



East Windsor 250th Anniversary Committee
September 18, 2018
East Windsor Historical Society

The September 18, 2018 planning meeting for the 250th Anniversary Celebration of East Windsor met at the Osborn House at the East Windsor Historical Society.

The meeting was called to order at 7:05 pm.

Attendance:

Present: *Paul Anderson, Barbara Burnham, *Ceil Donahue, *Diane Lajoie, Kirk Montstream, Tim Moore, *Scott Morgan, Ian Neill, Richard Pippin, Debbie Talamini, *Rebecca Talamini, *Tom Talamini, *Bill Thim *Lynne Tracy-Thim

Absent: none

*indicates steering committee members

Minutes Reading:

The minutes for the September 4, 2018 meeting and the September 11, 2018 special meeting were reviewed. There are two corrections for the September 11, 2018: merchandise is available at the Broad Brook Library; Paul Anderson made the motion to adjourn, and Scott Morgan seconded the motion.

Tom Talamini made a motion to accept the September 4, 2018 minutes; Bill Thim seconded the motion. The motion passed.

Tom Talamini made a motion to accept the September 11, 2018 minutes with the corrections. Scott Morgan seconded the motion. The motion passed.

COMMUNICATIONS:

none

COMMITTEE REPORTS:

Time Capsule Committee: We are ready for the time capsule and stone are ready for the burial. Rebecca is picking up the cookies and lemonade.

Set up begins Sunday at 1pm; the ceremony will begin at 2pm.

Events Committee; Fundraising Committee; Promotion and Merchandise Committee:

We didn't have anything new for these committees and skipped straight to the Heritage Day planning.

Heritage Day Committee:

THERE WILL BE NO PUBLIC PARKING AT THE RES AND OTHER PARKS ON RESERVOIR UNTIL AFTER THE PARADE IS OVER.

Lynne Tracy-Thim and Bill Thim gave the volunteers their verbal and written instructions. After their shift ends, volunteers will go to the EW250 vendor table to pick up their ticket for the pizza party on Sunday September 30, 2018, 4 pm at the Osborn House.

Judges: Each judge will receive a binder on Saturday with a page for each of the groups in the parade and the conditions on which they will be judged. The judges will get to the Broad Brook Library via Church Street and park in their lot. The judges should be in front of the Broad Brook Library by 2:15pm. After the parade the judges will meet in the library to

decide who will win the awards. The results will be put in an envelope and sealed; the sealed envelope will be given to Rebecca Talamini. Rebecca and Laverne Shary Pawlak will announce and distribute the awards around 6pm.

- **Broad Brook:** Paul Anderson
- **Melrose:** Selma Grant
- **Scantic:** Skip Daly
- **Warehouse Point:** Robert Szwed is being replaced with Maggie Kiss.
- **Windsorville:** Linda Dzen

Picnic Set Up: Picnic set up will meet at 10 am at the fairgrounds.

Parade Set Up: Parade set up will meet at 11 am at the Res. They will put up the parade stakes and chalk outlines where needed.

Parade/Picnic Break Down: We will clean up the after the parade and picnic. Hopefully with many hands it will not take much time.

Street Safety: The street safety team must pick up their safety vests at the gatehouse at the Res by 2:30pm. One will be on the corner of Windsorville, Rye and Main to help the Broad Brook Clowns enter the parade. One person will be on the corner of Windsorville, Old Ellington and Reservoir to get around the corner safely. duo will be at the corner of Reservoir and Main. They will make sure the large floats get around the corner safely and that there is a full three float length space between each group as they head to the judges table.

Parking at the Middle School: Pick up your safety vests at the EW250 table at 2:00pm. Keep the cars tight and orderly; don't step foot on the street. The area we need for the horses will be roped off; please keep the path to that area clear.

Handicapped Parking: Pick up a safety vest from the EW250 table. Our handicapped parking is on a first come/first served basis. Please check for the handicapped parking tag before you let the car enter. We will have a golf cart to help transport people from the handicapped parking lot.

Shuttle Loading and Unloading: (at the Res from 6 pm to 8 pm)

Pick up a safety vest from the guard house. Meet and Greet people waiting for the shuttle. Hand out flyers of the day's events.

