

MEET BELMONT PLANNING COMMITTEE  
MINUTES  
MONDAY, JULY 31, 2018  
TOWN HALL, CONFERENCE ROOM 1, 7:00 PM  
Minutes by Natalie Leino

2018 DEC -3 AM 9:12

I. CALL TO ORDER

The meeting was called to order at 7:00 PM. Present at the meeting were chair Lisa Scudder, Emily Ferris, Natalie Leino, Ashley Lang, and Brian Saper.

II. APPROVAL OF 06/12/18 MINUTES

The minutes of the June 12 meeting were approved.

III. CONTINUED DISCUSSION OF COMMUNITY FAIR PLANNING PROCESS

The committee went through the checklists of the various committee members to ensure all planning was on track. Emily noted that volunteers were scheduled to deliver flyers at all of the major town centers, and that postcards would be mailed using the address labels provided by Belmont Light. For the event itself, six volunteers had signed up in addition to 2-4 high school students. The Committee agreed that t-shirts for volunteers would be a nice touch for the event, and would make it easier for guests to locate people to assist them. Valerie volunteered to take the lead on ordering the shirts.

With respect to marketing, it was agreed that Brian would look into the logistics of obtaining approval to hang a banner above the overpass in Belmont Center, and Valerie would order the banner. Valerie also walked through the numerous print and electronic marketing activities that had occurred to date.

Ashley walked the team through the current exhibitor list, noting the large number of groups that RSVPed, on track with prior years. The committee discussed which of the attendees that had not yet RSVPed we should make further efforts to contact based on past participation. It was agreed that Natalie and Ashley would coordinate regarding putting together the floor plan for the event and draft programs, which would then be sent to Valerie for printing.

A discussion ensued regarding the logistics of the transfer of the Meet Belmont bank account held with the town from the Vision 21 Implementation Committee (VIC) to the Meet Belmont Planning Committee. Brian and Natalie (also chair of the VIC) agreed to work with the town to confirm that the account should be transferred from the VIC now that the MBPC will organize the community information fair going forward. Brian also agreed to contact and confirm the police detail for the event.

IV. DISCUSSION REGARDING NEW IDEAS FOR FAIR PLANNING AND EVENTS

This item was postponed while the Committee's attention remained on the planning of the fair. Brian Saper provided the committee with a very helpful summary of the Open Meeting Law presentation by the town that he attended.

V. GOALS FOR NEXT MEETING

APPROVED

Continue to work on all checklist items related to the planning of the fair.

VI. OTHER BUSINESS

A.) NEXT MEETING: August 21 from 7-9 PM

VIII. ADJOURN

The meeting was adjourned at 8:55 PM.

Respectfully submitted,

Lisa Scudder

***Chair***  
***Meet Belmont Planning Committee***