

Minutes – Building Committee Meeting - Thursday, November 15, 2018

Heather chaired the meeting which convened at 7:05pm

The October minutes were unanimously approved.

Attendance: Peter Straube, Deb Rickner, Jere Urban, Heather Bessette, Melanie Cote, Chelsea Smiley

Agenda – Planning the Open House taking place December 8 from 10 to noon at the town hall and library

What do we want from the open house:

- Community involvement
- Spread the word
- Support of the committee's work

What do we want feedback on?

- Rate on items as important
- Visuals presented – 2 story one story?

Logistics:

Steve - Can you print 2 copies of each design? There was talk of a Site View as well, but I don't remember the final decision. Does the town have orange cones we can put out to slow drivers down in front of the town hall?

Shopping List - Large easel paper that's a huge post it note - 4 yellow poster boards (1 is for design principles, 2 are for Design Strengths (to go with each design),

Food:

- Muffins – **Jere**
- Snacks – **Melanie**
- Melanie will talk with the general store about coffee and food.
- **Jere** has a 30 cup coffee maker to bring with coffee to perk if need be

Member Roles Day of:

- Jere will be at Recycling handing out materials and making sure folks know about the event day of.
- Melanie will be at the Library.
- Heather will be a greeter.

Safety:

- Can we get yellow cones to slow drivers down? From the highway department? – **Chelsea will email Sharon to ask**
- **Deb's** partner might be able to get some volunteers from the volunteer fire department to help escort community members across the road between the library and town hall, back out etc...
- **Deb** will make some signs to place on the way to the library/town hall announcing the event.

Parking:

- **Melanie** will email Marylin about parking at the church (this may not be possible as there might be a boy scout tree sale that day)
- Can committee members carpool?

Advertisement:

- Chelsea will write an article for the Addison independent this weekend – “Have you ever been in the Monkton Town Hall? Now’s your chance!”
- Using Chelsea’s Press release = **Melanie** will post on town facebook and calendar. **Peter** will post on FPF.
- Deb – sign on ridge
- Signs for the road - **Deb**
- Flyers???? **Deb**
- Everyone – email those you know a Personal invitation to the open house and ask them to forward the invite to others
- **Heather** will ask George (of the boy scouts) if he can send folks over from the tree sale on the day of.
- **Jere** will be at the recycling day handing out information and telling folks about the open house. Melanie will get her pop up canopy to Jere.

Follow up meeting:

- **Wednesday, December 5th at 7 pm - Meet for final preparations for Open House**

Event:

- Tell people to take a look at the plot of land
 - Is it possible to have a google earth blow up of the land?
- Have a poster with guiding principals and design strengths
- Have 2 large copies of both designs (one story and two story) for the library and the town hall.
- Each design can be a station where committee members take feedback either on comment cards or on post it notes? Easel paper?
 - Make it clear that these are rough concepts and have the list of strengths for each
- Have comment cards and an informational hand out
- Information packet will include:
 - Results from prior survey
 - Designs & lists of strengths (?) - Mel can add this to the handout to then post on mbc site.
 - Give town members a chance to get us comments after the event – let them know the deadline would be Tuesday the 11th when we meet to review comments.

Materials to create:

- Handout
- Blowups of designs
- Lists of strengths
- Guiding design principles poster
- Picture for the door of the vault showing what it’s like inside.

- Signs for library and town hall pointing out space needs including facts like “Don’t drink the water!” (**Melanie will send Deb** a list of signs for this).

Materials to procure:

- Large paper to write on
- Chelsea has 1 easel
- **Heather** will ask about borrowing 3 easels from her work for 2 designs, guiding principles and design strengths.
- **Heather** will bring markers and pens
- **Melanie** has name tags

Values:

- Efficiency
- Cost
- Storage

Open House Layout - As someone enters they’ll be greeted by Heather? And given the “Open House Handout” - Heather can explain the self guided tour, food/beverage location, designs to check out, and how to give feedback and to please visit the library for a tour

Design 1 and 2 could be set up in the back room to ensure folks see more of the town hall

Stations - Peter S, Chelse, SP, Eric at Design Concept 1 and 2

Pete N we think is out of town for open house

Adjourned at 8:15pm