

Chester 300th Celebration Committee Meeting
(held remotely)
February 17, 2021
Approved Minutes
7:00 PM

Members present:

Jean Methot, Chair
Jack Cannon, Vice Chair
Rhonda Lamphere, Treasurer
Chris Hadik
Edward Stuart
Sue Rieter
Nancy Jolin

Guests present:

Town Administrator Debra Doda
Jay Bishop
Sharon and Jeff Dinopoulos
Dave and Maria Veale
Colin Costine
Pat Connelly

1. Meeting Called to Order

2. Attendance/Chairman's Announcements

3. Introduction of Volunteers

a. Sharon and Jeffrey Dinopoulos

Mr. and Mrs. Dinopoulos recently built a house on Jenkins Farm Road. Both are analysts with Comcast and hope their skills will be useful. Mr. Dinopoulos pointed out that Town Fair is scheduled for the 20th anniversary of 9/11, and Ms. Lamphere said the Recreation Department might move the date, but this committee doesn't control that. Mr. Bishop suggested holding a moment of remembrance during the Town Fair.

4. Guests—5K and Firemen's Muster

a. David and Maria Veale, and Colin Costine

Ms. Veale presented information on the 5K race. The timing company used for the Pounder will time the race for \$400 plus \$1.50 per person, which includes race bib numbers. The fireman's muster is scheduled for later that morning on the field, so racers will need to park at an offsite location to be determined (with handicap parking at Wason Pond). The school buses rented for the Pounder are \$300 each/day. Mr. Bishop said they will need shuttle buses for the parade, so they can put in a request at the same time. Many communities trade a sponsorship for bus rental. Ms. Lamphere said the school might be willing to help secure the buses.

Mr. Costine said the Fireman's Muster is limited to ten fire departments with five-member teams; they should be finished by 5-6:00 PM. Each team will be limited to one private vehicle on the grounds. It will be held on July 23, 2022, not August 7 as his letter indicated.

Mr. Bishop said the cost of shuttles buses is \$250-350. Ms. Lamphere said Mr. Myette warned parking might not be available at Spring Hill Farm depending on haying operations. They might be able to use the school parking lot instead. Mr. Costine said haying should be done by mid-July on those fields.

Ms. Veale believes all events that day will be bundled under one insurance policy. Ms. Lamphere asked if they needed additional insurance for the race and Mr. Veale said if it was a town-sanctioned event, they would not. The insurance covers damage to the property, not injuries. Mr. Hadik said if they are charging an entry fee, they may need an addendum to the insurance. Mr. Bishop said if the fee is listed as a donation, there might be some leeway.

Ms. Veale said standard portable toilets cost \$150 for the weekend (Thursday through Monday) and \$175 for handicapped units. Normal capacity is 100 uses per unit, but that can be stretched.

Mr. Connelly said the water cost will be under \$100, depending on the temperature that day. Other refreshments are usually donated. Mr. Veale suggested there might be a sponsorship opportunity for water donation. Mr. Bishop said water bottles can easily be labeled with sponsor names. One to two volunteers will hand out Dixie cups of water at the beach. Runners are offered a bottle of water at the finish line. Ms. Veale will ask if there is an opportunity to list sponsors on the bibs.

Each runner will be given a 300th T-shirt. Mr. Veale said they could ask racers to indicate their T-shirt size during registration. Mr. Stuart said they have 375 shirts. Mr. Hadik said they will have to factor in the cost of having sponsors names printed on the shirts. Ms. Rieter said the turnaround time for printing is about 2 weeks. Chair Methot said the volunteers will also need T-shirts, but of a different color. Ms. Veale said they won't need many volunteers. They will need flagging tape to mark trails and signs, and Dixie cups.

Mr. Hadik estimated the race will cost \$2,000. Mr. Veale said the entry fee will probably be \$25 and they expect 100-150 runners. Mr. Connelly suggested using 300th mugs as awards and Ms. Veale suggested purchasing gift cards to put in the mugs. Ms. Rieter suggested using a different color mug for the race with the same artwork. Mr. Bishop asked if there could be awards for specific racers from Chester, since it's the town anniversary, and Mr. Veale said yes. They can also have Chester students who win ride in a convertible in the parade.

