

**Townshend Planning Commission**  
**Minutes**  
**October 9, 2024**

- Present:** Bob DeSiervo, Rick Matschke, Doug Ballantine and Andrew Snelling. Mike McConnell
- 1. Call to Order:** Vice Chair DeSiervo called the meeting to order at 7:03 p.m.
  - 2. Additions and Deletions:** Snelling requested that discussion and approval of the most recent WRC invoice be added under New Business. DeSiervo asked that a discussion of Windham Windsor Housing Trust be added under New Business. There were no objections to the two changes.
  - 3. Members of the Public:** Mike McConnell from WRC is attendance to assist with Town Plan discussion
  - 4. Approval of Minutes:** Matschke moved and DeSiervo seconded a motion to approve the minutes of September 11, 2024 as submitted. The motion passed.
  - 5. Correspondence:**
    - A) Email notice from Agency of Natural resources and Natural Resources Board pertaining to Act 250 permit application for Grace Cottage.
    - B) Town of Newfane notice of hearing on proposed changes to Zoning Bylaw
  - 6. Old Business:**

Town Plan: The Commissioners reviewed and discussed the comments, suggestions, changes to the Land Use section. It was noted that the language in the Town Plan will be consulted and considered in Act 250 applications. There was a question about what bylaws can be adopted other than zoning. DeSiervo will research the state statutes on what bylaws are permissible. DeSiervo reminded the Commissioners to look over the community assessment based on the 2020 census data. It shows that the community is only growing very slowly and the average age is rising dramatically.

Town Hall: DeSiervo reported that the architect is working on the bid specs. He discussed the ramp material options and that wood or concrete wood cost about the same but concrete would be more durable. The architect understands that the rest room may be modified or removed if there is major renovation and hence is looking to do it inexpensively.

Matschke let the Commission know that a grant had been submitted for repairing the roof. The Planning Commission was asked to provide \$1473 from the reserve fund as part of the match. It was discussed that this shouldn't be a problem.
  - 7. New Business:**

Budget FY 25/26: Snelling circulated a copy of current budget and ytd spending. He requested input on what projects the

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Commission would be taking up next year and estimates of related costs.

Holiday Schedule: Snelling pointed out that the regular scheduled meetings fell the day before Thanksgiving and on Christmas day. Matschke made a motion, seconded by DeSiervo, that the Commission cancel the regular meetings of November 27<sup>th</sup> and December 25<sup>th</sup>. The motion passed.

Windham Windsor Housing Trust: DeSiervo said that he has had difficulty getting calls back regarding his discussion with them about affordable housing possibilities in town.

WRC Invoice: Snelling stated that WRC had submitted an invoice for \$630 covering work on the Town Plan in September. Matschke made a motion, seconded by DeSiervo, to approve payment of the WRC invoice. The motion passed.

**Meeting Schedule:**

Regular Meeting: October 23, 2024 @ 7:00 p.m.

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

**Adjournment:**

Vice Chair, DeSiervo, seeing no further business to come before the Commission, adjourned the meeting at 9:20 p.m.

Respectfully submitted,

Andrew Snelling