

Townshend Planning Commission

Minutes

August 13, 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 5:35 p.m.

2. **Additions and Deletions:** none

3. **Members of the Public:** none

4. **Approval of Minutes:** DeSiervo moved and Ballantine seconded a motion to approve the minutes for the regular meeting of July 23, 2025, special meeting of August 7, 2022 and the record of the August 7, 2025 hearing as submitted. The motion passed.

5. **Correspondence:** none

6. **Old Business:** Town Hall: DeSiervo stated that obtaining the information on the use of key cards for access control was proving to be more complicated than originally thought because of the integration of the components. A significant issue is determining where to host the software because the Town owned work stations do not have any local storage and the Town's IT consultant hasn't been able to provide a solution. He went on to say that it may be necessary to purchase a separate computer for the access card software which will add to the cost.

DeSiervo presented quotes from two potential vendors of key card access systems. One was in the \$2,500 range but didn't include installation the other was around \$7,000 including a computer.

There was a discussion on how to proceed with the project given the open items and on how to assemble and present the proposal. DeSiervo made an argument for the benefits of including the key card access capability as an integral part of the proposal. Ballantine raised the concern that key cards although beneficial were not part of the mission of providing ADA access and increased the cost.

The conclusion was to proceed based on the votes taken at the July 23rd meeting.

Town Plan: Snelling announced that the Selectboard had received the final draft of the Town Plan and had voted to schedule a hearing on the Town Plan in conjunction with their regular September 9th meeting. He went on to say that the notice of the hearing was placed to run in the August 20th edition of the "Commons."

7. **New Business:** Snelling offered a reminder that the next major item for the Commission to take up will be the updating of the Flood Plain Ordinance once the new FEMA maps are approved.

Meeting Schedule: Regular Meeting: August 27, 2025 @ 5:30 p.m.
Regular Meeting: September 10, 2025 @ 5:30 p.m.

Adjournment: Chair DeSiervo seeing no further business to come before the
Commission adjourned the meeting at 7:02 p.m.

Respectfully submitted,
Andrew Snelling