



Townsend Planning Commission Agenda

August 8, 2018

Meeting @7:00 PM

7:00 pm – Planning Commission Meeting

- I. Call to Order
- II. Opening Ceremonies
 - a. Roll Call
Troy Geiger, James Reyes, Regina Albert
 - b. Pledge of Allegiance
 - c. Visitor Acknowledgement
Keith with Middletown Radio, Tom McDonald
- III. Additions/Deletions to Published Agenda
Agenda was accepted as published
- IV. Approval of Planning Commission Minutes
 - a. May 9, 2018- approved
 - b. July 25, 2018- approved
- V. Vice Chair nomination / vote
James Reyes was nominated, voted upon and accepted
- VI. Review / Discussion / Update – Public Outreach
 - a. Survey Monkey - Kick-off promotion

1. Inserts
Regina designed inserts for the Town's trash bill. Slight change to the wording was discussed and approved. Will be in the September billing.

Paper survey will be available at Town Hall. Surveys will be retrieved from the box with lower information removed. Regina had problems designing onto a single page, so Regina suggested questions 6 & 7 be adjusted. Per James, Emily had suggested questions 7 & 8 be combined or possibly be removed. Discussion surrounded deleting questions 7 & 8 into question 6. Regina has a problem with question 5 with the eleven items that were originally developed from the form used at last year's Town Fair. Troy stated that the question came from the original list that was provided. Uncertainty was around whether the free version limits some of our abilities or if we need to reformat the questions. Further discussion to condense the 11 questions into 5-6 questions to rank.

2. Links – Town website and Facebook

A Commissioner was concerned about survey website security of private information. The town's IT confirmed that the link was safe. Paper survey was presented at previous meeting for review. The link is currently not on the town site. Cindy Cook will place on

Facebook and Councilwoman Gorman and Yvonne Ramos will post on website. They are currently attending training.

3. 2018 Fair plans

VII. Review / Discussion / Update – Comprehensive Plan

a. Grant information

VIII. Citizens Comments & Participation

IX. Adjournment

RDA

clb posted 08/01/18

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