

Townshend Planning Commission
Minutes
Minutes July 10, 2024

Present:

John Evans, Bob DeSiervo, Rick Matschke, Liza Martin and Andrew Snelling

1. **Call to Order:** Chair Evans called the meeting to order at 7:07 p.m.
2. **Additions and Deletions:** none
3. **Members of the Public:** none
4. **Approval of Minutes:** Matschke moved, and DeSiervo seconded a motion to approve the minutes for the June 26, 2024 meeting as submitted. The motion passed.
5. **Correspondence:** Snelling noted the receipt of a zero balance invoice from W.E. Beattie Electric and suggested that it be discussed under the Electrical Summary agenda item.
6. **Old Business:**

Town Plan: DeSiervo opened the discussion with the Housing chapter starting on page 60. This chapter addresses element 10 and planning goal 11. DeSiervo observed that per element 10 the Planning Commission will need input from WRC on how to address low and moderate income housing needs. The Commission will also need updated U.S. census data from WRC. He further commented that the chapter was in pretty good shape but will require some updates of content and data.

DeSiervo next moved on to the Economy chapter starting on page 63. This chapter covers element 11 and planning goal 2. He pointed out that main text is still accurate but that the statistical information needs to be updated. He continued, saying that items 1 to 6 of the Economic Development Policies don't need to change but that others, specifically 9 and 10 need further review.

Matschke spoke about Natural Resources, starting with an inquire as to whether Townshend had a Conservation Committee. Snelling responded that there was not a Conservation Committee, but the plan called for the Town to consider forming one. The Commissioners discussed the need for interested residents to make it happen. Matschke suggested starting with a natural resources inventory. He then pointed out items shown on the Natural resources map and several trails that were not shown on most maps. Snelling commented that this is the second largest chapter with five sub-chapters. The chapter covers elements 2, 5 & 12 and planning goals 2, 5, 6, 8, 9, 10, & 14. Snelling stated that this chapter shows how the chapters, elements and goals are connected and the need to look at how the plan integrates the various chapters.

Town Hall: a) DeSiervo updated the Commission on his communication with architect Geoffe Metcalfe and provided a

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quote of \$5,800 to prepare construction documents covering the plans and details to delineate the scope and quality of work. He will also assist in assembling bid documents and evaluating bids. There was a discussion about the need to spend the money on specifications and drawings given the small size of the project. There was no resolution.

DeSiervo made a motion, seconded by Matschke, to send a copy of the quote to Preservation Trust of Vermont to see if there might be financial support available. The motion passed with one abstention.

b) Snelling distributed copies of the invoice from W.E. Beattie Electrical and the Commission discussed the various areas of possible concern with the Town Hall electrical wiring. Snelling mentioned that the Commission should extend their thank you to W.E. Beattie for taking the time to provide the summary.

- 7. New Business:** none
- 8. Meeting Schedule:** Regular Meeting: July 24, 2024 @ 7:00 p.m.
Regular Meeting: August 7, 2024 @ 7:00 p.m.
- 9. Adjournment:** Chair, Evans, seeing no further business to come before the Commission adjourned the meeting at 9:15 pm.

Respectfully submitted,
Andrew Snelling