

America 250 | Portland CT Committee

Meeting

Monday October 27, 2025

6:00 P.M.

7 Waverly Avenue Portland Senior Center

Portland, CT

Agenda

1. **Chair Call Meeting to Order**
2. **Approve Agenda**
3. **Approve Meeting Minutes**
 - September 22, 2025 Meeting
4. **Ongoing Business & Updates**

A. Signage

- Banner placements (BIS, Rossitto Board, Main Street flags) (who is designated)

B. BOS Recap

- Itemized list of events & budget requests before they will approve allotment
- Potential business sponsorships (mailings & initiation of process)

C. Promotions and Publicity

- River East article assignments (Sarah in Progress)

Distribution:

Members: Sarah Elliott-Caratasios-Chair, Terry Grady-Vice Chair, Sharon Hoy, Mary Maki, Samuel Newsom, Ben Srb, Aimee Morin, Susan Bransfield

Town Clerk, First Selectman; BOS, Town Planner; Public Works Director; Town Tech; Michelle Ceppaglia (for distribution)

D. Event Planning

- Family Day work group: Mary Maki, Sarah Caratasios. Susan Bransfield
- 4th of July work group: Terry Grady, Sam Newsom, Ben Srb
- Speaker series/panel discussion- Historical Society Collaboration Voices
- Trivia Night at Concentric Brewing – November discussion regarding fundraising vs. Gift to the town of Portland

E. Fundraising & Budget

- QR code/digital payment questions (Mike Pelton)

5. New Business

- Second GIVE 250 starts October 27th-31st 2025
- Sarah submitting budget request to BOS –Need everyone's number and quotes by 10/31/2025
- Time frame for submitting after election
- Volunteer list review assignments
- Senior Center/ Sarah hosting a watch party for Kens Burns Documentary November 16th @ 8PM Senior Center
- Tourism Form submissions (in progress) Sarah
- Tourism town of Portland Set up (driving route) Sarah/Library (in Progress)
- Discussion on Karen Condon
- T-shirt sales and other locations (Bud's Café Terry)
- Established Relationship with teachers at the High School project discussions in the works. (Sarah and Amy)
- Next Event Trivia Night at Concentric (Sam & Sarah)

6. Public Comment

7. Confirm Next Meeting Date

8. Adjournment

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