



250th TOWN ANNIVERSARY COMMITTEE

MEETING MINUTES for Tuesday, June 23, 2015

MEMBERS

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

ABSENT: Lorna Helms

OTHERS: Bill Pantazis (Selectman), Dawn Rand (Selectman), Linda Abusamra (Event Planning)

Meeting Called to order: 5:33pm.

Meeting Minutes: the meeting minutes for 6/9/15/15 were accepted with a minor addition. Dave Carlson will add that the Golf Outing is at Juniper Hills in Northborough.

- **Chairman Update:**
 - A list of Town events, dates and 250 Committee contacts was distributed for verification. The History sub-committee clarified the contacts for the different events.
 - Virginia wants a list of all sub-committee members supporting the 250th Celebration
 - She will look into how to reserve an Applefest 2015 Street Fair Booth.
 - There is a choir in Arlington that would like to sing as part of our celebration. Not sure if we need another choir (Tom has already assembled a choir).
- **Finance Committee:**
 - **Fund Raising:**
 - **Golf Outing** – Flyers and signup sheets were distributed for the Golf outing. We were requested to start having them posted throughout the Town.
 - **Sponsorships** – The letter requesting donations and describing the tiered funding approach has been sent to some 750+ businesses in town. Virginia circulated the company list requesting that we volunteer to visit several.
 - **Budgets:**
 - Dale circulated a draft of the projected total budget for the Town's portion of the 250th Celebration. Projected Income is ~\$133k, projected expense is ~\$79k. Several modifications were recommended to refine the projections including:
 - Adding the Historic Sub-Committee expenses to the summary
 - Reducing the number of Golfers at the Tournament
 - Reducing the income from the Auction at the Golf Outing
 - Adding Police & DPW costs for the Family Day Event
- **Publicity/Marketing:**
 - **Website / Facebook** – No update
 - **Commemorative Items** - No Update

Town Planned Events:

- **Kickoff Event (Sunday January 24, 2016)** -
 - Virginia request we generate an invite list for this event.
- **250th Gala Ball Event (February 6, 2016)** – Linda Abusamra updated the group on the status. She has a committee working with her to organize this event.
 - The location has been changed to the Doubletree Hotel in Westborough. Their facility is in better condition and has better pricing than the previously identified location.

- It will be a buffet dinner with dessert stations
- The function room will be available until 1:00am. A start time with cocktail hour still needs to be selected.
- She will contact Linda Corbin to identify ways to tie the Town History into the event.
- A motion was made by Norm for the \$3000 deposit and contract to reserve the facilities at the Double Tree hotel, seconded by Cathy. It passed unanimously.
- A motion was made by Amy for the \$3000 deposit and contract for the band “BeanTown” , seconded by Bob. It passed unanimously.
- A Motion was made by Norm for a contract to hold a block of 10 guest rooms at the DoubleTree hotel and seconded by Dave. It passed unanimously. NOTE: there is no cost to the Town for this motion; the vote was required because a contract had to be signed by Virginia to hold the rooms.
- Linda A. requested funding to prepare a prototype for the table centerpieces. Dale needs to look into how best to fund this request before the prototype is prepared.
- **5K Road Race (May 22, 2016)** - Cathy updated the committee on the status of this event.
 - She will need a deposit and contract for the timing devices used for the race.
 - The race course is being worked out
 - Thinking about how to tie local history into the event
 - She will contact the Police Department regarding their input
 - Also planning on a 1K walking event
- **Family Game Day (August 14, 2016)** – No Report
- **Birthday Party / BBQ (Summer 2016)**- No Report
- **Senior Event** – The Friends of the Sr. Center will run their own event. The Town can remove this from their event list.
- **Fireworks (Saturday, September 17, 2016)**
 - We will have about 30 minutes on stage just before the Applefest fireworks..
 - We will need to decide how to use this time.
- **Parade (Sunday, September 18, 2016)**
 - Virginia and Bill met with the Applefest Chair (Michelle Gillespie). She will chair the Parade for 2016. The parade will be held on the Sunday (in the past it was on Saturday). She requested we sponsor a band that would cost on the order of \$3000. We have proposed to pay for 1/3 of the DPW expenses for the Applefest parade.
- **History Events** –
 - **Guest Speaker:** No Report
 - **Town History Tour with a Trolley:** No Report
 - **Pamphlet:** A short history will be prepared for the Pamphlet
 - **Historic Culture Contest:** Needs additional discussion
 - **Scavenger Hunt:** No Report
- **Closing Event (October 29, 2016):**
 - Linda Abusamra will chair the organization of this event.
- **Community & Civic Organization & Other Participation:**
 - **Historical Society** No Update
 - **School Participation** - Virginia will meet with the Design and Visual Teacher at Assabet Valley Technical School at 7:15 on Friday June 26th to see how they can participate in the 250th celebration.
 - **Terri Crean** - will make a quilt for a raffle

Adjournment: Motion for adjournment at 6:45pm by Tom, seconded by Bob. Passed unanimously

Documents used during meeting:

- Agenda for current meeting
- Meeting minutes from: 6/9/15
- Project Budget documents
- Golf Outing Flyer & Sign up form
- Flyer with Sponsorship Information
- Events Schedule with Committee Contacts

Agenda for Next Meeting:

- Acceptance of Meeting Minutes
- Finance Committee Update
- Sub-Committee Reports
- Any other business to come before the Committee

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