

Town Hall



Town of Belmont ADA Transition Plan

March 2021



Institute for Human Centered Design

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Background

Year Built: 1881 Year Renovated: 2005

Belmont Town Hall, located at 455 Concord Avenue, is a three-story building with a basement. It has one main entrance on the southeast side. All exit doors except for the one from the main entrance are inaccessible, as they contain stairs.

The ground floor contains conference rooms, the town clerk’s office, and multi-user men’s and women’s toilet rooms. The first floor contains an auditorium, boardroom, conference room, offices and men’s and women’s single-user toilet rooms. The second floor contains a credit union, the human resources department, the balcony of the auditorium and a single-user toilet room. The dressing room level, located in the basement, contains two dressing rooms and a storage closet.

Stairs and an elevator connect the ground floor, first floor and second floor, and there is a lift provided between the first floor and the auditorium stage. No accessible route is provided to the balcony on the second floor or the dressing room level in the basement.

Parking is provided in a parking lot on the south side of the building that is shared with the Homer Municipal Building. Accessible parking spaces are located by the main entrance. A review of this parking lot will be provided as part of the Homer Municipal Building report.

Key Accessibility Issues

Exterior Access Routes

Accessibility issues include exterior routes that have a running slope that is greater than allowed or the routes accumulate water. There is lack of an accessible route to one bench, two picnic tables and a bike rack.

Egress Signage

All exits lack tactile egress signage. Additionally, two (2) inaccessible exits on the ground floor lack directional signs indicating the location of the nearest accessible emergency exit.

Interior Access Routes

There is no accessible route to the basement/dressing room level. IHCD recommends providing a Limited Use Limited Application (LULA) elevator to this level if the dressing rooms will be used by the public.

Stair Handrails

Stair handrails in the 2005 addition lack the 12” extension at the bottom in one location and are not continuous in Stair 1. In addition, handrails are not provided on both sides of the stair to Level 2R.

Work Surfaces

Work surfaces in the select board meeting room and human resource director’s office lack knee and toe clearance.

Assembly Area

The auditorium is lacking an assistive listening system and signage denoting that system. The balcony is not located on an accessible route, however for program access, all accessible spaces, companion seats and aisle designated seats could be located on the first floor.

Note: The seats in the auditorium had been removed on the day of survey and could not be surveyed fully. For this reason, IHCD was not able to determine if the auditorium had an adequate number of accessible spaces, companion seats and aisle designated seats.

Toilet Rooms

Accessibility issues within the toilet rooms include lack of a required ambulatory compartment in the women’s toilet room on the first floor, coat hooks located higher than allowed, controls located higher than allowed, controls that are not operable with a closed fist, dispensers that act as protruding objects in the circulation path and malfunctioning self-closing hinges in the accessible compartments.

Drinking Fountains

Accessibility issues include lack of drinking fountains for standing users on the ground floor and first floor, inadequate water flow at the drinking fountain on the ground floor and lack of a cane-detectable barrier at the drinking fountain for standing users on Level 2F.

Additional Accessibility Issues

- At least one dressing room lacks a compliant bench and has coat hooks located higher than allowed.
- Two (2) designation signs are not located on the latch side of the door.
- Two (2) door thresholds are higher than allowed.
- Maneuvering clearance is not provided at three (3) doors due to stored items and furniture.
- Several doors require a greater opening force than is allowed.
- A floor mat is not secured by the town administrator's office.
- The defibrillator by the elevator on the first floor acts as a protruding object.

