

Chester 300th Anniversary Celebration Committee Meeting
(held remotely)
April 13, 2021
Approved Minutes
7:00 PM

Members present:

Jean Methot, Chairman
Rhonda Lamphere, Treasurer
Edward Stuart
Sue Rieter
Nancy Jolin
Chris Hadik

Guests present:

Jay Bishop
Sharon and Jeff Dinopoulos
Selectman Stephen Landau
Brennan Holmes, School Board
Joe Biedrzycki

1. Meeting Called to Order

Chairman Methot called the meeting to order at 7:08 p.m.

2. Attendance/Chairman's Announcement

3. Approval of Minutes

a. March 23, 2021

Chairman Methot pointed out that the meeting was called to order at 7:03, not 7:30. Ms. Lamphere said on line 24, PAT should be PACT. Mr. Hadik said Busche Academy was misspelled.

Mr. Hadik moved to accept the minutes of the March 23, 2021 meeting as amended. Ms. Lamphere seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

4. Member General Comments/Public Comments

Chairman Methot thought that Bernadette Caldwell would attend the meeting this evening.

5. Guests

a. Joe Biedrzycki

Mr. Biedrzycki thanked the Committee for inviting him to attend and hopefully become part of the Committee. He forwarded a proposal to the Committee members with his ideas for publicizing the celebration events. The members explained they are not trying to attract attendees from out of the area due to issues with parking, etc. The celebration is primarily for Chester

residents, but they want to include neighboring towns. The Committee has worked with other towns having anniversary celebrations to ensure that events are not being held on the same day.

Mr. Bishop said it is time to start advertising, starting with Chester residents. They will be wrapping up the sponsorship packet in the next 60 days; they have been waiting for Committee members to be vaccinated and develop immunity before scheduling in-person presentations. The Committee has been discussing these events for several years and there has been a warrant article each year to fund the celebration. The back page of the Town Report will have information on it as well. The first big announcement will be at the Town Meeting, where Mr. Hadik will be speaking to the warrant article.

The Committee discussed having a table at the Town Meeting where tickets for the gala can be sold and information about the celebration passed out. Mr. Bishop is willing to sit at the table. Ms. Jolin will add information about the sale of gala tickets to the website.

Mr. Biedrzycki will take his cues from the Committee as to how he can help. The Committee agreed he has a skill set that will be valuable in dealing with newspapers, radio stations, etc. He urged them to work with the Tri-Town Times. They are one of the first organizations that Mr. Bishop will contact regarding sponsorships. He hopes to do a partial trade for advertising. Other sponsors might be interested in signing up if they know there are 1/2 page ads available.

6. Old Business

a. Back Cover of Town Report

Ms. Rieter distributed an updated design for the back cover. The Committee agreed it looks good. She might be able to adapt the graphics and utilize the same themes for the booklet cover. The next step is to email the back cover design to Ms. Jalbert to be included in the Town Report.

b. Photographer

Ms. Jolin has a proposal from a photographer, who is also a licensed drone pilot, for \$4,500, which is 25% off her normal rate. The Committee discussed the need for a professional photographer and whether the cost was warranted. The pictures will be used for the commemorative booklet once the celebration is completed. She could also take the picture of students outlining "300" for the booklet and drone pictures of the parade. The pictures could be used for a slide show. The Committee can sell copies of the pictures. The photographer will be invited to attend the next meeting to answer questions.

c. Commemorative Booklet vs Handout at Town Fair 2021

The booklet will hopefully be ready for distribution at the Town Fair. The size of the booklet is yet to be determined. Since there are two booklets, the Committee needs to give them distinguishing names. One is the Celebration Booklet. Ms. Rieter and Chairman Methot are coordinating the booklet;. Ms. Rieter will lay it out.

