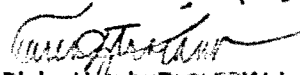


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**300<sup>th</sup> Anniversary Special Meeting Minutes**

Thursday, November 21, 2019

Veteran's Room, 6:00pm

Present: Richard Hartenstein, Brenda Simons, Amy Hartenstein, Blake Hatch, Donna Wright, Terry Armelin, Paul Burns, Michael Introvigne, Beth Magura, Roger Ingrahm, Amber Wakely, Jean Beckley, and Carrie Cichocki.

1. **Establish Quorum and call meeting to order-** Quorum was established and chair, Amber Wakely called the meeting to order at 6:01pm.
2. **Review and approve special meeting minutes from October 16, 2019-** Richard Hartenstein made a motion to approve the minutes, Paul Burns seconded the motion, unanimously approved by all members.
3. **Discussion of 300<sup>th</sup> Anniversary time capsule and cover design presentation by Michael Introvigne-** Michael presented a photo taken by Amy Hartenstein of Main Street that will be the image placed on the time capsule. Michael inquired if the group would like any wording included on it. He also mentioned that the inside of the urn is about a cubic foot. The group discussed locations for where to keep the time capsule and to make sure it is well documented. Amber Wakely stated that the group would like to include a photo book as a snapshot of all of the 300<sup>th</sup> events this past year. Roger Ingram stated it would be an idea to project a photo of Stafford now (regarding to climate change) and what we hope it will be in the next 100 years. Richard Hartenstein made a motion to request the time capsule be opened in 100 years on the 400<sup>th</sup> anniversary of Stafford and Paul Burns seconded the motion, unanimously approved by all members. Amy Hartenstein suggested building some type of monument on top of the time capsule to have it documented possibly near the patio in Haymarket Square with a mention of what year to open it. This could possibly be incorporated in the patio completion in Haymarket.
  - a. **Tricentennial Clock Park-** Richard Hartenstein stated that there are plans to have granite memorial bench placed near the clock in Haymarket Square.
  - b. **Timeline of phase 2 work with Creative Exteriors-** Amber stated that she requested Creative Exteriors provide a rendering of expenses for the patio creation. Blake Hatch stated that he also left a message with Creative Exteriors to discuss Phase 2 of the patio creation. The group discussed potentially having some seating built in for town events. Donna Wright mentioned that the Fruit Tree Trail created by the Garden Club should be re-positioned near the patio area.
  - c. **Discussion of contributor plaques-** Blake Hatch discussed ideas on what should be listed on the plaque regarding sponsor names as the group should come to a decision before the end of the year. Amy Hartenstein mentioned listing businesses and individuals separately. Jean Beckley suggested having a general statement for all donors. The group will come to a decision at a later meeting.

4. **December swag sales opportunities / attendance of holiday vendor events in town.** Amy Hartenstein stated that on Saturday, December 7<sup>th</sup> the Holly Days event will be at the Stafford Community Center from 11am-3pm if anyone from the 300<sup>th</sup> can come manage a table to sell swag. Amber Wakely stated that Winterfest begins at 3pm on December 14<sup>th</sup>, the lighted parade starts at 4:30pm. Amber will be reaching out to local businesses to see if they would be willing to sell some 300<sup>th</sup> merchandise as well. The group will include the 300<sup>th</sup> cake float in the Winterfest parade on the 14<sup>th</sup>.
5. **Future Night- discussion of planned events and ideas for additional activities-** Amber Wakely presented drafted brochure. The event will be from 4pm-9pm. The group discussed including lights from the gala in Haymarket for decorations as well as other activities.
6. **Sponsor recognition and contributor/volunteer appreciation-** Amber stated that she wrote up plans for a plaque to be displayed in the speedway to commemorate 300<sup>th</sup> events. Amber discussed having a potential recognition reception for the volunteers and sponsors after the New Year.
7. **Open discussion-** Blake Hatch and Amber Wakely discussed creating an account to build upon for the remaining funds to maintain projects in town that the 300<sup>th</sup> committee has established. Amber will collect the number of the remaining funds to discuss with the Board of Selectmen for future plans. Remaining funds may go to other projects such as repairing the Spring St bridge.
8. **Adjournment-** Paul Burns made a motion to adjourn and Richard Hartenstein seconded the motion, unanimously approved by all members.

Respectfully Submitted,



Carrie Cichocki