

**Town of Londonderry, Vermont**

**Planning Commission Special Meeting Minutes**

**Fri., March 8, 2024**

**Twitchell Building**

**South Londonderry Village Study & Master Plan S&A Project #21-030-01**

1. **Attending:** Commission Members: Sharon Crossman, Dick Dale, Mimi Lines, Larry Gubb, Heather Stephenson, Elsie Smith. Guests: Stevens & Associates: Taylor Shulda, Serenity Wolf: Town Task Force invitees: Jamie Foley, Bruce Frauman.
2. **Meeting was called to order at 10:03am**
3. **Introductions and Confirm Project Participants and responsibilities:**
  - a. Introduced the project team
    - i. Taylor Shulda, Landscape Architect: Main point of contact for the project moving forward.
    - ii. Serenity Wolf, Civil Engineer.
    - iii. Victoria Unwin, Research Coordination & Final report.
    - iv. Adam Hubbard, Senior Landscape Architect.
  - b. Discussed current and potential committee members.
    - i. Task force participants have not been finalized but will include more than currently in attendance including representatives from: Bank/Credit Union, Post Office, Fire Department, The Depot, Friends of the West River, Londonderry Inn, Residents of South Londonderry
4. **Project Discussion:**
  - a. Reviewed proposal and scope of work;
  - b. Approach and process will be the same as the North Village Londonderry Master Plan.
  - c. Discussed project timeline – Spring Start
    - i. This work is being funded by a grant that needs to be closed out by the end of January 2025, which means all S&A work needs to be completed by December 31, 2024.
    - ii. Based on our previous experience towns typically try to avoid community input meetings during the summer due to reduced attendance.
    - iii. The goal of the Spring Start is to complete the scope of work by the end of the school year, June 2024.
  - d. Established future tentative dates for meetings that need to be finalized by the committee.
    1. Committee Meeting (remote): a. Thursday March 21, 2024, 1:00pm OR b. Friday March 22, 2024, 10:00am
    2. Community Meeting #1 (in person): a. Wednesday April 3, 2024, 6:00pm OR b. Thursday April 4, 2024, 6:00pm
    3. Committee Meeting (remote): a. Thursday April 18, 2024, 1:00pm OR b. Friday April 19, 2024, 10:00am
    4. Community Meeting #2 (in person): a. Wednesday May 15, 2024, 6:00pm OR b. Thursday May 16, 2024, 6:00pm
    5. Committee Meeting (remote): a. Thursday May 30, 2024, 1:00pm OR b. Friday May 31, 2024, 10:00am
    6. Final Presentation to Selectboard (in person): a. Monday June 3, 2024, 6:00pm OR b. Monday June 17, 2024, 6:00pm

**5. Reviewed proposed project limits:**

- a. Project limits presented were created in a meeting with Shane O'Keefe and Sharon Crossman in Fall of 2023.
- b. The current proposed project limits are much larger than the State designated Village Center.
- c. A walkable downtown is generally considered to have a ¼ mile radius and downtowns should be connected by public transportation.

**6. Did Site Walk**

- a. Walked site to review:
  - i. Goals and aspirations of committee members
  - ii. Overall community atmosphere
  - iii. Project/Walkable area
  - iv. Specific parcels of interest/Local businesses
  - v. Historic images of area

**7. Next Steps:**

- a. Begin general site understanding/analyzing challenges and opportunities.
- b. Background information.
- c. Confirm meeting schedule/timeline.

8. Meeting was adjourned at 12:16pm

9. Next meeting will be March 21st or 22nd to be determined by the Planning Commission.

Minutes supplied by Victoria Unwin of Stevens and Associates