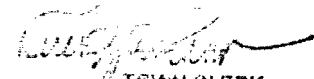


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Meeting Minutes
300th Special Meeting Minutes
Veteran's Room
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Tuesday, June 25, 2019
6:00pm



TOWN CLERK

Present: Amber Wakely, Jean Beckley, Faye Scussell, Carol Arnold, Ann Rosi, Michael Introvigne, Rick Hartenstein, Blake Hatch, Donna Wright, Terry Armelin, Carrie Cichocki, Neil Hoss, Brenda Simons, Pat Slattery, Paul Burns, Michael Dellanome, and Jamie Furness

1. **Established Quorum and call the meeting to order:** Quorum was established and chair, Amber Wakely called the meeting to order at 6pm
2. **Review Special Meeting Minutes:** Rick Hartenstein made a motion to accept minutes from June 11, 2019, Blake Hatch seconded the motion, unanimously approved by all members.
3. **Time Capsule:** Michael Introvigne provided photo and description of the Veteran brand Triune Urn Vault which will be used as the time capsule. The size is about 12x12x12 (cubic foot) made of concrete, 18 inches tall, which will be provided by Introvigne's Funeral Home. Top of urn can be customized to have either Town of Stafford logo & 300th Logo. It could be buried at about 3 feet, and would be available within a few days of the order being confirmed. Rick Hartenstein made a motion to use time capsule urn and Terry seconded the motion, unanimously approved by all members.
4. **Legacy Clock Project:**
 - a. **Planning updates:** Creative Exteriors started building the retaining wall today. Patio design details to be determined. Blake Hatch stated that there is issue with the sizing of the four panels for the clock based on donor names which is limited to 20 characters per line up to a maximum of 80 characters in total. Blake is looking for alternate engraving option instead of using plaques through a trophy company for example, as a substitute since donor names exceed the maximum. Additional charge could be \$7k-\$8k- it is cheaper to use the plaques. It isn't possible to change the size of the font on the plaque. Quote will be obtained from Willington Nameplate in the meantime. Blake also provided a sample of miniature clock plaques which will arrive un-engraved as this was not an option with the clock manufacturer, Verdin clock company . The specific wording on the miniature clocks will be determined. Amber Wakely will follow up with the Verdin Clock Company to confirm the estimated arrival of the miniature clocks. Rick Hartenstein mentioned that another option would be to purchase a separate plaque and have a 'wall-of-honor' separate from the clock. The group agreed that stated that it would might be good option to have recipients pick up their miniature clock at the parade in September.
 - b. **Fundraising update-** Amber Wakely stated that up to \$23k (donations for the clock only) has been fundraised.
5. **Beautification-** To date there are at least 14 registrations submitted. Donna Wright stated that the judges will be Paul Burns, Brenda Simon, Michael Dellanome, Terry Armelin, 1 garden club member; Donna will be the moderator. Judging will take place all in one day. Donna mentioned that it would be ideal to have photos displaying gardens with ribbons during the clock dedication event at 12:20pm.
6. **Historic Trolley Tour**
 - a. **Planning updates-** Amber is looking into the cost of printing sponsor banners and lawn signs which will contain the addresses of the historic site locations. Generic advertising signs to be displayed prior to the event. Tickets are currently available at the town hall and online and selling well.

- b. **Event-Day Logistics-** there will be brochure including a route map to be distributed the day of the trolley tour. A representative from the West Stafford Congregational Church was also in attendance and that they will also be having an open house. The trolley tour will take place from 9am-6pm. Amber will provide a volunteer schedule prior to the event. A 300th tent will also be setup where tickets will be taken and 300th commemorative items will be available for purchasing. The Historical Society will also be open all day. The Lion's Club has also offered to provide coffee.
 - c. **Discussion of Expenditures-**Amber will be obtaining quotes for lawn signs (about 50) and a banner. Paul Burns made a motion to accept the charges for a banner, Rick Hartenstein seconded the motion, and unanimously approved by all members. Paul also ordered 300th hats for the conductors and would like to purchase shirts for them as well. Amber will be creating a chloroplast board to list all of the contributors. Paul will be contacting the trolley company to see if banners are able to be attached to the trolley for advertising sponsors. Amber is creating a flyer to advertise all events on 07/20/19 and will distribute through the town-wide e-mail. She will be contacting local businesses to see if they are interested in providing 'to-go' lunches which will be promoted. Donna, Paul, and Amber will be looking into purchasing totes, flags, pens, coins, and mugs for swag to obtain purchase. Amber will also be contacting a local artisan regarding engraving key chains.
7. **Anniversary Parade & Celebration**
- a. Amber provided a map of the after party layout at the speedway
 - b. Discussion of expenditures- stage/sound – one of the options is a 20x24 stage \$4k-\$10k (including drums and other features), but the total cost is still be negotiated. There will be four bands, presentations including judging and historical talk, and food trucks-hopefully 12 (with a charge to each vendor) because of the large anticipated crowd numbers.
8. **Open discussion-** Amber asked if the committee would like to have a tent at the Summerfeast on July 6th 5pm-10pm. Rick also mentioned that there will be a July 4th -10am gathering, 10:30am cannon hill lighting at Millpond. Shari Henderson at Millpond would like to get involved with breakfast sandwiches, etc. Amy Hartenstein may be designing a flyer and distribute through town-wide email. Regarding the postcard mailings, Amber obtained for Ellington Printer and will be contacting them. Paul mentioned that there will be an exhibit at the library in October that historical items are being collected for. Jamie Furness also stated that she is working with library to coordinate a historical scavenger hunt.
9. **Set next meeting date-** July 9th 6pm
10. **Adjournment** – 7:47pm- Paul made a motion to adjourn the meeting, Rick seconded the motion, unanimously approved by all members.

Regards,



Carrie Cichocki