Order of Magnitude Cost Estimates

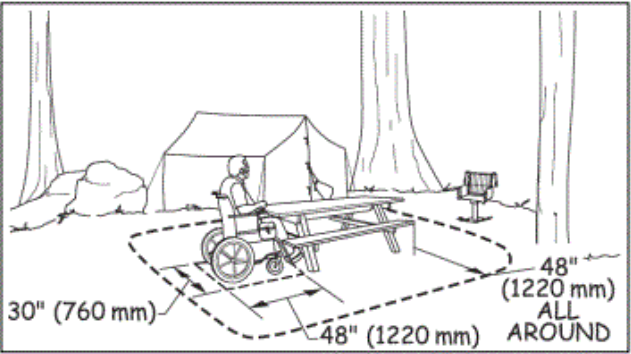
- Renovate exterior routes: \$2,640
- Provide compliant egress signage: \$4,176
- Provide a Limited Use Limited Application (LULA) elevator to the dressing room level: \$90,000
- Renovate stair handrails: \$2,972
- Provide two (2) compliant work surfaces: \$1,800
- Provide an assistive listening system in the auditorium: \$3,941
- Renovate toilet rooms: \$4,921
- Renovate drinking fountains: \$8,946
- Miscellaneous corrective actions (including door thresholds, accessible clothes rack, accessible routes to picnic tables and a bench, an accessible dressing room bench, relocating a clothes hook, etc.): \$2,550

Total: \$121,946

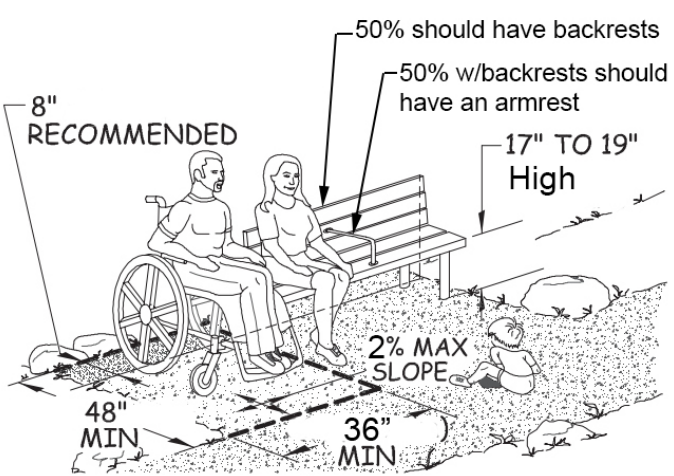
Best Practice and Inclusive Design

Best practice and inclusive design recommendations include elements that are not required in the standards but may create enhanced experiences for all users.

- Recommend providing contrasting strips on stair treads.
- Recommend providing a sign with raised characters and braille at permanent rooms where no sign is provided.
- Recommend providing handrail extensions that extend 12" past the bottom stair at exterior stairs at the northwest exits.
- Recommend providing a second handrail at the stair to the stage.
- Recommend providing handrails at exterior stair from the dressing room level.
- Recommend providing a 48" wide stable, firm and slip resistant walking surface around accessible picnic tables. See the following image:





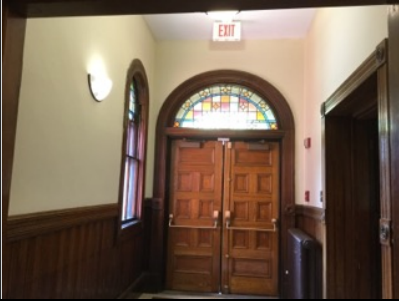


- Recommend providing clear floor space alongside at least one bench in each area where benches are provided so that a wheelchair user can sit shoulder to shoulder with a person seated at the bench. See the following image:








- Recommend providing increased contrast at the directory sign.






Town of Belmont
Town Hall

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Approach and Entrance												
Exterior Access Route												
1	Concord Avenue	Ext.		Exterior Access Route	Sidewalk		Cross slope > 1:50 (2.00%) Does not prevent accumulation of water	3.1% -	Reduce cross slope to be no steeper than 1:50 (2.00%). Repair surface. (Cost estimate for 10' long by 4' wide area.)	1	400	\$400
2	Moore Street Sidewalk	Ext.		Exterior Access Route	Sidewalk		Running slope > 1:20 (5%)	11.4%	Reduce running slope to be no steeper than 1:20 (5%). (Cost estimate for 20' long by 4' wide area.)	1	800	\$800
3	Route to Bench	Ext.		Exterior Access Route	Walkway		Running slope > 1:20 (5%)	10.9%	Reduce running slope to be no steeper than 1:20 (5%). (Cost estimate for 30' long asphalt route.)	1	1200	\$1200
4	Bike Rack	Ext.		Exterior Access Route	Walkway		Accessible route not provided	-	Ensure an accessible route is provided to the bike rack. (Cost estimate for a 6' long, 4' wide asphalt route.)	1	240	\$240
Emergency Exit												
5	Southwest Exit	1		Emergency Exit	N/A		Tactile sign not provided at exit	-	Provide tactile exit signs with raised characters and braille at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door.	1	232	\$232


