



# TOWN OF NORTON

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(Committee)

## MINUTES

Date: October 18, 2012      Time: 7:00 p.m.

Location: Town Hall lunchroom

Members Present: Joanne Hadley, Rachel Daly, Ann Murray, Rowena Koran, Naomi Viglas, Chair

Members Not Present: None

The meeting was called to order at: 7:00 p.m.

Minutes from the May 2012 Meeting were previously reviewed and approved with no adjustments.

Note taker and time keeper: Ann Murray volunteered to serve as note taker and time keeper.

### *Meeting Motions / Actions and Summary of Discussions:*

**Discussion of potential new members:** Once again we discussed the need to add new members to the NCC. This is especially important in view of the need to familiarize them with the duties of the Chair and Treasurer in time for them to take on these responsibilities as positions are vacated. Joanne will follow up on one person who expressed an interest on last spring's questionnaire.

**Recap of financials meeting:** Joanne Hadley reported that she met with James Puello, Town Accountant, on September 10 to determine that their records were in agreement. She reported that all the funded requests for 2012 have been claimed except for funds granted to the Children's Museum in Easton for a Science Roadshow at the L.G. Norse and Solomnese schools and to the South Coast Historical Society for a program on Eighteenth Century Colonial Life, each for \$300. Ann will try and find out whether these two programs took place. Joanne has done a first draft of the state report.

**Review of 2013 Grant Cycle process:** Joanne reported that the NCC received 37 applications by October 15 and that we have \$4700 available to award. She provided a list of points to watch for when reviewing proposals and a worksheet to help in evaluating them.

**Assignment of responsibilities / distribution of grants:** The proposals were divided among the NCC members, with care to avoid any potential conflicts of interest. We decided to discuss the proposals by target-groups in order to better assess their relative merits for Norton residents.

**Scheduling of upcoming NCC meetings:** The NCC will meet next on Thursday, November 1 at 7:00 p.m. to review proposals. No further meeting dates have been established at this time.

The meeting of October 18 was adjourned at 8:00 p.m.

Respectfully submitted,

Minutes Approved by Committee on: \_\_\_\_\_  
(Date)

*Signatures:*

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Chair, \_\_\_\_\_  
(Committee)

(Name & Title)