

America 250 | Portland CT Committee

Meeting

Monday September 22, 2025

6:00 P.M.

* Ruth Callandar House Museum of Portland History

492 Main Street Portland, CT

Agenda

- 1. Chair Call Meeting to Order**
- 2. Approve Agenda**
- 3. Approve Meeting Minutes**
 - August 25, 2025 Meeting
 - September 15th Special Meeting
- 4. Ongoing Business & Updates**

A. Signage

- Banner placements (BIS, Rossitto Board, Main Street flags)
- Fair Committee inquiry re: Main Street banner

B. BOS Recap

- Itemized list of events & budget requests before they will approve allotment
- Potential business sponsorships

C. Promotions and Publicity

- River East article assignments

Distribution:

Members: Sarah Elliott-Caratasios-Chair, Terry Grady-Vice Chair, Sharon Hoy-alt, Mary Maki, Samuel Newsom, Linda Prelli, Sara Rutter, Ben Srb, Aimee Morin

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

- T-shirt sales and other locations

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
- Portland Fair booth near ATM
- Treasurer nomination Karen Congdon (vote required)

5. New Business

- Shirts ordered printing in process will be stored at the Senior Center
- Zoom link for Historical Society meeting
<https://us02web.zoom.us/j/9944893592?omn=84727868671>
- Commitment from members of the committee
- Volunteer list review assignments
- Confirm fair schedule / attendance , pick up set up
- 250 kit from CT Humanities will be used for the fair
- Discussion Historical Society Collaboration and Library
- Senior Center/ Sarah hosting a watch party for Kens Burns Documentary
- Tourism Form submissions
- Tourism town of Portland Set up (driving route) Sarah/Library
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6. Public Comment

7. Confirm Next Meeting Date

8. Adjournment

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