

**Town of Lakeville
Community Development Committee
Meeting Minutes
January 27, 2017**

On January 27, 2017, the Community Development Committee held a meeting at 9:00 AM at the Town Office Building. The meeting was called to order by Chairman Hollenbeck at 9:20 AM. Members present: Mitzi Hollenbeck, Marybeth MacKay, Kira Watkins, Stephen Allard, Jessica Bradley, and Sarah Kulakovich. Members absent: Maria Perrone-Martin. LakeCAM was recording the meeting.

Discuss 3rd Annual Winterfest scheduled for January 29, 2017

The Committee reviewed the table layout for Winterfest, which would be in the small and large rooms at the Loon Pond Lodge/Ted Williams Camp and the COA. The location of the tables along with which vendor, Committee, Board or Department they would be next to for continuity was part of the review/configuration process. The amount of tables available in each location was reviewed to make sure that there would be an adequate amount. Chairman Hollenbeck noted that the Soap vendor, the Beach House vendor and LipSense (Christine York) vendor, will be bringing their own tables. Ms. Kulakovich stated that Lots of Love may have to back out.

Last year the Fire Department had decided not to do a table. However, this year they will have a pumper truck parked at Ted Williams. They will need to know where it should be stationed. There is a table available for them if they want it. The last minute sponsor, Harbor One, has donated enough to increase the amount of fireworks that will be taking place. They will be in the main room (Dining Room) at Loon Pond Lodge/TWC. Seasons, Divine Consign, LakeCAM, Powderly Meadows, the Police, Somethins' Brewin, and Carousel Candies will also be in there. The DJ will be on the stage. He will do much in the way of kid stuff, such as; limbo games, sing alongs, etc. The pizza, provided by Baldies, will be in the Lounge. They are donating 120 pizzas. The Lions Club will be in the Lounge with a table for the cookies they will distribute, as Gary Mansfield orders them from Old Colony. In the CW (Cassidy Warbarton) room will be the Y, Boosters, Roller Derby, LipSense, the 4-H, Knots, and possibly Lot's of Love. Face Painting with Ms. T will be in the activity room. LeBaron Hills will be coming with crafts to make. Extra tables will be available. Knotting Hill Farms will have the pony and carriage rides from 1:30 PM – 4:30 PM outside, as well as, the ice sculpting with Wayne Demoranville. Chairman Hollenbeck noted that if the layout could be scanned into the computer, it will be very helpful next year and in following years. The final list of all who will be attending will be emailed to Ms. Garbitt, so that she can retain it on file.

At the COA will be; Miss Theresa (Children's Librarian), the magician (stage), and Jessica Bradley with her cooking demonstrations in the kitchen. Ms. Bradley stated that people are allowed in the kitchen, along with children, provided that for each child there is an adult. Tables will be needed for the Open Space Committee, the Garden Club, the Historical Commission, Historical Society, Betty's Neck/Conservation, the COA, and the Engine 3 Association. The COA Director, Kelly Conway, will need a copy of the layout as well. The Ocean Spray samples of snacks, waters and juices will be set up at the COA. Ms. Bradley will provide the cooking demonstrations at 1:15 PM and 3:30 PM. The magician will give his performance at 2 PM. Also in the COA there is the Computer Lab, and the student volunteers will be present helping

people learn about social technology with: Facebook accounts, Twitter and Instagram, along with how to navigate these sites. The students will rotate in hour shifts with the computers. It is hoped to show the community local Lakeville sites such as: Lakeville Helping Lakeville, etc.

Ms. Kulakovich will find out how many students will be coming. Chairman Hollenbeck will email the layout to everyone (vendors, committees, department heads), so that they are aware of the building and location in the building that they have. The volunteers will help show everyone where they are located. All of the vendors have been confirmed. Ms. McKay will confirm with the fireworks company that the Town is name as an additional insured.

Chairman Hollenbeck stated that there will be about 8-10 student volunteers who will arrive at 10 AM, when setup begins. Poster Boards and markers have been purchased for the kids to make up signs of the activities and where they are taking place. She asked Ms. Garbitt if 200 flyers could be copied for the kids to handout and have available for the community. Ms. Kulakovich asked about street signage to direct traffic. Chairman Hollenbeck explained that Route 18 will be closed off, and she has been working with the Superintendent of Streets, regarding that, etc.

Chairman Hollenbeck stated that she would like to have three (3) decent size donation jars. One to be located at the COA, one where the pizza will be and another in the TWC dining room. Ms. Watkins stated that she would look into gathering the necessary containers. She will also make up signage to put on the containers, "donations greatly appreciated". Chairman Hollenbeck stated that it is important that people can identify the Members of the CDC by everyone wearing a headband or particular colored shirt. Ms. Watkins stated that she would get nametags. The student volunteers should also have nametags for identification purposes. Maybe shirts can be printed by the silk screen business on Route 18 for next year. Something also needs to be done to promote the sponsors. Ms. Watkins suggested obtaining their logos, printing it out and applying it to poster boards. Ms. MacKay will supervise the pizza distribution. Since she is certified with Serve Safe, she will also be able to monitor the warming ovens. Gloves will need to be purchased. Chairman Hollenbeck stated that she would purchase water, plates and cups. Ms. MacKay stated that the bar will sell soda and juice. The water will be placed with the cookies and the pizza.

The budget is presently at \$7,500, which has been spent this year. There is about \$8,600, which has been raised or remains in the account. Chairman Hollenbeck asked that everyone save all their receipts to turn in for reimbursement. Remaining funds will be used towards the event next year. The miscellaneous funds (for supplies) will be about \$210. Chairman Hollenbeck stated that she will speak with Ms. Conway at the COA regarding the layout, and receiving the key, since some groups would like to set up in the COA Friday or Saturday afternoon.

Schedule Next Meeting

The next meeting was scheduled for Monday, February 13, 2017 at 5:30 PM.

Any other business that may properly come before the meeting

Chairman Hollenbeck mentioned that maybe a survey can be done again this year as a follow up to the event to gather additional input from the community. Ms. Kulakovich stated that she has a small map, drawn by kids, which can be photocopied to provide to people, showing them the

pathway from/to the TWC building to/from the COA building. It is anticipated that there will be parking difficulties, since the soccer lot areas will be closed off. There will be parking available at the Karate Studio. It was suggested that if anyone had “light sabers” they would be good to use to help direct people with parking. The Lions will be asked to help direct cars where to park.

Adjournment

Upon a motion made by Ms. Watkins and seconded by Mr. Allard, it was

VOTED: To adjourn the meeting at 10:20 AM.
 Unanimous in favor.