

# DRAFT

ADA Study Committee Meeting  
April 25, 2016

A Meeting of the ADA Study Committee was held on April 25, 2016 at 5:00pm. at the Municipal Office.

Individuals present: Heidi Britch-Valenta, Barbara Chevalier, Randy Connelly, Wendi Dusablon, Andrew King, Shelley Laroche, Larry Simmons and Consultant Laz Scangas. Absent Joe Depatie

The agenda for the meeting was a follows –

1. To recap the purpose of the project-
2. Setting a schedule for the project and pick out important dates
3. Input from members
4. Overall goals
5. Setting next meeting date

## **1. the purpose of the project**

This project was conceived in response to a desire to reorganize the front office to provide adequate room for the employees where there are tight quarters. There are three listers and files in one very small room, the treasurer does not have an office, and the Fire Dept has a very large office used primarily in the evenings. A vacant upstairs remains underutilized.

## **2. Creating a schedule for the project**

The committee discussed the timing of the project and agreed to aim for a June 19<sup>th</sup> Selectboard Public Hearing on the preliminary options. This meeting will give the Selectboard and the public to weigh in on preferred options. This information will then be fine-tuned for presentation at the open house.

## **3. Input from committee members**

Each department discussed the issues of the building from their perspective. Goals for each department were identified.

Topics included-Dysfunctional Space-

- Highway Dept office and bathroom;
- Fire Dept back room and showers;
- Vacant second story;
- Files in the community room take up meeting space, difficult to access;
- Main office flow is clumsy and noisy
- Front entry is not ADA accessible;
- Bathrooms are not ADA accessible and are awkward.

Tight space-

Listers office;  
Treasurer;  
Highway Dept;  
Fire Dept;  
Meeting area.

#### 4. Overall goals

- Town Clerk- provide easy access to file cabinets, improve traffic flow, decrease noise level
- Highway- Create an efficient office space;
  - Provide an area for all workers a work/ lunch/warm space outside of the truck bays.
- Treasurer- provide an office space for confidentiality and efficiency
- Listers- provide adequate room for employees and their files and office furniture
- Town Admin- repair side door or remove.
- Fire Dept- provide functional office space, bathrooms, meetings space and storage.
- Community room- utilizing the space better by removing file cabinets
- Improving the rear entry ADA compliance
- Improving the bathrooms for ADA compliance and efficiency
- The potential of moving the highway dept out and putting the library in their space was discussed.

Laz will get back to us when he has something to review. The next date was not set.

Respectfully Submitted,

By Heidi Britch-Valenta