

**Town of Winchester  
Soldiers' Monument Commission**

P.O. Box 322 • Winsted, CT 06098 • www.SoldiersMonumentWinsted.org

**Mission Statement**

*The commission recognizes the historical importance and aesthetic value of the Soldiers' Monument, a symbolic icon of the town of Winchester. Our mission is to protect, preserve, and enhance this nationally-recognized landmark while providing a clean and safe park for all residents and visitors.*

**MINUTES**

**For the Monthly Meeting**

**June 8, 2016 (Rescheduled from June 1, 2016)**

**Held in the third-floor conference room, Winchester Town Hall, 7 p.m.**

**Steven Silvester – Chairman**

**Virginia Shultz - Charette- Vice Chairman**

**Deborah Kessler- Interim Secretary**

**Lynn Kessler –Interim Treasurer**

**Jack Bourque**

**Steven Dew**

**Noreen Marchand**

**Sheila Sedlack**

**Douglas Werner**

**1. Call to Order**

Meeting called to order at 7:00 P.M. by Steven Silvester, Chairman.

**2. Roll Call**

Sheila Sedlack and Douglas Werner were not in attendance. All other members were present. Deborah Kessler had to leave the meeting at 8 P.M. Steve Dew took meeting notes during Deb's absence in the second half of the meeting.

**3. Public Comment**

None

**4. Approval of Secretary's Minutes**

May 4, 2016 minutes were reviewed. Unanimous approval.

**5. Approval of Treasurer's Report**

Lynn Kessler provided a Treasurer's Report for review. The town hall budget does not balance between April and May as money was switched between 2 accounts in order to purchase the sound system. Lynn will amend and correct. We need copies of the bank statement from the town. Lynn noted that the Veteran's Day ornament sale is missing \$26.00. Steve Silvester has it and will get it to Lynn. The petty cash account balances. Proceeds from the Memorial Day opening are \$47.00 (\$32 in donations and \$15 from the sale of a T-shirt). Lynn will use petty cash to purchase a strong box.

A motion to accept the treasurer's report was made by Virginia Shultz-Charette. Unanimous approval.

**6. Communications**

An invitation addressed to Deb Kessler was received in the commission mailbox. The invitation was from the Recreation Department and the Laurel Commission. They were inviting the Monument Commission to

participate in the Community Fair which was scheduled for Saturday, June 4<sup>th</sup>. As the invitation was received after the event, no action needs to be taken.

## **7. Old Business**

### Review of Memorial Day Ceremony

Jack thanked everyone for working on the ceremony. Jack donated the money that was spent to purchase the flowers. The PA system worked very well. The town wishes to store the PA system at town hall. The commission would like to avoid this happening since it was bought specifically for commission events though we would allow other commissions to use it. Steve Dew has suggested that we paint our name on the PA system to identify that it belongs to the Soldiers' Monument.

### Neighborhood Walking Tour

Commission members will meet prior to the start of the tour at 1:30 at the grave of William Gilbert. Virginia discussed the houses that will be a part of the walking tour.

### Summer Concert Update

Helen Bunnell at Friends of Main Street has confirmed the date of the concert Thursday, July 7<sup>th</sup> at 7 P.M. This will be the first of the summer concert series sponsored by the Friends of Main Street and will feature a local bluegrass group entitled "Zolla Boys". Details as to parking, bake sale, etc. will be discussed at the July meeting.

### Exterior Lighting repairs/replacement

Jack discussed the lighting repairs which cost \$366.87 for photo cells and flood lights on the arch. The lights in the back of the monument burned out which added an additional \$200 to the job. The total cost for the lighting repairs is \$566.87.

### Additional summer monument opening Sundays, 1-3 PM, July 10- August 28

Virginia distributed the schedule of openings and topics. Please refer to the list which is included in the documentation portion of this report.

### Rooftop Christmas Tree Update

Steve Silvester reported that the tree has been taken down. The tree anchors to the railing. We may not be able to have the tree once the new roof is installed. The tree tradition began in the 1970's.

### Drinking Fountain Update

The water has been turned on. Jack proposes that the procedure for turning the water on and off be documented so that we all know how the process works. Steve Silvester is working on a Soldiers' Monument Manual which would include this information.

### Fundraising projects

There was discussion regarding fundraising letters for this year. They would be addressed to the "Current Resident". There was more discussion regarding establishing a fundraising letter subcommittee. A motion was proposed by Steve Silvester to allocate \$2,300 for the fundraising letter project. The motion was seconded by Virginia Shultz-Charette. Unanimous approval.

