

Townshend Planning Commission
Minutes
February 26, 2020

Present: John Evans, Liza Martin, and Andrew Snelling

1. **Call to Order:** Chairman Evans called the meeting to order at 7:25 p.m.
2. **Approval of Minutes:** Martin moved to approve the February 12, 2020 minutes as submitted. The motion was seconded by Evans and carried unanimously.
3. **Additions and Deletions:** Snelling suggested that the item for Sign Ordinance under Old Business be deleted because at the last meeting it was agreed to table discussion until the March 11th meeting. There were no objections to deleting the item from the night's agenda.
4. **Members of the Public:** none
5. **Correspondence:** Windham Regional Commission (WRC) notice of hearing for the Grafton Town Plan on Tuesday March 10th. There was no discussion.
6. **Old Business:** Act 174 Energy Element Snelling stated that the draft hadn't been updated since the last meeting. There was no discussion.
7. **New Business:** Snelling announced that the Select Board had approved participating in the WRC Broadband survey. Advertising and collecting the surveys falls to the individual towns who are participating and it makes sense for the Planning Commission to take the lead on this project.
Snelling made a motion seconded by Evans that the Planning Commission promotes the Broadband Survey in Townshend. The motion carried unanimously.
Snelling presented quotes from Lotus Graphics and Staples for a flyer about the Broadband survey. Snelling moved that the Planning Commission have Lotus Graphics print the flyer at a cost of approximately \$499.00 and that the flyer be mailed to residents and property owners in Townshend. The motion was seconded by Martin and carried unanimously.
8. **Other Business:** Evans made a motion that the regular second meeting in March be cancelled. Martin seconded the motion and it carried unanimously.

9. **Meeting Schedule:** Regular Meeting: March 11, 2020 @ 7:15 p.m.
Regular Meeting: March 25, 2020 -**CANCELED**
Regular Meeting: April 8, 2020 @ 7:15 p.m.
10. **Adjournment:** There being no further business to come before the Commission, Chairman Evans declared the meeting adjourned at 8:30 p.m.

Respectfully submitted,
Andrew Snelling

DRAFT