

Plaistow Old Home Day Committee

Meeting Minutes

Date/Time: Tuesday, February 21, 2023 6:00 PM

Location: Plaistow Town Hall, 145 Main Street, Plaistow, NH

Call to Order: 6:05 PM

1. Attendance
 - a. Present: Shauna Manthorn (Chair), Leah MacKean (Secretary), Bill Coye (Board of Selectmen Liaison), Bob Fairhurst, Maryann White
 - b. Absent: Roy Walling (Vice-Chair), Jen Bird, Kate Sherman-DeRoche, Dawn Williams
 - c. Christina Cruz has given her resignation – we thank her for her abundance of town knowledge and amazing willingness to help as she has been able to!
2. Introductions: N/A
3. Public Comment: N/A
4. Meeting Minutes/Review and Approve
 - a. November 2022 – approved 4-0-1 (per email voting)
 - b. December 2022 – N/A
 - c. January 2023 – approved 4-0-1 with edits:
 - i. Add “Town-Appointed Liaison” to Recreation Director’s title
 - ii. Clarify Jen Bird vs. Jenn Gusler under Raffle section
5. Communication – OHD email address and Facebook Page
 - a. Email
 - i. Roy and Shauna have created a schedule to monitor emails routinely
 - ii. Folders created for subcommittees – Vendor subcommittee will primarily use this; emails will be moved to the folder and text alert sent, if able
 - iii. Parade to continue to utilize direct email communications as they have been
 - b. Facebook
 - i. Will continue to use for advertisement
 - ii. Share any updates from subcommittees
 - iii. Easiest to share certain things by PDF or picture
 - iv. Scheduled rotation of posts to go out
 - v. Consider encouraging warrant article closer to voting day
6. Budget – must wait until after voting on March 14th; working on estimated costs of “must have” activities as previously discussed (see January meeting minutes)
 - a. Fireworks – have been advised that the price will be higher than last year
 - b. Port-a-potties are confirmed/scheduled
 - c. Dumpsters – scheduled
 - d. Caricaturist – reserved

- e. DJ Rick O'Shea – have reached out; awaiting response
- 7. Fundraising – Plaistow Lions Club Meat Raffle in conjunction with Friends of Plaistow Recreation at the American Legion on Saturday, March 11th 6-8 PM
 - a. Lions Club will buy the meat (? McKinnon's)
 - b. Need to coordinate raffle baskets, alcohol, other raffle items
 - c. Will need manpower
- 8. OHD Theme
 - a. Will discuss further but need to come up with a theme
 - b. Have thrown out a few ideas – potentially green theme
- 9. Subcommittee Updates:
 - a. Road Race
 - i. New England 65+ Runners Club – race support at Silver Level
 - ii. Shirts ordered (brown)
 - iii. Emily from ServPro has reached out to get involved
 - iv. Working on DOT for road closures
 - v. Will share registration link on Facebook page
 - b. Car Show
 - i. Rob West is still willing to be involved
 - ii. Shauna will text him for further discussion
 - iii. Roy is going to talk with the funeral home to see if there is any interest in helping with the car show/allowing their lot to be used
 - c. Contests – no updates other than Roy attempting to touch base with The Barber Smith
 - d. Vendors
 - i. Need to get onto My Rec to figure layout and application
 - ii. Will keep rates the same as last year
 - iii. Working to have food vendors give dimensions
 - iv. Will email Pat Kiley to discuss how he would like to handle food vendor applications and approval
 - e. Entertainment
 - i. Booking games on hold
 - 1. Researching different prices and different companies
 - 2. Games actually cost \$990 last year, not discussed \$600
 - 3. Researching alternate blow-ups to have an different variety
 - ii. Fireworks
 - 1. Awaiting further information
 - 2. Will need to fill out paperwork for use of school property
 - 3. Discussed potentially having the Timberlane Community Band play vs finding a way to have a radio station play along; may save the money and use elsewhere; would like to have food at the event
 - 4. Will work with Pat Kiley and the school to determine if we are able to offer vendors that were already approved for the day's events
 - f. Raffles

- i. Working with vendor donations
 - ii. Working to obtain outside donations
 - iii. Try to include adolescent-appropriate items for raffle
 - iv. Looking into Trex benches again, Lil Tykes, Power Wheels
 - g. Parade
 - i. Kate has already sent letters; awaiting responses
 - ii. Working on bands/musical entertainment
- 10. Other Business
 - a. Cornhole Tournament
 - i. Would be at Fish and Game, run by them
 - ii. Plan for Saturday, late afternoon
 - iii. Company comes in with equipment, sets up, runs it, charges fee, proceeds split between company and fundraiser (unsure of percentages)
 - iv. Fish and Game will take proceeds from bar
 - v. FOPR/OHD will take proceeds from tournament
 - b. March 21st meeting – plan to go down to Town Hall basement, clean storage and determine what signage/prizes and other items are down and available
- 11. To-Do List for Town-Appointed Liaison (each item to be emailed to TAL per TAL's request)
 - a. Invite Department Heads to April meeting
 - b. Follow-up with DOT application (currently with Greg Colby)
 - c. Follow-up re: fireworks
 - i. Create checklist of needs for Fireworks
 - ii. Clarify rain date
 - iii. Book school district
 - iv. Verify fire needs with fire department

Next meeting(s): Meetings will be held at Plaistow Town Hall, 145 Main Street, Plaistow

Current planned meetings (subject to change):

- Tuesday, March 21, 2023 at 6:00 PM
- Tuesday, April 18, 2023 at 6:00 PM
- Tuesday, May 16, 2023 at 6:00 PM
- Tuesday, June 13, 2023 at 6:00 PM

Dismissed: 7:35 PM