



**TOWN OF WAYLAND
MASSACHUSETTS
01778**

TOWN BUILDING
41 COCHITUATE ROAD

**Wayland 375th Anniversary
Commemoration Committee
MEETING MINUTES
Wednesday, May 22, 2013**

The Wayland 375th Anniversary Commemoration Committee met Wednesday, May 22, 2011, at 7:00 PM in the Selectmen's Room, 41 Cochituate Road, Wayland:

Ms. Mary Antes
Mr. John Dyer
Ms. Deborah Seidman

Ms. Pam Bonaguide
Ms. Barbara Holtz
Ms. Allison Tobias

Ms. Lynne Dunbrack
Ms. Cyndi Miller

Guests included Kathy Hodge and Tara Slade.

The meeting was opened at 7:08 PM. There was no public comment

Opening Weekend. Deborah and Allison provided an update of the plans for the Opening Day activities:

Moody Street Circus

- ***Venue and Activities:*** Using a map of the school, Deborah and Allison described the layout of the circus and carnival games. There will be 8 carnival booths that will be manned by someone from the carnival company plus a volunteer. For the high striker game, the carnival company will provide staff to ensure safety. Other games / booths include a dunk tank (fire, police, coaches of various sports teams, some members of the BoS have volunteered to be dunked), skeet ball, and basketball. There will be games for both young and older children and a train for little children.
- ***Tickets:*** To gain access to the venue, adults will wear a button and children will wear a wrist band indicating that they have tickets to the event. To avoid long lines forming at the entrance of the venue, these items will be purchased at the satellite parking lots or in advance. Tickets for food and games will be available for purchase at various locations within the venue itself. We need be able to take credit cards so that people can buy tickets in advance. It's more convenient for people to pay by credit card the day of event. Mary is going to confirm the status of the UniBank.
- ***Promotional Activity:*** Notices to be hand-delivered to Wayland homes (approximately 4,500 households). Samples were shared at the meeting. Outstanding issue is how these notices will be delivered. At one point the Boy Scouts were going to be enlisted to distribute the Wayland 375 Program booklet; the question was raised whether they could distribute the Circus Notices. Alternatively, the notices could be sent by U.S. mail which would cost approximately \$700 and require a different layout or mailing in an envelope, thus requiring additional expense and handling.

Costco can print oversized banners that can be laminated for outside display.

Other promotion activities include a message sent to the Wayland Schools' Listserv, various articles in the local papers and at the Memorial Day Event announcements will be made and a banner will be carried in the parade and posts on the Wayland 375 Web site and Facebook page.

- **Signage:** The Council on Aging can only make one of its two signs available. There are also six laminated signs that we can place at the end of school driveways. The 8 feet by 4 feet Town Boards can be used May 27 through June 9. The special election for State Senator will take precedence.
- **Sponsors:** Stop & Shop in Wayland is on board as a sponsor. The food court will be known as the Stop & Shop Pavilion. They are also providing a refrigerator truck for the day. Stop & Shop staff will man their food booths. In addition, the Wayland Fire and Police will man their food stations.

We need to publicly thank the sponsors of the Opening Day Events. Suggestions include a banner or program book of sorts. The program book that John Dyer pulled together will not be distributed until later in the summer.

- **Vendors:** Contracts with the vendors are being finalized and signed. Need funds to pay for deposits. There is \$30,000 in the Wayland 375 but it cannot be released as of yet. The Town needs W9s for the vendors in order to cut checks for them. Mary is going to look into payments for the vendors and accepting credit cards. Deborah Seidman will need to be reimbursed for the vendor deposits that she has made to date.
- **Parking:** Offsite parking options include Weston, potentially Natick at the old high school behind the Stop & Shop on Route 9, Claypit Elementary School, and Stop & Shop in Wayland (another 150 spots). Two trolleys (accommodates 40) and busses (accommodates 100) will shuttle people from the parking lots to the Middle School. The trolleys and busses will be complimentary, but donations will be gladly accepted to defray the costs.
- **First Aid and Emergency Response:** CERT is on board for the Circus. A lost and found for children will be set up at the entrance. An evacuation plan needs to be developed with Fire Chief, Vinnie Smith, in the event a med flight needs to be brought in. There will be two first aid responders on site at Middle School for the entire event.
- **Volunteers:** Pam Bonaguide will organize the volunteers. She will conduct a volunteer meeting one or two nights before Saturday to coordinate logistics with the volunteers. We will need a set up team for Friday and Saturday morning. Chairs will be borrowed from various local places of religious worship and will need to be returned to them at the end of the circus. We will need a team for garbage detail.
- **Permits:** Board of Health permits are in the works.

Native American Activities at Cochituate Station

- Volunteers have been enlisted for this event.
- Food options will include a hot dog stand and Ben and Jerry's ice cream. There will also be ice cream trucks and food from North End Treats.

Grout-Heard house

- Panera will provide coffee for the events at the Grout-Heard house Saturday morning.

Barn Dance

- Need a design and decoration committee for the barn dance.
- Deborah said she is trying to get Off to be a donor given how "mosquitoey" the outdoor venue will be.
- Kathy Hodge volunteered to pick up Christmas lights and battery candles for the porta-potties.

The Board adjourned at 10:30 PM.