

Townshend Planning Commission

Draft Minutes

January 8, 2025

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

1. **Call to Order:** Vice Chair DeSiervo called the meeting to order at 7:00 p.m.
2. **Additions and Deletions:** Snelling requested that discussion of the Planning Commissions section of the annual Town Report be added under new business. There were no objections.
3. **Members of the Public:** Mike McConnell will present under the Town Plan item of the agenda.
4. **Approval of Minutes:** Ballantine moved and DeSiervo seconded a motion to approve the minutes of November 13, 2024 as submitted. The motion passed.
5. **Correspondence:** none
6. **Old Business:**

Town Plan: Mike McConnell led a discussion through the draft Education section. It was noted that there was a need for updated enrollment data including for the Kindle School. It was agreed that the section should mention that there was discussion about closing the elementary school.

The Commission reviewed the draft Natural Resources section. There was discussion about the differences between the state overall and Townshend regarding forestation and fragmentation of habitat.

Mike McConnell handed out updated maps for review at the next meeting. He said he also planned on covering the Energy section at next meeting.

Town Hall: The Commissioners examined the “Project Manual” and drawings provided by the Architect. DeSiervo stated that this was similar to the RFP used previously for the fire door project. He relayed that the Architect had responded to the earlier question about the wiring for the door switches that the outside switch would be a battery operated remote.

Snelling expressed a desire to see the project broken down into three sections with bidders able to bid on the individual sections. He also stated a desire to see more specifics specs in the RFP in addition to the drawings. DeSiervo pointed out the specifics are covered in the notes on the drawings.

It was agreed that DeSiervo, Matschke and Snelling would meet later in the week to work through all the details in the drawing in relationship to the existing building.

7. New Business:

VLCT Webinar Waste Water Funding: Snelling noted that DeSiervo was planning on attending but that there was still time for others to register if interested.

Objective FY 25/26: Snelling said the Town Plan and Flood Plain Ordinance were already on the Commissions to-do list for next year but asked for other potential projects. No other projects were brought up.

Municipal Planning Grant: Snelling informed the Commission that applications for the MPG are due by March 31st. He inquired about possible ideas for grant funded projects. The Flood Plain Ordinance was mentioned but it was noted that expected cost is relatively small compared to past MPG grants.

Town Report: Snelling said that the Planning Commission's annual report was requested by January 17th. DeSiervo said that he had some ideas which were discussed. It was agreed that DeSiervo and Snelling would draft the annual report.

Meeting Schedule:

Regular Meeting: January 22, 2025 @ 7:00 p.m.

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

Adjournment:

Vice Chair, DeSiervo, seeing no further business to come before the Commission, adjourned the meeting at 9:12 p.m.

Respectfully submitted,

Andrew Snelling