

**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**

**Thursday, September 19, 2019**

**Held in the third-floor conference room, Winchester Town Hall, 7 P.M.**

**Jack Bourque – Chairman**  
**Steve Dew – Vice-Chairman**  
**Deborah Kessler- Secretary**  
**Lynn Kessler –Treasurer**  
**Virginia Shultz-Charette**

**Noreen Marchand**  
**Sheila Sedlack**  
**Steven Silvester**  
**Douglas Werner**

**1. Call to Order**

The meeting was called to order at 7:04 P.M. by Jack Bourque.

The members in attendance were:

- Jack Bourque
- Steve Dew
- Deb Kessler
- Lynn Kessler
- Steven Silvester
- Doug Werner

Members Absent and Excused: Sheila Sedlack, Noreen Marchand and Virginia Shultz-Charette

**2. Agenda Review:** None

**3. Public Comment:** None

**4. Approval of Secretary's Minutes for Thursday, July 11, 2019**

Not available for meeting review.

**5. Treasurer's Report**

Status of budget and restoration accounts – Lynn presented budget report.

Budget for 2019-20

Expense Status Encumbered in 2018-19 budge

Status of store account - Steve D.– no information available. Dough purchased a T-Shirt for \$10.

Additional donations for restoration since the last meeting. None

Steve D. made a motion to accept the Treasurer's Report, Doug seconded. Unanimous Approval.

6. **Communications:** Continuing issues with spam to the commission group email.

7. **Monument and Grounds Activity Status Reports:**

- Building status:
  - Interior conditions
    - Conditions for public openings: **Doug cleaned prior to Labor Day.**
    - Display case 1<sup>st</sup> floor/information table 3<sup>rd</sup> floor: **Jack put the cover on the display case.**
    - Ongoing Civil War exhibit 2<sup>nd</sup> floor
  - Exterior conditions
    - Weeds in the walkway – **Lynn: weeds are dead.**
  - Switch for spotlight- ongoing. **John S. plans to replace prior to installation of the Christmas tree. Reminder that the spotlight will need to be manually shut off during this time.**
  - Circuit Breaker for Christmas Lights – Steve D. **Has assessed and determined that it will need to be replaced. It was never installed correctly. Steve has purchased the replacement part.**
- Grounds status
  - Trash Removal – ongoing
  - Picnic Tables reposition – on-going issues – **Jack keeps reminding Public Works that this still needs to be taken care of.**
  - Driveway condition – ongoing issue **Jack continues to discuss with the Town Manager and Public Works. Deb plans to attend next BOS meeting to address during the public comment.**
  - Tree Cutting in 2019. On-going
  - Other:

**Old Business:**

- Cemetery Walk – status of the October 19 event – Center Cemetery – Deb/Noreen:
  - **All assignments have been made.**
  - **Lynn created a great flyer. He will send a pdf version to Jack for press releases/Facebook, etc.**
  - **Lynn will have Goulet print 250 copies of the flyer.**
  - **The walk through will be Sunday, October 13<sup>th</sup> at 1 PM.**
  - **Sheila is organizing the volunteers. She has 8 lined up so far. She will need the map when it is ready.**
  - **It is hoped that Noreen can assist in coordinating the cider, etc. Deb and Lynn have the cups/napkins.**
  - **Doug will direct parking.**
- Development of special “friends” group volunteer base – **Deb sent spreadsheet to Sheila to hopefully add some more volunteers in. Will plan to have signup sheets available at the Fall Foliage Festival and Cemetery Walk.**
- Report on August 10, Winsted Trails walk to the monument. **Sheila reported (electronically) that the walk was very successful with between 20-30 people in attendance. They were very complimentary and would like to return at another time. She does not believe any donated to the monument.**
- Labor Day opening (Monday, September 2) – **Sheila reported (electronically) that it rained heavily the entire day. A couple arrived who have been trying to see the monument for some time. They spent about 25 minutes in the monument and went to the third floor. Another person came in but did not stay long.**
- Veterans’ Day (Monday, November 11) Noreen and Doug to cover.
  - **Reading of the Gettysburg Address is being planned once again.**
- Website and Facebook presence- (ongoing)
- Window fund drive suggestions is on hold for now.
- Applying for Connecticut Trust Maintenance and Repair Funding – on going – Jack
  - **Response received from the trust that there is no funding currently available.**

- Purchasing and funding of new merchandise and brochures
  - Evaluate current merchandise, literature – **Steve D. reports this is ongoing.**
- New booklet of historic information about the monument – Jack
- Request for postcards and booklet about the monument – Virginia
- 2019 Fundraising Letter (for discussion and review). **Target time after Thanksgiving. We need to review once more and get quotes for the printing. Lynn will resend the letter with image prior to the October meeting in order to review/approve at that time.**

#### **New Business:**

- TLB proposal for Architectural Services for Windows Replacement Project
  - Paid for design of windows
- TLB cost estimate for replacement of windows and related work
  - Discussion with James Pedrolini. **James has presented a proposal for the first floor window work. He will be looking to order windows that are wood with cladding. This is acceptable to the CT Historic Trust. He will install and mortar around each as they are installed.**
  - **We approve the contract as presented and to use the funds encumbered during the 2018-19 budget line for Building & Maintenance of Structures. This includes \$7,500.00 for labor and restoration WITHOUT including the cost of the windows.**
  - **Lynn made a motion to approve the bid as presented. Steve D. seconded with unanimous approval.**
- Participation in the Fall Foliage Festival - September 28 – Deb
  - **Deb and Lynn for the opening until noon time; Jack from noon to closing. Deb and Lynn will get merchandise from the monument including note cards, hats, the donation jar, tri-fold brochures and the banner.**
- Participation in October 29<sup>th</sup> Winsted Trails – Jack- **The cemetery walk participants have been invited to partner with Winsted Trails for a fundraising project at the Little Red Barn Brewers. A percentage of the proceeds will be donated to the monument. They are having a dinner and silent auction as part of the festivities.**
- Participation in Winchester 250 events – Virginia. **Jack reports some interest in taking the 2021 Cemetery Walk indoors for a special presentation at Gilbert. Ongoing discussion.**
- New purchases for monument display - ongoing
- Other:

**Adjournment:** The meeting was adjourned by Jack Bourque at 8:33 P.M.

#### **Next Scheduled Monthly Meetings:**

October 10, 2019  
 November 14, 2019  
 December 12, 2019