

**Townshend Planning Commission**  
**Minutes**  
**October 23, 2024**

- Present:** Bob DeSiervo, Rick Matschke, Doug Ballantine, Liza Martin and Andrew Snelling.
- 1. Call to Order:** Vice Chair DeSiervo called the meeting to order at 7:05 p.m.
  - 2. Additions and Deletions:** DeSiervo asked that an item be added under old business for discussion of Windham Windsor Housing Trust. Matschke asked that an item on the town fuel tank be added under new business. There were no objections to the two changes.
  - 3. Members of the Public:**
  - 4. Approval of Minutes:** DeSiervo moved and Ballantine seconded a motion to approve the minutes of October 9, 2024 as submitted. The motion passed.
  - 5. Correspondence:** Connie Holt email regarding the Municipal Impact statement from the Town on Grace Cottage expansion. She asked if the Planning Commission would respond to the survey and Snelling agreed.
  - 6. Old Business:**

Town Plan: Snelling briefly discussed the two Excel sheets on energy from WRC, noting that it was far less information than prior years. He suggested that in the absence of a WRC representative that the Commission defer discussion on energy chapter for future meeting.

DeSiervo stated that the Housing chapter needed to have the updated 2020 census data included but overall was in good shape. He mentioned that Windham Windsor Housing Trust had suggested that we have specific housing goals and policies in the town plan which will be helpful in undertaking an affordable housing project in the future. There was a discussion of locations for possible new housing and the need to consider waste water treatment and proximity to the village areas. Ballantine made a motion seconded by Snelling to take the budget discussion up next in light of the time and the need for action. The motion passed.

Budget FY 25/26: Snelling presented the draft budget he had circulated earlier for discussion. Matschke asked about the amount budgeted for spending on Town Plan. Snelling explained that the Town Plan wouldn't be fully finalized until September 2025 and that the July through September period would be in a new fiscal year and hence required a budget for anticipated expenses. Matschke asked what the spending for the Flood Plain ordinance would be used for. Snelling said that it was necessary to have an up-to-date ordinance to remain in the FEMA program. The state has prepared some templates but it needs to be

customized for each town and that there will be new mapping requirements. Snelling stated that the amount is an estimate of what the Planning Commission would need to pay WRC for their assistance. Ballantine moved and Matschke seconded a motion to approve the draft budget and deliver it to the Select Board. The motion passed.

Town Hall: The Commissioners briefly looked at and discussed the draft bid specs and drawings from the architect. DeSiervo requested that the Commissioners fully review the documents and let him know about any questions or comments, so that he can discuss with architect.

Windham Windsor Housing Trust: DeSiervo reported that WWHT would be interested in Taft meadow among other locations if the town decided to look at affordable housing. The absence of a municipal waste water system limits the possible locations and likely precludes apartment units.

**7. New Business:**

Town Fuel Tank: Matschke stated that he is researching the state rules governing above ground fuel tanks. He has determined that tanks over 1325 gallons require containment. Smaller tanks don't require containment but must be inspected every four years. He couldn't find a label on the tank, so he plans to measure and calculate volume.

**Meeting Schedule:**

Regular Meeting: November 13, 2024@ 7:00 p.m.  
Regular Meeting: December 11, 2024 @ 7:00 p.m.

**Adjournment:**

Vice Chair, DeSiervo, seeing no further business to come before the Commission, adjourned the meeting at 8:33 p.m.

Respectfully submitted,  
Andrew Snelling