

Approved BASIC Meeting Notes 4-9-15  
Gibson Aiken Center, 6:30 PM

Members in attendance: Jeff Clark, Melissa Clark, Spencer Crispe,  
Francine Vallario (Quorum has been met)

Others in attendance: Carol Lolatte

1. Adjust meeting agenda – Interview with Spencer and Windham Career Center added at item #4
2. Approve meeting notes from March 24, 2015 – Approved
3. Public Participation – none
4. Interview with Spencer and Windham Regional Career Center – Spencer met for an interview with Josh Moyses's Film Production class at Cotton Mill. Spencer stated that the kids were great and he felt the interview went well
5. Update on quotes received for design of concept plan – Carol received quotes from three different firms, Marquise & Morano, Southern Vermont Engineering, and Stevens & Associates. These were quotes sent out requesting service, not an RFP. The quotes were to include preliminary plans for a 6,500 sq. ft. skatepark, an 8,000 sq. ft. dog park, 6-8 parking spaces and a preliminary design for storm water drainage. The quote provided by Marquise & Morano came in at 'not to exceed' \$4,800 and meets the needs of the project. The quote from Southern Vermont Engineering came in at \$21,975. Stevens & Associates declined bidding on the project. Spencer motioned to accept the quote from Marquise & Morano. Motion was approved unanimously. Marquise & Morano will have the concept plan ready for the June 15<sup>th</sup> DRB meeting.
6. Update on press release – Joe notified Jeff that he contacted Barry to talk about helping to write a press release for us. Barry was busy this week and hasn't gotten back to us yet.
7. Gallery Walk – Liz has received written permission from the owner of the Shoe Tree for BASIC to set up a table in front of his store. Melissa include the permission paperwork with the permit application. The permit generally costs \$50, but the town manager's secretary stated that the town may waive the fee because we are a town committee. If they don't waive the fee, BASIC can still set up a table but not accept monetary donations.
8. Go Skateboarding Day – BASIC discussed Go Skateboarding Day and decided to not hold the event this year. Spencer suggested we hold an event at Memorial Park on July 4<sup>th</sup> instead. BASIC will be seeking approval from the town manager to set up a half pipe on the basketball court in lower Memorial Park to hold a skateboarding

- demonstration from 5:00 pm to 6:00 pm. Helmets are required and the half pipe will be supervised at all times throughout the day while it is present in addition to the 5-6 pm demonstration time.
9. Memorial Park signage – Spencer confirmed that the signage rules for Brattleboro will allow for a 2' x 3' double sided sign. He provided two different design possibilities. BASIC chose one of the signs with the exception to change the word DONATE to be printed in green. Carol will submit the sign design to the town for approval. Carol will contact John McCarthy from McCarthy Signs for a quote on the most cost effective way to get the sign made. BASIC agreed that if the quote is less than \$150, Carol has permission to move forward with production. If it costs more than \$150, we would like to discuss the cost prior to production.
  10. Stickers/Window decals – . Spencer provided a concept design for new bumper stickers. Since we still have 50 +/- old stickers left, BASIC decided not to approve ordering more stickers at this time. We will discuss the design and how many to purchase at the next meeting.
  11. Set date of next meeting – Tuesday, May 12, 2015 6:30 pm, Gibson Aiken Center.
  12. Adjourn