

Town Meeting Review Committee
Draft Minutes – July 9, 2013
7:00 PM

Location: Legion Hall

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

Also present at table: Michael Bouchard, Town Clerk

In Audience: None

BEGIN: Bob Collins starts meeting.

- 1) Restructuring after renewal of committee members
 - a. All voted AYE to keep existing structure
 - b. Agreed to revisit if Greg Fishbone wishes a change in his position.
- 2) Status of Survey
 - a. Survey response too low at previously specified cutoff date for statistical validity, BP to determine relevance & confidence numbers based on what was returned.
 - b. Committee agreed to continue accepting surveys, but process based on what we have.
 - c. Committee members split up the surveys upon which people had requested they be specifically contacted.
 - d. Committee members numbered surveys, and they were split into 3 stacks so that Haley, Molly, & Bailey could do their data entry.
 - e. Try to encourage more people to fill out survey.
 - i. Need to determine an organized approach after original surveys are input and analyzed and we see the gaps in demographic response.
 - f. Aim to have data input done as quickly as possible (risky timeline – not sure this will be doable by the 26th July)
 - i. BP needs a few days to collate/coalesce the data entry and and determine basic results from the data.
 - ii. Further analysis once we have the data collated can be discussed –
 1. What things do we want to know about?
 2. What correlations do we want to know?
- 3) Plan for Report to Selectmen
 - a. Would like to have a final report to selectmen on Oct 6.
 - b. Committee has scheduled a planning meeting for August 6th
- 4) Scheduling for public hearing
 - a. Schedule public hearing for September 17th.
 - i. Hold in Town Hall big meeting room.

- b. Plan to meet with selectmen in late August with a brief update:
 - i. Brief update to:
 - 1. Report survey results/report to selectmen
 - 2. Ideas about our preliminary report/thoughts
 - 3. Status update
 - 4. Try to do this on Aug 19th if possible – need to figure out Selectmen meeting date around this time.
- 5) Next meeting scheduled for Tuesday, July 30
- 6) Future meetings:
- a. Aug 6 planning meeting (BP will not be available)
 - b. Aug 19 Selectmen prelim discussion (AE on vacation)
 - c. Aug 27 regular full meeting, planning for public hearing
 - d. Sep 10 final meeting before public hearing
 - e. Sep 17 – Public meeting
 - f. Oct 1 – meeting to discuss results from public meeting, finalize presentation to Selectmen
 - g. Oct 7 – final presentation to Selectmen
 - h. Town Meeting – present results to Town Meeting

Adjourned, all in favor, voice vote.