



## Townsend Planning Commission Minutes

October 10, 2018

Meeting @7:00 PM

### 7:00 pm – Planning Commission Meeting

- I. Call to Order
- II. Opening Ceremonies
  - a. Roll Call  
Troy Geiger, Regina Albert, James Reyes, Sheryl Rojas
  - b. Pledge of Allegiance
  - c. Visitor Acknowledgement  
Tom MacDonald, Keith with Middletown Radio
  - d. Announcements
- III. Additions/Deletions to Published Agenda
- IV. Approval of Planning Commission Minutes
  - a. August 8, 2018 – recorder malfunction –
  - b. September 12, 2018Approval of the August and September minutes was moved to the November agenda.
- V. Review / Discussion / Update – Public Outreach
  - a. Survey Monkey
    1. Website participation update  
New questions will be updated for January 1<sup>st</sup> with a new survey. Regina will create a single page to be distributed from the Town Hall.
    2. Info time frame  
The old survey will be turned off by 12//1/2018. Data will be compiled and supplied to Troy to assist with graphing display for Town Council presentation.
    3. Status questions to be edited  
Current survey will have the following changes:
      - 1) Q2 & Q3 combined into a single question
      - 2) Q5 will combine the ranking question from 11 to 6
      - 3) Q6 will add the why or why not response that will result in the removal of Q7&Q8
  - b. Public exchange
    1. Fair review
    2. Town Hall/Council permission and update  
Troy or James will update council with a visual poster of the survey numbers, including graphs and/or charts. The 2017 Townsend Fair survey responses will be incorporated into the presentation. Regina will have the single page survey available for Council to review and approve for distribution from Town Hall.

**VI. Review / Discussion / Update – Comprehensive Plan**

**a. IPA assistance/contract**

Our budget for IPA is \$5,000. Discussion to involve IPA in completing the comprehensive plan and formal request to council continues.

**VII. Citizens Comments & Participation**

**VIII. Adjournment**

Planning Commission Agenda