

October 3, 2021 Master Plan Community Forum Sub-Committee Meeting Monday, September 20, 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, Barbara Saint-Andre, and Anna Rice

Susy Affleck-Childs called the meeting to order at 12:32pm. All members introduced themselves.

Jamie Shalvey facilitated the meeting.

Jamie summarized the items to be covered in the meeting – updates on food, entertainment, volunteers, and supplies.

Sarah Raposa stated that there were no new updates on food, Cousins Food Truck is committed, all the group needs to do is work on the cross promotions. Susy will ask Sandy Johnston to include information about the food truck in her promotional posts. It was noted that there are also snacks from this summer's tabling events that can be given away at this event. Susy noted that Susan Dietrich had contacted her that one of the Boy Scout troops would like to do a bake sale at the event. Susy checked with the health agent who said it would be fine but one of the Scout leaders needs to check with her for additional information about food handling. Faina Shapiro mentioned the possibility of handing out waters due to the restriction on using water fountains at the school. Sarah offered to get 10 cases of water for the event.

Jamie noted that Jenn Goldson reached out to the Millis Deerfield Band, who can perform at the event. Susy mentioned that Jenn should note where the performers should set up on the floor plan. Susy will mention the performers to Sandy so they can be added to the promotional items.

Faina stated that Audrey from the library ordered books based on her recommendations for the children's reading, which will hopefully arrive by Wednesday/Thursday of this week. Faina also mentioned the organization of the supplies required for the kid's crafts. Jamie stated that there will be a bulk order placed tomorrow, and supplies will likely be sent to Jenn's house, and she will bring them on the day of the event.

Note: Debi Rossi enters at 12:37pm.

Faina mentions that she got in contact with Orange Theory, and they will be providing a basket as a giveaway, containing such items as a towel, t-shirt, free passes; these items will ultimately depend on what they have in stock at the time of the event. There are two gift cards to Medway Café that will be given away, as well as a gift card for All Washed Up consisting of 5 car washes. Jack Wolfe has provided a \$100 gift card to Restaurant 45. Faina is working on establishing a gift from Luna's Flower Shop – a gift card and a possible floral arrangement. Ellen Hillary also mentioned that she would provide a travel gift basket.

Susy asks how the gifts should be organized/assembled. Jamie noted that there will be three separate baskets to give out, one at the end of each of Jenn's presentations. Debi mentioned dividing up the gifts and keeping in mind that some of the gifts are baskets. Debi will get gift bags for the items not in baskets. Members will bring the gifts to Susy at the next Master Plan Committee meeting at the Middle School on September 27, 2021. Susy will organize the three bags.

Jamie noted that she talked to Jenn this morning about getting t-shirts printed for committee members – she drafted a design for the t-shirts. The design, upon approval, will be put online and the committee members will be able to purchase them individually. Jamie will send the design to Susy. The rest of the supplies for the event will be ordered tomorrow.

Susy notes that she needs numbers for chairs/tables to give to the High School so the items can be provided and ready for set-up that Sunday morning.

Jamie mentions that the individual stations during the event will be based on the themes that came up from the engagement questions that were asked of the community this summer. There will be questions based on these themes for participants to answer, as well as empty board for participants to write down questions they may have. Jamie noted that each station should have 1 committee member, and that there will be 6 consultants present to help with the stations as well.

It was noted that committee members will also be needed for registration. Since there may be any number of participants at any given time, there will be 4 stations for registration. At the registration tables, participants will be entered in the raffle, as well as receive both their nametags and a passbook with a handout with the floor plan and directions on how to navigate to the various stations, and information about the Master Plan. It was noted that the registration tables should be either in the lobby or outside under the overhang.

Jamie noted that there should be at least 6 MPC members, one for each station, and that it would make the most sense to have them there for the entire event, to make it easier on everyone learning information about their individual stations. There will not be a sign-up list for the MPC members, but rather Susy will send out an email to see which committee members are available for the day.

It was decided that the sub-committee will arrive at 9am the day of the event for set up. Susy notes that the tables and chairs should already be in the space, but the sub-committee will have to organize and set up the tables. The rest of the MPC members will arrive at 10:30am to get situated and briefed on the stations they will be managing.

Jamie noted that there should be 2 shifts of 5-6 high school volunteers, separate from the MPC members, to help with the kids' activities.

Jamie brought up the idea of having a large sheet of paper on the wall for participants to write down ideas. She will let Jenn know to add a large roll of paper to the supply list. Jamie will ask Jenn to forward the supply list to Faina to be double-checked.

Sarah mentioned that she did not have luck finding an artist to display work at the event but noted that the band should be enough for entertainment. Jamie will ask Jenn what the set up should look like for the band.

Susy asked the group if they would like to have an extra meeting on Thursday, September 23, with Jenn to learn more about the activity stations. The group discussed and decided that this would not be necessary.

The group will continue promoting the event within their circles, as well as around town in as many spaces as possible.

Jamie will ask Jenn to contact the Medway Business Council about having a table at the event. Barbara Saint-Andre confirmed that DPW will be setting up a table at the event to share information about the proposed water quality treatment facility and office. Susy is going to follow up with Jess to see if she was able to contact the Medway Community Farm to have vegetables there for sale.

The group was reminded that all committee members, volunteers, and participants must have face coverings during the event. There will be a box of face coverings provided.

The group looked over the minutes from 9/13/2021. A motion to approve the minutes from the 9/13/2021 meeting was made by Sarah Raposa, seconded by Debi Rossi. By roll call vote of Sarah Raposa, Debi Rossi, and Faina Shapiro, the motion was approved.

Susy noted that the next meeting will be in one week – September 27, 2021, at 12:30pm.

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 1:15pm.

Prepared by,
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