



Municipal Facilities Evaluation & Conceptual Design Project

Final Report & Recommendations of the
Municipal Facilities Advisory Committee

September 2020



Municipal Facilities Advisory Committee (MFAC)

- Formally established by the Board of Selectmen (BOS) in April 2019 following the conclusion of the “Municipal Facilities Optimization Study.”
- The intent of the BOS and Town Manager was to build a collaborative committee with diverse backgrounds and perspectives.
- Members are committed to a process grounded in objectivity and evidence-based evaluation of the Town’s facility conditions and needs.



MFAC Members

- Shirley Green
- Jean Patten
- Erik Russell
- Maynard Southard
- Mark Tarantelli
- Robert West
- Tracy Young
- Phil Shipman, Chair
- Ryan Aylesworth, Town Manager (ex officio)



MFAC Duties (1 of 2)

(1) Reviewing and discussing the current condition of the following Town-owned buildings:

- Whitney Hall – 23 Main Street
- Police Facility – 19 Main Street
- Public Works Facility – 74 Lockehaven Road
- Union Street Fire Station (Fire Department HQ) – 25 Union Street
- Enfield Center Fire Station (Secondary/Satellite Station) – 1100 NH Route 4A, Enfield Center
- Enfield Community Building – 308 US Route 4
- Depot Street (Ambulance headquarters) – 18 Depot Street
- Pavilion Building located at Huse Park – 308 US Route 4
- Shedd Street Garage #1 – 7 Shedd Street
- Shedd Street Garage #2 – 15 Shedd Street
- Transfer Station (Trailer) – 39 Lockehaven Road
- Enfield Center Town House – 1044 NH Route 4A, Enfield Center



MFAC Duties (2 of 2)

- (2) Reviewing and evaluating the needs and recommendations of staff and findings from past planning and evaluation efforts.
- (3) Convening public informational meetings to obtain stakeholder/resident feedback.
- (4) Building consensus around proposed facility projects.
- (5) Identifying the specific requirements/needs, specifications, estimated costs, and project timeline/phasing for each proposed project.
- (6) Seeking the professional advice of consultants to aid the MFAC in its review of possible projects.
- (7) Issuing recommendations to the Town Manager and BOS for appropriate action at a future Town Meeting.



Process (1 of 2)

- The Committee has been committed to a process that is:
 - Transparent;
 - Factual;
 - Integrity-driven;
 - Consensus-based.
- Committee goals include:
 - Developing objectives and associated strategies that are most likely to meet both current and long-term (50+ years) facility needs
 - Fiscal responsibility by diligently searching out external funding sources
 - Basing recommendations on quality, integrity of resource(s), and safety
 - Using “value” as an overall rating rather than just “cost”
 - Minimizing, to the greatest extent possible, financial commitment on the Citizens of Enfield



Process (2 of 2)

- Step 1 - Review of existing Enfield facilities (12)
- Step 2 - Review past design / planning efforts, studies, reports
- Step 3 - Nearly 40 - 2+ hour public meetings of in-depth discussion of methods to address our facility needs and solve existing problems
- Step 4 - Multiple subcommittee meetings
- Step 5 - Discussions with Department heads and key personnel
- Step 6 - Tour the facilities of four other communities
- Step 7 - Development of conceptual plans
- Step 8 - Present recommendations to the Select Board



Categorizing Facilities by Type

- ***Satisfactory Facilities***: Those facilities that are effectively serving their intended purpose(s) but require routine repairs/maintenance
- ***Disposable Facilities***: Those facilities that no longer serve a municipal need and should be sold
- ***Special Consideration Facilities***: Those facilities that have inherent value and the potential to serve a municipal need in the future, but that require additional deliberation
- ***Unsatisfactory Facilities***: Those facilities that are NOT effectively serving their intended purpose(s) and need significant capital improvements



Satisfactory Facilities

- **Enfield Center Fire Station**
- **Enfield Community Building**
- **Huse Park Pavilion**
- **Transfer Station**
- **Department of Public Works Facility**
 - Building is generally holding up well and should be able to continue to meet needs for the foreseeable future
 - Garages presently lack proper ventilation; need for exhaust system to improve interior air quality
 - Lack of eaves on rear of building allowing recurring damage to masonry and attached lighting fixtures
 - Building in need of insulation and other energy efficiency upgrades
 - Conference room is used for most municipal board/committee meetings due to present lack of more appropriate meeting space
 - General repairs were noted and directed to the proper personnel



Disposable Facilities

- **Shedd Street Garages (former DPW Facility)**

- Buildings are currently used to store infrequently used equipment and the like due to lack of alternative/appropriate storage space
- Buildings are highly deteriorated (i.e., shifting foundations, roof leaks and rot, etc.), structurally unsafe, and should be torn down (Barrett Report concluded they were liabilities with no future value)
- Due to its unsafe condition and the prohibitive costs associated with rehabbing the buildings, the MFAC concurs with the Barrett Report recommendation to demolish the buildings
- Town received a grant to comprehensively evaluate the site for legacy contaminants (Level I and Level II environmental site assessment)
- MFAC does not believe the site would be an appropriate location for the siting of a public safety facility (i.e., dead-end residential road)
- MFAC recommends these parcels be sold and redeveloped for residential purposes to recover general funds from the sale of the property and generate tax revenue



Special Consideration Facilities

- **Enfield Center Town House (Historic Town Hall; est. 1845)**
 - Difficult facility to evaluate
 - The building has considerable historic value
 - The building has a number of possible future uses
 - Absence of water/sewer facilities and lack of land to provide adequate parking presently limits for use options
 - Engineers have reported major structural concerns that require significant investment in order to permanently resolve
 - The Town has recently secured grant monies to assist in limited structural stabilization





Unsatisfactory Facilities – Whitney Hall

- **Building Condition**

- Building is historic and very much showing its age; worn and dingy interior. Roof, siding, fascia, foundation, tower are all in serious disrepair. Shortage of bathrooms (upper level). Outdated electrical. Totally inadequate energy wise. Antiquated and slow-moving elevator. Extensive costs for heating due to poor condition and aging mechanical systems. Lack of central cooling system (compromises productivity). Poorly insulated. Drafty windows. Pest infestation. Inadequate sound proofing.

- **Town Offices (Operations and Services)**

- Inadequate square footage for existing staffing and service delivery. Shortage of storage space. Poor layout for operations and customer service. Sound transfer compromises privacy and work productivity

- **Enfield Public Library (Operations and Services)**

- Inadequate square footage for service delivery. Poor layout for operations and customer service. Shortage of storage space.











Unsatisfactory Facilities – Public Safety Police Station

- **Building Condition**

- Inadequate square footage. Heating cooling system does not work properly despite many attempts to repair (unhealthy and compromises productivity). External appearance inconsistent with historical character of Enfield village. Roof uncompliant with snow load requirements.

- **Operation and Services**

- Poor layout for operations and customer service. Cramped office spaces. No potential for expansion. Noncompliant with many industry standards/requirements related to safety and security. Garage stall repurposed for evidence storage, but space size still inadequate. Poorly designed and undersized booking area presents significant safety concerns to personnel and the public. Lack of file storage space. Lack of vehicle impound facility. Insufficient vehicle garaging capability (causing increased response time during inclement weather). Victim/witness interview environment (space, privacy) hinders ability to treat victims with compassion. Undersized and ill-equipped EOC. Physical separation from fire and EMS presents barriers to collaboration.









