

TOWN OF HIGHGATE Planning Commission Mtg.

August 16, 2016 @ 6pm

Approved Minutes

NOTE: All actions taken are unanimous unless otherwise stated.

I. CALL TO ORDER

Woodbury Rouse opened up the meeting @ 6:05pm.

Present for this meeting were:

Planning Commission Board Members; Woodbury Rouse; Luc Dupuis;

Larry Simmons; Bruce Ryan *absent – Barbara Chevalier*

Town of Highgate staff: Heidi Britch-Valenta – Planning & Zoning

Administrator; Wendi Dusablon – Planning & DRB Clerk

Public / Other: Shelley Laroche; Becky Johnson; Andy King; Amanda

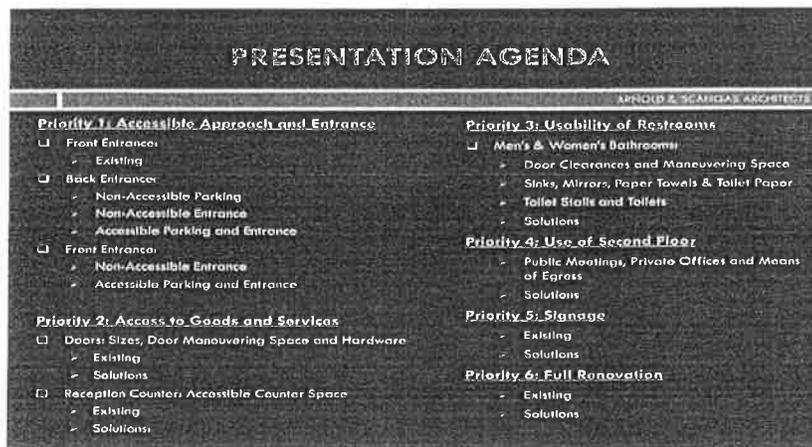
Holland – NRPC; Evangeline LaRocque; Rebecca Howrigan; Liza Comiskey;

Liz Toohey; Henry Rainville; Karen Fortin; Richard Wilkens; Kellie Uzell;

David Desorcie

II. ADA STUDY – LAZ SCANGAS, ARNOLD & SCANGAS ARCHITECTS

Laz Scangas was present with a presentation regarding the ADA study for the Municipal Building. It was broken down into sections, by priority, listing solutions and costs associated with each priority. The full presentation can be seen below.



Priority 1: Accessible Approach and Entrance

Front Entrance: Non-Accessible Entrance



ISSUES THAT DO NOT MEET REQUIREMENTS:

- It is preferred that the front entrance be the accessible entrance. The front entrance is not accessible. The accessible entrance is located at the rear of the building. When the front is not the accessible entrance, signage is required directing visitors from the front entrance to the accessible entrance at the rear of the building
- A directional sign, using the universal symbol for accessibility should be placed at the front of the building indicating the location of the accessible entrance

Back Entrance: Non-Accessible Parking

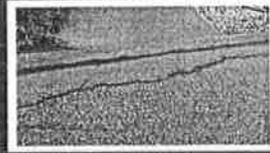


ISSUES THAT DO NOT MEET REQUIREMENTS:

- The space is more than 8' wide which meets the guidelines, but does not provide a marked access aisle of at least 8'-0" wide for van accessible maneuvering
- As currently located, if the access aisle was marked, it would be in the travel lane, which is non-complaint
- The bottom of the accessible sign space designation is 56 1/4" off the ground and does not meet the minimum height of 60" off grade.

Back Entrance: Non-Accessible Entrance

ARNOLD & SCANGAS ARCHITECTS



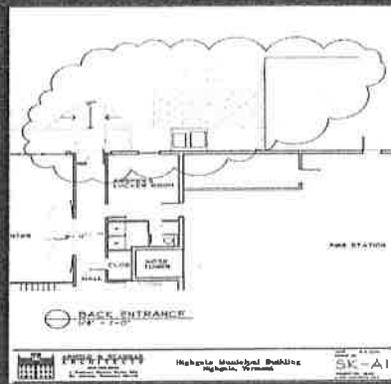
ISSUES THAT DO NOT MEET REQUIREMENTS:

