

**Architectural Review Board Meeting
Minutes for March 13, 2018**

The meeting was called to order at 7:36 p.m. by the Chairman, Brenda Seefeldt.

Present were Brenda Seefeldt, Carol Bailey, Matthew Dawson, Kelly Davis, Stewart Emenheiser, Jonathan Torres and Daniel Braswell. Laurie Holloway was excused absent.

There were no citizen comments.

Dan Braswell moved that the February 13, 2018 minutes be approved and Stewart Emenheiser seconded. The vote was all ayes.

- ARB2018-001 Exterior elevation application request presented for 204 Center Lane. The request included painting the shutters pure white and the replacement of sills that have dry rot. The new sills will be wood and painted the same color as the painted trim. The front bay window trim will be painted Intuitive Gray; the front door will be painted Purple Midnight. The metal railings will be painted Tricorn Black. The house numbers will be replaced with black numbers in the same style as the existing ones. Kelly moved to approve the application; Jonathan seconded and all voted aye.
- ARB2018-002 An Exterior Elevation application for 206 Commerce Street was presented. They were asking to add a black metal railing on an exterior stairwell for safety purposes. Brenda moved to approve the application and Jonathan seconded. All ayes.
- ARB2018-003 An Exterior Elevation application for 201 Union Street to put a new Kitchen Exhaust Fan on the roof of the building replacing the one that is there now. There was no one to present the project and the board did have questions so no decision will be made until we can speak with the representative. Members of the ARB are asked to determine if the fan will be visible from Union Street by walking around the property before making the next meeting.

Matthew presented a report from the Town Council.

- The financial audit was accepted
- Approved the Town Election Newsletter Mailing
- Approved a replacement for the Incident Base Reporting System

- Contracted an on call Financial Consulting Service
- Approved hiring an exterminator for the Mill House Museum

Town Manager Report:

The town will begin the replacement of the Refuse and Recycling Containers Phase I.

The Planning Commission has asked if the ARB would be willing to change the Tuesday that we meet each month. After discussion the board is okay if the Planning Commission wishes to change their meeting to the 4th Tuesday of the month and have their start time at 6:30.

Chair Report:

Brenda announced that Daniel Braswell is resigning from the ARB.

Discussion has started wondering if we can find an expert to help us with some training as we update the Exterior Elevation Design Guidelines.

Meeting adjourned at 8:14

Minutes submitted by Carol Bailey