



250th TOWN ANNIVERSARY
COMMITTEE

MEETING MINUTES
Tuesday, March 11, 2014 – 5:30pm
Conference Room B

- PRESENT:** Amelia Graham
Robert Marchetta
Cathy McAuliffe
Jack Sharp
Joann Sharp
Virginia Simms George
- ABSENT:** Marilyn Brigham
David Carlson
Norm Corbin
- ALSO PRESENT:** Dawn Rand, Selectman
William Pantazis, Selectman
Andy Dowd, Town Clerk
Diane Wackell, Executive Assistant
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The meeting was called to order at 5:30 pm.

Swearing in of Members

Each member present was officially sworn in by Town Clerk Andy Dowd, each for a term to expire on April 30, 2017.

Election of Officers

Committee members agreed to postpone election of officers until the next meeting when all members will be present. It was agreed that the following officers will be elected at the next meeting: Chair, Vice Chair, Treasurer and Clerk. Members also discussed the possibility of having Co-Chairs.

Mission Statement

Joann Sharp moved the Committee vote to accept the following Mission Statement as developed by Jack Sharp, Cathy McAuliffe seconded the motion, all members voted in favor.

The 250th Town Anniversary Committee shall plan and coordinate a series of events, learning activities, social and cultural opportunities which will lead to an expanded awareness and appreciation by all of the rich 250 year history, life experience and growth of the Town of Northborough.

The Committee's Mission encompasses the development of strategies that will provide opportunities for and encourage the widest possible participation of all Northborough residents and friends.

Community Groups

Committee members discussed outreach efforts to local community groups who may be interested in getting involved. Suggested contacts are below:

Andy Dowd

Rotary Club, Applefest Committee

Amelia Graham

Garden Club

Cathy McAuliffe:

Schools, PTO's, Education Foundation, Boys & Girls Scouts, Library

Joann Sharp

Lions Club, Community Affairs Committee

Robert Marchetta

American Legion

Norm Corbin

Historical Society

Dawn Rand

Senior Center

Other suggested community groups were: High School drama and music clubs, Cultural Council, Recreation Department, Churches, Knights of Columbus, Woman's and Junior Woman's Clubs. The Committee also discussed reaching out to corporate citizens such as Wegmans, BJ's, WalMart, St. Gobain and Best Buy.

Committee members discussed reaching out to other communities who have planned similar celebration events.

Possible Sub Committees

Committee members discussed the need for the following subcommittees:

Public Relations/Social Media

Fundraising

Historical Research

Members envisioned the roles of the subcommittees as a group of volunteers who will work under one or two Committee members. The volunteers will do a majority of the work on research, a particular idea or event and will report back to those Committee members they are working with. Committee members will then make a report to the Committee, at which time final decisions on each activity or event will be voted on by the Committee.

Event Planning

Committee members agreed that the 250th celebration should be a series of events held over the course of the 2016 calendar year. Events should be scheduled through Ms. Wackell in order to avoid any miscommunications. Ms. Wackell will bring to the next meeting a 2016 Calendar that will include

already scheduled significant dates. Those community groups that coordinate annual events should be encouraged to include the 250th theme for anything held during the 2016 calendar year. A discussion ensued about the following events:

Winter Ball – Saturday, January 23, 2014

This would be the “kick-off” event to celebrate the Town’s 250 birthday, which will fall on January 24, 2016. It was agreed that the event should be held during the evening on Saturday, January 23, 2016. Billy Pantazis will contact the Best Western Royal Plaza in Marlborough to inquire about the availability of that date and to reserve a ball room. It was suggested that the event be black-tie.

Birthday Party

Committee members agreed to organize a birthday party with bands, BBQ etc. This event would be held sometime during the summer months, possibly around July 4th. Possible locations: Senior Center grounds or one of the parks.

Other events and ideas included:

Summer Pageant

Parade

Applefest Booth each year for fundraising

Halloween Cemetery Tour

Trivia Contest

Create a historical book for sale (200th Program Booklet with history can be used as reference)

Video series (in an email from Norm Corbin)

Create a monument or something similar of significance to leave behind in memory of the 250th celebration

Next Meeting Date and Committee Meeting Schedule

Committee members agreed that Tuesdays at 5:30 pm worked for everyone. Ms. Wackell will bring a lap top for access to the internet if needed. Next meeting dates are March 25th and April 8th at 5:30 pm in Conference Room B. Agenda items for March 25 will include:

- Election of Officers
- Fundraising Discussion Town Accountant
 - Establishment of Gift Account
- Continued Discussion on:
 - Reaching out to Community Groups
 - Sub Committees
 - Event Planning
- Next Meeting Date
- Any other business to come before the Committee

Any Other Business to come before the Committee

None.

Adjournment

Virginia Simms George moved the Committee vote to adjourn; Amelia Graham seconded the motion; all members voted in favor. Meeting adjourned at 6:50 pm.

Respectfully submitted,

Diane M. Wackell
Executive Assistant to the
Board of Selectmen

Documents used during meeting:

1. February 27, 2014 Meeting Agenda
2. Appointment Letters