

Military Community Covenant Task Force Meeting Minutes
Friday, August 23, 2019, 6:00 pm
Chelmsford Common, Westford Street
Chelmsford, MA

RECEIVED
2019-10-16
10:09 AM
TOWN OF CHELMSFORD
PATRICIA E. DZURIS
TOWN CLERK

Attending:

Jim Curley
Pat Wojtas
Lisa Devine
Brian Fredriksson
Brad Panton

Absent:

Steve Miller
Chuck Fidler

Pat called the meeting to order at 6:00PM.

- Jim made a motion to approve the July 19 meeting minutes. Brian seconded. Approved by unanimous vote.
- Finances:
 - Pat reported that Selectman George Dixon has made a \$100 contribution from his campaign account.
 - Jim made a motion to reimburse Steve \$193.38 for cookout supplies (hot dogs, burgers, cheese, condiments). Lisa seconded. Approved by unanimous vote.
 - Jim made a motion to reimburse Chuck \$108.00 for cookout supplies (rolls, buns, cookies, chips, watermelon). Brian seconded. Approved by unanimous vote.
 - Brian made a motion to reimburse Lisa \$36.00 for coffee she picked up for the cookout. Jim seconded. Approved by unanimous vote.
 - Brian made a motion to reimburse Pat \$210.00 for the cookout bar expense (water and soft drinks only); and \$40.00 for the cookout reminder cards. Jim seconded. Approved by unanimous vote.
- Yard maintenance:
 - Chuck was absent from the meeting, so there was no update on this project.
- Cookout recap:
 - Steve had reported that the attendees seemed to really like the sirloin burgers.
 - The burgers were larger than usual, and exceeded the size of the buns. So we should coordinate burgers and buns next year.
 - There was a preference for white cheese, instead of yellow.
 - It was noted that we did have extra burgers and hot dogs. However, since it is difficult to judge attendance, it was suggested to keep the numbers consistent for next year.
 - Lisa noted that it may help to start the grill a little earlier (around 4:30) to alleviate the initial rush.
 - Pat asked that we decide if it should be called the Military Appreciation Cookout, or Veterans Appreciation Cookout, since we have used both names. It was decided to use 'Military' since that term is more inclusive.
 - Additional outreach should be done with the Hanscom community, especially to attract those stationed at Hanscom who may live in Chelmsford.
 - Brian noted that the event was prominently featured in the Chelmsford Independent.
 - It was decided to try to keep the scheduling of the cookout consistent on the second Tuesday in August, so Lisa will coordinate with the Elks to reserve the pavilion for next August 11.
- 9/11 Remembrance Ceremony:

- Brad will reach out to potential guest speakers.
 - Jim will update the banners for the date (September 14), and post them on the Sunday or Monday before the event.
 - Jim will print the names to be read at the ceremony, separating them in four sections.
 - Pat has confirmed one Taps player, and will arrange for an additional trumpeter, plus singers.
 - The second song was selected to be 'America the Beautiful'.
 - Pat will confirm availability of the speaker system, honor guards, and Pastor Steve Burkett. She will also invite local dignitaries.
 - Brian will submit an article to local media.
 - Lisa and Pat will arrange for refreshments.
 - Names of all participants should be forwarded to Jim by September 9, so that he can print the program.
- Branding ideas:
 - Brad suggested a design for refrigerator magnets, to include the Town Seal, as well as other text relevant to the Community Covenant, and our mission. He noted that the price for 100 units would be just over \$100.

Brian made a motion to request that Brad move forward with a design as described, to be presented at the next meeting, to include price estimates. Lisa seconded. Approved by unanimous vote.

- Next meeting is scheduled for Friday, September 27, at 6:00pm, on the Common.
- With business complete, Brian made a motion to adjourn. Jim seconded. The meeting was adjourned by unanimous vote at 6:45 pm.