

Meeting Minutes  
Special Meeting  
300<sup>th</sup> Year Anniversary  
Wednesday, December 12, 2018 | 6:00PM  
Warren Memorial Town Hall  
Veteran's Room

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TOWN CLERK

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

- 1) **ESTABLISH QUORUM AND CALL MEETING TO ORDER.** Quorum was established and chair, Amber Wakley, called the meeting to order at 6:03 PM.
- 2) **REVIEW SPECIAL MEETING MINUTES FROM DECEMBER 3, 2018** Rick Hartenstein made a motion to accept the meeting minutes from 12/3/18 special meeting, Blake Hatch seconded the motion, and minutes were unanimously approved by all members.
- 3) Paul Burns made a motion to discuss agenda item, #6 Open Discussion, to first order of businesses since John Soucy was in attendance. The motion of was seconded by Rick Hartenstein, motion was unanimously approved by all members.
- 4) **OPEN DISCUSSION**  
John Soucy has been coordinating clock footing logistics, slated for pickup on Thursday 12/13 and installation on Friday, December 14. Previously, John offered to excavate and install the footing as an in-kind donation. Today, he shared he would also be purchasing the footing from Jolley Precaste as well – an extremely generous contribution. He then explained details of the electrical hookup, but specific needs will be determined once he picks up the caste.  
  
John has also been in communication with Al D'Amico, D'Amico Electric, who has also offered to donate his expertise to establish electricity to the clock. John shared the Al is devising a "Plan A, B & C" in anticipation of the complicated electrical installation.  
  
"Call Before you Dig" has been notified for each phase of installation.  
  
Once the footing is installed the committee discussed creating a sandwich board saying "Future site of the Legacy Clock," to help promote and fund the project.  
  
After John exited the meeting, the committee agreed that Soucy's Concrete and D'Amico Electric be included on the bronze contributor plaque for the generous donations.
- 5) Paul Burns made a motion to move back the original agenda, #3 300-Year branding and marketing initiatives. The motion of seconded by Rick Hartenstein, motion was unanimously approved by all members.
- 6) Donna Wright brought some samples of coffee mugs and designs. Additionally, the group discussed other products. Branding was also reviewed, wanting to ensure all graphics and communications, remain consistent – the official 300-year logo should be used in all of these areas. In an effort to minimize

expenditures and focus on upcoming events, the branding/memorabilia conversation was tabled until a January meeting. In the meantime, the committee will work to distribute pens to local businesses and public spaces.

**7) WinterFest**

Jean and Brenda have volunteered to work the 300-year vendor table at Town Hall. They will be selling "Vintage Stafford" candles, challenge coins and hats. They'll also be giving away pens and sharing particulars of anticipated 300-year activities. Amber will setup the table with memorabilia and literature in advance.

The committee will also participate in the parade, and we discussed specifics of float design and logistics.

**8) First Night**

Preparations for First Night are in full swing. So far, the committee has confirmed: ice carving demonstration, wagon rides, homemade sled decorating contest, community bonfire and food vendors. Amber will pursue a DJ and Donna offered to get in touch with American Sleeve Bearing to inquire about borrowing ambient lighting to place throughout Hyde Park, along the wagon ride route.

Additional preparations discussed were:

- Inquiring to whether the historical society could be open
- Snowman building, if weather prevails
- 8:00pm sendoff/New Year welcome
- Community resolution activity
- Face cut-out caricatures for photo ops
- Projecting historical photos on side of building during event

In the midst of the holiday season, the committee plans to remain in touch through the coming weeks via email, complete tasks individually and reconvene once again before First Night.

**9) MEETING ADJOURNMENT**

Blake Hatch made a motion to adjourn the meeting, seconded by Terri Armelin, all in favor. The December 12, 2018 meeting of the 300th Year Anniversary Committee was adjourned at 7:49 pm.

Respectfully submitted,



Amber Wakley