

Townshend Planning Commission
Minutes
Minutes March 27, 2024

- Present:** Bob DeSiervo, Liza Martin and Andrew Snelling.
- Member of the public:** Doug Ballantine
1. **Call to Order:** Vice Chairman DeSiervo called the meeting to order at 7:09 p.m.
 2. **Additions and Deletions:**
 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 Martin seconded, a motion to approve the minutes of March 13, 2024 as submitted and the motion passed. DeSiervo moved and Snelling seconded, a motion to approve the minutes of March 22, 2024. Martin stated that she was not present at the meeting. Snelling said that he was mistaken in thinking Martin was present and given that there wasn't a quorum no minutes are required. The motion failed and the draft minutes were not approved.
 5. **Correspondence:** none
 6. **Old Business:**

Town Plan: Snelling summarized the proposed contract with Windham Regional Commission to assist in updating the Town Plan. Snelling made a motion, seconded by DeSiervo, to approve the contract and request that the Select Board execute the contract. The motion passed.

Town Hall: a) The Commissioners discussed various methods of getting additional input from the community on Town Hall. DeSiervo suggested making a copy of the Wesner report available at the Town Clerk's office. He also stated that only three people had asked for copies following Town Meeting. Martin suggested getting a notice in the Townshend Newsletter. Snelling proposed a message on Front Porch Forum.

b) The Commissioners took a few minutes to look over the layout of the restrooms and potential lift locations. Snelling reiterated his view that an architect should be retained to draw up bid specs and an RFP. Martin expressed that any questions about the electrical capacity for the door openers should be addressed. DeSiervo agreed to follow up with an electrician to get better information on possible short comings with the buildings electrical system.

c) DeSiervo reported on his inquiries regarding the Town's insurance policies and the insurance called for under the policy on using town facilities. He shared an email response from VLCT that said that Townshend is part of a state wide municipal pool.

They strongly encouraged a requirement for proof of insurance to protect the town and renter. However, they did not state any specific liability limits.

Town Garage Emergency Power: DeSiervo conveyed that he had not heard back about the cost and coverage included in Powers service contract. Mr. Ballantine reported that Jamaica had a 22 kva propane generator that covered all of the needs in the garage except the welder. DeSiervo said that Newfane had 30 kva generators at both the town garage and fire station. Newfane obtained the generators from Southworth Electric for prices similar to what has been quoted to Townshend. They expressed that they had been happy with the service. DeSiervo will inquire about getting a quote from Southworth Electric.

Windmill Hill ACT 250 permit: Snelling told the Commissioners that he had looked up the permit application and supporting materials. The property is adjacent to Townshend but the trails, information board and parking will not be in Townshend. The Natural Resources Board has requested additional and more detailed information on the application.

MTAP Grant: Snelling let the Commission know that he had spoken with Gretchen Havreluk who is working under contract with WRC as a liaison with the towns. She suggested holding a joint meeting with the Select Board and Planning Commission to identify potential town projects and rank by priority. She will contact Connie Holt about setting up a meeting.

- 7. New Business:** none
- 8. Meeting Schedule:** Regular Meeting: April 10, 2024 @ 7:00 p.m.
Regular Meeting: April 24, 2024 @ 7:00 p.m.
- 9. Adjournment:** Vice Chair, DeSiervo made a motion, seconded by Martin, to adjourn at 8:22 p.m. The motion carried.

Respectfully submitted,
Andrew Snelling