

RECEIVED  
STAFFORD, CT

2018 NOV - 7 P 2: 00

*2 pages*  
*[Signature]*  
TOWN CLERK

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

Monday, October 29, 2018  
6:30pm

In Attendance: Terry Armelin, Donna Wright, Rick Hartenstein, Blake Hatch, Amber Wakley, Paul Burns, Amy Hartenstein

- 1. Establish Quorum and call meeting to order** Quorum was established and chair, Amber Wakley, called the meeting to order at 6:30 PM.
- 2. Review special meeting minutes from October 10, 2018**, Amy Hartenstein advised that 200 gala tickets will be available (160 regular, 40 VIP), versus the 160 total tickets denoted on the 10/10 meeting minutes. Paul Burns made a motion to accept the meeting minutes from 10/10/18 special meeting, Terry Armelin seconded the motion, and minutes were unanimously approved by all members.
- 3. Sponsorship**  
The 300 Year Anniversary sponsorship packages and "clock project" pledge forms have been completed and dispersed to present committee members. To keep communication open, a collaborative spreadsheet of prospective businesses has been made. During the discussion, committee members "earmarked" particular businesses they would like to approach for sponsorship.
- 4. Committee Updates**

#### **Chairman**

- The Middle School PTA meeting is scheduled for 11/7 and Candice, who has served as the point person between groups, will update her committee to the collaborative brainstorming conversation held in special meeting 10/10. The two groups discussed collaborating for the First Night event on December 31.
- A weekend needs to be determined for the Revolutionary War Reenactment, slated for May of 2019. Staying away from Mother's Day and Memorial Day, the group selected May 18 (rain date May 19) and May 4 (May 5 rain date). If neither is available, the committee is looking at an alternate of June 15 (rain date June 16).
- A Stafford-based quilting club will be creating a 300-year quilt to display at the 300 year after-parade party in September 2019. Each member will create a square depicting a Stafford-based building, monument or focal point. After the September event, the quilt will go "on tour" to places like the library, before finding a permanent home in Town Hall.

#### **First Night**

- Last meeting the committee voted to confirm participation/expense of ice carving artist and demonstration. The proposed subject matter for the sculpture is 60 X 30" chair with 24" seat for photo ops. The second carving includes a clock with "300" at the base.

- We discussed the need to invest a certain amount of capital into the event and should appropriate funds to ensure success.
- We also discussed the probability of having First Night join WinterFest on December 15, to ensure a large crowd and participation.
- The group will research activity possibilities for December 31 – like horse-drawn carriage rides, live music, “fire and ice” activities, and other attractions.

#### **Clock**

- Blake met with Rick Zulick, obtaining information for footings and installation. He’s headed to the building department next, attaining permit applications and assistance with understanding local regulations, particularly with boundaries/easements in relation to state-own land.
- The committee needs to make a clock deposit by the end of the year to ensure 2018 pricing.
- To offset clock installation fees, the committee will pursue both pricing and in-kind contributions from privately-owned businesses.
- Clock sponsorships are now underway.
- Amber is updating website with all applicable information and documents.

#### **Historic**

- The final revisions have been made to the “300 Year Challenge Coin,” project. Paul has been the point person for the initiative and is ready to move forward with final payment (a \$135 artwork deposit has already been made).
- Blake Hatch made a motion to pay the \$1,248 for 300 [qty] 1.75” Custom Challenge Coins. Rick Hartenstein seconded the motion and the expenditure was unanimously approved by all members.

#### **Beautification**

- Terry and Donna have been pursuing a community-wide decoration contest. They are currently devising parameters, registration information and theme.
- The sub-committee continues communication with Kim and Karl of Foster Hill Farm, looking at different types of containers and selecting plant material for 2019 plantings.

#### **Open Discussion**

- Donna presented a custom pen for consideration. At .59 cents per pen, it could be a good item to pass out. Additionally, she gave ideas of a trivet, car coasters, stickers and ornaments. The committee needs to make some ordering decisions in the near future.

### **5. MEETING ADJOURNMENT**

Paul Burns made a motion to adjourn the meeting, seconded by Terry Armelin, all were in favor. The October 29, 2018, meeting of the 300th Year Anniversary Committee was adjourned at 8:38pm.

Respectfully submitted,



Amber Wakley