

**Town Common Light Committee  
Belchertown, Massachusetts  
May 8, 2018 Minutes  
Initial Meeting**



**Present:** Cindy Brown, Cheryl Dutton, Andrea Filipkowski, Gloria Fortunato,  
Steve Williams, *ex officio*  
**Absent:** Matt Grillo

\*\*\*

Meeting called to order 6:00 pm

**Introduction**

Members introduced themselves and mentioned previous town committee and volunteer service.

**Project History**

Cheryl Dutton's experience with the Y2K Light Campaign was shared; her complete file of contacts, news clippings, sponsorship books/literature as well as reminiscences will indeed benefit the future planning of TCLC. Shared (Cheryl Dutton) moneys raised for Y2K was \$8,000+/- Steve Williams explained DPW's capabilities both in Y2K and this present endeavor touching upon volunteers, electricians, and equipment needs. Cindy Brown shared information as to town common capabilities and touched upon contacts.

*Devices* – 10 stars and 1 snowflake were ordered. Three (3) flakes are made but have no wiring. Total is 14 to be restored. Layout of the devices was discussed and Cindy/Steve shared the limited ability due to electrical power on the common (available in limited spots).

*Layout* was discussed and due to attrition, placement of the remaining viable devices has been affected. Realizing complete restoration, configuring and sharing the devices about the common will be easier and more appealing to the eye.

*For the next committee meeting on June 12, 2018, Gloria Fortunato requested (1) Steve Williams to bring a map of common to share location/layout suggestions with TCLC and (2) Ability to have electrical power in front of Old Town Hall for display of shooting star.*

**Committee Structure**

Members created and approved the following structure for Town Common Light Committee (TCLC hence) with positions so noted:

- Chairman - Gloria Fortunato;
- Secretary/Meeting Schedule/Publicity - Andrea Filipkowski;
- IT/Social Media/Publicity - Cheryl Dutton;
- Treasurer/oversee TCLC account - Cindy Brown;
- Friends/Membership - Matt Grillo.

After discussion and with agreement by both parties, the schedule/town web page (Andrea Filipkowski) and IT/Social Media/Publicity (Cheryl Dutton) positions would be fluid in that both would assist and complement each other where and when necessary.

A TCLC contact list will be generated (Andrea Filipkowski) for TCLC members including ex officio; this list will also be shared with Winter Light Night 2018 Planning Committee (Trista Hevey, chair).

Information as to purchasing brand new (quote being shared via email to members/DisplaySales) as opposed to costs of restoring, updating all 14 devices was shared and discussed. Cindy Brown requested one more quote; Gloria Fortunato will comply by June 12 meeting.

Contact information for quote (Judy Matt) will be shared with Gloria Fortunato.

Considering the monetary difference, a move to make a motion as to determining a path for the committee to follow – outright new purchase vs. restoration – was made (Andrea Filipkowski, Cheryl Dutton, and Cindy Brown). Seconded by all three; motion passed/voted 100%. TCLC will now pursue a restoration effort for all devices – strip lights, rehab metal devices, restring lights. It was approved that restoration is the chosen path for TCLC to implement at this time.

### **Discussion of a Friends Group**

The role of a friends group (for fundraising) within TCLC was discussed; all agreed a Friends group needs to be created as soon as possible; suggestion was made to tap Winter Light Night 2018 Planning Committee for help or other cultural council members. Committee stated both groups had a similar need in realizing the refurbishing of the devices. Matt Grillo (absent) and his involvement with both groups (cultural commission and TCLC) was questioned as to conflict of interest. Gloria Fortunato will learn if this is a possibility.

Discussion as to an information TCLC tri-fold brochure with goals and pertinent information was discussed. Draft was handed to Andrea Filipkowski and Cheryl Dutton who will create for committee use and circulation.

### **Goals**

The TCLC goals were identified via group discussion. It was agreed there was confusion with the two committees and this will be discussed at the upcoming meeting of the two committees on May 17, 2018. Agreed that specific goals would better distinguish the two groups.

TCLC goals: Primary goal -- restore town common lights to full number, brighter  
Secondary goal – add to number of devices for larger display  
Tertiary goal – create continuing fund for upkeep of devices

Move to make a motion as to accepting (Andrea Filipkowski, Cheryl Dutton, Cindy Brown); seconded by same three; motion made and seconded by same three; motion passed 100%

### **Fundraising**

Lose the Change event, Saturday May 12, rain/shine, town common, 9am to 3 pm (8 am set up)

Gloria Fortunato stated all equipment in place, good to go. Cindy Brown will be on hand for 8 am set up complete with only working snowflake for public viewing being brought by DPW to Gazebo/storage (Steve Williams). Cheryl Dutton offered a coin rolling machine for

donations and accepted by Gloria Fortunato. Signage done and posted 8 am. Volunteers from other town groups (4H, Scouts) in place.

**Calendar Fundraiser**

Discussion as to feasibility, quote, timing of resulted in committee voting to table this idea to a later date. Matt Grillo's work/estimate will be held by chairman until that time.

**New Business next meeting 6/12/2018, 6 pm, Town Hall Auditorium**

***Action Items:***

- Cindy Brown will contact treasurer for latest amount in town account
- Andrea Filipkowski to have donation form on town website up/running
- Cheryl Dutton – 3<sup>rd</sup> quote (restore) Judy Matt and vendors list
- Gloria Fortunato -- Matt Grillo – discuss role and possible conflict of interest
- Andrea Filipkowski/Cheryl Dutton – work on brochure and sponsorship packet

Meeting was adjourned at 7:30 pm.

Respectfully submitted,



Andrea Filipkowski