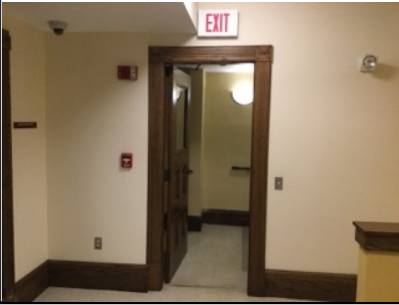

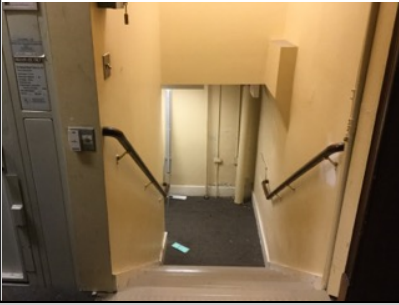

**Town of Belmont
Town Hall**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
6	Route to Exterior Egress Stair	2R		Emergency Exit	N/A		Tactile sign not provided at exit	-	Provide tactile exit signs with raised characters and braille at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door.	1	232	\$232
7	Egress From Dressing Room Level	B		Emergency Exit	N/A		Tactile sign not provided at exit	-	Provide tactile exit signs with raised characters and braille at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door.	1	232	\$232
8	Main Entrance (Egress)	G		Emergency Exit	N/A		Tactile sign not provided at exit	- -	Provide tactile exit signs with raised characters and braille at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door.	1	232	\$232
9	Stair 1	G		Emergency Exit	N/A		Tactile sign not provided at exit Directional sign to accessible emergency exit not provided	- -	Provide tactile exit signs with raised characters and braille at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door. Provide a directional sign indicating the location of the nearest accessible emergency exit.	1	464	\$464
10	Southwest Exit	G		Emergency Exit	N/A		Tactile sign not provided at exit Directional sign to accessible emergency exit not provided Door requires > 15 lbs. of force to open	- 4" 19 lbs	Provide tactile exit signs with raised characters and braille at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door. Provide a directional sign indicating the location of the nearest accessible emergency exit. Adjust closers of exterior doors so doors do not require more than 15 pounds of force.	1	464 Labor	\$464






Town of Belmont
Town Hall

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
11	Northwest Exits	1		Emergency Exit	N/A		Tactile sign not provided at exit Door requires > 15 lbs. of force to open	- 18 lbs	Provide tactile exit signs with raised characters and braille at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door. Adjust closers of exterior doors so doors do not require more than 15 pounds of force.	2	232 Labor	\$464
12	Main Entrance (Egress)	G		Emergency Exit	N/A		Illuminated Int. Symbol of Acc. not provided (MAAB)	-	If an illuminated exit sign is provided, provide an illuminated sign with the International Symbol of Accessibility at this exit.	1	-	\$0
Access to Goods and Services												
Means of Egress												
13	Auditorium Exits	1		Means of Egress	N/A		Tactile exit sign not provided	-	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door.	3	232	\$696
14	Auditorium	1		Means of Egress	N/A		Tactile exit sign not provided	-	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door.	1	232	\$232
15	Auditorium Exit Leading to Elevator Next to Town Administrator	1		Means of Egress	N/A		Tactile exit sign not provided	-	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door.	1	232	\$232






