



MEETING NOTICE TOWN OF ANDOVER

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TOWN CLERK'S OFFICE

375th Anniversary Committee
May 5, 2021 Meeting via WebEx link
4 PM
AGENDA

2021 MAY -3 PM 12: 57
TOWN OF ANDOVER, MASS

1. Call to Order

Thomas Adams, Cipriano Apicelli, Joe Halpern, Melissa Litton, Paul MacKay, Joann Michalik, Richard Padova, Bill Pennington, Susan Pokress, Buzz Stapczynski, Alexander Vispoli

2. Approval of Meeting Minutes

a. April 26, 2021

3. Correspondence

4. Citizen Input on topics not on agenda

5. Subcommittee Reports

a. Event

i. You've Been 375thd

1. Launch event schedule and execution checklist

ii. Anchor Events update

iii. Filler Events update

iv. Community collaboration

b. Publicity

i. You've Been 375thd plan

ii. Sponsorship opportunity plan

iii. Memorabilia

c. Fundraising

i. Outreach pack review

1. Letter of introduction

2. Sponsorship offerings schedule

3. 375th Event Calendar insert

ii. Financial practice guidelines

6. Other Business

7. Adjournment

Next Meeting May 19, 2021 at 4:00 pm

*Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, and the Governor's March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place, this meeting of the **375th Anniversary Committee** will be conducted via remote participation to the greatest extent possible.*

Members of the public who wish to ask a question on particular agenda items can do so by emailing ann.ormond@andoverma.us. Residents are encouraged to email their questions ahead

of the meeting; however, staff will be available to present the Committee with questions received during the meeting. Please include your name and address with your question.

Every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means. In the event that we are unable to do so, despite best efforts, we will post on the Town's website an audio or video recording, transcript, or other comprehensive record of the proceedings as soon as possible after the meeting.