

# Townshend Planning Commission

## Minutes

March 27, 2013

**Present:** Susan LeCours; Stan Holt; John Evans; Bob DeSiervo

**In Attendance:** Craig Hunt, recorder

- 1. Call to Order:** Evans called the meeting to Order at 7:18 P.M.
- 2. Approval of Minutes:** LeCours made a motion: **To approve the Planning Commission Minutes of March 13, 2013**, seconded by Holt and carried by those present.
- 3. Correspondence:** None at this time.
- 4. Reports: Town Hall Renovations Committee Report:** DeSiervo updated members on the bid proposal from Ingram Construction for installation of fire doors in the Town Hall. With regard to moving the floor heating registers in the hallway from the exterior to the interior side of these doors, DeSiervo has received a commitment from Ingram to do the work for a price of \$825.00.

Following discussion, Holt made a motion: **For the Planning Commission to endorse Ingram Construction for installation of the fire doors in the Town Hall and recommend Ingram Construction to the Select Board**, seconded by LeCours and carried by those present. DeSiervo said that he would assist in drafting a Contract for the project if the Select Board requested.

DeSiervo then summarized his meeting with the Select Board on March 18, 2013, regarding the present and future needs of the Town Hall. DeSiervo relayed the Select Board's concerns about the extent and expense of Town Hall projects from minor repairs to full compliance with State and Federal regulations. The Select Board has requested, DeSiervo said, that the Planning Commission review the plans drawn by architect Wesner some years ago and help the Select Board prioritize the Town Hall's needs. A multi-year plan will be provide budgeting guidance and inform the taxpayers about the fiscal wisdom of making infrastructure investments.

5. **Members of the Public:** None at this time.

6. **Old Business: Flood Plain Ordinance:** Members discussed details about the application process for obtaining a Permit to build within a flood plain and Hunt offered to compose a working draft of the application form modeled upon what other Towns in Vermont have adopted.

7. **New Business:** Members reviewed the need for more filing cabinet space and Holt made a motion: **To devote some regularly-scheduled meeting time, as available, to sorting through, relocating or disposing of Planning Commission files,** seconded by LeCours and carried by those present.

8. **Meeting Schedule:** April 10, 2013 at 7:15 P.M.

9. **Adjournment:** Holt made a motion: **To adjourn at 8:52 P.M.,** carried by those present.

Respectfully submitted,

Craig K. Hunt

Approved: 04/24/13