

SOUTH WINDSOR 175th ANNIVERSARY COMMITTEE

TOWN OF SOUTH WINDSOR

Minutes

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November 12, 2020

Virtual Meeting

1. Call Meeting to Order

The meeting was called to order at 7:05 p.m.

2. Roll Call

Members Present: Nicholas Jones
Brenda Koboski, Vice-Chairperson
Josh Johnson
Natalie O'Brien
Marietta St. Onge

Members Absent: Madhu Reddy

Other Present: Ray Favreau, Director of Parks & Recreation
Mayor Andrew Paterna, Town Council
Councilor Janice Snyder, Town Council
Betty Warren

3. Adoption of Minutes (July 23, 2020, and September 10, 2020)

Councilor Snyder made a motion to approve the July 23, 2020, and September 10, 2020 minutes. Josh seconded the motion, and they were approved unanimously.

4. Public Input

None

5. Introduction of New Members:

Chairperson Koboski introduced the new members of the Committee, Marietta St. Onge and Nick Jones.

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ITEM:

6. New Business

Sponsorships

Brenda explained to the Committee that she had booked Nevers Road Park on September 17th and 18th for the Jubilee.

Mr. Favreau explained that there are different levels of sponsorships with the larger the donation, the more exposure that a company or individual will receive. The Committee will need to identify who you want to ask to be a sponsor and the dollar amount to be requested. The Committee will need to set goals to identify what the Committee would like funded and for how much money. Mr. Favreau informed the Committee that he had supplied Chairperson Koboski with samples of sponsorships to augment events. He also sent Chairperson Koboski a sample agreement. Chairperson Koboski stated that all information she has received would be put on the Google Drive.

Josh suggested raffles as a way to raise funds for the Jubilee. Mr. Favreau stated that raffles are different than sponsorships, but 50/50 raffles are very effective. Councilor Snyder explained that a form must be filled out and submitted to the Police Department, who approves holding a raffle.

Chair Update

Motion to: Nominate Brenda Koboski as Chairperson

Was made by Councilor Snyder

Seconded by Marietta

The motion carried

The vote was as follows: unanimous

Motion to: Nominate Joshua Johnson as Vice-Chairperson

Was made by Brenda

Seconded by Councilor Snyder

The motion carried

The vote was as follows: unanimous

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ITEM:

6. Sub-Committee Reports (Continued)

Jubilee – September 17 & 18, 2021

Chairperson Koboski informed the Committee that she had met with Chief Lindstrom and discussed a parade route that would start at Wapping, go down Ayers Road and then up to Nevers Park. She explained that she would be meeting with the Traffic Department and the Fire Marshal to discuss the fireworks that are planned to be held on Friday. On Saturday, the parade and Jubilee will be held. Chairperson Koboski requested that each Sub-Committee figure out what they feel each activity will cost so a budget can be established. There will be two stages, with one having local bands and the second having local talent. The Committee will try to plan COVID-19 friendly events for the beginning of the year.

Marietta felt that the Committee should push forward with at least the Jubilee.

Chairperson Koboski told the Committee that the Gala was originally booked for Maneeley's, but Maneeley's has sold their banquet hall. The Committee can discuss other options or can eliminate this function.

Vice-Chairperson Johnson explained that he had sent a list of approximately twelve food trucks to the Google Drive. Vice-Chairperson Johnson will start to contact each vendor next week. If anyone knows of any additional food trucks, please add them to the list.

Chairperson Koboski stated that the Chamber of Commerce is willing to get the word out about the Jubilee, so there may be some opportunities for sponsorships with the business community. Chairperson Koboski then explained that the Committee would be reaching out to local organizations that might want to have an exhibit or demonstration at the Jubilee.

Marietta stated that although the Committee is not going to start publicizing the Jubilee until January 1, 2021, she would like to create a flyer that could be sent out through social media informing community members about the events for next year. The flyer will be made into a postcard to be mailed out at a later date. Chairperson Koboski informed the Committee that Mr. Favreau has offered to put something in their brochure which goes to each household in Town. Marietta stated that she would supply a couple banners that can be put up in Town. Signs can also be put up, but she would need to know how many signs and the size. Marietta then explained that

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ITEM:

6. Sub-Committee Reports (Continued)

Jubilee – September 17 & 18, 2021 (Continued)

she has a texting application that could be used to send reminder texts out. Marietta stated that she has software that can be used to follow-up on sponsorships. Chairperson Koboski explained that the Committee could use any information from the Wood Memorial Library website, but the Committee will need to mention Wood Memorial Library.

Town Tour

Natalie explained that she and Nick talked about a few different variations. The initial idea was to have pre-selected sites that the community would visit with a video explaining the significance of each site. The new idea is to have a scavenger hunt throughout Town. There would be thirty-six locations in all, with three locations being done monthly. A clue would be given for each location.

Tree Planting

Natalie stated that she is working on getting a plaque for the tree planting. There is presently a tree available through the Parks & Recreation Department that the Committee can use to commemorate the 175th Anniversary. The day will need to be decided upon.

Chairperson Koboski suggested doing the tree planting with a plaque on Founders Day. A plaque could also be presented to the Town Council.

Essay Contest – Theme Ideas

Natalie explained that she had drafted a list of prompts in each age group from elementary to senior citizens. The prompts are all different but revolve around the Town and the anniversary. Another option would be to use the prompts to have individuals write stories.

Chairperson Koboski stated that she likes the idea of written stories. Some of the stories could be put into the time capsule and some into a book that can be distributed at a later time. Marietta suggested doing videos of some of the stories and use them in the scavenger hunt.

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ITEM:

6. Sub-Committee Reports (Continued)

Town Tour (Continued)

Nick informed the Committee about the software he has found to help with the tours. There is the free version, which has three teams per game or three players depending on if it is an individual game or not. The package which costs \$500.00 would probably be the best option which gives you twenty teams per game or one hundred players. The only limitation is that you need to have an iPhone to use this software. If teams are used, as long as one person has an iPhone, the software will work. Nick stated that he would look into seeing if it can be used with a computer.

Chairperson Koboski suggested that the Town tour run for nine months rather than twelve months. Teams could be recognized at the Jubilee.

Printing/Memorabilia

Vice-Chairperson Johnson explained that there are all different kinds of items that can be ordered with the logo on it. He would have to know how much is being spent on these items.

Chairperson Koboski suggested that a company be sought out that would handle everything. Residents would go to a certain website, order what they want, and pay for it. Local businesses could be used to order items that will be brought to different events throughout Town.

Marietta explained that she would find samples of standard press releases, so when the time comes, they will just be modified and ready to go.

7. New Business

New Members/Volunteer Recruitment

Chairperson Koboski informed the Committee that one more member is needed for the Committee.

2021 Events

Chairperson Koboski stated that it is hopeful that there will be events in the upcoming year that the Committee can attend to promote the 175th Anniversary celebration events.

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8. Next Meeting

To be determined at a later date.

9. Adjournment

At 8:15 p.m., Chairperson Koboski made a motion to adjourn the meeting. Councilor Snyder seconded the motion, and it was approved unanimously.

Respectfully submitted,

Deborah W. Reid
Council Clerk