

RECEIVED  
STAFFORD, CT

2018 DEC 12 P 9:34

*Spagn*  
*Amber Wakley*  
TOWN CLERK

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

Monday, December 3, 2018  
6:00pm

In Attendance: Blake Hatch, Jean Beckley, Terry Armelin, Paul Burns, Rick Hartenstein, Donna Wright, Amber Wakley, Amy Hartenstein, 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 20, 2018.**

A few spelling errors were noted, including the spelling of Blake Hatch's name in the meeting adjournment and "advertising," which was denoted as "adverting" in the open discussion notes. Paul Burns made a motion to accept the meeting minutes from 11/20/18 special meeting, Jean Beckley, seconded the motion, and minutes were unanimously approved by all members.

**3. Subcommittee Updates**

**Report from the Chair**

Amber Wakley presented the most recent expenditure report and the group discussed possible forthcoming purchases.

**Legacy Clock Project**

Blake has made significant progress in matters to realize installation. He's been in communication with both Soucy's Concrete Service (Stafford) and Jolley Precast (Danielson) to create the clock base. With recommendations from each professional, a 3x5' footing is being engineered to support the clock – he expects it will be ready in as early as a week. Once complete, it can be installed right away, pending contractor availability, utilities and ground freeze.

Blake also met with D'Amico Electric, to which owner, Al D'Amico, helped evaluate electric needs – they are looking into drawing electrical from the closest light pole, versus the panel positioned in the center of the park. The hope is to disturb as little as possible of the existing stonework. Installing precast steps from the upper park to lower park/lot is also an option, which will help in minimizing disturbances while creating greater connectivity. While there are no utilities at the marked location of the clock, Call Before You Dig will need to return (at request on contractor) to assess areas slated for underground electrical. They are looking into any other utilities that exist within the park.

A deposit, totaling half the value of the clock, needs to be made prior to the end of the year to receive 2018 pricing (the clock cost will increase in 2019). Amber will submit the invoice to the Treasurer's Office to have a check cut for week of 12/10/18. Once the clock is ordered,

completion and delivery will take between 90-60 days, it's assumed the remaining cost of the clock will need to be paid prior to delivery – we need to confirm this process.

### **WINTERFEST**

The committee plans to participate in WinterFest, both as a market vendor and in the lighted parade. We discussed rebuilding the cake float used in the Memorial Day Parade, but with holiday decorations and lights. Amy Hartenstein is working on some special additions as well. Additionally, Jean and Brenda volunteered to work the committee table at the vendor market.

### **FIRST NIGHT**

In an effort to find additional “attractions” for the First Night event on 12/31, Rick received pricing from a local magician. The show would need to be indoors and would cost \$350 for a 45 to 50-minute show, with a multiple show discount. After discussion, the committee would like to focus entertainment options that would last the duration of the event and be free or little cost. We are still inquiring about wagon rides throughout Hyde Park and Highland Terrace, pending insurance liability.

The committee continues to brainstorm ideas, including:

- Options for music
- Projecting historic photographs and/or video on the wall at Haymarket Common
- Face cutout boards (rental or building custom) and/or photo backdrop booth
- Story teller

Members will continue to brainstorm and bring ideas to the next meeting. In the meantime, graphics and promotions need to be completed.

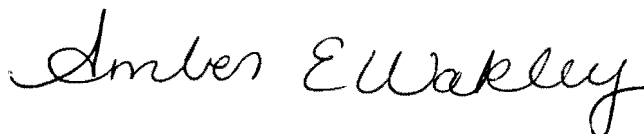
### **Open Discussion**

- Donna reiterated the meaning of the 300<sup>th</sup> Anniversary, not a passing event, but the opportunity to make great impact within the community. She reminds that our mission should be at the forefront of all we do and the goal isn't to plan fleeting events. It's important to keep all functions in the context of our mission, which is to create meaningful observances that recognize both our past and present and inspire a constructive future.
- Amber will bring an updated report of received clock sponsorships to the next meeting.

### **4. MEETING ADJOURNMENT**

Paul Burns made a motion to adjourn the meeting, seconded by Paul Burns, all were in favor. The December 3, 2018, meeting of the 300th Year Anniversary Committee was adjourned at 7:07 p.m.

Respectfully submitted,



Amber Wakley