

## Townshend Planning Commission

### Minutes

February 25, 2026

- Present:** Doug Ballantine, Rick Matschke, Liza Martin and Andrew Snelling
1. **Call to Order:** The Chair called the meeting to order at 5:44 p.m.
  2. **Additions and Deletions:** none
  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 February 25, 2026 as submitted. The motion passed.
  5. **Correspondence:** none
  6. **Old Business:**

Town Hall: Matschke spoke to how the installation of the doors had been done. He informed the Commissioners that he had been able to utilize the existing locking mechanisms and had returned the new one for credit. The changes to the lock as well as switching back to the loops will reduce the project cost. The doors are still stiff but will loosen up with use. DCI is available for any fine tuning on the timing of the door swing or other issues that might surface. Several key people have been trained on how to lock up, but others may need some training on the use of the door operators.

Snelling summarized the activity in the \$50,000 article for the ADA work. He stated that after completing the door operators and adding back the \$4,700 grant funds that there was roughly \$26,000 remaining. He went on to say that this would provide sufficient funding for the exterior ramp, railings and bathroom conversion, but with little contingency. He suggested that the ramp and railings could be completed in the Spring with the bathroom conversion to follow.

Flood Ordinance Snelling explained that an up-to-date local Flood Plain Ordinance was a prerequisite to participate in the FEMA flood insurance program. Without the ordinance homeowners will not be able to obtain FEMA flood insurance and the Town's reimbursement from ERAF funds will be greatly reduced. The Town has six months after FEMA's final determination, which is projected for early 2027, to adopt a Flood Plain Ordinance that meets the National Flood Insurance Program requirements. Townshend will need to adopt a new Flood Plain Ordinance by summer 2027 to continue in the program, but the Planning Commission's funding request for the work was not approved for the 2026/27 budget year.

Act 181 -Tier 3 Snelling pointed out that Windham Regional Commission was hosting a webinar on the ACT 181 road rules and Tier 3 areas on March 17<sup>th</sup> at 6:00 p.m. He reiterated the need to learn more about the proposed rules to be able understand the potential impact on Townshend property owners. The hope is that the Land Use Review Board will be receptive to arguments about changing the proposed rules to apply to only significantly sensitive areas.

**7. New Business:** none

**Meeting Schedule:** Regular Meeting: March 11, 2026 @ 5:30 p.m.  
Regular Meeting: March 25, 2026 @ 5:30 p.m.

**Adjournment:** The Chair, seeing no further business to come before the Commission, adjourned the meeting at 7:05 p.m.

Respectfully submitted,  
Andrew Snelling