

NOTE TO APPLICANTS: This agenda is considered tentative and may be revised at any time prior to the meeting. Applicants are advised to be present at 7:00 p.m. Final agendas will be available at the meeting.

AGENDA

HISTORIC PRESERVATION COMMISSION

TOWN HALL, 301 WALNUT STREET

WEDNESDAY, JULY 14, 2010

WORK SESSION

FIRST FLOOR CONFERENCE ROOM

5:45 P.M.

1. Spring event programming and planning – Windsor Historic Church Tour – E. Fields
 - a. Review historical information on the churches (see attached)
 - b. Discuss update on the coloring book
 - c. Discuss any next steps including a work session right before the event to review any last minute details (potential date – Wednesday August 4th)
 - d. Discuss marketing and promotion of the event (see attached flyer)

2. Fall event programming and planning – E. Fields
 - a. New name – Windsor Now and Then?
 - b. One night, Friday only, longer hours 6-9?
 - c. More people, staggered times. 30-50 people every 20-30 minutes?
 - d. HPC to set up meetings with business owners before event (staff to provide contact info to commissioners)
 - e. Make sure to contact the Windsor Beacon to participate and cover the story.
 - f. Have more guides/characters stationed throughout the area
 - g. Think about incorporating Town Hall, Windsor Mill, Churches, etc...
 - h. Keep costumed characters/guides
 - i. Add music, i.e., banjo players, singers, wandering musicians, guitarists, etc....
 - j. Have lanterns or lights at every tour stop to identify the location.
 - k. Have people provide an email address when they register to add to the HPC distribution database.
 - l. Have more preparation meetings with guides. Help develop scripts for each building. Start working on scripts in June and July, have completed by August.
 - m. Invite the Windsor Playhouse to be involved. If provide them a script, would they be willing to be characters?

- n. Allow children, but set age limit. 8 and up?
- o. At the beginning of the tour, set the stage for Windsor at the turn of the century. Population? Street character? Size of the Town? What people wore, did, etc..?
- p. Create a larger brochure/pamphlet that includes the then and now pictures of each building. Historic use, current use, façade image, current image, and add in other pertinent history. This could be in addition to or instead of creating poster boards at each location with the then and now information.
- q. Think about time of year, time of day, length of event, etc...

Upcoming Meeting Dates

<u>Wednesday, July 14, 2010</u>	5:45 P.M.	Historic Preservation Commission work session
<u>Wednesday, August 11, 2010</u>	5:45 P.M.	Regular Historic Preservation Commission meeting**
<u>Wednesday, September 8, 2010</u>	5:45 P.M.	Regular Historic Preservation Commission meeting**
<u>Wednesday, October 13, 2010</u>	5:45 P.M.	Regular Historic Preservation Commission meeting**
<u>Wednesday, November 10, 2010</u>	5:45 P.M.	Regular Historic Preservation Commission meeting**

** Does not include any Historic Preservation Commission work sessions which may be requested and may also be scheduled for these dates.