Unsatisfactory Facilities – Public Safety

Union Street Fire Station

- **Building Condition**

- Old facility that was not designed for its present use. Dingy and highly worn. Significantly undersized for present/future needs. Parcel not suitable for expansion. Replacement roof needed. Chronic problems with heating system. No cooling system. Poorly insulated.

- **Operations and Services**

- Inadequate square footage for personnel and vehicle/equipment storage. Undersized meeting/training space. Poor layout for operations, noncompliant with many industry standards & requirements. Lacks personal/equipment lockers and shower rooms. Health and safety of personnel is compromised due to: insufficient hygiene area to clean up following calls, hazardous materials, body fluids, etc. Physical separation from ambulance facility impedes efforts to integrate Fire and EMS functions.







Unsatisfactory Facilities – Public Safety

Depot Street Ambulance Building

- **Building Condition**

- Old facility that was not designed for its present use. Significantly undersized for present/future needs. Dingy and heavily worn. Structural columns are deteriorating. Parcel not owned by the Town. Not a good candidate for renovations and expansion. Basement is dirt floor. Regularly experiences significant flooding. Musty and unsanitary. Poor indoor air quality (furnace ventilation). Aged mechanical, plumbing and electrical systems. No cooling system.

- **Operations and Services**

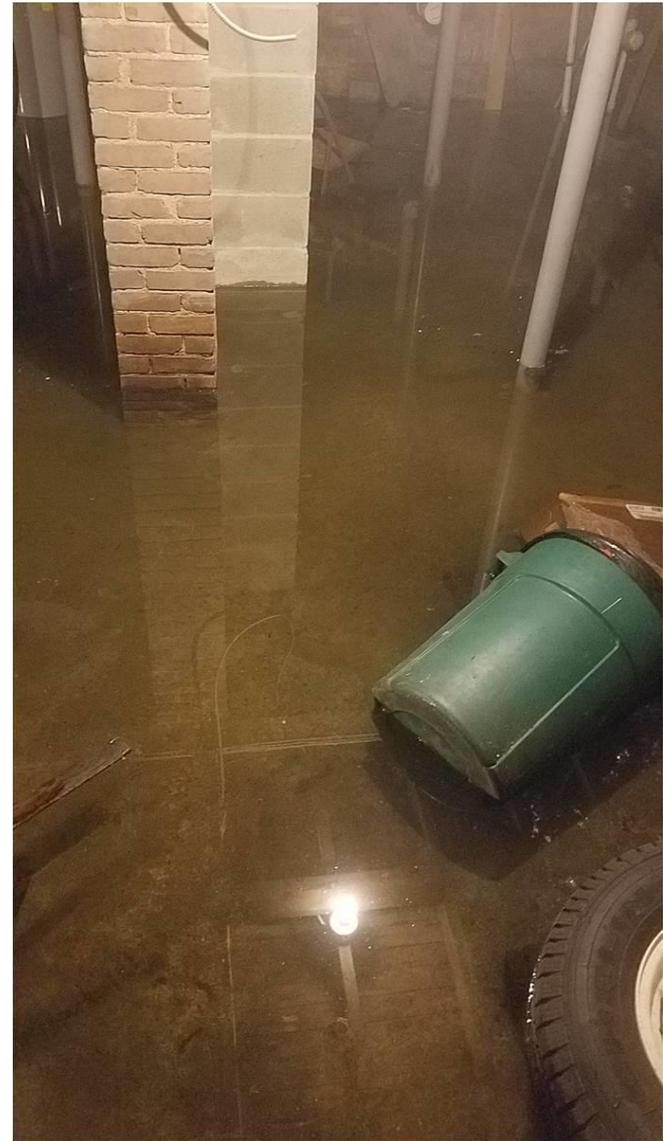
- Inadequate square footage for personnel and vehicle/equipment storage. Poor layout for operations, noncompliant with many industry standards & requirements. Not enough room inside the building to clean and or restock the ambulance. Lacks personal/equipment lockers and shower rooms. Health and safety of personnel is compromised due to: insufficient hygiene area to clean up following calls, hazardous materials, body fluids, etc. Physical separation from fire station impedes efforts to integrate Fire and EMS functions. Facility too small to clean, restock, or otherwise service ambulance while inside the building.







An All-Too-Common Occurrence-
6+ inches of standing water on
the basement floor of the Depot
Street Ambulance building



Energy Use & Consumption – Present (Est.)

- Whitney Hall (23 Main Street)
 - 36,649 kw/year | 4,100 gallons/year (fuel oil)
- Police Station (19 Main Street)
 - 31,017 kw/year | 1,200 gallons/year (fuel oil)
- Fire Station (25 Union Street)
 - 14,908 kw/year | 1,900 gallons/year (fuel oil)
- Ambulance Building (18 Depot Street)
 - 14,565 kw/year | 1,200 gallons/year (fuel oil)

TOTAL → 97,139 kw | 8,300 gallons (fuel oil)

COST (@ \$0.16/kwh & \$2/gallon) → **\$32,142/year**





After intensive review of existing municipal facilities and touring the facilities of other communities, the focus shifted to discussing methods to address our facility needs and solve existing problems





Preliminary Conclusions

- The Town should invest in the construction of a new public safety facility that houses Police, Fire, and Ambulance departments under one roof.
- Whitney Hall – which is home to Enfield Public Library, municipal offices, and Shaker Bridge Theatre – has considerable historic value and is in need of significant renovations and expansion to effectively serve citizens.
- The Town should add formal facilities management responsibilities to the organizational chart by having personnel work closely with existing departments to develop and implement a robust preventative maintenance program for all Town buildings/facilities.





Overarching Facility Goals/Values

- Facility form, function, and location that meet operational needs
- Health and safety of public and employees
- Affordability/cost effectiveness
- Renewable energy/energy conservation (i.e., net zero)
- Historic resource protection
- Continuity of operations
- Resilience and adaptability to changing circumstances and needs



Conceptual Planning & Design (1 of 2)

- The Committee solicited proposals from architectural and design firms to develop conceptual plans and cost estimates associated with the construction of a public safety facility and renovations and expansion of Whitney Hall.
- Bread Loaf Corporation (BLC) of Middlebury, VT, was the Committee's unanimous selection. BLC is a full-service firm with an integrated team approach and decades of experience on similar projects in other communities.
- BLC has been actively working with the Committee and other Town officials since early-October 2019.
 - Principal Architects: John Dale (deceased), Jim Pulver
 - Proj. Manager/Historic Pres. Specialist: Paul Wyncoop
 - Mechanical Engineer: John Johnston
 - Cost Estimator: Fred Bellucci



Conceptual Planning & Design (2 of 2)

- Over the past nine months, with highly responsive and professional support from BLC, the Committee considered numerous variations of plans involving the renovation and expansion of Whitney Hall and the siting and construction of a public safety facility
 - Multiple conceptual designs for Whitney Hall developed/evaluated
 - Multiple conceptual designs for PSF developed/evaluated
 - Possible sites for PSF preliminarily considered for suitability
 - Preferred site recently evaluated for geotechnical feasibility and estimation of associated site work costs
- The Committee has finalized the conceptual plans and associated cost estimates for both projects (which will be presented tonight)





Public Safety Facilities, Municipal Offices, and Public Libraries Reviewed/Evaluated

- Hartford, VT (Municipal Offices, Public Safety Facility)
- Sunapee, NH (Municipal Offices, Library, Public Safety Facility)
- Hanover, NH (Municipal Offices, Public Safety Facility)
- Warner, NH (Fire Station)
- Canaan, NH (Public Safety Facility - *planned*)





What about a Municipal Complex?

