

Town of Suffield
350th Anniversary Committee
Tuesday July 27, 2021 @7 PM
Zoom teleconference

Present: Tara Beaulieu, Cari Cieri, Kacy Colston, Norm Noble, Caroline d'Otreppe, Eric Remington, Lester Smith
Absent: Beth Chafetz, Rachel Spears
Guest: Melissa Finnegan

Bold – Actions taken **Red** – Things to do

Meeting called to order by Kacy Colston at 7:02 PM

1. Review of agenda
 - a. No changes
2. Review and approval of minutes from 6/22 meeting
 - a. **Motion to approve minutes by Cari, second from Norm. All approved.**
3. Public Comment – None
4. Big Parade Update – Melissa Finnegan
 - a. Peter and Melissa met with Ryan Burrell (police) to tighten up route for parade – Main Street to Halladay for line-up of groups/floats.
 - b. Parade step-off is planned for 10 am, Saturday, October 9, ending at Suffield Middle School parking lot. Plan to have food trucks at the parking lot and have a chance to take pictures there.
 - c. The parade committee is working with those who have signed to get specifics on group plans so they can be considered in building the parade lineup.
 - d. Still taking groups who want to be in the parade.
 - e. The parade committee is talking with Bill Morito about what we can do to make sure that Suffield vets are able to participate. Some may be interested in riding in classic vehicles rather than walking.
 - f. Parking at Ffyer Place. May need more transportation than mini buses.
 - g. Will close North Main Street and Mountain Road for a time.
 - h. **Kacy will check if Southwick will be joining us in the parade.**
 - i. **Caroline spoke to some group from Simsbury (who is also celebrating their 350th) about being in our parade. Melissa directed Caroline to tell them to sign up on the Town website.**
 - j. **Kacy would like to have some budget costs so she can present them to Town – for example extra police, street sweepers costs for special groups, liability insurance. Melissa will get the parade costs to Kacy except for insurance info.**
 - k. **Kacy will follow up with Deb Cerrato on the insurance info for parade.**
5. Budget Brainstorm
 - a. Kacy needs to present budget info to the Town weekly, and is looking for input re: items that should need to be included in the budget.

- b. Parade float
 - i. 350th parade float with Ellie the birthday cow will be in the parade.
 - ii. Members of 350th are encouraged to walk with the float.
 - iii. Kacy will invite former 350th Committee members to walk with the float.
 - iv. There is no expectation that vintage tractors will be asked to pull floats.
 - v. Cari asked about whether there should be vendors selling things on the sides of the parade. Should they be selling things that are appropriate to the parade theme?
 - 1. Kacy will take this idea to the Parade Committee. If there are other items for sale will the committee get a commission? How much?
- c. Block party – Tara
 - i. Working on food truck information, trash bins, bathroom facilities, donation to student council for their help.
 - ii. Should we be expected to get a portion of what is sold by the food trucks?
 - iii. Would we want to have street performers at the block party? Caroline will check about possibilities.
 - iv. Lester asked about including our folksinger. Kacy will contact Lou Sorrentino.
 - v. Scout troops – kettle corn and/or baked potatoes – Norm will check this out.
- d. Sports Saturday – Cari
 - i. Do we want to give out medals for participants that identify that they were part of the 350th weekend? Cari will check on this.
- e. Fireworks at Bruce Park –
 - i. \$16,000 cost - \$10,000 is from Amiel P. Zak Fund
 - ii. Porta potties may be needed.
 - iii. May have 102 Army Band playing for the fireworks. Kacy has filled out the paperwork.
 - iv. Kacy asked for help with coordination with the fireworks vendor – October 10 for clean-up volunteers – Eric will coordinate.
- f. Historic Maps – no costs left at this time
- g. Suffield Cookbook – Supported in part with donations from First Baptist Church
 - i. 300 cookbooks available - 266 recipes
 - ii. **The Committee agreed to make the cost for the cookbook \$10.**
- h. Mini Barn Quilt workshops
 - i. 2'x2' square – two programs already with one more upcoming
- i. Meet the Artist/ Visions of Suffield reception in September at Phelps-Hatheway House garden
 - i. Kacy is talking to caterers and bartender.
 - ii. Cost about \$3,000 – tickets to offset most of this cost
- j. Film Premier/Book Release event – Caroline/Beth
 - i. Sunday afternoon event – October 10– probably two showings