Town of Belmont
Town Hall

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
16	Balcony Exits	2		Means of Egress	N/A		Tactile exit sign not provided	-	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door.	2	232	\$464
17	Stair Egress by Human Resources	2F		Means of Egress	N/A		Tactile exit sign not provided	-	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door.	1	232	\$232
Interior Access Route												
18	Defibrillator by Elevator	1		Interior Access Route	N/A		Obstructed by protruding objects	7"	Relocate defibrillator.	1	Labor	\$0
19	Stairs to Dressing Rooms	B		Interior Access Route	N/A		Accessible route not provided	-	Provide an accessible route between the stage and dressing rooms. (Cost estimate for a 2-stop Limited Use Limited Access Application [LULA] elevator.)	1	90000	\$90000
Doors, Doorways, & Gates												
20	Women's Toilet Room on Southwest	1		Doors, Doorways, & Gates	Toilet Room		Maneuvering clearance(s) not provided	-	Relocate trash bin.	1	Labor	\$0



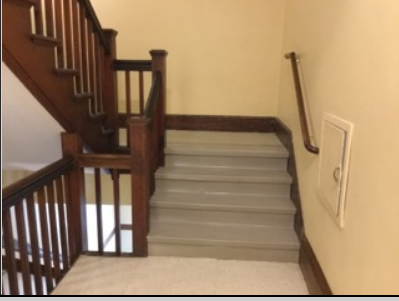

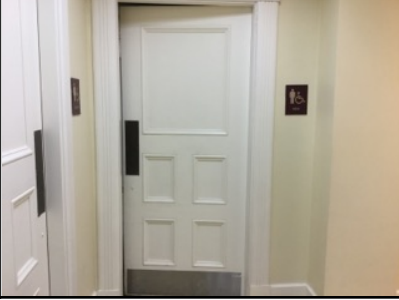
Town of Belmont
Town Hall

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21	Platform Lift to Stage	1		Doors, Doorways, & Gates	Other		Maneuvering clearance(s) not provided	-	Relocate stored items so that there is maneuvering clearance at the door to the lift.	1	Labor	\$0
22	Women's Toilet Room	G		Doors, Doorways, & Gates	Toilet Room		Maneuvering clearance(s) not provided	-	Relocate trash bin.	1	Labor	\$0
23	Door by Stage	1		Doors, Doorways, & Gates	Circulation		Threshold > 1/2" high	1.5"	Alter the threshold to be 1/2" high max.	1	150	\$150
24	Auditorium Door to Corridor	1		Doors, Doorways, & Gates	Circulation		Threshold > 1/2" high	1.5"	Alter the threshold to be 1/2" high max.	1	150	\$150
25	Women's Toilet Room on Southwest	1		Doors, Doorways, & Gates	Toilet Room		Door requires > 5 lbs. of force to open	9 lbs	Adjust closers so doors do not require more than 5 pounds of force to open.	1	Labor	\$0






Town of Belmont
Town Hall

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
26	Men's Toilet Room on West	1		Doors, Doorways, & Gates	Toilet Room		Door requires > 5 lbs. of force to open	14 lbs	Adjust closers so doors do not require more than 5 pounds of force to open.	1	Labor	\$0
27	Corridor Door to Toilet Rooms	G		Doors, Doorways, & Gates	Circulation		Door requires > 5 lbs. of force to open	8 lbs	Adjust closers so doors do not require more than 5 pounds of force to open.	1	Labor	\$0
28	Women's Toilet Room	G		Doors, Doorways, & Gates	Toilet Room		Door requires > 5 lbs. of force to open	8 lbs	Adjust closers so doors do not require more than 5 pounds of force to open.	1	Labor	\$0
29	Men's Toilet Room	G		Doors, Doorways, & Gates	Toilet Room		Door requires > 5 lbs. of force to open	10 lbs	Adjust closers so doors do not require more than 5 pounds of force to open.	1	Labor	\$0
30	Single-User Toilet Room	G		Doors, Doorways, & Gates	Toilet Room		Door requires > 5 lbs. of force to open	10 lbs	Adjust closers so doors do not require more than 5 pounds of force to open.	1	Labor	\$0





