

Members Present: John E. Arnold, Chair, Brigitte Casemyr, Bill Linnane, Jo Lown, Ian Johnson, Kevin Cronin. Absent: Peter Allen, Jim Tepper. (There remains one open position on the Committee.)

[This meeting had been posted to be held in the Meeting Room at the Westborough Public Library. However, the library was closed due to inclement weather. Prior to the scheduled start time, Mr. Arnold posted signs on the front and side doors of the library to indicate that the meeting had been moved to the Selectmen's Meeting Room in Town Hall. After the meeting, these signs were removed from the library doors.]

At 7:02 p.m. Mr. Arnold called the meeting to order in the Selectmen's Meeting Room.

Call to Order/Open Forum

Shortly after the meeting was called to order, Kent Stout – a resident interested in the Survey who had seen the signs posted at the library – arrived and was invited to discuss his interest in the survey. Mr. Stout explained that he thought the Committee was going to be discussing the survey results and is interested in learning more about them. He is one of the residents who completed the survey and is very interested in knowing more about the town's long-term, unfunded liabilities – especially in the area of pension and retiree health insurance obligations. The Committee discussed its understanding of where this information may be found and noted these areas as topics which the Committee could address at future meetings.

Plan to Release and Announce Fall Survey Results

Mr. Arnold noted that the purpose of this meeting was to discuss and vote on a plan and press release to announce the survey results on the Town's web site. It is expected that any discussion about the actual results themselves will be conducted at future meetings and/or will come up in the budget and warrant article review discussions as the Committee prepares for the Annual Town Meeting.

Ms. Casemyr noted that draft versions of a press release and methodology document had been provided to the Committee and asked for comments with the goal of approving them in some form.

Mr. Arnold noted that the two Committee members who could not attend due to scheduling conflicts (Mr. Allen and Mr. Tepper) had sent emails with their thoughts regarding what the Committee should include in the press release and included their comments – by reference – into the record of the meeting. The discussion focused on three areas that should be incorporated into the press release and accompanying materials:

- 1) Thanking the people who completed the survey for taking the time to provide thoughtful responses to the questions;
- 2) Acknowledging that the survey intentionally used a qualitative approach with the aim of soliciting comments, suggestions, and feedback – **not** a quantitative approach;
- 3) Noting that the survey was one way to gather ideas and opinions from residents and that the Committee continues to welcome ideas and opinions from residents.

The Committee members incorporated these ideas into the draft press release and 'survey methodology' document. After the group editing was complete, Ms. Casemyr moved that the Committee accept the

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Press Release and Survey Methodology documents as amended. Vote to accept the documents as amended was 6 in favor, with 6 being present.

Ms. Casemyr indicated that she will distribute the press release tomorrow (Tuesday) and would pass along the changes in the Press Release and the Survey Methodology to the Town's web team so the new versions would be put up on the Town's web site.

Adjournment

Ms. Casemyr moved to adjourn the meeting at 7:45 p.m. Vote to adjourn was 6 in favor, with 6 being present.

Document List

Draft Survey Press Release and Survey Methodology document, prepared by Brigitte Casemyr.

Email communication regarding topics on agenda from Committee members Peter Allen and James Tepper.

Survey Press Release and Survey Methodology document, as amended and approved by the Committee.