

**Townshend Planning Commission**  
**Minutes**  
**March 26, 2025**

- Present:** Bob DeSiervo, Rick Matschke, Liza Martin, Doug Ballantine, and Andrew Snelling.  
**Members of the Public:** Anand Fedele & Mike McConnell from Windham Regional Commission (WRC)
1. **Call to Order:** Vice Chair DeSiervo called the meeting to order at 7:04 p.m.
  2. **Additions and Deletions:** Snelling requested adding the amendment of the WRC agreement under Old Business/ Town Plan. There were no objections.
  3. **Members of the Public:** Anand Fedele and Mike McConnell will present under the Town Plan item on the agenda.
  4. **Reorganization:**

Vice Chair DeSiervo opened the floor for nominations for Chair, Vice Chair and Clerk. Nominations were made for DeSiervo for Chair, Ballantine for Vice Chair and Snelling for Clerk. The slate of officers was unanimously elected.

Snelling made a motion, seconded by DeSiervo, that the Planning Commission adopt Roberts Rules of Order as the rules of procedure for meetings. The motion passed.

Martin made a motion, seconded by Ballantine, that the Planning Commission set the date and time for regular meetings as the 2<sup>nd</sup> and 4<sup>th</sup> Wednesday of the month at 5:30 p.m. The motion passed.
  5. **Approval of Minutes:** Matschke moved and DeSiervo seconded a motion to approve the minutes for the meeting of March 12, 2025 as submitted. The motion passed.
  6. **Correspondence:** none
  7. **Old Business:**

Town Plan: Mr. McConnell noted that the term for WRC contract for the Town Plan update and been set at a period of 12 months running from April 2024 to March 2025 without considering that the current Town Plan doesn't expire until September 2025. He presented an amendment to the agreement extending the contract term to September 30, 2025 to match the planned work schedule. Ballantine made a motion, seconded by Matschke to accept the amendment and authorize the Chair to sign the amended agreement. The motion passed.

Mr. McConnell reported on the progress and timeline for the Town Plan update. He stated that the work is going well and the majority of the preliminary drafting is done with the exception of a couple of minor sections. He will be preparing a summary of the significant revisions to the plan which will eventually provide the basis for the summary statement for the formal submittal. Mr.

McConnell informed the Commission that the project is on budget and there should be sufficient hours under the contract to complete the work through to adoption.

Mr. Fedele walked through the adoption process and inquired as to what assistance would be needed for presentation materials. There was a discussion about the benefit of holding a public session for input prior to the required hearings. It was agreed that given that there weren't major policy changes that the public hearings should be adequate forums for receiving public input and answering questions. Snelling requested the emails for the planning commission chairs in neighboring towns for the formal notice. Mr. Fedele agreed to provide them. He said that a full draft should be available next week which he will post and email to the commissioners to review.

Town Hall: DeSiervo let the commission know that the Select Board approved going ahead with the RFP. He stated that the dates need to be filled in for submitting bids and also to determine how we plan to release the RFP. He suggested publishing in the Reformer, Commons and Front Porch Forum. Snelling suggested that we also mail notices to some possible contractors to make sure they are aware of the project and to increase the chances of getting a number of bids. There was a general discussion and unanimous agreement to move forward with releasing the RFP. DeSiervo stated that he would do a final review and edit of the RFP and requested suggestions for possible local contractors.

**8. New Business:** none

**Meeting Schedule:** Regular Meeting: April 9, 2025 @ 5:30 p.m.  
Regular Meeting: April 23, 2025 @ 5:30 p.m.

**Adjournment:** Chair, DeSiervo, seeing no further business to come before the Commission adjourned the meeting at 8:50 p.m.

Respectfully submitted,  
Andrew Snelling