

Minutes
Farmington High School Community Survey Ad Hoc Committee
Thursday, June 21, 2018

Present:

Beth Kintner, Chair
C.J. Thomas
Camille Simpson
Maura McInnis
Ellen Siuta

Erica Robertson, Assistant Town Manager
Kathy Greider, Superintendent of Schools
Bill Silva, Farmington High School Principal
Nancy Nickerson, Ex-Officio Member
Kat Howroyd, Management Specialist

Absent:

Chris Fagan
Bill Beckert
Matt Ross, Director of Technology
Kathy Eagen, Town Manager

A. Call to Order.

The Chair called the meeting to order at 7:01 p.m.

B. Public Comment.

None

C. Introductions.

Beth Kintner, Chairperson, welcomed committee members and each gave their introductions.

D. New Business

1) To review and adopt the attached Rules of Procedure.

Chairperson Kintner reviewed the Rules of Procedure with the committee. It was noted that if a member is not able to make a meeting, please contact the Town Manager's Office and also make an effort to inform Mrs. Kintner.

Upon a motion made and seconded (Thomas/Simpson) it was unanimously VOTED: to adopt the Rules of Procedure.

2) To review and approve the draft RFP for a consultant to facilitate a citizen survey poll.

Chairperson Kintner reviewed the draft RFP that was included in the agenda packet. Erica Robertson, Assistant Town Manager, provided a brief history of Town-wide surveys for strategic planning and explained that this survey would be more focused to the high school facility. The committee had the following edits to the RFP:

- Add "approximately" before 1,205 students on page 1 to stay consistent with the enrollment projections.
- Add a hyperlink to the Statement of Needs referenced on page 1

Minutes are considered "DRAFT" until approved by the Committee

- Remove the sentence "a sample size of approximately 400 households has been used in past town wide surveys when using a telephone survey" on page 2.

Mrs. Robertson explained that the contractor will determine the best methodology for the survey to ensure all demographics are reached.

Upon a motion made and seconded (Thomas/Simpson) it was unanimously VOTED: to approve the RFP for a consultant to facilitate a citizen survey poll.

3) To discuss the RFP process and timeline.

The RFP will be posted and distributed on Monday, June 25, 2018 and the deadline for RFP submissions is July 16, 2018. The committee will review the proposals in July using a scoring matrix and will interview candidates in August. Town staff will create the matrix based off the RFP for committee review and approval at the next meeting. Upon the selection of a candidate, the committee will work with the consultant throughout September to create the survey and the survey will execute the survey in October and analyze the results in November. The committee intends to have a full report on the results of the survey to Town Council in early 2019.

4) To establish the committee meeting schedule.

The committee reviewed the proposed meeting schedule, as outlined in Attachment 3 in the agenda packet. The committee confirmed the following meeting schedule:

- **July 24, 2018**- approval of the RFP matrix
- **July 26, 2018**- review RFPs and select short list for interviews
- A date and time will be determined for the consultant interviews via a doodle poll. The proposed dates will be August 14th, 21st or 23rd. There was discussion of an earlier start time for this meeting, as there may be multiple interviews.
- **August 30, 2018**- Interview top candidate
- **September 6, 2018**- regular meeting with consultant to create survey
- **September 20, 2018**- regular meeting with consultant to create survey
- **September 27, 2018**- regular meeting with consultant to create survey

E. Adjournment.

Upon a motion made and seconded (Thomas/Simpson) the meeting adjourned at 7:45 p.m.

Respectfully Submitted,
Kathryn Howroyd, Management Specialist