

**GLASS TOWN CULTURAL DISTRICT STEERING COMMITTEE
MINUTES OF FEBRUARY 15, 2017
Location: Sandwich Public Library, Room 1**

Present: Greg Anderson, Charleen Johnson, Joanne Lamothe, Jeanne Prendergast, Lee Repetto, Rob Vinciguerra

Absent: Paula Johnson, Katie Campbell, Neila Neary, Ellen Spear, Ralph Vitacco

Guest: Bill Burbank

Call to Order: Chair Charleen Johnson called the meeting to order at 9:00 am.

Charleen Johnson recognized Bill Burbank. Mr. Burbank stated that he is a candidate for Selectman and is a proponent of making better use of money coming into the town through "heads in beds" and the meals tax. He feels that these revenues should go directly to organizations to build more opportunities for growth in culture and business to improve the quality of life in Sandwich. Mr. Burbank asked how much money the District would ask for if funding was included in the town budget. Charleen responded \$50,000. Jeanne asked Mr. Burbank the amount of money received through meals tax. Mr. Burbank responded it was in the range of \$150,000 to \$200,000. The Visitor Services Board receives a small percentage of those funds. Mr. Burbank was asked about his position on town buildings. He replied that he is a preservationist and also noted that the town should not be in the land ownership business. Mr. Burbank thanked the Committee for their time in allowing him to express his positions.

Minutes of January 18, 2017: Moved by Jeanne Prendergast and seconded by Greg Anderson, the minutes of the January 18, 2017 meeting were approved.

Financials: Joanne distributed the financial report for the period 7/1/16 to date. The balance of funds held by the town is \$95.40. A listing of all sponsorships from 2014 to date was also distributed. It was noted that this report could prove beneficial in any presentations to town officials. Joanne noted that we did not have complete information on the net benefit of program sponsorships, i.e. attendance. Greg suggested that the Committee adopt a new policy that speaks to the requirement for accountability metrics. Discussion followed.


MOTION: Moved by Greg Anderson that the committee adopt a policy to ensure the grantee be accountable for past and anticipated future success measures for funds used as requested by the Glass Town Cultural District. The motion was seconded by Jeanne Prendergast and unanimously accepted.

Greg Anderson will write a policy statement.

A-HA Project Update: Ellen Spear was not in attendance. Charleen relayed Ellen's concern about the committee's lack of interest in the project. The group disagreed and felt that there needs to be more discussion and that Ellen's presentation at the January meeting was for informational purposes and that it was not the time for the group to commit. Lee Repetto stated that she is in favor of the project. Charleen will ask Ellen to proceed with arranging a meeting of interested parties.

Trolley Update: Charleen has the contract from Mass. Dept. of Travel and Tourism for the state budget earmark for the District. The contract needs to be signed and Town Manager Bud Dunham will sign the contract. There are still logistics to be worked out with the funding. MOTT was hesitant to release the funds to the Friends of the GTCD but Charleen informed them that the Friends' group was the fundraising arm of the Committee. Charleen is waiting to hear from Bud as to a meeting to further discuss the disbursement of funds. MOTT will release \$17,500 of the \$35,000 earmark in upfront cash and the remaining \$17,500 will be disbursed on a reimbursement basis whereby all invoices must be submitted as a whole in July, 2017. Discussion followed but it was decided to await the outcome of the meeting with Bud and Charleen.

TOWN CLERK
TOWN OF SANDWICH
MAR 17 2017
L H 15 M P M
RECEIVED & RECORDED



Marketing Timeline: Greg Anderson addressed some of the action items on the marketing timeline. He recommended to Charleen Johnson that the March meeting be a trolley workshop whereby items such as schedule, themes, revenue possibilities and the script be determined. Charleen and the Committee agreed that this was a good idea.

Focus and Priorities: Jeanne Prendergast expressed concern as to the direction of the actions of the Committee and encouraged members to revisit and review the strategic plan.

The meeting was adjourned at 10:50 am.

Respectfully submitted,

Joanne Lamothe