

**Town of Wheelock
Town Hall Accessibility Project Committee
September 14, 2021 6:00 pm, via Zoom
Minutes: Unapproved**

Meeting Purpose: The Project Committee was appointed by the Selectboard on Jan. 4, 2021. Its purpose is to assist the Selectboard in managing a grants-funded project providing funds for community outreach and architectural concepts to help solve the Town Hall accessibility issues.

- ◆ This meeting was called to discuss design updates and the logistics for the 9/27 Community Meeting.

Present: Selectboard: Ann Lawless, chair.
Project Committee Members: Steve Amos, Enid Ellis, Liz Muckerman, and Eileen Boland, scribe.
Project consultants: Paul Simon: VISCC LLC, project manager
Christopher Kennedy: MAKE Architects, architect
Brandy Saxton: Place Sense, planner
Not in attendance: Marc Brown, Project Committee member

Meeting called to order 6:09 pm with a welcome and review of the agenda by Ann Lawless.

There were two additions to the agenda:

- Paul to present an invoice covering the consultants' work completed in July and August.
- Ann stayed in touch during the meeting with Ryan Hanrahan who was attending the fire department meeting and presenting our request to use their tent. (It was later determined that the tent actually belongs to the Sheffield Field Days Commission and Ann will be in touch with the Commission on Tuesday)

Consultant Team Design Updates: Paul highlighted some design changes that were included in the community meeting mailer sent to Wheelock residents (committee members all received their copies and complimented Brandy's work). Septic fields have been added to both aerial views. In the "Option 1 Site Plan" he noted the sidewalk has been "pulled out" and wraps around in front of Town Hall, but does not interfere with fire access. "Option 2 Site Plan" slightly slides the garage back to create added parking and sidewalk space. Paul explained that these views are "concept designs". The next phase in the process is creating "design/development or DDs", and then the final step is to draft construction drawings.

Chris has been in touch with Liz Peebles of Vermont Historic Preservation about the concepts. Liz had some concerns about the staircase design for the existing Town Hall, but generally felt that the historic design is generally unknown. For Option 2, she felt that the addition should be pushed back as far as possible so the Town Hall façade is the prominent feature. These changes have been addressed and are included in the mailer.

Financials: Paul shared a screenshot of the invoice for the committee's review (already sent to the town). He walked through the various components highlighting the percentages completed in each. Steve moved to recommend the Selectboard approve the invoice for payment, seconded by Enid, and unanimously approved.

Adopt Minutes of the Prior Meeting: Steve moved to approve the August meeting minutes, seconded by Enid, and unanimously approved.

Plan the September 27th Community Meeting: Ann clarified that the agenda included in the meeting packet was for committee discussion rather than distribution at the community meeting, however elements of it, such as the list of funders and the DOJ agreement elements/deadlines might be included as posters at the meeting. She shared that Jenna Koloski, our volunteer facilitator from the Vermont Council on Rural Development, may be joined by her colleague, Alyssa Johnson. Committee members are invited to join a call with Jenna for reviewing final plans on Monday, September 20. (Ann felt that NCIC would support reimbursing Jenna's mileage costs since she is providing technical support.)

Although the fee would be fully refundable under ARPA, the majority of the Wheelock Selectboard will not support renting a tent for the community meeting. (A tent rental does not fit under NCIC guidelines and the planning grant is already fully committed, even over committed, since there have been more consultant meetings than contracted.) The committee began exploring possible alternate venues, however, Steve and Enid expressed concern that any venue other than the Town Hall campus would depress meeting attendance—after all, the meeting is about the Town Hall.

The use of technology, both during and after the community meeting, can expand the ability of residents to see and hear the meeting presentations and discussion. Ann shared details of her contact with Kingdom Access Television (KATV) and the services they can provide during the meeting (videographer, live TV, and Zoom), plus links to view it later on television and on YouTube. She will provide contact information for Brandy so she can coordinate directly with the KATV staff. Brandy said she can design an on-line site for additional feedback (respondents select Option 1 or 2 and provide comments) that would be available during a limited timeframe. Paul confirmed that the consultant team will bring a projector, screen, and laptop for the presentations.

Since the continuing logistics discussion no longer required the consultants' involvement, they left the meeting shortly after 7 PM. The project committee determined that since so few participants can sit at tables due to Covid protocols, setting out chairs for participants and using tables for meeting materials seemed to be a better plan. Providing pens and index cards (in lieu of post-it notes) and a one-page, two-sided handout of the two options was preferred. In anticipation of successfully securing a tent and recognizing that many of the logistical details need to be decided in-person and on site, the committee agreed to meet on **Thursday, September 16 at 4:00 pm** at Town Hall to finalize these details.

Other Business: None

Adjourn: By unanimous consent, the meeting ended at 7:30 PM.

Next Meeting
Monday, September 13, 2021
6:00 PM via Zoom

Meetings are scheduled for the second Monday of the month