

**Town of Londonderry, Vermont**

**Planning Commission Meeting Minutes**

**Mon., Nov. 13, 2023 – 3:30 PM**

**Twitchell Building**

Attending: Commission Members: Sharon Crossman, Elsie Smith (arrived at 4:03), Dick Dale, Mimi Lines, Larry Gubb, Heather Stephson, Maryann Morris (arrived at 4:50).

1. Meeting was called to order at 3:37 PM.
2. Additions to the Agenda: Discussion of Generic PC Agenda Template
3. Minutes of the Planning Commission meeting Oct. 26, 2023 and was unanimously approved. (Dick proposed, Mimi seconded.)
4. No correspondence or public comment
5. A. Heather and Sharon discussed the new Generic Agenda with auto reminders so that the agenda would be posted on time by Shane. A notice of the meeting will be sent to all PC members on the Weds before the meeting on Monday, the second Monday and fourth of each month, requesting additions and deletions to be sent to Sharon by early Thursday morning for necessary revisions. The agenda will be forwarded to Shane by 11:00 by Sharon. It will be posted at the Twitchell building and both post offices by Sharon or some other PC member by Friday afternoon. Any special meetings will be similarly organized three days before the meeting. Heather has set up the timeline to be automated as much as possible.  
B. The PC discussed the process of warning the next public hearing on the proposed Zoning Bylaws. WRC will be offered a contract to help finish and post a clean copy of the bylaws on the town website along with the new official maps. Elsie and Heather agreed to develop appropriate language requiring a report by the Conservation Commission and stressing that the R-3 District Zone rules applied to any development project above the 1800-foot line designating the conservation map overlay district to be include in section 2203 as a third overlay district. The WRC will be asked to add the conservation map overlay district. Before a new hearing can be scheduled, several names were suggested to asked to proof the final document. The final maps and finished proposed Bylaws must be posted on the Town Website with hard copies made available. The detailed requirements to create a warning will begin with the correct legal notice published in the paper, surrounding towns must be notified at the appropriate time, and the legal notice information and format must be published fifteen days before the actual hearing. Sharon will work with Shane and Will Goodwin to follow the correct detailed required steps. It is hoped that the hearing can occur as soon as possible following all of the requirements precisely.
6. Larry and Sharon Larry and Sharon brought the PC up to date on the progress and difficulties satisfying the rigorous time lines associated with the grants for both the north and south Londonderry village, wastewater projects. It appears that the north village of Londonderry has not yet found suitable potential sites to meet the minimal requirements to have a project ready to proceed through the design and construction phases within the required deadlines for full grant funding. The south village appears to be on target to take the project through to construction with full grant funding. The Village Wastewater Committee has spoken to Chris Campany, from Windham Regional Commission (WRC) State wastewater program representatives and the projects consulting engineer, regarding the shifting of focus toward the south village to meet the required timelines, for land or easement acquisition, system design engineering and construction while continuing to forward cluster type systems in the north village. The Committee is working hard, but could use more expressed support from the citizens of the town and the leadership of the town that

see wastewater as a vital need for the community, for many reasons. As with every committee or commission, attracting support, new volunteers, and dispersing information is very difficult. Both Larry and Sharon are working hard and hopeful that the Town can meet the required time lines for the steps that remain and be able to take great advantage of maximum amount allowed, if not the full amount granted, for each village project, both of them deemed to be critical to the future of the Town of Londonderry.

7. Maryann and Mimi reported on the many initiatives and direction of the Housing Commission. They really could use greater access to the town web site and email list to help the citizens be better informed. The AB&B problem is being studied as is the status in town of real estate sales and rentals. There is a great amount of information being gathered which would better inform the public. Both Mimi and Maryann believe that the data would help the town better plan for the future.
8. Heather reported on the progress and increasingly complex issues concerning the decision to keep the dam or take it down. There have been great new engineering studies that offer very conflicting advice. The repair of the gate is even harder to develop a good prognosis for the future. The committee is likely to fail to meet its reporting deadline and must seek an extension from the Selectboard. Much more data is needed.
9. Heather made several suggestions to improve the operation of the new "owl" and zoom capabilities. The PC suggested that the money was available in the PC budget and that she should get what she thinks is needed.
10. The next meeting of the Planning Commission will be on Nov. 27, 2023 at the Twitchell Building at 3:30. It will also be a hybrid meeting.
11. The meeting was adjourned at 5:43 PM

Respectfully Submitted:  
Dick Dale