

Townshend Planning Commission
Draft Minutes
November 13, 2024

Present: Bob DeSiervo, Rick Matschke, Doug Ballantine, and Andrew Snelling. **Members of the Public:** Mike McConnell and Anand Fedele from Windham Regional Commission (WRC)

1. **Call to Order:** Vice Chair DeSiervo called the meeting to order at 7:04 p.m.
2. **Additions and Deletions:** Snelling requested that approval of the most recent WRC invoice be added under new business. There were no objections.
3. **Members of the Public:** Mike McConnell and Anand Fedele will present under the Town Plan item of the agenda.
4. **Approval of Minutes:** Matschke moved and DeSiervo seconded a motion to approve the minutes of October 23, 2024 as submitted. The motion passed.
5. **Correspondence:** none
6. **Old Business:**

Town Plan: Mr. Fedele began with a discussion of data for the energy chapter. He said that the data available on electrical generation and consumption is no longer available beyond 2021 on the Vermont Energy Dashboard and needs to be developed from other sources. The Efficiency Vermont data now focusses on the number of different types of energy projects implemented. The data on Thermal and Transportation is based on census data and DMV data and applying broad assumptions and averages. The results are hence broad approximations. The chapter is in good shape but will need updates with new data and will need to add more on measures of progress. The State also added a policy requirement to address energy equity.

Mr. McConnell handed out edited copies of the Community Facilities, Historic and Cultural Features and Education sections for discussion. The Commission discussed the Community Facilities section in detail. Mr. McConnell asked the Commissioner's to review the other sections and return marked up copies to him.

Town Hall: The Commissioners reviewed the response to questions from the Architect and examined the drawings. DeSiervo relayed that the Architect suggested allowing separate bids on the three parts of the project. This will make it possible for smaller contractors to bid and may allow the internal work to be completed earlier. Matschke pointed out that the drawings did not show the location for the electric door opener switches or route for the wiring. DeSiervo will contact the architect to clarify the door switch locations and finalize the specs for bidding.

7. New Business:

Municipal Impact Questionnaire Grace Cottage: Snelling discussed the questionnaire and how it had come to the Planning Commission. DeSiervo expressed concern that the Planning Commission doesn't have all the information necessary to complete the form. There was a discussion on the specific questions and possible answers. DeSiervo made a motion, seconded by Ballantine, for the Planning Commission to complete the form to the best of their knowledge and ability and forward to the Select Board for them to review, finalize and sign. The motion passed. The Commission proceeded to complete the form based on the information available.

Windham Regional Commission Invoice: Snelling shared the recent invoice from Windham Regional Commission for the Town Plan work. Ballantine made a motion, seconded by Matschke, to approve payment of invoice TPUOct in the amount of 765.00.

Meeting Schedule:

Regular Meeting: December 11, 2024 @ 7:00 p.m.

Regular Meeting: January 8, 2025 @ 7:00 p.m.

Adjournment:

Vice Chair, DeSiervo, seeing no further business to come before the Commission, adjourned the meeting at 10:03 p.m.

Respectfully submitted,

Andrew Snelling