

**Town of Winchester  
Soldiers' Monument Commission**

P.O. Box 322 • Winsted, CT 06098 • [www.SoldiersMonumentWinsted.org](http://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  
December 7, 2017**

**Held in the third-floor conference room, Winchester Town Hall, 6:30 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**
  - a. Meeting called to order at 6:36 P.M. By Jack Bourque, Chairman.
2. **Agenda Review**
3. **Roll Call**
  - a. Noreen Marchand and Steven Silvester were not in attendance.
4. **Public Comment**
  - a. None
5. **Approval of Secretary's Minutes**
  - a. Minutes for the November 2<sup>nd</sup> meeting were accepted. Lynn made the motion, Steve Dew seconded. Unanimous approval.
6. **Approval of Treasurer's Report**
  - a. Getting the budget information from the accounting department continues to be an issue for Lynn. Jack will emphasize the need for that information to be available earlier in the month. Lynn will follow up with Cindy R.
  - b. There was a discussion regarding our petty cash box and how much to keep in it for those occasions when petty cash is needed.
  - c. Virginia reported that an additional \$590 came in from the fundraising letter. \$450 of that from the Elks Lodge. This money will be added to the Restoration Account.

- d. The Treasurers Report was approved. Sheila made a motion to accept the Treasurers Report; this was seconded by Virginia. Unanimous approval.

**7. Communications**

- a. Aside from the donation mentioned above, there are no other communications at this time.

**8. Monument and Grounds Activity Status Report**

**a. Renovation Project Status:**

**Roof repairs, air ventilation in windows-** status report –

Jack reported that we are awaiting the final signatures. Eagle Rivet has not signed off yet.

**Repointing restoration:**

Bid documents have been prepared; they are ready for advertising – Jack reported that we must go out to bid on this project. Jack has been in contact with Mike F., Mike P. and Mark D. regarding this. He has also been in touch with the steeplejack. The steeplejack does not have a surety bond. Town guidelines state that this is necessary and that it cannot be waived. Essentially it is a 5% check made in advance by the steeplejack and held until completion of the work. If the steeplejack wishes to be in the bidding process this is a necessary element. However, it was suggested by Mike F., Mike P., and Mark D. that it could be a check representing 5% of the total cost and held back until completion of the project.

**b. Cleaning of the monument inside areas:**

Many thanks to Doug for vacuuming the interior of the monument. Many thanks to Esther Dew, Steve D., Steve S., and Jack for cleaning out the attic. Steve D. removed the trash to the recycling yard/dump. Steve D. also created holes in the bottom floor windows to allow for ventilation.

**c. Christmas lights construction and payment:**

Jack reports that the tree will be shut off on January 2, 2018. Everyone agrees that the new tree is very beautiful. Steve S. worked with John S. and Jack to get it set up. It took approximately 2 hours. However, as it was the first time putting this particular tree up there were adjustments, etc. that needed to be done. Going forward should not be as involved. Doug will shut off the photocell lights on January 2<sup>nd</sup>.

**d. Spotlight Bulb replacement on the Monument:**

There has been no progress on this project. Jack proposes postponing this until the spring.

**e. Removal of flag for winter; placement of driveway chains:**

Everyone is in agreement that this should be done for the winter. Peter Marchand will take the flag down and will put the chain up for the driveway on December 9<sup>th</sup>.

**f. Other:** No other items of concern at this time.

**9. Old Business**

**a. Cemetery Walk 2018 update**

- i. Jack has not had time to update the website with the photos yet.
  - ii. Virginia is working on the old section of the cemetery at the library. Most of the graves pre-date 1930. She is using Boyds and Beechers books for reference. Due to the winter weather an onsite exploration will have to be postponed until late winter/early spring.
- b. **Telephone and email updates** were confirmed.
- c. **Website and Facebook Presence** is currently on hold
- d. **Video security system** is currently on hold. (Sheila)
- e. **Volunteer Core- formation and status of-**
  - i. Sheila has no new information at this time. Her goal is to have it implemented prior to the Cemetery Walk.
- f. **Annual Report filed for 2017-2018**  
Jack has completed and filed this.
- g. **Meeting date officially changed to the 2<sup>nd</sup> Thursday for 2018**  
This has been confirmed and updated. 7 PM in the third floor conference room for 2018.

#### **10. New Business**

- a. **Consideration for 2018 activities at the monument and park.**  
Celebration Day, June 16, 2018. Deb reported that Simply Swing had sent a contract for us to sign; they will charge \$1,000 to play for three hours. Steve D. will assist in the planning of the daytime living history. Other discussion centered on having a WW2 military vehicle display during the day. A motion was made to secure the band and sign the contract. Lynn made the motion, seconded by Steve D. Unanimous approval.
- b. **Memorial Day Ceremony, Monday, May 28<sup>th</sup>.**  
Jack is working on assembling veterans and speakers. He has asked that any suggestions or ideas are needed by the January meeting.  
All openings at the monument for 2018 are covered with the exception of Labor Day. Doug has tentatively offered to provide the coverage.
- c. **Request for a display case and table for the second floor of the monument** was made by Virginia. She will provide a photo of what type of display cabinet is needed. It will need to be small enough to go up the stairs or will need to be disassembled and reassembled once on the second floor. She is hoping to find something appropriate in the \$200 range.

#### **10. Adjournment**

The meeting was adjourned at 7:37 P.M. A motion was made by Lynn and seconded by Steve Dew. Unanimous approval.

Respectfully Submitted 9 January 2018  
Deborah M. Kessler, Secretary