



250th TOWN ANNIVERSARY
COMMITTEE

MEETING MINUTES
Tuesday, April 8, 2014 – 5:30pm
Conference Room B

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

ABSENT: Joann Sharp

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.

ACCEPTANCE OF MARCH 11, 2014 MEETING MINUTES

Jack Sharp moved the Board vote to accept the March 11, 2014 meeting minutes as submitted; Robert Marchetta seconded the motion; all members voted in favor.

ACCEPTANCE OF MARCH 25, 2014 MEETING MINUTES

Jack Sharp moved the Board vote to accept the March 25, 2014 meeting minutes as submitted; Norm Corbin seconded the motion; all members voted in favor.

REVIEW OF PRESS RELEASE

The press release and fundraising letter was drafted by Amy Graham and reviewed by the Committee. The Committee agreed on making some minor edits.

Andy Dowd and Diane Wackell offered to gather a comprehensive list of community groups and businesses that should receive the letters.

The Committee discussed accessing the Recreation Department's email list for helping to get the word out about the Committee.

SUB COMMITTEES AND EVENT PLANNING

Norm Corbin distributed copies of the Program Book from the 200th Anniversary. Members agreed to read the book prior to the next meeting where further discussion can take place on the various subcommittees that are needed and any new ideas relative to event planning.

The Committee discussed reaching out to local organizations to ask that they incorporate a 250th anniversary theme to any annual events planned for the 2016 calendar year. Also discussed was the importance of reaching out to local organizations for the dates of annual events for the 2016 calendar year in order to prevent any conflicts.

ACTION ITEMS

1. Bill Pantazis will confirm the reservation for the ballroom at the Best Western Royal Plaza in Marlborough for the Kick Off Ball on Saturday, January 23, 2016.
2. Andy Dowd will make arrangements for the Town of Oxford to speak at a future Committee meeting.
3. Diane Wackell will make arrangements for the Town of Millbury to speak at a future Committee meeting.

NEXT MEETING DATE

Next meeting date is May 13th at 5:30 pm in Conference Room B.

OTHER BUSINESS

New Member

Tommy Lowe was present and expressed his interest in being appointed to the Committee. Diane Wackell will recommend his appointment to the Board of Selectmen at their April 14th Meeting.

Treasurer's Report

Jack Sharp reported on his meeting with the Town Accountant.

ADJOURNMENT

Mr. Corbin moved the Committee vote to adjourn; Mr. Marchetta seconded the motion; all members voted in favor. Meeting adjourned at 6:30 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. Treasurer's Report.
5. Memo Re: Special Fund Account.
6. News article Re: Town of Westborough.