

**Chester 300<sup>th</sup> Anniversary Celebration Committee Meeting**  
**(held remotely)**  
**March 9, 2021**  
**Approved Minutes**  
**7:00 PM**

**Members present:**

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

**Guests present:**

Jay Bishop  
Sharon and Jeff Dinopoulos  
Tony Massahos  
Selectman Stephen Landau  
KiKi and Kevin Branley  
Town Administrator Debra Doda

**1. Meeting Called to Order**

**2. Attendance/Chairman's Announcements**

**3. Approval of Minutes - February 17, 2021**

Ms. Lamphere said line 45 needs to be changed from parking at Spring Hill Farm to parking at an offsite location yet to be determined. Line 114, the spelling of Mike's last name is Romick. Line 191, indicate the grass island area **in front of Stevens Hall**. Line 199, the spelling of Lauren's last name is Decloux, Ms. Rieter noted on line 157, the title of that paragraph should be **general discussion** instead of **license plate**.

*Mr. Hadik moved to accept the minutes of the February 17, 2021 meeting as amended. Ms. Rieter seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.*

**4. Guests**

**a. Car show**

Mr. Massahos attended a car show in Cape Coral, Florida, that raised \$45,000 for the local food bank. Participants paid a \$20 donation and attendees a \$5 donation. The major sponsor covered most of the cost of the event. There were approximately 30 vendors.

He proposed holding a car show this summer called the Chester Charity Car Show, with 100% of the net proceeds benefiting a local charity. There will be expenses for a sound system and a DJ. It would be a non-invitation event and he would solicit sponsorships, including O'Reilly as a major sponsor. Mr. Stuart said sponsors would need to be part of the 300<sup>th</sup> anniversary celebration's overall sponsorship plan. Mr. Massahos wants the event to be part of the 300<sup>th</sup> anniversary celebration so the Committee can handle any

monies he collects.

Mr. Bishop said they will need to coordinate soliciting sponsors, so he and Mr. Massahos are not contacting the same people for different events. He could add the event to the 300<sup>th</sup> anniversary celebration's sponsorship packet. Mr. Bishop will send Mr. Massahos a list of antique automobile associations and remind him to go through the Committee when soliciting sponsorships. Chair Methot asked to be copied on all correspondence that Mr. Bishop sends.

The car show would be from 9 a.m. to 3 p.m. and all participants would be asked to stay the entire time. Trophies would be given out by sponsors. The major sponsor would give out the best of event award. Attendees would vote on their favorite car for the people's choice award.

Ms. Massahos said they should be sensitive to other car shows in the area. If they can establish a date for the show this year, they can lock it in for 2022 as well. People will know that weekend is taken, so other car shows won't be scheduled on that date. He said the majority of car shows are after Labor Day. He has reservations about holding a car show on the weekend of the 4<sup>th</sup> of July 2022. He proposed changing the date to August 7<sup>th</sup>, with a rain date of August 8<sup>th</sup>.

Mr. Hadik asked if this year's car show would be self-supporting and Mr. Massahos said it would be. Mr. Hadik said having a dry run is a good idea, and it will make the car show in 2022 more popular and easier to run. Ms. Rieter said having the same configuration at the same location will help with next year's car show's logistics.

Mr. Massahos asked if they could hold the car show at the school. Mr. Cannon said the Committee doesn't have the authority to authorize an event held outside the scope of the anniversary calendar. Mr. Hadik said it would have to go through the town's Technical Review Committee. He asked if the school grounds were big enough for the event, and Mr. Massahos said once the lot was filled, no more cars would be admitted.

Mr. Branley agreed that the 4<sup>th</sup> of July is not a good time for the 2022 car show, and supports Mr. Massahos' idea of holding a car show this summer as a dry run for next year's event. He asked if there would be a liability issue holding it at the school.

Chair Methot said they could donate the proceeds to the Wilcomb-Townsend Trust. Mr. Massahos said they could list the recipient as "numerous charities" and decide how to distribute the proceeds later.

Ms. Lamphere said they will need to do a formal presentation to the school board to get permission to use the school grounds. She asked if they would need insurance, and Ms. Doda said the school did not require insurance when the town held the Town Meeting on the school grounds.

Chair Methot thanked Mr. Massahos for the presentation and Mr. Branley for his input. He will contact the school, and get information about contributing to the Wilcomb-Townsend Trust

**5. Old Business**

**a. Review from February 17<sup>th</sup> meeting**

**i. Grant Writing – Rhonda**

Ms. Lamphere has met with Erin Newnan, who felt the proclamation event would probably be the best event for which to apply for grant money. She will need a detailed budget when applying for grants. Ms. Newnan said they will need, 1. A proposal of what the grant money would fund; 2. A budget; and 3. Goals for the project: what do they hope to accomplish for the community. Ms. Newnan is waiting for a list of grants to open on March 15<sup>th</sup>.

**b. Proclamation Event – Update**

The proclamation event is scheduled for May 7<sup>th</sup>, 2022 at 10 a.m.

