Approved Meeting Minutes for the USA 250 Celebration Committee

Friday, 3/20/2026 10:00 AM Special Meeting

Attendees:

Terri Anderson-Murray

Pam Champlin

Todd Gelston

Alison Guinness

Debbie Langdon

Patrick Murray

Alan Ponanski

Karl Stofko

Patti Lombardo - Guest

Christina Burke - Guest

Mathilda Burke - Guest

Tim Burke - Guest

AGENDA

1. Call to Order and Pledge of Allegiance
2. Approval of Agenda
3. Approval of Minutes for Friday, March 13, 2026 Special Meeting
4. Review the Plan for the July 11 Re-enactment of the Signing of the Declaration of Independence.

   A. Review of the Detailed Schedule for entire Event – See Meeting Minutes

   B. Review of the Activities and Exhibits planned for the Old Town Meeting Hall and the Grange Hall

   C. Flags, Buntings and Banners – Size, Costs, Delivery Dates

   D. Food Truck Reservation Status, Timing and location

   E. Portable Toilet Reservation Status and Cost

   F. Publicity Plan – Latest Poster, Press Release, Articles, etc.

   G. Grant Submittal Status

   H. Parking Plan, Police Plan, and Road Plan

   I. Tent Plan

   J. Total Estimated Cost for the July 11 Event

   K. Funding Plan

   L. What are the tasks for the volunteers?

5. Updated Schedule for all Events

A. Depth of Water at the Goodspeed Opera House Dock

B. Other Items as necessary

6. Public Comment

7. Adjournment

Discussion

Todd Gelston called the Special Meeting to order at 10:03 AM.

The Chairman asked for a motion to approve the 3/13/26 Meeting Minutes. Alan Ponanski moved that the 3/13/26 Meeting Minutes be approved. Debbie Langdon seconded. Motion passed unanimously.

Next, the attendees began reviewing the plan for the July 11 re-enactment of the reading and signing of the Declaration of Independence. After some discussion the revised Schedule is as follows:

10:00 AM --- The Greeters arrive in costume to be ready for the visitors

10:00 AM --- The Moodus Drum & Fife starts playing their chosen score

10:30 AM --- The Steeple Bell Rings

10:45 AM --- Presentation of Colors by the First Company Governor's Foot Guard

11:00 AM --- The First Company Governor's Foot Guard gets seated and/or stands in the Balcony

11:00 AM --- The Moodus Drum & Fife Corps plays the Star Spangled Banner

11:15 AM --- The First Company Governor's Foot Guard plays their chosen score.

11:30 AM --- Karl Stofko rings the School House Bell

11:35 AM --- From the High Pulpit 1st Selectman Todd Gelston reads the Welcome & Proclamation

11:45 AM --- Karl Stofko reads the history of this Declaration of Independence

12:00 Noon --- Three people (TBD) read the Declaration of Independence starting with a GOH Actor

12:30 PM --- Todd Gelston invites visitors to sign the parchment scroll, organ plays a selected score

12:30 PM --- Visitors began signing of the scroll and then begin walking to the food vendors.

1:00 PM --- Moodus Drum and Fife Corps performs their Concert.

2:00 PM --- The First Company Governor's Foot Guard performs their Concert.

3:00 PM --- Karl Stofko starts the Cemetery Tour with a map of the Revolutionary gravestones

3:00 PM --- Visitors tour the exhibits & displays in the Old Town Meeting Hall and the Grange Hall .

5:00 PM --- Event Exhibits and Activities cease.

Next, Debbie Langdon briefed the attendees on the Exhibits and Activities in the Old Town Meeting Hall and the Grange Hall. The Old Town Meeting Hall would have a Screen and Speakers that will present the "Road to Liberty" by Prager University. It is expected that the video will be on a 20 minute loop. Other items from the Revolutionary Period will be shown in the Old Town Meeting Hall and Grange Hall. Debbie is expecting to get help from the Goodspeed Opera House for scenery assistance. A genealogy table was discussed.

Next, the Chairman reviewed the Status of the Flags, Buntings, and Banners as follows:

The Stick Flags (50 stars) 4"X6" are $0.57 each at Cost

The Buntings are 3'X6' with Stars are $27.23 each at Cost

Our supplier does not have any 2'X4' Buntings

The Banners are 96" X 36" Single Sided are $80.00 each

The Banners are 120" X 36" Single Sided are $155.00 each

Next, Pam Champlin confirmed that the Three Food Trucks and One Ice Cream Truck are confirmed to be at the July 11 Re-enactment.

Next, the Chairman confirmed that Jansky Rubbish will provide the following portable toilets at COST!:

- 1 ADA Compliant Unit: $250.00
- 2 Handicap Accessible Units: $175.00
- 5 Standard Units: $125.00
- 2 Wash Stations: $125.00
- Delivery: $50.00
- The Supplier offered the above AT COST ($975.00) to help the affordability of our Event!

Next, the attendees reviewed the DRAFT Poster produced by Susan Waide. After some discussion, it was suggested that we need to highlight the Food, Beverages, and Music to be enjoyed by the visitors. Therefore, we need to redesign the poster appropriately. Todd volunteered to talk to Susan. Also, the Press Release needs to be inserted in the Events Magazine in time for the 2nd Quarter Issue. Todd volunteered to submit it to the Events Magazine.

Next, Alan reported that he is working to submit a Request for CT-Humanities Grant. The Deadline is soon.

Next, the attendees discussed the Tent Plan. It looks like we can use the Lion's Tent. However, we also need a large tent over the Church's Leaching Field which the Church can use for providing water and we may also be able to use it for visitor dining. The question is where can we get another tent (20' X 30') and what will it cost? Alan volunteered to help find another tent (one 20'X30' or two 10'X20' tents).

The total estimated cost for this Event is approaching $10K.

The attendees briefly discussed going to all the civic organizations in Town and asking for donations.

We also need to start getting the volunteers engaged.

We ran out of time for this meeting. The Chairman called for a motion to adjourn. Alan Ponanski moved the meeting be adjourned. Debbie Langdon seconded the motion. The Motion passed unanimously. The Meeting was adjourned at 12:01 PM.

Meeting Minutes written by Todd Gelston