

Townshend Planning Commission

Minutes

Minutes April 10, 2024

Present: John Evans, Bob DeSiervo, Liza Martin and Andrew Snelling.

Member of the public: Doug Ballantine and Rick Matschke

1. **Call to Order:** Chairman Evans called the meeting to order at 7:07 p.m.
2. **Additions and Deletions:** DeSiervo requested that Connecticut River Joint Commission and a report on recent webinar on grant writing be added to the agenda under new business. There were no objections.
3. **Members of the Public:** Mr. Ballantine and Mr. Matschke both declined to speak to any specific issue and stated they were present to observe.
4. **Approval of Minutes:** DeSiervo moved, and Evans seconded, a motion to approve the minutes of March 27, 2024 as corrected to reflect that Jamaica's generator is fueled with propane. The motion passed.
5. **Correspondence:** Mike McConnel, WRC, following up on contract for work on Town Plan.
6. **Old Business:**

Town Plan: Snelling said the WRC contract had been forwarded to the Select Board for review and hopefully approval at the April 23rd meeting.

Town Hall: a) DeSiervo mentioned that the Town Clerk had received two additional requests for copies of the Wesner report. b) DeSiervo shared some historical records on the purchase of the fire doors for Town Halls to show the steps taken in a similar project. The records show the involvement of the Wesner firm in providing bid specs, RFP and working with contractors. He indicated that Planning Commission should engage an architect to prepare bid specifications and prepare the RFP. DeSiervo pointed out that proposed restroom modifications will need to be changed later to accommodate a lift. He stated that he believes that there might be room to make the men's room ADA compliant and not interfere with future installation of a lift. DeSiervo and Snelling agreed to layout the future lift location and check the space available. They will also try to locate any knob & tube electrical in the building that is still in use. c) Martin said that the next town newsletter is closed but she will get a notice in the following issue. Snelling noted that he hadn't posted a request for input on Front Porch Forum but will do so.

Town Garage Emergency Power: Mr. Ballantine reported that he inquired about what the VTrans garage used for back up power. He learned that they use a 16 kva Generac propane

generator provided through Guys Farm & Yard out of Lyndonville. VTran's personnel stated that the generator was sufficient to run the full garage

MTAP Grant: Snelling said that he had learned that State was closing off new applications for MTAP as of April 30th. This doesn't provide much time and Townshend will have a difficult time responding in time. He suggested meeting with Connie Holt, Select Board representatives and Gretchen Havreluk as soon as possible.

7. New Business:

Connecticut River Joint Commission: DeSiervo circulated a copy of the groups newsletter and pointed out that they are responsible for the P.I.L.O.T. of taxes payment for the Townshend Dam and would be the contact to push for restoring the recreational aspects of the Townshend Lake.

VLCT Grant Writing Webinar: DeSiervo shared some of the key points contained in the webinar. He emphasized the need to clearly define a project's funding needs and to show that a project has lots of community involvement.

8. Meeting Schedule:

Regular Meeting: April 24, 2024 @ 7:00 p.m.
Regular Meeting: May 8, 2024 @ 7:00 p.m.

9. Adjournment:

Chairman, Evans, seeing no further business to come before the body, adjourned the meeting at 8:45 p.m.

Respectfully submitted,
Andrew Snelling