



250th TOWN ANNIVERSARY
COMMITTEE

MEETING MINUTES
Tuesday, March 25, 2014 – 5:30pm
Conference Room B

PRESENT: David Carlson
Norm Corbin
Amelia Graham
Robert Marchetta
Cathy McAuliffe
Jack Sharp
Joann Sharp
Virginia Simms George

ABSENT: Cathy McAuliffe

ALSO PRESENT: Dawn Rand, Selectman
William Pantazis, Selectman
Andy Dowd, Town Clerk
Diane Wackell, Executive Assistant

The meeting was called to order at 5:35 pm.

ELECTION OF OFFICERS

Chair

Ms. Simms George nominated Joann Sharp for Chair, Mr. Corbin seconded the nomination. There were no other nominations. All members voted in favor of Joann Sharp as Chair.

Vice Chair

Mr. Sharp nominated Virginia Simms George for Vice Chair, Ms. Sharp seconded the nomination. There were no other nominations. All members voted in favor of Virginia Simms George as Vice Chair.

Treasurer

Ms. Simms George nominated Jack Sharp for Treasurer, Ms. Sharp seconded the nomination. There were no other nominations. All members voted in favor of Jack Sharp as Treasurer.

Clerk

Ms. Sharp nominated Norm Corbin for Clerk, Ms. Simms George seconded the nomination. There were no other nominations. All members voted in favor of Norm Corbin as Clerk.

FUNDRAISING DISCUSSION WITH TOWN ACCOUNTANT

Town Accountant Jason Little spoke to the Committee about establishing a Special Fund account.

Mr. Carlson moved the Committee vote to ask the Board of Selectmen to establish a Special Fund account for the purpose of planning and coordinating through fundraising a series of events to celebrate the Town's 250th anniversary; Mr. Corbin seconded the motion; all members voted in favor.

Mr. Sharp will meet with the Town Accountant and Finance Director in an effort to learn the best practices for the accounting of the Special Fund account.

OUTREACH EFFORTS

Committee members discussed outreach efforts to local community groups who may be interested in getting involved.

The Committee agreed that when members reach out to community groups and organizations, the same standard letters should be used. Ms. Graham will draft two standard documents that the Committee will use in their outreach efforts. One will be a press release document including an introduction to the Committee, the mission statement and information on how to get involved with the Committee's efforts. The second will be a standard fundraising letter to be used when asking for donations.

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

SUB COMMITTEESPublic Relations/Social Media

Mr. Dowd offered to help with public relations and social media efforts. The Committee agreed that a 250th Town Anniversary page on the Town Website is a good starting place. Also discussed was the need to gather contact information for the various newspapers, including the Community Advocate.

Historical Research

The Committee agreed that Mr. Marchetta and Mr. Corbin will charge this subcommittee Mr. Corbin will bring a book from the 200th anniversary celebration for each Committee member to the next meeting.

EVENT PLANNING250th Town Anniversary Celebration – Saturday, January 23, 2014

The Committee agreed that Selectmen Rand and Pantazis and Ms. Simms George will work together with volunteers to plan the 250th Town Anniversary Celebration. This would be the "kick-off" event to celebrate the Town's 250 birthday, which falls on January 24, 2016. It was agreed that the event should be held during the evening on Saturday, January 23, 2016. Selectman Pantazis indicated that he contacted the Best Western Royal Plaza in Marlborough and the January 23, 2016 date is available. He will follow up to see what is needed in order to secure that date.

NEXT MEETING DATE

Next meeting date is April 8th at 5:30 pm in Conference Room B. Agenda items for April 8th will include:

- Acceptance of Meeting Minutes
 - March 11, 2014
 - March 25, 2014
- Review of Press Release and Fundraising letters drafted by Amy.
- Next Meeting Date
- Any other business to come before the Committee

OTHER BUSINESS

New Member

The Committee discussed recruitment efforts for a new member to replace Marilyn Brigham.

Other Communities

Mr. Dowd indicated that he spoke with the Town of Oxford. Oxford started with fundraising and eventually the town appropriated \$52,000 in funds . In all, the Town of Oxford spent about \$150,000 on all of the events. Other items discussed was the need to think about ways to curtail the cost of police, dpw and fire personnel during any of the events, as well as an insurance policy that would cover all of the events.

The Committee agreed that it would be beneficial to schedule a future meeting with representatives of other communities who have planned similar celebrations.

ADJOURNMENT

Ms. 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. March 25, 2014 Meeting Agenda
2. March 11, 2104 Meeting Minutes.
3. Mission Statement.
4. Memo Re: Special Fund Account.
5. News article Re: Town of Westborough.