

Town of Londonderry, Vermont

Planning Commission Meeting Minutes

Weds: June 13, 2020: 5:00

Town Office

Committee Members Attending: Mary Ann Morris, Larry Gubb, Dick Dale, Elsie Smith, Maryann Morris, Sharon Crossman.

Attending: Paul Abraham by phone, Patti Eisenhour, Nancy Johnson

1. Meeting was called to order at 5:03.
2. There were no additions or deletions to the agenda.
3. No Public Comment
4. Agenda Item 6A: Housing Study PDF Draft and Scope of letter moved to the top of the Meeting agenda and 6B: the approval of the final draft of the Main Street Restoration Study and redevelopment Master Plan Report was approved unanimously (Dick moved, Elsie seconded.)
5. A. Patti reviewed the highlights of the scope of work letter to be attached to the RFP written by Shane at the direction of the Selectboard for the Housing Study. After much discussion about creating a more specific timeline, where to include it (letter of RFP) with a specific reference to a report by the winning applicant to the Selectboard, it was decided that the RFP and scope of work attachment letter were sufficient. There was some concern about making sure that any statistics and analysis needed to follow Federal guidelines, but again the process of the selection of the winning bidder could make that expectation clear. Larry moved Maryann seconded a motion to amend the RFP document for the project to begin August 15, 2022 to be completed by April 1, 2023 with a possible extension. The motion also specified that all bids needed to be submitted by July 25 with the Planning Commission acting as the interviewer of the candidates to be followed by approval of its recommendation by a formal vote of the Selectboard. The motion passed unanimously.
B. The title page of the report was changed to report the 100 Old School Street address and phone number 802-824-3356. An additional addition to the title page would include the last sentence on page three to add the Planning Commission and list the source of funding for the study. Larry moved and Elsie seconded: "the changes proposed as the final report be submitted to the Selectboard as the final report and that it be widely publicized on the town web site with paper copies to be made available throughout the town" The motion was approved unanimously. There was considerable discussion as how to get to the suggested next steps and to promote continued discussion in the town so that the report becomes a positive planning tool for the town moving forward. Maryann suggested creating a QR code method of soliciting further comments from the public to be available in many places around the town as a means of soliciting ongoing feedback, clarification, and continued town wide public discussion.
6. Minutes of the two previous meetings of the Planning Commission (April 6 and May 10) were approved as submitted.
7. Old Business A: Waster Water update: considerable progress has been made identifying new sites in the North Village with additional possible sources for funds for legal fees of about \$125,000.
 - B: Town Hall Renovation: next phase likely to start by August focusing on roofing and balcony repair. Good progress is being made.
 - C. Bylaws: a new contract has been signed with Brandy monitored by Shane. The Town Attorney needs to get started reviewing the proposals. Shane to be asked to facilitate.
 - D. The Planning Commission unanimously approved Larry's motion seconded by Elsie "to renew the application for Village Designation of the North and South Londonderry Villages."
8. The meeting was adjourned at 6:53.

Respectfully Submitted,
Dick Dale