



TOWN OF BOXBOROUGH NOTICE OF PUBLIC MEETING Meeting Minutes

BOARD/COMMITTEE: Veterans Tribute Committee
MEETING DATE: September 7, 2021 **TIME:** 7:00 PM
PLACE: Boxborough Town Hall, 29 Middle Road, Boxborough, MA

Members Present: Kevin Mahoney, Karen Noriega-Baron, Paul Scheidemantel, Ron Vogel
Members Absent: Rick Barrett, Garrett Green

Summary of discussion of each topic

- Reviewed and approved minutes of 8/27/20 meeting.
- Project Update – Ron
 - a. What's been done – latest completed phase was the asphalt which Lazaro donated
 - b. What needs to be done – finishing landscape – Boyd Landscaping in Stow is scheduled to come on September 14th
 - c. Budget Status – according to accountant we have approximately \$17,400
 - d. Decision Points
 - i. Finishing landscaping – Ron will discuss with landscaper choices to cover the junction box. Kevin also had some recommendations from a local landscaper
 - ii. Flags / Flagpoles / POW flag – service flagpoles have been removed and will only be put out during ceremonies. POW flag is high enough when at half-staff. It was agreed that members will lower the flag on an as needed basis
- Related Projects – Kevin
 - a. VTC Membership – Kevin – the committee will be dissolved in December
 - b. Communications with Library Trustees – will attend next meeting and update them on the project and Veterans Day Celebration
 - c. Reminder Postcard for November – this can be done from our operating funds
 - d. Plaque for Donors – suggest we put an engraved picture of the monument on the plaque. Everyone liked the idea. Will finalize individual and business donors with Karen. Completion can be after the ceremony.
- Administration and Correspondence - Karen
 - a. Thank you's – Karen will send
 - b. Grant Correspondence – Karen will send
- November Dedication and Veterans Day – Logistics
 - a. Invites – Karen will Draft, send to veterans and donors. Kevin to make a list of government invitees
 - b. Set-up – near monument, no library gathering
 - c. Program – Karen will Draft
- New Business – open discussion on topics not anticipated at the time of this agenda posting.

Record of votes taken:

Motions: The following motions were made, seconded, and passed:
Motion to approve minutes of 8/27/2020 meeting.
Roll Call Vote Taken - **Motion passed unanimously 4-0**