

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

Monday, March 18, 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 250<sup>th</sup> Anniversary Committee was called to order by Chairman, James Putnam, at 6:30p.m.

**Public Comments:** None.

**Chairman, Jim Putnam** postponed approval of the last meeting minutes, till Cindy Pendleton comes back.

There were no changes to the budget as of today.

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

Does not include \$1,000.00 donation

**Balance: 25,478.31**

### **Chairman Report:**

Jim Putnam stated that they are putting the information of names and contact information from the open house to a spreadsheet. Robin Solek has given Lisa Anderson Stationary in case any groups need it for letters, etc. Lisa will leave half the box in the Select Boards office for your convenience. Jim met with Kate May, art teacher at SRHS and she would like to know if the art club can create a mural for the 250<sup>th</sup> to put on display at events. Jim and Russ met with Southwood's team to review the progress of the banners. Jim also met with Bob Polverari regarding parade issues. Jim was wondering if anyone had his direct number. Jim and Russ met with the Town Accountant to review purchasing & reimbursement procedures, words of caution, we cannot get reimbursed until we get the products in hand and documentation is key, more to come on that process. Jim also attended the Historical Content Work Group meeting on March 11, 2019. See attachment "B". No comments or questions.

### **Work Group Reports:**

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

Chelsea and Barbara did a fantastic job on the meeting we had with the Business's. Barbara outdid herself on the refreshments. They will be sending out Thank You notes soon. There were many business's that want to be more involved. We will connect with them more as we go forward. Comments or questions; Cindy stated she was behind the refreshment table assisting Barbara and was asked questions that she did not have the answers too. Cindy suggested if we do another meet and greet that the Chairs of each work group should be available to answer any questions.

#### **Celebration Events & Youth and Schools Workgroup:**

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

Russell Fox sat with the Laura our Town Accountant to discuss setting aside monies for each group. The Accountant wants us to use a purchase order system. Lisa Anderson will be in charge of the purchase orders, so see her if and when you need to do a purchase. Jim and Russ will also be backups for this system. Jim and Russ sat with Buz and Martin at Southwood's to discuss some small changes to a few banners. There will be Southwick banners that will go up on November 2019 and come down 2020. The banners are a little more expensive than originally thought, the cost is \$175 and will sell for \$250.

Whatever we make off the banners will go back into the account for the 250<sup>th</sup>. The process of banner sales will go through the Civic Group, all checks should be made out to the Southwick Civic Group. There were many Business's that were interested in purchasing a banner. The Launch Restaurant will purchase a banner and also offered to promote selling our coffee cups, with the purchase of a coffee. The Friends of the Library, Fire Department, Lions Club are just a few of the groups interested in purchasing banners. We will try and send out a letter to all civic and nonprofit groups. Joe Deedy stated we should get these commitments sooner than later.

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

Lee stated they met on March 11, 2019. The group is ready to move forward with the purchasing of souvenirs and the book is coming along. See Attachment "B".

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

Marcus says that Southwood's has designed the banner, which they made a few changes to. They added a barn w/silo instead of a tractor. The banner will be ready for Westfield's parade. They have completed an entry form, rules which is about 2 pages about the floats, and a participation agreement for them to sign releasing permission for photographs. Marcus sent the packet to Lisa A. who will send out to everyone to see and attach to these minutes, see Attachment "B".

#### **New or Old Business:**

Jim states that the next meeting date should have been April 15, 2019 but that is Patriots Day, and the Town is not opened. We will move April's meeting to the week before to April 8, 2019. May 20, 2019 should be our third Monday, but it is the day before the big Town Meeting so we should move that one to the prior Monday also, which would be May 13, 2019. Lisa will double check with Robin tomorrow to see that we are booked for the Auditorium.

Joe Deedy stated that their Civic Groups policy for reimbursements will be receipt is handed in and within a week you will get your money, no receipt no reimbursement.

Lisa Anderson stated that the Fireman's Association has agreed to purchase a banner for \$250 image of fire scene design by Southwood's. They will be sponsoring the Holyoke Bagpipe band for \$1000.00 for the Parade and will also be building the 9-11 Float. The Fireman's Association will also like this committee to know that our Annual Calendar

Drive for 2020 theme will be Our Town's 250<sup>th</sup> Anniversary with old photos, if anyone has some to share please give to Lisa.

**A MOTION** was made by Russ Fox seconded by Ray Snow (Vote-Unanimous) to adjourn the meeting at 7:38 p.m.

**Respectfully submitted,**

Lisa A. Anderson

cc. Town Clerk