

**Town Hall Committee Meeting Minutes - Draft**  
Wednesday February 14, 2018 – Calais Town Offices

Attendees: Denise Wheeler (Selectboard), Clif Emmons (Selectboard), John McCullough (Zoning Administrator), Jonathan Williams, Scott Bassage, Donna Fitch (Treasurer), David Schutz and Shana Trombly (by phone)

Donna Fitch called the meeting to order at 8:00 A.M.

Public Comment: None.

Work on Calais Town Hall Project/Review Presentations: The committee discussed the weather for the upcoming town hall restoration presentation on Saturday 2/17. The committee reviewed the ‘one-pager’ and copies of the poster and discussed the distribution of these materials. Cost savings were discussed. The committee reviewed a smaller financial handout/card which highlights these cost savings. The committee also reviewed and discussed the photo boards and how to present them at the community presentations.

The various committee members went over their respective roles for the community presentations and associated talking points.

Shana cannot attend the Saturday presentation, but will be present at the Tuesday, February 20 presentation. The committee discussed how to handle the ‘town meeting location’ talking point and considered moving specific bullet points on the one-pager document.

The committee discussed drafting letters to the editor for various media outlets, and who should write said letters. Ways to gather more attendees at the various meetings were discussed, and the committee discussed social media postings. The committee discussed tabling dates and assignments. Saturday March 3 at 10am was decided upon as the date and time for a ‘drop-in’ presentation/tabling in Adamant. An East Calais tabling was set for Saturday, February 24 at 9am. Scott Bassage will put up posters at the recycling center.

Donna Fitch presented a draft, foldable handout that could be distributed at town meeting. Additional questions that members of the public might pose to the committee, including phase III costs and how to pay for them, were considered. The committee believes it can mention the potential grant opportunities for this phase but must note that these grant opportunities will not be the only possible funding source for additional renovations.

The committee discussed additional grant sources and other sources of income, including a 20k VT historic preservation grant as a source of income for the town hall. The committee discussed developing comparisons between the current budget and prior estimates in order to highlight cost savings.

The committee hopes to talk with Lisa Ryan on February 28. The committee reviewed John’s scale models.

The meeting was adjourned at 9:05 A.M.

Respectfully submitted,

Jonathan Williams, Selectboard Administrator

Approved by the Town Hall Committee at the \_\_\_\_\_ Meeting