

**Town of Southwick  
Meeting Minutes  
Southwick 250<sup>th</sup> Anniversary Committee**

Monday, August 19, 6:30 p.m.  
In the Community Room @ Town Hall

**Members in Attendance:** See Attachment "A" -2 Page(s) Sign-In Sheet

The Meeting of the Southwick 250<sup>th</sup> Anniversary Committee was called to order by Chairman, James Putnam, at 6:30p.m.

A **MOTION** was made by Lee Hamburg, **Seconded** by Joseph Deedy (Vote-Unanimous) to approve the meeting minutes from June and July.

**Public Comments:** None

Current budget update.

01002-549901 Current Year 250 <sup>th</sup> Celebration	5,000.00	\$84.45 Stamps etc. \$1203.00 Float Printing	Balance: \$3,712.55
01122-549901 Current Year 250 <sup>th</sup> Celebration	5,000.00	\$1,125.00 History Book \$134.00 Parade Banner \$113.55 Mike P Float \$67.70 Mike P Float \$575.63 Float Misc.	Balance: \$2004.88
2514203-529900 250 <sup>th</sup> Celebration Earmark	25,000.00	\$9,997.00 Brackets \$8,712.50 50 Banners \$3,999.55 Souvenir's \$2,290.95 Deposit on Fireworks	Balance: \$0.00
2725660-529900 225 <sup>th</sup> Celebration Gift	4,983.76	0	Balance: \$4,983.76
Southwick Civic Fund	\$1,000.00 Donation Donations & Banner \$	\$140.00 Table Skirt \$1,106.25 History Book	Balance: \$860.00 New Balance: \$1,869.00

**Balance: \$9,104.88**

### **Chairman Report:**

Jim Putnam stated that we had a group do the First Responders booth. Freda did the entire event. Jim thanked all the folks who participated, including Bob Johnson for driving the Trolley from Kris Mill Plaza to Whalley Park. We were able to share a tent with Southwood's.

Jim stated that he and other volunteers were at storage unit on one of the hot days and it might not be a good idea to store the clothing items because of the extreme heat. Work group should check back with vendor to understand and acceptable storage conditions.

"Mug it up" will be on Facebook in a day or two. Barbara Wescott stated that she was at Summer House and they are eager to sell our merchandise. Jim said to give them Lee's contact information and he can work out the arrangements.

Jim met with Jack Moccio and there is a change with the Big E parade. The Agawam bridge will be shut down and is a major concern for the Big E this year. There really isn't any safer route for us to bring the Trolley and we don't want to be in a traffic jam with it. Jim will keep us posted on the changing information regarding the bridge and traffic. We will do our best to be in the Parade, but safety first.

### **Work Group Reports:**

#### **Outreach and Social Media:**

Chelsea did a great job for our Website. Several people tested it and had made suggestions. Chelsea added a section for the meeting agenda/meeting minutes.

To date, we have 200-300 viewers.

Chelsea was asked what the site was, she informed the committee that you go to [URL:Southwick250.org](http://URL:Southwick250.org). Lee asked if he could solicit Chelsea to organize the volunteers for the group. Chelsea explained to the committee that if someone wants to volunteer at an event, they can click on the event and everyone will know your volunteering.

Chelsea also explained that there is a Event section and you can sponsor an event or donate directly to the it.

### Celebration Events & Youth and Schools Workgroup:

Fredda informed the committee that the next Town event will be the Southwick Night Out at Prifti Park, Wednesday 28<sup>th</sup>, 2019 5-9pm. There will be a State helicopter, and kids' safety events from both the Police and Fire departments. We need to volunteers to set up our table at this event.

Rob Gaugh is a Paranormal and is willing to help us raise money from his events. He has been to Consolidated School, our Town Library and our Cemetery. Rob worked with Westfield during their 350<sup>th</sup>. Rob has been to 59 other communities and is well known for what he does. Rob asked that we decide if we would like him to come to Town and pick a date so he can save the date on his calendar. There was a raffle, and winner got to go to a matinee and dinner. **MOTION** was made by Nancy to have Rob Gaugh come in October 2020, **Seconded** by Juliet Mason. (Voted Unanimously).

