

MEETING MINUTES; Meeting #4

LIBRARY / COMMUNITY CENTER FACILITY BUILDING COMMITTEE

DATE: January 19, 2022

LOCATION: ZOOMFormat

Purpose: Regular Monthly Meeting

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- **Call to Order**

The meeting of this committee, Library/Community Center Facility Building Committee, was held on Wednesday, January 19, 2022. The meeting was called to order at 6:01 PM and presided over by co-chairs Sandy Weismann and Gabe Tomasulo, Candace Smith agreed to take meeting notes this evening.

- **Attendees**

Sandy Weisman, Gabe Tomasulo, Maureen Spencer, Marcia Turner, Pennie Alley,,; es officio, non voting, Candace Smith, Moira Paddock. It should be noted a few members attended the meeting via ZOOM in the present Town Library location.

- **Absent**

Anne Just

- **Public Attendees**

Sondra Wallace via ZOOM

- **Approval of Minutes**

M.Paddock asked for clarification re: a motion made during our last meeting of *January 5, 2022*.

G.Tomasulo offered his name as the member who made the motion. January 5, 2022 minutes were approved and seconded. G. Tomasulo made the motion, M. Paddock seconded it.

ZOOM meeting format necessitates a roll call of all members prior to the vote. The motion passed with a 5-0 results. M. Turner abstained. The minutes of January 5,2022 were approved.

- **Review of Agenda**

Co-chair G. Tomasulo suggested adding to tonight's agenda topics of how best to have intra-committee emails: *when to CC all members, *email standards for the committee, *keeping all members apprised of sub-committee meeting results once formalized, *getting all needed documents shared with committee members in PDF format, and* in a timely fashion; at least 24 hours prior to the regularly scheduled meetings. All agreed to have this added to tonight's agenda.

- **Old Business**

The Town Survey was reviewed. The present title of this document is SURVEY. Discussion followed with some suggestions for a catchy option. The title option was left undecided temporarily. Wording, spacing and location drops for the survey were discussed. An amended copy will be ready for review by members at least 24 hours prior to our next meeting, February 2, 2022. A hard copy review is necessary prior to putting the survey out to the public. All agreed.

Digital formats for survey suggestions: Survey Monkey, Survey Planet and two others. It was agreed this topic would be moved to items for next meeting's agenda.

Distribution of the Town Survey options were offered. S.Weisman spoke with T. Baines, Town Manager, re: using the town's official email as one distribution method. T. Baines agreed and offered to include a direct link to the survey. T.Baines will send an email alerting people where they can obtain and drop off their completed survey forms. Schools would receive hard copy surveys. S.Weisman offered to speak with the following schools: Thomaston High School, Owl's Point Elementary, Ocean Side West; 6-8, and Ocean Side East; 9-12. S. Weisman also addressed the need to communicate to voters the importance to have friends and families fill out and return the survey.

Collection of the survey forms were discussed. M.Paddock addressed collection concerns due to Covid-19 because only one person at a time is able to enter the Town Hall or the Library. She suggested having a collection box outside of the buildings might be a possibility. P. Alley, town librarian, agreed to collect survey forms at the Library, the Book Return box. She also offered the Town Offices frequently collect forms in a folder at the Town Hall. She was confident the same process would be used to collect survey forms. S. Weisman agreed to ask T. Baines about the folder collection of our survey.

School survey returns will be discussed with the individual school administrators.

Cost of mailing out surveys was addressed by A. Just prior to tonight's meeting in an email to S. Weisman.

A hard copy review of the news release was discussed. Suggestions from letter coloring, title of the news release, spacing and rewording were made and agreed upon. The agreed title, Monthly Update, was unanimously accepted. Corrections and additions will be made and forwarded to all members well before February 2, 2022. At this time it is hoped the corrected copy will be approved and voted on at the February 2, 2022.

- **New Business**

March 2, 2022 L. Jenkins will address our committee with advice and suggestions to help us reach our committee mission. L. Jenkins offered to have us take a tour with her guidance. S.Weismann, M.Paddock and C. Smith voiced interest. L.Jenkins suggested the first week of February would be best to tour. Monday, Wednesday or Saturday were options a member offered. No date has been set as yet. S.Weismann urged the committee members to read L.Jenkins bio.

April 6th, 2022, our regularly scheduled committee meeting, Selectmen and this committee will meet with the Town's lawyer, K. Collins. The Selectmen agreed to cancel their April 6th scheduled Budget Committee meeting so all could attend this meeting.

- **Communications Strategy Sub-Committee Transparency**

Sunday, January 16, 2022, S. Weisman, G..Tomasulo, and C.Smith met via ZOOM to develop a process of communication that will appear monthly, using a standard format agreed upon. Discussions about upcoming events, soliciting members feedback about topic(s) discussed during the sub-committee meeting were the focus. Anyone can join and participate in this sub-committee's meetings.

G. Tomasulo suggested we all need to preview and proofread all information that will go out to the public. More discussion will follow in future meetings.

- **Correspondence** None to date

- **Review Items for Next Agenda**

1. Review Survey format in hard copy,
2. Review Monthly Update format,
3. How to build strategies and ideas , and
4. Look ahead; i.e. upcoming events.

- **Scheduled Future Meetings**

- Next meeting is Wednesday, February 2, 2022, 6:00PM, via ZOOM

- **Adjourn**

- G.Tomasulo motioned for the meeting's adjournment. M.Paddock seconded it. The meeting was adjourned at 7:14PM.

Respectfully submitted,
Candace A. Smith