

Minutes
Culture, History and Governance (CHuG)
Sub-Committee
October 24, 2007

Present: Paul Giese, Nancy Henderson, Mark Hochman, Karen Keane, Jack MacLean, Harriet Todd, Peter Sugar

We discussed the following:

- We reviewed the status of the C&H interviews: there has not been a great deal of progress; contacts have been made but we are still waiting to set up dates for the outstanding interviews. (Note also that the Emerson Auxiliary no longer has a Lincoln unit – we switched the interview to the Lincoln Garden Club.)
- Survey: Mark prepared the first draft of the survey – it is by no means complete as yet but is a good beginning. We discussed:
 - The general approach – who should be the entity inviting responses; probably Tim Higgins, or perhaps the Selectmen (PS to speak with Tim)
 - How to enter the data once we receive it and how to ensure that there is no duplication (coding of the surveys or similar means)
 - Understanding that there may be more than one adult in any given household and thus surveys will be sent to individuals and not just one per household (the exact method of distribution will need further discussion)
 - The ability to respond to the survey via e-mail
 - How to test the survey before it is sent out – we will probably do this via a small test group
 - We agreed to review the draft and send our comments to Mark with any suggestions/revisions. We will then take it up again at our next meeting
 - We also confirmed that we intend to involve the other subcommittees to see whether they had any questions they were interested in. A copy of the draft will be given to the chairs of the subcoms at the ‘Share’ meeting tomorrow
 - The object is to get it out ASAP, and have the results known by the 2 February MP meeting. Mark will work backwards from the latter date to ensure that we get the job done timely.
- Governance:
 - We discussed the questions we would like to see answered. Harriet’s draft was accepted for reducing the questions to a dozen; she will revise and re-write the questions based on this conclusion
 - It was also suggested that interviewing the various town boards/committees is not an easy task, and thus it may be good to start with a key question (among the dozen) and expand the discussion from there.
 - The intent is still to have an interview lasting appx. 30-40 minutes and perhaps hold the interview at the beginning/before the start of the regular meeting of the board/committee
 - In the case of some committees it may also be helpful to include in the interview process past members who may have a good perspective because of their experience
 - Also to be included in any discussion could be the means the board/committee uses to communicate and what effect outside bodies at local, regional and state level, and state regulations influence the way they conduct their work

- The following is the list of the boards/committees to be interviewed: Moderator, Selectmen, Town Clerk, Assessors, School Committees (in Town, L/S and the Minuteman HS), Planning Board, Library Trustees, Housing Commission, Recreation Committee, Conservation Commission, Board of Appeals, Community Preservation Committee, Council on Aging (this interview could be tied to the C&H interview), Historical Commission and HDC, Finance Committee, Personnel Board, Capital Planning Committee.
- We also agreed that there ought to be a questionnaire prepared for the employees (we would get a better response by this means rather than a group meeting, where people may be loath to speak up). This to be discussed with Tim (PS will speak with Tim.)

Next Meetings: CHuG at 7:30 AM on 31 October, and 7 November, 2007
CLRP 'share' meeting on 25 October, 2007 at 7:30 PM