Town of Londonderry Vermont

Planning Commission Meeting Minutes

Monday, September 30, 2024

In attendance:

Planning Commission Members: Jennifer Greenfield, Pamela Spaulding, Brent Bammarito, Trevor Powers, Stephen Twitchell

Town Officers: Tom Cavanagh, Londonderry Selectboard, Will Goodwin, Londonderry Zoning Administrator

Visitors and Concerned citizens: Jim Wilbur, visitor, Paul Hendler, visitor

1. Meeting was called to order at 6:03 pm by Brent Bammarito

2. Additions/ Deletions to the agenda:

   a. Discuss Report from Stantec
   b. Discuss budget for planning commission
   c. Discuss progress on training for the OWL

3. Approve Minutes from 9-16-24

   Pamela Spaulding motioned that the following be added to the minutes, under organization, discuss non voting members on other boards that the pc has members on and under new business discuss action pertaining to communication from Stantec Consulting regarding Intersection at Rt 11, Middletown Rd. It was seconded and approved.

4. Visitors and concerned citizens:
   Jim Wilbur congratulated the formation of the planning commission and shared his experience as Town treasurer and other roles.

5. Old Business

   a. Discuss Zoning Bylaw amendment process

   A discussion led by Will Goodwin on how to proceed in working through the proposed zoning bylaws. His suggestion was to pick a section or two at a time and work with them until proceeding into other sections. He noted that section 2 dealt with zoning districts and it would be best to wait for last on that.

   A lengthy discussion of various bylaw topics such as Tom Cavanagh mentioning conditional use/ permitted use discussion at the housing meeting and Will Goodwin using the example of an event menu in rural areas needing scrutiny and what has happened in other towns. Tom Cavanagh also pointed out some concerns in the proposed bylaws that would affect gas stations, frontage and lighting compliance. Will Goodwin indicated there would be margin notes throughout the process.

It was agreed that section 1 and 3 would be reviewed by the planning commission for discussion at the next meeting.

b. Discuss Town Plan Adoption Process

Discussion about the Town Plan needing to be approved by fall of 2025. Tom Cavanagh pointed out the current plan could be approved and then revisited if need be. Town plans are required to be updated every 8 years. The discussion was also about how it would be beneficial for the zoning by-laws to be in sync with the Town Plan. Strategies about updating the plan were discussed and how public involvement would happen. Steve Twitchell pointed out that we could put it off for a while so the by-laws can receive thorough attention for progress. It was decided the topic would be revisited in the future.

c. Discuss on going South Londonderry Master Plan Project

Trevor Powers mentioned some of the ideas presented at the Master Plan Task Force meeting he watched on gnat. Different topics such as relocation the bridge crossing the west river, reducing the speed of traffic, a new road connecting crescent street to school street, relocating the firehouse and sidewalks. The discussion also covered enforcement being needed for speed limits and speed tables. Flood elevation projects were brought up by Tom Cavanagh. Prouty Land and a 5 acre section north of the rescue squad were named as good locations for water storage in a rain event. Steve Twitchell mentioned the discussion about sidewalks from last meeting. A discussion about a footbridge as part of that topic. The feasibility of sidewalks in the context of who would be using them as most residential buildings on main street are second homes or air bnb. On the topic of the fire department, Tom Cavanagh mentioned it has been discussed to move it to the Town Garage or a new building on the Prouty Property that might be a consolidated house for both fire companies. Some debate about planning commission involvement in the wastewater planning process..

d. Discuss Planning Commission Rules of procedure:

The posting of the agendas and minutes production were discussed,

Jennifer Greenfield motioned we would table the discussion until next meeting. Trevor Powers seconded and it was approved.

e. Discuss Windham regional Commission training opportunities:

Jennifer Greenfield stated contact has been made and more information is coming.

f. Discuss Open Meeting Law compliance:

The use of zoom and use of the owl system was debated along the lines of legal requirements. Jennifer Greenfield broached the idea of having a coffee hour for public outreach. The topic of specific planning commission E-mails. The quorum rules were also discussed. Information about the short-term rental ordinance was presented by Tom Cavanagh after some other conversations about the STR subject.

g. Discuss Vermont Ethics guidelines:

Pamela Spaulding motioned for discussion to be tabled as not everyone has read them.

h. Discuss Stantec recommendations. (added item)

At the last meeting there was discussion of action pending receipt of communication from Stantec. It was tabled as the communication has not been received. Since the letter still has not arrived the discussion of action is tabled. Tom Cavanagh gave some information on what's in the report. Jennifer Greenfield motioned to table discussion until we receive the correspondence. Trevor Powers seconded and the motion was approved.

i: Discuss results of communication between Stephen Twitchell and Heather Stephenson pertaining to training on the Owl recording system.

As no arrangement has been made, Jennifer Greenfield motioned we table the discussion, Trevor Powers seconded and the motion was approved.

j: Discuss Planning Commission Budget.

Different topics were discussed about what the Planning Commission Budget. It was made clear that PC members receive a stipend, one topic was for grant-writing assistance. Another was for use of the minutes taker hired by the town.

6. New Business:

Discussion about Main Street properties in the North Village, some of which are for sale.

Communications to Further agendas. Trevor Powers seconded and was passed unanimously.

7. Committee updates:

No updates.

8. Adjourn.

A motion was made to adjourn at 7:57 pm, seconded and agreed to.

Respectfully submitted

Stephen L Twitchell