

# **Tamworth Economic Development Commission**

## DRAFT Minutes

September 12, 2017

Call to Order: Meeting called to order at 6:09 by Chair Pat Farley.

Members Present: Erica Boynton, Pat Farley, Kelly Goodson, Lloyd Hadden, Mary Phelps, Susan Ticehurst (alternate)

Public Comment: None

Review of 2017 Street Fair

Observations:

- Comments from the public and vendors were all positive.
- The busiest time was from 9-10:30.
- Half of the people entering from the parking lot went toward the lower section of the street fair and half went toward the farmers' market.

Suggestions for next year:

Community

- Contact property owners and residents along the street in advance.

Vendors/Activities

- Put an introductory title on the information sheet for potential vendors.
- Use a single application for vendors, whether for-profit or not-for-profit.
- Have the committee coordinate all vendors, rather than having the History Center coordinating not-for-profits.
- Suggest having a Tamworth entity sponsor the Vintage Trailers.
- Make booth assignments in advance but do not reveal to vendors until the day of the event, avoiding confusion or disappointment arising from changes.
- Add more activities to the children's area in the park and publicize it.
- Contact tent vendors to see if they would like to erect a large tent.

Parking

- Mow a larger area for parking.
- Connect the two parking lots to improve traffic flow.
- Post a "Street Closing, No Parking" sign the night before the fair.
- Post a "Vendor Parking Only" sign in the vendor parking area.
- Close the vendor parking area with cones and post an "Exit Only After 1 PM" sign.

- Post a "Parking" sign on a sawhorse at Greg's Way, pointing to the lot.
- Prior to opening time, check cone placement to make sure it matches the plan on the map.
- Recruit parking attendants to give directions, direct parking and direct traffic.

#### Visitor Services

- Post signs indicating locations of public rest rooms.
- Offer more of the smaller sized water bottles.
- Put donation cans with the water coolers.

#### Publicity

- Post a sign announcing the street fair and directing people to it.
- Consider a reusable alternative to balloons, such as flags.

#### Business List

- Barb Bloomberg has additions to the list of businesses
- A donation for a business listing was received along with the suggestion to request donations from other businesses. The consensus of the commission was not to request donations.
- December is the target date to order printing of the updated business list.
- Revisions will include the current name of the commission and a new logo.

#### Web site

- When the website is updated the logo should be prominently displayed.

#### New Business

#### Tech Forum

- An introductory session will be held on Thursday, November 9th, at the Cook Library, followed by a series of workshops starting in January.
- At the introductory session, each presenter will introduce their topic, give some takeaway tips, and explain what will be covered in the future workshops.
- Topics will include Instagram, FaceBook, Excel and Website Development
- No fee will be charged.
- Publicity will include requirements, such as any necessary software.

#### Wet Paint 2018

- Ideas were gleaned from attending Stroke of Art in Boothbay.

## Solar Forum

- Members are encouraged to attend the solar forum on September 19, at 7 pm, at the Town Offices.

## Action Plan

- Lloyd and Mary will design card for publicity for Tech Forum
- Kelly will reserve the Cook Library for the Tech Forum
- Kelly and Pat will invite potential presenters for the Tech Forum.
- A call for presenters will be posted on the Tamworth Exchange.
- Erica will approach an alternate presenter if needed.
- Lloyd will deliver the logo to Pat in multiple formats.
- Kelly and Erica will review the revised list of vendor table assignments.

Next Meeting: Tuesday, October 10

Adjournment: Lloyd moved, and Mary seconded, to adjourn at 7:44. The motion passed with no objection.