Skatepark Committee Minutes  
Wednesday, December 2nd  
6:00 PM via zoom

IN ATTENDANCE:  
Kirsten McWilliams  
Cybil Kipp  
Darrell Rogers  
Jack Gundling  
Anthony Johnson  
Tom Long  
Jeff Woodbury  
Kate Lewis  
Michele Danois

Agenda:

I. Approve previous meeting’s minutes  
II. Provide details on city’s bid process  
III. Confirm contractors approved for bidding  
IV. Review fundraising narrative and FAQ  
V. Discuss best practices for contacting potential donors  
VI. Update donor lead list and assignments  
VII. Next meeting date/time

Notes:

I. Last meeting’s minutes were approved  
II. We need to make sure in the contract language we have the verbiage that the City retains the right to award the bid to the lowest responsive and responsible bidder. If you have issues with the lowest bidders bid package when you review it you have the right to go to the next lowest bidder. This probably won’t be the case because you are going through the weeding out process by preselecting the contractors you want to bid on the project.

III. We will move forward with Artisan, Grindline, and Arc only if they promise to use Pivot as their build crew. We do have grounds to mention parks they have constructed that are subpar. Kate will check in with the city first to see if it is legally acceptable to call Arc as a municipality and make a request before we go to bid.

IV. Kate met with Sally Daggett. She shared the following:

1. Any records we create are public records, all google docs, including fundraising notes  
2. We are not required to share any records other than our meeting minutes. Only if requested.  
3. Being on zoom. They have to be public. We have to take notes with date, time, participants, place, all motions and votes if there is a roll call. We do not have to record it or have it on public tv. Notes can explain that group discussed public fundraising. We do have freedom to have frankly without having to record specific details.
From Sally Daggett:

1 M.R.S. § 403. Meetings to be open to public; record of meetings

1. Proceedings open to the public. Except as otherwise provided by statute or by section 405, all public proceedings must be open to the public and any person must be permitted to attend a public proceeding.

2. Record of public proceedings. Unless otherwise provided by law, a record of each public proceeding for which notice is required under section 406 must be made within a reasonable period of time after the proceeding and must be open to public inspection. At a minimum, the record must include:

   A. The date, time and place of the public proceeding.
   
   B. The members of the body holding the public proceeding recorded as either present or absent;
   
   C. All motions and votes taken, by individual member, if there is a roll call.

3. Audio or video recording. An audio, video or other electronic recording of a public proceeding satisfies the requirements of subsection 2.

4. Committee meetings are not typically broadcast. It was recommended we record the meetings, but not necessary.

V. Best Practices with COVID? Face to face?

Scheduling zoom conversations.

Take images and make a six slide slideshow presentation.

Want to have a cohesive story.

Kate created an outline of a visit. Here’s the link: [Outline of Donor Request Visit](#)

VI. Next meeting Monday, December 7th, 6:00 via zoom again.

NEXT STEPS:

1. Anthony will send out invite to zoom for next Monday, December 7th
2. Kate to reach out to city about calling Arc with stipulation
3. Anthony and Tom to call Arc if so
4. Kate to reach out to Jeff with edits  
5. Anthony to test printing  
6. Anthony to let us know when to pick up printed brochures  
7. Michele will drop off check  
8. Jeff will make slideshow for zoom meeting with corporations