

**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**  
**May 4, 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 7:01 P.M. by Steven Silvester, Chairman.

**2. Roll Call**

All members present.

**3. Special Report**

Presentation by Michael Fortuna, TLB Architecture, regarding TLB Architecture's existing restoration plans for the monument. Mr. Fortuna was invited to present an assessment to the commission regarding prioritizing repairs to the monument. Mr. Fortuna stated that any structure is built from the bottom up and in restoring and preserving it will need to be restored from the top down. As such, he believes that the roof on the monument should be our top priority item. The next priority project would include stopping active leaks. Most water entering the monument is coming in via the roof. He added that any stone structure is prone to moisture. That "damp rise" is a problem in stone structures. Stone is apt to absorb moisture. Mr. Fortuna stressed that the monument has a lot of opportunity to pull in water. He also noted that restoration will never completely stop moisture from entering the structure but that it is necessary to limit it as much as possible and to provide for adequate circulation within the monument for the moisture to escape. To that point, when replacing the roof, it will need to include ventilation. That ventilation will have two vents on the roof. Air inflow in the base of the monument will need to be determined. Possibilities include ventilation panels on a window or the door. This will be determined by Mr. Fortuna at a later date. As there is foot traffic on the roof of the monument he is

recommending a liquid flash membrane which will seal the roof for an estimated 30 years. The roof is concrete. It appears to be in fairly intact condition. If there are cracks they will need to be patched and repaired prior to applying the new liquid membrane. Steve Dew inquired about the possibility of re-establishing an internal drain for water. Mr. Fortuna stated that it is a possible option but would require additional maintenance to be certain it is always clear. Steve Silvester also asked Mr. Fortuna about the quality of the stone wall repairs. Apparently mortar is already coming out of the wall. This repair was done within the last ten years. Mr. Fortuna believes that the mason used the wrong mortar at the time of the repair. He also stated that stone walls should not be waterproofed.

Discussion regarding the need to move forward and start some of the restoration projects this year. Mr. Fortuna has been asked to prepare an estimate regarding the roof and ventilation costs only. He also recommends having a roofer do the project rather than a general contractor.

A motion was made by Jack Bourque to discuss the revised estimate from Mr. Fortuna at a special meeting of the Commission on Wednesday, May 18, 2016 at 7 PM in Town Hall. The motion was seconded by Virginia Shultz-Charette. Unanimous approval.

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

February 3, 2016 minutes were reviewed. A motion to accept them was made by Lynn Kessler and seconded by Sheila Sedlack. Unanimous approval.

April 6, 2016 minutes were reviewed. A motion to accept was made by Jack Bourque and seconded by Noreen Marchand. Voting in favor was: Virginia Shultz-Charette, Deborah Kessler, Lynn Kessler, Noreen Marchand, and Sheila Sedlack. Abstaining were Doug Werner and Steve Silvester.

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

Lynn Kessler provided a Treasurer's Report for review. Lynn is working with the most recent treasurer's report provided by the former treasurer, John Schwaikert. That report is the December 2015 report. Steve Silvester compiled another treasurer's report for the April meeting. Lynn also referenced that report in compiling this most recent report. Steve Silvester would like to meet with Lynn to assist in gathering the missing documentation and reporting information. Lynn has refined the report into sections pertaining to the budget, accounts and profits. Lynn would like more accurate information in order to create a solid report. The cash box and petty cash are still in John Schwaikert's possession. Steve Silvester will contact John to get the cash box. All thanked Lynn for taking on this responsibility and for creating the new format.

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

#### 6. **Communications**

An invitation addressed to Deb Kessler was received in the commission mailbox. The invitation was from the Laurel Commission. The Laurel Commission was inviting the Monument Commission to participate again in the Laurel Parade. No commission members are available to march this year. Deb will RSVP on behalf of the commission via email.

## **7. Old Business**

### Memorial Day Ceremony

- Jack has arranged for the Scouts to place the flags during the ceremony.
- The VFW will be having a Veteran of the Year once again.
- Jack presented the program he has prepared and shared both the winning poem and the runner up poem. The winning poem will be read during the ceremony. Jack needs \$50 cash on Memorial Day to present to the winner.
- Jack has confirmed all dignitaries and presenters.
- Steve Silvester has secured the needed funds to purchase the sound system to be used during the ceremony. The speaker system will be stored in Town Hall when not in use at the monument.
- Jack would like to have a podium. He will bring a music stand for that purpose.
- Sheila will get the key to the storage area under the stage. Steve Silvester and Jack will need access to the storage area in order to set up the chairs during the parade.
- Placement of flowers at the various monuments will be: Civil War Monument, Alexandra Cassaday, World War 2 Memorial, Ted Marolda and for the Vietnam War Memorial, Paul Vaccari.
- Deb prepared a press release and is awaiting approval from Jack before sending to the various media outlets.