Runners: Pick up your safety vests from the Broad Brook Library and be at your spots by 2:30pm. One person will be posted near the judge's stand; the other person will stand near Depot Street. They will each have a list of the participants in the parade. If the person near Depot sees that a participant on the list is missing in the parade; she will text the person at the judges' stand so they know not to announce that participant.

Time Keeper/Announcer: Pick up your safety vest and megaphone from the Broad Brook Library and be at the judges' stand by 2:15pm. Help the judges, announce the next participants at the stand and make sure each group stays only for 2 minutes in front of the judges' stand.

Yard Games and Inflatables: (4pm to 8pm)

The Girl Scouts will watch our yard games and inflatables. The kids are between 6th and 8th grade; there will be an adult with them at all times. The kids are going to follow the written rules for manning the inflatables; the most important rule is stay off your cell phone while on duty. The T-ball inflatable will have a maximum age limit.

Parking Greeters (Parade): (One at the front entrance of the Res and one at the rear entrance of the Res) Pick up a clipboard and maps at the gatehouse and be at the post by 1 pm. Make sure the float is coming in the correct entrance; there will be areas of the parking lot where it is impossible to turn around. Meet at the gatehouse again at 2:30 pm to get the final attendance for the parade.

Parking Directors: The Parking Directors will help the parade participants park on the fairgrounds at the correct parking lots. One will be posted at the Vendor Parking area (Rt 140 entrance); one will be posted in front of the fairgrounds, and one will help the floats park in the parking lot at the end of the parade.

Parade Unit Division Leaders: Meet at the Res by 1 pm. Each Parade Unit Division Leader is responsible for a different part of the parade set-up. Make sure the parade participants are in the correct spot in the lineup. Make notes if a group is missing.

Division 1: on Reservoir Avenue – Ceil Donahue

The first groups in the parade will line up on the street on Reservoir Avenue.

Division 2: The middle and front parking lots of the Res – Tom & Debbie Talamini

Division 2 has a lot of walking groups. They will line up from the Basketball area to the baseball fields. Number 36 will be parked at the community garden.

Division 3: The rear of the Res – Diane Lajoie & Alex Thim

Division 3 will line up at the back of the Res. Number 43 will be parked at the dog park; number 46 will be at the community garden. The second to last vehicle in the parade is an ambulance; the final vehicle is the EW250 float.

Division 4: The BMX Park, Dog Park, and Community Garden lots – Paula Corkum & Bill Thim.

Division 2 and 3 leaders will need to communicate with Division 4 leader when the next float should come from one of the smaller parks.

Deliveries: The lights will be delivered on Friday; the inflatables will be delivered Saturday morning. The ATM will be delivered on Saturday morning. The Fried Dough food truck will be delivered 1 pm on Friday.

Prep: We are going to paint lines to mark the areas of the fairground about 2pm Friday. We will also move picnic tables to the fairground on Friday. Eversource is scheduled to hook up the electricity on Tuesday 9/18/2018.

Barriers: We need saw horses and caution tape to mark participant parking areas to keep the attendees out of the areas.

Horseshoe Tournament: The group we booked to run our horseshoe tournament has backed out. We have advertised the horseshoe tournament, so we need to adjust quickly.

We will borrow the horseshoes from scout hall; and the stakes from a few people on the committee. Scott Morgan is going to see if any other veterans will join him to run the tournament. We will need two to four volunteers. The winners will get a ticket to bring to the EW250 table to pick up their prizes. The Horseshoe Tournament registration is at 4pm with the games starting at 4:30pm.

EW Heritage Day Spirit Award: The nominations for the Spirit Award close on Wednesday September 19, 2018. We have received several nominations.

Advertising/Social Media Committee:

The Facebook boosts have been sent; the last of the JI ads will be in this week.

The EW250 Facebook page has been active; keep sharing with your friends.

<https://www.facebook.com/EastWindsor250/>.

OTHER BUSINESS:

- The next scheduled meeting is Tuesday October 2, 2018.

**Paul Anderson made a motion to adjourn. Scott Morgan seconded the motion.
The meeting adjourned at 8:14 pm.**

Respectfully submitted,
Diane Lajoie