The booklet will include: List of sponsors. Historical content. Advertising. The picture of the students outlining "300" on the glossy back cover, if this can be done before the end of this school year. Pictures of events that have occurred in town since the 275th celebration, with a blurb written about each one: the covered bridge and Wason Pond (Mr. Hadik will write the

information), the library, the Red Dolloff Fire Station (Selectman Landau), Town Hall moving from Stevens Hall to the old school (Selectman Landau), creation of the transfer station, coin history (Ms. Rieter). List of first responders who have lost their lives (Ms. Lamphere thinks there is an article). Boston Post Cane holders (Selectman Landau). Old houses. Each Executive Committee member will write something on the event they're coordinating. Ms. Jolin can advertise on the website for any town organizations that would like to be included.

Picture of the Committee members and a group photo of the police and fire departments can wait until a decision is made regarding hiring a photographer. Pictures of the current town officials can wait until after the elections.

d. Proclamation Event – Continued Discussion

i. Next steps

1. Invitation List – Updated – Rhonda

Ms. Lamphere distributed a preliminary invitation list. The state RSVPs will be returned to Ms. Doda. The local officials' RSVPs will be returned to Ms. Jolin. This is an official event, so there is no need to include a plus-one on the invitations. The seating for the invited guests and VIP sponsors will need to be covered. Officials from Hookset and Manchester are being invited as they were part of the original settlement.

2. Time Capsule

The size of the capsule cannot be determined until the type and amount of contents are known. The time capsule information the Committee purchased suggested setting up a location for townspeople to drop off things they would like to include. They could be displayed at the library in a glass case before being placed in the capsule. Suggestions include the Town Report, School Report, a yearbook from the Pinkerton Academy class of 2022, coins. The winner of a school essay contest, to involve children who could be present at the 350th celebration.

Mr. and Mrs. Dinopoulos researched prices of containers and how they should be constructed to protect the contents (materials, etc.).

e. Number Plate Update-Chris

Mr. Hadik has forwarded the final design to Maria Buckman, and will contact her by the end of the week if she has not responded.

f. Grants Update-Rhonda

Ms. Lamphere has not spoken with Erin. She will contact her.

g. Sponsorships

Mr. Bishop and Ms. Lamphere are working on the list. No in-person meetings will be scheduled until Committee members have been inoculated. Ms. Lamphere will ask Mr. and Mrs. Dinopoulos if they would like to be involved in the meeting with Comcast. Mr. Bishop would like to start making appointments by the first week of May and hopes to have the larger sponsors in place by Town Meeting. He will provide an update at the next meeting.

7. New Business

a. Jack Cannon resignation

This will be discussed in a non-public session.

b. Sign off on Payments-Rhonda

Mr. Hadik moved to allow Ms. Lamphere to sign off on Committee payments. Ms. Jolin seconded the motion. A vote was taken, all were in favor, it passed unanimously.

Ms. Lamphere will rewrite the letter authorizing Mr. Cannon to sign for payments and have Chairman Methot sign it.

c. Town meeting

i. Are we going to begin to sell Gala Tickets?

The gala tickets have been printed.

ii. Are we going to have a booth?

A table could be set up at Town Meeting that people can walk to: sell gala tickets, pass out information on the celebration, have sheets for people who want to volunteer. The volunteer sheet needs to collect T-shirt sizes as well as names and areas of interest. The Board of Selectmen will need to give permission to erect a table and to sell celebration merchandise.

iii. Need to Begin to Bring Other Town Groups into the Celebration Plans

1. School Board

Mr. Holmes said the transition in administration is having an effect on the School Board. The new superintendent is interested in what the Committee is doing and wants to participate, but things will happen too late for her to be involved. Mr. Holmes will touch base with Mr. Richardson. He will also talk to the School Board about the picture of students forming the "300."

2. Recreation

Ms. Lamphere will speak with Ms. Reishus about the Town Meeting. They need to discuss Town Fair 2022 and the finale as well.

3. Other

Ms. Lamphere will contact other organizations. By having Mr. Holmes and Selectman Landau on the Committee, this will keep the School Board and Board of Selectmen involved.