- MFAC considered the merits of a single/large facility with municipal offices, Enfield Public Library, and public safety all under one roof
- However, the following issues arose:
 - It is believed the Municipal Offices and Enfield Public Library should remain within the walkable village area
 - It does not appear that a parcel exists within the village area that is large enough to site such a complex
 - Emergency vehicle egress/ingress incompatibility
 - Moving municipal offices and Enfield Public Library would mean vacating historic Whitney Hall
 - MFAC decided two facilities would better meet Enfield's operational needs and other goals



Analysis of Emergency Services CFS Data

- The majority of calls in Enfield are centered on the US Route 4 corridor.
- Locating a Public Safety Facility in the US Route 4 corridor will minimize response times (in aggregate).
- Maintaining the Enfield Center “satellite” Fire Station on NH Route 4A will help ensure that part of town continues to receive timely response/service.
- There is consensus that CFS data are most relevant when it comes to FD and Ambulance calls because police officers on patrol will respond from their current location as opposed to from the station.



Public Safety Facility Sites

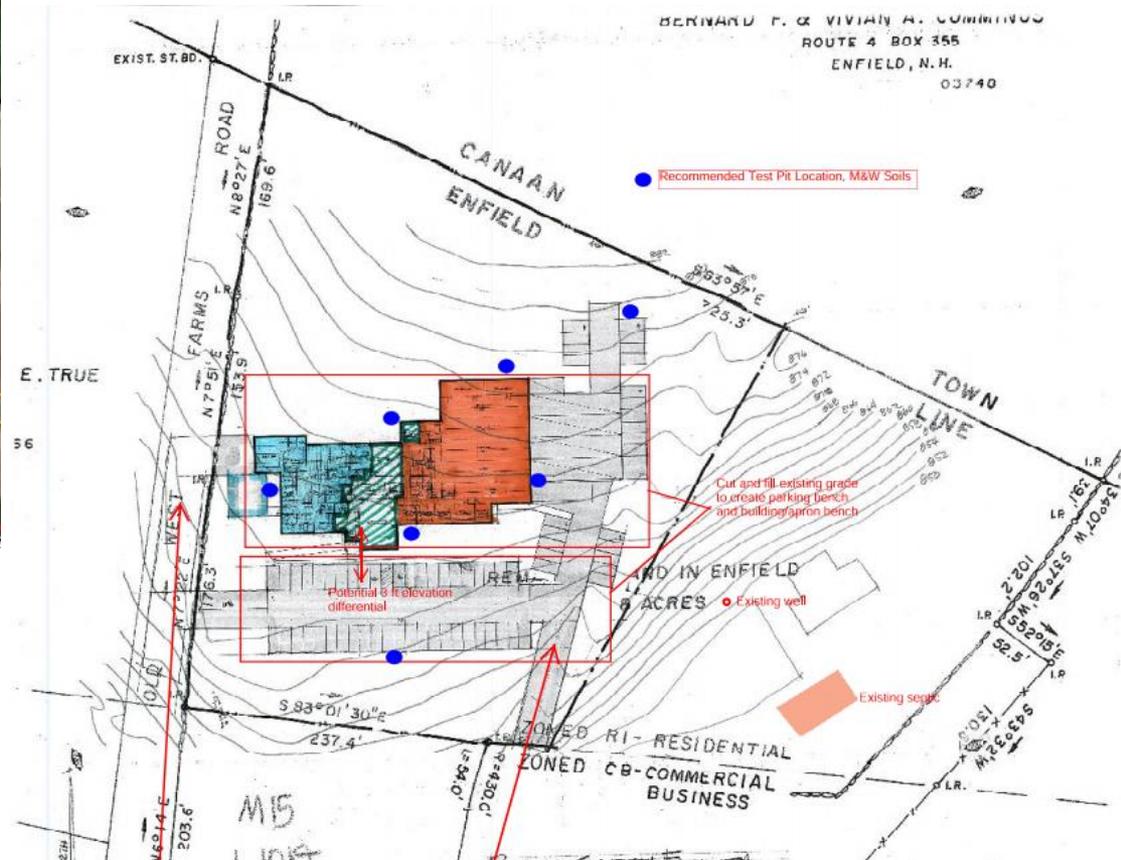
- Several potential locations examined preliminarily
 - Six (6) parcels on US Route 4
 - One (1) parcel on Main Street
 - One (1) parcel on NH Route 4A (currently town-owned)
 - One (1) parcel on Shedd Street (currently town-owned)
- 547 US Route 4 (property owned by MVRSD) believed to be most advantageous
 - Parcel site plans, surveys and other pertinent documents have been reviewed
 - Geotechnical analysis has been performed by civil and environmental engineering firm (favorable results)
 - MVRSD officials share interest in exploring this possibility



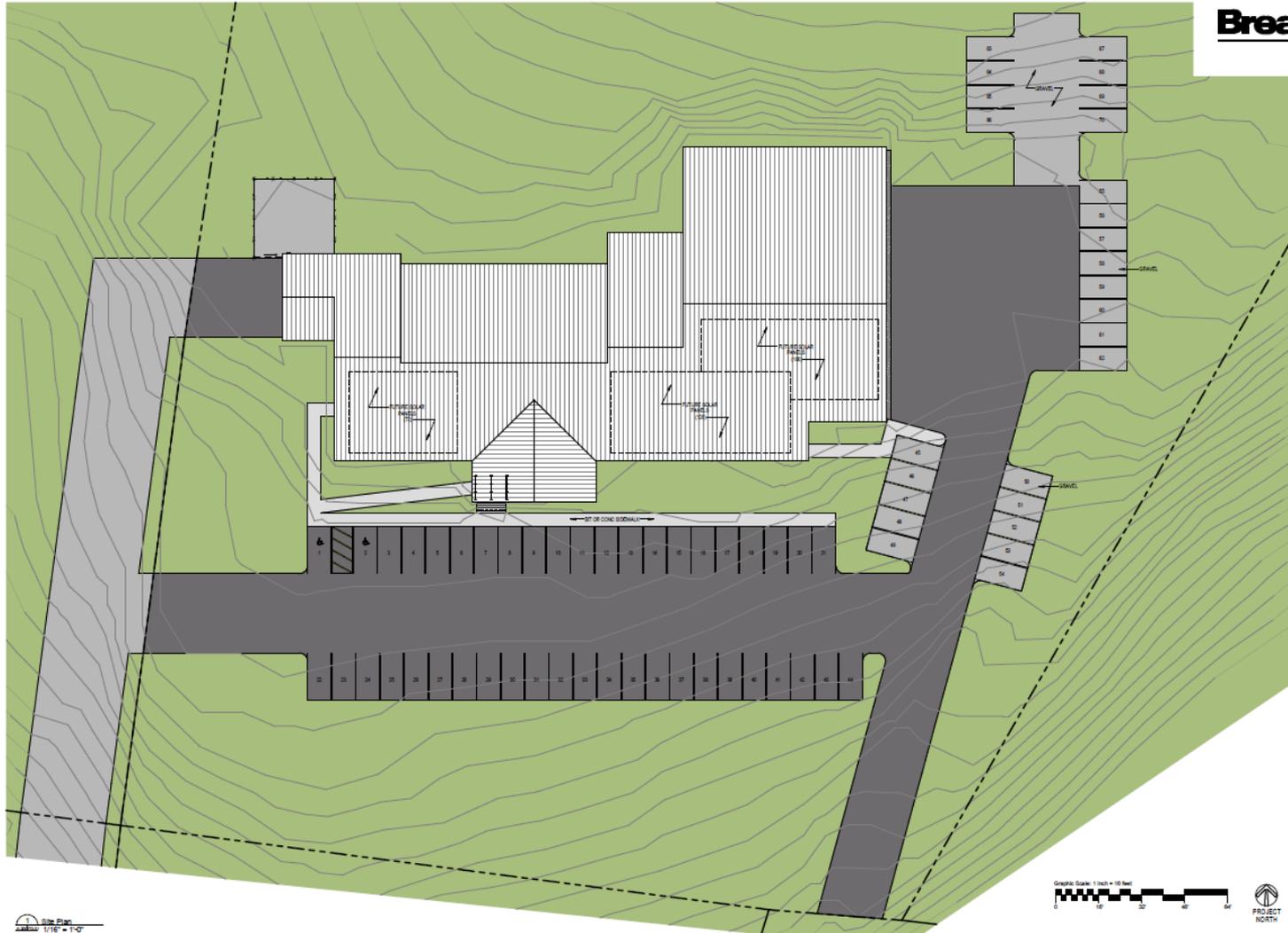
Public Safety Facility: 547 US Route 4 Concept



