

Coventry Planning Commission
Meeting Minutes
December 5, 2018

Board Members Present:

Chair: Moe Jacobs
Skip Gosselin
Carol Simmons

1. **Moe Jacobs called meeting to order at 6:02 p.m.**
2. **Approve the minutes of the November 7, 2018 meeting:**
 - Moe made the motion to approve the minutes of the November 7, 2018 meeting.
 - Skip seconded the motion to approve the November 7, 2018 minutes.
 - Board members unanimously approved and signed the minutes from November 7, 2018 as written.
3. **Allow for public comment:**
 - N/A
4. **Old Business:**
 - USPS Mail - Carol checked with Town Administrator regarding USPS mail addressed to Planning Commission. It was stated that most agencies prefer email and is most likely the reason why there has not been any physical mail for Planning Commission. If there is mail for the planning commission. There will be a mail bin put on top of the Planning Commission's file cabinet in the meeting room for any items coming from USPS for the planning commission.
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5. **New Business:**
 - No new business brought up or discussed.
6. **Other Business:**
 - Starting in January there will be an attendee log out for signatures at meeting and this information will be transferred to an electronic document kept for the year.
7. **Motion to adjourn:**
 - Skip Gosselin made the motion to adjourn at 6:37 p.m. Moe Jacobs seconded the motion and the meeting was adjourned.

The next Planning Commission meeting will be held on Wednesday, January 9, 2019 at 6:00 pm.

Maurice Jacobs / Chairman

Robert (Skip) Gosselin

Phil Marquette

Israel Sanville

Carol Simmons

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