

**Townshend Planning Commission**  
**Draft Minutes**  
**November 14, 2018**

**Present:** Robert DeSiervo, Brandon Canevari and Andrew Snelling

1. **Call to Order:** Vice Chairman DeSiervo called the meeting to order at 7:30 p.m.
  
2. **Approval of the Minutes:** Canevari made a motion to approve the minutes of the October 24, 2018 meeting with minor spacing changes. The motion was seconded by DeSiervo and carried by those present.  
Canevari made a motion to approve the minutes of the special November 7, 2018 meeting with minor punctuation changes. The motion was seconded by DeSiervo and carried by those present.
  
3. **Additions and Deletions:** none
  
4. **Members of the Public:** none
  
5. **Correspondence:** Athen's notice of hearing on the reclassification of a portion of Sam Farr Rd. from class 4 to town trail. DeSiervo said that class 4 roads and town trails provide public corridors that can offer transportation redundancy and resiliency during emergencies. Snelling agreed to check the classification of the Townsend end of the road.  
Wastewater System and Potable Water Supply  
Permit WW-2-5748 issued to John and Cheryl Kmetz for eight acre parcel on School Marm Lane. No action taken.
  
6. **Old Business:**  
Village Center Designation: Canevari reviewed the activity of the special VCD meeting and the next steps. There was a discussion on the boundaries for the village center and it was agreed to use the boundaries in the prior designation but attempt to extend the northern boundary on Rt. 35 past Valley Cares. DeSiervo questioned if there was a trail connecting Valley Cares to Grace Cottage, which might help support including Valley Cares in the village center.  
Act 174 Energy Plan: Snelling reported that the Windham Regional Commission funding hasn't come through yet, so the project hasn't started, but he has been getting acquainted with the available literature.

Sign Ordinance: DeSiervo said that he had nothing to report on this project, but would endeavor to have a rough outline for the next meeting.

7. **New Business:**  
Budget 2019/20: Commissioners reviewed the budget for the current fiscal year and year to date spending, provided by Craig Hunt. DeSiervo mentioned that some of the current expenditures weren't shown on the ytd report. DeSiervo made a motion, seconded by Canevari that work on the budget be tabled until next meeting. The motion carried unanimously.
8. **Other Business:** Snelling made a motion, seconded by DeSiervo, that the Planning Commission purchase a projection screen for use during public hearing and other Town functions. The motion carried by those present.
9. **Meeting Schedule:** Regular Meeting: November 28, 2018 @ 7:15 p.m.  
Regular Meeting: December 12, 2018 @ 7:15 p.m.
10. **Adjournment:** DeSiervo made a motion, seconded by Canevari, to adjourn at 9:20 p.m., carried by those present.

Respectfully submitted,

Andrew Snelling