

Townshend Planning Commission
Minutes
Minutes May 24, 2023

Present: John Evans, Bob DeSiervo, Liza Martin and Andrew Snelling

1. **Call to Order:** Chairman Evans called the meeting to order at 7:10 p.m.

2. **Additions and Deletions:** none

3. **Members of the Public:** none

4. **Approval of Minutes:** DeSiervo moved, and Evans seconded, a motion to approve the minutes of April 26, 2023 as submitted. The motion passed unanimously.

5. **Correspondence:** none

6. **Old Business:** Capital Budgeting Town Hall: DeSiervo reported on the visit of Geoff Metcalfe from the architectural firm of Keefe & Wesner. They toured the building and looked at the areas of concern and also talked with some of the people who regularly work in the building. Metcalfe said that two single bathrooms, with one being handicap accessible would be sufficient for the current occupancy of the building and that he thought there was sufficient room to convert the current women's room to a handicap accessible bathroom. He did state that the later addition of a lift or elevator would require moving at least one of the rest rooms.

A lift or elevator would be needed to make the upstairs handicap accessible and it would come up where the piano is located. The group looked at the back stairway and Metcalfe confirmed that the rise and run of the stairs doesn't meet code but it very likely that a variance would be granted for a historical building.

Metcalfe said that there was sufficient room to place a handicap ramp from the right of the Town Clerk's office door running up to the main door. There would need to be a level platform in front of the door and electric operators on the outside doors. The inner fire doors could have operators but they wouldn't be required.

The group also looked at other possible alterations to the interior space to make it more useable without requiring an addition. Items discussed were shifting the Lister's office area, using the Treasurer's office as a space for added vault space and utilizing part of the current kitchen for additional restrooms.

DeSiervo agreed to talk with Metcalfe about the timing and cost of obtaining sufficient details on the front ramp and bathrooms that would be suitable for getting bids and applying for grants.

7. **New Business:** items not covered before adjournment
8. **Meeting Schedule:** Regular Meeting: June 14, 2023 @ 7:00 p.m.
Regular Meeting: June 28, 2023 @ 7:00 p.m.
9. **Adjournment:** Evans made a motion, seconded by Snelling, to adjourn the meeting at 8:30 p.m. The motion passed and the meeting was adjourned.

Respectfully submitted,

Andrew Snelling