

MINUTES
Dracut Open Space Committee Special Meeting
January 29, 2015

IN ATTENDANCE:

Colleen Barclay, Marianne Blanchet, Bruce Cote, Emile Demers, Bill Greenwood, Karen Merrill and Dave Sutherland and Graphic Arts Director from the Greater Lowell Technical High School, Rene "Butch" Dion.

CALL TO ORDER:

Bruce opened this special meeting of the Dracut Open Space Committee at 6:30PM in the Dracut Town Hall.

OSC TRAIL GUIDE:

Bruce introduced us to Rene "Butch" Dion. Bruce also passed on that Tony Archinski spoke to the Town Manager, James Duggan, who agrees to cover the funding for this project out of the town budget as long as it is submitted in this fiscal year's budget.

Design review – Bruce and Butch have already met and some preliminary suggestions were discussed. They suggest that the brochure be made with 8"x17" paper, which is longer than our current brochure and then folded in fourths instead of tri-fold as we now use. The committee members agreed that this was much more professional looking and we will be able to provide much more information with this new design. We discussed ways to produce the map without the current labels and update them with information that is more clear and succinct. Butch states that EPS format is better to work with than PDF. He noted that they generally work with Design, Illustrate, and Photo Shop. Dave will look to see if any of the originals that he had on his computer remain, and he will see what format they are in. Butch will have some students work on an Open Space Committee logo and he will have other students create sample brochure designs with the information and photographs that we have provided. He will upload PDF files to the shared drive for our review and possible approval. Butch will try to offer the projects to students from Dracut if he finds that this is appropriate.

Information additions or removals – Dave agrees to produce a paragraph with information on Proprietors' Way. We will also add the Dracut Land Trust property. Butch also suggested that we include a link where supporters can make donations to our committee if they are so inclined.

Funding – Butch tells us that he has worked with the town before and the process is that he will send an estimate to the town and they will approve that the work be done. Butch will then invoice the town for payment. Butch and Bruce had already discussed price and the exact number remains unclear. Butch will not charge for design, but only on a per page basis. The cost is likely between \$1.09 and \$1.50 per page. Marianne asks about the current cost for our current brochure and we now pay \$150.00 for 500 copies.

Timeline – Bill will go to the Town Engineer's office as soon as possible, which may depend on school and other closings due to the upcoming storm to talk to them about the changes we need. The fiscal year ends at the end of June so billing would have to be finalized by June 16th.

Some of the pictures on the shared drive are not labeled. Members agreed to try to label the pictures that we sent in so we can use them appropriately.

Dave makes a motion that we go forward with revising and printing the Open Space Trail Guide by working with the Greater Lowell Technical High School Graphic Arts Department as outlined above.

Emile seconded that motion which passed 6 to 1. Some further discussion ensued about the pros and cons of this project.

MEETING SCHEDULE

Upcoming Open Space meetings are scheduled for the following dates.

Thursday, February 12, 2015 in the Selectmen's Meeting Room, Town Hall, at 6:30PM

Thursday, March 12, 2015 in the Selectmen's Meeting Room, Town Hall, at 6:30PM

ADJOURNMENT

A motion to adjourn was made and seconded at 7:35 and passed unanimously.

THE DRACUT OPEN SPACE COMMITTEE

Signature Page

January 29, 2015



Bruce Cote, Chairperson

Colleen Barclay

Marianne Blanchet



Emile Demers



Bill Greenwood



Karen Merrill



Dave Sutherland