

## Townshend Planning Commission

### Minutes

### Minutes January 10, 2024

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

1. **Call to Order:** Chairman Evans called the meeting to order at 7:10 p.m.
2. **Additions and Deletions:** none
3. **Members of the Public:** none
4. **Approval of Minutes:** DeSiervo moved, and Martin seconded, a motion to approve the minutes of December 13, 2024 as submitted and the motion passed.
5. **Correspondence:** none
6. **Old Business:** Budget FY24/25: Snelling advised that the Select Board meeting to adopt the budget was postponed until Thursday, so no new information on final budget. The Select Board was informed about the WRC revised Town Plan proposal.

Town Plan: WRC reexamined the scope of the proposal for updating the Town Plan according to Snelling. The revised proposal eliminates the survey, reduces the support time for meetings and community outreach predicated on the Planning Commission and Select Board taking on more of the work. The revised proposal is for \$15,030.

Town Hall: The Commissioners talked how to best increase awareness of the building's need for improvements. There was discussion about the pros and cons of advisory articles, financial articles and public presentations. A general consensus emerged favoring a financial article creating a reserve fund for the maintenance and improvement of the Town Hall. DeSiervo volunteered to draft an article to establish a \$50,000 reserve fund for the maintenance and improvements of the Town Hall including ADA compliance.

Town Garage Emergency Power: DeSiervo said that he had obtained the last year of electric bills for the town garage as part of determining the size of generator needed. He is meeting with a contractor for an on-site inspection at the end of the month to get more information.

7. **New Business:** Snelling presented a draft of a report on the Planning Commission's activity in 2023 for inclusion in the town report.

The Commissioners suggested various changes and edits. DeSiervo made a motion, seconded by Evans, to approve the revised report which was passed.

**8. Meeting Schedule:**

Regular Meeting: January 24, 2024 @ 7:00 p.m.

Regular Meeting: February 14, 2024 @ 7:00 p.m.

**9. Adjournment:**

Chairman, Evans seeing no further business to come before the Commission, adjourned the meeting at 8:20 p.m.

Respectfully submitted,

Andrew Snelling