

School Building Committee
Communication Subcommittee (SBC~CS)
Meeting Minutes
May 8th, 2023- 7:00 pm

Medfield Town House, Warrant Committee Room also available via Zoom

PRESENT: Teresa James
 Robert Meany
 William Werner
 Carolyn Casey

ABSENT:

1) Meeting Opened @ 7:05

2) Survey: Looked at the first draft in relation to Town Meeting input.

- Town Meeting discussion about SBC warrant article: Need to explain to the community why some work done on the previous proposal needs to be updated. The community wants to be part of discussion about all school options related to new/renovation, and possible sites. Communicating and educating is very important. The first survey is asking the community's feedback about the previous proposal/process and then we need to focus on a new proposal. Need to figure out order of operations going forward with the entire SBC (School Building Committee)

3) Survey Question Edits:

- Opening paragraphs: describing the SBC charge- use term new/renovation elementary school building to describe project, defined purpose of the survey
- Past Vote Question: moved information about the past vote to question number one. Reread each answer to make sure it reflects all possible responses. Included an 'other' option.
- Influencing factors: discussed clarity, and meaning of the listed choices. Set this question to "random change" so the factor list appears in different order as people take the survey. Added a separate question following this one for respondents to explain other factors not listed.

- Building tours: not a required question
- Where respondents learned about the survey: required question, with a follow-up on ideas for helping the Committee reach more respondents.
- Closing: general thank you, encourage respondents to check website for updates, information about where/how the survey results will be shared
- Banner or header that goes out with all of our communication so that people recognize it is communication from the SBC. Carolyn will reach out to Robert Worth to see if he might design a header.

4) Survey Participation: discussion about how and where to get the survey out:

newsletters, newspapers, community groups, sharing survey with neighbors/friends.

- Newsletters- topics to think about: Can we keep up with it? Does everyone on the SBC need to vote on the content before sharing with the community? Who would write it? Style of a newsletter such as a narrative or more traditional format? Bill shared a draft of a narrative write-up.
- Paper copies- leave some at town sites such as the library, Senior Citizen Center, etc.
- Flyers in Patch or Hometown Weekly
- Bob to reach out to Patch and Hometown Weekly.
- Community groups listings
- Important to reach a variety of residents
- Discussion on when to put the survey out, and a closing date
- Discussion and initial editing of a short introduction for introducing the survey to others. Draft: The **New School Building Committee** began meeting in February 2023. We are very interested in understanding the community perspective. We would really appreciate as many community members as possible taking our first, short survey. Please help us by forwarding this link to anyone you know in town, and/or any Medfield groups you are connected to. We will continue to ask for input, and share our progress as often as possible. Please stay informed by checking our [webpage](#) and you can also sign up for town [notifications](#).

5) SBC: Things to share at next full SBC meeting: draft of survey, introduction blurb for survey, community groups, possible opening and closing dates for survey, thoughts about newsletter(s)

6) Public Participation: none

7) Meeting adjourned @ 8:50