## capitol Complex Commission – Minutes

* Date: August 28, 2024

## Opening:

* The Microsoft Teams Meeting (via video/audio) of the Capitol Complex Commission (CCC) was convened and called to order by Chair Shouldice at 10:05 AM on August 28, 2024.

## Present:

* **Members:** Heather Shouldice, Chair; Jireh Billings, Susan Hayward, and Tim Senter.
* **Also, Present:** Jennifer M.V. Fitch, Commissioner, Department of Buildings and General Services (BGS), Agatha Kessler, Sergeant-At-Arms, Vermont State House, Tricia Harper, Architect/Project Manager, Legislative Facilities Coordinator and Consultant for the Sergeant-At-Arms Office.
* **Minutes Transcriber:** Shaina Lyon, Private Secretary, BGS

## DISCUSSION:

* Chair Shouldice and the Commissioner of BGS provided a brief update on the role of the Commission for the Sergeant-at-Arms and the Architect/Project Manager for this proposed walkway project.
* Chair Shouldice suggested moving the approval of the minutes to the end of the meeting due to technical difficulties in joining Teams virtually.

## Prior minutes approval:

* **Item #1 & #2 –** Conducted at the end of the meeting, Chair Shouldice asked for a motion to approve the minutes from May 31, 2023, and June 25, 2024, as written. Tim Senter moved to accept both sets of minutes. Jireh Billings seconded the motion. The minutes were approved by all.

## DISCUSSION:

* **Item #3 –** 4 Aiken Way Handicap Accessibility Ramp
* Agatha Kessler, Sergeant-At-Arms, Vermont State House
* Tricia Harper, Project Manager/Architect, Legislative Facilities Coordinator and Consultant for the Sergeant-At-Arms Office
* Agatha and Tricia spoke to the proposed walkway to be installed at 4 Aiken Way. This ramp intends to provide ADA access to the building. As guests enter currently, there is a step-up to gain access to the building.
* The Fire Marshall has reviewed this project and classified this addition as a walkway which will include a railing. External plans, along with a blueprint were provided for review for this proposal. Tricia also noted that interior renovations have already happened for 4 Aiken Way.
* Commissioner Fitch stated that due to the historical nature of the building, it was never designed with ADA accessibility. She added that BGS has already reviewed this proposal with Janet Miller, former Sergeant-At-Arms, Agatha, and Tricia and are in support.
* Chair Shouldice questioned why this project falls under the Sergeant-At-Arms instead of BGS. Commissioner Fitch provided an explanation that this building was originally included in an MOU with the Legislature that made it the purview of the Sergeant-At-Arms office. Moving forward all of the buildings in the complex will be within the scope of BGS.
* Chair Shouldice also questioned how this ramp will adjust parking for 4 Aiken Way. It was noted one parking spot would be removed with this plan. Tricia did add that a parallel parking space could be added in front of the ramp as well.
* Construction will begin as soon as possible, before the Legislative Session begins.

## motion:

* A motion was made by Jireh Billings to accept the project as designed, with a second by Susan Hayward. The project was approved by all.

## Adjournment:

* The commission adjourned at 10:30 PM.