Ms. Lamphere asked if there will be food vendors. Mr. Veale said the Rockingham conservation easement prohibits a for-profit food truck operating on the property. Mr. Hadik will discuss this with Mr. Myette.

Ms. Veale said registration will start at 7 AM, and the race will begin at 8 AM. People should be leaving by 9 AM. The race will use the main parking lot and the barn area

towards the covered bridge. Everyone should be finished in an hour.

Mr. Bishop asked Mr. Costine if it is possible to add a paragraph to his muster letter about the parade, since many of same fire departments will be invited. He will invite them under separate cover, but it would create excitement to add it to the muster letter. Mr. Costine agreed. He also asked the committee if the 300th logo could be added to the town stationary as of a certain date, and they agreed. Mr. Costine has invited other towns that are also celebrating their 300th anniversary.

Ms. Lamphere asked Mr. Costine if he would need volunteer support during the muster, but he said they will rely on their membership. Ms. Jolin asked what happens if there's a fire in town during the muster, and Mr. Costine said units from other towns will be standing by at the Chester station.

Ms. Lamphere spoke with Mike Romick regarding the Battle of the Badges softball game, who advised her to speak with Wade Ungaro. She thought they could have a tournament with teams from the other four 300th anniversary towns. Ms. Jolin suggested involving the police department. Ms. Lamphere will move forward with this.

5. Approval of Minutes

a. February 3, 2021

Ms. Lamphere said line 210, the name is spelled Newnan. On 230, add "sell tickets to the gala." Mr. Hadik under members absent, Selectman Landau is not a member.

Ms. Lamphere moved to approve the minutes of February 3, 2021 as amended. Mr. Hadik seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

6. Old Business

a. Sponsorships

i. Presentation Docs—Updates—Sue

Events currently being planned. Mr. Bishop said the gala should be listed as the **anniversary kickoff** gala in all documentation. The Town Fair is the official kickoff of the anniversary celebration, which is why it's included in the list of events, even though the committee is not responsible for it. Mr. Bishop expressed concern about the use of the word **solemn** proclamation, as it has a sad connotation, and Mr. Stuart suggested changing **solemn** to **formal**. The committee approved this document.

Ad size for publications. Ms. Rieter removed the large size, and combined souvenir commemorative and parade booklets under the 8 ½ x 11 format, subject to change. The committee approved this document.

Sponsorship menus. Tier 4 has been moved to the payment plan option. The race sponsorships could be added to the menu. Ms. Rieter said this document can be edited until the presentations begin. Mr. Bishop approved the document with possible additions.

Commitment memo. Ms. Lamphere requested the Town of Chester tax identification number be added. Also, a 300th committee member should sign the memo as it's being used as a receipt, so a line has been added. Ms. Rieter made these changes. The committee approved the document.

General discussion. The committee discussed formatting changes. Ms. Rieter will make the corrections and send the set of documents to the members to review. If there are no further changes, she will convert them into PDFs. Mr. Bishop asked if a revision date could be added to each document, and Ms. Rieter agreed.

ii. Other—Business cards for folders—Sue

Ms. Rieter asked if Mr. Bishop needed business cards, but he does not. The committee agreed to have Vistaprint do the printing, and Ms. Rieter estimated the price would be under \$125.

Mr. Hadik moved to have Vistaprint print individual business cards for the committee members. Ms. Lamphere seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

b. Commemorative Number Plate Draft—Sue

The committee suggested removing the word tricentennial and moving "Live Free or Die" down and centered between the mounting holes. They approved the license plate format with these changes. Ms. Rieter will send the members a new proof.

c. Updates—

i. Number Plate Update-Chris

Mr. Hadik will contact Selectman Landau to obtain a letter from the Board of Selectmen requesting permission to use the commemorative plates. He will also send a proof to Barbara in Concord for approval. Once that process is complete, the committee can obtain quotes to have the plates manufactured.

ii. Christmas Tree Lighting Update—Jean

The date is December 4th. Ms. Lamphere spoke with Mike Olsen, who will install power in the grass island area in front of Stevens Hall. He will also insert a well casing into the ground this summer to hold the Christmas tree. Ms. Lamphere contacted a company that does holiday lighting. Mr. Olsen will start looking for a tree; there is no concern about finding a suitable one.

