Open Space Advisory Committee
Meeting Minutes
5/18/04

The meeting convened at 7:10.

Progress Reports
Janice reported that Gina had wanted to be with us and that she and her father are just waiting for pledge forms and donation particulars to offer further support.

The Conservation Commission voted to accept the funds management process for purchasing the option to buy the Lawrence property.

The Conservation Commission public hearing has been set for Thursday June 3rd at 7:00 downstairs in Town Hall.

Janice passed out copies of the statute from Heidi.

Janice has written a newsletter article, very general, to begin to educate the residents.
She spoke with Mike at SPNHF and he agreed that the process was great.
A revised flow chart of the funding process was passed out and discussed

design a pledge form with a receipt stub.

Janice reiterated that every advisory member needs to donate something if possible. At next meeting we'll each take a pledge form and then it's a personal choice.

Writing of Checks
At the Conservation Commission meeting, Kimberly explained that every single donation will be a separate sub-account. We don't yet know if donations and unsecured loans will be recorded separately or differently. Checks will be made to the Conservation Commission. The memo section on a donors check is where the project would be designated for Kimberly.
We need a campaign name - (Lawrence property? glen oaks conservation fund?)
It was agreed that "Option Fund" will be the notation for the memo line on checks.

Timeline
Immediately - start contacting potential supporters as soon as we have the emailed wording from Kenn and the map printed out to hand out.
June 30 - pledges toward $15k
July 15 - checks received
July 30th. - purchase option

Collecting Pledges
We will have the process in writing with an official signature (probably from the Conservation Commission) to hand to residents.
Janice will send map to everyone, edited for accuracy, in email.
We can start talking to people as soon as we get email with the wording from Kenn. Each of us will [illegible]
[illegible]
[illegible]
We need to explain to residents that this is just [illegible] that they can give to the community, in addition to their taxes.

Janice will collect donation progress regularly and send out updates.
Mary will give free asparagus to donors if they donate quickly.

Upcoming Meetings
for June and July - two O.S. meetings per month.
June 1, June 15 at 7:00
July 6 and 20 at 7:00
Properties Committee will finalize criteria May 25, 2004 at 6:30 pm.

Meeting adjourned at 8:10 pm.

Notes submitted by Holly Whiteside.