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To: Board, Friends of the Waterboro Library  
From: Mathew Eddy  
Subject: Agenda for October 19 Meeting

- The meeting will start with all of you meeting Amanda Similien. She will be our event planner. We want to settle on the following by end of meeting:
  - The goal for the evening
  - The theme and agenda for the evening
  - How we are going to get the word out
  - How much money do we want to raise and how much awareness do we want to raise.
  - Set the place and time
  - Set the budget
  - Set the ticket price (I heard \$25 per)
  - Identify contacts for food, arts, and other activities
- Please bring a list of 10 people you want to contact and provide information about the project. Provide in writing a brief description of who they are and what they might bring to the process. I will ask each of you to talk about three of these people: one who has money, one who is active in local politics, and one who might serve as our honorary director (the last may very well come from out of Town, but I would like to get an idea of the charismatic leaders in town and how they can help us).
- Please bring the names of five businesses to the meeting, including the owner and contact. I realize they may not be that many, but want to get a sense of the network and its potential.
- Please bring me the name of one person who works at Poland Springs, their role in the company, and their phone number. The person can be a resident of the company, or live out of town (ps: I have one.)
- Next steps. Off of the discussion of the event, I would like to talk about what we need to do next. Some items:

- Committee assignments. I see three committees at this time: events, media and fund raising. Beyond those, I also network groups: education, political and business. I would like to talk about how we are going to organize.
- The schedule: let's make sure we understand the process and our benchmark dates. In addition to outlining that, here is the following dealing with process:
  - CIP proposal:
    - Total Cost: \$ 2,937,057
    - Given the recommendation from Keith Lowell, our project estimator and the input from Tom Ursia, our Town Planner, The FOWPL are going to assume the cost will be the same as they were a year ago. Mr Lowell said that he expects costs in fall of 2010 to be flat or up 3%%. Mr Ursia said his sources indicate costs will be flat or minus 3%. I will review those estimates when we get into the review of CIP proposals this winter. Given the market conditions, the price will be negotiated as low as possible.
    - Friends of Waterboro Public Library are recommending a \$2m Maine Municipal Bond for 20 years at a currently (10/15/09) estimated interest of \_\_\_\_\_ .
    - Mr Connors of the Maine Municipal Bond Bank, the present interest rate is 3.9%. He expects a gradual increase of the interest rate so a conservative estimate in fall of 2010 would be 4.5%. Therefore, the FOWPL will assume an interest rate of \_\_\_\_\_. This too will be updated when we discuss the bon in the winter of 2010.
    - According to Mr Daigle, the Town Assessor, the average home in Waterboro is valued at \_\_\_\_\_. The \$2m Municipal Bond would mean a tax increase of \$ \_\_\_\_\_. (We will try to have a number for Monday night).
    - when contracting for services, assuming good quality and comparable costs, we will use local businesses and volunteers.
- What is our theme. Here, I am looking for a single tag line that helps us capture what we are trying to accomplish with the development of the library/community center.