Chairman Methot will meet with the Chester Lions Club on May 13th. They are willing to help. Ms. Lamphere suggested asking them to participate with their food truck. Mr. Bishop said the Woburn Lions Club has parade equipment; it is best if the ask is done by another Lions Club. Mr. Bishop has a grandstand.

d. Other New Business

i. Donated Raffle Item

A town resident is donating a beaded Christmas stocking to be raffled. Tickets could be sold at the Town Fair and the raffle could be held during Christmas in the Village.

ii. Cake

The Committee agreed that the cake should not participate in the 2021 Town Fair parade. It should be revealed at the gala. The celebration needs to have a presence of some sort in the parade. A banner was suggested and will be discussed later.

iii. Sponsor Gifts

Ms. Lamphere has put together 20 gift packages using the mugs for sponsors above the \$2,500 level. Other suggestions for gifts include coins.

8. Executive Session

a. Non-Public-RSA 91-A:3,IIc-Reputation

b. Non-Public-RSA 91-A:3,IIc-Reputation

Ms. Lamphere moved that the Committee go into non-public session under RSA 91-A:3 II (c) Reputation. Mr. Hadik seconded the motion. A vote was taken. Methot – aye, Lamphere – aye, Hadik – aye, Rieter – aye, Stuart – aye, Jolin – aye. The vote was unanimous in the affirmative; motion carried.

The meeting room was closed at 8:52 p.m.
The meeting room was re-opened at 9:11 p.m.

Ms. Lamphere moved that the Committee come out of non-public session. Mr. Hadik seconded the motion. A vote was taken. Methot – aye, Lamphere – aye, Hadik – aye, Rieter – aye, Stuart – aye, Jolin – aye. The vote was unanimous in the affirmative; motion carried.

9. Return to Regular Meeting

a. Seal or Not Seal Minutes

Ms. Lamphere moved that the minutes to the first non-public session, on Reputation, be sealed for an indefinite period; Ms. Rieter seconded the motion. A vote was taken. Methot – aye, Lamphere – aye, Hadik – aye, Rieter – aye, Stuart – aye, Jolin – aye. The vote was unanimous in the affirmative; motion carried.

Ms. Lamphere moved that the minutes to the second non-public session, on Reputation, be sealed for an indefinite period; Ms. Rieter seconded the motion. A vote was taken. Methot – aye, Lamphere – aye, Hadik – aye, Rieter – aye, Stuart – aye, Jolin – aye. The vote was unanimous in the affirmative; motion carried.

10. Next Meeting, April 27, 2021

a. Topics—What to discuss next; what to further review

The next events after the proclamation are the car show, kickoff gala in October, and Christmas tree lighting at Christmas in the Village.

248 **i. Christmas tree lighting**

250 The Committee needs to decide where the tree will be placed. Chairman Methot will
252 meet with Mr. Oleson and Paul to discuss this. Mr. Hadik might have a suitable tree on
 his property.

254 **11. Meeting Review/Assignments – Discuss at Next Meeting:**

256 **a. Photographer**

258 **b. Booklet**

 People with assignments can get their information to Ms. Rieter.

260 **c. Food trucks**

262 The Committee discussed food trucks being present at a number of events. Ms. Lamphere
264 will speak with the head chef at Tuckaway Tavern to see if they cater barbecues. If not, Ms.
 Lamphere has another option in Windham, Messy Mike's. Ms. Jolin also suggested
 Smokey's Longhorn Catering. They have a food truck.

266 **d. Finale**

268 **12. Miscellaneous**

270 The Committee discussed returning to one meeting a month during the summer months. They
272 will discuss this again at that point. For now, meetings twice a month are still necessary. The
 Committee discussed whether to have meetings in person or to continue to meet via video. No
 decision was made.

274 Invitations to the federal and state representatives on the VIP list should go out as soon as possi-
276 ble. The invitation to the Governor has already been sent.

278 **13. Adjourn**

280 *Mr. Hadik moved to adjourn the meeting at 9:22 PM. Ms. Lamphere seconded the motion. The
 vote was unanimous in the affirmative; motion carried.*

282 Respectfully submitted,
284 Beth Hanggeli, Recording Secretary