

**Townshend Planning Commission**  
**Minutes**  
**October 27, 2021 at Town Hall**

- Present:** John Evans, Liza Martin, and Andrew Snelling
1. **Call to Order:** Chairman Evans called the meeting to order at 7:05 p.m.
  2. **Approval of Minutes:** Martin moved and Evans seconded a motion to accept the minutes of September 22, 2021 as submitted. The motion passed.
  3. **Additions and Deletions:** none
  4. **Members of the Public:** none
  5. **Correspondence:**
    - Wardsboro Town Plan hearing notice: no action
    - Jamaica Town Plan hearing notice: no action
    - Kindle Farm School - Act 250 permit notice: no action
    - Sara Guillemette email re: Town Sewer:  
There was a general discussion about the various shared leach fields in town and how the lack of a unified approach to sewage treatment might affect the town in the future. no action
  6. **Old Business:**
    - Capital Budgeting Town Hall: No update
    - West Townshend VCD: No update
    - Act 174 Energy Element: No update
    - Traffic Calming: Evans reported that he had talked with Jamaica officials about their new speed signs. The general opinion was that the signs were effective in lowering the speed of traffic through Jamaica. They purchased the signs from Marlin Controls Inc. for around \$4,000 each. Snelling expressed that with no Law Enforcement contract for the current year for speed control that it might be a good time to look at radar speed signs for Townshend.
  7. **New Business:**
    - Budget fiscal 2022/23: The Commissioners reviewed the YTD spending and current budget, and discussed potential expenses for 2022/23. Evans moved to present a budget of \$2,750, the same as the current year, to the Select Board. Martin seconded the motion and it passed.
    - Zoom Account: Snelling informed the Commission that the Zoom account used for virtual meetings was expiring and the renewal cost for another year would be \$158.99. Evans made a motion to renew the account for the next year to preserve the ability to have meetings online. Martin seconded the motion and it passed.
  8. **Other Business:**

9. **Meeting Schedule:** Snelling brought up that the fourth Wednesday in November would be the day before Thanksgiving and the fourth Wednesday in December was Christmas week. It was unanimously agreed to cancel the November 24<sup>th</sup> meeting but to wait on deciding about the December 22 meeting.

Regular Meeting: November 10, 2021 @ 7:00 p.m.

Regular Meeting: December 8, 2021 @ 7:00 p.m.

*Meetings to be held in the Town Hall*

10. **Adjournment:** There being no further business to come before the Commission, Chairman, Evans adjourned the meeting at 7:45 p.m.

Respectfully submitted,  
Andrew Snelling