

**October 3, 2021 Master Plan Community Forum Sub-Committee Meeting  
Monday, September 13, 2021 at 12:30 pm via ZOOM**

Sub-Committee Members Present: Debi Rossi, Sarah Raposa, Faina Shapiro

Others Present: Consultant Jamie Shalvey

Town Staff Susy Affleck-Childs, Sandy Johnston, Barbara Saint-Andre, and Anna Rice

The group convened at 12:30 pm.

Jamie Shalvey facilitated the conversation.

Jamie summarized the items to be covered in the meeting – food/refreshments, entertainment, kids' activities, volunteers, giveaways, and promotional ideas.

Sarah Raposa reported on food trucks. She mentioned that Cousin's Food Truck is available, and they will be doing cross promotion for the event.

Sarah mentioned that she has been trying to get artists to do some work outside, but so far has had no luck. She will reach out to the High School art honors students to see if there are students who need volunteer hours.

Debi Rossi stated that she did not have much luck finding a musical artist. Debi mentioned that Jenn may have some good ideas for music, and Sarah noted that there was a guitar player at the last farmer's market. She will try to find out his information and see if he might be available for the event. Susy also suggested the Charles River Chorale, a local chorus group. Debi will reach out to the Charles River Chorale, and Jamie will follow up with Jenn.

Debi stated that the gifts for the event would be a gift box from Molly's Apothecary, a \$50 gift card to Mickey Cassidy's, gift cards to All Washed Up Car Wash, and a haircut at Flair Salon – all these items were updated in the google doc. Faina Shapiro mentioned that she is still working on figuring out a gift from Luna's flower shop. She suggested having both a gift card and a floral arrangement as giveaways.

Faina stated that the books she had picked up from Sheila at the Medway Public Library do not seem as though they will hold the children's attention. She went through the books that were recommended from the library, and there is one that is good and two others that may work. She also mentioned that some of the books were short, so she is not sure if it will fill up the time they need, so she suggests having one or two more activities scheduled. Jamie recommended a book called "Big Orange Splot."

Faina stated that she reached out to Orange Theory many times for a gift certificate and have gone to their office, but they are currently working on opening a new location, so the owners who oversee giveaways have been unavailable. She noted that Medway Café will most likely donate but are not getting back to her – she will stop in and see if she can get a hold of someone.

Sandy Johnston stated that Chat Noir can only donate product due to their staffing shortage. She also secured a gift certificate from the Medway Dog Wash and a gift certificate for a haircut from b.LUXE. Susy Affleck-Childs noted that they also have a dog collar from Cody's Creations, a \$100 gift card to Restaurant 45 to be purchased and donated by Jack Wolfe, and the possibility of having a travel basket

donated by Ellen Hillary. Sarah mentioned that there also may be a gift card to Medway Nutrition donated.

The group discussed splitting the prizes in to three baskets, awarding one after each presentation.

Susy asked about volunteer sign ups. Jamie will follow up with the schools to have students volunteer for time slots. Susy also mentioned to make sure that the members of the MPC can attend and help with the event. Debi suggested that a Google sign up go out to determine who will be available for the event. Jamie will set up a sign-up sheet for these members.

Faina will send the supplies needed for the temporary tattoo station and mentioned that the number of supplies will depend on the number of volunteers.

Discussion followed regarding the idea of having t-shirts for the volunteers, so participants are aware of who may be able to provide assistance if needed. Jamie mentioned that she can send an idea to the graphic designer to see if she can come up with a logo for the master plan committee and will bring this up with Jenn. Faina mentioned that if custom is not an option, there is always the possibility of going to a craft store and purchasing t-shirts/fabric paint.

Sarah noted that it is important to make sure there is enough for the kids to do during the event, but to make sure that there is not too much, as it is not a children's event.

Discussion began regarding shifts for volunteers throughout the day. Jamie mentioned having three blocks: 9a-11a, 11a-1p, 1p-3:30p. Sarah notes that the committee members should be committed to the event, and the members should be polled to make sure they are available, so the group knows who to expect when planning out the day.

Barbara Saint-Andre stated the Department of Public Works requested to set up a table at the forum to provide information about the proposed water treatment facility. The group agreed that this sounds like a great idea. Barbara will let DPW know.

The group discussed having a table for the Medway Community Farm at the event, as that project was a large, successful piece of the last Master Plan. Susy will follow-up with Jess Chabot as it was her idea.

Susy stated that the requirement of face masks was added to the flyers. Faina noted that face masks should be supplied just in case, as well as having hand sanitizer at the registration table. Susy noted that information about the raffle prizes to the flyer.

Faina will reach out to the Medway Business Council to organize a table for the MBC to provide outreach for local businesses looking to hire.

Sandy will continue to push information regarding the event out on social media and around town. Susy suggested releasing the details of food/entertainment as they are solidified to gain interest.

Sandy noted that she put information out to go on the signs around town, similar to last time. She mentioned that she and Susy are working on finalizing some graphics/photos, as well as reaching out to the radio station and writing a press release for the local newspapers. Susy suggested that during the week of the event Jenn should go on the radio to talk about the project.

Susy noted that the minutes of the last meeting need to be reviewed.

A motion was made by Sarah Raposa, seconded by Debi Rossi to approve the minutes of the August 23, 2021 meeting of the October 3, 2021 Master Plan Community Forum Sub-Committee as drafted. By roll call vote of Sarah Raposa, Debi Rossi, and Faina Shapiro, the motion was approved.

The group decided that they should meet on September 20, 2021, as well as September 27, 2021, at 12:30 pm.

A motion to adjourn was made by Sarah Raposa, seconded by Debi Rossi. Sarah Raposa, Debi Rossi, and Faina Shapiro voted AYE by roll call vote. The meeting was adjourned at 1:24 pm.

Prepared by,  
Anna Rice  
Administrative Assistant  
Medway Department of Community and Economic Development