

# West Newbury Bicentennial Committee Minutes

June 4, 2019

The meeting was called to order at 6:00 pm in the Second Floor Meeting Room. Committee members present: KC Swallow, Steve Swallow, Greg Garnache, Judy Gregg, Krystelle Griskiewicz, Jocelyn Fassett, Cindy Sauter.

The minutes of the May 21 meeting were approved as amended.

## **Old Business**

### **Report on Action Items**

Committee members presented progress on all action items. Judy Gregg shared the budget to date. Committee members were asked to report back on the budget line items for the following:

- KC reported on procuring water (2000 bottles) for the event.
- KC also reported that she and Steve will be speaking with a reporter for the Newburyport Current for an article covering the event.
- Greg reported on the commemorative booklet; it is print ready.
- Greg reported on the ice cream social. Arrangements for food have been made. Volunteers are still needed for the event.
- Greg reported on the bands that have been procured for the event. He is working with the sound man and electric requirements.
- Greg reported on the need for volunteers for band set up and band take down. He estimated that approximately 10 volunteers would be needed.
- Steve reported on parking concerns for the larger events. Various options for bands, artisans, food vendors etc. were discussed. The general public will most likely be sent to the remote parking and vendor parking will be designated. Volunteers are needed for parking logistics.
- Steve reported on parking alternatives that have been investigated. Dunn Field is not in good enough condition to serve as a remote site. Page School is an excellent spot with 280 spots (approx.) available for parking. There are 75 to 100 spaces available at Mill Pond.
- The Committee discussed the need for buses to shuttle from remote parking.

## **New Business**

### **T-Shirts**

At previous meetings, the Committee discussed options for t-shirts. It was decided that a local vendor (in Haverhill) would be used because of their quality product and favorable pricing. There was discussion around the colors of t-shirts for staff, volunteers, etc. There was also discussion around the design for the shirts. Because the logo is so expensive to reproduce on t-shirts, alternatives were discussed that did not require excessive set up costs. Krystelle will visit the t-shirt vendor to finalize design before the next meeting. Cindy shared a design idea for T-shirts. The Committee voted unanimously to have Krystelle and Cindy investigate the idea.

## **Newsletter**

Cindy took on the job of preparing the newsletter that Angus Jennings offered to send out to the town.

## **Mill Pond Service Day**

Krystelle shared metal bench ideas for Mill Pond. The benches would be available to citizens of West Newbury with commemorative plates. Steve said that the Mill Pond Committee was very enthusiastic about having the assistance of the Committee. Trail markers were also discussed. Cindy will look into the price/logistics/ordering instructions for the benches.

## **Field Day**

Krystelle reported on discussions with experts in creating games for field day events. She also discussed conversations around what might be available for sale at the Bicentennial table: fifes, note cards, t-shirts, flags.

Judy reported on the progress of collecting W9 forms for the various expenses. Greg is getting W9 forms and invoices from the bands and is keeping a spreadsheet of available documents.

The Committee discussed food plans for Field Day. The food will be free of charge. Steve will check with the Fire Department to make sure that the cooking services are being donated. Glenn Kemper is providing refrigeration equipment. Judy is checking on power needs for cooking, freezers, etc.

## **Old Fashioned Dance**

Steve reported on outstanding questions around the old-fashioned dance, including line dance instructors. The band is set. Judy is following up with a dance instructor from Merrimac.

Steve is following up with Ipswich Ale and American BBQ to determine whether there are power requirements.

## **Tickets**

Tickets for the various events were discussed. It was decided that tickets would be made available at town hall. Cindy will begin publicity on Facebook immediately and Steve is having tickets printed.

## **Fenway Park**

Updates on ticket sales are pending. The bus decision has to be made soon. Cindy will do a publicity push to let people know that the new deadline is June 15<sup>th</sup> to buy tickets with bus, or the second bus will need to be cancelled. A decision will be made based on feedback from the town.

## **Meeting with Town Officials**

Steve reported on his meeting with the WN officials from DPW, Police and Fire Department. Parking rules were discussed for inclusion in the newsletter. Jocelyn and Steve will work on wording. Insurance requirements were also discussed at the meeting. Steve is checking with American BBQ and Ipswich Ale to determine the levels of insurance that they carry.

The next meeting is scheduled for Tuesday, June 11.

The meeting adjourned at 8:15 pm.

Respectfully submitted,  
Cindy Sauter