



Town of Millbury  
Millbury Redevelopment Authority  
127 Elm Street  
Millbury, MA 01527

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## Meeting Minutes

Location: Municipal Office Building – Small Conference Room

Date: Wednesday July 16, 2014

Call to Order: 7:00 pm by Chairman Leonard Mort

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Members Present: Leonard Mort, Christine Valery, Robert Simmarano, Walter Swenson

Guests: Bill Kane – Bicentennial Committee

- Meeting Minutes from June 18, 2014 approved with minor modifications (add signature lines on future minutes).
- Financial Report
  - o Current Balance: \$11,654.30 – Check for Raffle Supplies \$285.00
- Branding and Promotion – Walter presented information on developing the Millbury Redevelopment Authority brand and improving our general web/social media presence to build awareness of the goals and mission. Walter will take a lead role and start to reset some of our existing web properties and social media presence.
  - o Walter to contact Peter Boll to review web property.
  - o
- Legacy (Bicentennial) Committee – Bill Kane was present and provided the board with the invoice for Landscape design. Total invoice was for \$500.00 – motion made by Walter to pay \$250 to the Bicentennial Committee for this work, second by Christine. Motion approved unanimous.
- Summer Cookout Raffle 2015 – Support for Clock on the Common
  - o Items are now on display at Ray's True Value
  - o Tickets Received from IBA Print Shop – First tickets sold at the meeting.
  - o Motion by Walter to pay invoice for Raffle tickets for \$46.64 to IBA Print Shop, second by Christine, motion approved unanimous.
  - o Walter will develop some flyers to get out into the community and some additional examples for ads in local papers when needed.
- Clock on the Common
  - o Reviewed the Landscape design for the lower common with the new town sign.
  - o Electric work is in estimating phase pending information from National Grid and contractor.
  - o Some brick work is required (current plan) and looking to see if we can find local landscaper to provide or at least at a good cost.
  - o We need a list of locations that the containers have been place to make sure we are collecting and renewing as needed.
    - Current locations include: Sports Clip, Ray's True Value, A&D Pizza, Others?
- Name tags – All reviewed sample and approve – will provide at next meeting.



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- Resource Advisory Board
  - o No members present
  - o We are looking for members to join – send email or letter to Redevelopment Authority if interested. (We will add this to our Web/Social branding update to inform the community.)

Materials Presented and Reviewed during meeting:

- Branding and Marketing Presentation – Walter Swenson
- Lower Common Landscape Artwork and Designs – Bill Kane
- Raffle Tickets distributed

Next regular meeting is scheduled for August 13, 2014 at 7:00 pm – Town of Millbury Municipal Offices.

Meeting was adjourned at 7:59 pm

Respectfully Submitted,

Walter Swenson Clerk, Vice Chairman

Chairman – Leonard Mort

Vice-Chairman – Walter Swenson

Clerk – Walter Swenson

Treasurer - Robert Simmarano

Board Member - Christine Valery

Governor Appointed Member – Not Available