- ii. School contact is Michelle Zawawi, assistant superintendent for curriculum and instruction. Beth will help with organization.
 - iii. 350th book, film and cookbook sales at the event and other 350th items.
 - iv. Caroline has invited Paul Sanderson and other to come on Sunday as part of the program.
- k. 350th Book
 - i. Release at the beginning of September at the library, SOG, Farmers Market
- l. Doors of Suffield poster in the works.
 - i. **Plan to be available by SOG.**
- m. Barn Quilts of Suffield was suggested as well.
 - i. Layout of the Barn Quilts on the Barn Quilt Trail as a poster
 - ii. **Kacy will check into that cost and production time frame.**
- n. Suffield Trivia Board Game
 - i. Some trouble with the vendor because of COVID, so no information.
- o. Anniversary Program
 - i. Grant money from the J. Gladwin Cannon Trust will help with production of the program.
 - ii. Contacting local businesses about putting a message in the program.
 - iii. Emails and letters to start with contacts but personal contacts will probably be necessary.
 - iv. Committee decided at last meeting to give programs away for free.
- p. Suffield Historical Society – Anne Borg, chair
 - i. Photo exhibit in Pinney Gallery at library during October
 - ii. Minor costs for hanging/framing items will be included in the budget.
- q. Raffle – Norm
 - i. Tickets to be sold at Suffield Hardware, West Suffield Mini Mart, Suffield Lumber, Sheridan’s Protech Automotive have agreed to sell tickets.
 - ii. Include businesses in *Observer* article.
 - iii. **Kacy will ask about selling tickets at the Town Clerk’s office.**
 - iv. Prizes are generator, snow blower and lawnmower.
 - v. Kacy asked for members to help sell tickets.
- 6. Status of Events, Programs and Projects
 - a. Parade Float – see above
 - b. Suffield on the Green booth, Saturday/Sunday, September 11 and 12
 - i. Kacy sent out a map of where we will be located. We will have a double booth.
 - ii. Dave Berube is making a pillory and stocks to have pictures taken in.
 - iii. Hope to have both books available, T-shirts, mugs (**Kacy will have to order more to have enough to sell at the Green**), other 350th items
- 7. Fundraising 2021
 - a. Power equipment raffle – Drawing on Monday, October 11
 - i. D&F Power Equipment in Suffield is supplying items (see above)
 - b. Anniversary merchandise inventory

- i. Stock for SOG
 - 1. Challenge coins, Visions of Suffield notecards, two-gallon crocks, Town Hall renovation ornament upcoming, KML and Hilltop ornaments, Suffield heart T-shirts, ball caps, possible commemorative candle
 - ii. Christmas in Suffield booth at Sacred Heart Church, Saturday, November 6 from 9-3
 - 1. Sale of leftover 350th items.
 - 2. Kacy will reserve a booth at the sale.
- 8. Communication and Publicity
 - a. 350th signs
 - i. Committee would like to see sandwich boards and lawn signs go up as soon as possible. Kacy will check with Town Hall to see if they have a recommendation
 - b. Deadline for material in the September issue of the *Observer* is August 15.
- 9. 350th Anniversary gift to the Town
 - a. Committee may have as much as \$15,000 to put towards a gift to the town.
 - i. Agriscience/Land Conservancy Outdoor Learning Lab
 - 1. High and low observation platforms, a sugar shack and storage shed are big ticket items
 - 2. Norm will check to see if anyone has donated money toward any of these projects already.
 - 3. Kacy will inform the BOS re; our gift preferences.
- 10. Community Outreach
 - a. Farmers Market – every Saturday 9 – noon
 - i. About \$250-\$300 worth of merchandise is sold each Saturday.
- 11. Administration
 - a. Next regular meeting via Zoom for Tuesday August 24.
 - b. We have permission to remain virtual through our last meeting in October.
- 12. Public Comment -None
- 13. Adjourn
 - a. Motion to adjourn was made by Caroline, seconded by Eric. All approved.
 - b. Meeting was adjourned at 8:35 PM.

Respectfully submitted,
 Beth Chafetz
 Secretary, 350th Anniversary Committee