

Old Home Day Committee

Meeting Minutes

Date/Time: Sunday, May 1, 2022, 5:30 PM

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

Call to Order: 5:32 PM

1. Attendance:
 - a. Members: Shauna Manthorn (Chair), Leah MacKean (Secretary), Jennifer Gusler (Recreation Director), William Coye (BOS Representative), Jennifer Bird
 - b. Public: Roy Walling III, Dawn Williams, Maryann White, Kerry Patles, Lisa Aguirre, Dan Aguirre
 - c. Guest: Plaistow Fire Chief, Chris Knutsen
 - d. Absent Members: Keith Zibolis, Kristin Zibolis, Kate Sherman-DeRoche, Christina Cruz (alt), Bob Fairhurst
2. Introductions and Review of roles and subcommittees:
 - a. Introductions completed
 - b. Oaths completed by Roy Walling III (alt), Maryann White (alt), Kerry Patles (alt), Dawn Williams (alt)
 - c. Alternates given ability to vote given member absences
 - d. Motion to remove Keith Zibolis and Kristin Zibolis from committee given no call/no contact/no show for 5 weeks and four meetings - (Kerry 1st/Leah 2nd) approved 7-0-0
 - e. Roy Walling III moved to member (Kerry 1st/Leah 2nd) approved 7-0-0
 - f. Dawn Williams moved to member (Leah 1st/Roy 2nd) approved 7-0-0
 - g. Vice Chair position open – motion to have Roy serve position (Kerry 1st/Leah 2nd) approved 7-0-0
3. Approval Minutes: April 10, 2022 (Bill 1st/Roy 2nd) approved 6-0-1
4. Public Comment: none
5. Road Race Subcommittee:
 - a. Bob w/ help from Lions Club Members
 - b. Paperwork submitted to Greg Colby, Town Manager; will then be presented for approval by the Interim Police Chief and then submitted to the DOT for road race road closures
6. Vendor Sub-Committee
 - a. Christina, Leah, Jen Bird
 - b. Leah to measure Town Green tonight; need to create a map
 - c. Atkinson also has a crafting event same day as OHD; will work in conjunction
 - d. Christina created a rough draft e-mail confirmation to be sent out to the appropriate vendors; will need some adjustments
7. Parade Sub-Committee
 - a. Mary, Dawn, Kate
 - b. Have discussed with the Lions Club for input; many e-mails have gone out
 - c. Costs to have some parade participants have gone up due to the need to complete tax forms for the town
 - d. As OHD now falls under Recreation, Friends of Plaistow Recreation will be taking donations to put toward the parade; 501c3 to allow for tax write-off; will then funnel back to the parade
 - e. Continue to work on the insurance aspect and obtain quotes
 - f. Lions Club donation of \$1000 toward parade – Thank you for your continued support!!!
8. Children's Parade Discussion – will plan an update at 5/15/22 meeting
9. Car Show Sub-Committee
 - a. Members who were interested in running car show no longer part of the committee
 - b. Will continue to talk to local contacts to see if someone available to coordinate on day of OHD
 - c. May incorporate cars into parade

- d. Not ruled out as of yet
- 10. Volunteer Sub-Committee
 - a. Kerry Patles (alt), Dawn
 - b. Has reached out to school and clubs
 - c. Looking to do shifts
 - d. Subcommittees need to present their needs to Kerry by next meeting
- 11. OHD Event Day Safety Discussion with Plaistow Fire Chief Knutsen
 - a. Department of Emergency Management to run safety
 - b. Following FEMA guidelines
 - c. Will create and IEP for the day; all heads of committees to be included
 - d. Need to follow weather and have contingency plans
 - i. Wind – how to work with tents/umbrellas
 - ii. Thunder/lightning – how to communicate with public about clearing area in case of lightning strikes in area
 - e. Fire Department will have staff assigned for the day to the event; will have a First Aid Station/Safety location; will coordinate to have located with the OHD Command Center/Information Center (gazebo)
 - f. Will need electrical inspection to ensure things are appropriately plugged in and grounded to prevent potential injury or fire
 - g. All food vendors that have “grease” cooking will need to be inspected by fire department; ensure they have appropriate fire extinguisher (Class K); if needed, will see if we can “borrow” from Fire Department vendor
 - h. Will discuss further the needs of vehicles to block of streets appropriately
 - i. Larger vehicles needed for the back of the parade; will discuss with Highway Department about putting a dump truck toward the back (as was discussed previously)
 - j. Discussion about Code Red system for notifications
- 12. Other Business
 - a. T-Shirts on order; neon yellow for OHD Committee members
 - b. “Sponsor a House” – plan to obtain donations to purchase children’s playhouses that can be raffled off encouraging the theme of “Friendly Neighbors”
 - i. Looking for 3 houses
 - ii. Discussed reaching out to local realtors/real estate companies to sponsor a house
 - iii. Can allow them to mark the house with their sign
 - iv. Houses online go for \$130-\$180
 - v. Raffle to be drawn around 12 PM
 - vi. Discussed potentially moving the houses onto a flatbed for OHD parade float and allowing winners to ride in the parade on the float
 - c. Will start advertising on Facebook for face painting, temporary tattoos, henna vendors

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 15th

Sunday, June 5th

Sunday, June 12th

Meeting Dismissed 6:43 PM (Roy 1st/Leah 2nd) 7-0-0