of the recommendation and acknowledged that the BOS would make their own valuation and assessment of the Committee's recommendations.

Presentation and discussion of Bread Loaf's latest conceptual designs

The Committee reviewed a preliminary drawing for an emergency services building housing police, fire, and EMS.

The Committee inquired about details regarding what would be wood and what would be masonry, as well as questions regarding the roof and other storage areas. Mr. Dale noted that the structure would be built on a slab base and that adding a basement or second floor would add the need for stairs and elevators which would add roughly \$200,000 to the project budget.

Mr. Dale added that there were stipulations to accessibility for a second floor or basement which included the need for more than one flight of stairs and an elevator. He discussed details of occupancy which would also determine necessity for accessibility.

The Committee discussed details of the roof and whether it would be flat or pitched and whether it would have shingles or not.

Ms. Patten inquired about how tall the frost walls would be. Mr. Dale noted that would be four to five feet.

Committee members noted concern for the size and location of the EOC/conference space in the drawing.

The Committee discussed details about the 15,000 square foot building and how the layout could potentially be optimized, possibly to include a second floor, and what could be placed on the second floor. They also discussed the shape of the building and how the shape impacted the overall price and efficiency of the building's footprint.

The Committee discussed the details of how many bays were included in the drawing and confirmed with Mr. Dale that the end wall could be knocked out to add a new bay. It was noted that adding a bay would add approximately \$100,000 to the budgeted cost of the building.

The Committee made suggestions to specifically move the EOC/conference room around to the front of the building. The Committee also raised concerns for the size of the booking area and if it would accommodate the needs of site/sound separation and having accessible bathrooms, etc.

Mr. Cusick made a recommendation for the Committee to get a purchase a sale agreement that stated it was pending town approval. Mr. Russell expressed support for Mr. Cusick's suggestion.

Mr. Shipman asked Mr. Aylesworth if there was an idea of the potential cost to add two feet of elevation to the building site to get any structure out of the floodplain. Mr. Aylesworth noted that there was speculation that much of the necessary fill materials might be on the site already but that contractors would still be necessary to hire and that would likely still be need for purchasing gravel and additional fill materials directly under a concrete slab.

Mr. Cusick inquired as to if there had ever been water on the road and if that could potentially interfere with traffic in and out of the site.

No members of the public or Committee knew of a time when that part of the road had been flooded, though it was noted that some of the back of the property at 492 Route 4 had flooded.

It was noted that there would be two articles that went before town meeting; the first would be regarding a public safety complex, and a second would be regarding library and municipal spaces.

Mr. Aylesworth noted that the library and town offices recommendations would be deferred to the next meeting on November 19th.

Mr. Tarantelli requested to have information regarding the library and town offices in advance of the next meeting.

Other Business

Mr. Young made a motion to go into nonpublic session. A roll call vote was taken to enter non-public session at 6:07 PM. Each Committee member stated their name and approval of the motion. Vote unanimous in favor of the motion (8-0).

Mr. Aylesworth made a motion to come out of nonpublic session at 6:15pm. A roll call vote was made to exit non-public session. Each Committee member stated their name and approval of the motion. Vote unanimous in favor of motion (8-0).

Mr. Aylesworth made a motion to seal the nonpublic minutes of November 12. A roll call vote was made to seal the minutes. Each Committee member stated their name and approval of the motion. Vote unanimous in favor of motion (8-0).

Next Meeting: Tuesday, November 19, 2019 @ 4:00 PM (DPW Facility)

The Committee discussed the current meeting schedule and necessary preparations for presentation to the BOS. The Committee add meetings to the current calendar – including Tuesday December 3rd at 4pm, and Monday December 16th at 4pm.

The Committee requested to move their presentation to the BOS from Monday December 16th to Monday January 6th.

Adjournment

Mr. Shipman made a motion to adjourn the meeting. Mr. Tarantelli seconded. Vote unanimous in favor of the motion. (8-0)

The meeting was adjourned at 6:16pm.