

SOUTH WINDSOR 175th ANNIVERSARY COMMITTEE

TOWN OF SOUTH WINDSOR

Minutes

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April 29, 2021

Virtual Meeting

1. Call Meeting to Order

The meeting was called to order at 5:04 p.m.

2. Roll Call

Members Present: Nicholas Jones
Brenda Koboski, Chairperson
Josh Johnson
Marietta St. Onge

Others Present: Mayor Andrew Paterna, Town Council
Councilor Janice Snyder, Town Council
Paul Petrillo
Jill McAllister

4. Public Input

None

5. Chair Status Update

a. Budget Report

The Committee has a budget of \$25,000 and has used \$16,500 so far for entertainment and fireworks. The Committee will need to find sponsors to help pay for the items needed for different events.

b. New Committee Volunteer

Mrs. Jill McAllister from Tonsha Marketing Agency was introduced to the Committee. She will be volunteering her services to the Town. She will help with marketing, public relations, the website, and social media.

Mayor Paterna and Councilor Snyder concurred that Jill could be appointed to the Committee.

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ITEM:

5. Chair Status Update (Continued)

c. Purchase Orders, Contracts

Chairperson Koboski stated that there are outstanding purchase orders for the coins and bands at this time. Mr. Paul Petrillo has been hired by the Town to help with the parade and for consulting services to help with other items as needed.

d. Founder's Day

Founder's Day will be held on Friday, May 7, 2021, at Nevers Road Park. As part of the ceremony, a tree dedication will be held. The public is welcome to attend, but seating will be limited due to social distancing.

e. Jubilee

Chairperson Koboski explained that there would be a band, fireworks, and food trucks at the Kick-off event on Friday night, September 17, 2021. At the Jubilee, September 18, 2021, there will be bands, food trucks, vintage baseball, tug-of-war, pie-eating contest, a bounce house, classic cars, various exhibits, sale of souvenirs, photo booth, and face painting. The American Legion will be in the parade and will also have a display at the Jubilee. Emails will be sent out inviting different organizations to the Jubilee. Chairperson Koboski informed the Committee that the South Windsor 175th Anniversary website could be accessed through the Town website.

Answering questions from Mrs. McAllister, Chairperson Koboski explained that that Historical Society and Wood Memorial Library would be working together on an exhibit for the Jubilee, and the Historical Society is looking to have a float in the parade.

f. Presence at Local Events

- i. Armed Forces Day
- ii. Strawberry Festival
- iii. Wapping Fair
- iv. Apple Festival
- v. Other

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ITEM:

5. Chair Status Update (Continued)

f. Presence at Local Events (*Continued*)

Chairperson Koboski explained that the Committee is looking into selling t-shirts and other memorabilia at the above-mentioned events. An email will be sent to the Town Manager to see what the ruling is on having a presence at some of these local events. Volunteers will be needed for these events. At this time, Councilor Koboski explained that she is looking for a third party in order to use credit cards at the Jubilee. Councilor Snyder stated that it had been discussed utilizing the South Windsor Community Foundation because it is a 501C3.

Mr. Petrillo mentioned that a Summerfest would be held on July 17th and 18th. Councilor Snyder stated that there is also Paws in the Park in October.

6. Subcommittee Status Reports

c. Food Trucks/SWAG - Josh

Josh explained that there are eight food trucks total. Each truck offers a different type of food. The Committee is looking to have at least ten food trucks, with no more than 15. Six trucks will come Friday night, and eight trucks will be coming on Saturday. Six of the food trucks offer main meals.

Chairperson Koboski suggested that Josh and Paul review the list of food trucks to see what is missing. Mr. Petrillo stated that if as many people are in attendance as he thinks this event will bring, the Committee will want about 12 food trucks that offer main courses, and it is okay if there is a little bit of duplication in food trucks. Chairperson Koboski stated that she would like to make sure that there are some affordable foods for families.

d. Scavenger Hunt – Nick

Nick explained that the first game is launching on May 1, 2021, and will run for two weeks. The scavenger hunt is mainly on Main Street, with a theme of early religion in South Windsor. There will be one game per month up to the Jubilee, with each game having five or six missions.

Mrs. Jill McAllister suggested that the Committee get a domain name for the Scavenger Hunt. Chairperson Koboski requested that Jill works with Nick on this.

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e. Parade – Paul

Mr. Paul Petrillo explained that he would be reaching out to community groups, farmers, families in Town, and businesses in Town.

Chairperson Koboski stated that the Foot Guard and Horse Guard would be participating in the parade. She also reached out to the Music Coordinator for the High School Band and Choral Spectrum but is waiting to hear back about those groups. A grandstand will be set up in front of the Community Center.

f. Public Relations - Jill

Jill stated that she would be talking to each member of the Committee directly to discuss the certain activities they are in charge of. She will place activities on the Community Bulletin Board.

7. New Business

Mayor Paterna stated that there are presently two vacancies on this Committee. Mrs. McAllister will fill one vacancy, and another individual will be sought to fill the other vacancy.

8. Other

Chairperson Koboski stated that the Committee would need to find sponsors. There are different sponsorship levels that are noted on the website. Chairperson Koboski requested that Mrs. McAllister and Mr. Petrillo review the tiered approach.

9. Adjournment

At 5:57 p.m., Chairperson Koboski made a motion to adjourn the meeting. Nick seconded the motion, and it was approved unanimously.

Respectfully submitted,

Deborah W. Reid
Council Clerk