

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.

52 Mr. Costine said the Fireman's Muster is limited to ten fire departments with five-
54 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.

56 Mr. Bishop said the cost of shuttles buses is \$250-350. Ms. Lamphere said Mr. Myette
58 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.

60 Ms. Veale believes all events that day will be bundled under one insurance policy. Ms.
62 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
64 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
66 be some leeway.

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

72 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
74 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
76 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.

78 Each runner will be given a 300th T-shirt. Mr. Veale said they could ask racers to indicate
80 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.
82 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
84 many volunteers. They will need flagging tape to mark trails and signs, and Dixie cups.

86 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
88 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
90 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
92 in a convertible in the parade.

94 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.
96 Hadik will discuss this with Mr. Myette.

98 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

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

102 Mr. Bishop asked Mr. Costine if it is possible to add a paragraph to his muster letter
104 about the parade, since many of same fire departments will be invited. He will invite
106 them under separate cover, but it would create excitement to add it to the muster letter.
108 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.

110 Ms. Lamphere asked Mr. Costine if he would need volunteer support during the muster,
112 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.

114 Ms. Lamphere spoke with Mike Romick regarding the Battle of the Badges softball
116 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
118 involving the police department. Ms. Lamphere will move forward with this.

120 5. Approval of Minutes

122 a. February 3, 2021

124 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.

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

130 6. Old Business

132 a. Sponsorships

134 i. Presentation Docs—Updates—Sue

136 **Events currently being planned.** Mr. Bishop said the gala should be listed as
138 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
140 events, even though the committee is not responsible for it. Mr. Bishop ex-
pressed concern about the use of the word **solemn** proclamation, as it has a sad
142 connotation, and Mr. Stuart suggested changing **solemn** to **formal**. The commit-
tee approved this document.

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

148 **Sponsorship menus.** Tier 4 has been moved to the payment plan option. The
150 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.

152
154 **Commitment memo.** Ms. Lamphere requested the Town of Chester tax identifi-
cation 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
156 changes. The committee approved the document.

158 **General discussion.** The committee discussed formatting changes. Ms. Rieter
will make the corrections and send the set of documents to the members to re-
160 view. 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
162 agreed.

164 **ii. Other—Business cards for folders—Sue**

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

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

174 **b. Commemorative Number Plate Draft—Sue**

176 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
178 format with these changes. Ms. Rieter will send the members a new proof.

180 **c. Updates—**

182 **i. Number Plate Update-Chris**

184 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
186 send a proof to Barbara in Concord for approval. Once that process is complete,
the committee can obtain quotes to have the plates manufactured.

188 **ii. Christmas Tree Lighting Update—Jean**

190 The date is December 4th. Ms. Lamphere spoke with Mike Olsen, who will in-
192 stall 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.
194 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.

196

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

202 Ms. Lamphere suggested leaving the Christmas tree up until the banners are
204 hung at the end of March. It would have lights that would change color accord-
ing to the month (white for January, red for February, green for March). Mr.
206 Bishop suggested using the 300th logo colors instead. Ms. Jolin questioned leav-
ing a Christmas tree up after the holidays. Ms. Lamphere suggested having
208 "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
210 a logo made out of wood and painted, to put next to the tree. Ms. Lamphere will
move this item to the next agenda.

212 **iii. New Year's Bonfire—Rhonda/Chris**

214 Ms. Lamphere is researching obtaining wagons for parking. Ms. Rieter sug-
216 gested 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
218 Chief Bolduc and he is on board with the event.

220 **iv. Grant Writing-Rhonda**

222 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
224 next meeting.

226 **v. Banner Bracket Caps-Jay**

228 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
230 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
232 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.

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

236 **1. What's next—Jean and Sue**

238 Paulette is working on three old houses, and Chair Methot is working on
240 three more. Ms. Lamphere suggested contacting Pinkerton Academy for
a photographer. Ms. Rieter said the time is getting short to produce a
242 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
244 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.

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

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

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

vii. Budget

258 Mr. Bishop asked if the cost of police and fire department coverage comes out of
260 the event budget, or if those departments build the cost into their individual
262 budgets. Chief Berube said they would bear the cost of covering the parade as
264 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.

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

7. Next Meeting, March 9th, 2021

8. Adjourn

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

282 *Respectfully submitted,*
284 *Beth Haggeli, Recording Secretary*