



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

### MEETING MINUTES for Tuesday, July 19, 2016

---

---

#### MEMBERS

- PRESENT:** Virginia Simms George (Chair), Thomas Lowe (Vice-Chair), Norm Corbin (Clerk), David Carlson, Cathy McAuliffe, Amelia Graham, Robert Marchetta ,
- ABSENT:** Lorna Helms, Dale Rains (Treasurer),
- OTHERS:** Andy Dowd, Linda Abusamra
- 

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

*Meeting Minutes:* The meeting minutes for June 21, 2016 were accepted as written

- *Chairman Update:* included below
- *Finance Committee & Fundraising & Marketing*
  - *Finances:* No Report
  - *Cookbook:*
    - Cookbook is looking very good. The target of 250 recipes was met!
    - Met with Bob Ellis (Historical Society Historian) to review old photographs. Selected photos were forwarded to Lorna. Next meeting is Thursday July 21<sup>st</sup>.
    - Norm made a motion to sell the cookbooks for \$10 each, seconded by Cathy, Passed unanimously
  - *Banners:*
    - The banners will be given to their sponsors when taken down. There is an idea to deliver them in nice bags.
  - *Commemorative Items:*
    - Virginia contacted Juniper Hills, they will display the Commemorative Plates
    - Lorna, Norm and Dara Howarth sold commemorative items at the Community Affairs Concert on July 14<sup>th</sup>.
- *Town Sponsored Events:*
  - *Family Fun Day (August 14, 2016)*
    - Virginia confirmed that Skip Doyle is available for taking official photographs
    - Christine Cobb is helping
    - The events day information is posted on Facebook and the Website
    - The t-shirts for the students volunteering are all in
    - Next meeting is the week of July 25th
    - Setup for the day will start at 9:00
  - *Pre-Fireworks (September 17, 2016)-* No Report
  - *Applefest Parade (September 18, 2016)-* No Report
  - *Cemetery Tour (September 24, 2016) –* No Report
  - *Masquerade Party (October 29, 2016)-* Update from Linda Abusamra
    - **Venue** – Looked into a variety of options. Decided to hold it at the Westborough Double Tree considering how well they did for the gala.
    - **Music** – Investigated D-jays and bands. Their recommendation is a band hired through Wilson-Stevens Productions, which the 250<sup>th</sup> committee agrees with. Information on several band options will be forwarded to the 250<sup>th</sup> committee.
    - **Photo Booth** – A contract was signed for having one at the event
    - **Tables & Seating** – The color theme will be navy blue & gold. A centerpiece idea was shown; it was met with mixed opinions. It was recommended that several alternative

centerpiece options be investigated. Target price for each centerpiece will be \$35 to \$50. Seating will be 10 per table.

- **Tickets** – It was agreed that the tickets will sell for \$50 per person. At this time plan on 350 people attending. Andy will look into Event-Bright as a possible on-line purchasing option.
  - **Food** – Similar choices as last time. The committee requested a copy of the menu options.
  - **Advertising** – The owner of “Paint Circle” is considering volunteering her time to design a poster that would be distributed around town. The posters would be printed at Assabet Tech.
  - **Best Costume Awards** –for top 3 costumes were mentioned
- **Guest Speaker (No Date selected)**- No Update
  - **Hidden History Markers: Discover Northborough’s Past -**
    - We have permission for fifty markers from owners. Most markers are up. Information & maps are nearly complete. Andy will place all information on the 250<sup>th</sup> website.
    - It was decided that up to 25 prizes will be given out to anyone visiting all 50 sites. The prize could be either a 250<sup>th</sup> Commemorative pin or 250<sup>th</sup> mug redeemable at the town clerk’s office.
    - As a token of appreciation, Carter Brannon (the Eagle Scout) will be given a commemorative pin and his parents each a 250<sup>th</sup> mug.
- **Community & Civic Organization & Other Events**
    - At the Community Affairs July 14<sup>th</sup> concert 250 beach mats with a combination 250<sup>th</sup> and Community Affairs LOGO were given out. Cathy presented one to Virginia.

**Next 250<sup>th</sup> Committee meeting:** August 2, 2016 at 5:30

#### **Agenda**

- Acceptance of Previous Meeting Minutes
- Reports:
  - Chair Update
  - Finance
  - Bags for Banners
  - Donation Requests (Local First request)
- Program Status Updates:
  - Cookbook
  - Family Fun Day
  - Parade
  - Masquerade Party (awards, costume recommendations, band selection)
- Any other business to come before the Committee
- Next Committee Meeting Date

Motion to adjourn made at 6:40 by Tom and seconded by Bob, passed

Respectfully submitted,  
Normand Corbin, 250<sup>th</sup> Anniversary Secretary