- The rear entrance is locked during the day and cannot be used independently during the same business hours as the front entrance.
- The rear entrance does not contain a sign with the international symbol of accessibility, indicating that this is the accessible entrance.
- The landing in front of the exterior entrance is not level and has a number of changes in elevation, the total change in height is approximately 6" from finish floor to top of pavement.
- The existing entrance door of the exterior does not have the required 4'-0" clearance depth.
- The accessible entrance has a curb that protrudes out of the ground more than 1/4"

Back Entrance: Solutions

ARNOLD & SCANGAS ARCHITECTS

- Relocate accessible parking space to allow for a van accessible aisle that is not in the designated path of travel.
- Provide a "van accessible" sign for the space where the bottom of the sign is at least 60" off grade.
- Reconfigure exterior door landing to allow for a level 5'-0" turning radius landing at doorway.
- Provide a curbed ramp with curb ramp flares.
- Provide sign at front entrance stating the accessible entrance is located in the rear of the building.
- Allow accessible entrance to be used independently during regular business hours.
- Provide new sign with the international symbol of accessibility.



• Cost: \$ 14, 981

Front Entrance: Non-Accessible Entrance

ARNOLD & SCANGAS ARCHITECTS

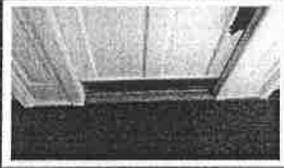


ISSUES THAT DO NOT MEET REQUIREMENTS:

- There is an approximately 3/4" vertical change of level at the existing exterior door threshold. A 3/4" change is allowed for existing thresholds, however the vertical face on the threshold may not exceed a 1/4", above that height thresholds must be beveled.
- The existing interior vestibule does not have a 5'-0" turning radius.
- At the interior of the existing vestibule door, there is not the required 1'-6" clearance from the latch side of the door to the corner.
- There is an approximately 1/2" vertical change of level at the existing interior vestibule door threshold. A 1/2" change is allowed for existing thresholds, however the vertical face on the threshold may not exceed a 1/4", above that height thresholds must be beveled.

Front Entrance: Non-Accessible Entrance

ARNOLD & SCANGAS ARCHITECTS



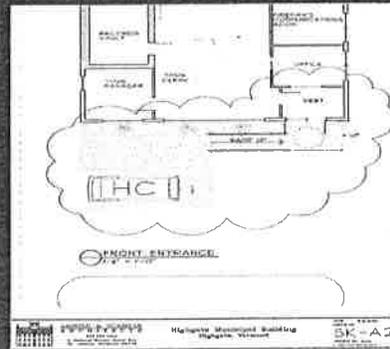
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- The existing interior vestibule does not have a 5'-0" turning radius.
- At the interior of the existing vestibule door, there is not the required 1'-6" clearance from the latch side of the door to the corner.
- There is an approximately 1/2" vertical change of level at the existing interior vestibule door threshold. A 3/4" change is allowed for existing thresholds, however the vertical face on the threshold may not exceed a 1/4", above that height thresholds must be beveled.

Front Entrance: Solutions

ARNOLD & SCANGAS ARCHITECTS

- Provide a new van accessible parking space including a van accessible aisle.
- Provide a "van accessible" sign for the parking space where the bottom of the sign is at least 60" off the grade.
- Provide an accessible ramp with railings from the accessible parking space side and stairs with railings from the fire station side.
- Remove a portion of the exterior vestibule wall to provide the 5'-0" turning radius at the interior of the vestibule and to provide 1'-6" clearance at the pull side of the interior vestibule door.
- Provide new ADA accessible thresholds at both the exterior and interior doors.



