

Minutes are considered "DRAFT" until approved by the Committee

Minutes
Farmington High School Community Survey Ad Hoc Committee
Thursday, July 26, 2018

Present:

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

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

Absent:

Bill Beckert

A. Call to Order.

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

Upon a motion made and seconded (Thomas/Simpson) it was unanimously VOTED: to move agenda item D, to approve the interview process, below item B, public comment.

B. Public Comment.

None.

C. Executive Session: Review and Discussion of RFP Responses for Farmington High School Facility Survey in accordance with Conn. Gen. Stat §§1-200(6) and 1-210(b) (24).

Upon a motion made and seconded (Thomas/Simpson) it was unanimously VOTED: to move to Executive Session for the review and discussion of RFP Responses for Farmington High School Facility Survey at 7:02 p.m. with attendance limited to voting and non-voting members of the Farmington High School Community Survey Ad Hoc Committee.

The committee returned to Open Session at 8:06 p.m.

D. To approve the interview process.

The committee reviewed the interview process and sample scripted questions that were distributed at the meeting. A copy of the handout is attached to these minutes as Attachment A.

The committee decided on a 15 minutes presentation, with a 30 minute question and answer session based off scripted and follow up questions.

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The committee reviewed the scripted questions and eliminated number 3, and added "what is your approach?" to question number 1, as the two questions were very similar in nature.

The committee had general discussion regarding the survey methodology and how to achieve statistically significant results. The committee opted to add the following question: "when you are only surveying a small percentage of a population, how do you get a statistically significant result?"

The committee also reviewed the draft interview guide that will serve as a reference document during the interviews. The intent of the document is to provide topics that were included in the RFP, and prompt follow up questions, as necessary. A copy of the interview guide is attached to these minutes as Attachment B.

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

E. To select the final candidates for interviews.

Upon a motion made and seconded (Thomas/Simpson) it was unanimously VOTED to: select the following firms for an interview on August 30 2018 at 5:00 p.m.:

1. The Center for Research and Public Policy
2. Connecticut Economic Resource Center
3. The committee also elected to interview the STAT group, based on their past experience and performance with the Town of Farmington.

F. Adjournment.

Upon a motion made and seconded (Thomas/Simpson) the meeting adjourned at 8:23 p.m.

Respectfully Submitted,

Kathryn Howroyd, Management Specialist

Farmington High School Facility Survey Interview Process

Process:

OPTION 1	OPTION 2	OPTION 3
15 Minute Presentation	15 Minute Presentation	15 Minute Presentation
15 Minute Q&A by Committee- Any relevant question that comes to mind	15 Minute Q&A- Scripted Questions	10 Minute Q&A- Scripted 5-10 Minute Follow Up Questions

Sample Scripted Questions:

1. The Farmington High School Building Project was rejected at referendum 2:1. We are interested in hearing from all demographics regarding their willingness to finance a major high school project. How will your survey ensure representation of the entire Farmington population?
2. What is the most important thing a municipality should keep in mind when engaging in a targeted community survey?
3. What is your approach to capturing a full demographic representation in a community?
4. How do you determine a survey's success?
5. Do you feel the timeline as outlined in the RFP is adequate for the response rate we are looking for?

Farmington High School Facility Survey Interview Process

Sample Follow Up Questions

6. For telephone surveys-Many people do not have land line telephones, or even answer phone calls from numbers they do not know, what is your solution to this in order to obtain statistically significant data?
7. For online surveys-Older demographics do not use computers, what is your solution to this in order to obtain statistically significant data?
8. For online surveys- how can you ensure representation of all demographics when you have no control over who accesses the survey?

Interview Guide
Farmington High School Facility Survey

Name of Firm: _____

Topic - the firm's proposed survey methodology. Do they ensure representation of the entire Farmington population?

Topic - the firms experience in developing surveys in municipalities. Have they addressed a targeted topic, such as a facility? Have they worked with Towns comparable to Farmington?

Topic - the firm understands the survey's purpose. Do they understand why we are seeking this data?

Topic - timeline and projected schedule for completion of the project. Do they demonstrate that they have the ability to conduct this type of work in a complete and timely fashion?

Topic - compilation and analysis of survey results. Does the firm ensure a satisfactory rate of survey responses? Do they provide multi-level reporting?

Topic -fee proposal.

Topic - overall presentation. How well suited is the firm to the needs and objectives of the committee?