~ 3 to 3.5 Acre Subdivision
(Property is already tax exempt)



Public Safety Facility - Conceptual Plan (1 of 2)



BreadLoaf

Architects
Planners
Builders

1293 Route 7 South
Middlebury, VT
05753
P 802.388.9871
F 802.388.3815
www.breadloaf.com

Civil Engineer
address
city, state, zip
phone

Structural Engineer
address
city, state, zip
phone

Mechanical Engineer
address
city, state, zip
phone

Electrical Engineer
address
city, state, zip
phone

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Seal:

CONCEPT DESIGN

Sheet Issue Date: 09/02/20

Issue / Revision History

No.	Date	Description

Enfield Municipal
Buildings - Public
Safety Facility
Enfield, NH

PROJECT NO.: 19311
Drawn by: [Name] Checked by: [Name]

SITE PLAN

PD-01

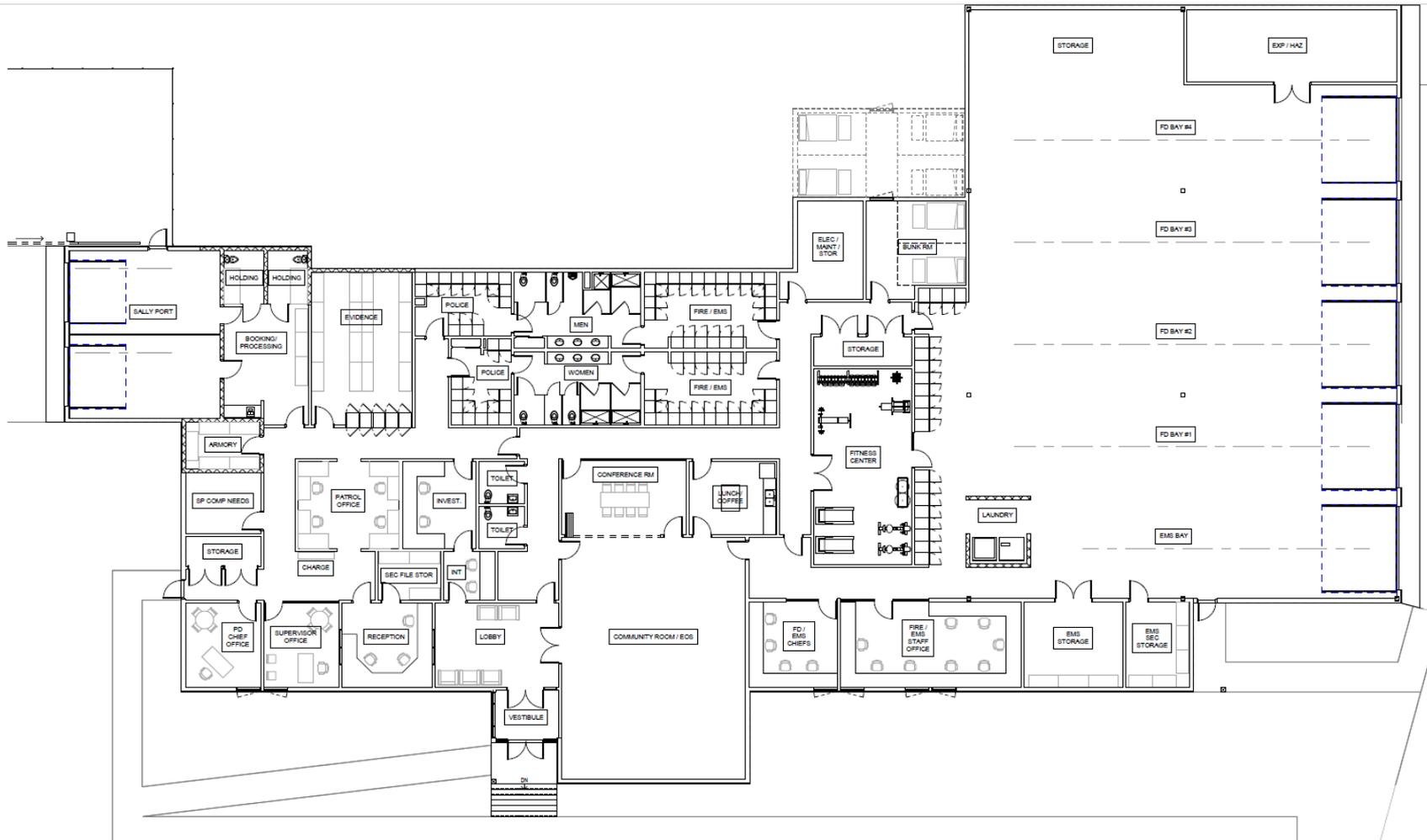


Site Plan
Scale: 1/16" = 1'-0"

Graphic Scale: 1 inch = 10 feet



Public Safety Facility - Conceptual Plan (2 of 2)





Whitney Hall

- Whitney Hall is a beautiful building of historic and cultural significance.
- Significant maintenance is needed.
- Energy performance is poor and upgrades are needed (see 2011 Energy Audit).
- MFAC feels that with considerate renovations and expansion Whitney Hall can continue to be home to Enfield municipal offices and Enfield Public Library



Current Police Station

- The current police station does not meet the needs of a Police Department in 2020.
- Continuing to use the building as a police station would require significant renovation and expansion of the current building.
- A Public Safety Facility housing the Police, Fire and Ambulance departments was determined to be the best alternative, both functionally and from a cost-effectiveness standpoint.
- If a Public Safety Facility is built, the current Police Station becomes available for alternative uses.
- Uses discussed include:
 - Utilize the basement as the new home of the FOM food pantry
 - Lease all/portions of building to a commercial entity
 - Repurpose building for use by Enfield Recreation Department
 - Open up the main level for use as an additional public meeting space
 - Sell the property (not recommended by the MFAC)
- MFAC recommends relocating the food pantry to the basement and repurposing the main level.