Cost: \$ 27,243

ARNOLD & SCANGAS ARCHITECTS

Priority 2: Access to Goods and Services

Doors: Sizes, Door Maneuvering Space & Hardware

ARNOLD & SCANGAS ARCHITECTS



ISSUES THAT DO NOT MEET REQUIREMENTS:

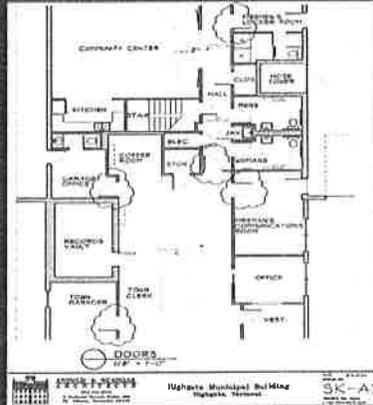
- Existing 2'-6" wide doors do not meet requirements of a 2'-8" clear opening with the door fully opened.
- The existing doorway separating the accessible hallway and the reception area has a 16" clear space on the pull side of the door, which does not meet the required 18".
- Existing door hardware includes a mix of compliant lever handles and non-compliant knob-type handles.
- Existing door closers do not meet the closing speed for ADA.

Doors: Solutions

ARNOLD & SCANGAS ARCHITECTS

- Replace existing 2'-6" doors with 3'-0" doors.
- Move existing doorway at hallway at least 2" so there is a 18" clear space on the pull side of the door.
- Replace existing knob hardware with lever handles, push bars, u-shaped pull handles or other accessible hardware.
- Replace existing door closers with new ADA compliant door closers.

• Costs: \$ 14,800



Reception Counter: Accessible Counter Space

ARNOLD & SCANGAS ARCHITECTS



ISSUES THAT DO NOT MEET REQUIREMENTS:

- The existing Reception Counter is 42" high and does not provide a section of counter that meets ADA accessible requirements.

Reception Counter: Solutions

ARNOLD & SCANGAS ARCHITECTS

- A section of this counter or a fold-down counter needs to be provided for a wheelchair user to be able to transact business and have a writing surface that is at a reasonable height. This should be no more than 36" high and should be at least 36" wide. An accessible service shelf should be at least 19" deep to permit appropriate knee clearance.
- Sales and Service Counters should have a height between 28" and 34" and at least 36" wide.
- An equivalent service area may be provided at a nearby table with sufficient wheelchair clearances.



Priority 3: Usability of Restrooms

ARNOLD & SCANGAS ARCHITECTS

Men's and Women's Bathrooms: Doors Clearances & Maneuvering Space

ARNOLD & SCANGAS ARCHITECTS

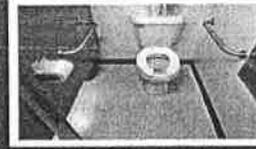


ISSUES THAT DO NOT MEET REQUIREMENTS:

- The existing privacy wall does not allow 48" clear from the door to the wall and doesn't allow 48" between the end of the privacy wall and the bathroom wall.
- The existing door closers do not meet the required ADA closing speed.
- In the existing bathrooms, a 5'-0" turning radius is not provided.

Men's and Women's Bathrooms: Sinks, Mirrors, Paper Towels and Toilet Paper

ARNOLD & SCANGAS ARCHITECTS

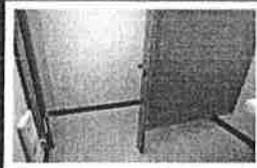


ISSUES THAT DO NOT MEET REQUIREMENTS:

- The existing wall mounted sinks are mounted too low above the floor and the existing exposed piping under the sink is not insulated and protected
- The existing knob faucets are non-complaint
- The existing mirrors, paper towel dispensers and receptacles are too high off the floor.
- The existing toilet paper dispenser is placed at least 12" away from the front edge of the toilet.

Men's and Women's Bathrooms: Stalls & Toilets

ARNOLD & SCANGAS ARCHITECTS



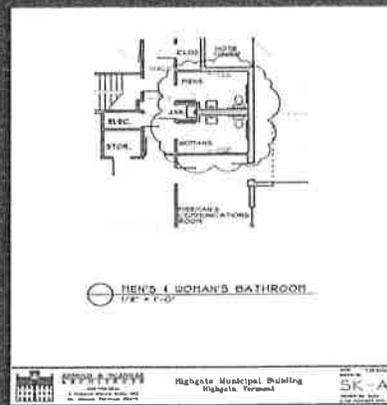
ISSUES THAT DO NOT MEET REQUIREMENTS:

- The existing stall does not meet the minimum size (5'-0" wide by 4'-11" wide)
- The existing grab bars are non-complaint
- The existing stall doors do not provide a minimum of 32" clear door space and the door lock is non-complaint
- The existing flush handle for the toilet is on the wrong side of the toilet.

