

**Old Meeting House Revitalization Committee Committee Strategic  
Planning Document  
Revised 6/29/18**

**Charter:** to provide a community space for residents of the Town of Epsom.

**Activities:** to determine Old Meeting House preferences of Epsom residents.

<b>Preliminary Steps</b>	<b>Challenges</b>	<b>Time-frame</b>	<b>Evaluation of this Effort</b>	<b>Status</b>

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<p><b>1. With selectmen, write charter for Old Meeting House Revitalization Committee</b></p>	<p>The challenge will be to craft the charter to accurately portray the goals of the committee.</p>	<p>October-December 2017</p>	<p>The charter is signed by the Board of Selectmen and committee. We are assured by Selectmen that they will provide support for this effort.</p>	<p>Completed 12/17</p>
<p><b>2. Recognize the work of previous meeting house committees.</b></p>	<p>How to adequately recognize all of the hours contributed to the meeting house</p>	<p>February 2018</p>	<p>Previous committee members' work is recognized on social media and in area newspapers.</p>	<p>Article written and submitted to BOS 2/12/18.</p>
<p><b>3. Develop list of prompts for listening sessions and online questionnaire.</b></p>	<p>Will need a review committee for the listening session questions and online questionnaire.</p>	<p>February/March 2018</p>	<p>Do the questions reflect current thinking about building community capacity?</p>	<p>Listening session prompts and online in draft form. When prompts and survey questions are in final draft form, submit to BOS for approval</p>

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<p><b>4. Develop list of groups for listening sessions.</b></p>	<p>How will we know we've included key groups?</p>	<p>February/March 2018</p>	<p>Did we include the key players? How do we ensure everyone that's interested in providing input has a voice? Utilize UNH Cooperative Extension community and economic unit to assist with listening sessions.</p>	<p><i>Completed - 5/23/18. Listing of listening session participants included in Q.8 of SurveyMonkey.</i></p>
<p><b>5. Obtain email addresses of selected Epsom residents.</b></p>	<p>Research how to find a source of email addresses of Epsom households.</p>	<p>February/March 2018</p>	<p>Need to locate enough email addresses to have a valid sample of completed questionnaires.</p>	<p>Purchased a listing of Epsom email addresses and are combining with some that have already been collected. Checking for duplication. The BOS approved \$150.00 for three months of the standard SurveyMonkey plan in order to conduct the survey. This activity completed.</p>

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<p><b>6. Develop, refine and test survey on SurveyMonkey</b></p>	<p>Time and expertise in writing email surveys. We will want to use an up-graded version of SurveyMonkey costing \$35 for the months we use it (see plans at: <a href="https://www.surveymonkey.com/pricing/?utm_source=header&amp;utm_source2=wide_menu">https://www.surveymonkey.com/pricing/?utm_source=header&amp;utm_source2=wide_menu</a>).</p>	<p>February - March 2018</p>	<p>Using built-in SurveyMonkey tools, develop a short survey that will give us the depth and breadth of information that we need. Have we included the key questions that will help us understand what residents want?</p>	<p>The first 10 addresses will be test surveys that a small group of us will complete. Completed.</p>
<p><b>7. Send SurveyMonkey survey out via email</b></p>	<p>Time and source of email addresses. A potential source of email addresses will be obtained and the files sorted for Epsom, then emails randomly selected for representative sample of population.</p>	<p>February - April 2018</p>	<p>Whether all of the surveys are sent out and a reasonable percent are completed.</p>	<p><i>Surveys sent out via email on SurveyMonkey. Additionally, paper surveys were available at the Town Office and Library. These were collected weekly. The date of release is April 23, 2018, and closed May 23, 2018. Accomplished. 184 completed surveys.</i></p>

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<p><b>8. Develop framework for listening session.</b></p>	<p>What are the key question prompts for the listening session? Develop methodology for conducting session. Identify leader, recorder and use a tape recorder.</p>	<p>February - April 2018</p>	<p>Have we included the key questions that will help us understand what residents want?</p>	<p><i>Listening session prompts have been developed and revised. Additional work needs to be done on prompts. Framework for listening session finalized. Schedule finalized. 6/6/18</i></p>
<p><b>9. Conduct listening sessions with selected groups</b></p>	<p>Time to conduct and getting people to participate</p>	<p>March -April 2018</p>	<p>Listening sessions should be structured, with a start and end time, and notes taken.</p>	<p><i>Listening session schedule developed. Choices span morning, afternoon and evening. There will be 7 sessions with one extra just in case we need it.</i></p>
<p><b>First quarterly report - due by April 30, 2018</b></p>	<p>Include all documents developed in 1st quarter and activities.</p>		<p>1st quarterly report is delivered to the Selectmen</p>	<p><i>First quarterly report submitted to BOS 4/25/18. Report was well received by BOS.</i></p>
<p><b>10. Compile data from listening sessions</b></p>	<p>Time and expertise in interpreting listening session data.</p>	<p>April 2018</p>	<p>Compile and interpret subjective and objective data from listening sessions. UNH Cooperative Extension will assist with the analysis.</p>	

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<p><b>11. Compile SurveyMonkey survey results and analyze</b></p>	<p>Time. Expertise in interpreting survey data is available from Valerie Long with assistance from the committee.</p>	<p>April - May 2018</p>	<p>Using SurveyMonkey analysis tools and expertise from committee, analyze data.</p>	<p><i>SurveyMonkey results of 184 surveys shared with committee 6/6/18. Data will be further analyzed by pulling out selected responses and putting into Excel spreadsheet.</i></p>
<p><b>12. Identify key findings from listening sessions and surveys.</b></p>	<p>Time. Expertise in interpreting key findings is available from Valerie Long with assistance from the committee.</p>	<p>May - June 2018</p>	<p>Merge subjective data from listening sessions with objective data from SurveyMonkey survey. Analyze data according to standard analysis techniques.</p>	<p><i>Objective and subjective data downloaded from SurveyMonkey. Additionally, all text responses are being further analyzed in Excel using a True/False method to more explicitly determine categories of responses.</i></p>
<p><b>Second quarterly report - due by July 31, 2018</b></p>			<p>2nd quarterly report is delivered to the Selectmen</p>	
<p><b>13. Develop recommendations for the Old Meeting House</b></p>	<p>Keep recommendations focused and realistic.</p>	<p>June - August 2018</p>	<p>List of recommendations is reviewed and approved by the OMHRC. Recommendations are sent to BOS for their input.</p>	

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<b>Third quarterly report - due by October 31, 2018</b>				
<b>14. Based on recommendations, consider funding sources to assist with implementation.</b>	Reviewing funding sources for building community. Grant writing skills and time will be needed.	September 2018	Meet with key funders to investigate funding for community capacity-building project.	
<b>15. Start the process of developing a framework for grant writing.</b>	Review requirements for funding requests. Develop a "case" for funding in preparation for grant writing.	October 2018	With a small team of experienced grant writers, an outline is developed for grant writing. All information about the project, including the history, are vetted and deemed to be accurate.	
<b>16. At least three grant proposals are submitted to appropriate funding sources.</b>	The grant proposals will be carefully tailored to the funding entity requirements, and be a powerful argument for building community capacity in Epsom, NH.	December 2018	Three grant proposals are submitted to funding entities. If approved, the proposals will fund a portion of the proposed project.	

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<b>Fourth quarterly report - due by December 31, 2018</b>				