

**Charlton Public Safety Building Capital Campaign Steering Committee Meeting**  
**Thursday, January 23, 2020**  
**7 PM**  
**Selectmen's Meeting Room**  
**37 Main Street**  
**Minutes**

Present: Stephen Coleman; Alli Jenkins; Lois Sugrue, Monique Lemaire, Karen Spiewak  
Noreen Johnson Smith joined in remotely at 8:22 PM (en route to the meeting; roll call votes taken) then physically attended the meeting at 8:35 PM

Meeting was called to order at 7:12 PM

Members were welcomed and thanked.

Overview/Purpose of Committee was reviewed: Length of Term: 12/26/19 – 12/31/20; Board of Selectmen (BOS) appointed at 12/17/19 meeting; Purpose: Raise funds and awareness for a public safety facility via a capital campaign.

Members did not have questions about the state ethics training held on 01/16/2020. Those who participated thought it was helpful. All agreed it is an excellent resource we shouldn't hesitate to use in the future as services are provided at no cost to the town.

Discussion ensued regarding prioritizing deliverables and assigning tasks; the proposed press release was reviewed. It was determined it is very important to provide the ability to donate not only by check, but also by making an on-line donation via the town's website. Checks should be made payable to the **Town of Charlton – PSB**; all funds will be held in a restricted account that can only benefit the next public safety facility constructed in Charlton. The intake/turnover process for all forms of payment needs to be developed by consulting with the town's finance director, accountant, and town administrator. A list of frequently asked questions should be developed (for building project; capital campaign); the importance of working closely and sharing information with the Public Safety Building Committee was highlighted. Everyone needs to be on the same page regarding the facts. Ideas were discussed to keep the public informed and engaged as the committee rolls out the campaign. It was noted we should remember to obtain a list of employers' that match employee contributions.

Solicitation and marketing material was discussed. There will be at least two sets of solicitation materials. The first version will be limited in size due to information currently available; once the final design plans have been completed, the second version will be created and will include additional information (and more naming opportunities will be identified). It was decided the shorter version should contain most of the information on pages 1, 2, 3, and 8 from the document the Public Safety Building Committee created last year. We will request the information in a format we can cut and paste.

Meeting was adjourned at 9:12 PM