

**Town of Simsbury
350th Anniversary Celebration
Committee Meeting
May 8, 2019 – 3:00 p.m.
Simsbury Public Library Program Room**

Present:

Committee Members: Jan Lintner, Deeg Mackay, Tara Willerup, Cheryl Cook, Ieke Scully, Wendy LaMontagne, Jeff Dornenburg, Anita Mielert, Polly Rice, Sharene Wassell, Kris Barnett, Lisa Gray, Dick Ostop, Steven Antonio

Town Staff: Library Director Lisa Karim, Director of Culture Parks and Recreation Tom Tyburski, Library Head of Children's Services Stephanie Prato, Library Admin Secretary Sue Mazurski

Call to Order: Ms. Karim called the meeting to order at 3:00 p.m. She recognized the members of the original 350 Committee and thanked them for the work they'd put into planning. She noted that while this new Town Committee was a sort of reset, it would be building on some of the foundation which the original group laid.

Public Audience: There was no public audience.

Introductions: Each member identified themselves and the group that they were representing.

Town Committee Guidelines: Ms. Karim reiterated that signed Conflict of Interest waivers from each member were to be filed with the Town Clerk. Agendas and Minutes will be posted on the Town website and all members of the committee should be aware that they fall under the rules of the Freedom of Information Act. Also, all contracts must be reviewed by Town Counsel and signed by the Town Manager. For anything which a contract is required, please build in time for these steps when planning.

Committee Goals: The goals are to plan 2-3 events, including an opening and closing event and River Day; maintain a comprehensive 350th event calendar and solicit and coordinate sponsorships and fund raising. The Town of Simsbury has funded the committee with a start up budget of \$18,000.00.

Election of Officers: Ms Karim asked for volunteers or nominations to serve as Chair, Vice Chair and Recording Secretary. The following volunteered and, as there were no others interested, were approved unanimously by the Committee: Chairman-Cheryl Cook, Vice Chairman-Chris Barnett, Recording Secretary-Polly Rice.

Committee Structure: Due to the large size of the 350 Committee, five Sub Committees were formed: 1) Marketing & Publicity; 2) Fund Raising/Sponsorships; 3) Opening Ceremony; 4) River Day; 5) Closing Ceremony. Subcommittees are expected to meet between meetings of the

large 350 Committee. Each subcommittee should select a Chair and Vice Chair, as well as recruiting volunteers to assist with events.

The Committee has a page on the Town website. This will need to be updated. Melissa Appleby is the Town contact for this.

Ms. Barnett commented on River Day – this includes all functions related to the river; Huck Finn, Kayak Races (but not at the Tariffville gorge), Curtis Park, Boy Scouts. She added that the Simsbury Land Trust would help by conducting hikes and the new park should be open before this event occurred.

Ms. Mielert gave her thoughts on the Opening Celebration. The ceremony will take place at First Church as close to May 12th as possible – preferably May 17, 2010 at 3:00 p.m. She envisions the ceremony to be about 1.5 hours followed by a reception for about 2 hours. Palmer Hall at First Church holds 400 people, free tickets would be issued to ensure there was adequate seating. The Governor would be invited and the Governor's Foot Guard would also be invited. The DAR has been asked to participate. It was also suggested that there be a poetry contest in the absence of Rennie McQuilken and invite the SHS students to get involved. Ms. Mielert asked Carolyn Kwan (Hartford Symphony Orchestra) for musical input that could maybe be combined with the chorus from SHS. Plans for the reception need to be developed, crowd control, tents, food services and basic logistics need to be discussed and planned.

Possible ideas for the closing ceremony were discussed.

Mr. Tyburski added that since the Recreation Dept. website is capable of taking credit card payments maybe it could be used for accepting donations for 350 Committee.

Ms. Karim encouraged all members to convene their subcommittees and get their plans started. She noted that sub committee meetings do not have to be noticed as the meetings of the larger 350 Committee do. Subcommittees should develop detailed budgets for their events/tasks.

Meeting Schedule: It was decided to start with meetings taking place every other Wednesday at 3:00 pm at the Library.

Meeting was adjourned at 3:45 p.m.

Respectfully submitted,

Sue Mazurski