

Minutes  
Charlton Public Safety Building Capital Campaign Steering Meeting  
Thursday, April 16, 2020  
6:00 pm  
Zoom Meeting

Meeting called to order at 6:08 pm.

Committee members attending: Noreen Johnson Smith, Co-Chair, Steve Coleman, Co-Chair, Allison Jenkins, Monique Lemaire, Karen Spiewak and Lois Sugrue.  
Also in attendance was John Grondalski- Finance Committee Liaison.

Minutes from 2-27-2020 and 4-9-2020 meetings were approved.

Next meeting is scheduled for 4-30-2020 at 6:00 pm via internet Zoom.

Committee reviewed procedure for tracking, listing and recognizing financial and in-kind donors. There will be a Thank you note page created to help with tracking and reconciling. Steve will update the In-Kind Donor list on the website and add the names discussed.

Three-fold (pamphlet) and rack card style informational documents were discussed. Steve will reach out to the Public Safety Building Committee and Union to coordinate marketing efforts.

Fundraising projects were discussed. T-Shirt design contest will conclude June 1st and is open to residents of all ages. The cost of the T-Shirt will depend on the design.

Flower pot project continues to be researched.

Police and fire truck pictures in windows; banners and safety vehicles in parades; and a booth at Old Home Day were discussed.

Committee discussed solicitation timeline. The committee shared their views regarding the pros, cons and challenges of raising money during the COVID 19-outbreak. The consensus of the majority of the committee was to continue to move forward tactfully.

Steve mentioned the upside of building during an economic downturn is that bidding is often more competitive and it costs less to borrow money. He mentioned a project built in another part of the state during the last recession saved approximately \$9 million. Frequently Asked Questions (FAQs) will be updated. Information regarding decontamination challenges will also be added. A clear timeline of when each of the town projects roll off our town real estate taxes will also be posted.

Allison suggested to appeal to folks who prefer to view videos rather than read posts, we use Watch Meetings and Facebook live videos to demonstrate how a combined facility will help safety personnel do their jobs safely and more efficiently.

Noreen will be working on grant proposals.  
Meeting adjourned at 7:42 pm with roll call vote.