

# *Middlebury Bicentennial Committee*

Minutes of Meeting held on April 5, 2007  
Shepardson Community Center

Present: Chairman Robert Desmarais

Members Terrence McAuliffe, Raymond Pietrorazio

Absent: Member Ronald Vitarelli

1. CALL TO ORDER- Meeting called to order by Chairman Robert Desmarais @ 7:00 p.m.

2. House Tour Review: Edite Calabrese presented a project description for the Bicentennial House Tour. The tour was rescheduled from September 22 to September 29 so that it did not fall on Yom Kippur. The tour is self-guided. It will start at 10:00AM and run till 3:00PM with a reception at Westover School. Five homes are currently on the tour with two more to be added. Mrs. Calabrese showed an example of a successful Southbury tour and the brochure from that tour. She is still seeking volunteers as guides at each house. The tour cost is underwritten by Realty Executives ICON, LLC and will generate profits to be used for the Bicentennial. Handicap accessibility was a question due to the siting of some of the more historic homes.

3. Treasurers Report: Ed Noonan noted that there is a May 15, 2007 deadline for filing of the 2006 IRS forms. Advisor John Zinno instructed that the sources of funds must be separated in the filing: Town money separated from Event Proceeds separated from Donations, and that the donations be broken down and identified.

4. Minutes: The minutes of the March 1, 2007 were reviewed and motioned by Raymond Pietrorazio to accept, seconded by Robert Desmarais, and unanimously accepted.

5. Greenway Walk Progress Report: Robert Desmarais reported that the Greenway Walk was on track. He requested that Bicentennial T-Shirts be provided at cost to the Greenway Walk subcommittee so that free shirts could be given to the first group of entrants as a promotion. Robert Desmarais motioned to sell the shirts at cost, seconded by Terrence McAuliffe, and unanimously approved.

6. Tree Planting Progress Report: Robert Desmarais reported that the tree planting would be held on the same day as the Ice Cream Social, September 2<sup>nd</sup>. There are remaining questions on the tree to be used and the plaque or monument to be placed. Also in discussion is coordination of this event as a Boy Scout project.

7. Memorial Day Parade: Ray Pietrorazio reported that Lou Orsini was entering a float into the Memorial Day parade as a full size realization of the Bicentennial Logo. It will be sponsored by Weichert Realtors. Flyers describing the remaining Bicentennial events will be handed out from the float. The Lions Club, which had been considering a bicentennial float, will be entering a float with a different theme this year. The "Second Division" of the parade will be dedicated to the Bicentennial. Girl Scouts are expected to be participating in

old fashioned attire. The entire Bicentennial committee is expected to be in the parade. The idea of balloons with the logo was OK's.

8. Commemoratives: Raymond Pietrorazio described details of a Commemorative Wine Bottle. There would be a \$25 per bottle etching cost plus the cost of a bottle and wine and shipping, for an overall cost of about \$45.00. He thought that about 75 bottles might be sold for about \$50.00. He will continue developing this proposal. The idea of a commemorative plate was started when Edie Salisbury received a sample from Aubrey Owen of Heartline China of Kansas, Inc. and gave it to Robert Desmarais. It was agreed that this idea should be developed further.

9. Project "Close Out" Form: Robert Desmarais handed out and explained the "Event Final Summary Form". This is the project closeout form that will summarize the financial aspects of each event, and tracks the record keeping of thank you's, acknowledgements, and other details.

10. Fund Raising Status: Raymond Pietrorazio reported that the Video Project fund raising had achieved its goal of \$25,000 and that the fund raising was complete and closed. Robert Rafford stated that the Historical Society's Book Project was still in need of \$6,000 sponsorship.

11. Bicentennial Banner: Robert Desmarais advised that Northeast Utilities would not allow a banner to be run at the desired Route 64 location due to pole restrictions. An alternate suggested location was by Steinman Avenue. NU will provide the labor and equipment to hang the sign at no charge. Raymond Pietrorazio requested that NU be asked to temporarily place poles at the desired Route 64 location. Robert Desmarais agreed to ask.

12. Sponsorship Recognition. Terrence McAuliffe presented a print of the pending web page containing sponsor "Thank-you's" as promised in the sponsorship agreement. There was no objection to immediately linking that page to the bicentennial site.

13. Video Final Project Budget: Terrence McAuliffe presented an updated budget sheet for the video that showed almost all project costs final, with a fixed production cost of just under \$30,000. The expected revenue with sales of 500 units is about \$7,700.00 giving a fund raising requirement of about \$22,300, and allowing for inevitable contingencies. There could be a profit if sales are as forecast.

14. Video Marketing, sales, and free public showings: Terrence McAuliffe described the marketing of the video through publicity in the media that includes press reviews and interviews with filmmaker Joseph Colomatto. Sales will be through town offices as well as retail businesses. Adams and Adams will handle telephone orders using check and credit card. Amazon.com will provide internet sales by credit card. Free Video Showings for Seniors will be held at the Middlebury Firehouse Monday May 14 at 12:30PM. Free showings for the General Public will be held at the Middlebury Public Library Tuesday May 15 and Thursday May 17 at 2:00PM and 6:00PM and Saturday May 19 at 10:00AM and 2:00PM

15. Video Premiere Readiness Review: The premiere will be held Saturday May 12<sup>th</sup> at the firehouse. This is an “invitation only” affair to thank the sponsors and recognize the filmmaker. All invitations have been sent. About 105 people were invited, and about 90 are expected to attend. Terrence McAuliffe will introduce the video. The presentation to the sponsors will be at the end, in a group, assisted by Raymond Pietrorazio. Raymond Pietrorazio suggested that there be an intermission, which was adopted. Plaques for each sponsoring family are being prepared by Ray Pietrorazio and Ron Vitarelli. Ray suggested that a more attractive plaque should be fashioned for the video sponsors in keeping with the “show business” theme. Terrence McAuliffe motioned for this type of award, Robert Desmarais seconded and was unanimously approved.

16. Chairmanship Rotation: The chairmanship of the Bicentennial Committee rotates between co-chairs every five months. Terrence McAuliffe motioned to rotate the chair to Raymond Pietrorazio effective May 1<sup>st</sup>, seconded by Robert Desmarais, unanimously voted to accept.

### **New Business**

1. Ice Skating Rink: Robert Desmarais noted that the Recreation Department did not want to keep the ice skating rink from the Winter Festival. There was an offer to sell the rink for \$100. Raymond Pietrorazio questioned whether it was possible to donate the rink to an organization for needy youngsters but discussion deemed this impractical. It was unanimously agreed to sell the rink for \$100 with proceeds to the Bicentennial treasury.

2. Teaching Guide for the Bicentennial: Terrence McAuliffe handed out a project budget request from Arlene McAuliffe for a “Teaching Guide” that would be produced for use with the bicentennial video in the classroom. This would be produced in the summer of 2007 by selected teachers and historians and would consist of lessons, activities, and historical games along with reference material. The cost would be \$1,500 to pay stipends to the teachers and historians, and for supplies and materials. There was some discussion as to whether the stipends were necessary since the teachers would get CEU’s for the project. There was also discussion as to whether the material would ever be used, given the rigid curriculum of the local school systems. Raymond Pietrorazio motioned to approve funding this project from the general treasury, including the stipends and without involving a sponsor. Robert Desmarais seconded and was unanimously approved.

### **Adjourn**

There being no further business before the Committee, the Committee adjourned the meeting @ 8:35 p.m., by motion of Ray Pietrorazio, seconded by T. McAuliffe, and unanimously voted in favor.

Respectfully submitted,

Terrence McAuliffe

April 9, 2007