

GLASS TOWN CULTURAL DISTRICT STEERING COMMITTEE
MINUTES OF MAY 17, 2017
Location: Sandwich Public Library, Lower Level Meeting Room

Present: Charleen Johnson, Jeanne Prendergast, Joanne Lamothe, Lee Repetto, Paula Johnson, Ralph Vitacco, Rob Vinciguerra, Katie Campbell

Absent: Neila Neary, Ellen Spear

Guests: Joanne Westerhouse, Carolyn LeComte; Sandwich Arts Alliance.

Call to Order: Chair Charleen Johnson called the meeting to order at 9:05 am.

TOWN CLERK
TOWN OF SANDWICH

JUL 07 2017

3 H 30 M P M
RECEIVED & RECORDED

Joanne Westerhouse reported on the upcoming activities of the Sandwich Arts Alliance Starfish project. Twenty fiberglass starfish were embellished by local artists. Local area businesses and organizations sponsored a starfish. They will be displayed around town between Memorial Day and Labor Day and will then be auctioned. Joanne showed the accompanying starfish trail map and outlined various events that will take place at SandwichFest and through the summer.

Minutes of April 19, 2017: Moved by Katie Campbell and seconded by Lee Repetto: Approved.

Trolley Update: Rob Vinciguerra reported that the cost of the signs will be \$435. Charleen Johnson reported the cost of the rack cards was \$550, with a total expense of \$985. We are still awaiting notification from Jay Pateakos if the new visitor's center can accommodate a stop due to the delay in outside work.

A-HA Update: Charleen reported on behalf of Ellen Spear that there was a presentation to the Sandwich Chamber. Ellen will proceed with scheduling a meeting with local businesses in June.

MOTT Funding: Discussion included approved expenditures from the MOTT funding as follows:

\$13,000	2017 Trolley, 10 Saturdays including 3 additional dates for special events
\$10,000	2018 Trolley, 10 Saturdays
\$ 435	Trolley signs
\$ 550	Trolley rack cards
\$ 500	SandwichFest sponsorship including table
\$ 100	SandwichFest craft supplies
\$ 5,000	Services of grant writer

GRANT WRITING SERVICES: Charleen and Jeanne met with Amy Walsh to discuss her grant writing services. Charleen submitted a contract between the District and Ms. Walsh but due to new procurement thresholds, Bud Dunham informed Charleen that a contract was not necessary. Members felt that we need a written agreement between Ms. Walsh and the District to outline the scope of her services. Discussion included the terms of the agreement and the payment method to meet MOTT requirements. Ms. Grant also submitted, based on Jeanne Prendergast's instructions, a detailed invoice for reimbursable supplies for the grant writing services.

MOTION: To approve grant writing supplies for Amy Grant in the amount of \$304.41. Moved by Jeanne Prendergast, seconded by Ralph Vitacco, the expense was approved.

The Committee discussed topics to assist Ms. Walsh in the pursuit of possible grants for the District. They included public art installation, a plein-air painting event, funding for A-HA. Katie Campbell recommended that the public art installation include a feature that would improve, as well as enhance, the district such as an installation with lighting. Katie also recommended that Ms. Walsh research grants that would enable to District to provide a site for artists to demonstrate and sell their work. Charleen will forward these suggested topics to Amy Walsh.

Trolley Special Events: A date needs to be selected for the Starfish Tour. Details on the cemetery Halloween event need to be determined. Joanne will contact Graveyard Girls as a possibility. Jeanne offered to work on the special events and asked for additional volunteers. Rob Vinciguerra and Paula Johnson volunteered.

Charleen noted that the trolley company would provide GTCD banners but the cost is prohibitive. Rob will get estimate on getting our own signs made and will investigate what type of banner would be allowable.

WEB HOSTING INVOICE:

MOTION: To approve the invoice from Beth O'Rourke in the amount of \$125 for site hosting, software upgrade, backup and virus scan of the GTCD webpage for the period March 1, 2016 to February 28, 2017. Moved by Katie Campbell, seconded by Jeanne Prendergast, the motion passed. Paula reminded everyone to review the webpage for content.

FIRST NIGHT SANDWICH 2018 FUNDING REQUEST:

First Night submitted a request for sponsorship for the deposit for the fireworks display.

MOTION: Moved by Paula Johnson to approve the amount of \$1,000 for the First Night Sandwich fireworks display, seconded by Jeanne Prendergast, the motion passed. Rob Vinciguerra abstained as he is a member of the First Night Committee.

OTHER:

- Jeanne Prendergast is working on the trolley script.
- The next meeting of the Committee will be on Wednesday, June 21, 2017 at Heritage Museum & Gardens.
- Jeanne suggested that since we were not making a Champion of the Arts award this year that Rep. Randy Hunt be acknowledged for his assistance in securing funding from the state for the trolley. It was suggested that it could be done on the trolley's inaugural ride.
- Katie Campbell reported that the cost for Glass Town Cultural District street banners was \$790.50 plus shipping. The question arose of when they would be put up due to questions of timing of the 4th of July and First Night banners.

MOTION: To approve the expense of \$841.00 for the cost of street banners and shipping. Moved by Jeanne Prendergast and seconded by Charleen Johnson, the motion was approved.

The meeting was adjourned at 10:50 am.

Respectfully submitted,

Joanne Lamothe