

Chester 300th Anniversary Celebration Committee Meeting
February 15, 2022
Approved Minutes
7:00 PM

Members present:

Jean Methot, Chairman
Chris Hadik, Vice Chairman
Rhonda Lamphere, Treasurer
Jeff Dinopoulos
Nancy Jolin (remotely)
Edward Stuart

Members absent:

Sue Rieter

Guests present:

Jay Bishop (joined at 7:20)
Stephen O. Landau, Liaison
Chester PACT

1. Meeting Called to Order

Chairman Methot called the meeting to order at 7:06 PM.

2. Attendance/Chairman's Announcement

3. Approval of Minutes – February 1, 2022

Line 62 should be deleted.

Mr. Hadik moved to accept the minutes of the February 1, 2022, meeting as amended. Ms. Lamphere seconded the motion. A vote was taken, all were in favor. The motion passed 6-0-0.

4. Member Comments

a. Additions/Deletions

5. Old Business

a. Commemorative booklet

i. Timeline for mailing

The booklet may not be mailed before the Winter Carnival, but it will be sent out before the Town Meeting.

ii. Mailing sleeve

Ms. Lamphere suggested mailing the booklets in plastic sleeves to protect them at a cost of \$200. This will add two days to the mailing.

Ms. Lamphere moved to have the commemorative booklet sleeved at a cost of \$200. Mr. Hadik seconded the motion. A vote was taken, all were in favor. The motion passed 6-0-0.

b. Bonfire

Mr. Hadik has help lined up to build the bonfire. Road Agent Oleson has been warned that sanding might be needed, depending on the weather. Ms. Lamphere said the Christmas tree in front of Stevens Hall will be taken down this week and donated to the bonfire. Maintenance Director Cavanaugh will set up three warming tents.

i. Postcard

Ms. Lamphere reported the postcard will be sent out this week or early next week.

c. Proclamation

i. Draft program

Ms. Lamphere shared a draft of the program. The Committee discussed the events that should be included and the order of those events. Mr. Bishop will contact the soloist regarding the songs she will sing. Chairman Methot will contact a group to present the colors.

ii. Invitations

Town Administrator Doda will send the invitations to senators and representatives this week. The governor's invitation has already been mailed. Mr. Bishop suggested sending the invitations in a 300th anniversary celebration folder. Ms. Lamphere suggested Chairman Methot contact the governor's office and ask them to send a representative if the governor has a conflict.

1. Actual proclamations – 10?

Ms. Lamphere asked if the Committee was comfortable with each representative reading their own proclamation if they want to and they agreed.

2. List of local others to invite

Mr. Dinopoulos has a list of other local officials to invite.

iii. Other equipment needed for event

1. PA system

Chairman Methot will follow up on this.

2. Stage/risers

Maintenance Director Cavanaugh is contacting the City of Manchester to ask if the Committee can borrow their tractor trailer/stage. The Committee can see it at the St. Patrick's Day parade, if they are interested. VIPs could be seated on this stage.

3. Podium

The Town has a podium. Selectman Landau will have a Town seal made and applied to it.

4. Chairs for guests (reserved and open seating)

There are 225 white chairs in the MPR. Ms. Lamphere will follow up to find out if the chairs need to be tied together outside.

5. Portable toilets

a. 1 Handicapped Stevens Hall

b. 1 Handicapped Church (refreshment area)

c. Ball fields/Encampment area

Mr. Hadik will find out if these will be available for use, possibly offering to pay for an additional cleaning.

d. Encampment needs?

Chairman Methot will confirm if cannons are being brought to the encampment. He will need a map on a poster board to be displayed on an easel during his talk on Chester history. He will pursue this.

Chairman Methot would like more information from each group involved in the encampment as to what they will be presenting. He will invite Ms. Ann Podlipny to attend a meeting in April to discuss what the Indigenous People's group will present.

Mr. Dinopoulos has contacted craftsmen to participate in the encampment. Mr. Bishop suggested sources for obtaining information on other craftsmen to invite.

6. Decorations/Flowers

a. Fresh flowers in front of the podium

Ms. Lamphere will obtain red/white/blue flower displays.

b. Mr./Mrs. Scarecrow from Gala on Stevens porch

Chairman Methot said they have already been prepared.

c. Table skirt for time capsule table

Ms. Lamphere has a skirt for the table. The time capsule items will be displayed on this table.

d. Cake

The cake will be displayed, but there are no further details.

7. Time Capsule

a. When to order

Mr. Dinopoulos will order the time capsule next week. It will be 30" x 25" and is constructed of stainless steel.

b. Top marker

i. Inscription

The marker will be flat and made of stone. Mr. Dinopoulos will work on the inscription.

ii. When to order and from where

Selectman Landau will obtain a decorative Town seal for the marker.

c. Items for capsule

i. Contest for the kids – School/Library?

Mr. Dinopoulos will come up with a project for the students to present to the School Board and bring it to the Committee.

ii. Historical Society

The Historical Society is creating a 300th anniversary edition of the scarecrow book to put in the time capsule.

iii. Photos?

iv. Anything else?

Mr. Dinopoulos will place paper items going into the capsule in protective sleeves/bags.

Chairman Methot presented samples of proclamations that have been received for past events in Chester. The Committee discussed who has the authority to write proclamations.

d. Car Show

Mr. Stuart reported the ReMax balloon will be at the car show. They requested specific information to complete a Certificate of Insurance. Ms. Lamphere will follow up with Town Finance Officer Ms. Duffy.

e. Finale

Selectman Landau recommended a vendor to invite to provide food and beer at the Finale.

6. New Business

a. Meeting with the BOS – Thursday, February 17th

The Committee discussed which members will attend the meeting with the Board of Selectmen. Selectman Landau mentioned all Board members will not be present, but there will be a quorum.

i. The Beer Guy

Mr. Hadik said a decision needs to be made ASAP to be able to confirm the date with the Beer Guy.

ii. Set up at Town Meeting

The Committee decided not to sell 300th merchandise at the Town Meeting.

iii. Other

a. MoBounce contract

The Committee reviewed the details of the contract. A Certificate of Insurance and W-4 will be needed from the band.

Mr. Hadik moved to enter into a contract with MoBounce. Ms. Jolin seconded the motion. A vote was taken, all were in favor except Ms. Lamphere, who abstained. The motion passed 5-0-1.

7. Next meetings – March 8th and 22nd

Ms. Lamphere asked the Committee to be prepared to suggest agenda items for the next meeting. Assignments made at tonight's meeting will be reviewed.

The Committee needs to discuss how much to charge food vendors at the Finale and what types to invite. They will also need to discuss whether to reorder merchandise, including mugs.

8. Adjourn

Mr. Hadik moved to adjourn the meeting. Mr. Dinopoulos seconded the motion. A vote was taken, all were in favor. The motion passed unanimously.

The meeting was adjourned at 9:10 PM.

Respectfully submitted,
Beth Hanggeli, Recording Secretary