

Townshend Planning Commission

Minutes

November 12, 2025

Present: Doug Ballantine, Liza Martin, Rick Matschke and Andrew Snelling
Member of the public: Phillip Boyle

1. **Call to Order:** The Chair called the meeting to order at 5:35 p.m.
2. **Additions and Deletions:** none
3. **Members of the Public:** Phillip Boyle introduced himself and said that he owned a property that was adjacent to the West Townshend Designated Village Center. He would like to know what needs to be done to have it included in the Designated Village Center. Snelling responded that the Village Center rules were recently changed and he wasn't sure about the process for revising the boundary lines. He offered that the Planning Commission would look into it.
4. **Approval of Minutes:** Ballantine moved and Matschke seconded a motion to approve the minutes for the regular meeting of October 22, 2025 as submitted. The motion passed.
5. **Correspondence:** Land Use review Board, District 2: Grace Cottage Act 250 permit amendment issued for construction of new medical office building
6. **Old Business:** Town Hall: Snelling informed the Commission that the Friends of the Town Hall had submitted a request to the Selectboard for a Town Meeting article to raise \$25,000 for the preservation of the Town Hall. He also noted that per the Selectboard minutes Kate Morrow and Allie Evans met with VT Preservation Trust for a walk through of Town Hall regarding ideas for increasing access for the disabled.
Matschke reported that he had received a name of a contractor interested in quoting on building a wood ramp and installing the railings. He had nothing to report on sourcing the railings or updates on the operators.

Town Plan: Snelling notified the Commission that the Windham Regional Commission at its November 12th meeting had approved Townshend's Town Plan, confirmed the Town of Townshend's planning process and made a determination of the Town Plan's energy compliance. This finalizes the work on the Town Plan and the Selectboard, Planning Commission and the public can begin working on implementing the plan goals.

Town Guide: Snelling brought up the discussion from the prior meeting regarding Guilford Town Guide. It was generally agreed that it was a very good document that would be helpful to new residents, but would take a considerable amount of time to adapt to Townshend. It was a unanimous decision to not pursue it at this time.

7. New Business: none

Meeting Schedule: Regular Meeting: December 10, 2025 @ 5:30 p.m.
Regular Meeting: January 14, 2026 @ 5:30 p.m.

Adjournment: The Chair, seeing no further business to come before the Commission, adjourned the meeting at 6:37 p.m.

Respectfully submitted,
Andrew Snelling