DRAFT

Town of Londonderry, Vermont

Planning Commission Meeting Minutes
July 28, 2025
100 Old School Street, South Londonderry, Vermont

Planning Commission Members Present: Jennifer Greenfield-Chair, Brent Bammarito-Vice Chair, Pamela J. Spaulding-Clerk, Trevor Powers, Steven Twitchell.

Town Officials Present: Will Goodwin-Zoning Administrator. Patty Eisenhaur-Housing Commisson-Chair (on-line),

Others: Matt Bachler, Windham Regional Planning Commission, on-line.

1. Call Meeting to Order:

A quorum being present the Planning Commission of Londonderry, Vermont was called to order at 6:02 P.M. on July 28th, 2025 by Jennifer Greenfield, Chair.

2. Additions or Deletions to the Agenda

Pam made the motion to allow Matt Bachler from the Windham Regional Plannng Commission to speak under Visitors and Concerned Citizens regarding the Town Plan. Brent seconded and the motion carried unanimously.

Pam made the motion to delete the discussion of the Zoning Bylaw update under Old Business. Brent seconded and the motion carried unanimously.

3. Minutes Approval (07/14/2025):

Brent made the motion to accept the minutes of 07/14/2025 as written. Trevor seconded and the motion carried unaimously.

4. Visitors and Concerned Citizens:

Discussion regarding the Town Plan with Matt Bachler of the Windham Regional Planning Commission. The current Town Plan expires the first week in October. We can readopt the current Town Plan and update the background data. The Plan does require review and address compatibility with surrounding towns.

Matt can provide the background data by the end of the week. We need to follow statutes and may need a few extra weeks to do this even if it means having an expired town plan for a short period of time. Background data would include the population, economics, and housing information. WRC provides current information to towns. Engaging Community Outreach could be covered by the Wastewater and Housing information that is being provided. Matt will also send maps by the end of next week.

A review of the goals, and objectives, although broad, should be included.

Once finished there must be a public meeting with a 30 day notice. The Chairs of the Planning Commission and WRC need to upload copies to the DHCD. A Town Plan needs to be sent to the Select Board who must hold a meeting at least 30 days after it is received. If the month of August is taken to update the current Plan with only those sections, specified here, then we may have an approved Plan by November 1st. The impact of this is that the Zoning Bylaws cannot be adopted during the expiration period.

Adoption of the current Town Plan with the few adjustments that need to be made would allow the Commission to "fine tune" it once the Bylaws have been adopted. Changes in statute will dictate changes in Bylaws.

Jen will work on the Goals and Objectives. Pam will work on the Land Use section. Matt can be contacted regarding any technical objectives. The Town Plan also needs to be sent to the surrounding towns but can now be done by email and not certified mail. If the first public meeting is to be held by September 15th then the warning has to be submitted to the paper by August 8th.

5. Old Business:

a. Town Plan

i. Chapter 2 Land Use:

Discussion revolved around deletions and changes to the wording of the Land Use section suggestions made by Will and handed out at the last meeting.

ii. Town History:

Pam made the motion to table the Town History of the Town Plan until at least August when more information may be available. Steve seconded and the motion carried unanimously.

b. Discuss Budget:

Jen and Pam met briefly with Tina who said she does submit yearly reports and is currently working on them. Since she submits monthly reports to the Select Board regarding monies spent, she will do the same for this Commission.

c. Discuss Survey Questions:

Pam presented the survey questions to the Select Board and they approved the questions that she presented so no further tweaks can be made at this time. We can use the transfer station and do not need to file a facility use form. Select Board did want us to have some transparency as to what the Planning Commission is, how data will be used, and where the results will be found. She also said that we would have control of the survey, fill it out and not handing it out. She also asked Tina about using the copier; currently they are charging one dollar per page but she would charge us less. Pam did tell her that she would provide the paper but believes there would still be a fee. In regards to "manning" the table, Pam believes that unless everyone participates (and Steve has already said that he would do Music Mondays), that one person should not have to be there each day and she is only available for one Saturday in August, that perhaps this needs to be abandoned at the current time. Pam made the motion to table doing the survey at this time. Trevor seconded and the motion carried unanimously.

6. New Business:

a. Windham Regional Planning Commission Meeting regarding the River Corridors

Pam mentioned the meeting that the Windham Regional Planning Commission is holding on September 3rd at the Town Offices.

7. Committee Updates:

a. STR:

Discussion included the results of the Special Town Meeting that was held. Also discussed was the anonymous letter that was sent.

b. Housing

Pam talked about a program she recently attended about a program in Vermont called House Share in Vermont. This program has been in existence for 43 years and initially started in the Burlington area. It is now extending to parts of the Northeast Kingdom, southern Windsor County, and Windham County. House share does the background and reference checks of the hosts and the guests, assign a case worker, and make the matches.

c. Others:

i. Jen shared the update she received. The bulk design has been submitted to Revise so currently any new input is on hold.

Also discussed were concerns about the Mountain View Motel usage.

8. Communications:

Pam shared that Chris Morrow was at the last Select Board meeting and spoke about the 'bullet points" of S. 161, part of ACT 69. He sent her copies of what he presented and she shared copies with the group.

9. Adjourn:

Pam made the motion to adjourn at 7: 53 P.M. Brent seconded and the motion carried unanimously.

An audio recording of the meeting can be found at:
https://us02web.zoom.us/rec/sdownload/uxIO6Si_tKb15LM7gYhRCEflMRRe1js5TWBX
srtbG8dG1bGBrXxJNDCx7JU6hFsRsRbA4QU8GwUX2zlxV1.IpnDRtGr4tcMhVPc
Passcode: 5+S&EmX+

Respectfully submitted, Signed,

Pamela J. Spaulding
Clerk

Jennifer Greenfield
Chair