### Neighborhood Walking Tour

Virginia's research is well underway. She is planning to meet with the new owners of Greystone who are very keen to participate. Virginia also will meet with the owners of the Funeral home next week. They also are keen to participate and may offer to be open as part of the tour. Virginia has prepared a letter to be sent to the various homeowners advising them of the historical significance of their homes and that while stopping in front of their homes the group will remain on the sidewalk. She is asking them to provide any information they may have about their homes and prior residents. Steve Silvester will provide monument envelopes to be used when mailing the letters. Virginia will use the tax accessor's records to determine the correct names of the current homeowners.

### Summer Concert Update

Helen Bunnell at Friends of Main Street has confirmed the date of the concert as June 30<sup>th</sup>. Helen indicated in her most recent email (5-4-2016) that she was unsure if the monument or FOMS was paying for the concert. The commission members all agreed that we were under the impression that FOMS was simply relocating one of their sponsored concerts. Deb will confirm with Helen.

### Exterior Lighting repairs/replacement

The lights have been replaced by Holmes Electric. Bob Holmes recommends replacing the GFI outlet with a direct wire. That will eliminate the possibility of the GFI being tripped and needing to be manually started again. He also recommends changing to LED lighting and has provided an estimate of that cost. Jack is unsure if the Eversource rebate would be applicable in this situation. Steve Silvester stressed the importance of getting the bill approved before having repairs done. Apparently Bob Holmes went ahead and completed the work before Jack got the formal approval from the Town Manager.

#### Park driveway chain repair and flag raising by Peter Marchand

Thanks to Peter Marchand for volunteering and completing these projects.

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

Virginia is preparing topics for the openings. She would like to have Rick Spencer perform music of the Great War period (World War 1) on the closing day, August 28<sup>th</sup>. He normally charges \$300 but will do it at a discounted price. A motion was made by Sheila to allow us to hire Rick Spencer for August 28<sup>th</sup>, from 1-3 PM for \$300. The funds to be taken from Events and Fundraising. The motion was seconded by Deb. Unanimous approval.

#### Regional 7 progress with planter

Sheila has contacted Eric at Regional 7. He will update Sheila within two weeks of the Memorial Day opening. Student volunteers will do the planting. Regional 7 will charge us approximately \$125 for the flowers and mulch. Sheila would like to add some more mature plants to the bed. The walkway to the monument will need to be weeded. John used to pay his son to do this job. Sheila will weed the lower portion of the walkway and Steve Silvester will weed the upper portion prior to Memorial Day. Discussion about possibly using a weed killer going forward. A motion was made by Sheila to allow Regional 7 to work on the planter including the cost of the flowers not to exceed \$150. The motion was seconded by Virginia. Unanimous approval.

#### Rooftop Christmas Tree Update

Steve Silvester has familiarized himself with the logistics of taking the tree down. He is waiting for a dry and not windy day.

#### Tourism Conference Fee Payment Process

Virginia was unable to attend.

#### Fundraising projects

- 2016 fundraising letter campaign. Steve Silvester would like to send another 2000 letters to both prior donors and those not included in the previous mailings. This discussion was tabled for the June meeting.

#### 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

No new information.

**8. New Business**

Welcome to new commission member

Steve Dew who is replacing John Schwaikert was warmly welcomed to the commission.

Park and Monument Clean Up for Memorial Day

Doug will vacuum the interior.

VFW Memorial Day Ceremony at the Monument

Jack spoke to Neal Hunt who confirmed that the ceremony will take place as usual beginning at 10 AM. Noreen will get the banner at that time for the parade.

Memorial Day Parade and Opening

Jack and Noreen will be onsite for the opening.

Drinking Fountain Status

Jack contacted the Water Department. Steve Silvester will turn on the water and let it run.

Tim Wheeler's Solders' Monument Facebook page

It was decided to ignore the page. We may want to consider creating an official page for updates.

Other:

- Virginia will place brochures with local B&B's to help promote the monument. She will stamp them with our summer opening information.
- Cemetery Walk Scouting mission will be on Sunday, June 26<sup>th</sup>, at Forest View cemetery, 1 P.M.
- Doug's son would like to speak during public comments at the next meeting concerning security issues at the monument park.
- Thanks given to Doug for maintaining and updating the signage regarding our openings.

The meeting was adjourned at 9:40 P.M.

Respectfully Submitted

Deborah Kessler, Interim Secretary