

Agenda Special Meeting Litchfield 300th Anniversary Executive Committee Meeting

July 18, 2017 7:00 PM Litchfield Borough Office 28 Russell Street

- Swear In Members Litchfield Town Clerk, Lisa Losee
- Call to Order Lee Losee
- Public Comment
- Members introduce selves to public
- Approval of the minutes of the July 5, 2017 meeting
- Assign writing of Press Release & Script for talking to organizations
- Establish key sub-committees for Community Outreach & Appoint EC Liaison(s)
 - Business Organizations
 - Veterans / Emergency Services Memorial Day Parade
 - Foundations
 - Civic Improvement / Beautification / Preservation
 - Development / Fund Raising
 - Publicity / Press / Program
 - Cultural / Educational Institutions
 - Branding / Merchandising
- Accept date of July 20, 2019 for Litchfield Community Center “Family Village Fest”
- Other Assignments for Committee Members
 - Committee Logistics Report from Lynne Brickley
Mail = messages Email = links Website Phone Supplies
Where to keep central files / what required to keep
- Set Meeting Dates Lisa Losee
 - Next Special Meeting
 - Regular Meetings for rest of 2017
- Old Business
- New Business
- Adjournment

Co-Chairs Lee Losee & Lynne Brickley