**Plaistow Old Home Day Committee**

**Meeting Minutes**

**Date/Time:** Tuesday, June 6, 2023 6:30 PM

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

**Call to Order:** 6:35 PM

1. **Attendance:**
	1. Present: Shauna Manthorn (Chair)v, Roy Walling (Vice Chair)v, Leah MacKean (Secretary)v, Maryann Whitev, Kate Sherman-DeRochev, Matt Hillv, Jon Gifford (BOS Liaison)v, Tammy Bergeron (BOS Alternate Liaison), Derek Travers (guest)
	2. Absent: Krista Hill (excused/alternating with Matt), Alan Davis (excused), Bob Fairhurst (excused), Jen Bird (no communication), Jenn Gusler (Recreation Director, Town-Appointed Liaison)
2. **Introductions:** Derek, Plaistow Fire Dept. Juniors Program
3. **Public Comment:** N/A
4. **Meeting Minutes/Review and Approve** – May 30th meeting minutes; fix Shauna’s name under Entertainment piece; approved 6-0-1 (Roy 1st/Kate 2nd)
5. **Membership updates:** Krista Hill will sign oath next available with either Jon or Tammy; discussion with some friends about joining committee next year
6. **Budget – updates:**
	1. Entertainment
		1. Race Track – FoPR; race track will be set up hopefully in the D area; will shut down for rain but will be dried and back up and running pretty quickly if it does rain
		2. Face Painter – FoPR; will add a third face painter
		3. Vertical Entertainment – TOWN – TAL to ensure check sent
	2. Supplies and Other
		1. Boy Scouts Troop 18 event and fireworks clean-up – TOWN
		2. Prizes – Kate will buy and reimburse
		3. First Student – TOWN will be billed after event
	3. TAL – send updated invoices (paid and outstanding)
7. **Incident Plan Update:**
	1. Working closely with Plaistow Police Dept.
		1. May require extra details next year; will check details this year given car show/moving vehicles
		2. Contract states no ETO approval for scheduled town’s Old Home Day, not a specific Saturday – considering changing from 3rd to 4th Saturday next year due to 5 Saturdays and school schedule/calendar; police agreeable just need to know in advance
		3. Discussion re: Hawkers and Peddlers License – not needed for OHD
	2. Road closures are the same
	3. Car Show admittance, moving cars
	4. Send contacts to Emergency Management
	5. Will finalize update with Incident Plan
	6. Verified TAL will not be present for event; will list Jon Gifford as TAL for day for communication and Incident Plan purposes
8. **Subcommittee Updates:**
	1. Road Race – No change
	2. Car Show – No change
	3. Contests – No change
	4. Vendors
		1. Closed registrations (full); removed registration access and printable application from site
		2. e-mails with site/drop-off times to be sent out by 6/10
		3. Food vendors being charged for food license $50 on top of $60 vendor fee; will consider any changes that need to be made for next year
		4. Will place NH Fish and Game with street access for trailer with green space in front (section E)
		5. Electricity only available to those who have signed up; need the outlets for games/blow-ups
	5. Entertainment – see budget
	6. Raffles
		1. Will do same as last year
		2. Have boxes, pens, raffle tickets
		3. Update raffle list
		4. Have two Little Tikes Cozy Coupe Cars (donated by Bill Coye and Leah)
		5. Kids enjoyed the play houses last year – will buy three more through FoPR (Leah/Kate)
	7. Parade
		1. Fire Trucks – Derek
		2. American Legion – will have some bikes and their Honor Guard (Post 34 American Legion Riders)
		3. Will hand out flags (Exchange Club and/or American Legion)
		4. BOS – will walk and use Jon’s golf cart
		5. Sherriff’s Department
		6. Scouts (Cub, Boy, Girl) - all invited
		7. Lion’s Club – will have a few different parts in parade; Kate will coordinate with Dana
		8. Blinn’s Auto
		9. Kid Governor
		10. Jon will use tractor to pull OHD committee
		11. Plaistow Highway Dept will be last in parade
		12. Methuen Construction is ???
		13. Need Volunteers for:
			1. Shuttle at 1230 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
			2. Library 1245 – Matt Hill to help get kid into parade; will need to stop parade at a certain point to let walkers in; will walk with softball team
9. **Other Business:** Thank you to Jamie (Beaulieu Creative) for donating lawn signs with donor information on them and for doing T-Shirts for the OHD committee!

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

 Current planned meeting (subject to change):

* Tuesday, June 13th at 6:30 PM

**Dismissed:** 7:48 PM