

Meeting Minutes
Special Meeting
300th Year Anniversary
Monday, Thursday August 23, 2018 | 6:30PM
Warren Memorial Town Hall
Veteran's Room

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In attendance: Donna Wright, Paul Burns, Terry Armelin, Jean Beckley, Blake Hatch, Rick Hartenstein and Amber Wakley.

- 1) **ESTABLISH QUORUM AND CALL MEETING TO ORDER.** Quorum was established and chair, Amber Wakley, called the meeting to order at 6:31 PM.
- 2) **REVIEW SPECIAL MEETING MINUTES FROM AUGUST 13, 2018** Paul Burns made a motion to accept the meeting minutes from 8/13/18 special meeting, Terry Armelin seconded the motion, and minutes were unanimously approved by all members.
- 3) **300 YEAR LEGACY CLOCK**
With façade and various clock specifications in place the committee is moving forward with parameters of installation, including electrical work and cement work. Additionally, the committee will seek approval from P&Z and the Board of Selectman for project. Amber has obtained required applications from the building department and will return to ensure any other needed items or documents.
- 4) **SPONSORSHIP**
The group review the sponsorship packet, redefining a few benefits applicable to each level. New marketing benefits to add:
 - Window/door cling for each sponsoring business
 - Inclusion of company logo on billboard at intersection of Route 33 & 190, pending availability.
 - Denoted sponsorship levels to particular events.

The committee would like to have the completed packet available for Farm Day on September 9. Parameters and sponsor benefits will be updated the week of August 27 and the group will reconvene on September 5 to specifically discuss and approve sponsorship packet.

5) SUBCOMMITTEE UPDATES

Historic

Paul updated the committee with plans for a historical tour of Stafford in July 2019. The narrated driving tour will be aboard a trolley, with a rental fee (to the 300 Year Committee) of \$2299 for 9-hours. It includes gratuity, sound system 50" television and driver. The trolley holds 40-45 people and we're estimating 5-6 trips. The committee expects each tour will be 45 minutes - 1 hour (exact itinerary will be made). Tickets prices are TBD. In order to reserve the trolley, Paul needs to make a deposit. Rick Hartenstein made a motion to reimburse Paul Burns for the \$300 deposit. Jean Beckley seconded the motion and all were in favor.

To help support the public exhibit during history month, the group is:

- Looking for grants based on history, preservation, and more.
- Seeking private collections from residents

Memorabilia

- Paul is moving forward with the commemorative 3D challenge coin.
- Hats have been ordered for sale at Farm Day, which will be sold for \$20.
- Amy received an additional scent from Marilyn Mae Farm, which will serve as a commemorative candle for 2019. Paul made a motion to order and pay for 24 candles. Donna seconded the motion and was unanimously approved by all members.

Beautification

- Foster Hill Farm is on board for hosting sale of the 2019 commemorative plants, which includes hanging baskets, patio plants and an autumn selection. Plant material colors will correspond to the 300-year theme.
- Donna and Terry are currently working on the arrangements and specifics of each pot. Once particulars are confirmed, Amber will make an ordering sheet.


6) Open Discussion

- Mrs. Dillon has ordered sheet music for the gala event in March.
- The committee discussed use of credit cards to run merchandise transactions.
- The committee decided NOT to combine WinterFest and First Night, but treat them as separate events.

7) MEETING ADJOURNMENT

Paul Burns made a motion to adjourn the meeting, seconded by Black Hatch, all in favor. The August 23, 2018, meeting of the 300th Year Anniversary Committee was adjourned at 8:32 pm.

Respectfully submitted,



Amber Wakley