

# Townshend Planning Commission

## Minutes

Minutes August 23, 2023

- Present:** John Evans, Liza Martin, Bob DeSiervo, and Andrew Snelling.  
**Member(s) of the Public:** Mike McConnell
1. **Call to Order:** Chairman Evans called the meeting to order at 7:04 p.m.
  2. **Additions and Deletions:** none
  3. **Members of the Public:** Mike McConnell will participate in discussion under Town Plan
  4. **Approval of Minutes:** DeSiervo moved, and Martin seconded, a motion to approve the minutes of August 9, 2023 and the motion passed unanimously.
  5. **Correspondence:** Email from Vt Airspace received at [plan@Townshendvt.net](mailto:plan@Townshendvt.net) lobbying for restrictions on private landing areas. The issue was discussed and the Commissioners were not aware of a problem in Townshend with new requests for private landing areas. The email didn't request a response and so no action was taken.
  6. **Old Business:**
    - Town Hall: Evans provided a list of open questions for the architect regarding the Town Hall plans. The items are: 1) can the ADA ramp be constructed of wood?, 2) List of vendors providing automatic door operators, and 3) An accounting of charges on the project. There was a short discussion but no additional items were added to the list. DeSiervo will contact the architect regarding the three items.
    - Town Hall Maintenance: DeSiervo brought up the need to maintain the Town Hall and that there are a number of items needing attention. He will develop a list of items needing attention for discussion at a future meeting.
    - Town Hall & Town Garage Emergency Power: DeSiervo mentioned that GMP had experienced trouble communicating with Townshend during the flooding because the Town Garage phone system wasn't working. He stated that town would benefit in emergencies from having back up generator system at the Town Garage and Town Hall. DeSiervo moved that the Planning Commission recommend that the Selectboard pursue the installation of a standby generator for the Town Garage of sufficient capacity for emergency needs (i.e. phone, fuel pumps and heat.) and the same for the Town Hall. Martin seconded the motion and the motion passed. DeSiervo will write up a letter to the Selectboard and Martin and Evans will present at next Selectboard meeting to start the discussion.
    - Town Plan: Snelling reviewed the materials presented at the previous meeting regarding the FY24 Vermont Municipal Planning Grants and facilitated a discussion on the goals for updating the Town Plan and a clarification of the scope of work for the WRC. Snelling noted that the first requirement was for the

Approved September 13, 2023

town to approve a resolution to apply for the grant. The resolution to be approved by the Selectboard requires a recommendation from the Planning Commission, the designation of a town officer as the Municipal Authorizing Official M/AO, an alternate M/AO and Grant Administrator. Windham Regional Commission can act as the agent for the town on the grant and Mike McConnell acting as Grant Administrator will handle much of the grant administration. The M/AO and alternate are more formal positions and need to be Selectboard members. Snelling made a motion that the Planning Commission recommend to the Selectboard that the town apply for the FY 2024 Municipal Planning Grant for the purpose of updating the Town Plan. DeSiervo seconded the motion and the motion passed.

7. **New Business:** none
8. **Meeting Schedule:** Regular Meeting: August 23, 2023 @ 7:00 p.m.  
Regular Meeting: September 13, 2023 @ 7:00 p.m.
9. **Adjournment:** Chairman, Evans seeing no further business to come before the Commission, adjourned the meeting at 8:27 pm.

Respectfully submitted,  
Andrew Snelling