

**Minutes**  
**Farmington High School Building Committee**  
**Communications Subcommittee**  
**Town Hall Pavilion/ZOOM Webinar**  
**June 19, 2024**  
**4:00 P.M.**

**Attendees:**

Meg Guerrera  
Beth Kintner  
Wendy Ku  
Kat Krajewski  
Kathy Greider  
Ira Yellen  
Russ Crist  
Nelson Reis  
Devon Aldave

**A. Call to Order.**

The meeting was called to order at 4:04 P.M.

**B. Minutes.**

**1) To approve the attached minutes from the May 15, 2024, meeting.**

Upon a motion made and seconded (Kinter/Ku) it was unanimously VOTED: to approve the minutes from the May 15, 2024, meeting.

**C. To discuss the FHS Ribbon Cutting Ceremony.**

Kat Krajewski reported that a postcard with information regarding the Ribbon Cutting and the FHS site being closed for the summer hit mailboxes in the first week of June. The Recreation Department and the Board of Education also sent out emails with save the date information.

In the upcoming months, a Town Newsletter will be sent which will include the save the date information as well, and the FHS Building Committee and Town websites will post information regarding the Ribbon Cutting Ceremony.

Kat Krajewski reviewed the Ribbon Cutting Ceremony Planning Notes (recorded with these minutes as Attachment A) with the subcommittee.

The following determinations were made with respect to the Planning Notes:

- Registration
  - Registration will be encouraged but not required to give a baseline estimate for attendance. This will assist in planning for traffic and refreshments.
- Event Set-up
  - No tent for the ceremony.
  - Limited chairs will be provided for speakers, the elderly, and individuals with disabilities.
- Ribbon cutting
  - Maroon ribbon if possible
  - Student class presidents to cut the ribbon
- A/V
  - Will be done in-house by FHS
- Program
  - Will include the floorplan for the open house
- Media
  - Provide b-roll to media
- Mascot/Step & Repeat
  - Will be set up inside
- Speakers
  - Add student speakers to existing list of speakers
- Security/Hall Monitors
  - Adult team to monitor halls during open house

**D. Other Business.**

Beth Kintner suggested that the FHS Building Committee website be updated. The design tab should include more recent designs and older information should be archived into a milestone timeline.

**E. Adjournment.**

Upon a motion made and seconded (Ku/Kintner) it was unanimously VOTED: to adjourn the meeting at 4:55 P.M.

Respectfully Submitted,

Devon Aldave  
Clerk of the Committee

**FHS Building Committee ~ Communications Subcommittee  
Ribbon Cutting and Open House Planning Notes**

**FHS Building Subcommittee:**

<b>Ribbon Cutting Ceremony Date/Time</b>
<b>DATE: Monday, August 26, 2024</b> <b><i>RAIN OR SHINE</i></b>
<b>TIME: 5:00-5:45 pm Ribbon Cutting Ceremony</b> <b>5:45-8:00 pm Open House (first floor only- no classroom access)</b>

**Content for July 2024 Newsletter**

**QR CODE/LINK TO FHSBC WEBSITE**

**Date/Time ~ Monday, August 26, 2024**

*Do we need a tent? Contingency Plan in the event of Rain  
Chairs?*

**Parking/Logistics - Add the link to FHS Building website-**

*Confirm with Police Dept- CERT Traffic Control, Parking Logistics*

*Add specific parking details to dedicated page on website*

**Photos**

*Photos of the site/renderings  
Updated photos (Nelson/ O&G)*

**Registration**

*Requested? Required? Do we want people to register ahead of time, so we have a head count?*

## THINGS TO Do-Ribbon Cutting:

### Event Set-up on Monday 8/26

- Location for ribbon cutting (main entrance), contingency plan for rain
- Do we need a tent?
- Chairs for speakers, invited guests?
- Ribbon/Scissors
- Who is cutting the ribbon? Students (one from each grade?) Who will be on the stage to cut the ribbon?

Mini Stage set up (flags, podium) - in-house

Chairs - Set Up

- How many chairs?

AV/Microphones

Program- combine with floorplan for open house?

### Contact Media - Press Release (Kat & Ira)

Send out an alert 5 days ahead - Print Press

- Valley Press
- Hartford Courant
- Farmington Life

Send an alert 1 day ahead for TV

- WVIT NBC
- WFSB Channel 3
- FOX61
- WTNH

Send Video/Press Release after

### Set up Photographers/Videographers/Drone

Drone (O&G/Police Department?)

FHS AV Depart (Dan Larkum)- Video/Photography

**Mascot /Step & Repeat-** where do we want that set up?

## LIST OF SPEAKERS:

### Set up Guest speakers (~2 minutes per speaker)

Create an invitation (Kat)

Contact list of speakers

Confirm speakers

Set up teachers/students (Russ Crist)

Ask guest speakers to be present by 4:15pm for pre-rehearsal

Welcoming Remarks, Kathy Greider

Town Council Comments (Joe\*, CJ, Nancy)

Board of Education Comments (Bill\*, Liz, Ellen, Chris)

FHS Building Committee Comments (Meg)

State Legislative Delegation (Demicco, Slap, Cooley, Lopes)

Governor and/or Lt. Governor- Invited

Commissioner of Education- Invited

Federal Legislative Delegation (Hayes, Murphy, Blumenthal)- Invited

US Secretary of Education- Invited

Closing Remarks, Kathy Greider

\*Speaker

ORDER: Marching Band, Pledge, Welcome Opening, Guest Speakers, Closing Remarks, Ribbon Cutting

## THINGS TO Do-Open House:

- Cafeteria- light refreshments-Chartwells?
- Security/Hall Monitors- determine who and locations/information about their assigned section
- Video of construction progress/voice over welcome- Play in FHS Auditorium?
- Music- students?