

**Town Hall Committee Meeting Minutes - Draft**  
Wednesday January 31, 2018 – Calais Town Offices

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

Denise Wheeler called the meeting to order at 8:00 A.M.

Public Comment: None.

Work on Calais Town Hall Project/Selectboard Meeting Debriefing: John McCullough discussed the construction of a physical town hall model with the committee. The model would be 1:16 scale. A ¼” model was also discussed. The town hall’s chandelier was discussed.

Donna Fitch introduced the committee to Shana Trombly, who will be working with the committee on fundraising efforts. Shana provided a handout she’d developed and discussed her public awareness campaign with the committee. Social media use (Front Porch Forum, etc.) was discussed. A ‘roadshow’ presentation was discussed. The committee reviewed the ‘hyper-local approach’ philosophy with Shana, and how it can be presented to the community/voters. The committee discussed the timing of the presentation(s) and tagging onto already existing events. Donna will speak with Rick/the Co-op. A pizza event in East Calais at 6pm on a weeknight was decided upon, for the week of February 19 (President’s Day). Calais Historical Society has a meeting arranged for the evening of Tuesday, February 20 at 6pm.

A town hall event will be scheduled for a weekend in February; this event would be larger and would be held on February 17. Scott Bassage volunteered to provide food for these events. Another presentation at an elementary school meeting on March 3<sup>rd</sup> was decided upon. David Schutz will also talk to Barbara Butler to provide food for the February 17 meeting.

Shana highlighted the need for drafting targeted letters to the editor in the Times-Argus. The committee highlighted the importance of talking to Representative Ancel. Artie mentioned inviting Stephen Mills, a writer for the Times-Argus to the event on February 19 and will reach out to him and have him contact Donna Fitch. Contacting Will Walters and/or ORCA was also considered. The committee noted the importance of emphasizing the municipal need for the town hall in all discussions with the media.

The committee further discussed writing ‘letters to the editor.’ These letters shall also be submitted to Front Porch Forum. The Whammy Bar’s Facebook page was also noted as a resource. Shana discussed the use of targeted phone calls in town with the committee. The committee decided that this wasn’t an appropriate tactic.

Additional locations/events (basketball games, etc.) for displaying the model and distributing handouts were considered by the committee. The committee will look at the school’s calendar to find additional events. John McCullough will be meeting with the Historic Preservation Commission and the Planning Commission and will discuss this project. The committee discussed speaking with the Conservation Commission and the school too. Persons who can develop a handout/pamphlet and a poster were considered – Artie will reach out to specific graphic-designers, and Shana will assist with the one-page handout. A street level event ‘honk & wave’ was considered by the committee but was dismissed.

The committee considered identifying persons to introduce the topic at town meeting. A group presentation, including John, Artie, and David was decided upon. The committee noted the importance of showing pictures of the rotting floors in the current structure. Photographing the town offices when it is over-capacity was considered – Jonathan can pull images off of ORCA footage. The committee discussed its ability to answer the question ‘why the municipal government has grown’ and how frequently the town offices are used/booked as meeting space. Other persons were identified who could speak about the use of the town hall and the importance of its renovation.

The committee discussed using the town hall for town meeting. Donna Fitch will determine the impact of the loan on the tax rate. The different phases of this project, and the importance of highlighting the fact that this renovation work has been an ongoing effort, was discussed (i.e. ‘a continuum’).

The committee discussed the different phases of the project, and what the town is getting for the \$200k loan (municipal space, new foundation, etc.). Many of the grants the town will be applying for are contingent on illustrating community support, and the loan is a part of this.

A list of 11 historic properties/capital fund projects in town was reviewed; the committee discussed how it will differentiate this project from the others.

Denise Wheeler and Donna Fitch noted the importance of having a capital plan for the town hall. Donna Fitch will reach out to Rod Buck about this item.

Shana Trombly brought up the idea of having a cake at events; she will also tweak her public awareness campaign document. Reed will take Shana on a tour of the town.

The meeting was adjourned at 9:18 A.M.

Respectfully submitted,

Jonathan Williams, Selectboard Administrator

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