

Townshend Planning Commission
Minutes Special Meeting
January 29, 2025

Present:

Bob DeSiervo, Rick Matschke, Liza Martin and Andrew Snelling.

Members of the Public: Mike McConnell & Anand Fedele from Windham Regional Commission (WRC)

1. **Call to Order:** Vice Chair DeSiervo called the meeting to order at 7:06 p.m.
2. **Additions and Deletions:**
3. **Members of the Public:** Mike McConnell and Anand Fedele will present under the Town Plan item on the agenda.
4. **Approval of Minutes:** DeSiervo moved and Matschke seconded a motion to approve the minutes of January 8, 2025 as submitted. The motion passed.
5. **Correspondence:** none
6. **Old Business:**

Town Plan: Mike McConnell reviewed the updated maps and asked for any changes or corrections. He suggested that the Existing Conditions -Transportation, Utilities and Community facilities map be broken up for better clarity and that the new Conservation map be added. There was general agreement. Snelling noted that the old town land fill site at the intersection of Athens and Grafton Roads should be labeled as town owned property. Mike McConnell observed that there is a typo on the Proposed Land Use map with an R for Resources lands on the State Forest which is also labeled SF. DeSiervo asked about the date of the data because he was aware of several new structures not shown on the map. Mike McConnell told the Commission that it would be updated to the latest available data when finalized. There was a discussion about the changes to the FEMA FIRM maps and River Corridors. DeSiervo suggested that there are several newer structures that might be in the River Corridor.

Anand Fedele summarized the Energy Plan section saying that the data was updated for generation and usage, sources referenced and the addition of the newly required Energy Equity section. He explained that the state no longer provided some of the detailed information and it was necessary to develop estimates. He then walked through the significant changes on each page.

There was a long discussion on the change in the target for energy generation from the 2016 information to the current Townshend target. The target is an attempt by WRC to break down the regional target, which has increased, by towns, but the methodology is also in transition. The current target is 6 times the 2016 target and the Commissioners inquired about the specific factors used in the allocation formula. Anand Fedele will examine the issue of the Townshend energy generation target and

the Commission will continue the review of the draft at the next meeting.

Town Hall: Snelling informed the Commission that DeSiervo, Matschke and he met three times since the last meeting to refine the details in the drawings and to simplify the Project Manual. DeSiervo explained a potential problem with the availability of automatic operators for the 30” leafs on the front door. Snelling said that he had located a company in NH that says they can provide automatic operators for 30” leafs and sequence the closing to avoid hitting the astragal. There was also a discussion about repairing the door edge and astragal prior to getting the operators installed. This is not part of the project specs and is more of a general Town Hall maintenance item.

Snelling made a motion, seconded by DeSiervo, that the Planning Commission present the completed drawings, construction details, Project Manual and RFP notice to the Select Board and obtain approval to publish the RFP and seek project bids. There was discussion on the RFP and the format for presenting the documents. DeSiervo offered to draft a cover letter, and a newspaper notice of the RFP. A vote on the motion was held and the motion passed.

7. New Business: none

Meeting Schedule: Regular Meeting: February 12, 2025 @ 7:00 p.m.
Regular Meeting: February 26, 2025 @ 7:00 p.m.

Adjournment: DeSiervo, made a motion, seconded by Matschke, to adjourn the meeting at 9:25 p.m. and the motion passed.

Respectfully submitted,
Andrew Snelling