

Chester 300th Anniversary Celebration Committee Meeting
April 5, 2022
Approved Minutes
6:00 PM

Members present:

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

Guests present:

Chuck Myette, Selectmen's Liaison
Jay Bishop
Chester PACT

1. Meeting Called to Order

Chairman Methot called the meeting to order at 7:00 PM.

2. Attendance/Chairman's Announcement

3. Member Comments

a. Additions/Deletions

4. Approval of Minutes – March 22, 2022

On line 170, correct **Chester Academy** to **Busche Academy**. On line 151, Mr. Hadik understands the Board of Selectmen has okayed firing the cannons. (Selectman Myette confirmed they had given permission for this.)

Mr. Stuart moved to accept the minutes of the March 22, 2022, meeting as amended. Ms. Lamphere seconded the motion. A vote was taken, all were in favor. The motion passed unanimously.

5. General Business – New and Old

a. Proclamation

i. Update on VIP invitations

Chairman Methot reported there are seven presenters so far. He spoke with the Governor's office regarding the Governor attending the event but was not given a definitive answer. Town Administrator Doda will follow up.

ii. Stage

Dignitaries and spouses will be seated on the stage with Chairman Methot and the emcee. Mr. Hadik suggested offering VIP seating and parking at Stevens Hall

to the top sponsors and the Board of Selectmen. The Committee discussed placement of the stage in relation to Stevens Hall. There is a logo of the City of Manchester on the stage, which will need to be covered. Mr. Bishop discussed the cost of renting the stage and suggested renting it for Proclamation Day before committing to using it in the parade. The Committee will ask the Maintenance Department for help hanging bunting on Town buildings.

iii. Time Capsule

Mr. Bishop suggested obtaining artificial grass from a local funeral home to cover the hole. He also recommended finding out if any funerals are scheduled on Proclamation Day. Selectman Myette will explain the time capsule and its contents at the event.

iv. Program

Ms. Rieter reviewed the content needed for the Tri-Town Times ad. The Committee discussed the format for the program, the cost, and the content.

v. Other

Chairman Methot, Mr. Hadik and Mr. Bishop reviewed what the presenters will do for the Revolutionary War, including the Color Guard, drills, discussing the early history, musket and cannon fire. Mr. Hadik will discuss the additional cannon firing with the police chief, as firing only the Town cannons has been approved so far. The police detail needs to be discussed as well with the chief.

The Committee went over the schedule of events for the day. They also discussed adding the event to social media sites, webpages for surrounding towns, and on the Town sign. They discussed parking availability and volunteers to manage parking. They also discussed Chester Academy's participation in the event.

Selectman Myette reminded the Committee that the Board of Selectmen would like more information regarding the logistics, including parking. The Committee reassured him this will happen closer to the date of the event. Ms. Lamphere reviewed the progress that has been made on this, including obtaining insurance to cover the private homeowners offering to provide parking.

b. Encampment Needs

i. Food Vendors - Lions

The Lions Club has agreed to serve food at the ballfield. Chairman Methot does not believe other vendors are necessary as most people will not be staying past 3:00.

c. TRC Concerns, if any

Mr. Hadik reported everything is set for the TRC meeting. They have the permit to erect the tent behind the vestry, which needs to be inspected by the Fire and Building Departments before the event. The Fire Chief will cone off Route 102 for parking. The Committee needs to meet with Maintenance Director Kavanaugh regarding transporting chairs and with Recreation to obtain pop-ups and round tables. Ms. Lamphere will meet with Ms. Rockwell to discuss logistics for the Church serving refreshments.

d. 5K – all set for now

The Committee discussed parking for the 5K.

e. Firemen's Muster – will be discussed at the next meeting

f. Car Show

Mr. Stuart has obtained the insurance information from the ReMax balloon rides, which will occur weather permitting. Ms. Rieter has created an ad to run in assorted car-related publications. Postcards will be printed to pass out at other car shows. Suggestions were made as to food vendors to be contacted.

g. Grand Finale

i. New information

The Committee discussed the bands, timing for the bands, and the timing for serving the barbecue. They also discussed the bands that are marching in the parade performing after the parade. Mr. Bishop will coordinate this, if the Committee decides to take advantage of this option.

Mr. Hadik moved to authorize Ms. Jolin and Ms. Rieter to spent up to \$5,120 on music for the Grand Finale. Mr. Stuart seconded the motion. A vote was taken, all were in favor. The motion passed unanimously.

ii. Beer Guy

Ms. Rieter has given the Beer Guy all of the necessary information.

iii. Parade

Ms. Lamphere reported they met with the Shriners to discuss their participation in the parade. Selectman Myette reviewed concerns from the Board of Selectmen regarding logistics and the Committee reassured them they were being taken care of in a timely fashion.

h. Fireworks

Mr. Hadik will speak with the fireworks operator regarding laying out the field, weather permitting.

i. Other business

i. Sponsorships

Ms. Lamphere updated the Committee on sponsorships recently obtained. The deadline for signing up sponsors is Friday. They discussed deadlines for ordering additional boulevard banners.

ii. Banner update

Mr. Bishop reported the banner company has been increasing their prices. He sourced another company with a price that is \$10-15 less per banner and is obtaining a sample from them. The poles are from the original banner company, so he will need to find new caps.

iii. Recognition

Ms. Lamphere recommended giving each Committee member two tickets for the barbecue and setting aside 19 as complementary tickets.

Ms. Lamphere moved to set aside 17 tickets for the barbecue for the Committee members, the Board of Selectmen liaison, and the event planner. Mr. Dinopoulos seconded the motion. A vote was taken, all were in favor. The motion passed unanimously.

iv. Tents

Ms. Lamphere spoke with the Boy Scouts and Building Inspector Bunker and Mr. Hadik completed the applications for tents. Everything has been approved. Volunteers will be needed to erect the tent.

6. Other Business – Next meetings – April 19th and May 3rd

7. Adjourn

Ms. Lamphere 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 9:40 PM.

Respectfully submitted,
Beth Hanggeli, Recording Secretary