

**Residents Advisory Committee  
November 17, 2020  
11:00 AM**

Via Zoom: <https://www.youtube.com/channel/UCnjhMYHUcZMCfGbukz05DhA>

Present: Dennis, K., Kruger, C., Pistrang, J.(Chair), Mills, A. (note taker)

Pistrang read the OML suspension statement re: Remote Participation

Video and Audio check - Dennis, Kruger, Mills and Pistrang all checked in and everyone could be heard.

Video of this meeting will be recorded to the Cloud. Video will be posted to Town of Amherst YouTube Channel by IT staff.

- 1. Meeting Called to Order at 11:04 AM**
- 2. Approved the minutes from previous meeting from October 7, 2020**

**VOTED: Kruger voted yes. Dennis voted yes. Pistrang voted yes. Unanimous approval of RAC minutes from October 7, 2020.**

- 3. Review of interviews since last meeting**

Dennis has done 15 interviews since last meeting for spots on the new Community Safety Working Group. There were 18 interviews total and seven people have been referred to Town Council. All of those appointments were approved by the Town Council on 11/9/2020.

Kruger did CDBG and Munson Library. Total of eight interviews. Each group had more candidates than slots available for appointment.

Kruger noted that the vacancy list went out and CDBG was on the list again and she asked if there is a way to annotate that the appointment comes from the appointment from another board/committee/commission.

- 4. Review of upcoming interview assignments**

Mills related the top groups for upcoming interviews: Agricultural Commission, Local Historic District Committee, Shade Tree, Disability Access Advisory Committee, and Public Art. Mills

noted that two of the groups have technical knowledge requirements (Agricultural Commission and a realtor is needed for Local Historic District Committee).

Personnel Board membership needs to be addressed by the Town Manager.

### **5. Draft Survey for follow-up to interviews**

Everyone discussed the draft of the survey together. Kruger edited the document a bit and made suggestions. Pistrang asked Kruger to send Mills the edits.

Text of original draft:

RAC Interview Survey November 11, 2020 draft

- 1.) Preceding the interview, how clearly did you understand the interview and appointment process. [0=not at all, 5=very clearly]
- 2.) How easy was it to enter into the interview zoom session? [0=very difficult, 5=very easy]
- 3.) Did the panel of interviewers clearly introduce themselves to you? [0=not at all, 5=very clearly]
- 4.) Was the mission of the committee explained clearly? [0=not at all, 5=very clearly]
- 5.) Was the time commitment and meeting schedule of the committee explained clearly? [0=not at all, 5=very clearly]
- 6.) How did you feel about the length of the interview? [0=way too short, 5=way too long]
- 7.) Following the interview, how clearly did you understand the interview and appointment process. [0=not at all, 5=very clearly]
- 8.) What is your overall feeling about the process by which Amherst appoints members to committees? [0=very negative, 5=very positive]
- 9.) Do you have any additional comments about the interview process?

These are the edits from Kruger:

*#1 How clearly was the interview and appointment process explained to you before the scheduled interview?*

*#7 How clearly was the appointment process that occurs after the interview explained to you?*

*#9 Do you have any additional ideas or comments for improving the committee interview process?*

*Thank you for taking the time to answer this survey.*

*Resident Advisory Committee*

*Keisha Dennis*

*Connie Kruger*

*Jim Pistrang*

Pistrang asked Mills to add new wording to these minutes.

Kruger suggested we go back the last two months, to the groups that had been interviewed, and ask those individuals to complete the post-interview survey.

Next step will be for Mills to send it in two formats to all three members of RAC (Microsoft forms and SurveyMonkey) as a test/dry-run.

**MOVED: Kruger made a motion to accept the interview follow-up survey as amended, seconded by Pistrang.**

**VOTED: Dennis voted yes. Kruger voted yes. Pistrang voted yes. Unanimously agreed.**

Use of affective scale - 0 through 5 or reverse it? Kruger suggested dropping the 0. The higher number is usually the most positive except for the question about length of the meeting where 3 is the perfect answer.

Data that is received is received public data? Private internal data. We can strip the personal information off of each response but everything that comes in to TOA email is considered public data for public records requests. Conversation about public records requests continued.

**6. Public Comment - No public comment.**

**7. Other items not anticipated by the Chair**

Kruger stated that she “struggled” with the last two committee interviews about rejecting people from volunteer opportunities. Members discussed the difficulty of having five people for one spot. Outreach and recruitment has been different and somewhat difficult. All comments highlighted that this would be a good time to do the follow-up survey.

Next meeting date. It would focus on reviewing the data from the first couple of survey responses.

Wednesday December 16, 2020 at 11:00 AM

Mills mentioned she will send the follow-up survey trial to Paul Bockelman, Town Manager, as well as RAC members.

**8. Adjourned 11:32 AM**

*Minutes were voted and approved on 1/20/2021 by Pistrang, Kruger, and Dennis*