

Townshend Planning Commission

Minutes

October 8, 2025

- Present:** Doug Ballantine, Liza Martin, Rick Matschke and Andrew Snelling.
- 1. Call to Order:** Chair, Ballantine, called the meeting to order at 5:45 p.m. after resolving technical difficulties
 - 2. Additions and Deletions:** none
 - 3. Members of the Public:** none
 - 4. Approval of Minutes:** Ballantine moved and Matschke seconded a motion to approve the minutes for the regular meeting of September 24, 2025 as submitted. The motion passed.
 - 5. Correspondence:** Grace Cottage response to Land Use Review Board: saying that they have completed the requirements for the issuance of the Act 250 permit.
 - 6. Old Business:**

Town Hall: Matschke reported that he had obtained the signed bid for the electric door operators and sent to DCI along with the vendor set up package. He said the next step is coordinating the scheduling of the electrician and DCI.

Matschke also informed the Commission that he had prepared a list of materials for the ramp and will be getting a quote. He is still seeking a suitable vendor to provide the railings.

Town Plan: Snelling shared the dates and times of the WRC hearings and meetings needed to approve the Townshend Town Plan and make a determination on the energy section. The two hearings will take place on October 30th at 5:00 p.m. via zoom and the WRC Executive Committee meeting will be held on November 12th at 8:30 a.m. A representative of the Commission is required at the hearings and Snelling said he planned to attend.

Snelling will work with Mike McConnell on completing the 19-page checklist for the determination on the Energy section.
 - 7. New Business:**

Budget for FY26/27: Snelling presented the budget form received from the Selectboard and started the discussion on financial needs for the upcoming fiscal year. There was a short discussion on potential projects and funding requirements.

Holiday Schedule: Snelling pointed out the November and December meeting dates in relationship to the holidays. Martin made a motion, seconded by Ballantine, to cancel the regular meetings for November 26th and December 24th. The motion passed.

Introduction to Town: Ballantine mentioned that he had recently come across a booklet prepared by the Guilford Planning Commission to be presented to new town residents. He expressed

that he thought it was a good idea and offered to share a link with the other Commissioners.

Meeting Schedule:

Regular Meeting: October 22, 2025 @ 5:30 p.m.

Regular Meeting: November 12, 2025 @ 5:30 p.m.

Adjournment:

Chair, Ballantine, seeing no further business to come before the Commission adjourned the meeting at 6:17 p.m.

Respectfully submitted,

Andrew Snelling