Enfield Public Library

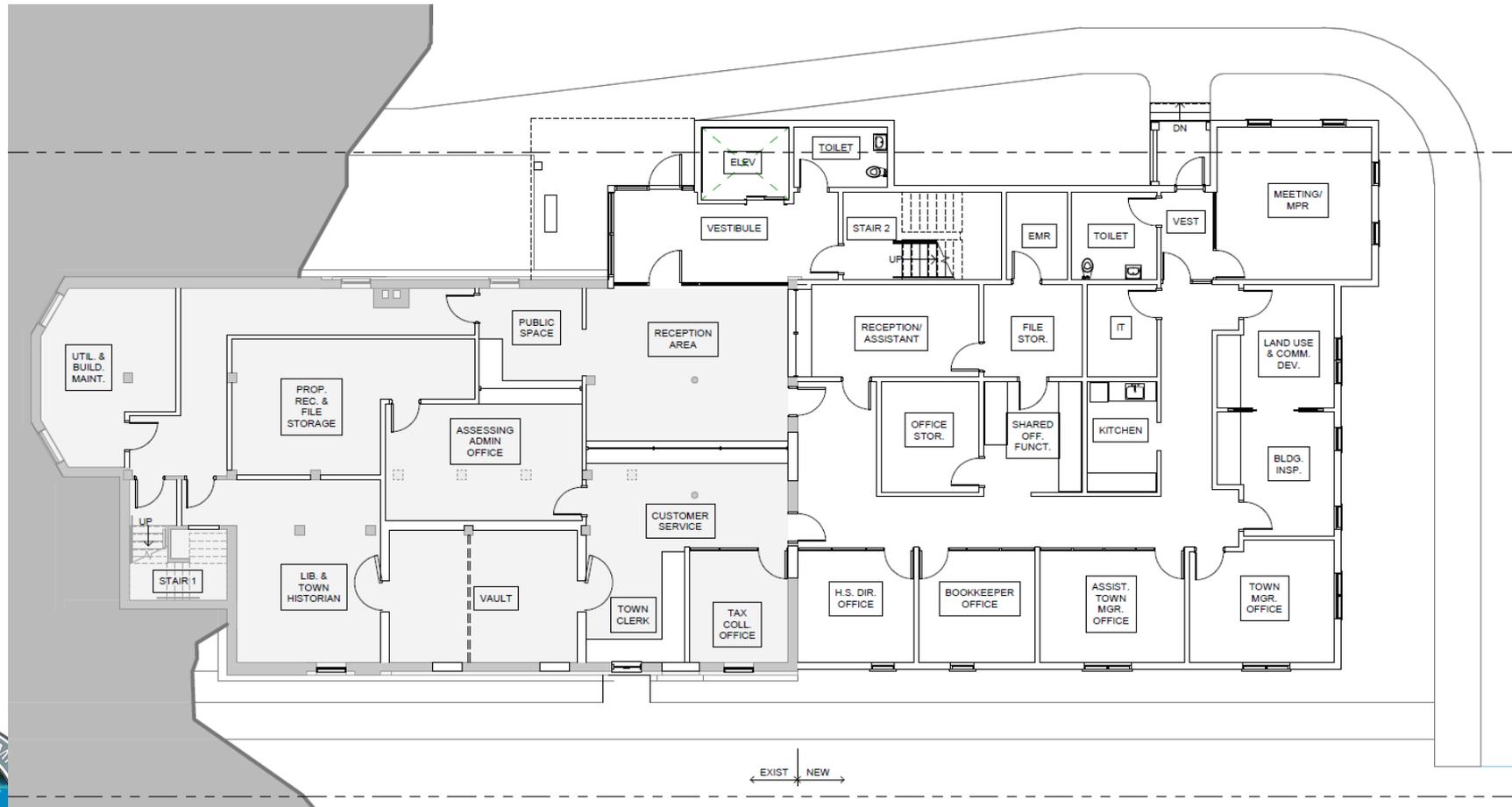
- Town Meeting in 2008 approved a plan for a stand-alone library located behind Whitney Hall.
 - Estimated cost in 2009 = \$3,208,550
 - Inflation adjusted estimated cost in 2020 = \$4,259,657
- Although the Trustees diligently worked to achieve the approved plan, it has not come to fruition.
- Renovating and expanding Whitney Hall was considered in 2006 and has been reconsidered as part of this effort.
 - Estimated cost in 2006 = \$3,100,672
 - Inflation adjusted estimated cost in 2020 = \$4,576,362
- The Library Trustees and Librarian have been essential collaborators in identifying the needs of the library and the development of conceptual designs that meet these needs.
- The Enfield Public Library Trustees have officially voted to endorse the conceptual plans as developed by Bread Loaf.



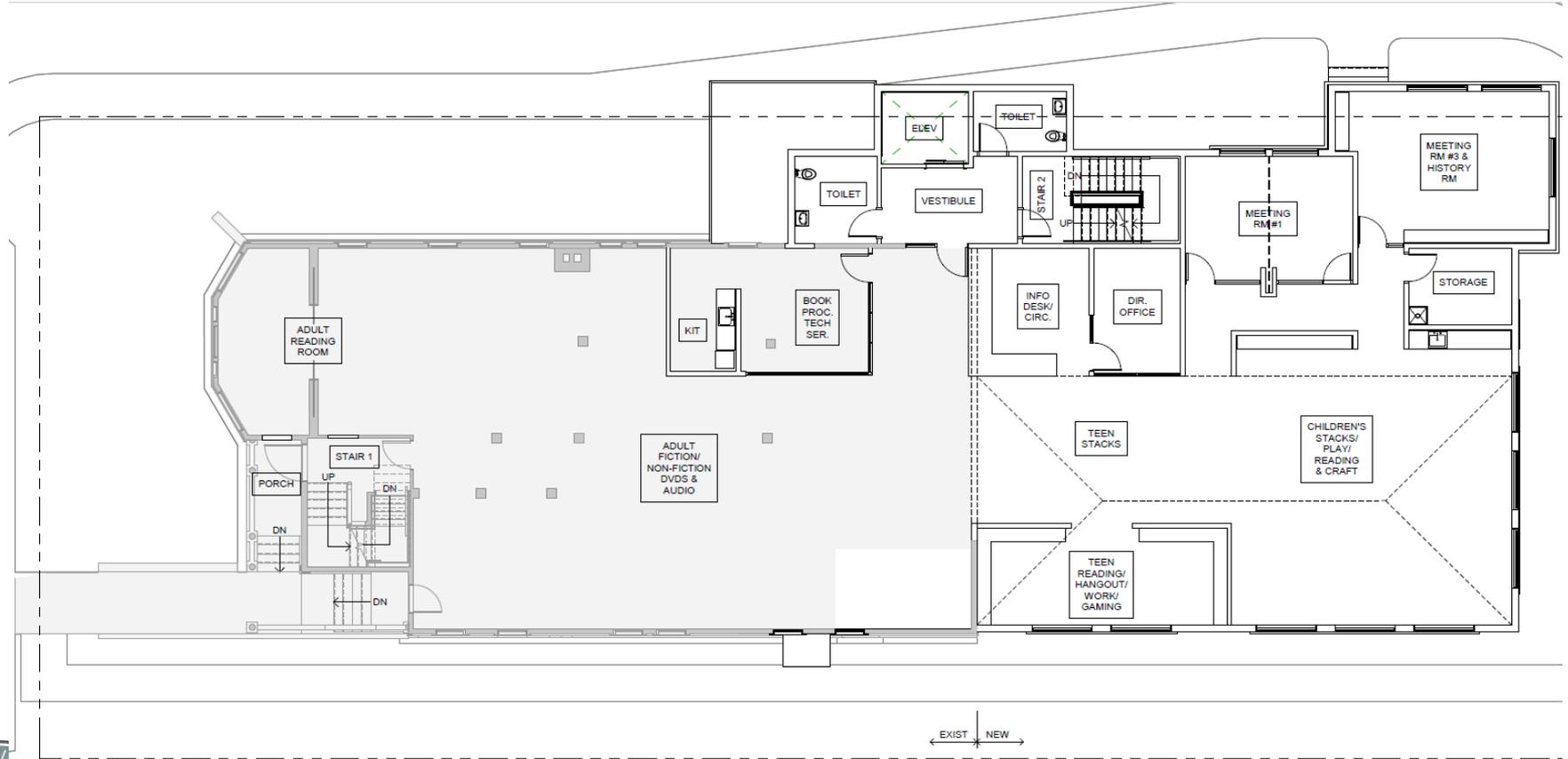
Enfield Public Library and Municipal Offices: Whitney Hall Concept (1 of 4)