Town of Belmont
Town Hall

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Stairways												
31	Stair to Floor 2R	2R		Stairways	Egress		Handrail not provided on both sides	-	Provide a handrail on each side.	1	1320	\$1320
32	Staircase From Ground Floor to First Floor	G		Stairways	Egress		Handrails do not extend 12" from stairs	1	Bottom: Ensure handrails extend to one tread depth beyond the last riser (on the left handrail).	1	332	\$332
33	Stair 1	1		Stairways	Egress		Handrails not continuous where required	-	Provide a continuous handrail on the interior side of stair.	1	1320	\$1320
Signage												
34	Credit Union Office	2R		Signage	Designation		Sign not located on the latch side of the door	-	Locate sign at permanent rooms alongside the door on the latch side.	1	Labor	\$0
35	Men's Toilet Room	G		Signage	Designation		Sign not located on the latch side of the door	-	Locate sign at permanent rooms alongside the door on the latch side.	1	Labor	\$0

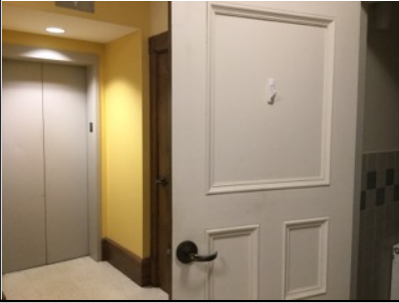




Town of Belmont
Town Hall

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Service Counter												
36	Town Administrator's	1		Service Counter	N/A		Surface not stable, firm, and slip-resistant	-	Secure the mat.	1	Labor	\$0
Operable Parts												
37	Select Board Meeting Room	1		Operable Parts	Clothes Rod/Hooks		Reach < 15" or > 48"(forward/side approach)	61"	Provide a clothes rack that is located no higher than 48" above the finished floor.	1	100	\$100
Dining or Work Surfaces												
38	Select Board Meeting Room	1		Dining or Work Surfaces	Work Surface		Knee or toe clearance not provided	24"	Provide at least 1 work surface with 27" min. knee and toe clearance.	1	1100	\$1100
39	Human Resources Director	2F		Dining or Work Surfaces	Work Surface		Knee or toe clearance not provided	-	Provide at least 1 work surface with toe clearance.	1	700	\$700
Assembly Area												
40	Auditorium	1		Assembly Area	N/A		Assistive listening devices not provided	-	If audible communication is integral to the use of the space, provide an assistive listening system and signage notifying visitors of the assistive listening system. (Cost estimate for capacity of 250 people.)	1	3941	\$3941





Town of Belmont
Town Hall

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Picnic Tables												
41	Shaded Picnic Area	Ext.		Picnic Tables	N/A		Picnic table not on an accessible route	-	Ensure that the dining surface is connected to an accessible route. (Cost estimate for a 10' long by 4' wide asphalt route to the picnic table.)	1	400	\$400
42	Sunny Picnic Area on Concord Avenue	Ext.		Picnic Tables	N/A		Picnic table not on an accessible route	-	Ensure that the dining surface is connected to an accessible route. (Cost estimate for a 15' long by 4' wide asphalt route to the picnic table.)	1	600	\$600
Exterior Benches												
43	Sunny Picnic Area on Concord Avenue	Ext.		Exterior Benches	N/A		No accessible route to one bench in area	-	Provide an accessible route to the bench. (Cost estimate for a 20' long by 4' wide asphalt route.) Alternatively relocate the bench.	1	800	\$800
Toilet & Bathing Rooms												
Overall Access												
44	Women's Toilet Room	G		Overall Access	Toilet Room		6 fixtures, but no ambulatory compartment provided	-	Provide one ambulatory accessible compartment.	1	3012	\$3012






