

**AD- HOC Playground Committee**  
**Draft Meeting Minutes**  
**October 21, 2008**

In attendance:

Brian Flaherty, Director of Recreation and Parks

Jane Dunlop, Committee Chair

Jerry Lokken, Stacey Wielachowski, Melissa Guarnieri, Eric Doshna, Mary Lou Gannotti

Jane reported that Rebecca Stilphen has resigned from the committee. Her resignation was accepted by the group. It was decided that Jane's contact information would be given to any individuals that express interest in joining the committee.

Brian Flaherty let the group know about the new FOI guidelines, specifically that our meeting minutes need to be posted within 5 days to the Town of Waterford website.

Jane let the group know that she has sent emails to both Andrea Stillman and Betsy Ritter as a follow up to Lisa's conversation with them at Harkness Day.

Jane has sent a letter to the Rotary regarding our interest in being designated their "project" for next year. The Rotary plans a Rose sale for the December and Eric Doshna volunteered to create an order form and will also contact Rotary member Manly Church about the specifics of the sale. The Rose sale will be discussed further at next month's Playground meeting.

The Fundraising letters were distributed to the group – there are 3 categories: Businesses, General and Individual. The levels of sponsorship were discussed, as well as signage, sign recognition, pathways / individual stones that could be purchased and engraved in memory of someone, as well as handprint kits to be given out to donors. A fundraising timeline was discussed, and it was decided that at our next meeting, a plan would be put into place so we could capitalize on tax deductions.

The marketing brochure is almost complete, but needs photos. Jerry requested that photos of children on playground equipment be sent to him this week, to be used in the brochure. Once the brochure is complete, they will be sent home with every child attending a Waterford school, which has been already approved by Dr. Collins. The marketing committee plans to meet next week to put together a plan / calendar for the upcoming months and events.

Eric Doshna asked about the location of the Playground sign he is building for Stenger Farm, and said that he would check with Brian Flaherty regarding the location.

The need for a treasurer was discussed, as well as the Playground donor list which Waterford Recreation and Parks has. Publishing the donors in each Program booklet was

discussed. Mary Lou stressed the importance of thanking donors, and the group agreed that it was important to know who is donating to the Playground.

The next meeting will take place on Tuesday, November 18<sup>th</sup> at 6:00 pm.

The meeting was adjourned at approximately 7:15pm.

Submitted by Melissa Guarnieri