APPROVED Meeting Minutes for the USA 250 Celebration Steering Committee

For the Wednesday, 5/13/2026 7:00 PM Special Meeting

In Meeting Room 3

Attendees:

Terry Anderson-Murray

Todd Gelston

Debbie Langdon

Patrick Murray

Karl Stofko

Susan Waide

Patti Lombardo

AGENDA

1. Call to Order and Pledge of Allegiance
2. Review of Agenda
3. Approval of Minutes for Monday May 4, 2026 Special Meeting

4. Review the Plan for the July 11 Re-enactment of the Signing of the Declaration of Independence.
    - Summary Review of the Detailed Schedule for entire Event – See Meeting Minutes
    - Review of the Activities and Exhibits planned for the Old Town Meeting Hall and the Grange Hall
    - Scroll Sourcing for the Signing Scrolls
    - Flags, Buntings and Banners – Design, Size, Costs, Delivery Dates
    - Parking Plan, Busing Plan, Police Plan, and DOT Status for Road Plan -
    - Publicity Plan – Latest Poster, Press Release, Articles, etc.
    - Guide Map creation and review
    - Food Truck Reservation Status, 10:00 AM Arrival Timing and location
    - Festival Permit Status
    - Tables and Chairs for the Hospitality Tent
    - Tent Plan – 3 Tented Areas – Hospitality Tent, 1st Company Tent, Church Tent
    - Trash Barrel Plan
    - Total Estimated Cost for the July 11 Event
    - Potential Stipends/Awards
    - Visit in-Town organizations for communication of Event
    - Latest List of Volunteers and their assignments

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5. Memorial Day Parade Plans and what the other organizations are doing
    - Who is marching behind the Banner?
6. Scholarship Enhancements and Communication
    - Fundraising Goal
7. Review the status of other East Haddam 250th Anniversary Events
    - Potential Nathan Hale School House Exhibition
    - "Amistad" Visit Status
8. Other items as necessary
9. Public Comment
10. 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 7:01 PM.

The Chairman asked for a motion to approve the 5/04/26 Meeting Minutes. Debbie Langdon moved that the 5/04/26 Meeting Minutes be approved. Patrick Murray seconded. Motion passed unanimously.

Next, the attendees did a summary review of the detailed schedule. There have been a few revisions since the last meeting and a few more since this 5/13/26 Meeting After a brief review of the schedule, it was decided to reverse the order for the 1st Company and the Drum & Fife Corps. We may need to put more detail in the schedule. The revised Schedule is shown below. Please note the changes in the timing of the Concerts for both the 1st Company and the Moodus Drum & Fife Corps:

9:15 AM --- The Greeters arrive in costume to be ready for the visitors

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

10:15 AM --- The Steeple Bell Rings

10:30 AM --- Town Street is closed to Traffic

10:30 AM --- Presentation of Colors by the First Company Governor's Foot Guard

10:45 AM --- The First Company Governor's Foot Guard gets seated and/or stands in the Balcony

10:45 AM --- The organ plays a selected score while the 1st Company is getting seated.

11:00 AM --- 1st Company Foot Guard **OR** Moodus Drum & Fife Corps plays the Star Spangled Banner

11:15 AM --- Karl Stofko rings the School House Bell

11:20 AM --- From the High Pulpit 1st Selectman Todd Gelston reads the Welcome & Proclamation

11:30 AM --- Karl Stofko reads the history of this Declaration of Independence

11:45 AM --- Three people (TBD) read the Declaration of Independence.

12:15 PM --- Todd Gelston invites visitors to sign the parchment scroll.

12:15 PM --- Visitors can begin signing of the scroll and then begin walking to the food vendors.

12:15 PM --- 1st Company Governor's Foot Guard Band performs their Concert.

12:30 PM – Town Street is re-opened to traffic with cones done the centerline of Town Street.

1:00 PM --- Flyover of C-130 Aircraft.

1:15 PM --- Moodus Drum and Fife Corps performs their Concert.

2:30 PM --- Karl Stofko starts the Cemetery Tour with a map of the Revolutionary gravestones

2:30 PM --- Visitors tour the exhibits & displays in the Old Town Meeting Hall and the Grange Hall.

3:30 PM --- Volunteers clear the Hall in preparation for the Nathan Hale Recital.

4:00 PM --- Kandie Carle begins her Nathan Hale Recital.

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

The attendees emphasized that we need to keep things simple.

Next, Debbie updated the preparations for the Activities in the Old Town Meeting Hall and the Grange Hall. The first panels may be ready for framing in 2 weeks. Pam has the tablecloth. The framing work can begin as soon as the material is available. Debbie needs 25 minutes with the Video Projector for a trial run. In the Grange there will be 4 Stations for the Kid's Activities (Seals and Stamps).

Evelyn Morgen plans to help with the Ancestry Table. Do we need to provide a table for the SAR and DAR organizations?

Next, the attendees discussed the need for an Illustrated Guide Map for all the Visitors. After some discussion it was decided that Susan will provide the illustrated introduction to the map and Debbie will provide the map itself.

Next, there was a brief discussion on the Buntings. Patti has ordered and received 30 – 2' by 4' Buntings. At least 16 are reserved for the interior of the Church. The rest are for elsewhere (where we want them). Todd Gelston reported that he is ordering 3' by 6' Buntings for the Buildings across the street and elsewhere. Shall we order any flags?

The parking/placement plan is getting complicated. The VFW/American Legion is adding a booth (10' by 10' Tent) with cornhole activity. Todd Gelston needs to lay-out the site to make sure everything can fit. It looks like the food trucks can go on the "hill". The Moodus Drum & Fife Corps can perform on the East Side of Town Street. The Cemetery Troopers plan to bring their trailer. Yankee Cider plans to be over at the rear of the area south of the Grange Hall. We need to set-up the Tents on Thursday.

The rest area for the volunteers can be in the Grange or Church?

It was suggested that we need a program for the Event.

Publicity was discussed. It was suggested that the approved poster be put on Patch.

The High School Parking on the Poster?

We need to figure-out the parking plan for ADA Visitors.

A question was asked, will the Event be recorded?

Debbie Langdon moved that the Meeting be adjourned. Karl Stofko seconded the motion. Motion pass unanimously. The meeting was adjourned at 8:54 PM.

Meeting Minutes written by Todd Gelston.