

Northborough Community Affairs Committee Meeting Minutes

*Wednesday,
November 17, 2021*

Attendees: Suzanne Cieslica, Rebecca Mihopoulos, Pamela Markey, Lisa Smith, and Jennifer Kenny (guest attendee-Mitch McConnell)

Call to order @ 7:00PM

Opening Remarks

- *Roll call*

Minutes

- *Reviewed and approved minutes*

Financial Report

- *Used General Fund*
- *Expenses: Northboro Lights-Events Productions \$875
Banner and Misc. items-Tricia Olival \$375.23
Total expenses-\$1,250.23*
- *Ending Balance: \$9,360.88*
- *Reviewed and approved Financial Report by all attendees*

Jack O'Lantern Stroll

- *Reviewed event with all attending members*
- *Overall good turnout, but not as many as last year*
- *Want to make sure banner is hung AT LEAST 2 weeks prior on Town Common next year*
- *Ask schools next year to advertise*
- *Discussed getting prizes secure prior to starting contest*
- *Loved the tables DPW constructed-would like to display towards the front next year*
- *Had to cancel band/event due to bad weather*
- *Possibly combine drop off with pumpkin celebration event next year, maybe a festival weekend*

Tree Lighting

- *Planning for December 4th at 430pm*
- *Adding a Menorah as part of the celebration*
- *Blake street to be close until 7pm for event*
- *Toys for Tots bin to be provided by the Fire Department*

- Members to arrive for setup at 330, need a couple tables
- Jenn to reach out to high school for volunteer opportunity-hand out bells and candy canes
- Discussed allowing sponsors to have a table if donating \$200 or more
- Planning to have photo back drop if space allows and selfie picture frame
- Northboro House of pizza to donate and hand out 20 pizzas, we will purchase 20 more
- MetroWest painting to donate and handout hot chocolate and cookies
- Mitch McConnell to donate donuts
- Rebecca to get candy canes(Wegmans gift card)
- Pam will make bells to hand out
- Schedule will proceed as follows:

4:30pm-Woman of Note(20 minutes)

5 minute break

4:55-Community Chorus(20 minutes)

5 minute break

5:20-Menorah Lighting

5:45-Tree Lighting followed by Zeh Chorus

Light up the Town

- Planning for December 10-19th, vote by the 20th
- Will start reaching out to sponsors for prizes
- Make sure decorating is done by the 10th
- Discussed using Google form for signups(starting 11/26)
- Lisa to make map of participating houses
- Make letter to handout to local businesses
- Rebecca to update flyer

Kindness Day/Weekend

Misc.

- No new members needed-full committee

Motion to Close

Meeting adjourned @ 8:30pm Next meeting December 15, 2021