

Town of Southwick
Meeting Minutes
Southwick 250th Anniversary Committee

Monday, April 8, 2019, 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 250th Anniversary Committee was called to order by Chairman, James Putnam, at 6:30p.m.

Chairman, Jim Putnam introduced Troy Henke, the Parade Coordinator. Troy is with the VFW and has done the last parade for Memorial Day, which was a big turnout. Troy looks forward to being part of this event. You'll see more of Troy when it gets closer to the parade event, in the fall, 90 days, 60 days prior to event. The committee welcomed Troy and thanked him for his participation.

Public Comments: None

A **MOTION** was made by Jim Putnam to accept the meeting minutes for March 18, 2019 as is, at 6:40, seconded by Karen Schomer (Voted-Unanimous).

There were no changes to the budge as of today.

01122-549901 Current Year 250 th Celebration	5,000.00	0	Balance: 5,000.00
01002-549901 Current Year 250 th Celebration	5,000.00	Spent 84.45	Balance: 4,915.55
2514203-529900 250 th Celebration Earmark	25,000.00	Spent 9,997.00	Balance: 4,983.76
2725660-529900 250 th Celebration Gift	4,983.76	0	Balance: 4,983.76

Balance: 25,478.31

Does not include \$1000 donation held with Southwick Civic Fund.

Chairman Report:

Jim Putnam stated that he would like Russ Fox and Lisa Anderson to explain the purchase order process to the committee. Russ Fox said we want it simple. Lisa explained that it has been decided to have just the group chairs contact Lisa for a purchase order. You will need to text, email the following information to Lisa.

1. Vendor Name
2. Vendor Address
3. Vendor Number (given by accounting)
4. Date
5. Description of purchase (EX: description, quantity, price attendee's names, event dates and location).

Once this information is given to Lisa, she will fill out the purchase order, get it signed that day by Russ Fox or Jim Putnam, then bring it to Laura our Town Accountant. Laura states it will be approved within 2-3 business days and put in our Town mailbox for the 250th Committee. Lisa checks this twice a week. Lisa will contact you when it gets approved so you can then call and order your item. Once you get the invoice, you can put it in the mailbox or have your vendor send it directly to 454 College Highway, 250th Committee.

Jim asked the Civiv Group if there was anything they wanted to add regarding their process. Joe Deedy stated that there is a form that you will be given so you can get reimbursed for the Tax, without it you don't get the tax.

Jim said he met with Bob Polvolari and it was a good meeting. Bob is in support of our 250th parade but has concerns regarding the Farm parade. The Farm parade raises money for the animal shelter, and he wouldn't want to see that change. He also stated that he gives a nice party for the participants afterward.

Russ Fox stated that the flags will be going up this coming week, along with the Celebration banners. The Civic group letters went out this past weekend, and we are already seeing a request for banners.

Jim sent everyone two files, via email today. One was the power point that Chelsea created during the open house we had with the businesses. The second one, was a package plan of the entire 2020 itinerary which you can use to show or explain to groups or individuals.

Work Group Reports:

Outreach and Social Media:

Celebration Events & Youth and Schools Workgroup:

John Wescott stated that the boy's scouts are willing to do the nickel GEO coins. They would have to set up 6-8 sites all over town.

Jim stated that Chelsea should invite John Wescott to their next meeting of the Outreach and Social Media group.

Sam asked if there were any events planned for Prifti Park, Chelsea stated yes, they end the parade there, and possibly a pumpinfect. Sam asked if the Boardwalk would be completed. John Wescott stated that he got sick, and they lost 22,000.00 of the grant. The need 78 pieces of decking to complete the project.

Funding & Budget Workgroup:

Russell Fox met tonight at 6:00p.m. Russ went over the budget. We received 15,000.00 from State

12,500.00 we get from sale of banners

5,000.00 we ask voters for 2020 budget

\$32,500.00

Joe Deedy will be delivering the letter to business's regarding their support. Sponsorship is Silver, Gold and Platnium.

Russ stated that a member wanted a picture of his/her uncle from WWII on a banner and that Buzz Caron approved it. Russ had to tell Buzz that the finance group gets the final approval of all banners, if its not a logo. The finance group has no problem if an individual wants to purchase their own banner, but it wont be one of the 50 approved going up throughout town.

See Attachment "B" Finance meeting.

Historical Content, Publications and Souvenirs Workgroup:

Lee says they have prices on 4 out of 5 items. They will be getting them at cost, but with a onetime setup charge for all of the items.

They are going with short sleeve green tee, pint glass, coffee mugs and baseball cap. Lee is ready to put in an order. Finance group stated that you have \$4,000.00 for the purchase of items. You should also spend all of that money by end of May.

Lee asked what money he will have for the purchase for the scanning and prep of the book. Jim recalls \$1,000.00 but will double check.

See Attachment "B" for meeting minutes and pricing for items.

Anniversary Parade and Float Workgroup:

Marcus says that Buzz Caron is very active. Barbara Wescott stated that she wasn't sure who was leading the charge. Jim Putnam said that the group should meet again in a week, and the Barb should be leading the charge. Kim M. stated that she can meet on Wednesday night.

Marcus was a little worried about how much this was going to cost. Jim stated that he set the budget for \$1000.00.

Marcus will be out of Town and Jim Putnam will be out of commission for a couple weeks.

Marcus said that Mr. Moccio offered to let them use the Trolley car from Riverside for the parade, and Martin will design and get the pictures attached. Mr. Moccio offered to paint it if we thought it needed it. Marcus says it doesn't need painting. Mr. Moccio did say he would provide a garage space.

Marcus stated that the banner has been ordered via our purchase order system, and will be ready tomorrow. It is 3Ft. x 8Ft. and will be used every chance they get.

Marcus explained that Barbara submitted the application for the parade in Westfield for May 19, 2019, except for the towing.

Marcus gave copies of the application for our Town Parade. Marcus asked that Lisa give the package to our Town Counsel for review. Also, we need to check and see if we need

an umbrella on our Town Insurance policy for one day for the event. See Attachment "C".

New or Old Business:

Jim Putnam talked about trying to find a volunteer that would help design website for our 250th committee. Right now we can download things to the Town website. Jim has met with Doug Moglin to discuss one like Westfield's 350th. Chelsea state that she would set up a google site shell for us. Jim Putnam would like to see another volunteer other than Chelsea. Jim was hoping to spend under \$250.

Jim states that the next meeting will be May 13, 2019, and we should be back to our third Monday of the month for June 17th, here in the Auditorium.

A MOTION was made by Jim Putnam seconded by Nancy Zdun (Vote-Unanimous) to adjourn the meeting at 7:36 p.m.

Respectfully submitted,

Lisa A. Anderson

cc. Town Clerk