Men's and Women's Bathrooms: Solutions

ARNOLD & SCANGAS ARCHITECTS

- Remove privacy wall to achieve door clearance requirements and a 5'-0" turning radius
- Replace existing door closer with an ADA compliant closer
- The top of sink to be mounted no more than 34" above floor and exposed piping to be insulated and protected
- Provide a 3'-6" and a 3'-0" grab bar at toilet
- Flush valve of toilet to be located on sink side of the toilet
- Mount bottom of mirror no higher than 40" off the floor
- Mount control for towel dispenser or bottom of towel no higher than 48" off the floor
- Mount toilet paper dispenser no more than 9" from the front of the toilet



Costs: \$ 11,131

Priority 4: Use of Second Floor

Use of Second Floor: Public Meetings, Private Offices and Means of Egress



ISSUES THAT DO NOT MEET REQUIREMENTS:

- ADA Title II CFP Part 35 – Subpart B – 35.130 – General Prohibitions Against Discrimination, Section 35.130.a states: No qualified person with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs or activities of a public entity, or be subjected to discrimination by any public entity.

Use of Second Floor: Public Meetings, Private Offices and Means of Egress



ISSUES THAT DO NOT MEET REQUIREMENTS:

- The previous passage in the Title II requirements would affect the second floor since no ADA access is currently provided. Any meeting that can be attended by the public would not be able to occur on an inaccessible floor, since access to any public meeting must be provided to all and any with a disability. Along those lines, any office space that would be used by a town official that interacts with the public would also have to be accessible to anyone with a disability. This would mean that ADA access would have to be provided to the second floor. The code does allow for some flexibility in existing building intending to comply, in this case, providing a separate but equal space.

Use of Second Floor: Public Meetings, Private Offices and Means of Egress

ARNOLD & SCANGAS ARCHITECTS



ISSUES THAT DO NOT MEET REQUIREMENTS:

- A meeting room could be set up on the accessible first floor that would provide space for a disabled individual to meet with their town official. This meeting room could be communal for all officials on the second floor to use in case of a disabled visitor.
- In order for the second floor to be used as offices, a protected means of egress has to be maintained from the second floor stairs to the exterior of the building.
- The existing railing system is non code compliant with NFPA Life Safety Code

Use of Second Floor: Solutions

ARNOLD & SCANGAS ARCHITECTS

- Provide prefinished birch veneer flush wood solid core doors with narrow vision windows, metal door frames, locksets, door closers and door stops at the Community Center. The doors will be held opened with 120 volt magnetic door holders at each door. New 120 volt photoelectric smoke detectors will be installed on each side of the doors. They will release the door holders upon detection of smoke, allowing the doors to close.
- Provide 120 volt photo-electric smoke detectors in the following areas: One in first floor Hall; one in Town Clerk area; one on second floor at top of stairs and one in future Office on second floor. Interconnect all smoke detectors.
- Provide new code compliant handrails at existing stairs.

• Costs: \$ 16,973



ARNOLD & SCANGAS ARCHITECTS

Priority 5: Signage

Signage: Communication Elements and Features

ARNOLD & SCANGAS ARCHITECTS

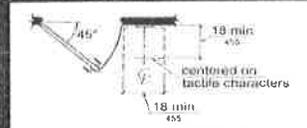


Figure 703.4.2
Location of Tactile Signs at Doors

ISSUES THAT DO NOT MEET REQUIREMENTS:

- There is no ADA complaint Informational signage present in the building.

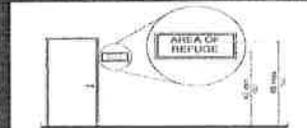


Figure 702.A.1
Height of Tactile Characters Above Finish Floor or Ground

Signage: Solutions

ARNOLD & SCANGAS ARCHITECTS

- Provide Signage to comply with ADA regulations. Informational signage should be located to the latch side of the door at a height of 62" above the finish floor.
- A minimum of three signs are required, one for each bathroom and the Community Center



