

**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**

**November 2, 2017**

**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**
  - a. Meeting called to order at 7:07 P.M. By Jack Bourque, Chairman.
2. **Roll Call**
  - a. Steven Silvester was not in attendance.
3. **Public Comment**
  - a. None
4. **Approval of Secretary's Minutes**
  - a. Minutes for the September 6<sup>th</sup> meeting were accepted as corrected. Lynn made the motion, Steve Dew seconded. Unanimous approval
  - b. Minutes for the September 21<sup>st</sup> special meeting were accepted as corrected. Noreen made the motion, Lynn seconded. Unanimous approval.
  - c. Minutes for the October 4<sup>th</sup> meeting were accepted. Steve Dew made the motion, Doug seconded. Jack abstained. Unanimous approval.
5. **Approval of Treasurer's Report**
  - a. The information arrived too late for the full report. Lynn is to meet with Cindy R. to verify the account balance prior to the next meeting.
  - b. The fundraising letters have stopped.

- c. The money collected from the Cemetery Walk was \$685.00.
- d. Sheila said that the candy money is adding up.
- e. The Treasurers Report was approved. Sheila made a motion to accept the Treasurers Report; this was seconded by Steve Dew. Unanimous approval.

## 6. Communications

- a. An email regarding a donation from the Elks National Foundation arrived. It is on hold at present. We do not know what the amount of the donation is.
- b. Virginia reported that Lara Green-Kazlauskas created a painting of the monument and has inquired if we would like to auction it off for fundraising purposes.

## 7. Monument and Grounds Activity Status Report

- a. **Renovation Project Status:** The checklist has been completed. It has been determined that the change orders were not complied with at the time; however the roof has been satisfactorily completed. Tremco guarantees the roof and will follow up consistently over the next 20 years. We do owe \$1450 resulting from a reduced change order on the encumbered amount.
- b. **Painting of stairway inside the monument is on hold until warm weather returns in the spring.**
- c. **Painting of the trap door (electrical conduit area):** Steve Dew reports that it is too cold for this project. He is waiting for warm weather in the spring.
- d. **Cleaning of the monument inside areas:** Jack reports that the un-used items in the attic need to be removed as soon as possible. The space will be needed to store the Christmas tree in January. Jack, Doug and Steve Dew will meet at the monument on November 11<sup>th</sup> (Veteran's Day) at noon to do this project prior to the monument opening that day. Doug will clean the monument before the opening. Steve Dew will remove the attic debris to the dump and will get a receipt.
- e. **Repointing Restoration, status of the bid proposal, contractor identification:** Jack met with the town manager who stated that the proposal must go out to bid. The bid should be made very precise and broken into two separate projects by Mike F. and Mike P. resulting in two separate bids.
- f. **Christmas Lights repairs status:** Jack reported that John Schweikert is making a new tree. It will have white LED lights and will be in place before Thanksgiving. He will need assistance installing the tree. He will instruct us on how to install and how to remove at the end of the season.
- g. **Spotlight Bulb replacement on the Monument:** Jack reports that there are two spotlights in the back of the monument and one is out at present. It needs to be replaced. Jack will follow up with an electrician. He will need a PO and the funds will be taken from Maintenance and Structures.
- h. **Water shut-off at the fountain:** Jack is unsure whether it has been shut off or not. Typically it is shut off near the end of October. Doug will follow up with Public Works.
- i. **Window Replacements option currently on hold:** This is still pending per the repointing project. There was discussion regarding the ventilation in the

monument. Should we consider cutting openings in the plexiglass windows on the first floor? Steve Dew will investigate various options.

## **8. Old Business**

- a) **Results of funds raised and attendance at the Cemetery Walk**  
Deb and Lynn reported that the attendance was tremendous this year. With at least 101 attendees ( 16 years and older) we raised \$685.00. All commission members participated with the exception of Steve Silvester. Dates were selected for 2018- they are Saturday, October 13<sup>th</sup> with the rain date being Sunday, October 14<sup>th</sup>. Deb discussed the need for more volunteers to take tours and Sheila has offered to find more volunteers, including possibly have the Scouts assist. Deb will be in touch with both Virginia and Noreen to visit the Winchester Center Cemetery in the near future to select graves for next year's tour. Virginia has suggested we consider using graves on both sides of the road.
- b) **2017 Letter Donations.** Virginia reports that the letters have ceased coming in with a total raised this year of \$4,024.00.
- c) **Monument Coverage for Veterans Day opening**  
Noreen and Doug will be in attendance. There was uncertainty as to whether there was any merchandise available to sell.
- d) **Drum Circle Request** for use of the monument has been cancelled.
- e) **Telephone and email updates** were discussed. Jack reiterated that we should not be using his gmail account.
- f) **Website and Facebook Presence** is currently on hold. Jack will try to upload recent event information to the SoMo website.
- g) **Video security system** is currently on hold. (Sheila)

## **9. New Business**

- a. **Consideration for 2018 activities at the monument and park.**  
Discussion regarding a special event at the monument on Saturday, June 16<sup>th</sup> to correspond with the installation of the reproduction WW2 spotters sign inside the monument. Deb and Lynn propose having a WW2 living history on the monument grounds. The living history to include historic presentations and period vehicles. Saturday evening would be a WW2 Canteen Show to benefit the monument. Discussion regarding securing the Elks lodge for the show as well as securing a Big Band. A motion was made to pursue this event by Steve Dew and was seconded by Lynn. Unanimous approval.
- b. **Projected public openings and coverage for 2018**  
Memorial Day (Monday, May 28th): Jack  
July 4 (Wednesday): Virginia  
Labor Day (Monday, September 3<sup>rd</sup>) Open  
Veteran's Day (Sunday, November 11<sup>th</sup>) Noreen and Doug
- c. **Request for a display case and table for the second floor of the monument** was made by Virginia. Her GAR cards are missing from the monument and brings to light that better display is needed for the monument. It will provide a more secure way to store items and to display them for public openings. The ephemera will be in a better environment rather than open to the elements

year round. Steve Dew will speak to his friend about possibly replacing the table currently used for the artifact display.

- d. **Consideration for opening windows on the first floor (Jack).** Discussed under Item 7, Monument and Grounds Activity Report.
- e. **Request for meeting date change for December and January (Deb and Jack)**  
Deb suggested that the December meeting be earlier (6:30) and abbreviated in order for the commission to go out to dinner (Dutch Treat) for a more social gathering. Most members seemed to like the idea and there was discussion as to whether we go to Log House for Shepherds' Pie or Rowley Grill. TBD at the December meeting.  
Jack proposed changing our monthly meeting date to the 2<sup>nd</sup> Thursday of the month. Lynn said this would help facilitate the treasurers information as it is not available always from town hall often for the current meeting date. Lynn made a motion and it was seconded by Virginia. Unanimous approval.

#### **10. Adjournment**

The meeting was adjourned at 9:00 P.M. A motion was made by Lynn and seconded by Steve Dew. Unanimous approval.

Respectfully Submitted 7 December 2017  
Deborah M. Kessler, Secretary