

SPECIAL MEETING
LITCHFIELD'S 300TH ANNIVERSARY EXECUTIVE COMMITTEE
JULY 18, 2017

The second meeting of the Litchfield's 300th Anniversary Executive Committee was held on Tuesday, July 18, 2017 at the Litchfield Borough Office at 28 Russell St. *Present:* Lynne Brickley and Lee Losee, co-chairmen, Gerald Perusse and Cleve Fuessenich; *absent:* Lisa Losee, Robert D'Andrea, Peter Vermilyea, Cathy Fields, Leo Paul, Ann Combs. Member of public present, Darlene Clothier.

- Call to Order Lee Losee called the meeting to order at 7:20 PM.
A quorum of 4 members was present.
- The Minutes of the July 5, 2017 meeting were approved and accepted as submitted on a motion by Gerry Perusse, seconded by Cleve Fuessenich.
- The Committee voted to save the date of July 20, 2019 for a "Family Village Fest" type celebration to be put on by the Litchfield Community Center, on a motion by Lee Losee, seconded by Gerry Perusse.
- There was a discussion of grouping organizations and people for Committee members to contact about ideas:
 - ✓ Lynne Brickley and Peter Vermilyea will write an initial publicity release and a script or guide of items to discuss in our outreach to organizations.
 - ✓ Peter Vermilyea will oversee all educational outreach.
 - ✓ Gerry Perusse and Cleve Fuessenich will be in charge of coordinating contacts with all the groups involved in Litchfield's businesses and local economic growth.
 - ✓ Gerry Perusse and Cleve Fuessenich will contact all local veterans' organizations to discuss their participation. They will propose the idea of honoring all Litchfield veterans from colonial times to the present for the 2019 Memorial Day Parade with Commander Mark Yanaway.
 - ✓ Lynne Brickley will speak to the Litchfield Garden Club and the Litchfield Aid to the Junior Republic.
- Other groupings to be discussed later include: development and fund raising, foundations, corporate sponsorships, individual funding, marketing, press and public relations, all environmental and conservation groups, athletic groups, cultural organizations, religious groups and civic groups.
- An effort will be made to find out about special highway signs for Litchfield attractions. Cleve Fuessenich and Cathy Fields will look into this.
- Lynne Brickley and Lisa Losee will work to set one regular meeting of the Committee per month through the end of the calendar year and notify members by email.
- A central sign-up list for volunteers will be provided for each meeting of the Committee and each visit to an organization.
- Lynne Brickley and Lee Losee will work to find a file cabinet and space in the Borough Office for Committee files.
- All future sub-committees shall have no more than 3 EC members. Sub-committees will be encouraged to make monthly reports to the EC.

Respectfully submitted, Lynne Brickley, Secretary *pro tem*