

Scribe Sheet

Date: February 8, 2010
Scribe: Elizabeth Maier
Present: Adam, Elizabeth, Geoff, and Kristine
Public Participants: None

Meeting called to order at (time): 6:10pm
Meeting Adjourned at (time): 6:54pm
Next Meeting Date: 3/08/10 at 6pm

Topic Discussed	Summary of Topic Discussed	Decision/Action to be taken	Deadline/Person Responsible	Action Item Completed
<p>Review of Old Committee Folders, Information, etc.</p>	<p>Adam brought folders and files from old committee members. Current members went through the folders and organized them, divided up items for people to read, etc.</p> <p>While going through the files, the committee determined that we needed a filing cabinet or central place to store the folders.</p>	<p>Noticing a contact sheet of old members, the current members passed around a sheet and wrote contact information on it.</p> <p>Adam will speak with Nanci about the potential use of a filing cabinet at the municipal building for the committee's files. If necessary and money is available, the committee agreed that purchasing a filing cabinet would be alright if Nanci says we can keep the cabinet at the municipal building.</p>	<p>Elizabeth will type up contact list and distribute to committee members with the minutes. Elizabeth took the minutes and agendas folders and will be organizing and reading them. Kristine took the budget related folders and will be examining them. She will also contact Nanci and Lori to discuss town budget and our finances. Adam speak to Nanci about filing cabinet.</p>	
<p>Town Survey</p>	<p>The committee members discussed how they wanted to distribute the survey that the Norwich students created in the fall 2009. Pros and cons of different methods were addressed.</p>	<p>The committee voted unanimously to have the survey put in the town utility bills and mailed to residents.</p>	<p>Elizabeth said she would speak with Nanci regarding the distribution of the survey.</p>	
<p>Tree Burning Event</p>	<p>The trees didn't burn successful before. The committee members are going to finish the job on Friday, February 19th at 5pm.</p>	<p>Geoff is going to call and make sure it is alright to burn on that day & time. Elizabeth will bring matches and papers to burn. Kristine has some cardboard.</p>		

<p>Set Date for Next Meeting</p>	<p>The next meeting will be on Monday, March 8th at 6pm at the Municipal building.</p> <p>Adam will come ready to discuss the details and what would be needed for the committee to join a recreation association, costs, benefits, etc.</p> <p>We will also discuss our action plan for the future (pool & tree clearing, green up day, etc.).</p> <p>At our next three meetings (March, April & May), the committee will be focusing on future plans, direction, etc.</p>	<p>Unanimous vote to adjourn.</p>		
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