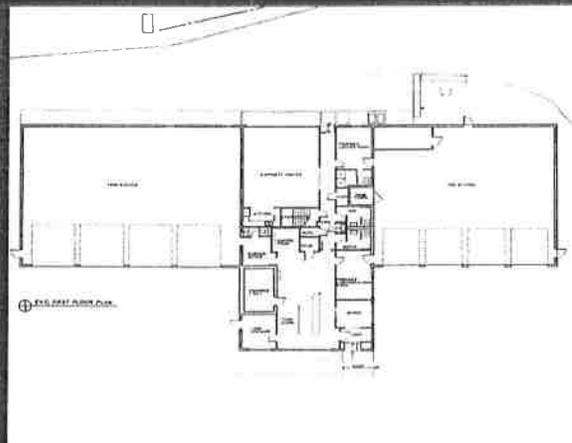
Costs: \$ 35 per sign

ARNOLD & SCANGAS ARCHITECTS

Priority 5:
Full Renovation

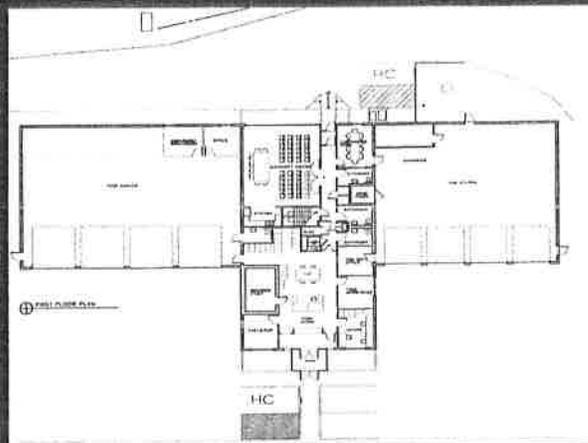
Full Renovation: Existing

ARNOLD & SCANGAS ARCHITECTS



Full Renovation: Solutions

ARNOLD & SCANGAS ARCHITECTS



* Costs \$ 276,032

There were questions from the PC and the public with regard to making one or both entrances ADA compliant and what that would mean. There were also questions about signage, parking, fire department showers and use of the upstairs space. Laz estimates it would take 3-5 months to complete the entire scope of the project if it is done all at once. To be minimally compliant, we would need to do at least one entrance, the bathrooms and doors. The project could be done in stages, but if put out longer than this fall or spring, prices would need to be adjusted. It was noted that the highway department's office and bathroom are both a very unhealthy situation. There were also questions about the existing heating / cooling system and how it would play into this overall design. Laz will also be here on Thursday night to do a presentation for the Selectboard.

III. CAPITAL BUDGET

Liza Comiskey introduced Liz Toohey, VISTA employee, who will be here for one year from Ohio. Karen Fortin, library trustee, gave a presentation and had

a hand out for the board with regard to what the library is working towards in their relocation efforts. The handout can be seen below.



**Proposed Capital Budget Plan
For the
Highgate Public Library & Community Center**

July 2016
Highgate Public Library Trustees

New Library and Community Center- Total request= \$998,000 (this includes the building and land)

Cost Breakdown:

- o \$798,000 -- building (stocked and ready to move in)
 - \$249.50 sq/foot
- o \$200,000 - land

Our plan is to break ground within 3 years

Why our current space is not adequate:

- Usage has increased and program attendance has skyrocketed (see chart included)
- Due to space restrictions, many programs must be held elsewhere
- No office space for staff to work privately and without disruption
- Fire Marshall Chris Boyd visited on 4/5/11 for occupant inspection- 49 people is maximum capacity (see paperwork included)
- Not in compliance with ADA regulations (This report is filed at the town office)
- Extremely limited parking
- No kitchen facilities for program prep and cleanup that would be approved by the Vt. Health Department. (We currently do not have proper space for preparing snacks for programs, cooking & food prep for garden programming, and our only sink for cleanup is in the bathroom).
- Limited greenspace for programming
- No crosswalks to safely get children to afterschool programs
- Located in a "non-friendly" patron area (traffic flow, gas station next door, ect)
- Not in compliance with suggested safety protocol due to design of the building (visibility of all areas is an issue)
- Current Square footage is: 1,320 much of which is unusable space

Projected Space needs - 4,000 sq/ft (This space will include):

