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*Amber Wakley*  
TOWN CLERK

MEETING MINUTES  
300th Year Anniversary Committee  
Special Meeting  
Warren Memorial Town Hall  
Veteran's Meeting Room

Wednesday, September 26, 2018  
6:30pm

In Attendance: Terry Armelin, Rick Hartenstein, Blake Hatch, Jean Beckley, Amber Wakley, Paul Burns

- 1. Establish Quorum and call meeting to order** Quorum was established and chair, Amber Wakley, called the meeting to order at 6:32 PM.
- 2. Review special meeting minutes from September 5, 2018** Paul Burns made a motion to accept the meeting minutes from 9/5/18 special meeting, Jean Beckley seconded the motion, and minutes were unanimously approved by all members.
- 3. Subcommittee Updates**

#### **First Night**

The committee is exploring event concepts for First Night, held on December 31, 2018. The downtown event will include family-friendly activities and serve as a kick-off to the tricentennial anniversary. Rick Hartenstein is obtaining pricing for ice carvers and has contacted several companies throughout New England. Other activities include: bonfire & community Christmas tree burn, horse and buggy rides through Hyde Park, food trucks, live music and games. The group discussed these different options and will conduct research for activities before the next meeting.

#### **Clock**

Since the last meeting, the committee received a rendering for the "Tricentennial Clock Park." This particular design shows the clock situated approximately 10' within Haymarket Common, where the current fruit tree trail is located. Patio pavers, landscaping and a new set of stairs (connecting the gravel lot and original park), round out the features. The group agreed the clock should be situated closer to the sidewalk and the clock should be centered in the middle of the patio, with new shrubbery flanking the entrance from the existing sidewalk. Additionally, a suggested retaining wall will provide seating. The committee will request changes for the rendering, as well as obtain 2 other quotes from local companies.

Some research was completed on the cost of a bronze plaque, which will contain the names of those who contributed to the project. A 48" by 36" containing up to 2500 (estimated at \$4350). This cost will have to be included with the overall cost of the clock project.

#### **Historic**

- The subcommittee has been communicating with both Becky Kraussmann and Dave Bartlett about historical activities and the trolley tour. Dave has agreed to help narrate the Stafford trolley in July.

- Stafford's "Image of America" book (initiated and steered by the Historical Society), will be published in September 2019, in time for History Month.
- Paul mentioned the Historical Society was going to offer a cemetery tour event.
- Coins – split 50/50 on color and bronze. Standalone metal will need singular item, like the clock.
- Paul presented the full-color and bronze challenge coin for re-sale. The group discussed some graphic changes to make the design clearer and Amy offered to complete the project.
- Jamie will be collecting information (logistics and insurance) on how to organize home tours.

#### **4. Sponsorship**

The committee collectively reviewed a lengthy sponsor list, each selecting businesses to approach for sponsorship. Amber will upload to the list to Google Docs, so members are able to keep a fluid document with complete access to sponsorship status. Additionally, the Treasurer's Office needs to be contacted for specific instructions on processing sponsorships. A letter and business cards also need to be created for members approaching businesses for sponsorship.

#### **5. Open Discussion**

- All event chairs need to make a budget, reflecting the needs of their respective event (printing, rentals, equipment, entertainment, etc).
- 300 Year Candles will be included within certain Stafford-based retail locations for sale.
- Merchandise – the committee is considering using a third-party manufacturer to create memorabilia items such as t-shirts. It will cut down on unnecessary ordering while eliminating the need carry stock.
- Jamie presented a Monopoly game, that could easily be made into "Stafford Monopoly." Additional pricing information is being obtained.

#### **1) MEETING ADJOURNMENT**

Paul Burns made a motion to adjourn the meeting, seconded by Jean Beckley, all in favor. The September 26, 2018, meeting of the 300th Year Anniversary Committee was adjourned at 8:21 pm.

Respectfully submitted,



Amber Wakley