

Townshend Planning Commission
Minutes
September 23, 2020 at Townshend Common

Present: John Evans, Bob DeSiervo, Liza Martin, Brandon Canevari and Andrew Snelling

1. **Call to Order:** Evans called the meeting to order at 4:55 p.m.
2. **Approval of Minutes:** DeSiervo moved to approve the September 9, 2020 minutes as submitted. The motion was seconded by Evans and carried unanimously.
3. **Additions and Deletions:** none
4. **Members of the Public:** none
5. **Correspondence:** none
6. **Old Business:**

Act 174: The Commission discussed the draft document. There were questions on capitalization of the word town when referring to a specific town, the use of TOWNSHEND being all capitalized, incorrect page numbers and including the number percentages in the keys for the graphs. It was mutually agreed to continue to review and edit the document with written suggestions for changes or use of Word “markup” feature.

Town Hall Sign: Evans showed the Commission the completed sign with green letters and white background for identifying the Town Hall. Evans will drop off at the Town Hall for review by the Select Board.
7. **New Business:** none
8. **Other Business:**

Records retention: Snelling informed the Commission that at the request of the Listers he had reviewed some older maps in the Lister’s office to determine if they needed to be retained. He kept some but shredded several outdated maps. Snelling suggested that when it is allowable to meet in the Town Hall that the Planning Commission review all the files to determine what needs to be retained.

Future Meetings: Snelling inquired about locations and methods of meeting in the colder months. It was unanimously agreed to have the next meeting on the Common but to start considering alternatives. DeSiervo will inquire with the Select Board about meeting in the Town Hall given the small number of people attending the meetings.
9. **Meeting Schedule:** Regular Meeting: October 14, 2020 @ TBD.
Regular Meeting: October 28, 2020 @TBD

The meeting will be held at 7:15 p.m. in the Town Hall if public meetings are permissible or at 4:45 p.m. on the Town Common weather permitting.

10. **Adjournment:** There being no further business to come before the Commission, Evans adjourned the meeting at 5:40 p.m.

Respectfully submitted,
Andrew Snelling