



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

### MEETING MINUTES for Tuesday, March 24, 2015

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#### MEMBERS

**PRESENT:** Virginia Simms George (Chair), Thomas Lowe (Vice-Chair), Amelia Graham, Robert Marchetta, Lorna Helms, Cathy McAuliffe

**ABSENT:** Norm Corbin (Clerk), David Carlson and Dale Rains

**OTHERS:** Diane Wackell (Executive Assistant), Dawn Rand (Selectman) Bill Pantazis (Selectman) Andrew Dowd (Town Clerk)

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*Meeting Called to order:* 5:30 pm.

*Meeting Minutes:* the meeting minutes for 3/10/15 were accepted as written.

Following confirmation that the Kick-off Event will be held on January 24, 2016 and the Anniversary Gala will be held on January 30, 2016, the Committee discussed the following events:

- **Senior Event** – so voted by Tom Lowe and seconded by Cathy McAuliffe
  - The Committee agreed to partner with the Rotary Club and to hold the senior event in conjunction with the Rotary Club's annual chicken barbeque in June.
- **5K Road Race** – Further discussion will take place at the Committee's April Meeting
  - Questions included: Partner with Core Connection or hold the road race independently as a fundraising opportunity? Schedule this for the Spring?
  - At the request of Virginia, the Committee agreed to table this discussion to the Committee's next meeting in April.
- **Historic Tours** – so voted, along with the proposed budget of \$16,800 by Lorna Helms and seconded by Cathy McAuliffe
  - Tours will include historic tours via trolley, historic home tours, cemetery tours and a historic scavenger hunt.
  - These events can be held in Spring and Summer months.
  - Bob Marchetta will plan the dates for each event. The Committee talked about holding the cemetery tour in October near Halloween.
  - Following some discussion on Doris Kearns Goodwin being a possible speaker at one of the events, Virginia noted that she will not support this if there is a significant cost to hire her. It may be possible to schedule her pro-bono. The Committee would consider paying for her travel expenses from Concord, MA along with a \$5,000 stipend.
- **Family Game Day** – Confirmed
  - Tom and Amy confirmed that Family Game Day will be held on August 21, 2016.
  - The Committee discussed partnering this event with the Community Affairs Committee to see if they can schedule one of their summer concerts on the same evening.
  - The Committee discussed holding the Game Day activities from 1pm to 5pm, followed by a concert from 6pm-8pm. Tom Lowe will contact the CAC Chair to discuss this idea.
  - The Committee will not be responsible for any food. Meals can be provided by the Knights of Columbus and snacks by one or more of the local sports groups.

- **Parade and Fireworks** – Further discussion will take place at the Committee’s April Meeting
  - Bill, Dawn and Virginia will meet with Applefest Committee and provide an update at the April Meeting.
  - Cathy McAuliffe volunteered to act as the Committee Liaison for the Parade.
  - Assabet Valley has agreed to enter a float into the parade.
- **Masquerade Party** – so voted to hold the Masquerade Party on Saturday, October 29, 2016 by Lorna Helms and seconded by Tom Lowe
  - This will mark the Committee’s last event of the year.
  - Event will be for adults only with period dressing from 1766 or other different periods.
- **Memorial Day Parade** – Further discussion will take place at a future meeting
  - The Committee talked about working with the Service Officer at the American Legion to possibly piggy back something to the Memorial Day Parade. For example, a Civil War Re-enactment?
- **Commemorative Journal** – Further discussion will take place at the Committee’s April Meeting
  - The Committee discussed at length whether or not a commemorative journal should largely focus on ads or should it be limited to the history of the Town? Can it be both? Produce two different books? Some Committee members felt that a commemorative book should not include ads while others agreed that subtle ads similar to what was printed in the 200<sup>th</sup> commemorative book would be acceptable.
  - Bob suggested that the Historical Society be in charge of producing the history portion of the book while the Committee can focus on the printing and solicitation of ads and any related fundraising.
  - Virginia suggested that this discussion be continued at the April 13<sup>th</sup> meeting to allow her time for further review.
- **Fundraising** – Further discussion at the Committee’s April Meeting
  - Lorna discussed tiered levels for donations.
  - Lorna stressed the immediate need to consistently brand all 250<sup>th</sup> information with a logo. She suggested something colorful that will stand out.
  - Virginia and Lorna will meet to discuss further prior to the Committee’s April Meeting.
- **Website** – Report by Andy Dowd
  - Andy informed the Committee that Virtual Town Hall, the host for the Town’s Website, will develop a 250<sup>th</sup> page for \$450.
  - Andy and Virginia will meet with Virtual Town Hall to discuss the development of the page and possible logo ideas.

**Adjournment:** At 6:40pm, a motion was made to adjourn the meeting by Tom and seconded by Bob. The motion passed unanimously.

**Public Information Meeting Called to order:** 7:00 pm.

The Committee met with local community groups, Town Staff and School Committee members to ask that they consider planning their annual events during the 2016 calendar year with a 250<sup>th</sup> historical theme. The Committee reviewed their planned events and a discussion followed with ideas for those events that are planned by the various local community groups. Everyone was asked to meet with their individual groups over the next couple of months and get back to the Committee with their ideas or planned events.

Representatives from the following local groups were in attendance: Northboro Local First, Applefest Committee, Historical Society, Friend of the Library, Community Affairs Committee, Seventh Day Adventist Church, Trinity Church, Girl Scouts, Senior Center, Council on Aging, School Committees and Northboro Moms Group.

***Adjournment from Public Information Meeting:*** At 8:00pm, a motion was made to adjourn the meeting by Bob and seconded by Tom. The motion passed unanimously.

***Documents used during meetings:***

- Meeting minutes from: 3/10/15
- Agenda for current meeting
- List of potential events

***Agenda for Next Meeting:***

- Acceptance of March 24, 2016 Meeting Minutes
- Continued discussion on 5K Road Race
- Continued discussion on Commemorative Journal
- Update from Chair on Meeting with Applefest Committee
- Discussion on tiered levels for donations.
- 250<sup>th</sup> Logo ideas.
- Reports
- Any other business to come before the Committee.

Respectfully submitted,

Diane M. Wackell  
Executive Assistant