

**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
September 6, 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 7:00 P.M. by Jack Bourque, Chairman.
2. **Roll Call**
 - a. Sheila Sedlack was not in attendance.
3. **Agenda Review**
 - a. Jack asked to change the window replacement discussion to a separate meeting to be held on Thursday, 21 September at 7 PM. Location TBD.
4. **Public Comment**
 - a. None
5. **Approval of Secretary's Minutes**
 - a. Jack thanked the secretary for the quality of the minutes. The minutes for the July 2017 meeting were approved. The motion was made by Lynn and seconded by Noreen. Unanimous approval.
6. **Approval of Treasurer's Report**
 - a. Lynn reported that he is up to date with the statements from town hall. There were no changes to page 3. Jack reminded all to be aware of the balance in the restoration account. The Treasurers Report was approved. The motion was made by Steve D. and seconded by Doug. Unanimous approval.

7. Communications

- a. Jack has updated the addresses and emails of the commission members. He has created a Yahoo group email account to use going forward rather than the current monument email which seems to be not working well.
- b. Jack requests that if you have any items to add to the meeting agenda that the request be sent to him no later than Friday morning prior to the next meeting. He also asks that any suggested changes be copied to the commission members/email group as well.

8. Monument and Grounds Activity Status Reports:

a) Renovation Project Status (Jack's Report)

Jack, Steve D. and Lynn met with Mike F. and Mark D. at the monument to review status of project. Details below.

b) Roof Repairs and building cleanup

Roof is finished. Mike P. will verify that the final clean-up is done. Eagle Rivet is satisfied with the status of the cleaning of the drips. Mike F. recommends getting Eagle Rivet off site permanently. Options on the clean-up are to deduct the change order OR terminate the contract with Eagle Rivet. Terminating the job will be difficult and is akin to filing an insurance claim. Changing the order will allow us to have the money back in play and it can be aligned for a new project. Mike F. will begin to negotiate for the 33K that was encumbered to be returned to us.

It has been established that Eagle Rivet disobeyed specific instructions from the roofing material manufacturer and did not clean up the drips immediately. There are no safe ways to remove the drips without damaging the integrity of the granite on the monument. We will need to pay for the change order (\$1,600.00).

The commission has been extremely patient in the entire process having voted in July that August 15th would be the last date to have all the work completed.

Jack called for a motion to authorize Mike F. of TLB to negotiate with Eagle Rivet a deduct change order to retain the remaining contract balance to be used for further remediation. Lynn made the motion, Virginia seconded. Unanimous approval.

c) Window Replacement

Tabled for Special Meeting.

d) Painting of the Stairway inside the Monument (Jack's Report)

Paint being stored at Park Place Hardware Store until we are able to use in the spring.

e) Removal of unused items from the attic (Open)

Jack proposed that we remove old piping and other trash from the attic to improve ventilation.

f) Resetting the cabinet location and cleaning of the first floor (Open)

Jack cleaned out the cabinet and repositioned it as well. He created a shelf for small items, flags and documents. The top shelf has ropes and cups. The drawer underneath has supplies. Virginia noted that any paper items should be stored in plastic to protect from the damp.

