

# Plaistow Old Home Day Committee

## Meeting Minutes

**Date/Time:** Tuesday, February 6, 2024, 6:00 PM

**Location:** Plaistow Town Hall

**Call to order:** 6:03 PM

**1. Attendance:**

- a. Present: Shauna Manthorn (Chair), Roy Walling (Vice Chair), Leah MacKean (Secretary), Jon Gifford (BOS Liaison), Bob Fairhurst, Alan Davis, Erica LeMire
- b. Excused: N/A
- c. Guests: Bill Coye (BOS Chair), Donna Reardon (Town-Appointed Liaison), Liz Costa (holds positions on Budget Committee and School Board Budget Committee), Sam (Plaistow Historical Society Board Member)

**2. Introductions:** round table introductions

**3. Public Comment:** N/A

**4. Membership updates and Bylaws Discussion:**

- a. Oath signing with BOS representatives: Shauna and Leah
- b. Roy motions for Shauna to hold chair position; second by Alan; no discussion; approved 6-0-1
- c. Shauna motions for Roy to hold vice chair position; second by Alan; no discussion; approved 6-0-1
- d. Shauna motions for Leah to hold secretary position; second by Alan; no discussion; approved 6-0-1
- e. Bylaws to stand as is; should be updated about every 5 years but done within last 2 years

**5. Meeting Minutes/Review and Approve:**

- a. October 2023 – Jon motions to approve; second by Roy; approved 7-0-0
- b. November 2023 – no minutes; canceled d/t lack of quorum
- c. December 2023 – no scheduled meeting
- d. January 2024 – Roy motions to approve; second by Jon; approved 7-0-0

**6. Budget/Money Collection:**

- a. Donna will be our contact at the Town Hall for all budget needs; submit all invoices, W-9s and other documents and she will push where appropriate
- b. Bill advises that there are two large donations to OHD this year: The Beede Group donated \$7,500; Republic donated \$1,000
- c. Approved budget from the town: \$40,000
- d. Approximately \$8,000 from OHD trust to be transferred to budget for 2024 OHD
- e. Warrant article for approximately \$2,300 collected from 2023 OHD to be moved into 2024 OHD budget pending March vote
- f. 2 current invoices pending payment – will send to Donna
  - i. Pete's Sewer \$690 – approved at last meeting
  - ii. DJ – Roy was able to reserve a local DJ, George Whitehouse, out of Salem, NH who is willing to DJ the Decades Dance on Friday night. He has sent an invoice for \$599 for 6pm-11pm at the Fish and Game. He will set up prior.
    - 1. Unclear if DJ will need to fill out a W-9 as he is charging less than \$600.

2. There may be a price change if he does need to complete a W-9. Roy will reach out and advise of W-9 and check if price changed based on that.
  3. Alan motions to approve hiring DJ as long as the cost remains between current quote of \$599 and \$750. Erica second. Discussion: Alan would request clarification as to whether a vendor needs to complete W-9 if < \$600 and when a 1099 is issued; approved 7-0-0
- g. Reviewed Purchasing Policy (Donna)
- i. All vendors will need to fill out a W-9
  - ii. Any expenditure costing \$501 or more will require a purchase order to be submitted for approval
    - a. \$0-2,500 – approved by department head
    - b. \$2,501-25,000 – requires 3 quotes/bids for submission for approval
    - c. Some leeway with vendors who are already established with the town and getting them approved
  - iii. Donna will verify with Laurie that emailing invoices along with W-9s will be sufficient; will also verify COI needs
- h. Jon will reach out to Jason Paradis re: quote/invoice for Saturday OHD
- i. Racetrack was a big hit last year. The quoted cost for 2024 is \$2,500 (same as last year). Roy motions to approve the above cost for the racetrack and Erica second. Approved 7-0-0.
- j. Money collection:
- i. Shauna has been researching and Eventbrite is user-friendly and allows multiple options for menus. At the end of ticket/vendor sales, the balance can be transferred to an account or a check can be cut. Shauna is going to verify the cost of use for the platform and will follow-up for vote at next meeting. Thus far estimated cost is somewhere between \$159-\$250 per month. Would need to have open from March to June.
  - ii. Alan asks for clarification as previous discussion at BOS meeting is that intake from ticket sales will be used to offset cost of Decades Dance and all that it entails. Bill acknowledges/agrees and will look into how to move forward with that.

## 7. Subcommittee Updates:

- a. Road Race (Bob) – Will be sponsored by the 65+ Road Runners, who sponsored last year. T-Shirts being made – hoping to include 275 and 75 on the sleeves – working with Atkinson Graphics; no longer able to advertise in The Carriage Town Newspaper as they have stopped distribution – will utilize Facebook and email blasts for town.
- b. Parade (Shauna, Alan) – Kate supplied spreadsheet with contact information. Thus far have 3 bands that have reached out to book. Will follow-up with them and reconvene re: the parade.
- c. Vendors (Leah) – Will work with whatever platform we decide for vendor site sales. Discussed that in previous years, the Temporary Food License fees have been waived for food vendors, as they are paying for vendor spots at OHD. Last year, they were required to pay both the vendor fee and the license fee because it was not approved again by the BOS. This year, we have increased fees to hopefully have one payment that the Health Department can take a portion of. Would need to clarify how to move funds from OHD to Health Department. Also discussed possibly extending the temporary license to include Thursday, Saturday and Sunday (if the Lions wish for

vendors to be part of their event). Jon and Bill will discuss further and have a conversation with Pat.

- d. Entertainment (Shauna, Roy, Jon) – Jon will address at the F+G Thursday meeting re: Fish and Game invoice for Decades Dance. Will get update about cost vs donation. Date already secured. Legal capacity of F+G 350 people. Secured DJ, location and will address platform for sales.
- e. Contests (Shauna, Roy)- Will continue with the beard contest (looking for alternate sponsor). Baby contest still on. Historical Society to take on the Trivia contest – will utilize OHD for prizes.
- f. Commemorative Items (Erica) – will define if Historical Society doing or if local company will run it. Will work out details.
- g. Car Show (Jon) – working with Rick Pierce and reaching out to Blinn’s family to see if they want to help take on the show. Will be along Main Street as it was last year and cars will participate in parade, as well. Will require \$250 for car show prizes. Roy motions to approve \$250 toward car show prizes, second by Alan. No discussion. Approved 7-0-0.

**8. Other Business:**

- a. Lions Club will be having their 75<sup>th</sup> anniversary event at Terra Farms on Sunday, June 23<sup>rd</sup>. Event is open to public. No fee for entry but will have to buy tickets for beer. Bite the Bullet will be performing. Will have activities including Cow Paddy Bingo. Will help with advertisement.
- b. Fireworks: American Thunder is working on Fire Safety protocol with the Fire Department. High School reservation request in process. In the past, have had the Timberlane Community Band play. Will consider and address at a later date.
- c. Leah to communicate with FoPR re: Candy Bar Bingo on Thursday night at Family Night.
- d. Shauna received information from Miss Jen at the library re: contacts for children’s entertainment. Will reach out.
- e. Will have an art table at family night. Plans to be finalized soon.

**Next Meeting(s):** Wednesday, March 6, 2024, 6:00 PM, Location TBD

**Adjourned:** 7:24 PM