

Townshend Planning Commission
Minutes
Minutes November 8, 2023

- Present:** John Evans, Bob DeSiervo, and Andrew Snelling.
Member of the public: Beth Ardolino
- 1. Call to Order:** Chairman Evans called the meeting to order at 7:01 p.m.
 - 2. Additions and Deletions:** DeSiervo requested that a report on recent VLCT webinar ADA for Municipalities be added under Town Hall. There were no objections
 - 3. Members of the Public:** Beth Ardolino introduced herself and said that she was interested in becoming involved in Townshend. She wanted to understand the role of the Planning Commission.
 - 4. Approval of Minutes:** DeSiervo moved, and Evans seconded, a motion to approve the minutes of October 25, 2023 as submitted and the motion passed.
 - 5. Correspondence:** Newfane Planning Commission: Agenda for their meeting on November 9th which includes a session to discuss area issues and possible ways to work collectively.
 - 6. Old Business:** Town Plan & Grant: Snelling informed the Commission that the Municipal Planning Grant application had been filed. He said the award decision will be announced in December.

Town Hall:

1) Snelling shared some information on the Paul Bruhn Historic Revitalization Grants including the 2024 schedule and requirements. The application date has been moved up from March to December. The requirements for the grant include a willingness to list on the National Register. Listing on the National Register restricts what can be done with the property and hence this grant is probably not a good choice for Townshend.

2) Desiervo reported on a recent VLCT webinar on ADA for municipalities. A main emphasis was that ADA was enacted 34 years ago and most structures should now be compliant. It was pointed out that there is a liability for not being in compliance with ADA. He did inquire about the need for a ramp on a new gazebo and the general feeling was that it would be required as it is a new public structure.

Town Garage Emergency Power: Evans said that he had followed up but didn't have anything to report back. DeSiervo said he had some contacts that he will pursue to get a sense of the scope for a generator such as capacity, switch, fuel type, and

location.

7. **New Business:** Budget Request FY 2024/25: Snelling presented a draft of a budget for FY 25 with explanatory comments for each general ledger line item. The budget was discussed in light of the need to get the Town Plan updated and also trying to tackle other projects. DeSiervo made a motion seconded by Evans to approve the proposed budget and forward the request to the Select Board. The motion carried.

8. **Meeting Schedule:** Regular Meeting November 22, 2023 **Canceled**
Regular Meeting December 13, 2023 @ 7:00 p.m.

9. **Adjournment:** Chairman, Evans seeing no further business to come before the Commission, adjourned the meeting at 9:15 p.m.

Respectfully submitted,
Andrew Snelling