

**TOWN OF CHARLTON**

**Public Safety Building Capital Campaign Steering Committee**

**Meeting: Thursday, Oct. 1, 2020 AT 6:00 PM**

**Zoom Meeting – see below**

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**Agenda**

- I. 6:00 PM: Call to Order
  - a. Review minutes
  
- II. Capital Campaign Overview (all aspects)
  - a. Review website updates and discuss modifications needed  
<https://www.townofcharlton.net/439/Public-Safety-Building-Capital-Campaign->
  - b. Review Turnover Report from the Town (donations received)
  - c. Updates on the Printing and Distribution of Capital Campaign Documents
  - d. Updates on Outreach and Public Awareness strategies
    - i. Update on Campaign Thermometer / Visibility
    - ii. Social Media Postings
    - iii. Donor Recognition
    - iv. Video to Promote Public Awareness of Project and Need
    - v. Public Education Regarding Project Financing
  - e. Updates on progress with major gift identification and prospects
    - i. Updates on Contacts to Local Businesses for Sponsorship
    - ii. Review List of Resident Prospective Donors
    - iii. Review upcoming deadlines for Foundations
  
- III. Other Business – unknown at time of posting
  
- IV. Set date for next meeting
  
- V. Adjourn

*Next Meeting –*

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place, this meeting of the Town of Charlton Board of Selectmen will be conducted via remote participation to the greatest extent possible. Specific information and the general guidelines for remote participation by members of the public and/or parties with a right and/or requirement to attend this meeting can be found on

the Town of Charlton website, at [www.townofcharlton.net](http://www.townofcharlton.net) For this meeting, members of the public who wish to listen/watch the meeting may do so in the following manner:

Join Zoom Meeting

<https://us02web.zoom.us/j/84246256508?pwd=VERzdmVoaVZOMIJPeDZZVEpZR01oQT09>

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No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means. In the event that we are unable to do so, despite best efforts, we will post on the Town of Charlton website an audio or video recording, transcript, or other comprehensive record of proceedings as soon as possible after the meeting.