

Townshend Planning Commission

Draft Minutes

Minutes May 8, 2024

Present:

John Evans, Bob DeSiervo, Doug Ballantine, Rick Matschke and Andrew Snelling

1. **Call to Order:** Chairman Evans called the meeting to order at 7:05 p.m.
2. **Additions and Deletions:** Snelling requested that a discussion on respective terms for the new members be added under new business. There was no objection.
3. **Members of the Public:** none
4. **Approval of Minutes:** DeSiervo moved, and Matschke seconded, a motion to approve the minutes of April 24, 2024 as submitted. The motion passed.
5. **Correspondence:** none
6. **Old Business:**

Town Plan: Snelling inquired if all the Commissioners had received the WRC Budget and task list and if there were questions or comments. Snelling said he would send out copies of the library survey responses and the draft energy element for review. He stated that Mike McConnell is reviewing the current Town Plan and draft energy element and will provide a list of items needing updating or revisions at the next meeting.

Town Hall: a) Snelling referenced the materials he had emailed describing the Village Trust Initiative and asked if there were comments. Snelling summarized the funding opportunity and technical assistance with emphasis that the Town could not be the applicant, but in order to receive the grant the Town would have to be willing to lease the Opera House (second floor) portion of the building to a community trust. He expressed that the initial intake application, due 5/24/24, was to express an interest in the program and did not constitute a commitment. Ballantine asked who was going to prepare and submit the intake application. Snelling said that it could be from anyone but was better if it wasn't from the town. He went on to say that he would take the lead in preparing it, but would like some assistance and the support of the Planning Commission. Ballantine made a motion, seconded by Matschke, that the Planning Commission support the submission of the intake application for the Village Trust Initiative. The motion passed.

b) Snelling inquired what the status was of the electrical review. Evans said that there was a willingness to do it, but no firm date has been set. Evans agreed to follow up and find a date and time convenient for the electrician. The Planning Commission will then work out who will attend to represent the Planning

Commission.

c) Snelling read the tabled motion from the last meeting relating to getting a quote from the architect for preparing bid specs, drawings and an RFP. Ballantine made a motion, seconded by Matschke, to take up the motion. The motion to take the prior motion from the table passed. A discussion of the motion followed. DeSiervo informed the Commission that the Architect was on vacation but would be able to provide a quote on his return. The motion passed with Evans abstaining.

d) Snelling inquired if the two draft statements discussed last week were acceptable to use. Ballantine reiterated that the statements need to be clear that the \$50,000 is for the start of a much larger project. The general consensus was to proceed with minor refinements.

e) DeSiervo expressed his concern that the Town Hall is in need of some immediate maintenance. He noted that in the recent tour of the building it was observed that one of the second story windows was in danger of falling out and that there were some small roof leaks. Snelling made a motion, seconded by DeSiervo, to send a note to the Select Board notifying them of the maintenance issues requiring attention. The motion passed. DeSiervo offered to draft an email notice.

MTAP Grant & Generators: DeSiervo provided additional quotes on Propane and Diesel generators. The Diesel generators were more expensive than the propane fueled generators. There was discussion about how long the fuel supply would last in an emergency situation and the ability to refuel. Snelling noted that there has been no word on the MTAP grants as of yet.

7. New Business:

Commissioner Terms: Snelling mentioned that three Commissioners had been appointed to the Planning Commission but the Select Board hadn't explicitly made a motion to expand the size of the Commission nor been clear on the respective term length. The current understanding is that DeSiervo was reappointed for five years, Ballantine was appointed to fill the vacant seat for four years and that Matschke was appointed for a new five-year term.

Communications: Snelling mentioned that the Town maintains an email address of Plan@townshendvt.net which forwards emails to the members of the Planning Commission. He requested confirmation of everyone's preferred email address so that the new members can be included.

8. Meeting Schedule:

Regular Meeting: May 22, 2024 @ 7:00 p.m.

Regular Meeting: June 12, 2024 @ 7:00 p.m.

9. Adjournment:

Chairman, Evans, seeing no further business to come before the body, adjourned the meeting at 8:40 p.m.

Respectfully submitted,
Andrew Snelling

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