**i. Decorations**

Chair Methot said decorations will cost approximately \$4,000-5,000. He would like to hang bunting and banners on public buildings such as Stevens Memorial Hall, the church, the library, and the post office. The decorations should go up at the same time the banners are hung on the poles. The Committee discussed if they should be left in place from May through September, or hung for the proclamation event and then rehung for the parade.

The Committee discussed renting vs. purchasing decorations. Mr. Cannon said they should be purchased so they can be used at other town events. Mr. Bishop said many of the companies that rent decorations have gone out of business. Chair Methot will research the difference in cost. Ms. Lamphere said they will need an itemized cost for the grant application. They will also need to consider the cost of labor to hang the decorations.

**ii. Cake**

Ms. Lamphere said the cake needs to be "spruced up." Ms. Rieter said they should bring it out as often as possible during the celebration, including at the gala. Mr. Cannon said it should be in the parade at this year's Town Fair.

Ms. Lamphere said the cake still says Brookline, so will need new wraps and rewiring. They need to find a place to store it for the winter; it is currently in Ms. Lamphere's garage. She said she has an aluminum trailer they can use for the parade.

**iii. Invitations**

Ms. Lamphere asked if the invitation list has been made. Chair Methot said he and Mr. Cannon need to discuss it. Mr. Cannon said he will work on the list before the next meeting. Ms. Lamphere said they need to invite local and state politicians.

Selectman Landau said the Board of Selectman (BOS) is creating a formal invitation to send to the governor. He is researching how to obtain a proclamation from the federal government. Chair Methot is working on a list of speakers. There are five towns celebrating their 300<sup>th</sup> this year, so they need to contact the invitees as soon as possible to get on their calendars.

150 **iv. Reenactment**

152 Ms. Jolin said the Committee discussed holding the re-enactment in the  
154 afternoon and having food trucks onsite. Chair Methot has contacted the person  
responsible for the re-enactment and will follow up. Ms. Lamphere suggested  
holding it behind the town hall so people can walk there after the proclamation.

156 **v. Time capsule**

158 Ms. Lamphere suggested asking the governor for an item to include in the time  
capsule. Mr. and Mrs. Dinopoulos created a list of ideas of items that could be  
160 included. They appreciate the importance and significant of the event being  
celebrated. They asked about the size of the capsule, but that hasn't been  
162 decided. Ms. Lamphere suggested the Committee members look at  
[www.heritagecapsules.com](http://www.heritagecapsules.com), which has a selection of time capsules. She  
164 suggested burying it in the lawn at Stevens Hall and adding a small granite  
monument describing it. She collected a business card from each Committee  
166 member to include in the capsule, with a description of the work the Committee  
has done to plan the event. Ms. Lamphere suggested burying it on Proclamation  
168 Day, with the permission of the BOS, with a plaque indicating when to open it.

170 Mr. Bishop asked if there was a time capsule to be retrieved. Chair Methot spoke  
with Richard Holmes, who was the town historian, and he hadn't heard of one.

172 Ms. Dinopoulos asked if there was a budget for the time capsule and Chair  
Methot said it is part of the Proclamation Day event. Mr. Bishop suggested the  
174 local students form the numbers 300 and then take their picture, which could go  
into the time capsule and the program. Ms. Lamphere said in the past, the fire  
176 department provided a ladder truck for the photographer. She will look into  
drone photography.

178 Mr. Dinopoulos said they wanted to set up a pop-up tent at the dump to pass out  
180 fliers asking for items on the list and to collect the items. Mr. Hadik said the  
Committee needs to decide what size the capsule will be. Mr. Dinopoulos will  
182 bring ideas of sizes and costs to the next meeting. Selectman Landau suggested  
burying it where the Girl Scouts made a ring in the past. Ms. Lamphere said they  
184 can determine the location after the BOS approves burial of the capsule.

186 Chair Methot said the planned roundabout will take out a section of the Stevens  
Hall lawn. The Department of Transportation (DOT) will relocate the statute.  
188 The French flagpole will not be moved, and Mr. Hadik said maybe they can bury  
the time capsule at the base. Chair Methot warned the DOT about the 300<sup>th</sup>  
190 anniversary celebration occurring in that area. He has requested an  
archaeological dig be performed in case there are bodies buried under the road  
192 near the cemetery but the DOT has not responded.

194 Mr. Dinopoulos suggested including items that refer to the cost of things in this  
time. He listed postage stamps and menus from local restaurants. Ms. Lamphere  
196 suggested adding a thumb drive with photos and said Ms. Doda had given her  
1,700 photos. She also suggested adding the town report from the 2022 Town

198 Meeting. Mr. Dinopoulos asked Selectman Landau if the BOS needs anything  
200 from him regarding a formal document to petition the town to approve a burial  
spot, and Selectman Landau said he will discuss it at the next BOS meeting.