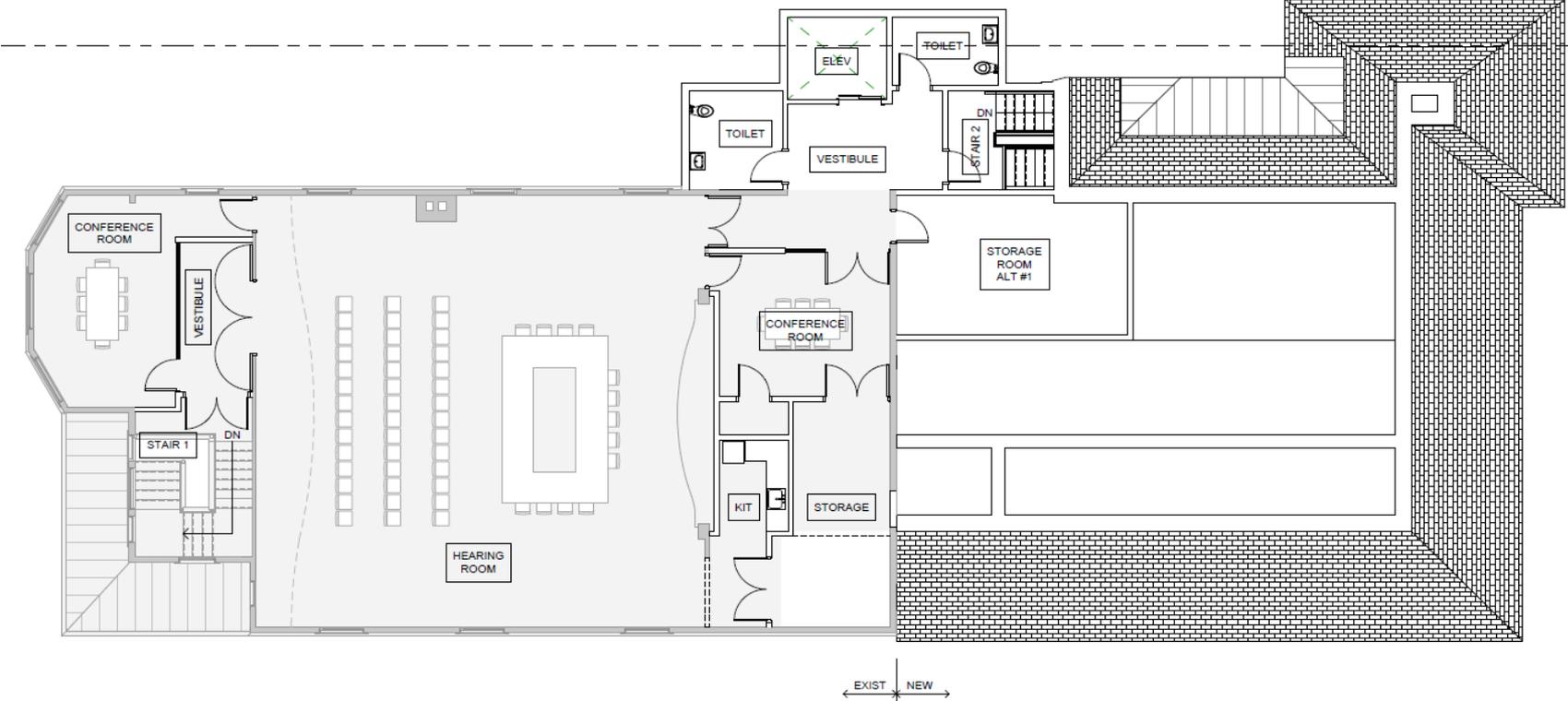
Enfield Public Library and Municipal Offices: Whitney Hall Concept (2 of 4)



Enfield Public Library and Municipal Offices: Whitney Hall Concept (3 of 4)



Enfield Public Library and Municipal Offices: Whitney Hall Concept (4 of 4)





Collaboration and Support of Town Officials and Enfield Public Library Trustees

- The proposed conceptual plans for both facilities were developed with significant input from the following:
 - Public Safety Chiefs (Police, Fire, Ambulance)
 - Public Works Director
 - Building/Fire Inspector
 - Town Administration (Town Manager, Asst. Town Manager)
 - Enfield Public Library Trustees and Librarian
- **All the above support the proposed conceptual plans.**



Looking Ahead and Next Steps

- Clearly, the evolving financial implications of COVID-19 will weigh heavily on the BOS' consideration of the MFAC's recommendations
- Should the MFAC recommendations be accepted by the BOS, an intensive public engagement process will ensue over the next six months (Sept. 2020 - Feb. 2021)
- The MFAC hopes that a robust public engagement process will help build consensus and help inform the public about why facility upgrades are needed and how they will help deliver better services/outcomes
- Upon approval by the public, the final designs would include energy efficiency targets and performance design goals (Net Zero).



Summary of Recommendations

- Add Additional Facilities Management Capacity to the Enfield Organizational Chart
- Construct a new, energy-efficient, Public Safety Facility to house Police, Fire, and Ambulance departments
- Renovate/Expand Whitney Hall for Municipal Offices and Enfield Public Library (including energy efficiency targets)
- Sell disposable and unsatisfactory facilities/properties
 - Shedd Street (regardless of whether a PSF is built)
 - Depot Street (if a new PSF is built)
 - Union Street (if a new PSF is built)
- Repurpose the current Police Station if a new Public Safety Facility is built, including relocating the FOM food pantry.





