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TOWN CLERK

Meeting Minutes
300th Year Anniversary Committee
Special Meeting
Warren Memorial Town Hall
Probate Room

Wednesday, November 20, 2018
6:00pm

In Attendance: Blake Hatch, Jean Beckley, Terry Armelin, Paul Burns, Rick Hartenstein, Donna Wright, Amber Wakley, Neil Hoss, Brenda Simons

- 1. Establish Quorum and call meeting to order** Quorum was established and chair, Amber Wakley, called the meeting to order at 6:02 PM.
- 2. Review special meeting minutes from November 7, 2018**, Paul Burns made a motion to accept the meeting minutes from 11/7/18 special meeting, Blake Hatch seconded the motion, and minutes were unanimously approved by all members.
- 3. Event Sponsorship**
As recruitment continues, the committee discussed businesses and corporations that have been approached for sponsorships. To more effectively share packages, the committee needs to pinpoint large-scale businesses and mail contents accordingly. Additionally, Amber reported on grants, specific to the Historic Trolley Tour in July, that are eligible for grant funding.
- 4. Committee Updates**

Legacy Clock Project

Blake Hatch reported on advancements of the clock project. After receiving approval from the Planning & Zoning Board on Tuesday, November 13. Since then he has recruited the assistance of Soucy's Concrete, who has offered to install the foot of the clock for only the cost of the materials. Blake is currently coordinating the efforts between the manufacturer, installer and 300 committee.

In order to move forward, the precise location of the clock needs to be established. Members agreed to meet in Haymarket Common on Saturday, November 24 at 10:30 a.m., to pinpoint the clock position. Following, "call before you dig" will be notified.

Sponsorships from residents and businesses are now being accepted. General feedback indicated that some people would like to make contributions to the clock, but in a smaller capacity. The group discussed accepting donations of all denominations and how those contributors will be recognized. The committee agreed that donations of \$299 or less will be denoted on staffordct300.com and printed in the 300-Year Anniversary Program, which will be contained in the time capsule.

To receive current pricing, a down payment needs to be made prior to December 31, 2018. To best plan, Blake will report back with the details and parameters of clock delivery at the next meeting.

Historic Trolley Tour

Paul and Jean have been moving forward with sponsorship recruitment, inviting small businesses to sponsor lawn signs for each historical landmark along the tour. Paul has been defining the route, which currently takes 39 minutes and 41 seconds to complete. Beginning at the historical society, the tour leaves downtown via East Street, visits Stafford Street, areas of Staffordville and loops the Hollow. It then heads to focal points in West Stafford, back past Stafford Motor Speedway and then to Hyde Park/Highland Terrace before ending at the Historical Society. He's created a booklet defining 33 focal points (historic homes, churches, cemeteries, farms, etc.) that the tour will cover. A pamphlet will also be available for self-driven excursions. Great progress has been made and details are being defined.

First Night

The carving demonstration has been confirmed for 3p.m., and from there additional ideas and organization needs to be made. Rick discussed the option of having bounce houses, in addition to tractor rides throughout Hyde Park/Highland Terrace. The committee is reaching out to food trucks, planning addition kids' activities and seeking solutions for creative lighting.

5. Open Discussion

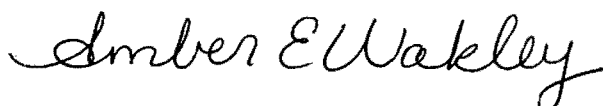
The committee discussed different mechanisms for advertng, including banners on Town Hall and on the fence at West Stafford Elementary School. We also chatted about additional merchandise, including decorative residential flags, tote bags and various swag. Donna has ordered then pens and other members will obtain pricing for additional items.

The 300th Anniversary Committee plans to be involved within the WinterFest Parade of Lights and as a participating vendor within Town Hall. The committee will utilize the birthday cake float created for the Memorial Day parade, adding lights for the luminated WinterFest parade. Inside, Amber will set up with the 300-year "booth" in advance of the December 15th event. Jean and Brenda have offered to work the vendor space.

6. MEETING ADJOURNMENT

Black Hatch made a motion to adjourn the meeting, seconded by Paul Burns, all were in favor. The November 20, 2018, meeting of the 300th Year Anniversary Committee was adjourned at 7:35 p.m.

Respectfully submitted,



Amber Wakley