

Received 8/13/26
11:10 AM Jodi Moore, ATC

Town of Durham America 250 Committee
Tuesday, July 21st, 2026, at 6:30 p.m.
Meeting Room 1, Community Center, and [Remote via Zoom](#)
Meeting ID: 857 7064 3228 Code: 289297

Encampment Subcommittee Meeting Minutes

1. Meeting was called to order at 6:30pm. Committee members present: Brendan Rea, Norm Hicks, Brendan Rea, Jr, Bob Booz, Sarah Atwell. Community members present: Trooper Stefan Inglis, Trooper Patrick Sullivan.
2. Reviewed participating units
 - Continental: 2nd Continental Light Dragoons, United Train of Artillery, First Company Governors Foot Guard, 5th Connecticut Regiment
 - British: King's Rangers, The King's Loyal Americans, Peter's Corp, 9th Regiment of Foot.
 - Tentative: Le Regiment Bourbonnais (verbal yes), St. Onge, Hubbardston Militia (sending a civilian and/or medical tent impression)
3. Reviewed participating civilians/activities/sutlers:
 - Lancraft Fife and Drum, Deep River Junior Ancients Fife and Drum Corps
 - Sutlers: Big Bear Trading, Liberty and Co, Sue's Jams, Seasonings, and Crafts, Colonial Crafts of Connecticut
 - Activities: Wood carving, colonial dancing
 - Non-profits with tables for outreach and recruitment:
 - DAR chapters (Jordan Freeman, Freelope Baldwin Stowe, possibly Wadsworth)
 - Durham Historical Society
 - Middlefield Historical Society
 - CVEF
 - Durham Fair Foundation
 - Troop and Pack 33
 - Durham Garden Club
 - PALS
 - Food
 - Check with Benchwarmers and Little League to see if they would partner up for one booth. Sarah will reach out to each organization.
 - Check with DMYFS to see if they'd want to sell food (previous Exchange Club booth) or handle drinks for sale. Sarah to reach out to DMYFS.
 - Will not have the Benchwarmers booth open due to rearranging of parking
 - Opening ceremony
4. Public Safety management- CSP, FD, EMS
 - Brendan will discuss involvement of Middlesex Ambulance and Durham Fire on the grounds for the day.
 - Restructured parking to utilize Canfield Lane as the entrance for better GPS directions, with cars to be directed to the left of the Public Safety Building and around the Commercial building to enter the Midway.
 - CSP to be present on the grounds from 8am-5pm
 - Will be directing traffic on Main Street in the morning until around noon or when traffic isn't as heavy for spectators.

- The following will be needed by Trooper Inglis ahead of the event: copies of insurance for any participating group/vendor, map of the event, schedule of events, list of entrances and exits, emergency exits.
 - Will determine if firearms inspections are needed for the reenactors.
5. Contract to rent the fairgrounds with Pat Whitehouse
 - Brendan and Sarah will meet with Pat for the contract. Question Pat- can we open the second bathroom in a pinch if needed that day depending on the crowds? Cost for post event cleaning?
 6. Welcome packets for all participants to be sent via email and will contain the following:
 - Registration
 - W9 info for paying units
 - Insurance language required for the fair
 - Tentative schedule for the day
 - Listing of hotels in the area, contact information for our committee
 7. Parking management: still needed
 - Waiting on response from Middletown Police Benefit Association Pipe and Band to see if they are interested. Discussed possibility of reaching out to the Benchwarmers, Durham FD, Middlefield FD, K-Club, and student groups at Coginchaug.
 8. Sign to advertise on the green for passing cars a few weeks ahead of time and signs to put out the night before indicating where traffic should enter at Swamp Lane and exit at Maple Avenue.
 - Will use signage on hand from the fair and will need to meet up prior to the event to determine what we will need to use.
 - Motion made by Bob Booz to allocate up to but not to exceed \$300 for a banner to advertise the event on the green, seconded, all in favor.
 - Will need to obtain a permit from the town to have the banner on the green.
 - Bob and Sarah will work on this project.
 - It was determined to use as few words as possible for ease of reading by motorists.
 - Bob mentioned that it might be possible to have a banner at the library for advertising as well.
 - Portable sign board from Emergency Management was discussed and Brendan will look into this.
 9. Create a map PDF to distribute to units, visitors, and to post online.
 - Jaclyn, Sarah, Chris to work on this task.
 - Will need to discuss location of where the Scouts will camp.
 10. Organizing the Saturday evening meal once the grounds are closed to the public.
 - Decided not to use the community center.
 - Three other options were discussed: having the meal on the fairgrounds without alcohol, having space for the reenactors to go to at Hard Hat after the meal on the fairgrounds, looking into having the meal and alcohol at the Racoon Club.
 11. Discussion on how to pay units and setting stipend amounts.
 - This will be ongoing based on how many submit registration paperwork.
 -
 12. Discuss provided supper that Saturday night.
 - The event will likely be catered. Sarah to look into pricing to bring back to the August meeting.
 - Cost of snacks for reenactors will be discussed at the next meeting.
 13. Committee comments:
 - Planning meetings- discussed that next meeting in August should include all committee members and that multiple planning meetings should occur in August and September, with a final meeting at the beginning of October.

- At least one of those meetings should include all participating organizations: CSP, EMS, Durham Fire, group handling parking, scouts, group managing food.
- Scouts from several local packs/troops will be camping on the grounds, setting up on Saturday morning, participating in the day at the encampment, camping out Saturday night, breakdown Sunday morning.
- Discussed challenge coins to hand out to the reenactors: Motion made to approve the purchase of 100 challenge coins for this purpose, seconded, all approved.
- A letter will be drafted to invite dignitaries.
- A letter will be drafted to distribute to the neighbors ahead of the encampment to notify of expected loud activities (cannon, rifles).

14. Public comments: None

15. Adjourned at 7:37pm.

Respectfully submitted,
Sarah Atwell
Chair