



TOWN OF EASTON
Park and Recreation Sub-Committee Meeting
Strategic Planning and Development Sub-Committee
Easton Public Library – Conference Room
November 22, 2023 – 4:30 PM

Meeting called to Order at 4:32pm

Minutes recorded by Kacey Gormley

Present: Kerry Caylor, Carolyn Oppenheim, Dave Gombos and Kacey Gormley

Absentee(s): n/a

Guests: none

- 1. Review feedback from presentation of Project Charter**
 - a. Carolyn and Dave presented the Project Charter draft at past Special Commission Meeting on November 14, 2023 and asked to table further discussion until other sub-committee members could be present
 - b. Sub-committee members discussed feedback that had been received via email; no changes were made to the draft.
 - c. Kacey to email Park & Recreation Commission to remind members to send feedback regarding the one-page document shared
- 2. Compile a list of stakeholders**
 - a. Members discussed and made suggestions to compile a list of individuals/groups that are invested or have a shared interest with the Easton Park & Recreation Department
 - i. member suggested reaching out to Justin Giorlando for updated list of community conservation groups - Kacey to follow-up
 - b. Arranged stakeholders into categories for order and/or style of survey
- 3. Outline of survey questions**
 - a. member noted the varying styles of data collection for community assessments being interviews, focus groups, and/or surveys and the type of data we would like to collect from each (qualitative vs quantitative)
 - b. examples of community assessment reports and questionnaires were shared; documents to be added to the shared drive for further review

- c. suggestion was made to get quotes from companies that furnish surveys to have a statistically valid selection of questions - Kacey to follow-up with companies and quotes

4. **Public Comment** - none

5. **Adjournment**

Meeting adjourned at 5:30pm

Next meeting: Wednesday, December 6, 2023 @ 4:30pm Easton Public Library - Conference Room