

Townshend Planning Commission
Minutes
October 14, 2020 at Townshend Common

Present: Bob DeSiervo, Brandon Canevari and Andrew Snelling

1. **Call to Order:** Vice Chairman DeSiervo called the meeting to order at 5:10 p.m.
2. **Approval of Minutes:** Canevari moved to approve the September 23, 2020 minutes as submitted. The motion was seconded by DeSiervo and carried unanimously.
3. **Additions and Deletions:** none
4. **Members of the Public:** none
5. **Correspondence:** Town of Grafton notice of a hearing on the proposed changes to their town plan to be held on November 10th.
6. **Old Business:**
 - Town Hall Sign: Snelling reported that Evans had dropped off the town hall sign at the town hall for the select board's review. The sign was on the select board's agenda on October 13th, but haven't heard what action was taken.
 - Act 174: Canevari and DeSiervo stated that they have begun reviewing the draft and think it will be easier to proceed by marking up paper drafts rather than using electronic documents. It was unanimously agreed that the Commission would exchange paper copies of the suggested edits.
7. **New Business:** none
8. **Other Business:**
 - Budget for 2021/22: The members of the commission read the note from Select Board Chair, Sherwood Lake and reviewed the historical budget information. DeSiervo stated that the spending requirements are hard to forecast because the demands are very uneven. He went on to remind the Commission that the last update of the town plan had cost over \$15,000 in fees paid to Windham Regional Commission. Snelling said that he thought there was approximately \$5,000 in a reserve fund for town plan expenses. DeSiervo suggested that the Commission request that any unspent amounts from the fiscal 20/21 budget be transferred to the reserve fund and that then the budget could be reduced. The Commission members discussed the budget line items and came to an agreement. Canevari moved, seconded by DeSiervo, that the Commission submit a budget to the Select Board of \$3,750 which is a 15% reduction from the current year. The motion was carried unanimously.

Future Meetings: DeSiervo shared that Karla Lubmra had responded to his inquiry as to whether the Planning Commission could meet in the town hall given the small number of people attending the meetings. The response indicates that the Select Board is restricting use of the Town Hall through 2020, but we may use the town's Zoom account for meetings. Snelling shared that meeting outside had worked well, but the colder weather was going to make it impractical. Snelling inquired if there were any possible indoor venues where the Commission could meet. None of the Commission members had any suggestions for alternative indoor locations. DeSiervo moved that the October 28th meeting be held at 7:15 p.m. using the town's Zoom account. Canevari seconded the motion and it carried unanimously.

9. Meeting Schedule:

Regular Meeting: October 28, 2020 @ 7:15 p.m.
Regular Meeting: November 11, 2020 @TBD

The October 28th meeting will be held electronically utilizing the Town's Zoom account.

10. Adjournment:

Adjournment: There being no further business to come before the Commission, DeSiervo adjourned the meeting at 6:05 p.m.

Respectfully submitted,
Andrew Snelling