

Townshend Planning Commission
Draft Minutes
August 22, 2018

Present: John Evans; Robert DeSiervo, Brandon Canevari and Andrew Snelling

1. **Call to Order:** Chairman Evans called the meeting to order at 7:22 p.m.

2. **Approval of the Minutes:** Canevari made a motion to approve the minutes of the August 8, 2018 with the following changes: In the last line of Village Center Designation change the word “for” to “to.” In the last line of Municipal Planning Grant change the pronoun “we” to “the Planning Commission.” DeSiervo seconded the motion and it was carried unanimously.

3. **Additions and Deletions:** Snelling requested that Windham Regional Act 174 assistance be added under “New Business.”

4. **Members of the Public:** None present

5. **Correspondence:** none

6. **Old Business:**
 - Village Center Designation Canevari presented a draft letter to the Selectboard inquiring about their support for pursuing Village Center Designation for the Village of Townshend. The Commissioners discussed the letter and made some minor editorial changes. Snelling moved that the modified letter be approved and delivered to the Selectboard. DeSiervo seconded the motion, which was carried unanimously.
 - Sign Ordinance: The Commissioners worked on the various aspects of a potential sign ordinance. The discussion covered relevant definitions, internally lit signs, revolving signs, flashing signs, window signs and internally lit vending machines. There was discussion about the necessity to make sure that there are exceptions for free speech. The Planning Commission will continue work on a draft of a possible sign ordinance but no action was taken.
 - Municipal Planning Grant: Snelling suggested that this item could be combined with the discussion under New Business. There were no objections.

7. **New Business:**
Windham Regional Commission (WRC) assistance on Act 174: Snelling informed the group that the WRC expects to receive funding to assist three additional towns with Act 174 compliant energy elements. The WRC is currently soliciting interest from towns in receiving WRC assistance and has requested a letter from the Selectboard and Planning Commission indicating interest. Snelling presented a draft letter to WRC and a draft of a cover letter to the Selectboard. There was discussion about, whether or not, Townshend should pursue changing the energy section of the Town Plan to be Act 174 compliant. The Commissioners edited the draft letters after agreeing that it was in the best interest of Townshend to bring the Town Plan into compliance with Act 174. Evans made a motion to approve the letter to WRC and the cover letter to the Selectboard. DeSiervo seconded the motion, which carried unanimously.
8. **Other Business:** none
9. **Meeting Schedule:** Regular Meeting: September 12, 2018 @ 7:15 p.m.
Regular Meeting: September 26, 2018 @ 7:15 p.m.
10. **Adjournment:** Evans made a motion to adjourn at 8:37 p.m., carried by those present.

Respectfully submitted,

Andrew Snelling