

ENFIELD BEAUTIFICATION COMMITTEE MINUTES OF A REGULAR MEETING

Tuesday, December 11, 2018 @ 7:00 pm
Enfield Department of Public Works Building
40 Moody Road, Enfield

ROLL CALL

Chairman Norris called the meeting to order at 7:04 PM. Present for the meeting were Chairman Norris, Vice Chairman Ketchale, Debra Gaskell, and Roberta Ladd.

Also present was Megan Mosher (guest) and Daniel Edwards Assistant Director of Public Works.

Kate Flanagan has resigned from the Committee.

The Committee reviewed the bylaws to confirm they have quorum.

APPROVAL OF MINUTES - NOVEMBER 13, 2018

Under section D – Clarify that Ms. Gaskell could not find the image of the sign of Smyth's Soft Serve. Mr. Ketchale motioned to approve the minutes with the noted correction. Mrs. Ladd seconded the motion. All in favor (4-0-0)

OLD BUSINESS

a. Community Map Project- Display Update

Mr. Edwards stated he spoke with the mechanics and they are willing to put the stand together. They need the specs, dimensions and materials. They noted they will do their best to make it look nice. He is waiting for the response from the town to approve the location. Mr. Edwards will look into where to buy the materials from.

Mr. Norris stated he can call up a steel place after creating the drawing and find out how much steel they will need.

Ms. Gaskell questioned if they will give any recognition to the beatification committee on the map stand.

Ms. Mosher noted that her father owns a machine shop and could possibly create a sign for them.

Ms. Gaskell questioned what the next steps are.

Mr. Ketchale questioned if we have enough in the budget for the materials.

Mr. Norris stated there is enough in the budget for the materials.

Mr. Norris said he will draw up the design and get the materials to give to Mr. Edwards.

Mr. Edwards stated that if they know where they are going to purchase the materials from, he can purchase the materials without taxes.

Mr. Norris stated that the map stand will go along with the historical theme of the area.

Ms. Mosher noted she could check with her father to see if they could order it.

Mr. Norris stated they try to stick with vendors in town that have PO numbers.

b. *Clean Sweep Update*

The Committee discussed whether or not they had enough t-shirts for 2019 Clean Sweep.

Ms. Mosher noted that in her non-profit organization, they will be printing t-shirts and offered to help printing out shirts for clean sweep.

Mr. Ketchale stated that Clean Sweep will be Saturday April 20, 2019.

The Committee gave an overview of Clean Sweep to Ms. Mosher. Ms. Mosher said she might be able to get a group from the non-profit center she will be opening.

Ms. Mosher questioned how many shirts they were looking to print.

Mr. Ketchale stated their budget was \$750 for the shirts. The shirts are one color with one color of printing to keep the costs down. The contest for the following year's shirts will begin in 2019.

Ms. Mosher stated the contest would be a great activity to have at the non-profit center.

The Committee discussed having the form available at the school and the center.

Mr. Ketchale questioned what the art teachers thought of the ideal.

Ms. Gaskell said they thought it was a great idea, however they need to work out logistics. If they are trying to work it into the curriculum, it gets complicated. They can offer it to all the children, but talk it up at the center.

Ms. Mosher stated they could make an event out of the design. She stated on December 16th 5:00 at 84 Pearl Street, they are having their first networking event to show the space.

Mr. Norris reaffirmed they will start advertising for design ideas in February.

Ms. Gaskell noted the flyers could distribute the flyers to the schools. She will look into getting an announcement in the morning at JFK Middle School advertising the contest.

The Committee discussed the flyer design with the instructions.

Ms. Mosher offered to put a digital t-shirt on the flyer so they can draw in it.

The guidelines for the design will need to reflect Earth Day and/or keeping the environment clean. They want to keep the guidelines as open as possible. The student will be recognized at a Televised Town Council meeting and the design will be put on future Clean Sweep t-shirts.

Megan will come to the next meeting with a draft of the form.

c. *Adopt a Spot- Update*

Ms. Gaskell noted she and Ms. Flanagan were supposed to get the address updates for the letters to be sent out. They were not able to finish getting the addresses. Since Ms. Flanagan has resigned, she has volunteered to get all of the addresses.

Ms. Gaskell passed out the revised copies of the letters. Ms. Gaskell will need to get a revised quote from Sign O'Rama without the installation. Ms. Gaskell questioned if they would be exempt from tax.

Mr. Edwards stated if she can get Sign O’Rama’s w-9, the Town/Committee will be exempt from tax. They may already be an approved vendor with the Town of Enfield.

Ms. Gaskell noted the letters need to go out soon and get on the Town Council agenda in March.

Mr. Norris volunteered to e-mail Deb McCarthy to get them on the Town Council agenda.

Mrs. Ladd volunteered to help get the rest of the addresses.

Mrs. Ladd and Ms. Gaskell will get the updated letters and addresses to Lois Anderson to print and mail.

NEW BUSINESS

a. *Budget* – No Discussion

b. *Membership*

Megan Mosher has sent in her application to join the committee and Ms. Gaskell noted that her neighbor is interested in joining too.

Alexis will contact cultural arts to get a status update on the application.

ADJOURNMENT

Darren Ketchale motioned to adjourn at 8:07 PM, Mrs. Ladd seconded the motion. All were in favor.