

**Townshend Planning Commission
Minutes
October 22, 2025**

Present:

Liza Martin, Rick Matschke and Andrew Snelling.

1. Call to Order:

The meeting was convened at 5:40 p.m. The Chair was not present and Snelling was selected to chair the meeting.

2. Additions and Deletions: none

3. Members of the Public: none

4. Approval of Minutes:

Matschke moved and Martin seconded a motion to approve the minutes for the regular meeting of October 8, 2025 as submitted. The motion passed.

5. Correspondence:

Notice from VLCT regarding: Hearings on Act 250 Tier 3 and survey from the Public Safety Communications task force on statewide 911 dispatch.

6. Old Business:

Town Hall: Matschke stated that he inquired with DCI when they could start and found out that they had not yet received the signed contract or new customer forms. He will follow up with the Selectboard Assistant and Treasurer to determine where the forms are and get them mailed to DCI.

Matschke also informed the Commission he made progress in locating a local vendor for the railings and possibly a contractor to construct the revised wooden ADA ramp.

Town Plan: Snelling noted that WRC had submitted an invoice covering their work on the Town Plan through September. The recent invoice brings the total billings almost up to the not to exceed amount of the contract.

Snelling conveyed that he had completed the Energy Checklist and forwarded a copy to the Commissioners and Mike McConnell for comment and review. He reiterated that is a confusing document, but that it is a required part of the process for receiving a favorable energy determination.

7. New Business:

Budget for FY26/27: Snelling solicited suggestions on potential Planning Commission activities and associated expenses for FY 26/27. After some discussion, Snelling shared a proposed FY 26/27 budget. Snelling moved and Matschke seconded presenting the proposed budget to the Selectboard for their consideration. The motion passed unanimously.

Guilford's Town Guide: Snelling opened discussion on the booklet for introducing new residents to Guilford. He noted that it was very well done and that there were lots of similarities with

Townshend. Matschke observed that it would be useful for new residents. Snelling stated that preparing a document would take a substantial amount of time and asked if it was something the Planning Commission was interested in pursuing. It was unanimously agreed to table the discussion until Ballantine was available to speak to the issue.

Meeting Schedule:

Regular Meeting: November 12, 2025 @ 5:30 p.m.

Regular Meeting: December 10, 2025 @ 5:30 p.m.

Adjournment:

Matschke moved and Martin seconded a motion to adjourn the meeting at 6:24 p.m. The motion carried unanimously.

Respectfully submitted,

Andrew Snelling