

Town Of Londonderry, Vermont
Planning Commission Meeting Minutes
Monday, September 16 2024

Commission members present: Pamela Spaulding, Stephen Twitchell, Jennifer Greenfield, Brent Bammarito, and Trevor Powers.

Commission members absent: None.

Other present: Town Administrator Shane O'Keefe, and visitors Jan Payne, Paul Hedler, and Marcia Camp.

1. Meeting was called to order at 6 pm

2. Additions or deletions to the agenda: Add discussion of action needed to be finalized at next meeting pertaining to Stantec Consulting

3. Organization: a: Elect a chair, vice chair and clerk

Jennifer Greenfield was nominated to be commission chair by Pamela Spaulding, seconded by Trevor Powers and voted chair of the commission.

Brent Bammarito was nominated for vice chair by Pamela Spaulding, seconded by Trevor Powers and voted vice chair.

Stephen Twitchell was nominated for clerk by Pamela Spaulding, seconded by Jennifer Greenfield and voted clerk.

Discussion occurred among the commission and Shane O'Keefe about the usefulness of recording and key information to be reported in the minutes.

b: Set meeting schedule and location:

A motion was made by Pamela Spaulding to hold regular meetings of the planning commission on the 2nd and 4th Mondays of the month at 6pm at The Town Hall at 139 Middletown Rd in South Londonderry, or at the discretion of the chair and as permitted by applicable law, meetings may be held without a physical presence using publicly available remote meeting software and until such time as the town office becomes available. It was seconded by Stephen Twitchell and affirmed by vote.

c: Discuss rules of procedure:

A printed copy of Planning Rules of procedure was handed to each member by Pamela Spaulding. Jennifer Greenfield also referenced rules from other committees that may be adopted. A brief discussion about tabling a decision for the next meeting and proper discussion amongst members until next meeting. Jennifer Greenfield moved to table the discussion until the next

meeting in order to finalize the rules before approval. Stephen Twitchell seconded and it was affirmed by vote.

4: Minutes approval:

Pamela Spaulding moved to accept the minutes of the Planning Commission meeting from Monday, June 10, 2024. A conversation occurred about the current board getting copies of the last 2 years minutes in a consolidated form.

5: Visitors and concerned citizens:

The planning commission members introduced themselves to the visitors in attendance. Janet Payne from Andover was introduced by Stephen Twitchell as a candidate for Londonderry's Representative in the Vermont Legislature.

6: Old Business:

a: Discuss Zoning Bylaw amendments process

Pamela Spaulding opened up discussion with a concern that many folks felt the proposed bylaws were too wordy and that simpler language might be available in previous drafts. She also expressed a desire to see the survey which was sent into the community by the consultant who was hired to assist in updating the bylaws. Brent Bammarito agreed and thinks an effort on clarity is needed. There was agreement that the proposed bylaws needed a lot of work and the surveys could be useful. A discussion about possibly getting interim drafts to look for different language, the evolution of the process and finding some commonality as well as doing a rough edit to the current proposed bylaws with the help of the town Zoning Administrator, Will Goodwin. Trevor Powers recalled the special town meeting where the zoning administrator had an excellent grasp on what had to stay in the proposed bylaws where State statutes apply, where items should be removed as unenforceable, and where grandfathering applied.

b: Town plan adoption process:

During the previous discussion, the Town Plan was mentioned and that it's due next year. Shane O'Keefe joined the discussion which encompassed the relationships with other boards, The South Londonderry master plan task force, and the roles to be performed. Some discussion about sidewalks and grant money, the wastewater project.

c: Some discussion about the master plan task force, the master plan for both villages and a 20,000 dollar grant available potentially for sidewalks in South Londonderry.

7: New/other business. A discussion occurred over whether members of the Planning Commission who were to be members of a: Londonderry Housing Commission and b: The short-term rental working group were non-voting members.

a: Londonderry Housing commission- appoint 1 planning commission representative

Pamela Spaulding stated she would like to volunteer to be the representative on the Londonderry Housing Commission.

b. Short-term rental working group- Appoint 2 planning commission representatives.

Trevor Powers stated an interest in being a representative as well as Jennifer Greenfield and Brent Bammarito. Stephen Twitchell suggested that some might find that Jennifer Greenfield, her being an innkeeper, could be thought by some to have a conflict of interest and that any controversy should be avoided. He also expressed a desire that the chair not be on extracurricular committees so as to have sole focus overseeing the planning commission. There was discussion as well that if three members were present at those meetings it forms a quorum and all comments must be confined to the function of that committee (STR working group). Stephen Twitchell nominated Trevor powers and Brent Bammarito and they were voted to be members of the short-term rental working group.

c: Discuss training needs/ opportunities for the planning commission.

Discussion started about the availability of the Windham Regional Commission. They serve 27 communities and have a tight schedule. It was suggested that the chair reach out to the commission to find availability.

d: Discuss Vermont Open meeting Law compliance.

Some discussion on training from the State on open meeting law. The town administrator mentioned there are resources available from the secretary of state. There was a broad discussion about tech being used for meetings. The topic of screen names and residency and what should be allowed. Some anecdotal information about other meetings. Zoom meetings were brought up by Pamela Spaulding and how she had a family member that worked in IT that could come and train how to use the equipment. Shane Okeefe pointed out an OWL conference camera system was available for internal use to record video and audio. A discussion about whether we should have zoom meetings as a matter of course. Stephen Twitchell expressed a desire that folks attend meetings in person but was also open to tech training from any source available as well as former planning commission members who knew the OWL system.

e: Discuss Vermont ethics guidelines.

Pamela Spaulding pointed out that Vermont ethics guidelines are available on-line, and that we should all read them and discuss them as a group.

f: Discuss Planning Commission Clerk duties.

The topic of meeting minutes was discussed. Shane O'Keefe mentioned a variety of ways the minutes could be submitted. Within 5 days they could be submitted to the town administrator, Tina Labeau the Town Treasurer as well as the individual planning commission members. They would go onto the town website. A discussion about e-mail addresses took place and eventually decided we would use our last namederrypc@gmail.com. Pamela Spaulding will get a separate Town email account per her request. The discussion described legal issues of using personal e-mail accounts and the possibility of members being on a town e-mail account. The subject of money being available to the planning commission for use in this area. A conversation about how the agenda would be posted was discussed with the town administrator. It was agreed that the

agenda would be posted on the town website and in 3 physical locations being the post offices in both villages and the town hall/ town office. Discussion about other physical locations such as the grocery store and transfer station. Agendas will be posted a minimum of 2 days prior to the meetings.

8: Committee updates

Pamela Spaulding referenced correspondence about Londonderry Mainstreet restoration master plan for North Village Center, Williams Dam Flooding Analysis and a road safety audit review from 2020 about the convergence of Middletown Road, Edge Hill Road and Main Street/Route 11. The Town administrator gave a synopsis of the road safety audit and stated he was expecting more correspondence shortly. Pamela Spaulding reported that FEMA was at the last Selectboard meeting to broach the subject of long-term flood recovery and that there seemed to be something in the works. Some discussion ensued on the subject of wastewater and fee structure. Discussion about the topics being covered by the wastewater committee and progress in both villages.

9: The motion to adjourn was seconded and affirmed at 7:44 pm.

Respectfully submitted.

Stephen L Twitchell

APPROVED ON 9/30/2024