

Town Meeting Review Committee
Draft Minutes – May 28, 2013
7:00 PM

Committee members Present in person; Bob Collins (BC); Berta Erikson (BE); Alison Eydenberg (AE); Greg Fishbone (GF); Scott Harker (SH); Barry A. Pease (BP)

Also present at table: Michael Bouchard, Town Clerk

In Audience: Reporter for Landmark & Tim Kysinsky (sp?)

BEGIN: Bob Collins starts meeting.

- 1) Discussion about Survey
 - a. Survey is submitted to GELD, and there is hope that it will go out in the end-May/beg-June bills.
 - b. Surveys can be mailed-in, or use the drop box at Town Hall, or scanned in and sent via e-mail to → TownMeetingSurvey@townofgroton.org.
 - c. Survey will be posted online – current version can only be printed out and then sent in.
 - i. BP will work on creating a form based PDF which can be filled out online and then attached to an e-mail.
 - ii. BP will work on a PDF form to auto-email to the address.
- 2) New Business – Selectmen Meeting, June 3 time slot
 - a. BC to let committee members know what time to appear at the Selectmen's meeting on Monday, June 3rd.
- 3) New Business – Jane Bouvier *Around Town* television program
 - a. There is a possibility for BC to get TMRC onto this show to be interviewed.
 - b. TMRC agrees it's a good idea, and quite a few members can make themselves available.
 - c. BC to discuss further with Jane and will let us know the timing.
- 4) Meeting Scheduling – Next Meeting is Tuesday, June 25
 - a. This keeps to our schedule of a meeting on the 4th Tuesday of every month.
 - b. Accordingly, meetings would be:
 - i. Tuesday, July 23
 - ii. Tuesday, August 27
 - iii. Tuesday, September 24
- 5) Further discussion about survey relevancy
 - a. BP provided basic numbers to make survey statistically relevant based on 2010 Federal Census data for our town
 - b. AE not sure that statistical relevancy matters for our purposes.

- c. BP/SH indicate that with relevancy, we can support and backup a series of recommendations to the BoS, and indicate which choices/considerations are not preferred by a plurality/majority of Groton adults.
 - d. BP indicates that 500 is a good target number, with somewhere in 700 being superb. Mike B. says that 400 is usual response. This seems that the relevancy number is within reach.
 - e. BP recommends outreach such as Shaws & Donnelons and the Post Office, etc if we don't reach relevancy through the current deployments (ToG website, Electric bill, etc.)
 - f. SC comes up with tagline "Have a Say in How Groton is Governed"
 - g. Discussed editorials in newspapers, including Landmark, Herald, Lowell Sun, and The Groton Line. And getting word out via Groton Mailing list, etc.
- 6) Survey Data – How to collate/analyze
- a. BP: Survey responses will have to be numbered and distributed.
 - b. BE: Possible to get High School students to assist with data entry.
 - c. Committee agrees that we can figure out how to split the data load so everyone has a piece.
 - d. BP will work on a structure for a spreadsheet (or access database) for the data entry and then for future analysis.
 - e. AE asked how if items/responses can be grouped/generalized – BP will analyze and present the groundwork for groupings/findings based on the approved questions.

7) Subcommittee on Technology

Indicated that SH, BP, GF should try to meet.

BP to try to determine possible schedule for June.

Next Meeting date: Set for Tuesday, June 25 at 7 PM.

Adjourned, all in favor, voice vote.