Fredda stated that they still needed to meet with larger businesses. Jean and Deb are new to her group. Suggestion of a potluck dinner to get people interested in learning about our events.

John and Barb Wescott have volunteered to erect an Events sign at the Routes 57/10 intersection in front of Kitchens of Distinction. We will first need permission from Kitchens owner Paul Harlin. Then we will need to get a permit from Town.

Freda stated that they were going to put boxes at Town hall for anyone who is willing to donate craft items.

The group is in the process of getting restaurant commitments for the Pub Crawl and mugs.

Jim Putnam stated he will do a cover letter to participants, and asked Lisa to make copies of our program sheets, put in an envelope and send to all the businesses. Fredda will send Lisa the most updated business list. Barbara Wescott and Terry Mish volunteered to help Lisa with this large mailing.

### **Funding & Budget Workgroup:**

Joseph Deedy stated that there is \$8,187.97 for Southwick 250 in the Civic Fund. There are 14 banners sponsored and paid for already with 36 to go.

Cindy informed the committee that while out talking to businesses one had asked her how much money, is it going to cost and what money do you need. Jim Putnam asked should we put something in the paper that explains about our financing and goals to reach. Russ Fox said he knows there are people out there and wanting to donate to the cause, but Russ wants the Finance group to meet with all the groups individually and make 250 Budget our main topic at our September meeting.

Russ Fox stated that the State funded the brackets on the poles throughout center of Town, and DPW will be putting them up in November. Russ informed the committee that he and Jim Putnam will be meeting with Southwood's to go over the designs.

### **Historical Content, Publications Souvenirs Workgroup:**

Sam Goodwin gave notes from their August 12<sup>th</sup>, 2019 work group meeting. According to their notes most of the meeting was spent looking at copies of photos for the book. We had a discussion regarding souvenir sales and Lee will bring back a plan at our September 16 meeting.

### **Anniversary Parade and Float Workgroup:**

The work group's notes are incorporated as Attachment "C". They had 8 attend the meeting. Marcus noted that the Committee didn't have a problem with people walking along the parade route prior to the start of the parade to handout information on the line-of-march and collect monetary donations.

There was an extensive discussion about the parade staging area to be located along Hudson Drive and Whalley Way. Participant check-in location and procedure and specific items needed (diagram of staging area, signage, drinking water, trash bags, 2 locations for porta potties, portable radios, golf carts, food trucks and directions to the dispersal area at the Town Hall) to support the staging activities.

Food Truck to provide food service in the parade staging area starting at 11:00 AM at a designated location.

It was agreed to ask Troy Henke to contact Ed Mello about providing EMT services for the parade as his organization did for the Westfield 350<sup>th</sup> Anniversary Parade.

Ellen reported that she has contacted Southwick Motors and Mr. Whalley and received permission to use the property for setting up a parade reviewing stand. Also, she has contacted Crestview Construction, and they will help get a tractor trailer for use as a reviewing stand.

Barb provided an update on use of the 250<sup>th</sup> Anniversary Float at the Big E in September. She has been in contact with their parade coordinator at the Big E and is awaiting confirmation on which parade(s) the float may participate.

Marcus noted to date no comments have been received from Town Counsel on the Parade Rules and Forms which will be needed in order for us to post information on the website and send invitations to potential parade participants during November.

Their next meeting will be Monday, September 9<sup>th</sup>, at 6:30PM.

**A MOTION** was made by Joe Deedy seconded by Russ Fox (Vote-Unanimous) to adjourn the meeting at 7:50 p.m.

The next meeting is September 16, 2019, Town Hall Auditorium.

**Respectfully submitted,**

Lisa A. Anderson

cc. Town Clerk