

Dublin HOP Grant Committee

DRAFT MINUTES

May 25, 2023

7 PM Town Hall

Attendees: Sue Peters, Margot Sprague, Ivy Vann, Renee Stearns, Jay Schechter, Dan Scully, Susan Phillips-Hungerford, Mary Loftis, Carl Eckilson, Kirsten Colantino, Nina McIntyre and John Morris.

Minutes of the April 17, 2023 meeting were approved. Margot made the motion and Sue seconded.

Sue distributed an agenda, key informant interview questions and draft focus group questions.

Each committee member wrote their own responses to the Key Informant Interview with the intention of understanding the questions and process in preparation for doing interviews. During the discussion that followed, several revisions were suggested.

Sue introduced the focus group concept with 10 possible affinity groups to pursue. Discussion of the questions and the process ensued.

Based on the suggestions made during the above discussions Sue offered to revise the questions and circulate them prior to the next meeting.

Discussion of a Kickoff event date resulted in setting Saturday, July 22, 2023 10 AM, at the Dublin Consolidated School (Mary Loftis offered to get confirmation of availability of venue). This will be noticed in the Dublin Advocate, with flyers, possibly lawn signs and USPS mail. Suggestions for the event included presentation, activities for attendees, focus group signups, food, and having paper surveys available.

An additional committee meeting was scheduled for Monday, June 5, 2023 3-4 PM at town hall to finalize the Kickoff event agenda and promotional ideas and write an article for the Dublin Advocate before the June 15 deadline. Sue will ensure that the meeting is posted.

Interviews and focus groups will commence in earnest after the Kickoff event.

Ivy presented her updates:

- Zoning Ordinance audit completed. She will circulate the document to the committee.
- Other work is progressing along the timeline shown in the grant documents. She will send an update to Sue with details of dates/deliverables.
- She will contact Kate Fuller or Pam Cox to obtain assessor data they need to complete the master plan updates.
- She will close the current master plan vision survey and draft a new survey to discuss at the June 5 meeting. She stated that there were no surprises in the responses to the current survey.

- She also offered to provide more hands-on participation in the meetings/process.

The June 19, 2023 meeting will occur as scheduled.

The July meeting date was changed to Monday, July 10, 2023, 7 PM, to allow time to prepare for the July 22 Kickoff event.

Adjourn at 8:34 PM

Respectfully submitted, John Morris, Secretary pro tem

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