Town of Belmont
Town Hall

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Single-User Toilet												
45	Single-User Toilet Room	2F		Single-User Toilet	N/A		Hook located > 48" high	65.5"	Locate hook no higher than 48" above the finished floor.	1	150	\$150
Toilet Compartment												
46	Women's Toilet Room	G		Toilet Compartment	Accessible Compartment		Door has malfunctioning self-closing hinge	-	Repair hinge.	1	Labor	\$0
47	Men's Toilet Room	G		Toilet Compartment	Accessible Compartment		Coat hook > 48"	55.25"	Lower coat hook so that it is no higher than 48".	1	150	\$150
Dispensers												
48	Single-User Toilet Room	2F		Dispensers	Paper Towel Dispenser		Controls > 42" high Not operable with a closed fist	55.5 -	Relocate so the operable part is 42" max. above the finished floor. Provide a dispenser that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	1353	\$1353
49	Women's Toilet Room on Southwest	1		Dispensers	Paper Towel Dispenser		Dispenser acts as a protruding object	-	Relocate paper towel dispenser out of the circulation path.	1	256	\$256




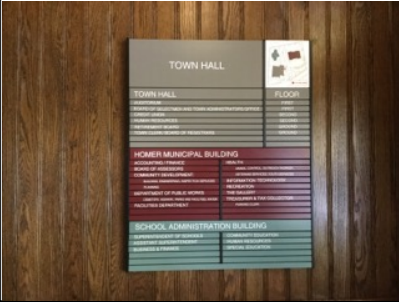

Town of Belmont
Town Hall

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Changing Rooms												
50	Dressing Room 3	B		Changing Rooms	N/A		Bench not provided Hook > 48" high	- 68"	Provide a 48" long 24" wide accessible bench with clear floor space alongside it within the room. Locate hook no higher than 48" above the finished floor.	1	350	\$350
Additional Access												
Drinking Fountains												
51	Corridor by Town Clerk	G		Drinking Fountains	Low		Inadequate water flow No drinking fountain provided for standing users	- -	Repair drinking fountain to provide adequate water flow. Provide an additional drinking fountain for standing users.	1	Labor 4028	\$4028
52	Corridor by West Side Toilet Rooms	1		Drinking Fountains	Low		No drinking fountain provided for standing users	-	Provide an additional drinking fountain for standing users.	1	4028	\$4028
53	Outside Human Resources	2F		Drinking Fountains	Hi-Lo		Standing height fountain does not have cane protection	33"	Provide a cane-detectable barrier skirt under the high unit.	1	890	\$890
Best Practice												



Town of Belmont
Town Hall

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54	Stair 1	1							Recommend providing contrasting strips on stair treads.	1	-	\$0
55	Select Board Meeting Room	1							Recommend providing a sign at permanent rooms where no sign is provided.	1	-	\$0
56	Northwest Exits	1							Recommend providing handrail extensions that extend 12" past the bottom stair at exterior stairs.	1	-	\$0
57	Stair to Stage	1							Recommend providing a second handrail.	1	-	\$0
58	Stairs to Dressing Rooms	B							Recommend providing contrast strips on the stair treads to improve visibility of the stairs.	1	-	\$0

Town of Belmont
Town Hall

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59	Egress From Dressing Room Level	B							Recommend providing handrails at exterior stair.	1	-	\$0
60	Shaded Picnic Area	Ext.						-	Recommend providing a 48" wide stable, firm and slip resistant walking surface around picnic tables.	1	-	\$0
61	Exterior Bench	Ext.							Recommend providing clear floor space alongside bench so that a wheelchair user can sit shoulder to shoulder with a person seated at the bench.	1	-	\$0
62	Main Entrance (East Side)	G							Recommend providing increased contrast at the directory sign.	1	-	\$0
63	Directory by Elevator	G							This is a good example of wayfinding signage.	1	-	\$0

Town of Belmont
Town Hall

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64	Women's Toilet Room	G							Good example of an accessible lavatory in an accessible toilet compartments. Lavatories in the open area are compliant as well.	1	-	\$0
65	Corridor	G							Good example of a recessed fire extinguisher.	1	-	\$0