

Town of Sheffield
Designer Review Committee
Thursday, August 27, 2020 at 1pm
Virtual Meeting

Designer Review Committee members present:

Pat Levine
Rick Brown
Laura Grunfeld
Rene Wood

Committee members absent:

Claudia Martin

Others present:

Rhonda LaBombard, Town Administrator
Pat Mullins, BRPC Grant Administrator (left at 1:45pm)
Tim Eagles, Principal, EDM
Tim Widman, Project Architect, EDM
Marc Volk, Foresight Land Services; Consultant to EDM

Pat Mullins opened the meeting at 1:01pm and started with introductions of all present. She noted the roles and responsibilities of the committee and EDM, the designer on the projects. The Community Development Block Grant (CDBG) requires a Designer Review Committee, which will make a recommendation to the Select Board on the design outcomes, for the final decision. She suggested a minimum of 3 meetings, including today's, to which EDM said they will meet as needed.

Tim Widman went over the schedule EDM developed for the project and noted that he and M.Volk have already been in the field and reviewed each project site. Discussed delivering a schematic package by the end of Sept/Oct; review/approval cycles beginning of Oct with meetings thereafter each 2 weeks; 75% design by end of Nov./early Dec; another round mid-Dec. and looking for Select Board approval in Dec.; R. Wood noted the Select Board will be as nimble as needed. (see his attached notes)

Two meeting dates were set: Thursday Sept. 10th, 1pm, in-person beginning at the Police Station. EDM will provide initial work to members prior to the meeting. Second meeting, Sept. 24th at 1pm and this, and meetings thereafter unless announced otherwise, will be a ZOOM meeting hosted and set up by EDM.

Question was raised if better to present 1 site at a time or the 3 sites to the committee during each meeting. Trade off is EDM is already dealing with a shorter time frame that originally planned as work needs to be completed by end of December per current grant term. P. Mullins said the grant may be extended; that would likely buy a week or two but Town wants to apply for construction funds for projects in early 2021. Decided EDM would present all three and if it was too much for the committee, they would adjust.

Emails and phone numbers were requested to be emailed to R. Wood who will forward them to T. Widman. P. Mullins asked EDM to invoice as soon as possible according to the schedule in the RFQ. Send the invoices to R. LaBombard who will forward them to P. Mullins.

L. Grunfeld asked EDM what they are doing as project work. T. Widman went over a brief description of each project:

- Police Station: has the most architectural barrier removal (ABR) elements and is most complicated of the three grant components. Entrance ramp and main entrance; clearance issues in vestibule, sidewalk and parking lot and rear ramp. Noted that with an assessed value of \$897K, 30% of assessed value or \$206K is when ADA would kick-in. Proper slope and pitch is required on entrance and walks; entrance door to the station is set in an alcove and needs to be relocated or have an automatic door opener. Clearance issues in the vestibule and the casement door's clearance is not acceptable and rear ramp has too steep of a slope and would require another landing and proper railing. If ADA were triggered, it would then include the existing bathroom, which is used by the public once in the station. The bathroom is close to being accessible but off by 2" – a variance could be requested.
- Bushnell-Sage Library: Two components: the front entrance and the exit from the bottom level to the patio. Front entrance issues deal with how one traverses from the parking areas and where the H/C is located. Currently too steep and cross slope is wrong as need a level landing; will relocate the automatic door opener to be more accessible. Rear of library building (downstairs from 4 doors) onto the patio has a step down of 4.5". Will explore how to make this level. They are not addressing accessibility up or down from the patio to the lawn; only from the building to the patio. Library assessed at \$4.5M, so 30% = \$1.3M; however if \$100K spent other opportunities arise. T. Widman has reviewed the library's restrooms and noted small items that could be addresses, such as the height of the paper holder. (R. Wood's note: these have long been on the ADA list)
- Town Park restrooms: consists of having an accessible toilet(s) and access to it. Currently nothing is accessible and no accessible path. Three options were discussed including gutting the entire building, maintain 4 stalls and make it unisex or building a separate accessible unisex building in area. This last option would require knowledge of the septic field location and usage. R. Wood will ask J. Wilkinson for estimate on scoping the field and also to mark the cleanout. No one could recall high usage of the facilities even during large events and the accessible portable restroom hasn't been over used even during large events. Discussion yielded little support for unisex toilets and L. Grunfeld asked if a separate unit was built if it could be closer to the pavilion to less the distance for some to walk.

Wrap up comments were made and **on a motion by P. Levine, seconded by L. Grunfield and unanimously approved 4-0 on a roll call vote, the Committee's meeting adjourned at 1:58pm.**

Respectfully submitted, Rene Wood

Meeting Materials:

8-27-20 Meeting Notice/Agenda

T. Whitman, EDM 8-27-20 Meeting Notes

