

Town of Londonderry, Vermont

Planning Commission Special Meeting Minutes

Fri., March 8, 2024

Twitchell Building

South Londonderry Village Study & Master Plan S&A Project #21-030-01

1. **Attending:** Commission Members: Sharon Crossman, Dick Dale, Mimi Lines, Larry Gubb, Heather Stephenson, Elsie Smith. Guests: Stevens & Associates: Taylor Shulda, Serenity Wolf: Town Task Force invitees: Jamie Foley, Bruce Frauman.
2. **Meeting was called to order at 10:03 am**
3. **Introductions and Confirm Project Participants and responsibilities:**
 - a. Introduced the project team
 - i. Taylor Shulda, Landscape Architect: Main point of contact for the project moving forward.
 - ii. Serenity Wolf, Civil Engineer.
 - iii. Victoria Unwin, Research Coordination & Final report.
 - iv. Adam Hubbard, Senior Landscape Architect.
 - b. Discussed current and potential committee members.
 - i. Task force participants have not been finalized but will include more than currently in attendance including representatives from: Bank/Credit Union, Post Office, Fire Department, The Depot, Friends of the West River, Londonderry Inn, Residents of South Londonderry.
4. **Project Discussion:**
 - a. Reviewed proposal and scope of work;
 - b. Approach and process will be the same as the North Village Londonderry Master Plan.
 - c. Discussed project timeline – Spring Start
 - i. This work is being funded by a grant that needs to be closed out by the end of January 2025, which means all S&A work needs to be completed by December 31, 2024.
 - ii. Based on our previous experience towns typically try to avoid community input meetings during the summer due to reduced attendance.
 - iii. The goal of the Spring Start is to complete the scope of work by the end of the school year, June 2024.
 - d. Established future tentative dates for meetings that need to be finalized by the committee.
 1. Committee Meeting (remote): a. Thursday March 21, 2024, 1:00pm OR b. Friday March 22, 2024, 10:00am
 2. Community Meeting #1 (in person): a. Wednesday April 3, 2024, 6:00pm OR b. Thursday April 4, 2024, 6:00pm
 3. Committee Meeting (remote): a. Thursday April 18, 2024, 1:00pm OR b. Friday April 19, 2024, 10:00am
 4. Community Meeting #2 (in person): a. Wednesday May 15, 2024, 6:00pm OR b. Thursday May 16, 2024, 6:00pm

- 5. Committee Meeting (remote): a. Thursday May 30, 2024, 1:00pm OR b. Friday May 31, 2024, 10:00am
- 6. Final Presentation to Selectboard (in person): a. Monday June 3, 2024, 6:00pm OR b. Monday June 17, 2024, 6:00pm

5. Reviewed proposed project limits:

- a. Project limits presented were created in a meeting with Shane O’Keefe and Sharon Crossman in Fall of 2023.
- b. The current proposed project limits are much larger than the State designated Village Center.
- c. A walkable downtown is generally considered to have a ¼ mile radius and downtowns should be connected by public transportation.

6. Did Site Walk

- a. Walked site to review:
 - i. Goals and aspirations of committee members
 - ii. Overall community atmosphere
 - iii. Project/Walkable area
 - iv. Specific parcels of interest/Local businesses
 - v. Historic images of area

7. Next Steps:

- a. Begin general site understanding/analyzing challenges and opportunities.
- b. Background information.
- c. Confirm meeting schedule/timeline.

8. Meeting was adjourned at 12:16 pm

9. Next meeting will be March 21st or 22nd to be determined by the Planning Commission.

Minutes supplied by Victoria Unwin of Stevens and Associates

Approved March 25, 2024