APPROVED Meeting Minutes for the USA 250 Celebration Steering Committee

For Wednesday, 7/08/2026 7:00 PM Special Meeting

In Meeting Room 3

Attendees:

Terri Anderson-Murray

Pam Champlin

Todd Gelston

Allison Guinness

Patrick Murray

Karl Stofko

Susan Waide

Patti Lombardo

Emmett Lyman

Mrs. Ken Beatrice

AGENDA

1. Call to Order and Pledge of Allegiance

2. Review of Agenda

3. Approval of Minutes – 7/01/26 Special Meeting

4. Review the Plan for the July 11 Re-enactment of the Signing of the Declaration of Independence.

   - Review of the Detailed Schedule for entire Event – See Meeting Minutes
     - Order and Timing of Music Performances – Rehearsal this Thursday at 6 PM.
   - Review of the Activities and Exhibits planned for the Old Town Meeting Hall and the Grange Hall
     - Have added Middle School students' exhibits.
   - Scroll Sourcing for the Signing Scrolls – Need detail plans for the scroll signing.
     - Scroll Paper ordered and received. Results of Rehearsals.
   - Tattoos, Stickers, Buntings, Banners, and Lawn Signs –
     - Tattoos and Stickers instead of small flags.
   - Parking Plan, Busing Plan, ADA Parking, Police Plan, Road Closure Plan –
     - Need many signs of all types
     - Have an ADA Bus (Van)
   - Publicity Plan – Poster Placement, Press Releases, Articles, etc.
   - Guide Map creation and review – Have decided to use the East Haddam Visitor's Guide (No Cost)
   - Food Truck Reservation Status, 10:00 AM Arrival Timing and location

        - Oz-N-Bones, Emily's, Moma's Ice Cream; Have added a fourth Food Truck ! (No Cost)
    - Dogs at the Event – Service Dogs allowed. Request other dogs to stay home.
    - Portable Toilets – Near the Grange, Near the Church, and one at the Elementary School Parking Lot
    - Tables and Chairs for the Hospitality Tent – Need a volunteer leader for tables and chairs and a count
    - Tent Plan – 3 Tented Areas – Hospitality Tent, 1st Company Tent, Church Tents
    - Trash Barrel Plan – 15 Barrels and a Dumpster, also requested Recycle Barrels?
    - Budget and Expenses to-date
    - Total Estimated Cost covered by a single donor – Consumer Reports – A Tremendous Gift
    - $750 Stipend from America CT 250 -- Any volunteers to attend the 7/4/26 Recommitment Ceremony?
    - $500 Donation from the Gelston House
    - Latest List of Volunteers and their assignments
    - Additional Seating for the Visitors and Guests
    - Requests for donations
5. Scholarship Enhancements and Communication

    - Fundraising Goal - $60K this year. Press Release is being reviewed

6. Review the status of other East Haddam 250th Anniversary Events

    - Potential Nathan Hale School House Exhibition
7. Other items as necessary

8. Public Comment

9. Adjournment

Participants unable to attend in person may also view the meeting on YouTube Live at the following link: https://www.youtube.com/channel/UCLZq-CmatoKY6FW829c6mBA?view_as=subscriber

You may access the YouTube Live link from the Town's website: www.easthaddam.org

Discussion

Todd Gelston called the Special Meeting to order at 7:06 PM

The first item was to approve the Meeting Minutes for the 7/01/26 Special Meeting. Pam Champlin moved that the 7/01/26 Meeting Minutes be approved. Alison Guinness seconded the motion. The attendees voted unanimously to approve the meeting minutes.

Next, the attendees reviewed the Plan and Detailed Schedule for the July 11 Event and found no real issues. The new items from this meeting were as follows:

- A battery powered sound system for the microphone and speakers will be available
- Momma's Ice Cream needs a generator or an outlet into which to connect to electricity.
- Volunteers are available to monitor the scroll signing.
- The Stickers and Tattoos will be at the VFW Booth
- The Visitor's Guides will be distributed from the Welcome Booth
- The FOSA Booth needs a pop-up tent that Emmett Lyman volunteered to provide
- The Leo's may be a source of Volunteers for the Event – contact Zack Jezek

The meeting ended with this discussion.

Pam Champlin moved that the meeting be adjourned. Allison seconded the motion. Unanimous Aye.

Meeting adjourned at 8:49 PM.

Meeting Minutes written by Todd Gelston.