

**Town of Sheffield**  
**Designer Review Committee**  
**Tuesday 9/15/2020 at 4pm**  
**Virtual Meeting**

**Designer Review Committee members present:**

Rick Brown  
Laura Grunfeld  
Pat Levine  
Claudia Martin  
Rene Wood

**Others present:**

Pat Mullins, BRPC Grant Administrator  
Tim Eagles, Principal, EDM  
Tim Widman, Project Architect, EDM  
Marc Volk, Foresight Land Services; Consultant to EDM

R. Wood opened the meeting at 4:02pm and turned the meeting over to Tim Widman who did an overview of the three buildings and their issues:

- Police Station: Entrance ramp and main entrance; clearance issues in vestibule, sidewalk and parking lot and rear ramp. Proper slope and pitch are 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, the casement door's clearance is not acceptable and rear ramp has too steep of a slope and requires another landing and proper railing. The 1<sup>st</sup> floor bathroom used by the public is 1.5" smaller than needed and piping underneath sink needs a guard or pipe covering. Using the drawings presented at the sites visit on 9/10, he went over the three options and took the committee's comments and created a composite sketch (attached) to show the Committee's recommendations:
  1. Raise the grade around the police station 2 – 2.5 feet, which will cover some or all of the windows on the lower level. Chief Munson has expressed security concerns with the windows as is and the space at the lower level is used for training and other purposes. He has no objections to raising the grade at this moment. Raising the grade would lessening the walkway/ramp slopes and shorten the ramp length and the need for additional landings; allow it to be moved away from the building thus avoiding the icing problem; and allow the concrete sides to be eliminated. (See A-01a and A-02) Under this plan the front sidewalk remains and the walkway is sloped in front without the need for handrails. In addition, a curved walkway was added from the Berkshire School Road crosswalk along Route 7 to come around to the new side walkway. It was noted, even with the new design, it is still a long walk with a walker. Police accommodations were noted. The parking lot would be raised approximately 1.8 feet and the ramp in back would have a 30' run and return. The ramp would be ADA compliant with a 5' width. The issue of an emergency access and access for a fire hose came up and will be

investigated. T. Widman had checked both with the Sheffield Historical Society and the MA Historical Registry and the building is not listed on either.

2. Moving the H/C parking was discussed but rejected. The trash area will be in an enclosed area by the back wall by the police car parking spots, where it will not interfere with the current H/C parking or the back access ramp. Question was raised of how many parking spots the Chief wants/needs as raising the grade may impact the number of spots.

**A motion was made by R. Wood and seconded by P. Levine to authorize EDM to develop a schematic design with the above discussed design components and overlay a 3d model of how this schematic design would appear to the public. The motion passed on a 5-0 roll call vote of committee members.**

3. Next the interior of the police station was discussed with T. Widman gaining concurrence that an automatic push door opener would be used on the front door. The transaction counter was discussed and he noted it was the proper height if papers are pushed back and forth but would need side panels or legs. Questions of how this is used; how the Chief wanted it to be used; and whether it is used as a desk where raised along with proper design for this space given COVID-19.
  4. Bathroom was next reviewed with it noted that the exposed pipe below the sink needs correction and the room itself is 1.5" off acceptable size. Seeking a variance from the Access Board was reviewed or whether space from the adjoining closet could be used to make it fully compliant by sliding the door over into current closet space. ADA minimum clearance requirements were also discussed.
  5. Follow-up: R. Wood to email Chief Munson asking him how many parking spaces he needed; how the transaction counter is used in the station and how he would like it to be used if different – seeking to not only find out uses but if used as a desk; what is in the closet adjacent to the 1<sup>st</sup> floor bathroom and did he see any issue with taking some portion of the closet for the bathroom.
- Bushnell-Sage Library: Two components: the front entrance and the exit from the bottom level doors to the patio. Front entrance issues deal with how one traverses from the parking areas and where the H/C parking is located. Currently too steep and cross slope is wrong as well as needing a level landing; will need to relocate the automatic door opener to be more accessible. Rear of library building (downstairs exit from 4 doors) onto the patio has a step down of 4.5".
    1. Options presented to the committee during the site tour for the library front were discussed and T. Widman developed a new schematic (See EX-03) which addressed the committee's concerns. Specifically, a raised area – speed bump – would come from the west lawn area leveling out the front entrance into the library and on both sides of the entrance; shifting the H/C parking area to the south 3-4' potentially removing 1 tree to bring it in conformance and well as easier to use, adding a compliant curb cut and adding a path along the car to the south; removing the "pinch point" by including a triangular shaped concrete space; and relocating the automatic door opener to the front of the building.



