

Tercentennial Planning Committee

Minutes

February 3, 2016

Members Present: Jerry, Marge, Carol, Jeanne, Mayer

Members Absent: Joel

Staff Present: Erin, Melissa

1. Approve minutes of previous meeting

Minutes were approved as submitted.

2. Update on assignments

Erin reported that the stakeholder meeting and public forum dates have been scheduled. She discussed the community groups she and committee members have met with so far, the ones that are upcoming and the ones that have yet to be scheduled.

3. Stakeholder meeting – February 29, 2016

Erin handed out and reviewed the proposed guest list for the stakeholder meeting. Carol suggested reaching out to Senator Snowe and the administrator at Oceanview. The committee discussed when and how to reach out to the business community and who to invite.

The committee reviewed the draft invitation and made some edits. Melissa will draft a letterhead for the committee and will research whether there is money for refreshments for the meeting.

Erin discussed the meeting format, which will depend on the turnout. If it is a huge group, she suggested breaking into small groups. If it is smaller group, it can be just a big brainstorming session. Marge suggested providing index cards for people to submit event suggestions.

Public Forum – March 7, 2016

The committee reviewed the draft invitation and made some edits. They discussed how to publicize the forum – newspaper community calendars, forecaster ad, bulletin boards in the stores, MPBN radio spot, press release, cable TV bulletin board.

4. Finalize survey questions

The committee discussed the draft survey. Melissa will enter the survey into survey monkey and publish it next week.

5. Review Next Steps

The committee discussed the goal of presenting to the Council by the end of March. Reporting to the Council at their first meeting in April is also an option if needed. Erin will continue to reach out to the stakeholder groups on the original list.

6. Next Meeting Date

The committee will meet again on March 2, 2016. Erin will meet with Councilor Kitchel soon to bring him up to speed. The committee will also meet on March 16 to prepare their report to the Town Council – revisit their mission, craft their focus, decide what events to recommend, and draft an amendment to the committee's charge.

7. Other Business

Marge put together a list of older and newer residents. The committee discussed what to do with this list at this point. It was decided to reach out to these people to encourage them to attend the public forum and fill out the survey, and to bring the survey to them if they cannot attend the forum. This list may also be used at a later date to generate oral histories.

8. Adjourn

Meeting adjourned at 12:45 pm.

Notes prepared by,
Melissa Tryon