



## **250<sup>th</sup> TOWN ANNIVERSARY COMMITTEE**

**MEETING MINUTES for**  
Tuesday, February 3, 2015

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### **MEMBERS**

**PRESENT:** Virginia Simms George (Chair), Thomas Lowe (Vice-Chair), Norm Corbin (Clerk), David Carlson, Amelia Graham, Cathy McAuliffe, Lorna Helms

**ABSENT:** Robert Marchetta

### **OTHERS**

**PRESENT:** Diane Wackell (Executive Assistant), Andy Dowd (Town Clerk), William Pantazis, (Selectman),

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*Meeting Called to order:* 5:35 pm.

#### ***Elections:***

*Chairman:* Amy nominated Virginia Simms George for Chair, 2<sup>nd</sup> by Tom, passed unanimously

*Vice Chair:* Norm nominated Tom Lowe for Vice Chair, 2<sup>nd</sup> by Cathy, passed unanimously

*Meeting Minutes:* the meeting minutes for 1/13/15 were accepted as written.

#### ***Reports:***

- ***Chairman*** – Virginia has found someone well-qualified and interested to act as our treasurer. His name is Dale Rains.
- ***Treasurer*** - No Report
- ***Fund Raising*** –
  - Lorna has been appointed to lead the new Fund Raising sub-committee
  - Norm noted that in 1965 there was a Town Meeting warrant for \$8k so the town could provide some funding for the Bi-centennial. He asked if we need to take a similar approach for town funds for the 250<sup>th</sup> at this coming April's town meeting. Andy noted that the warrant articles deadline is mid-March.
  - Bill will speak with the Town Administrator regarding possible Town Funding.
  - Tom mentioned that the Lions Club is interested in having a joint Art Show / Auction fund raising event.
- ***250<sup>th</sup> Gala Ball Event***- Virginia wanted us to reconsider moving the gala back to January 2016 . After much discussion, a motion to hold the event on January 23<sup>rd</sup> was made by Tom and 2<sup>nd</sup> by Cathy. The motion passed unanimously
- ***Parade & Fireworks & BBQ Events*** - Bill Pantazis has contacted Michelle Gillespie regarding how the 250<sup>th</sup> celebration and Applefest can work together for these events. Michelle firsts wants to have discussions with the Applefest Committee than meet with Bill, Dawn and Fred George.
- ***Senior Event*** - No Report
- ***History Events*** - No Report
- ***Children Event*** - No Report

**Other:**

- **Master Schedule** - The general consensus is that a master schedule for all events within the town with a 250<sup>th</sup> theme should be prepared and published for distribution by the Gala in January 2016.
- **Civic Organization Participation** - The initial letter dated May 2014 will be updated with current information. It will be sent to Community/Civic organizations to invite them to our meeting in late March. The goal is to start encouraging them to plan activities for the 250<sup>th</sup>.
  - We may need to identify certain 250<sup>th</sup> Comm. members to act as liaisons for different Civic Groups.
  - Norm will review the list of Civic Organizations
  - Amy will update the May 2014 letter
  - Diane will review if the letter was previously sent out and to who
  - Diane will find a location and confirm the date and time for the meeting with civic groups
  - It was mentioned that maybe coffee/tea could be made available
- **Schools Participation** - Cathy and Lorna have started communications with the Northborough K-8 schools as to how they could be involved.
- **Professional Event Planner** - Tom thought that we should look into what an event planner could do for us. The committee gave him the OK to speak with a planner and find out about costs.

**Adjournment:** At 6:30pm, a motion was made to adjourn the meeting by Dave and seconded by Cathy. The motion passed unanimously

**Documents used during meeting:**

- Meeting minutes from: 1/13/15
- Schedule for 2015 meetings
- Agenda for current meeting
- May 2014 Information letter

**Next Meeting:**

- **Date/Time/ Location:** Tuesday, February 10 at 5:30 in Town Hall
- **Agenda:**
  - Acceptance of Meeting Minutes for February 3, 2015
  - Election of Treasurer
  - Finalize letter inviting Town Groups to March 24<sup>th</sup> Committee Meeting
  - Bill Pantazis Report:
    - Confirmation of Gala Date – January 23, 2016
    - Meeting with Applefest Chair
    - Meeting with Town Administrator regarding Town Funding
  - Action Plan Re: Formal Request for Town Funding
  - Any other business to come before the Committee.

Respectfully submitted,

Normand Corbin, Clerk, 250<sup>th</sup> Anniversary Committee