Potential Funding Sources

- Enfield Taxpayers (always on our minds)
- Federal or State Grants
 - LCHIP (*in-process, funding decision in late-2020*)
 - NBRC (*next grant round in May 2021*)
 - FEMA EMPG (*next grant round in April 2021*)
 - USDA-RD Community Facilities Grant/Loan Program
- Private Donations (Library Fundraising)
- TIF District
- Sale of Disposable/Unsatisfactory Property*
 - Shedd Street, Union Street Fire Station, Depot Street Ambulance Station

*It should be noted that, once sold, the Town will begin collecting recurring property tax revenue from these properties



Total Project Budget

	Public Safety Building	Whitney Hall: Library & Town Offices
1 BUILDING AREAS:		
2 Renovations	N/A SF	9,653 SF
3 New Construction	18,831 SF	7,991 SF
4 Total Area	18,831 SF	17,644 SF
5		
6 CONSTRUCTION COST:		
7 Site Development & Demolition	\$1,008,000	\$ 404,000
8 General Construction	\$3,398,000	\$3,416,000
9 Construction Cost	\$4,406,000	\$ 3,820,000
10 Construction Contingency 10%	\$441,000	\$382,000
11 TOTAL PROFESSIONAL FEES: (Architecture, Engineering, Pre-Construction and Construction Administration @ 6.5%)	\$ 315,000	\$ 273,000
12 OWNER COSTS		
13 Land Costs	\$80,000	N/A
14 Develop Road/Infrastructure/Utilities to Property (See Note Below)	\$407,000	N/A
15 Independent Testing Inspection	\$5,000	\$5,000
16 Phase 1 Environmental Site Assessment	\$2,500	\$5,000
17 Builder's Risk Insurance	\$6,500	\$6,500
18 Permit Fee's:		
19 : Local Building Permit	N/A	N/A
20 : Zoning	N/A	N/A
21 : MEP Permits	N/A	N/A
22 : Storm Permit (Alteration of Terrain Permit & Shoreline Protection)	\$3,125	\$1,000
23 Utility Charges & Fees:		
24 : Electrical Service Upgrade	\$40,000	\$25,000
25 : Water Hook-Up Fee	No Fee	No Fee
26 : Sewer Hook-Up Fee	No Fee	No Fee
27 Telephone System (Handsets and Hardware)	\$15,000	\$12,000
28 Data System - Servers & Network Equipment	\$15,000	\$10,000
29 Security System	\$75,000	\$37,500
30 Audio - Visual Equipment:		
31 Furniture, Fixtures and Equipment	\$70,000	\$120,000
32 Signage	\$9,400	\$11,000
33 Performance & Payment Bond	\$47,000	\$40,000
34 Owner Contingency 5% of Owner Costs	\$38,750	\$13,650
35 TOTAL OWNER COSTS	\$814,275	\$286,650
36 TOTAL PROJECT BUDGET	\$5,976,275	\$4,761,650

37 Note: Line No. 14 "Develop Road/Infrastructure/Utilities to Property" value is
 38 based on Preliminary Conceptual Engineers Opinion of Probable Cost,
 39 Town of Enfield Public Safety Facility, Prepared by Pathways Consulting, LLC
 40 Updated August 11, 2020 Post Facilities Committee Meeting



Project Funding/Financing Summary

- Total Investment (Whitney Hall & PSF) = \$10.74 M
- Offsetting Funds (Potential)
 - Private Donations (Library Fundraising) - \$500,000
 - Library CRF - \$242,000
 - TIF District - \$150,000
 - LCHIP - \$390,000 (*application pending*)
 - NBRC - \$350,000 (*application to be submitted in 2021*)
 - FEMA/Emergency Mgt - \$140,000

Subtotal = \$1,772,000

- “Net” Amount Financed = **\$8.96 million***
(*Does not include the value of disposable property sold – currently assessed at a combined value of **\$915,400**)



Annual Debt Service / Est. Tax Rate Impact

- Amount Financed = \$8.96 million
- 30-year Loan @ 2.5% (current fixed rates <1.8%)
- Est. Annual Debt Service Payment = **\$428,000***
- Est. Tax Rate Impact = **\$0.74/\$1,000** in Assessed Value

Example:

A property owner with a home valued at \$235,000 (median) who currently pays \$5,887 in property taxes would see their bill increase to \$6,061 (an additional \$173.90) per year

*Sale of disposable/unsatisfactory town-owned property will result in additional annual property tax revenue of >\$20,000 based on current assessed value



What if we continue the status quo?

- Many facilities won't meet town needs or legal requirements today or in the future
- Significant, costly maintenance is required to many facilities
 - DPW provides an excellent example. Corners were cut (or more specifically, the roof overhang) during construction. Now, <20 years later, the rear walls is deteriorating and other issues that are a direct result of the decisions made during construction. These repairs and upgrades will cost more than if we had built a better building to start.
- Inadequate structural and mechanical systems will continue to place unnecessary strain on operating budgets/taxpayer \$
- Personnel and public health/safety will continue to be at risk
- Employee recruitment, retention, and productivity will be negatively impacted
- Failure to address known facility deficiencies increases the Town's liability exponentially



Why now?

- This **vital investment in essential facilities** will enable us to better meet the town's functional needs, promote professionalism, and improve customer service.
- Investing in facilities will help positively position and market the Town for desired growth (new tax revenue).
- A variety of ongoing operating costs will be more efficiently spent (taxpayers get more bang for their buck).
- Due to high rates of inflation, delaying these projects will result in significantly higher costs down the road.
- The value of the principal raised by library fundraising efforts will continue to erode relative to inflation.
- The health and safety of the town personnel and the public will be significantly improved
- Town's liability risks reduce considerably





Municipal Facilities Final Recommendations to meet the current and future needs of the Citizens of Enfield:

- Construct a new Public Safety Building located on the US Route 4 corridor.
- Renovate and expand Whitney Hall for the continued use by Municipal Offices and Enfield Public Library.





THANK YOU

The MFAC wishes to extend its heartfelt appreciation to all the Municipal Department Heads, Town Officials, Bread Loaf, interested citizens, and other stakeholders who have been actively participating in and helping to inform this very important process to date.





APPENDICES



References

- Town of Enfield Municipal Facilities Optimization Study, Barrett Architecture and Schaal Engineering, 2019 (often referred to as the “Barrett Report”)
- Enfield Public Library report/plans (2009?)
- Whitney Hall Energy Audit (2011)
- Whitney Hall and Police Station floor plans (1990s)
- Individual Department needs assessments (2019)
- Facility conceptual designs prepared by other NH municipalities (various years)
- Municipal facilities Advisory Committee Meeting Minutes



Enfield Police Station



Union Street
Enfield, NH

Built in 1992
Served as the
Enfield Police
Station from
1992 to present.

Status of the Current Structure

Pros:

- Structurally sound
- Only 30 years old

Maintenance Required:

- Roof trusses
- Interior finish work
- Heating and Cooling systems

Deficiencies:

- The police chief is acting as the building manager. Ownership of and intimate knowledge of the facility is good. However, having the Police Chief coordinate and perform maintenance is not the best use of the Chief's time or the town's resources.

Facilities Ability to Meet Current Needs.

Pros

- Flexible first floor, no load bearing walls on first floor.
- Location

Cons

Does not meet the current needs of a police station.

- command center
- evidence storage
- IT infrastructure
- document storage (currently in the attic)
- no impound lot
- interview room limitation – not good for general use (e.g. interviewing a victim)
- holding cell limitations

Future Requirements and Considerations (Gaps)

- General maintenance is needed and should not be deferred.
- The building is solid, but not appropriate as a Police Station moving forward.
- Alternative uses should be considered as it seems that the town could find a productive use for the building.
- Any potential sale of the building is impractical. The location, combined with the Whitney Hall property provide the town with an excellent presence on Main Street. This allows for convenient access, flexibility for the town's future use, and presents the town government well.



Union Street Fire Station

25 Union Street
Enfield, NH

Built in ~1940 as
creamery for
processing bulk
milk.

Serves as the one
of the homes of
the Enfield Fire
Department

Status of the Current Structure

Pros:

- Generally good condition

Maintenance Required:

- The brick chimney is considered 'poor'
- Roof needs evaluation

Deficiencies:

- The building is not large enough for the Fire Department's equipment and activities.
- Energy efficiency is poor.

