

Townshend Planning Commission
Minutes
February 11, 2026

- Present:** Doug Ballantine, Rick Matschke and Andrew Snelling
- 1. Call to Order:** The Chair called the meeting to order at 5:37 p.m.
 - 2. Additions and Deletions:** Ballantine requested that an item be added under new business to discuss the Leading City program to assess flood risk. Snelling asked for a few minutes to provide an update on the new official town website under new business. There were no objections.
 - 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 January 14, 2026 as submitted. The motion passed.
 - 5. Correspondence:** none
 - 6. Old Business:**

Town Hall: Matschke stated that he spent three hours with installers from DCI working on the ADA door openers. They discovered that the low voltage wiring diagram provided by the sales department was incorrect and the wiring route needed to be changed. The installers also had not been advised of the change to loops for power transfer and they didn't have them available. It also came up that the new door lock assembly doesn't include a lock cylinder so the old cylinder has to be reused or a new one obtained. Matschke will modify the low voltage wiring path and reschedule the door opener installation.

Flood Ordinance Snelling summarized the information from the FEMA webinar and noted it was very good at explaining all of the acronyms used. It also provided information on the process of changing the FEMA flood maps and how to view the maps. He strongly encouraged everyone to review the PowerPoint from the webinar.

Act 181 -Tier 3 Snelling inquired if there were any more questions or comments pertaining to the effects of Tier 3 zones. He stated that there is nothing that can be done directly except for following the progress of the changes and to lobby where possible for interpretations favorable to Townshend.
 - 7. New Business:**

Leading Cities Flood Risk Assessment: Ballantine shared an email he had received offering Townshend the opportunity, if accepted, to participate in a no-cost assessment of flood risk. The program is offered by Leading Cities a Boston non-profit funded by the Clinton Foundation. The program would provide an 8 week pilot with 6 months monitoring. It is no-cost but would require a significant time commitment. It seems designed for

larger municipalities with greater staffing. It was decided to take no action.

Official Town Website: Snelling noted that he had attended the training on the new website and wanted to report that it looks great. It should offer improved town communications and better availability of town notices, agenda, minutes etc. The website is completed and ready to go live.

Meeting Schedule:

Regular Meeting: February 25, 2026 @ 5:30 p.m.

Regular Meeting: March 11, 2026 @ 5:30 p.m.

Adjournment:

The Chair, seeing no further business to come before the Commission, adjourned the meeting at 6:53 p.m.

Respectfully submitted,

Andrew Snelling