

**Present:**

Jerry Guthrie (Chairman/Veteran); Douglas Cave (Vice Chairman/Recorder/VFW); Rodney Dellafelice (Conservation Commission); Lincoln Daley (Community Development Director), John Weidman (Professional Sculptor/Technical Advisor), Gene Gregory (Veteran).

Minutes from last meeting:

- Minutes from 8/25/2021 Reviewed: John made a motion to accept, Rodney seconded. Jerry, John, Rodney, Gene, and Doug approved the minutes as amended.

**1. Fund Raising:**

- Donation checks should be made out to “Vietnam Memorial”, and are being collected by Tina Philbrick in the Town Hall. Checks are preferred, however, cash can be accepted but will need to be converted into a Money Order before it is submitted to Town Hall for final deposit.
- Go Fund Me website:
  - Need to verify that the Bank account information is correct. The account number changed when it was transferred to Doug, and again changed when it was moved to the VFW bank account.
    - Doug will send the VFW bank account information that should be linked to the Go Fund Me account to Lincoln.
- Donations collected:
  - Collection breakdown
    - Vietnam Memorial donations collected and held by the town: Estimate is \$10,243 in town account. The bank account has \$104 in it, for an estimated grand total of around \$15,847 pledged.
    - Construction on the wall will begin when we have raised \$50,000.
  - Public Donation Sign
    - The goal for the sign will be \$125,000 with \$10,000 graduations.
    - Plan to post it in the WWII Memorial Park. Will work with Union Street Grill for an exact location that does not interfere with their tables.
    - Lincoln will work on sign.
- Bricks and Retaining Wall:
  - Plan to do the bricks at the same time as the retaining wall.
    - When donations reach \$50,000.
- Facebook:
  - Lincoln can update Facebook with information as needed.
- Pumpkin Festival:
  - Pumpkin Festival will be a physical event this year in the downtown area on October 8, 9, and 10, 2021.
    - Our plan is to have a display only on Saturday. Rodney, Lincoln, Gene and Doug can help with this, Jerry will be out of town.

- Doug and Jerry will set up in the morning, Rodney, Lincoln, and Gene will take down.
- Will set-up on the sidewalk in front of the WWII Memorial Park. Gene asked if it is possible to mark out the area where the memorial will be.
- Wade Campbell is the POC.
- Jerry has items for display.
- Handouts will be available, and we will see if a QR code can be made as an alternative for people who do not want to carry a paper handout.
- Jerry will submit the application. Will try to have the \$150 application fee waived, and will see if the Podcast can be put on the Pumpkin Festival website.
- Rotary:
  - Lincoln is working on the letter for the Rotary.
- Community Project Money:
  - No Change: Tim Barr and the organizers are still deciding how they will distribute the MIT funds between the three projects they are working on.
- Donation Projects:
  - Future Donor Contacts:
    - Masons Lodge: Donated \$500 and have invited us for breakfast.
    - Custos Morum Odd Fellows Lodge #42 – Donated \$1,000.
    - Knight of Columbus: Will try to get on their agenda.
    - Nancy Amatto – The project was presented to Ms. Amato, and she liked it. She is planning on contacting the Lordon's.
    - Rotary – Lincoln is working on a donation request letter.
    - Rymes – Attempted to contact, but they were closed. Will try to coordinate a fund raiser in the fall.
    - Keys and Kaley fund – May be good groups to contact for donations. Jerry and Lincoln working on.
    - Hitchiner –No update, Paul is working on.
    - Heritage Commission – Lincoln is liaison.
    - Airmar – A potential company to contact for donation.
  - Rick suggested several options:
    - Traveling breakfast at town churches.
    - Sell shirts
      - Logo – John will work on.
        - Suggestions included an outline of the memorial, a silhouette of an old man with child, and the Helmet on a rifle with boots.
    - Silent auction.

## 2. Memorial:

- Alpha Roster:
  - Add Name to Memorial:
    - Robert Ollikainen:
      - His name was added, but needs to be bolded on the alpha roster. Doug will send a new roster to Lincoln

- William D. Shinn III – Need more info on how he died.
- Granite:
  - Tonella Quarry:
    - Has not been delivered to Souhegan St. yet.
    - Will need to coordinate with the town. John Shannon is POC.
- Foundation:
  - Will contact Rick Riendeau when we are ready for this phase.
- Freedom Memorial
  - John is working on.
    - Steel beams from the Permattach building are likely our best option. Will need to coordinate when building is removed. The building removal is part of the Keys Memorial Park expansion.
    - Would like 3 beams that are about 7 feet tall.
  - Bank Account:
    - We have a total of \$55 raised for this project.

**3. Administrative:**

- Need to verify that Rick Mossey and Gene Gregory have been added.
  - No update.
- Heritage Commission and First Congregational Church:
  - The First Congregational Church:
    - The church is still supportive of the project and has given verbal approval. We will repair any damage from the construction process. Parking lot will need to be clear for use on Sunday's, and when weddings and funerals are being conducted.
  - Heritage Commission:
    - Lincoln will contact Mark to set up a meeting.
- Milford Cabinet:
  - The Cabinet's archives may have articles about people going to Vietnam. Rick thought that Bonnie Gondola might be helpful with finding information this way. Will see if this can be coordinated in the September time frame.
- We need a tax-deductible letter to give to donors.
  - Discussed that we should be able to use the towns 501 c3 as our non-profit tax-exempt account.
    - Rodney talked to Tina and Arene. We may be able to use the town's non-profit tax exemption for the project.
  - Would like to get a list of donors from the town so we know who has already donated

Next Scheduled Meeting: October 6, 2021 at 5:00 p.m. in the Community Development room, and by Zoom.

Motion to adjourn made by Gene, Doug seconded: Gene, Rodney, Doug, Jerry, John, and Lincoln agree.

Meeting ended 5: 58 p.m.

Douglas Cave  
Vice Chairman/Recorder/VFW Representative