202 **vi. Vendors**

204 Ms. Lamphere asked if there will be food vendors at Stevens Hall during the  
proclamation event and Chair Methot said yes. Ms. Jolin suggested that if the re-  
enactment is down the street, the vendors might be located toward Town Hall.  
206 Ms. Lamphere said refreshments are a legitimate expense that can be listed on  
the grant application.

208 **vii. General**

210 Ms. Rieter asked if the cannon can be shot during the proclamation event. Chair  
Methot said he will look into it.

212 **c. Fundraising**

214 Chair Methot asked the members to review the list of business being approached to be  
sponsors. Mr. Cannon asked about the target levels for small businesses, such as the  
216 maple syrup business, and Mr. Bishop said the target amounts are loose. Ms. Lamphere  
said the amounts in blue ink were sponsors that needed to be inserted into a level.  
218 Selectman Landau said he believes the maple syrup business plans to produce a batch of  
syrup with the 300<sup>th</sup> anniversary logo, which might serve as their donation. Ms.  
220 Lamphere asked Mr. Cannon to review the target levels, since they have changed since  
he put together the list.

222  
224 Ms. Rieter asked about J&F Farms, Like New Auto Body, and Attention to Detail. She  
asked if anyone had looked through an old phone book to find former sponsors that are  
still in business. Ms. Lamphere has created a list of the advertisers from the 275<sup>th</sup>  
226 program and highlighted the ones on this year's list. Advertisers not on this year's list  
include R. Cooper & Sons Paving, Continental Paving, Chester Lions Club, Country  
228 Christian Daycare and Preschool, Playmates Preschool, the new preschool on 102,  
Cornerstone Survey Associates, Lighthall Excavating and Trucking, Brown Brothers  
230 Construction, and Anderson Equipment Company (used to be Hazleton). Mr. Bishop  
said some communities contact former advertisers first under the right of first refusal  
232 initiative. It creates an urgency for them to meet quickly with the Committee. Ms.  
Dinopoulos will work on a contact at Comcast.

234 **d. Review from February 17<sup>th</sup> meeting (continued)**

236 **i. Number plate**

238 Mr. Hadik needs to request a letter from the BOS. A representative from the state  
sent a list of what should be included in the letter. Mr. Bishop will look for  
Brookline's letter as a good example.

240 **ii. Bonfire**

242 Mr. Hadik spoke to the Wason Pond Commission and they have no problem with  
the bonfire being located in the circle. The Commission said the Spring Hill  
244 Farm Advisory Committee is planning a winter carnival and thought the 300<sup>th</sup>  
Anniversary Committee might want to combine both events at Spring Hill Farm.  
246 It will be in January, but no date has been set. Mr. Hadik will ask the Advisory

Committee for more information.

**iii. Boulevard banners**

Mr. Bishop measured the poles and found a 3" gap between the pole and the banner. The sign company recommended making the banner 2" wider. The also told him there's a rubber cap that goes over the end of the pole, similar to one on the legs of a folding chair. They will send him a sample.

**iv. Sponsorship bibs**

Ms. Lamphere asked how many logos can be placed on bibs and where? Chair Methot said the company making the bibs puts the logos on them, and he believes it's just one. Mr. Bishop said to ask for three.

**v. Shirts**

Ms. Rieter asked the screen printing company about printing on the sleeves and adding sponsor names around the logo on the back. They said the cost is about \$1.00- \$1.50/shirt.

**vi. Police/Fire Department charge for services**

Ms. Lamphere and Mr. Hadik met with Police Chief Berube previously and he believed he could cover the cost of the parade with his budget. Ms. Lamphere reviewed the list of events with him, and what will be needed as to coverage. She added traffic control when the banners being erected. He will review the list and come up with a detail cost. She has not spoken with the fire chief yet.

**6. New Business**

**a. Additional event liaison to 5K and Muster**

Ms. Lamphere asked another Committee member to serve with Chair Methot as the liaison and Mr. Hadik volunteered. The Fireman's Muster has run into a problem, as they may not be allowed to plant poles in the field at Wason Pond. Mr. Hadik is going to meet with Colin Costine to try to find an alternative spot for that one event, but it is the showcase event of the muster. The Wason Pond Commission are not willing to let the fire department use a backhoe to dig test holes in the field.

**b. Other new business**

Mr. Cannon will redo the sponsorship list to add names and contact information. He will send to it to the Committee members and asked them to add contact information for the sponsors, if he doesn't have it.

Ms. Lamphere said there has been communication this week through the town website. She requested adding a non-public session to the end of the next meeting. Mr. Cannon asked Selectman Landau to attend that meeting.

Chair Methot said the meeting day on the website needs to be changed and Ms. Jolin will take care of it.

Miranda is still working on geocaching. She is meeting with volunteers to get things organized. She can't do it now because of the snow. It will run from April to September 2022.

296

7. **Next Meeting, March 23<sup>rd</sup>, 2021**

298

8. **Adjourn**

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*Mr. Stuart moved to adjourn the meeting at 9:05 PM. Mr. Cannon seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.*

302

*Respectfully submitted,*

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*Beth Hanggeli, Recording Secretary*

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