

**CITY HALL RESTORATION COMMISSION
SUMMARY OF MEETING HELD ON FRIDAY FEBRUARY 5TH 2010**

Location: Third Floor Conference Room City Hall. Meeting opened at 9:00 a.m.
Present: J.J. Bell, Jan Bell, Steve Dexter, Mary McCarl, Maggie Rosa,

Fundraising

- J.J. provided the Commission with guidelines for the fundraising program which was reviewed and revised as follows:

City Hall Bell Ringing Program

Fact Sheet (to be used by person administering the bell ringing program)

- Selling 2 minutes at 7PM for \$187.10 for each time slot, paid in advance.
- Any day from 6/1/10-5/31/11 can be reserved on a “first come, first served” basis.
- To celebrate a birthday or anniversary or to commemorate a death, by way of example.
- Can choose either a celebratory ring (short/long) or a tolling ring (every 10 seconds).
- Time slot reserved at time of order, subject to receipt of \$187.10 check within five days of order.
- Check payable to The Gloucester Fund with memo line stating “City Hall Bell” and sent to 45 Middle Street, Gloucester, MA, 01930.
- desired, name(s) of person(s) being celebrated/honored will be announced in City Hall Rotunda and/or in GDTimes (Community News) and Cape Ann Beacon during week of date reserved.
- Proceeds to be used for continuing City Hall restoration, including completion of exterior restoration of the belfry and lantern levels of the City Hall Tower.
- To build support, this fact sheet should contain a one paragraph thumbnail history of City Hall bell and clock and goals of overall City Hall Restoration effort.
- Note: Need to set up a phone number (to be used in promotional material) with a recording briefly announcing the program and asking the caller to leave contact info. The administrator would then check the phone at least once a day and respond to interested parties with the above info and, if order placed, fill in the order form.

Tax issues with funding a person to handle the details for the bell-ringing fundraiser. Steve Dexter raised the issue of having to provide this person with a 1099 form. Maggie will follow up with the Mayor.

Maggie to provide an update for the Mayor.

J.J. will review the flyer from 2009 and provide his suggestions to Maggie who will incorporate them into a new draft.

Meeting adjourned at 10:00 am

Next meeting scheduled for February 22nd 2010 at 10:00 a.m.