



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

### MEETING MINUTES for Tuesday, July 14, 2015

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#### MEMBERS

**PRESENT:** Virginia Simms George (Chair), Norm Corbin (Clerk), David Carlson, Amelia Graham, Dale Rains (Treasurer), Cathy McAuliffe, Lorna Helms

**ABSENT:** Thomas Lowe (Vice-Chair), Robert Marchetta,

**OTHERS:** Diane Wackell, Andy Dowd, Bill Pantazis (Selectman), Dawn Rand (Selectman)

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

*Meeting Minutes:* Cathy made a motion to accept the minutes of 6/23/15, seconded by Amy. It passed unanimously.

#### • Chairman Update:

- Virginia and Lorna met with the Design Instructor (Dennis) at Assabet Valley Technical School. They can do the design work but cannot do large mass printing. School does not start back up until the end of August. Virginia would like one person to act as the coordinator for work being done at Assabet.
- Virginia handed out an “Event Resource Form” to be filled out for each event coordinator.
- A revised events list was handed out. The Town will not sponsor a BBQ event nor a Senior Event.
- Virginia is looking for volunteers to contact some of the businesses in town for 250<sup>th</sup> funding.
  - It was also noted that the master list of businesses does not appear to have any banks. Andy will check into this.
- Virginia is recommending another meeting with Community groups in September, possibly the 24<sup>th</sup>.

#### • Finance Committee:

- **Fund Raising:**
  - **Payments** - It would cost about \$250 to set up a system for on-line donations and golf outing fees. Andy will look into this option.
  - **Golf Outing** – Lorna will have more golf tournaments posters printed. Norm has identified “Nineteen Northborough Notables”, one for each golf hole.
  - **Sponsorships** –
    - Mailings will be sent to all homes in town (~5500) with information about the 250<sup>th</sup> Celebration and requesting funding.
    - Lorna made a motion for funding the printing & mailings of the 250<sup>th</sup> notices at \$0.59 each, seconded by Cathy. Passed unanimously.
- **Budgets:**
  - Projected: Dale refined the projected budget:
    - Projected Income is ~\$143k, projected expense is ~\$94k.
    - Any profits would be returned to the Town
  - Revenue to date: \$21,500, Remaining: ~ \$16,000
  - Expenses take 1 week to process:
    - Above \$500: needs to be voted on at our meeting
    - Below \$500: goes directly to Dale

#### • Publicity/Marketing:

- **Website** - Virtual Town Hall has essentially finished the Website “Northborough250.org”. It should be up and running soon.
- **Facebook** – No update
- **Commemorative Items** - Virginia would like this on the next meeting’s agenda
- **Applefest 2015**- Andy will follow-up on our having a booth without any fee

**Town Planned Events:**

- **Kickoff Event (January 24, 2016)** - No Report
  - **250<sup>th</sup> Gala Ball Event (February 6, 2016)** –
    - Virginia signed the contracts for the band and hotel
    - Kathy Dalgliesh will prepare a video montage for the cocktail hour
  - **5K Road Race (May 22, 2016)** - Cathy updated the committee on the status of this event.
    - A liability waver may be needed. Andy will follow-up
  - **Family Game Day (August 14, 2016)**
    - Amy & Tom went to the park to get ideas for layout and organization.
    - High School Students will help out at the event
    - Daughters of the Revolution have been contacted for support
  - **Pre-Fireworks (September 17, 2016)**- No Report
  - **Parade (September 18, 2016)** – No Report
  - **History Events** –
    - **Guest Speaker:** No Report
    - **Town History Tour with a Trolley:** Norm is expecting to have a decision on the Trolley Company soon and will need a deposit.
    - **Pamphlet:** Norm & Dave have started collecting Town history information
    - **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** – Cathy contacted Joan Frank to make sure we are on an upcoming School Committee Meeting

**Adjournment:** 6:30pm

***Documents used during meeting:***

- Agenda for current meeting
- Meeting minutes from: 6/23/15
- Revised Budget documents
- Revised Events Schedule with Committee Contacts
- Event Resource needs form

***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, 250<sup>th</sup> Anniversary Committee