

## West Newbury Bicentennial Committee Minutes

March 12, 2019

The meeting was called to order at 6:05 pm in the Second Floor Meeting Room. All Committee members were present.

The minutes of the meeting February 26<sup>th</sup> were accepted as amended.

### **Old Business**

Judith Gregg distributed the Treasurer's Report for review by the Committee.

KC distributed Certificates of Appreciation for partners in the Gala and Town Birthday Party for review by the Committee. Thank you notes will be sent to vendors and volunteers for the birthday weekend events.

KC and Cindy Sauter discussed the groundwork that has been done to prepare for publicity and for the event program. The possibility of a web site was also discussed. A working group will be formed.

### **Field Day**

- A possible crafts fair as part of Field Day was discussed. It was decided that publicity to invite craft fair vendors would state that West Newbury residents would be considered first, but other towns might also be invited.
- Steve Swallow presented a schematic of the Pipestave recreation area for the purpose of positioning tents for the field day event.
- Greg Garnache led a discussion around the location of pop-up tents, first aide, water stations, children's areas. There are 3 areas around paddock #1 which could serve as a place for either craft vendors or food. The narrow alleyway between paddock #1 and the parking lot could also be used for craft vendors as long as there was at least 5 feet between each tent for walkway; this area was designated as area #3. On the road side of paddock #1, there is an opening (approx. 80 feet) that could have tents set up along the perimeter; this was designated as area #4. Paddock #1 would have most activity. Paddock #2 would be set aside for children's activities. Toilets will be set up on the gravel area near the DPW. A band tent and beer garden tent will also be set up.
- The main tent was quoted at \$19,789.90 by Events for Rent in Peabody. Judith Gregg distributed a comparison of proposals presented by Exeter Tents (@ \$26,688). After careful review and discussion, the Committee voted to accept the proposal as presented by Events for Rent. The third vendor, Seacoast Tent, could not accommodate tables and chairs and therefore this vendor was disqualified.

- Greg brought up the issue of having adequate shade since July can be a very hot month. Judith distributed pictures of the interior of the large tent which will be set up with benches to insure people have a place to get out of the sun and relax.

### **New Business**

Jocelyn Fassett created a master budget spreadsheet in Google Docs for the Field Day event and Committee members conducted a line-by-line audit of budget estimate versus updated costs as bid.

The West Newbury Cultural Council has commissioned a quilt in honor of the town's 200th year since incorporation on February 18, 1819. In a nod to local Enoch Noyes, whose historical contribution includes bringing the comb industry into America, the Cultural Council has commissioned quilt artist and nationally recognized designer, Amy Friend, of West Newbury to create a comb-themed quilt. KC Swallow will reach out to the WN Cultural Council to inquire whether a second quilt is a possibility.

### **Old Business continued**

Steve Swallow moved to reduce the number of Red Sox tickets for WN Day at Fenway from 140 to 110. The motion carried by a majority vote.

Steve also moved that he be appointed to contact the West Newbury Riding and Driving Club to discuss their possible participation in and enhancement of Field Day. The motion carried by a majority vote.

The next meeting is scheduled for March 19th. The Committee voted unanimously to meet weekly until further notice. The meeting adjourned at 8:25.

Respectfully Submitted, Cindy Sauter