

**Townshend Planning Commission**  
**Minutes**  
**May 28, 2025**

- Present:** Bob DeSiervo, Rick Matschke, and Andrew Snelling.
1. **Call to Order:** Chair DeSiervo called the meeting to order at 5:39 p.m.
  2. **Additions and Deletions:** Snelling requested taking the agenda out of order and putting the Town Plan section last. There were no objections.
  3. **Members of the Public:** none
  4. **Approval of Minutes:** DeSiervo moved and Matschke seconded a motion to approve the minutes for the meeting of May 14, 2025 and May 20, 2025 as submitted. The motion passed.
  5. **Correspondence:** Agency of Natural Resources “Supplemental Comments” re: Grace Cottage Act 250 permit: They reported that the Physicians building had been inspected for bats. There was evidence of big brown bats but no evidence of the endangered little brown bats. Grace Cottage Act 250 “Party Status Petition” from Kurt and Judith Tietz concerning lighting hours, sound mitigation and maintenance of plantings.
  6. **Old Business:** Town Hall Vt Preservation Trust MTAP grant: Snelling said he had forwarded the architectural materials on to Katie Marrow to secure reimbursement of the \$4,800 paid to date to Keefe & Wesner for the ADA work.  
  
Town Hall ADA Bids: There were no general contractor bids for the entire project and only one bid for item C, power door operators for front doors submitted by Door Control, Inc. The bid is broken down into three parts; the door operators, vertical latch with panic hardware and safety sensors. The combined price for materials and installation excluding electrical wiring and permits is \$13,132.  
Snelling made a motion, seconded by DeSiervo, that given there were no general contractor bids for the entire project, that the Planning Commission break the project into door operators, railings, ramp, electrical and bathroom, and pursue individual contractors for each section. There was a discussion about the scope of each section and sequencing. It was agreed that the three original sub sections could be done independently. The motion passed unanimously.  
Snelling made a motion, seconded by DeSiervo, that the Planning Commission start with the door operator section and work with Door Control, Inc. to negotiate a contract for presentation to the Select Board. The motion passed.

Town Plan Review: Snelling reported on a recent conversation with Mike McConnell regarding the progress of the project. They concluded that Commissioners didn't require a WRC representative to attend the review sessions and that the Planning Commission would aggregate any questions for WRC.

Matschke noted that the progress is slow and there will need to be more time allocated to the project to achieve a timely completion.

Snelling made a motion, seconded by Matschke, that the Commission schedule special meetings between the regular meetings to work exclusively on the Town Plan with the first special meetings to be held on June 4<sup>th</sup> and June 18<sup>th</sup> at 5:30 pm. The motion passed.

**7. New Business:**

Harmonyville Sidewalk Study: DeSiervo expounded that there is not a safe place for pedestrians and cyclists along Rt 30 between Townshend Village and Harmonyville. It is a problem that has been talked about and studied but there has been no resolution. Other towns have received substantial grants through the VTrans Sidewalk and Bikeway grant program and Townshend should be working on a grant.

Snelling voiced that there was an in-depth study for a sidewalk and that was very expensive, but a starting point would be to review the old study. He continued to say that there are lots of good projects, like Rt 35 sidewalks, fire station, affordable housing, water and sewer service, renovating Town Hall, traffic calming, utilization of Taft Meadow and many others. However, due to the limited time and funding the Town needs to establish priorities. It would good to have a joint meeting of all town officials to discuss beneficial projects and strategic importance.

**Meeting Schedule:**

Special Meeting: June 4<sup>th</sup>, 2025 @ 5:30 p.m.

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

Special Meeting: June 18, 2025 @ 5:30 p.m.

**Adjournment:**

Snelling made a motion to adjourn, seconded by DeSiervo. The motion passed and the meeting was adjourned at 7:50 p.m.

Respectfully submitted,

Andrew Snelling