



250th TOWN ANNIVERSARY COMMITTEE

MEETING MINUTES for
Tuesday, February 24, 2015

MEMBERS

PRESENT: Virginia Simms George (Chair), Thomas Lowe (Vice-Chair), Norm Corbin (Clerk), Amelia Graham, Robert Marchetta, David Carlson, Lorna Helms, Dale Rains

ABSENT: Cathy McAuliffe

OTHERS: Diane Wackell (Executive Assistant), Andy Dowd (Town Clerk), Dawn Rand (Selectman), William Pantazis, (Selectman)

Meeting Called to order: 5:30 pm.

Meeting Minutes: the meeting minutes for 2/10/15 were accepted as written.

- **Treasurer:** A motion was made by Bob to elect Mr. Dale Rains as the Treasurer, seconded by Amy. It passed unanimously.
- **Chairman:** Virginia noted that she expects Dale (The Treasurer) and Lorna (Fundraising) to work closely together.
- **Fund Raising:**
 - Lorna noted that Littleton had a budget of \$200,000 for their celebration.
 - She would like to pull together a sub-committee for fundraising and has interested people.
 - Tom mentioned that the Town of Winchendon funded their anniversary event for \$90k over a 3 year period at \$30k/yr.
 - Diane will obtain prior Town Personnel expenses for Applefest to help put a budget together.
 - Virginia will contact Joanne Sharp to find out about the contacts she has already made
 - There will be an article on the Town Meeting Warrant for funding. The Town Administrator wants us to forward him a list of anticipated expenses.
- **Major Events:**
 - **Kickoff Event (January 23, 2016) –**
 - Bill has contacted the “Cake Boss” (Mr. Buddy Valastro of Carlo’s Bakery in Hoboken NJ.). The cake will be donated. The plan is to have it based on the Gale Library Building. A photograph is requested.
 - Tom is trying to contact the Unitarian Church regarding availability and capacity for the Kickoff event. Left messages but no response yet.
 - Tom said the choir will be able to meet the January 24th date. He is requesting an official title for this opening event.
 - Andy has not been successful in finding the original proclamation for the Town of Northborough. He is continuing to look.
 - **250th Gala Ball Event (January 30, 2016) –**
 - Bill paid the \$1000 deposit to hold the date from his personal account. He will contact Town Hall regarding reimbursement.
 - The sub-committee will report on the status in 2 weeks.
 - **Parade & Fireworks & BBQ Events** – Bill is still trying to set up a meeting with the Applefest chair.
 - **Children Event** – No Report
 - **Senior Event** – No Report
 - **History Events** - No Report
- **Community & Civic Organization Participation:**
 - **March 24th Informational Meeting –**
 - Diane sent out the Meeting Notice to the different Civic Organizations.
 - The March 10th meeting will decide how to run the March 24th meeting

- Rep. Gregoire and Sen. Chandler have responded
- **Rotary Club** - Andy reported that the Rotary is still planning to run the Street Fair during Applefest weekend. They would also like to be involved with the 250th celebration.
- **The Friends of the Senior Center** - are interested in participating
- **Schools Participation** - No Report
- **Event Planner** - Tom found that today's event planners can be very expensive. He was hoping to find an event planner similar to the one who organized the 200th celebration. He will contact Ellen Racine to look for 200th planning information in the Historical Society archives. He and Lorna will look for some planning guidance from recently held anniversary celebrations in local towns. Lorna has requested information from the Town of Littleton.
- **Quilting Project** - Bill found two people willing to make quilts, Terry Crean and Kathleen Kilcoyne. The quilts may be either raffled off or donated to the Historical Society.
- **Northborough Blanket** - This blanket with several Northborough sites is available for sale through the Northborough Woman's Club.
- **Website/Publicity/Logo** - Lorna mentioned we need to start thinking about these topics.

Reports for Next Meeting

Andy - Original Town Proclamation

Bill – Cake Boss – Will he deliver and present the cake?

Tom – Unitarian Church: Confirm availability for Jan 24, 2016, Confirm occupancy capacity

 Contact Ellen Racine regarding info on 200th planning contractor

Cathy & Lorna – Update on School Activities

Diane – Present anticipated cost of services for town personnel for 250th related events

Diane – Update on rsvp's to March 24th Meeting

Bill, Dawn & Virginia – Update on 250th Gala Ball Event

Virginia will contact Joanne Sharp regarding her earlier funding contacts

Virginia asked that members do the following prior to the next meeting:

- Email cost estimates for individual events to Dale Rains
- email suggestions for the presentation to the public at the March 24th meeting to Diane,

 To start – introduce the committee members, speak about the Committee's charge, what we expect from community groups, etc. and suggestions on how they can participate.

Adjournment:

- At 6:30pm, a motion was made to adjourn the meeting by Norm and seconded by Bob. The motion passed unanimously

Documents used during meeting:

- Meeting minutes from: 2/10/15
- Agenda for current meeting

Agenda for Next Meeting:

- Acceptance of Meeting Minutes
- Reports
- Finalize presentation for March 24th Information Meeting.
- Discussion on Cost Estimates for Individual Events, Including cost of Town Services.
- Any other business to come before the Committee.

Respectfully submitted,
Normand Corbin, Clerk, 250th Anniversary Committee