### Status of returning \$100K to restoration account

Discussed during the Treasurer's Report. No new information available.

### Transfer of \$30K to restoration account

Discussed during the Treasurer's Report. No new information available

### Garbage Can Emptying

Steve Silvester reports that the trash has been emptied per usual.

## **8. New Business**

### Quote from TLB Architecture to repair monument roof

Review of the estimate from Mike Fortuna. Jack reports that in discussion with Mike Fortuna the estimate can be considered accurate. Steve Silvester added that it should be very close. Jack recommends presenting the project to the Board of Selectmen at their next scheduled meeting on June 20<sup>th</sup>. Discussion arose as to whether we should include an estimate for the windows at the same time since the money is available. Given the time restraints before winter commences it was decided to not add the windows to this project as it would also include updating the electrical at the same time.

Lynn made a motion to continue with the project to do the roof only and recommend that BOS put this out to bid. The motion was seconded by Jack. Discussion centered on whether this is the proper way to move forward. Steve Silvester would like to see the roof, windows and repointing be incorporated into one project. Lynn strongly disagreed with this approach. Jack feels that the windows and repointing can be a combined project to be done at a later date. The proposal from TLB Architecture is attached to this report for documentation. Motion was voted upon and all were in favor with Steve Silvester abstaining.

Steve Silvester discussed the wall along Crown Street which is deteriorating and whether that should be included in the current proposed project. Discussion ensued as to whether to approach the contractor from when the project was done approximately 10 years ago. This may need to be seen as annual maintenance and if so, the money will need to be built into the annual budget from the BOS.

A motion was proposed by Lynn and seconded by Steve Dew that Steve Silvester will bring the proposal information to the town manager in order to be presented at the next BOS meeting, June 20<sup>th</sup>. Steve Silvester will contact Mike Fortuna to create the bid package.

### Lowe's Community Partners grant program

Virginia has been investigating various grants from both the state and from Lowe's. Discussion with the state regarding potential grants it attached to this report under the documentation. The state grants need matching funds. The Lowe's grant does not need to be matching. Virginia mentioned that neither grant would be available to be used on the roof project due to dates the proposals need to be in and the time in which a grant might be awarded. The roof needs to be done prior to the onset of winter. Discussion about whether we should apply for the grants to do some of the other projects. All agreed this would be a positive move. Steve Silvester noted that the documentation is ready to present for grant projects. Virginia will continue to pursue the grants.

### New security signs requested for park by the chief of police

The police department will be enforcing an existing ordinance regarding park usage. They will be installing signage. There was discussion regarding the cost of the signs. Steve Silvester spoke to Tanya at the Recreation Department and found that they are not paying for the sign. A motion was made by Virginia and seconded by Noreen to allow the signs to be installed at the entrance to both driveways at the monument. Unanimous approval.

### Brian Hard utilizing Memorial Park for Marine ceremony

#### Other:

- Jack proposes a project for 2017 that will address painting the stairs. He would like to see us invest in very good paint which would make everything look much better. Virginia suggested we paint the walls as well and will look into a \$200 gift card and grant from Lowe's. Steve Silvester believes this should be done after the roof is repaired as the contractors would ruin the paint job.
- Election of Soldiers' Monument Officers was brought up by Steve Silvester. His term will be ending on June 30<sup>th</sup> and is not seeking reelection as the Chair of the Commission. He would like to oversee the bid and work project and does not have ample time to do both. Discussion regarding new officers including the Treasurer which is not a position specified by the by-laws. Steve Silvester asked Virginia if she would

accept being the Chair of the Commission. Virginia accepted. Steve Silvester asked Noreen if she would accept being the Vice-Chair of the Commission. Noreen accepted. Steve Silvester asked Lynn if he would accept being the Treasurer of the Commission. Lynn accepted. Steve Silvester asked Deb if she would be the Secretary of the Commission. Deb accepted. Jack made a motion to accept the slate as presented above. This was seconded by Steve Dew. Unanimous approval for the new slate effective July 1<sup>st</sup>.

- News box door needs to be repaired. Steve Dew will look at it and report his findings at the next meeting.

#### Adjournment

Lynn Kessler made a motion to conclude the meeting.

The meeting was adjourned 9:00 P.M.

Respectfully Submitted

Deborah Kessler, Interim Secretary

(Supporting documentation is grouped chronologically.)