

**Townshend Planning Commission**  
**Minutes**  
**Minutes September 13, 2023**

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

1. **Call to Order:** Chairman Evans called the meeting to order at 7:05 p.m.
2. **Additions and Deletions:** none
3. **Members of the Public:** none
4. **Approval of Minutes:** DeSiervo moved, and Evans seconded, a motion to approve the minutes of August 23, 2023 and the motion passed unanimously.

5. **Correspondence:** none

6. **Old Business:** Town Hall: DeSiervo reported on the response from the questions submitted to the Architect regarding the Town Hall. The Architect replied that 1) the ADA ramp could be made of wood but it wouldn't be cheaper than concrete; 2) no recommendation for electric door operators and 3) all work on the project has been billed as of June.

Town Hall & Town Garage Emergency Power: Evans reported that the Select Board discussed the Planning Commission's recommendations for emergency generators. He noted that they were looking for the Planning Commission to develop an estimate of the costs for the Town Garage so it could be incorporated in next years budget. Evan offered to pursue further information on the cost of a generator for the Town Garage. It was also mentioned that eight years ago a generator was considered for Town Hall but that making it code compliant would require significant rewiring and expense.

Town Plan:

Municipal Planning Grant: Snelling informed the Commission that he had received back from the Select Board an executed copy of the municipal resolution for applying for the Municipal Planning Grant to update the Town Plan. A copy of the resolution was forwarded to Mike McConnell to be part of the application.

Town Plan Review: Snelling discussed the outline and key sections of the Town Plan and pointed out areas that needed to be updated with new information or might be considered for changes. Evans questioned the level of outside assistance required to update the Town Plan. DeSiervo stated that the Commissioners could do it without the assistance of WRC, but it would take a larger time commitment of time from the Commissioners. In addition, there are areas where WRC has

more familiarity and better access to relevant resources. There was some agreement that a combined approach would yield the best results.

Snelling suggested that each Commissioner read and markup their copy of the Town Plan and be prepared to discuss at future meetings.

- 7. New Business:** A poll of the Commissioners availability on September 27<sup>th</sup> indicated that there may not be a quorum for the meeting. Martin made a motion to cancel the meeting if it wouldn't jeopardize the timing of the Municipal Planning Grant application. The motion was seconded by Snelling and the motion carried. Snelling said he would check with Mike McConnell about any negative effect on the grant schedule.
- 8. Meeting Schedule:** Regular Meeting: September 27, 2023 **Canceled**.  
Regular Meeting: October 13, 2023 @ 7:00 p.m.
- 9. Adjournment:** Chairman, Evans seeing no further business to come before the Commission, adjourned the meeting at 8:03 pm.

Respectfully submitted,  
Andrew Snelling