

Minutes  
Culture, History and Governance (CHuG)  
Sub-Committee  
February 20, 2008

Present: Susan Brooks, Paul Giese, Nancy Henderson, Mark Hochman (part-time), Jack MacLean, Karen Keane, Bill Stason, Peter Sugar

We addressed the following:

- We began a discussion on how to conduct follow-up interviews with the various boards/committees.
  - Harriet has suggested the following for interviews: Moderator, Selectmen, K-8 School Committee, Planning Board, Conservation Commission, Board of Appeals, Historical Commission, Finance Committee.
  - We discussed various options as to the format of the interviews: at a regular board/committee meeting with everyone present or some selected members only. In the end we agreed that the best way to do this would be through a series – three – focus group meetings, when we would invite one member from each of the boards/committees and have a couple of CHuG members there as well as a moderator/facilitator (note that the group composition for the focus groups would be the same boards/committees, but different members at each)
  - The three focus group discussions could either center on an identical topic as culled from our previous discussion topics, or have a different subject matter - yet to be determined. (We would definitely put forth certain statements/preferences as these would create a reaction from the attendees.)
- It was also considered a good idea possibly to have a separate focus group for the educational issues – having the various schools be in attendance (this was in line with some very early suggestions we had made some months ago)
- In order to achieve the above, Bill will tidy up and finalize the comments we received from the board surveys (we had sixty responses!) – this we will have by our next meeting (next week). The main points will be included in the letter to the board chairs – see below
- As for the staff of the boards/committees, we thought that the best way to get commentary would be through the department heads: again we would invite all of them to another focus group. It was also suggested that we invite FACTS to this group as there is some affinity/overlap in the topic (services provided by the Town). PS will speak with Tim Higgins
- Once we have settled on all of this, we will send a letter to all the board chairs and request their attendance. The letter will include definite dates for the focus groups and our hope is to start the meetings after Town Meeting and complete them before the summer, including having draft reports ready, say by the end of June
- We also discussed the C&H assets. Yet again, we thought a focus group with all of them would be productive. Jack, Karen and Paul will come up with a list of which groups should be invited (the main reason: none of them were very forthcoming with detail answers as to their interaction with the Town: where each of us can help the other)
- Interviews of C&H assets: nearly complete: Mark H provided his draft minutes for MMNHP. We are waiting to receive the First Parish minutes back from them with their comments - Bill to follow.
- It is important that we begin a discussion with some of the key Town boards about the eventual implementation of the Master Plan – we cannot wait until the last minute and the ‘buy-in’ is critical
- We also reiterated the need to have as many as possible of CHuG attend the next SC meeting (26 February at 8:00 AM) where the costing for the town-wide survey tabulation will be on the agenda

Next meeting: 7:30 AM on February 27, 2008 – **at the Library.**