

Town of Lakeville
COMMUNITY DEVELOPMENT COMMITTEE
Meeting Minutes
November 8, 2017

On November 8, 2017, the Community Development Committee held a meeting at 5:30 PM at the Town Office Building. The meeting was called to order by Chairman Hollenbeck at 5:38 PM. Members present: Mitzi Hollenbeck, Kira Watkins, Stephen Allard, Maria Perrone-Martin and Mary Beth MacKay. Member absent: Sarah Kulakovich. Also present: Christine Weston, Recording Secretary. LakeCAM was recording the meeting.

Approve Meeting Minutes for September 26, 2017 and October 18, 2017

Ms. Perrone-Martin pointed out a change of the October 18, 2017 minutes on page one (1), last paragraph, “with regard to our High School volunteers, Paula Money....”

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

VOTED: To approve Meeting Minutes for September 26, 2017 and October 18, 2017 as amended.
Unanimous in favor

Discuss Planning for Winterfest 2018

Chairman Hollenbeck provided several handouts with respect to winter Fest which she went over with the Committee:

- The January 28, 2017 Executive Summary
- Winterfest Budget – Income
- Winterfest Budget – Expenses
- Winterfest Vendor List
- Table Needs
- Volunteer list
- Schedule
- Options for Tables
- Sponsorship Form
- Event Pamphlet/Schedule

Ms. Hollenbeck reviewed the schedule for entertainment. She would like to continue to use the colored schedule. She will also keep an up-to-date running balance in the account and have Lorraine Carboni, Town Coordinator, send it out to the Committee. \$250.00 donation was received from Pet Recess. Ms. Watkins received a commitment from Arbella Insurance for \$250.00, but has not received the check yet. Ms. Hollenbeck mentioned Sun Multi Sports donated money during the year, so the balance is about \$1,800 at this time. Donation requests have been submitted to most of the businesses that made sizeable donations last year. The Committee still needs to reach out to Rockland Trust, Poquoy Brook Golf Course and J.K. Olivieri Insurance. Ms. Martin mentioned Darcy Electric made a donation last year, but they were not recognized. Ms. Hollenbeck will make sure they are recognized this year. Currently the estimated expenses are; \$450.00 for DJ Tad,

\$700.00 for Wayne Demoranville, Hickory Knolls will probably be around \$700.00, and the pizza was \$960.00 last year. The Committee thought it would be nice to find a food truck for options. Ms. MacKay said most food truck vendors head south for the winter or winterize the trucks so the under carriage is not exposed to the winter elements.

Ms. Watkins spoke with Tara and the cost of the bouncy house is \$75, which includes delivery, as long as there is no snow on the ground. Ms. MacKay said the train people are available that day, and they would like to set up the day before and break down the day after, so the Committee will need to see if the space is available. Ms. Hollenbeck said the COA would be available. Ms. MacKay took pictures of the train, and it is 28 feet, but it could be reduced to 21 feet, and the track is 8 feet wide. It should fit in the small room at the Loon Pond Lodge. The Saturday set up day would be more of a concern than the Monday break down, if it were set up at the Loon Pond Lodge. The Parks Commission is waving the fee for this event, but maybe a donation of \$200 could be made. Ms. Hollenbeck will speak with the Event Manager about catering options. Maybe the Event Manager would want to bring in food to sell or offer as a donation. Ms. MacKay will reach out to him and ask if he has any ideas or possibly sell hotdogs for a \$1.00 donation. Ms. Watkins emailed inquiring about the train ride, fun bus and llamas at Krazy Dayz. She will keep looking into.

Ms. Martin spoke with Miss Theresa about the science person that comes to the Library. Apparently he is hard to book and very expensive. Miss Theresa said if the Library was to participate at Winterfest, they would prefer to be at Loon Pond Lodge and not at the COA. The COA will be at the COA as well as the TRIAD group who will be there for the Senior ID's. It was noted the knots people, the roller derby folks and the cheese lady, Joanie Chipman, did not show up last year, but she was sick. Carousel Candies is closed. Ms. Martin will contact Jessica about the cooking demonstration. Ms. Hollenbeck will send out a blanket email to the vendors and request a quick response and commitment. Ocean Spray will be added to that distribution list. The forms need to be updated and sent out. Ms. Hollenbeck mentioned the Lakeville Center for Arts & Enrichment did not get a lot of foot traffic last year. Ms. Martin thought they did and would follow up with them for this year. She felt the people who found them last year will look for them again. Ms. Hollenbeck said it is mainly reaching out to get commitments from the vendors. The schedule will be the same with the exception of moving the Y, Ms. Theresa and the Library to the Loon Pond Lodge. Ms. Hollenbeck said if the ice machine is working, they could do snow cones again and Winberg's would be happy to assist. Ms. Hollenbeck said she would send out the email to the vendors and see what comes in. She will send out the sponsorship forms to keep things moving along. Mr. Allard will speak to his firm, Shaevel & Krems about a donation.

Schedule Next Meeting

The next meeting was scheduled for Wednesday, December 6, 2017 at 5:30 PM.

Adjournment

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

VOTED: To adjourn at 6:15 PM.
 Unanimous in favor.