

Townshend Planning Commission
Draft Minutes
Minutes March 13, 2024

- Present:** John Evans, Bob DeSiervo, Liza Martin and Andrew Snelling.
Member of the public: Doug Ballantine
1. **Call to Order:** Chairman Evans called the meeting to order at 7:07 p.m.
 2. **Additions and Deletions:** Snelling requested that a discussion on Planning Commission members be added under New Business. There was no objection.
 3. **Members of the Public:** Mr. Ballantine stated that he was attending to observe the meeting and not for any single agenda item.
 4. **Approval of Minutes:** DeSiervo moved, and Evans seconded, a motion to approve the minutes of February 28, 2024 as submitted and the motion passed.
 5. **Correspondence:**
Mike McConnel, WRC providing a meeting on “Resiliency Zones”: Snelling inquired as to who could be available to attend on behalf of the Planning Commission. Snelling will contact Connie Holt and work out an agreeable time and notify the Commission members.
WRC MTAP Grants: WRC has retained Gretchen Havreluk to assist towns with identifying eligible projects and prepare applications. Snelling will contact Ms. Havreluk to get a better idea of the grant criteria.
 6. **Old Business:**
Town Plan: Snelling read the list of 12 topics required to be covered by town plans and asked how the survey data could fit in these topic areas. DeSiervo suggested that we solicit input on the town plan with a notice in the Town Clerk’s Office for Town residents. The notice could be a small index card or simply an 8-1/2 x 11 sheet asking for participation. It could also be placed at Post Office and the Library. Martin stated that the newsletter deadline is March 28th and we could likely get a notice included. She will draft a notice for the newsletter.

Town Hall: Snelling noted that the article had passed and there had been a good discussion at Town Meeting with good points. The PC now has to expand the discussion and keep things moving along. Snelling said that one approach would be to have a hearing at Town Hall and walk through the building and discuss the plans and any known deficiencies in the building. DeSiervo mentioned that it needs to be clear that the restroom changes will be temporary because the lift is planned for the same space when addition is constructed.

Snelling added that he thought we should have the architect develop bid specs and a draft RFP for the project. Evans questioned the need for the added expense of an architect for such a simple project. DeSiervo responded that the project is small but the ADA requirements are precise. He added that the Commission had retained an architect to draw up plans and help with the front fire doors project. Martin brought up that there had been questions about if the electrical service was sufficient for the electric doors. Snelling replied that we could always run a new line from the electrical service box, if necessary, but we should nail down the outstanding questions about the buildings wiring. Evans volunteered to talk with a local electrician for some guidance.

Martin brought up that in making the building more useable the Planning Commission should also look into how to best address the insurance requirements for outside groups using the building. DeSiervo said that the requirement for liability insurance when using public facilities is typical because the Town's insurance carrier would subrogate on any claim caused by the renter. He said that in many cases a person's homeowner's policy would be sufficient, but they may need an endorsement which is usually inexpensive. Snelling offered that it might be possible to add broader Town coverage or to form a civic association that would hold necessary insurance.

Town Garage Emergency Power: DeSiervo reported that he had received update quotes on backup generator for the Town Garage. The quotes are from a single source for a 30-40 kva, three phase, propane fueled and water-cooled generator. Prices were provided using equipment from two manufacturers. The smaller 30 kva generator is not substantially cheaper than the 38-40 kva size which would power 100% of the garage's requirements. The prices are in the \$40,000 range. DeSiervo is still waiting on the cost of ongoing service contracts. However, it has been strongly suggested that the added warranty with the service contract is worthwhile. Ballantine inquired what neighboring towns have. After some discussion it was agreed to find out what nearby towns use. Ballantine will get information from Jamaica and VTrans. Evans will talk to Grafton and DeSiervo will get information from Newfane.

7. **New Business:**

Planning Commission Member Appointments: Snelling stated that DeSiervo is up for reappointment and that Canevari has mentioned resigning. There was some discussion about the various terms. Snelling moved that the Planning Commission recommend that the Select Board appoint Doug Ballantine for the vacancy caused by Canevari's resignation. Evans seconded the motion and the motion passed on a voice vote. Snelling agreed to

Speak with Canevari and let Connie Holt know of the Planning Commissions recommendation for a replacement.

8. Meeting Schedule:

Regular Meeting: March 27, 2024 @ 7:00 p.m.

Regular Meeting: April 10, 2024 @ 7:00 p.m.

9. Adjournment:

Chairman, Evans seeing no further business to come before the Commission, adjourned the meeting at 8:24 p.m.

Respectfully submitted,

Andrew Snelling

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