

**Minutes**  
**Charlton Public Safety Building Capital Campaign Steering Meeting**  
**Thursday, May 14, 2020**  
**6:00 pm**

Meeting called to order 6:03 pm.

Committee members attending were Noreen Johnson Smith, Co-Chair, Steve Coleman, Co-Chair, Allison Jenkins, Monique Lemaire, Karen Spiewak and Lois Sugrue.

Also in attendance was John Grondalski Finance Committee Liaison and Gabriella Grondalski, FB frame consultant (volunteer).

Minutes from April 30, 2020 were approved by roll call vote.

Business list was discussed. Each person is to review and submit 5 + businesses that might be Public Safety Building supporters to Karen by May 19th. Letters and promotional material will be mailed to them.

To date \$7850.00 has been raised for the Public Safety Building.

(On-line) website donation process and fees that the bank charges were reviewed; 3% on Credit Cards and .25 for ACH donation. It was noted that the field acknowledging how donation should be recognized needs to be expanded and all information needs to be sent to a PSBCC committee member for bookkeeping purposes. Karen will reach out to the Town Accountant and Town Administrator about this matter.

Frequently Asked Questions list was discussed and minor edits suggested. Steve will make the changes. Thank you notes will be tracked using the Google Document.

Steve will check with the Union(s) regarding how they can assist.

Steve reported on T-Shirt vendor status noting that the T-Shirt contest will end June 1, 2020. He will make another post on social media to remind contestants of deadline.

Karen will contact the school also regarding message sent out to students.

Karen will be checking on the status of Old Home Day being held this year.

Alli Jenkins created FB and Instagram story for the Public Safety Building project and will share with the committee for them to use as a post to support the PSB project.

Gabriella Grondalski created various Facebook frames to be used in promoting the PSB project. Also discussed with different hashtags that could be added to frames.

Noreen is waiting information and details for touring the fire station on Saturday, May 16, 2020. She is working on grant which is due by June 1.

Next meeting is May 28, 2020 at 6:00 pm via Zoom,

Meeting was adjourned at 7:18 pm; roll call vote.