

# Old Home Day Committee

## Meeting Minutes

**Date/Time:** Sunday, April 10, 2022, 5:30 PM

**Location:** Plaistow Town Hall Annex, 14 Elm Street, Plaistow, NH

**Call to Order:** 5:30 PM

1. Attendance:
  - a. Members: Shauna Manthorn (Chair), Leah MacKean (Secretary), Jennifer Gusler (Recreation Director), William Coye (BOS Representative), Kate Sherman-DeRoche, Jennifer Bird
  - b. Public: Roy Walling III, Dawn Williams, Maryann White
  - c. Guest: Dan Garlington, Plaistow Highway Department
  - d. Absent Members: Keith Zibolis, Kristin Zibolis, Christina Cruz (as discussed), Bob Fairhurst
2. Introductions and Review of roles and subcommittees:
  - a. Introductions completed
  - b. Oaths for Roy, Dawn and Maryann coming
  - c. Advised CORI checks need to be completed (paperwork and fingerprints)
  - d. To be addressed: currently an Employee Social Media Policy – to be adjusted to cover volunteers and signed
  - e. Voting/Appointment of Vice Chair to be done at 5/1/22 meeting
3. Approval Minutes: April 3, 2022 (Kate 1<sup>st</sup>/Jen 2<sup>nd</sup>) approved 5-0-0
4. Public Comment: push public relations; share; encourage participation
5. Road Race Subcommittee:
  - a. Bob w/ help from Lions Club Members
  - b. like and share; advertised in a runner's magazine
6. Vendor Sub-Committee
  - a. Christina, Leah, Jen Bird
  - b. Entertainment: Dawn spoke with Roller Derby and awaiting response - sounds like they will be there; looking to include a local Dojo to do a show; reach out to local dance schools, as well; Dan Garlington will contact Busby to coordinate the trailer and tent
  - c. Craft Fair Vendors: seven confirmed reservations (list provided to Leah); will need to create an updated map; assigned spaces and assigned set up times (limit time allowed to park at Town Green d/t need for space); create rules and regulations for site requirements; parking for vendors will be at Pollard School
  - d. Food Vendors: Kate has spoken with a food truck (not available) – potentially reaching out to other food trucks; has dropped off application with New Wave; need to push for more food vendors; Christina has obtained a list from Denise about participating vendors in the past
7. Parade Sub-Committee
  - a. Mary, Dawn, Kate
  - b. Letters created; may have one for non-paid involvement and one for paid involvement
  - c. List of previous parade participants reviewed
  - d. Confirming insurance needs with the town before sending out letters
  - e. Previous Year line-ups: West Pine for floats/vehicles, East Pine for Fire/Police/Emergency (will discuss with fire/police to determine if alternate location), walkers at Post Office, Highway Dept/Shriners at Library
8. Children's Parade Discussion – table due to time restraints
9. Car Show Sub-Committee
  - a. Will discuss at next meeting
  - b. No car show advertised as of yet

10. Volunteer Sub-Committee

- a. Kerry Patles (alternate), Dawn
- b. Contacting school volunteers; still need many further volunteers
- c. Subcommittees need to present their needs to Kerry as soon as possible

11. Other Business

- a. Jenn/Shaina to contact NH DOT for permits to close roads for road race, OHD, parade
- b. Will invite Chief Knutsen to next meeting to discuss Plaistow Fire Department involvement/needs
- c. Jenn meeting with Officer Anthony LaRosa of the Plaistow Police Department tomorrow to discuss their involvement
- d. Tents/Stage/Side Walls ordered \$1605/grand total thus far \$14000
- e. Friday night 6/17/22 – Friends of Plaistow Recreation are doing Candy Bar Bingo as a lead into OHD; tent ordered and being delivered on Thursday; Dan will take lead on coordinating with Grand Rental

**Next Meetings:** all meetings to be held at 5:30 PM in the Recreation Office located inside the Town Hall Annex at 14 Elm Street, Plaistow

- Sunday, May 1<sup>st</sup>
- Sunday, May 15<sup>th</sup>
- Sunday, June 5<sup>th</sup>
- Sunday, June 12<sup>th</sup>

**Meeting Dismissed 6:36 PM**