

## COA Board Meeting – Sep 22 7:00 PM

In attendance: Bert Lannon, Chris McCaffrey, Helen Daly, Elizabeth Derwin , Chris McCaffrey, Brooks Corl, Ellen Rosenfeld

Meeting called to order at 7:00 PM.

We discussed being careful about open meeting laws and making sure not to deliberate through email. You can have an email discussion with up to 3 board members, but not the entire board.

### Finance Committee Meetings

On Sept 28<sup>th</sup> Pete Jurmain will present his 3 citizen's petitions to the Finance Committee. All COA board members should be there to address our concerns about these petitions.

On Oct 5<sup>th</sup> we are planning on presenting to the Finance Committee to get their support for a new Sr. Center. Patty has a presentation done that she will send to us. Ellen emphasized the importance of this presentation and how critical it is to get the Finance Committee onboard.

### Capital Planning Meeting

This team meets through Zoom. We are looking to get on their agenda for October 6<sup>th</sup> and will use the same presentation that was used for the Finance Committee

### Communications:

Poster – finalized; it will be in the October COA newsletter; 3 posters will be available next week (one for the entrance to the Sr Center, one for the entrance to town hall, and one for the library). We are looking into using the town's listserv database to email the poster to those who registered for town updates. Patty will check on this.

Lawn Signs – we choose this sign:



Ellen will get 106 signs made. Patty is going to get an abutter list and identify people who can host signs. One of the Friends members has a pick-up truck and can help distribute signs. We have to keep track of who has the signs and make sure we deliver to the right houses. Patty will talk to the receptionist about making calls to host signs. Friends will be asked to pay the printing costs.

Mailer – design is finalized. Patty talked to Staples about printing these using a list of unduplicated addresses of registered voters (number is 3,200). Size will be 8.5" x 5.5". They will produce the mailer, address, and mail. Cost is about \$2,000. We will ask the Friends to pay this expense. We are looking to get them in the mail Oct 27. Ellen asked about getting a darker blue color.

Newspaper – there will be an article in the November issue, we are dropping the idea of an ad in the newspaper.

FAQ's – Patty will get 2,000 printed. We will put these with the posters, distribute at the dump, and also at the Nov 8 election.

Video – everyone knows their role within the video. There will be dry runs Sep 27<sup>th</sup> at noon. Actual recording is Sep 29 and Oct 5 both at 10:00. We will send the pictures to Madeline after we shoot the video, but Chris needs some additional photo's of how the rooms are used. The video will be on the cable station and all of Millis Media's social media sites. Madeline did ask not to put links on people's personal facebook pages.

**Action Items:**

Patty will send the PowerPoint presentation that will be used for the Finance Committee meeting on Oct 5.

Patty to set-up sign-up sheets in the Sr Center for distributing FAQs and the dump (Oct 29 and Nov 5), holding campaign signs at 115 and 109 (Oct 29 and Nov 5), and handing out FAQs at the election on Nov 8. We thought 1.5 hour shifts were the right timing

Patty to request Friends group finance the lawn signs and the mailers – approximately \$3,000

Brooks will ask the Friends group to help with the campaign signs and FAQ distribution

Meeting ended at 8:10

Next meeting is scheduled for Oct 6 at 8:30 in the Sr Center