

**Andover 175th Anniversary Committee Agenda**  
**Community Room or Gazebo**  
**Tuesday June 14, 2022 5:30**

- Call to Order
- Accept Minutes
- **Festival**
  - **Map of AES Set-Up Location**
    - For games, trucks, tables, tents, Porta Toilets
    - available acreage
  - Type & Number of Items
    - Games & Rides ( slide)
    - Items to sell at Farmers Market
      - Ornaments (Linda)
      - Calendar (Linda)
      - Hats (Marianella)
      - T-shirts (Marianella)
      - Cookbook (Shirley)
      - Farmers Market Days/Dates
  - Amazon items to purchase?
    - Horseshoes
    - Jenga
    - Sack race
    - Giant Bucket Ball
    - Clown toss
    - Backyard Bowling
    - Jumbo Connect-All-4 (largest cost \$190?)
    - Six Player Croquet Set
    - Inflatable Soccer Pool
- Time Capsule & Plaque – need for October (Marianella)
- 175<sup>th</sup> Banner?
- Estimated cost to date: \$9706
  - Not included are rental costs (porta potty...)
  - \$770 (ornament, time capsule plaque, and poem only)
    - not included, calendar, cookbook, t-shirts, hats)
  - \$2, 795 (CT Inflatables)
  - \$ 5,593 R.E.A.D. Amusements (cost decreases if more CT Inflatables chosen)
  - \$548.00 Amazon (flexible, depends on items purchased- could be \$190 lower)
- Brochure for FB -- Done and posted online
  - **Visit Businesses – ask for sponsorship or donation.**
    - Refer to Andover Business directory
    - Determine who will visit businesses
- Recipe Letter & Brochure – done and posted online
- Post at town hall, library, church, businesses New Monthly Status Report
- New Monthly Status Report

Meetings every SECOND Tuesday at 5:30 -- Next meeting July 12, 2022

**ANDOVER 175<sup>th</sup> ANNIVERSARY COMMITTEE MINUTES**  
**MEETING TUESDAY, MAY 17, 2022**

Attendees: Linda Armstrong, Marianella Chalfant, Annmarie Daigle, Shirley DeFlaviis, Joan Foran, Catherine Magaldi-Lewis, Cathy Palazzi, Sue Slater, Tina Wilsey

Absent: Paula King, Liaison

Catherine called meeting together at 5: 31 pm. She asked that minutes from April 12<sup>th</sup> be approved. Shirley made motion to accept minutes. Annmarie seconded. Approved.

Catherine asked Marianella if she had the logo ready or when would it be ready and Marianella replied she had emailed the logo to all and it was ready to put on letterhead, tee shirts, caps, etc. Catherine thanked her for the good job she did on the logo.

Catherine stated she had completed paperwork for the Hartford Foundation Grant and she was hoping for a positive response. Marianella mentioned she was on the Advisory Committee and they would be discussing the grant applications soon.

Catherine wanted to discuss the name we would call our carnival or festival. Committee all agreed the name festival would be better. Much discussion was held on cost of each item for the festival. What are our needs?

- We would need a tent for CERT
- They will handle the traffic
- AFD should have a stand by for an emergency. Cathy will look into both of these.
- Discussion was held on not spending money if we had the items (i.e., popcorn and candy machines).
- Rec Commission Is prepared to furnish these.
- We need people walking around to assist people, if needed
- Should we use staff? Should we use Volunteers?
- How much space do we have at AES?
- Catherine will contact Superintendent Bruneau with these questions and to look at area
- Catherine will check at town hall to see if there is a map of school and lawn
- How many inflatables will we need?
- How many port-a-potties do we need? Where will we place them?
- Sue will contact Joe who owns the company
- How many food trucks do we need? Pull Pork? Chicken? Dessert?
- Annmarie will look into music
- Sue will have husband help with a generator
- Need handwashing station

Catherine said items are needed now to sell at the current Farmer's Market. We need Ornaments, tee shirts, ball caps, ornaments, calendar, cookbook. Cathy will check for 2023 calendar dates for the AFM and report back to committee. Catherine also mentioned or to do list as

- A brochure for FB.
- Call volunteers to see who can still help
- Visit businesses ask for sponsorship or donation
- Sub committee to help with FB

Shirley will put a notice in the *Rivereast* asking for recipes to put into the cookbook. Catherine asked if someone could download form onto FB? She will give link to Shirley.

Annmarie asked if we should all have staff tee shirts? Everyone agreed we should.

Next meeting Tuesday, June 14, 2022.

Respectfully submitted,

*Cathy*

Cathy Palazzi