**A motion was made by P. Levine and seconded by R. Brown to authorize EDM to develop a schematic design with the above discussed design components. The motion passed on a 5-0 roll call vote of Committee members.**

2. The rear patio was next reviewed and the issues raised on the previous site tour discussed. Automatic push button door openers are needed on all 4 doors; the committee agreed. Issue of keeping the height of the patio all one level so it can be used for programs was also agreed upon. Agreement that the patio needs to be raised up and that pouring concrete over the existing concrete is the best way to do this rather than pavers on pedestals that are subject to freeze/thaw cycles, unevenness and maintenance. Committee wants the granite edging separating the patio from the flower beds moved up to retain this separation. Raising the concrete level would eliminate the final step down into the patio that is currently there. Staining or pattern stamping the concrete was discussed and EDM will provide photographs for the committee's review; concerns about dirt accumulation or ease of mobility if any pattern used.

**A motion was made by R. Wood and seconded by P. Levine to authorize EDM to develop a schematic design with the above discussed design components and to present photos of both concrete staining and pattern stamping for review. The motion passed on a 5-0 roll call vote of Committee members.**

- Town Park restrooms were reviewed next and concerns raised by the site tour were discussed. The challenge consists of having one or more accessible restroom and having the public able to traverse to them. T. Widman went over the 4 options previously presented, in order of option 1 least cost to option 4 most cost.
  1. The committee quickly expressed interest in option 2 (A-03) for safety, comfort and COVID-19 considerations. This option provides 4 distinct single user toilet rooms, 2 of which are fully accessible. Each separate toilet room may be designated by sex or left undesignated. There are toilets in each room; no urinals. This option uses existing plumbing and drops in new walls, which R. Brown noted makes sense if the structure is sound. EDM noted the cinder block structure looked sound enough but they would want to get into the attic and examine the roof structure; they will contact R. LaBombard. This will determine if the structure is sound enough to proceed, what costs may be incurred to fix it, or whether to tear it down and begin from the slab. If it were the later, should separate facilities be located elsewhere? Question of septic system arose as if facilities located elsewhere they would pump up to the existing septic system, which given the perc quality of that area, should not be expensive. R. Wood to find out how the Kiwanis shed is connected as it does have sink and water facilities.
  2. Access to the building via pathways was next discussed exploring both blacktop or crushed stone. Permeable pavers were suggested but dismissed due to eventual unevenness and maintenance requirements. T. Eagles counseled to stay away from them. C. Martin raised concern of using a walker over crushed stone and it was recommended she visit a section of the Great Barrington River Walk and see how her walker fares on their crushed stone walkway. It was also recommended that possibly a member of the

Commission on Disabilities who uses a wheelchair could be asked to do the same so the Committee would have her input.

**A motion was made by R. Wood and seconded by P. Levine to authorize EDM to explore the usefulness issues of the existing restroom building and if found to be sound to develop schematic design Option 2 – distinct single use toilet rooms - for committee review. The motion passed on a 5-0 roll call vote of Committee members.**

Wrap up comments were made with various committee members expressed both their positive experiences working with EDM, the quality of EDM's presentation and the design options presented. The complement was returned. Rather than the previously scheduled meeting of 9/24 at 1pm, the committee and EDM agreed to meet next on 9/29 at 4pm via an EDM supplied GoToMeeting link. T. Widman will forward drawings done during the meeting to R. Wood for committee distribution.

**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 6:00pm.**

Respectfully submitted,

Rene Wood



Meeting Materials:

9-15-20 Meeting Notice/Agenda

Drawings done by T. Widman during the meeting