

Townshend Planning Commission

Draft Minutes

March 25, 2026

Present:

Doug Ballantine, Rick Matschke, Liza Martin
Member of the public: John Evans & Andrew Snelling

1. **Call to Order:** The Chair, Ballantine, called the meeting to order at 5:40p.m.
2. **Additions and Deletions:** none
3. **Members of the Public:** Evans and Snelling had no public comments
4. **Approval of Minutes:** Matschke moved and Martin seconded a motion to approve the minutes for the regular meeting of March 11, 2026 as submitted. The motion passed.
5. **Correspondence:** none
6. **Old Business:**
 - Town Hall ADA projects. Rick is attempting to obtain shop prints for the railing. For the decking, architect recommended using cement instead of wood, Rick is exploring options. Rick will prepare and issue an RFP as vendors respond.
 - Flood Plain Ordinance. Ballantine will reach out to Windham Regional for more information on how to proceed with updating the ordinance. Ballantine will schedule a meeting with WRC, Martin and Matschke to discuss Townshend's role in the update.
7. **New Business:**
 - Elect Officers for the year:
 1. Ballantine nominated for Chairman; vote passes 3-0
 2. Matschke nominated for Vice Chair; vote passes 3-0
 3. Martin nominated for Clerk; Vote passes 3-0
 - Set meeting time
 1. Ballantine made the motion to move the meeting to one meeting a month at 5:00 on the second Wednesday of each month. Martin seconded; motion passed 3-0.
 - Adopt rules of procedure
 1. Motion made by Ballantine to adopt Robert's Rules; Maartin seconded; motion passes 3-0

Meeting Schedule:

Regular Meeting: April 08, 2026 @ 5:00 p.m.

Regular Meeting: May 08, 2026 @ 5:00 p.m.

Adjournment:

The Chair, seeing no further business to come before the Commission, adjourned the meeting at 5:55p.m.

Respectfully submitted,

Doug Ballantine

DRAFT