Chair Methot will look into having a choir perform at the tree lighting. Mr. Bishop suggested contacting Ms. Morgan Vigroux, a former Pinkerton Academy student, and asking her to perform at one of the events. Ms. Jolin suggested contacting Lauren Decloux, who participated in New Hampshire Idol.

Ms. Lamphere suggested leaving the Christmas tree up until the banners are hung at the end of March. It would have lights that would change color according to the month (white for January, red for February, green for March). Mr. Bishop suggested using the 300th logo colors instead. Ms. Jolin questioned leaving a Christmas tree up after the holidays. Ms. Lamphere suggested having "300" made out of wood and staking it in front of the tree. Mr. Bishop suggested using PVC and wrapping the numbers with lights. Mr. Cannon suggested having a logo made out of wood and painted, to put next to the tree. Ms. Lamphere will move this item to the next agenda.

iii. New Year's Bonfire—Rhonda/Chris

Ms. Lamphere is researching obtaining wagons for parking. Ms. Rieter suggested that the Boy Scouts could help offer hot dogs and hot cocoa. Suggestions included ice skating and having people bring guitars. Ms. Lamphere spoke with Chief Bolduc and he is on board with the event.

iv. Grant Writing-Rhonda

Ms. Lamphere spoke with Erin Newnan, who believes she might be able to find something regarding the historical event. She will update the committee at the next meeting.

v. Banner Bracket Caps-Jay

Chair Methot said there are no bracket caps. Ms. Lamphere said there needs to be something on the end of the pole to make the banner look finished, and make the brackets more attractive to be sold to another community. Chair Methot will measure the poles. Mr. Bishop will speak with the sign maker about the width of the banner and ask if increasing the width will increase the cost. A wire tie and grommet are used to attach each banner to the pole.

vi. Commemorative Booklet—Old Houses (Paulette)—Jean

1. What's next—Jean and Sue

Paulette is working on three old houses, and Chair Methot is working on three more. Ms. Lamphere suggested contacting Pinkerton Academy for a photographer. Ms. Rieter said the time is getting short to produce a booklet to pass out at Town Fair, and they might consider rolling it into the souvenir booklet at the end of the celebration instead. The committee agreed it should be handed out at Town Fair, since that is the event kick-off, although it could also be distributed on Proclamation Day. If they wait until the proclamation, many events will be omitted.

The committee discussed what was included in the 200th and 250th commemorative booklets, and adding a timeline of events of the last 50 years. Ms. Lamphere will add this item to the next meeting's agenda.

Mr. Bishop asked for a copy of the 275th commemorative booklet to take with him to presentations.

Ms. Jolin asked if there is going to be a Town Fair this year, and Ms. Lamphere will ask Ms. Reishus.

vii. Budget

Mr. Bishop asked if the cost of police and fire department coverage comes out of the event budget, or if those departments build the cost into their individual budgets. Chief Berube said they would bear the cost of covering the parade as it's a town event, but he might not have considered all of the events that are part of the anniversary celebration. Ms. Lamphere will speak to the chief, and research this for the next meeting.

d. Proclamation Event—Update

i. Next Steps

1. Time Capsule—Needs a Chair to this project.

Mr. Dinopoulos volunteered to chair this project. Chair Methot would like input from the town as to what should be included in the capsule.

7. Next Meeting, March 9th, 2021

8. Adjourn

Ms. Lamphere moved to adjourn the meeting at 9:12 PM. Ms. Rieter seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

*Respectfully submitted,
Beth Haggeli, Recording Secretary*