

**Town Hall Committee Meeting Minutes - Draft**  
Wednesday February 7, 2018 – Calais Town Offices

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

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

Public Comment: None.

Work on Calais Town Hall Project/Selectboard Meeting Debriefing: The committee reviewed the ‘one-pager’ document that Shana developed, and discussed its contents/distribution. Suggested changes include: septic system installation; ‘14” the amount the town hall will be lifted;” capacity figures (inclusion/removal); 1866 construction year note moved towards beginning; income specificity; noting expenses; investments town has already made; inclusion of amount of volunteer hours (in \$); amount already saved by using local architects, etc.; ‘studies available on website;’ reflecting changes to introductory paragraph in subsequent bullet points. The committee discussed other changes.

Review ‘To-Do’ List for Presentations: The committee reviewed the ‘draft outlines for community presentations’ document. The committee discussed the timing of the presentations. February 17: “open house format vs. presentation.” 11am to 3pm with a 12pm presentation. East Calais Rec center on Tuesday February 20 at 6pm. ‘Family event.’ Adamant Coop event discussed for Saturday\_\_.

Presentations: Donna will handle welcome and opening, then follows the description of the deterioration of the building. John will handle display of photos of deterioration of structure. Jonathan to look at PDF and extract photos. David to introduce “why we need to renovate town hall” section. Donna and Scott to highlight commitments already made, tax money invested, projects completed, grants received. Additional photos to supplement the presentation were considered. John to highlight planned improvements. Denise to ask attendees what to vote for at town meeting. Rest of the evening for Q & A. Phase 3 funding was discussed.

Props were discussed – there will be no digital component, only photos, models, etc. Jonathan will reach out to ORCA to see if they can record the Town Hall presentation for posting online/sharing. Signs/messages/advertisements for supporting the town hall renovations were considered. The committee discussed drafting letters to the editor (Selectboard member Rose P. giving a speech, etc). Gail Graham could submit a letter from East Calais. The committee discussed social Shana will revise the ‘one-pager’ and presentation outline and will submit the revised editions to the committee.

The committee reviewed the layout for the base model.

The meeting was adjourned at 9:15 A.M.

Respectfully submitted,

Jonathan Williams, Selectboard Administrator

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