

**Townshend Planning Commission**  
**Minutes**  
**Minutes June 26, 2023**

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

1. **Call to Order:** Chairman Evans called the meeting to order at 7:13 p.m.

2. **Additions and Deletions:** none

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

4. **Approval of Minutes:** Evans moved, and Martin seconded, a motion to approve the minutes of June 12, 2023 as submitted. The motion passed unanimously.

5. **Correspondence:** none

6. **Old Business:** Town Hall: The Commissioners examined the drawings prepared by the architect of the outer ramp and rest rooms and compared them to the existing layout. Evans suggested that it might be possible to change the swing of the rest room door to provide more room and not need to relocate the sink and toilet. DeSiervo expressed that it might be possible but the architect had laid the area out to meet all of the ADA spacing requirements and we would need to be sure that rest room still would meet the specifications. It was agreed the safest approach was to follow the architects layout. Evans pointed out that we will need to get some general idea on the costs before applying for any grants. DeSiervo will follow up with the architect when he receives list of questions from other members regarding possible future work, suggested materials, and potential installers for ADA door openers.

Snelling informed the Commissioners that the architect's invoice for visiting Town Hall and preparing the drawings was \$975.00. He said that he had presented the invoice to the Town Treasurer.

Taft Meadow: Evans reported that in touring Taft meadow he saw a number of downed trees, areas that were growing up in brush and impinging on the hay area. He will follow up with the town road supervisor about coordinating resources after the field has been hayed to cut up tree, chip up debris and brush hog the edges. Evans also thought it might be necessary for the town to hire someone to clear the sumac on the backside of the hill.

Town Plan: Snelling told the Commissioners that he had scheduled a meeting with Mike McConnell from WRC to discuss preliminary plans for revising the Town Plan and applying for a state Municipal Planning Grant. The deadline for the grant applications is December 1<sup>st</sup> so we have ample time to get it ready. The initial thoughts are we will need to add a 171 section

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on Forest Blocks and Habitat Connectors and may want to update the energy section to be Act 174 compliant. Snelling asked all the Commissioners to dust off their copies of the town plan and start reviewing for possible areas that should be revised.

- 7. New Business:**                    Summer Schedule:    Snelling asked all the Commissioners about their summer plans and ability to make the July and August meeting dates. After conferring it was decided to continue with the regular scheduled dates.
- 8. Meeting Schedule:**            Regular Meeting: July 12, 2023 @ 7:00 p.m.  
Regular Meeting: July 26, 2023 @ 7:00 p.m.
- 9. Adjournment:**                    Evans made a motion, seconded by Snelling, to adjourn the meeting at 8:15 p.m. The motion passed and the meeting was adjourned.

Respectfully submitted,

Andrew Snelling