

**Town of Sheffield**  
**Highway Garage Design Committee**  
**Thursday, August 27, 2020 at 2pm**  
**Virtual Meeting**

**Highway Garage Design Committee members present:**

Robert Kilmer  
Matt Lesson, Highway Dept Superintendent  
David Macy  
Martin Mitsoff  
Rene Wood

**Highway Garage Design Committee members absent:**

Dave Smith, Jr., Chair  
Jim Collingwood

**Others present:**

Rhonda LaBombard, Town Administrator  
Tim Eagles, Principal, EDM  
Tim Widman, Project Architect, EDM  
Marc Volk, Foresight Land Services; Consultant to EDM

As the committee's Chair was not present, R. LaBombard led the meeting, which began at 2:01pm. The first order of business was to agree upon what EDM is to be doing. The 4/21/20 meeting documents and EDM's proposal were reviewed. Discussion of land for the highway garage and timeline for acquiring it were deferred to later in the meeting. R. Wood stated she thought the committee had already made its decision on EDM's charge and wanted to make sure a debris management area, as advised by EPA, was included in land sizing. R. Kilmer noted he had a number of questions re: components of the garage and had a chance to review them with E. Pickert. He was now comfortable with EDM's charge, which was for a high level design and costing based on the information EDM had been given. T. Widman explained EDM would do an area/bubble plan in which they would lay out the area and, using a pre-manufactured building, how it fits and associated costs, which includes the addition of a grossing factor. T. Eagles added that it would be an idealized site and floor plan in a 3D rendering of/on the site and a narrative of their opinions. It would include the salt shed.

D. Macy inquired about a vehicle washing station and how to deal with this need, including potential options for disposal of generated waste water either through recycling or pumping it out as part of its subsequent disposal. Discussion continued as to when the vehicles would be washed, which included regular maintenance as well as after storm and salt spreading work. This will be addressed in Foresight's services. Sprinklers for the building were next discussed and it was noted sprinkling becomes a requirement at 7500 sq feet building size and other forms of fire suppressant systems were brought up by R. Kilmer. D. Macy brought up exhaust fans to clear the building of fumes when the trucks start up, as is in place at the fire station. Design/safety requirements per OSHA and other regulatory agencies will be called out in the design.

Design contingencies were discussed with T. Eagles going over these for the committee along with cost flexibility components and construction contingencies for any project budget.

As it was agreed all committee members were in line with what EDM had proposed, the discussion next turned to time frames and deliverables. R. Wood said EDM was also working on a time sensitive CDBG design project and committee members agreed that if EDM found they needed to favor one project over the other, the CDBG project would be favored.

Land was next discussed with the request for land donations to end 9/15; B. Kilmer will walk the Berkshire School Rd site with E. Stockman, at no cost, when she was available; and a few of the land parcels which have come forward were noted. The Town's Treasurer is also reviewing tax title and tax taking to see if there are any land candidates. EDM's work will come up with an ideal site size. R. Wood brought up wanted to get any required land RFP done before the holidays and will forward the EPA document on debris sites to EDM.

The next meeting was scheduled for 9/17 at 7pm at which the initial EDM/Foresight work will be presented and discussed in a Zoom meeting set up and hosted by EDM. Finally screening of the site and yard were discussed.

**On a motion by R. Wood seconded by D. Macy and unanimously approved 5-0 on a roll call vote, the Committee's meeting adjourned at 2:37pm.**

Respectfully submitted,

Rene Wood



Meeting Materials:

8-27-20 Meeting Notice/Agenda