

Townshend Planning Commission

Minutes

April 23, 2025

- Present:** Bob DeSiervo, Rick Matschke, Liza Martin, Doug Ballantine, and Andrew Snelling.
- 1. Call to Order:** Chair DeSiervo called the meeting to order at 5:30 p.m.
 - 2. Additions and Deletions:** Snelling advised that Anand Fedele (WRC) had a conflict and wouldn't be attending tonight's meeting.
 - 3. Members of the Public:** none
 - 4. Approval of Minutes:** DeSiervo moved and Matschke seconded a motion to approve the minutes for the meeting of April 9, 2025 as submitted. The motion passed.
 - 5. Correspondence:**

District 2 Environmental Commission: Grace Cottage Act 250 notice of draft minor permit

Wardsboro Planning Commission: notice on zoning bylaw hearing

Wardsboro Town Clerk: notice of kick off meeting for updating Hazardous Mitigation Plan.

ProtitleUSA email: questions on title issues etc. Snelling responded to contact Town Clerk for property and recorded title information, and advised that Townshend had no town permits other than for construction in flood plains.
 - 6. Old Business:**

Town Plan: Snelling asked what was a reasonable time to schedule the first hearing on the Town Plan. There was a great deal of discussion about the work left to do before a hearing. July 9th was proposed as a target date for the hearing, but with the possibility of rescheduling prior to posting of the hearing.

DeSiervo stated that we needed better tracking of the revisions for the electronic and printed copies of the plan. Ballantine suggested that the only way to consider all the individual Commissioners changes and corrections was to work through the document collectively and make the changes to a master copy. Snelling questioned if we had the time available to go through the entire document line by line in a meeting format. He suggested working through the first few pages as a trial. The group worked through the first 5 pages. Snelling made the agreed-on changes to the Word document as the items were discussed. It was agreed that the introduction paragraph was important and needed to be redrafted. DeSiervo agreed to provide a revised introduction based on the collective comments.

Town Hall: DeSiervo said that the public notice of the RFP had run in the Reformer, Commons and Front Porch Forum. Matschke noted that he had only received two inquiries and they

were both from companies that publish lists of construction projects and not individual contractors. Matschke said that he hadn't contacted the list of potential contractors but would do that soon.

Matschke let the Commissioners know that the roof maintenance work had started. The shingles from the Holts turned out to be smaller than was required, but the roofers were able to provide additional shingles.

7. New Business:

Townshend Dam Master Plan: DeSiervo said that he had attended the kick off meeting in Jamaica and thinks it is important that the Planning Commission provide a written statement on the Dam Master Plan. He provided a draft of a possible statement. The statement was discussed. Snelling made a motion, seconded by Ballantine, to authorize DeSiervo to submit a statement from the Planning Commission modeled after his draft and incorporating comments from the meeting. The motion passed.

Meeting Schedule:

Regular Meeting: May 14, 2025 @ 5:30 p.m.

Regular Meeting: May 28, 2025 @ 5:30 p.m.

Adjournment:

Chair, DeSiervo, seeing no further business to come before the Commission adjourned the meeting at 7:45 p.m.

Respectfully submitted,

Andrew Snelling