

*Minutes are considered "DRAFT" until approved by the Committee*

Minutes  
Farmington High School Community Survey Ad Hoc Committee  
Tuesday, July 24, 2018  
Town Hall Council Chambers  
7:00 PM

**Present:**

Beth Kintner, Chair  
C.J. Thomas  
Camille Simpson  
Maura McInnis  
Chris Fagan

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:**

Ellen Siuta  
Bill Beckert  
Matt Ross, Director of Technology  
Kathy Eagen, Town Manager

**A. Call to Order.**

The Chair called the meeting to order at 7:00 p.m.

**B. Public Comment.**

None.

**C. Minutes.**

**1) To approve the attached June 21, 2018 minutes.**

Upon a motion made and seconded (Thomas/Simpson) it was Voted: to approve the June 21, 2018 minutes.

Voting yes were McInnis, Kintner, Thomas, and Simpson,  
Chris Fagan abstained, as he was not at the last meeting.

**D. New Business**

**1) To review and approve the RFP Scoring Matrix.**

The committee had general discussion regarding the RFP Scoring Matrix. A few clarifying questions were asked by the committee to get a better understanding of the intent of the criteria. Mr. C.J. Thomas suggested changing the following criteria from 10 points to 5 points:

- Provides at least one example of a similar survey conducted
- Provides a proposed fee with all related expenses
- The quality of the proposal, particularly the responsiveness to the RFP and the adequacy of the information provided

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There was a discussion about making the criteria "other factors relevant to the consultant's capacity and willingness to satisfy the Town in its needs," but it was decided to leave this criterion at 10 points, because it is the "catch all/fit and feel" criterion.

Mrs. Maura McInnis suggested modifying the third criterion to read, "outlines a **feasible** plan and projected schedule for the development and implementation of the survey, including a description of how the consultant would assist the Town with the development, implementation, and reporting of survey results." The committee agreed and the edit was implemented.

Upon a motion made and seconded (Thomas/Fagan) it was unanimously VOTED: to approve the RFP Scoring Matrix as amended.

The RFP Scoring Matrix was updated at the meeting and five copies were distributed to all committee members to complete for Thursday's meeting.

## **2) To discuss the interview process.**

The Committee reviewed the three interview process options that were included in their agenda packets. The committee had general discussion regarding scripted questions, and the consensus was to include them as it adds consistency to the process and you can determine what is important to each firm, as they will all answer the questions differently. The committee agreed that Option Number 3, that includes a presentation, scripted questions and follow up questions is the best process. Mrs. Robertson informed the committee that Town staff will develop sample questions for the scripted section to be provided at Thursday's meeting.

The committee reviewed the Interview Evaluation worksheet that was included in their agenda packets. It was the general consensus of the committee to change this document to a guide, rather than a worksheet for completion. The document will reflect topics based on the RFP to consider when interviewing the firms. Mrs. Robertson told the committee that an updated version will be provided at Thursday's meeting.

Mrs. Kintner asked everyone to consider the goal for conducting the survey. She believes that understanding the survey's concrete purpose is something to keep in mind throughout the process, because the formulation of the survey may not be as simple as we think. Mrs. Robertson agreed that the committee needs a defined purpose, and the best consultant will help the committee to develop this during the working sessions and creation of the survey questions.

Upon a motion made and seconded (Thomas/Simpson) it was unanimously VOTED: to approve the interview process.

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**3) To approve the meeting schedule.**

Upon a motion made and seconded (Thomas/Simpson) it was unanimously VOTED to approve the following dates for the meeting schedule:

July 24

July 26

August 30

September 6

September 20

September 27

**E. Adjournment.**

Upon a motion made and seconded (Thomas/Simpson) the meeting adjourned at 7:34 p.m.

Respectfully Submitted,

Kathryn Howroyd  
Management Specialist