

Townshend Planning Commission

Minutes

July 9, 2025

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

1. **Call to Order:** Chair DeSiervo called the meeting to order at 5:34 p.m.

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 June 25, 2025 and special meeting of July 1, 2025 as submitted. The motion passed.

5. **Correspondence:** none

6. **Old Business:** Town Hall Door Operators: Matschke reported that the electrician who was going to provide a quote is no longer available for the project. Various other electricians were discussed and a list of possibilities was assembled for Matschke to look into.

The revised DCI quotes - single quote including the optional items and quote for fire doors - were discussed. The group examined the two openings, looking at what was currently there and what was being proposed. Snelling went through the requirements for preparing the main opening prior to the installation work by DCI. Snelling asked if the main door panic bars could match the style and color hardware currently on the fire doors. There were questions about whether cross bar style panic bars could be operated electrically. DeSiervo pointed out that the mechanical key pad was complicating the decision on the operators and that we should be getting quotes on using key cards or fobs.

Town Plan: Snelling confirmed that the Town Plan draft had been finalized with redline markups, tracked changes and comments removed. He stated that Mike McConnell of WRC had sent the draft Town Plan out to the Agency of Commerce and Community Development and the neighboring towns as the next required step prior to the hearing. The hearing date was set for Thursday, August 7, 2025 at 5:30 in the downstairs of the Town Hall. The Commissioners unanimously agreed to the hearing date, time and location. DeSiervo agreed to make arrangements for getting the required public notice of the hearing in the Commons. Snelling agreed to post the notice in the regular locations around town.

7. **New Business:** Annual Budgets: Matschke inquired about the copies of the 2024/25 and the 2025/26 budget that were recently sent out.

Snelling explained that the copy of the 2024/25 budget report was showing the actual preaudit spending for the year compared to budget and the 2025/26 budget was the budget approved at Town Meeting in March.

Meeting Schedule:

Regular Meeting: July 23, 2025 @ 5:30 p.m.

Town Plan Hearing & Special Meeting: August 7, 2025 @ 5:30 p.m.

Regular Meeting August 13, 2025 @ 5:30 p.m.

Adjournment:

Chair DeSiervo seeing no further business to come before the Commission adjourned the meeting at 7:10 p.m.

Respectfully submitted,

Andrew Snelling