

**Townshend Planning Commission**  
**Minutes**  
**May 14, 2025**

**Present:**

Bob DeSiervo, Rick Matschke, Liza Martin, Doug Ballantine, and Andrew Snelling.

- 1. Call to Order:** Chair DeSiervo called the meeting to order at 5:35 p.m.
- 2. Additions and Deletions:** Snelling stated that Anand Fedele (WRC) wouldn't be attending tonight's meeting in order to conserve the remaining hours budgeted. Snelling asked that a discussion on the Town Plan budget be added to the agenda as part of the Town Plan review. DeSiervo noted that the recent correspondence from Windham should be added under Correspondence. There were no objections to the proposed changes to the agenda.
- 3. Members of the Public:** none
- 4. Approval of Minutes:** Ballantine moved and Matschke seconded a motion to approve the minutes for the meeting of April 23, 2025 as submitted. The motion passed.
- 5. Correspondence:**

Agency of Natural Resources Entrance of Appearance and request for delay in issuing Grace Cottage Act 250 permit: They are requesting maps showing the "special protection area" around the Hospital and Leyland and Gray water sources and plans to protect the water supplies during construction. They are also asking for a check for bats in the building before demolition begins.

CDM Smith and new FEMA maps: The three emails notifying the Planning Commission and others of the availability of the new draft FEMA Flood Insurance Rate Maps and the ability to comment before they are finalized. The maps will affect what areas can be developed and the availability of FEMA flood insurance.

Windham Interim Zoning Changes: The Town of Windham is notifying surrounding towns of two small changes to their town zoning bylaw involving noise standards and temporary camp grounds.
- 6. Old Business:**

Town Plan Budget: Snelling said he had talked with Mike McConnell from WRC who told him they were getting very close to hours budgeted for the project. Snelling expressed that the town records of approved and paid invoices were less than a quarter of the budget. McConnell checked and found an open invoice covering January to March that hasn't been paid yet.

Town Plan Review: Snelling circulated a revised introduction

section prepared by DeSiervo. The Commissioners reviewed the document and unanimously agreed to incorporate it into the draft plan. The Commission continued through the document line by line discussing any suggestions, comments or corrections and agreeing on a final text.

There was a spirited discussion on how to express that Townshend didn't have a zoning bylaw and how that limited enforcement of the Town Plan requirements. DeSiervo questioned whether "Flood Plains" included "River Corridors" and Snelling agreed to research the question.

Ballantine noted that more time was needed to thoroughly discuss and edit the document. He suggested a special meeting devoted to reviewing the draft Town Plan. It was unanimously agreed to schedule a special meeting on May 20<sup>th</sup> at 5:30 for the sole purpose of working on the draft Town Plan.

Town Hall: Matschke reported that he had emailed full bid packages to many of the contractors on the prospective list. He has heard from two listing services that have included the project. There should good awareness of the project between the public notices, the prospective list and the two listing services. Matschke has been clear that he is available anytime for individual site visits, but so far only one contractor requested a site visit.

## **7. New Business:**

Flood Plain Bylaw: Snelling stated that the Commission will need to revise the Town's Flood Plain Bylaw to account for the revised FEMA FIRM maps when they are finalized. This is part of remaining eligible for FEMA flood insurance coverage and FEMA assistance. It is not urgent but it needs to be on the Commissions schedule after completing the Town Plan.

### **Meeting Schedule:**

Special Meeting: May 20, 2025 @ 5:30 p.m.

Regular Meeting: May 28, 2025 @ 5:30 p.m.

Regular Meeting: June 11, 2025 @ 5:30 p.m.

### **Adjournment:**

Chair, DeSiervo, seeing no further business to come before the Commission adjourned the meeting at 7:41 p.m.

Respectfully submitted,

Andrew Snelling