

**TOWN OF ANDOVER  
250th ANNIVERSARY COMMITTEE  
MEETING MINUTES**

**Date:** MARCH 26, 2026

**Time:** 2:07 PM – 3:26 PM

**Location:** Town Offices – Select Board Meeting Room

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## **1. Call to Order**

Chair Susan McCready called the meeting to order at 2:07 PM. A quorum was confirmed.

**Members Present:** Mark Comeiro, Mairathe Emerson, Marilyn Fitzgerald, RJ Johnson, Christopher Klein, Susan McCready, Bill Pennington, Gail Ralston, Martha Tubinis

**Staff Present:** Austin Simko, Deputy Town Manager; Ann Ormond, Director of Business, Arts & Cultural Development

**Absent:** Max Murphy, Jennifer Robbins

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## **2. Chair Report**

Chair Susan McCready welcomed the committee. She reminded the committee if an item needs to be brought forth to the committee to send to her and to Ann Ormond. There was no public comment.

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## **3. National Kickoff**

RJ Johnson reviewed a slide deck provided by the National 250<sup>th</sup> Committee for consideration and idea generation. Chair Susan McCready will forward the slide deck to the committee.

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## **4. Events Update & Discussion**

**Lights, Flags and Flowerpots** - Chair Susan McCready will be meeting with Michael Konjoian from Konjoian Greenhouses regarding the town flowerpots. It was also noted that the committee would like to include “Did you know” signage in the flowerpots. Austin Simko noted that the

Town will be coordinating patriotic lighting for downtown. Austin will also inquire on keeping the American flags up on lampposts from Memorial Day through Labor Day. It was suggested that bunting might be placed on town buildings during the celebrations. Bill Pennington noted that he has access to flags and bunting.

**Educational Installations** – Chair Susan McCready stated that she is still working with Mike McCarthy from APS on a collaborative education project with students. Ann mentioned that Chris Dempsey from Andover Youth Services is looking for his after-school participants to get involved in the 250<sup>th</sup> planning. RJ Johnson will assist Susan McCready with outreach to APS, Recreation and AYS.

### **Memorial Day American Revolution Park Rededication – May 25, 2026**

Report given by Chris Klein

- Mark Comeiro will provide a wreath and stand for the day of wreath laying ceremony.
- Clean up has started at the park as of today's meeting.
- Chris Klein will invite Rev. Dana Allen Walsh to provide the invocation.
- Chris Klein suggested flags, banners etc. be placed in the area. Chris Klein will work with Bill Pennington on location.
- Mark Comeiro is working to bring a fife & drum group that day.

### **National Reading of Declaration of Independence & Concert – July 8, 2026**

- Bill Pennington will work with Jen Robbins to confirm a costumed rider and horse.
- Martha Tubinis noted that they have one period appropriate costume.

### **Colonial Craft Fair - July 18, 2026**

Continued discussion of event logistics. Report given by Mair Emerson and Martha Tubinis.

Discussion included:

- Current vendor count is 7 signed up, 8 pending and 1 reenactor. Goal is to have 12-15 vendors.
- Talking with Farmer's Market team to avoid conflicting music.
- Discussion on possible balloon arch. RJ Johnson and Mark Comeiro both have possible vendors.
- Austin Simko noted that given his experience with the Shawsheen FC event, we should strive to have as many activities as we can to make it truly a family friendly event.
- Austin Simko suggested that we "lean into the Huzzah" branding.
- Mair Emerson and Martha Tubinis will meet with Chris Dempsey from AYS and Joe Connelly from Recreation to involve their constituents.
- Chair Susan McCready noted that a good portion of our next meeting will be dedicated to continuing to work on this event and adding additional games, activities etc.

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## 5. Marketing & Communications Update

Report given by Chris Klein.

- Chris Klein reviewed the draft content calendar and kickoff press release.
  - Chris Klein will ask Phil Geoffroy for a more concise generic email for the public to engage with the committee.
  - It was suggested that outreach and engagement be done with Andover TV and Memorial Hall Library.
  - Press Release was accepted as presented. The committee assumes that Phil Geoffroy will be the media contact.
  - Gail Ralston asked that we begin to use the approved logo in all communications. It was noted by Chris Klein that Phil Geoffroy was still refining the logo.
  - The committee unanimously approved the content calendar and press release.
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## 6. Approval of Minutes

**Motion:** Approve March 12, 2026, minutes as amended.

Moved: Mair Emerson

Seconded: RJ Johnson

**Vote:** Unanimous

Next meeting is Thursday, April 9, 2026, at 2 PM.

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## 7. Adjournment

**Motion:** Adjourn.

Moved: Gail Ralston

Seconded: Bill Pennington

**Vote:** Unanimous

Meeting adjourned at 3:26 PM.

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