

TOWN OF SOMERS
Veterans and Families
Legacy Park Ad Hoc Committee
REGULAR MEETING AGENDA

Wednesday, September 16, 2026 | 3:00 PM – 4:00 PM

Future Site of the Somers Veterans & Families Legacy Park
49 School Street, Somers, CT

3:00 PM — 1. Call to Order

3:01 PM — 2. Pledge of Allegiance

3:02 PM — 3. Roll Call

- Voting Members
- Non-Voting / Advisory Members
- Guests

3:04 PM — 4. Approval of Previous Meeting Minutes

- Approval of the June 10, 2026 Regular Meeting Minutes.

3:06 PM — 5. Communications & Correspondence

- Thank-you correspondence sent to Grower Direct for the donation of 19 mums planted beneath the Legacy Park “Coming Soon” sign.
- Legacy Park sign recognition. David McCaffrey and Sherri Marquis personally provided Dunkin’ Donuts gift cards to Stephen Marquis, Bob Pease and Casimir Pawlowski in appreciation for their volunteer work on the Legacy Park sign.
- Four Town Fair communication distributed to Committee members on September 15, 2026; detailed questions may be directed to the Chair after the meeting because of the one-hour meeting schedule.
- Other significant correspondence requiring brief acknowledgment.

3:11 PM — 6. Chair’s Remarks / Organizational Relationships

- Distribution and brief review of the Somers Veterans & Families Legacy Park organizational chart.
- Clarification of the respective roles of the Town of Somers, the Veterans & Families Legacy Park Ad Hoc Committee, Legacy of Service: Somers Veterans Foundation, Inc., and the Somers Department of Veterans Affairs.
- Reinforce clear communication, acknowledgment of requests, assignments, follow-through, and shared responsibility.
- Meeting objective: report → decision → assignment → due date.

3:15 PM — 7. Project / Architect / Engineering Update — Todd Rolland

- Distribution and review of the engineering proposal.
- Todd Rolland presentation and recommendations — approximately 5–7 minutes.

- Structural-engineering requirements, cost considerations, architect coordination, and effect on pricing/construction-document development.
- Determine next action, responsible person, and target date.

3:22 PM — 8. Fundraising Structure & Coordination — Discussion and Possible Action

- Review the respective fundraising and project-coordination roles of the Ad Hoc Committee and Legacy of Service: Somers Veterans Foundation, Inc.
- Consider dissolution of the Ad Hoc Committee Fundraising Subcommittee to eliminate duplication and clarify responsibilities.
- Discuss transition of outstanding fundraising ideas, contacts, prospects, assignments, and records to the appropriate Foundation structure.
- Encourage interested former Ad Hoc Fundraising Subcommittee members and other volunteers to consider serving on the Legacy of Service: Somers Veterans Foundation, Inc. Fundraising Subcommittee, subject to Foundation procedures.
- Establish an Ad Hoc Committee Liaison to Legacy of Service: Somers Veterans Foundation, Inc. to facilitate two-way communication regarding project goals, Committee actions and recommendations, fundraising progress, sponsorship matters, events, and follow-up needs.
- Seek a volunteer from the Ad Hoc Committee to serve as liaison who is not simultaneously serving on the Foundation's Fundraising Subcommittee.
- Possible action on dissolution of the Ad Hoc Committee Fundraising Subcommittee and establishment/appointment of the liaison position.

3:32 PM — 9. Legacy of Service: Somers Veterans Foundation, Inc. — Fundraising / Compliance Status – David McCaffrey

- Brief status of Foundation fundraising readiness and current fundraising organization.
- IRS Form 1023 / federal tax-exemption status, as applicable.
- Connecticut charitable-solicitation compliance status, as applicable.
- Current limitations or requirements affecting fundraising communications.
- Need for additional volunteers for the Foundation's Fundraising Subcommittee.

3:37 PM — 10. Fundraising / Public Information Materials & Outreach – David McCaffrey/ Sherri Marquis

- Status of trifold brochure, information packet, presentation materials, website/QR-code information, and other public-facing materials.
- Materials available for informational use versus materials requiring additional Foundation/compliance review.
- Immediate outreach needs and assignments.

3:41 PM — 11. Legacy Park Site & Public Awareness Milestones

- Completion and installation of the "Coming Soon" Somers Veterans & Families Legacy Park sign at 49 School Street.
- Recognition of donated materials, landscaping, volunteer labor, and installation assistance.

- Legacy of Service website / public-awareness photo shoot held Friday, September 11, 2026, at the Legacy Park site.
- Brief update regarding use of photographs for the Foundation website and future Legacy Park public-information materials.
- Remaining site, landscaping, maintenance, or public-information needs.

3:46 PM — 12. Old Business

- Outstanding action items requiring a status update, decision, assignment, or deadline.
- Carry forward only matters requiring action.

3:49 PM — 13. New Business

- New matters properly brought forward.
- Assign a responsible person and target date for accepted action items.
- Substantive matters requiring extended discussion may be placed on a future agenda.

3:52 PM — 14. Public Comment

3:57 PM — 15. Final Action-Item Review

- Confirm action, responsible person, due date, and report-back date.

3:59 PM — 16. Adjournment

- Meeting to conclude no later than 4:00 PM.