- Adequate Library Space (allowing for 15-20 years growth)
- Kitchen
- Coatroom
- Community meeting/programming space
- Study/work areas for patrons
- Computer centers
- Adequate family bathrooms
- Office space
- Adequate Parking

Highgate Public Library
Library usage Statistics for 2004-2015

Year	Total Library Visits	Total Material Circulated	Number of programs held	Total Program Attendance	computer usage	Homebound delivery, preschool & daycare Book Express bags
2015	8885	10208	184	4783	2308	364
2014	8574	10104	184	5738	2256	277
2013	7373	9454	116	4393	2020	200
2012	7380	8355	116	2807	2081	207
2011	7777	5830	137	3262	2122	50
2010	6272	5300	96	3416	2299	43
2009	7014	4802	103	2859	2379	55
2008	5803	3909	124	2858	2321	72
2007	5211	3796	107	2729	1827	19
2006	4005	3170	124	2985	1985	44
2005	3743	3276		3445	1262	47
2004	3232	3238		1982	942	

highest year

The library trustees will be attending a retreat on a Saturday in September. Any new facility will not only be a library, but a community center as well. They are looking out 20 years and considering adding more trustees to their board as they move through the planning process to have as many voices as possible. They will have representation at the Selectboard meeting on 8-18-16 to talk about a planning grant they wish to apply for. There were questions about the roof on the current library and its need to be replaced. There was more discussion on various grants and budgeting and working towards their goal of a new facility in 3-5 years time. Karen encouraged everyone to visit the current library and see what goes on there.

IV. MINUTES

Motion by Luc Dupuis to approve the minutes from June 21, 2016 as written. The motion was seconded by Larry Simmons – **APPROVED.**

V. OTHER BUSINESS & UPDATES

- Heidi spoke about our current challenges of keeping the board together. Woody has expressed interest in stepping down from the PC, but remaining on the DRB. Bruce has been out, but is back and we don't know when Barbara will be back. Richard Wilkens has offered to step forward and join the PC. The Selectboard will decide on Thursday to appoint Richard Wilkens, and Woody offered to stay with the PC until Barbara returns.
- Heidi handed out info from VLCT regarding the Town Fair.
- There was some discussion on various projects going on in town and what the next steps will be. We had planned to have an open house in September to present information to the public on sidewalks, CIP and ADA but we have gotten behind due to cancelled meetings and lack of quorums. We had planned to put a letter in tax bills, which are going out this week, but if we can't commit to a date or be ready we should not send anything yet. These projects are not Heidi's projects, so she would like to see people from the community step up and take the lead. It is important for the PC to have opinions and we can't move forward without it. Henry Rainville agreed that serving the public and showing unity in a decision helps. He feels there is a very large disconnect between the public and some of the town boards. Larry wants the PC to get behind the CIP and get folks in the door to talk about it. Henry feels that the CIP would have been more successful this past year without a tax implementation already assigned to it.
- HVFD is only asking for an allotment towards a vehicle and to get the floor repaired in this year's CIP. By our September PC meeting, we hope that

Shelley has enough information and a good overview so decisions can begin. Larry thinks two separate charts would be helpful; one with "business as usual" items / known costs and another that shows the "not so usual" items and costs. For now, we will shelve the open house and work on things at the September and October meetings, possibly an open house in November? The PC also decided to have an additional meeting to be warned for Tuesday, August 30th @ 6pm to discuss the CIP and more about the open house event.

VI. UPCOMING EVENTS

Aug. 18	7pm	Selectboard Mtg.
Aug. 18		Municipal Offices are closed during regular business hours
Aug. 19		Mailing property tax bills
Aug. 23	6pm	DRB Mtg. (rescheduled from Aug. 11)
Aug. 30	6pm	Additional PC meeting
Oct. 27	by 5pm	Property tax payments are due – postmarks no longer accepted

VII. ADJOURNMENT

Motion by Bruce Ryan to adjourn the meeting @ 8:57pm. The motion was seconded by Luc Dupuis – **APPROVED.**

Minutes respectfully submitted by:

_____, Planning & DRB Clerk
Wendi Dusablon _____ Date

Minutes approved by:

_____, Planning Comm. – Chair
Woodbury Rouse, Jr. _____ Date