

Minutes
Culture, History and Governance (CHuG)
Sub-Committee
January 2, 2008

Present: Nancy Henderson, Mark Hochman, Karen Keane, Harriet Todd, Peter Sugar

We discussed the following:

- We reviewed the status of the survey – see attached schedule. There were a number of points we raised which will need to be resolved:
 - Tabulation and data entry: this will be handled by a firm Mark is recommending. He will send them a copy of the latest draft in order that we can get an accurate estimate of the cost
 - We also discussed the best method of mailing the surveys to each household: whether the surveys will be coded (for different members of the household, whether a return envelope will be included, what is the best way of mailing (bulk mail with addressees named?) Mark will follow up on this with Susan B., while Nancy will speak with the Postmaster of Lincoln. We may also include a map to assist the respondents in determining which part of Lincoln they live in (i.e. which mailing route, expressed by the four additional numbers of the zip-code)
 - Once all the costs are known, Mark will again speak with Susan to see what funds there may be at Town to cover the costs (the Planning Board may also be able to help us with this)
 - Mark is also looking for tract maps – from the Census Bureau for Lincoln: Karen K. will try to get these off the Internet
 - We need to speak with Chuck Miller soonest to ensure that he can put the survey on the website – this will then have to be tested to make certain that there are no problems
 - Mark has also drafted some points for an article in the Lincoln Journal – PS will edit the final version. He will also speak with the Editor to see what other places we may be able to publish the general invitation for our citizens to respond to the survey (PS reported, that Judi indicated that a survey of similar length was used by the Town of Hamilton , and they had no particular problems)
 - Mark will send the survey around one more time for any last minute commentary. The fielding will occur in the third week of January (later than initially anticipated – but hopefully still in time to receive responses before the 2/9 meeting)
 - Responses will be mailed to Town Hall and will only be forwarded from there to the consultants (direct response to the consultants was not considered advisable)
 - We also agreed that the responses to the survey on Governance sent to past and present board members is being completed hopefully by this Friday and will also be tabulated by the same group as the citizen survey
- We need to be in touch with Judi to see whether she has yet issued the standard terminology she would like to see all subcoms use – to make them consistent. PS to follow up.
- We spoke of the 2/9 meeting. We need to determine whether CHuG will have actually two groups as it were – one for Culture and History, and one for Governance. PS to ascertain with the SC. Also: we will need to re-visit our Goals and Objectives and turn the questions into statements – the effort to ‘stick our neck out’ as we have been requested to do. PS will send around our previous statement for CHuG to review and come back with recommendations for our next meeting.
- We recently received from Judi the revised Work Plan; PS will review to see what conflicts there may now be with the dates and other parts which have changed since the last time.

- Institutional interviews: we are nearing completion: two yet to be set up: First Parish: Bill S will do this once the church has completed its own survey on the Sterns Room (about to happen). The other is the Thoreau Institute: PS will follow up on this. Needed:
 - CofA: minutes are complete: Nancy will circulate
 - MMNHP: MH to complete and issue minutes
 - Garden Club: need the date of the interview – Harriet T to check
 - Once all the interviews are complete, we will set up a small sub-group to look at all the minutes, set them in a consistent format and see whether any information is missing, before extracting certain overarching conclusions from what we have recorded to date. This will then establish whether further questioning, or even more interviews with some additional institutions will be required in order that we may then be able to write a definitive report about our efforts.
 - As a reminder: we still need to have a focus group on education, which we have indicated some time ago we would like to do as part of this effort.

Next meeting: 7:30 AM on January 9, 2008