Facilities Ability to Meet Current Needs.

Pros

- Location

Cons

- The facility is too small for the current Fire Department equipment.
- The building is too small for the intended activities. For example, it lacks a training space, lacks adequate locker rooms, etc.

Future Requirements and Considerations (Gaps)

- Additional space is needed for training, locker rooms, equipment storage and other critical fire department needs.
- The current station places limits on the size of trucks that can be purchased. Some fire trucks on the market are too large to fit in the garage bays.
- If a Public Safety Building is constructed, then the sale of the property should be considered.



Enfield Center Fire Station

23 Main Street
Enfield, NH

Original construction in 1953 with subsequent additions.

Serves as the one of the homes of the Enfield Fire Department

Status of the Current Structure

Pros:

- Generally 'fair' condition

Maintenance Required:

- CMU frost wall is in 'fair' to 'poor' condition
- Several roof trusses are broken but have been repaired

Deficiencies:

- Any change of use would be difficult. Onsite water and sewer would be needed and there may be upgrades needed to meet codes for uses other than storage.

Facilities Ability to Meet Current Needs.

Pros

- Location
- Serves the town needs well

Cons

- Any change of use would be difficult

Future Requirements and Considerations (Gaps)

The Enfield Center Fire Station serves its purpose and the needs of the town.



Depot Street Ambulance Station

18 Depot Street
Enfield, NH

Built in 1900 as a
Railroad Station
Serves as the home
of the Enfield
Ambulance.

Status of the Current Structure

Pros:

- Beautiful historic building

Maintenance Required:

- Steel posts and beams in the basement have significant rust
- Tele-posts are being used as permanent posts
- Deterioration of the external bricks and mortar

Deficiencies:

- The basement floods in every sense of the word.
- Poor energy efficiency

Facilities Ability to Meet Current Needs.

Pros

- Location

Cons

- The ambulance does not fit in the building
- The ambulance cannot be restocked while parked inside the building
- There is no training space

Future Requirements and Considerations (Gaps)

- The ambulance does not really fit inside the building. While it can be parked, the doors cannot be opened while inside.
- The land the building is on is owned by the State of new Hampshire.
- If an Public Safety Building is constructed, then the sale of the property should be considered.



Whitney Hall



23 Main Street
Enfield, NH

Built in 1900
Serves as the
home of the
Enfield Town
Offices, Enfield
Public Library, and
Voting is held at
Whitney Hall.

Status of the Current Structure

Pros:

- Historic and Cultural Value
- Provides beautiful space for the Town and Shaker Bridge Theater.
- Overall 'good' condition.

Maintenance Required:

- A maintenance plan is needed. Whitney Hall is an old building with all the character that comes with. See the Barrett report for a summary.
- Energy upgrades are needed (see energy audit from 200*?)

Deficiencies:

- Space is limited and cramped for both Enfield Public Library and municipal offices.
- Energy usage and thermal inefficiencies.

Facilities Ability to Meet Current Needs.

Pros

- The location is excellent for serving the town.
- The historic character of the building provides a pleasant experience for patrons of Enfield Public Library and Shaker Bridge Theater

Cons

- Too small to meet the current needs of the Library or Municipal Offices.
- The municipal offices are located in the basement and has issues with
- The elevator is slow

Future Requirements and Considerations (Gaps)

The Enfield Municipal Offices require additional space to continue to serve Enfield effectively.

Moving Planning, Zoning, Building Inspection, and Human Services personnel and activities into the Municipal Offices would be a benefit to the town.

Consideration of expanded/alternative uses for the third floor.



Enfield Public Works Facility

74 Lockhaven Road
Enfield, NH

Built in 2001
Serves as the home of the Enfield Public Works Department, Building Inspector, Land Use & Community Development Administrator, and the Human Resources Director.

Status of the Current Structure

Pros:

- Only 20 years old
- Provides adequate space for Public Works

Maintenance Required:

- Rear roof overhang is inadequate resulting in the premature decay of the rear wall.

Deficiencies:

- Rear roof overhang is inadequate resulting in the early failure of the block wall
- Ventilation needs to be improved in areas.
- The building is inefficient from lack of insulation and

Facilities Ability to Meet Current Needs.

Pros

- Provides adequate space for current and anticipated needs of public works.
- The overall site works well for Public works activities including sand storage, vehicle maintenance, etc.

Cons

- Facility has not been maintained
- Corners that were cut during construction (e.g. reduced overhang from the original design) are now resulting in early failure of sections of the building
- Energy inefficient

Future Requirements and Considerations (Gaps)

Dedicating this facility solely to Public Works would be ideal. Having general traffic for public meetings, planning, zoning and human services can cause minor problems at times.

A maintenance plan is needed. See the Barret Report for a preliminary evaluation.

Expansion beyond Public works is impractical for three reasons. First, the nature of public works activities (e.g. large sand piles). Second, wetlands on currently undeveloped parts of the site. Third, safety concerns of town trucks sharing a driveway with other public facilities during storm events.



Enfield Community Building

308 US Route 4
Enfield, NH

Built in 2001 by the Enfield Lions club and donated to the Town of Enfield.

Serves as community building for gatherings by many groups in town.

Status of the Current Structure

Pros:

- In 'good' condition

Maintenance Required:

- The stone veneer on the entry ramp is falling off
- The exterior ramp posts have rust and wear.
- Some sheetrock repair is needed

Deficiencies:

- The acoustics on the first floor are poor

Facilities Ability to Meet Current Needs.

Pros

- Flexible Space with smaller meeting rooms in the basement
- Full commercial kitchen

Cons

- Acoustics are poor

Future Requirements and Considerations (Gaps)

- The demand for reservations of the community building demonstrates the need for this space and the value it provides the town.
- A second similar space could likely be fully utilized as well.





Huse Park Pavilion

Status of the Current Structure

Pros:

Maintenance Required:

Deficiencies:

23 Main Street
Enfield, NH

Built in
Serves as the home
of the.

Facilities Ability to Meet Current Needs.

Pros

Cons

Future Requirements and Considerations (Gaps)



Shedd Street Garages (1 & 2)

Shedd Street
Enfield, NH

Built in
Former home of
Enfield Public Works.

Status of the Current Structure

Pros:

- None

Maintenance Required:

- None

Deficiencies:

- Both sheds are structurally unsound

Facilities Ability to Meet Current Needs.

- The sheds are currently serving as storage. however, the buildings are unsound and should be removed.

Future Requirements and Considerations (Gaps)

- Both sheds should be demolished and removed.
- The land itself has value and could be redeveloped or sold.



Enfield Center Town House

1044 NH Route 4A
Enfield Center, NH

Built in 18XX as
the Enfield Town
Hall?

Currently not in
use.

Status of the Current Structure

Pros:

- Culturally and Historically significant
- A classic, beautiful New Hampshire Town Hall.

Maintenance Required:

- A complete structural evaluation needs to be completed.

Deficiencies:

- The floor system is structurally unsound.
- There are no bathrooms or other facilities
- There is no parking

Facilities Ability to Meet Current Needs.

Pros

- The town house does not meet an of Enfield's current needs.

Cons

- There are currently no bathrooms or other facilities
- There is no parking

Future Requirements and Considerations (Gaps)

- The Town House does not meet and of Enfield's Current Municipal needs.
- The small lot size creates challenges for meeting potential water, sewer and parking needs.
- However, with careful consideration and effort, the Town House could be revitalized into a town gem.

