

**Draft - 350th Anniversary Steering Committee Meeting
On March 25, 2024**

Remote Meeting Connection:

Meetings normally held at the Municipal Offices are being held remotely, with adequate, alternative means of public access and, where required, public participation provided, in accordance with Chapter 107 of the Acts of 2022 which extended the Governor's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, M.G.L. c.30A § 20, until March 31, 2023. Meetings are typically broadcast on Frontier Community Access Television (FCAT).

Roll Call: Quorum present

Peter Thomas, chair, present
Carolyn Ness, voting member, present
Jay Stryker, voting member, absent
Holly Lankowski, voting member, present
Kelly Charest, voting member, absent
Diane Martin, voting member, present
Telecommunications coordinator: Pat Kroll
Friends of Deerfield: Chris Harris, Stan Adams
Others: none

Meeting called to order: 6:32 pm

Note: This meeting was held jointly with officers of the Friends of Deerfield

Minutes for this meeting: The Steering Committee is currently without a recording secretary. Peter T. will create draft minutes and submit for posting.

Call for motion to adopt/modify agenda: update on Town report activity; disposition of Founders Day bells.

AGENDA

Old Business

- **Approval of minutes from January 29 meeting.** The meeting held on February 25 was informal only, as a quorum was not present. A vote to approve the January 29th meeting at that time was not taken. As the February meeting was informational only, no minutes will be posted. It was unanimously voted to approve the draft minutes of the Steering Committee meeting held on January 29, 2024.

- **Time Capsule and Commemorative Bench Location**
The exact location of the pad and bench near the current town hall in South Deerfield has yet to be finalized. The Steering Committee and FoD is in

agreement that the time capsule and bench will be installed somewhere in the grassed area adjacent to the sidewalk on Conway Street just east of the police station, the specific spot cannot be selected until the possibility of encountering buried utilities has been determined. To this end, Peter T, Stan A and Kevin Scarborough will meet on site and stake out a roughly 30 x 30-foot area so that DIGSAFE can complete a survey and town departments can indicate their approval. An effort will be made to do this within the next few weeks.

Recreation Department Request for Funding

A request from Sue Antonellis from the Rec Department was submitted to Peter T for a possible co-event she is planning for early June. The Steering Committee and Friends of Deerfield are very much in favor of such a joint venture as it will help to draw the 350th events to a bang-up finish and encourage townfolks to attend the burial of the time capsule.

Sue A. submitted a budget proposal to the Steering Committee for \$7,200. After considerable discussion among Steering Committee members, Friends of Deerfield and Sue A, the Steering Committee approved a contribution towards the joint event of a sum not to exceed \$4,000, with the added proviso that one or more bouncy houses are not to be included in the fun fair program due to liability concerns. FoD committed to a contribution not to exceed \$2,000.

The specific details of the programming will be determined once the Recreation Committee has had a chance to meet, select specific events, and provide a budget breakdown. This will be essential, due to the timing of the event. This event will take place towards the end of the fiscal year and the Steering Committee budget will need to be closed out. Special arrangements will need to be made with the town treasurer to pay the expenses of the fun fair.

Time Capsule

Holly has a list of items submitted by some of the Steering Committee members. Rocky Foley has collected some items. It was decided that committee member's items should be kept until it was time to place them in the capsule before it is welded shut. Other items could be placed into the outer case for burial.

It was suggested that the Selectboard make an appeal at their taped meeting(s) to townfolk who might also wish to contribute items to the time capsule. Also, Trevor would be asked to post a notice on Deerfield Now as part of the appeal.

❖ **Working History Group Update**

Peter T. has been working with Pat Kroll on the Steering Committee's report for inclusion in the Town Report. A draft with photographs has been shared with all members of the Steering Committee and with Pat. Chris Harris, FoD, is nearly finished with entries for their sponsored events -- Fireworks, Barbeque and Church Open House events. PT will integrate and coordinate with Pat as to final photos, text and how to integrate into the Town Report.

New Business

❖ **Update from Friends of Deerfield (FoD) Representative** – nothing further to report at this meeting.

Disposition of Founders Day bells

Diane Martin recently met with one of the teachers at Deerfield Elementary School and was asked when the bells would be returned to the school/students. Returning the bells is something the Steering Committee and FoD had not considered when it was decided to place all the bells in the time capsule. With further discussion, it was decided to return the bells to the school, with a proposal that the students could choose two options: obtain their bells or chose to place their bells in the time capsule as originally proposed. This option could spur a great deal more interest on the part of students who might also participate in the Fun Fair, knowing that their contributions would be exhumed in 50 years, hopefully with fond memories of looking back on this time in their lives.

It was suggested that if a student wanted to include his/her bell in the time capsule that they attach a brief letter to themselves stating why they wanted to be included.

❖ **Schedule for the next meeting** : *Tuesday, April 23, 2024 at 6:30 pm*, to be held remotely.

❖ **Meeting adjournment:** Motion to adjourn approved at 8:19 pm.