

Townshend Planning Commission
Minutes
September 24, 2025

- Present:** Doug Ballantine, Liza Martin, and Andrew Snelling.
- 1. Call to Order:** Chair, Ballantine, 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 Martin seconded a motion to approve the minutes for the regular meeting of September 10, 2025 as submitted. The motion passed.
 - 5. Correspondence:** Land Use Review Board, Grace Cottage Act 250 abutter agreement: Grace Cottage's consultant, Cavanaugh Tocci agreed that a 45 dBA sound limit for new mechanical equipment would be reasonable in response to the abutter's request.
 - 6. Old Business:**
Town Hall: Snelling stated that with the Selectboard approval, the work on the doors can proceed. Door Control Inc will need a signed copy of the quote to order the materials and schedule the installation. The electrician will need to be scheduled prior to installing the operators.
Town Plan: Snelling noted that with the Selectboard adoption the new Town Plan is in effect, but still needs to be approved by WRC. In addition, there will need to be a WRC public hearing on the energy determination for the energy chapter in order to receive "substantial deference" Act 248 hearings. Snelling will contact Mike McConnell to get things started with WRC.
 - 7. New Business:** Commission Vacancy: Martin initiated a discussion on potential candidates to fill the vacancy on the Planning Commission. Snelling added that it is the Selectboard's responsibility to appoint, but historically they have looked to the Commission to provide potential candidates. Martin offered to put a note in the Townshend Newsletter making people aware of the opening.
- Meeting Schedule:** Regular Meeting: October 8, 2025 @ 5:30 p.m.
Regular Meeting: October 22, 2025 @ 5:30 p.m.
- Adjournment:** Chair Ballantine seeing no further business to come before the Commission adjourned the meeting at 6:17 p.m.

Respectfully submitted,
Andrew Snelling