

Townshend Planning Commission
Minutes
Minutes February 22, 2023

- Present:** John Evans, Bob DeSiervo, Liza Martin and Andrew Snelling
- 1. Call to Order:** Chairman Evans called the meeting to order at 7:11 p.m.
 - 2. Additions and Deletions:** none
 - 3. Members of the Public:** none
 - 4. Approval of Minutes:** Martin moved, and DeSiervo seconded a motion to approve the minutes of the February 8, 2023 as submitted. The motion passed unanimously.
 - 5. Correspondence:** A drawing of proposed Town hall changes prepared by Ken Hoffman in 2018 was forwarded to the Planning Commission. The drawing will be discussed as part of the Town Hall discussion under Old Business.
 - 6. Old Business:**

Capital Budgeting Town Hall: DeSiervo showed the Commission drawings prepared on remodeling the Town Hall prepared in 1996, 2006 and the Wesner report in 2008 which was updated in 2022. He commented that none had been fully adopted but that there have been small incremental building improvements. The fire alarm system, fire doors on the front, and building insulation were results of these earlier projects.

Snelling shared the drawing by Ken Hoffman which is similar in concept to the Wesner proposal of adding a rear addition. However, Ken Hoffman's drawings is a single-story addition which utilizes the existing rear stairway with a hallway connection on the first floor.

Snelling read and summarized the short email response by Geoff Metcalfe on the questions about the earlier report and thoughts on how to break the work up into phases. Geoff expressed that the front ramps in the earlier drawing going towards the Town Clerk's entrance should work. He didn't respond to the question regarding the step behind the landing area. Geoff did share that removing the side-lites would be problematic and that was in part the reason for dual automatic openers for both door leaves. Geoff didn't see an easy answer to how to phase in the bathroom renovations and mentioned that another reason for the addition was a second means of egress.

Martin expressed that there is a need for the front ramps and ADA bathrooms, but wondered if we could utilize CCTV to provide access for handicapped individuals to any meetings on

the second floor.

It was agreed to see if we could get Geoff Metcalfe to meet in person at the Town Hall at his convenience. In the interim, DeSiervo and Snelling agreed to measure out the space to the left of the front doors and to look into why the rear stairs aren't an adequate second means of egress.

Bruhn Historic Revitalization Grant: Snelling said that the front ramp and doors would appear to be an eligible project under the grant conditions. However, the deadline for this year's grant applications is March 31st making it unlikely for this year. The Planning Commission should continue to refine the project with the goal of submitting a grant application in 2024.

7. New Business: none

8. Other Business: Town Meeting March 7th There was a brief discussion confirming that the Planning Commission would be represented at Town meeting and about any possible questions on the Radar Speed Feedback Signs or any other matters.

Meeting Schedule: Regular Meeting: March 8, 2023 @ 7:00 p.m.
Regular Meeting: March 22, 2023 @ 7:00 p.m.

9. Adjournment: Chairman, Evans seeing no further business to come before the Commission adjourned the meeting at 8:05 p.m.

Respectfully submitted,
Andrew Snelling