

**Townshend Planning Commission**  
**Draft Minutes**  
**November 13, 2019**

**Present:** Bob DeSiervo, Liza Martin, and Andrew Snelling

1. **Call to Order:** Vice Chairman DeSiervo called the meeting to order at 7:24 p.m.
2. **Approval of Minutes:** Martin moved to approve the October 23, 2019 minutes as submitted. The motion was seconded by Snelling and carried unanimously.
3. **Additions and Deletions:** none
4. **Members of the Public:** none
5. **Correspondence:** Town of Grafton notice of public hearing on revised Town Plan – December 12<sup>th</sup> at 6:00 p.m. Martin and Snelling plan to attend hearing.  
Department of Housing and Community Development notice of approval of Village Center Designation.  
DeSiervo made a motion seconded by Martin, for the Planning Commission to recognize Brandon Canevari for his work in obtaining the Village Center Designation for the Townshend Village. The motion passed unanimously.
6. **Old Business:**  
Act 174: Snelling discussed the work to date on the new energy element and the desire to incorporate the information from the energy section of the current Town Plan in the new energy element.
7. **New Business:** none
8. **Other Business:** Budget 2020/21 The Commissioners looked over the current budget and the year to date spending. There was a discussion on anticipated spending for the remainder of the fiscal year and how difficult it is to project the spending requirements over a year in advance. Action on the budget was tabled by unanimous consent until the next meeting.  
  
Holiday Schedule Snelling noted that the next meeting would fall on the day before Thanksgiving and the second December meeting would fall on Christmas Day. Martin made a motion, seconded by DeSiervo, that the November 27<sup>th</sup>, December 11<sup>th</sup> and December 25<sup>th</sup> meetings be canceled and replaced with meetings on December 4<sup>th</sup> and December 18<sup>th</sup> with the regular schedule resuming with the meeting of January 8<sup>th</sup>, 2020. The motion carried unanimously.

9. **Meeting Schedule:** Next Meeting: December 4, 2019 @ 7:15 p.m.  
Meeting: December 18, 2019 @ 7:15 p.m.
10. **Adjournment:** There being no further business to come before the Commission, Vice Chairman DeSiervo declared the meeting adjourned at 8:12 p.m.

Respectfully submitted,  
Andrew Snelling