- g) **Repointing Restoration** (Jack's Report)
Tabled for Special Meeting
- h) **Landscaping Conditions and the Trash** (Steve S. Report)
There are weeds in the walkway, around the monument base and at the water fountain. No new discussion.
- i) **Christmas Lights Repairs** (Jack's Report)
Jack spoke to former commission member, John Schwiekert about using C7 LED bulbs which are very energy efficient. They are a warm white light. John suggests using a flag pole type tree as it is easy to remove. It would need a maximum of 12 lite strings with 192 lightbulbs. This would be accomplished by using fine cable lines and the electrical goes through the poles. John indicated that this would be a much better set up as the old rope installation was not stable in high winds. He estimated that the cost would be \$1800.00 and John would train the commission on how to install and remove yearly. A motion was made by Lynn and seconded by Noreen to take \$1800.00 from Maintenance and Structures. Discussion: Steve D. asked if we are cutting the line item too much for this project. Unanimous approval.
- j) **Wood Frame around the Door** (Steve D. Report)
Bill Campbell has replaced the frame and used quality oak for the project. It is unpainted but will be painted when the stair treads are painted. He has donated the project to the monument. Jack commented on how nice it all looks.
- k) **Repair of Bulletin Board** (Steve D. Report)
The new doors have been installed and are no longer sliding plexiglass. The new material is a lexon glass with a padlock hasp which will need a combination lock. Jack will purchase a combination lock.
- l) **Other**
Doug asked about brush being dumped in the back. Jack has contacted Mark D. about it.
Peter Marchand will cut the brush around the perimeter of the property.

9. Old Business

- a) **2017 Donation Letter Results** (Virginia's Report)
Virginia is not sure of how many letters were sent. Need to confirm that information with Steve S. Total monies received to date \$3,644.00 which is about half of last year's result. Even though the amount is less it is still raising awareness of the monument.
- b) **Flowers in Planter** (Sheila's Report)
Jack is wondering if a thank you note was sent. Sheila was not in attendance to answer this question.
- c) **Electrical Conduit Work** (Open)
Jack noted that Mike F. looked at the work. Steve D. suggested that the trap door be painted with Rustoleum or a similar product since condensation will lead to rust. Jack asked Steve D. if he would take on this project. He has agreed

but will wait for cooler and drier days to get it done. This will only be applied to the underside of the trap door. Thanks to Steve D. for this project.

- d) **Preparation for the Cemetery Walk** (Deb's Report)
 - Reconfirmation of dates: October 21/Rain Date October 22
 - The dates have been confirmed.
 - Status of Participants
 - Some participants have not responded. Deb will follow up with another email.
 - Sale of Items during the event (T-shirts, sweatshirts, etc.)
 - Discussion was had to consider ordering long sleeved T-shirts to help promote the Cemetery Walk. Deb and Lynn will get prices to be presented at the special meeting.
- e) **Coverage of Monument opening on Saturday, November 11 (2-4)** Open
Noreen and Doug will handle the opening that day.
- f) **Telephone and Email Update** (Jack's Report)
Everyone is asked to confirm their contact information for an accurate directory.
- g) **Website and Facebook Presence** – Virginia's Responsibility- Discussion
We are not currently on Facebook but the membership agrees this would be positive if handled correctly and solely by the commission. Steve S. was successful in getting the 1st unofficial Facebook page closed and suggests the same be done with the 2nd unofficial page existing at present. Jack will create a Facebook page for the commission. Jack needs new access to the website to assist in monitoring it but will make Facebook the current priority as Virginia is maintaining the website as much as possible.
- h) **Video Security System** (Sheila's Report)

10. New Business

- a. **Opening Results from Labor Day** (Jack's Report)
12 visitors attended the opening with one donation of \$10.00. One family visited and mentioned that their mom, Sylvia (Noel) Bovi had been a spotter during the Korean War. She visited later in the day and described how she took 4 hour shifts at the monument. Jack got her contact information and Deb will follow up with her for more a detailed history.
- b. **Request for Drum Circle event** (Jack's Report)
Jack was contacted by Craig Norton, documentary film maker who believes the monument would be an excellent location for a drum circle event. Jack will follow up with him.
- c. **Consideration for 2018 Activities at the Monument and Park**
Please plan to discuss your ideas at the November meeting.
- d. **October meeting and November meeting schedule changes** (Jack's Report)
The October meeting will take place on Wednesday, 6 October. Jack will not be in attendance. Steve D. will manage the meeting. The November meeting will be held on Thursday, 2 November.

11. Adjournment

The meeting was adjourned at 8:30 P.M.

Respectfully Submitted 1 October 2017
Deborah M. Kessler, Secretary