

**West Newbury Bicentennial Committee**  
**Wednesday, June 26, 2019**

Second-floor Hearing Room  
318 Main Street

Meeting called to order at 6:13 pm

Committee members in attendance: KC, Steve, Greg, Krystelle, Judy, Jocelyn  
And Angus Jennings, Town Manager

**Old Business**

Minutes from the WNBC meeting on June 18, 2019, were approved as amended.

- The town sent out an email calling for volunteers that did help - we are set for the breakfast, ice cream social and dance, but we still need help for Field Day.
- Angus will send out an email to committee chairs and solicit volunteers for Field Day
- The G.A.R. library is opening their bicentennial exhibit tonight as a preview. The exhibit will be open in July and August.
- Reviewed the current budget sheet Judy has worked out with the town. We have until July 15th to close out the Fiscal Year Budget with the town and warrant. Need to review the expenses from the WNBC vs. the Town Manager Expenses and make sure the journal/ledger is accurate and updated.
- Nunan's flowers were put up through town to celebrate the Bicentennial. This is a gift to West Newbury for the Bicentennial! Garden Club and DPW have been talking about doing this as a regular event each year.
- Chiller Photography is willing to sell a discount on frames for the Trish Mansfield print. We can sell these in the WNBC tent.
- Cindy has developed posters/online content that we can post to social media. Do we need versions that are for print/posters? Cindy can send the PDF to Angus with the dimensions and it can be printed at the Plotter Printer. Goes up to 24x36!
- Angus can arrange to have the electronic sign out in front of Safety complex to have messages about events. The sign can do a lot more than we're currently using it for (LED lights, etc.)
- Service Project for Mill Pond -- we are going to table this until after the week of events in July and work into the closing ceremonies in October.

**Reports on Action Items and Punch Lists**

**Opening Day (Ceremonies, Pancake Breakfast, Town Picture) (July 6th)**

- The town could do set up for the pancake breakfast. WNBC needs to manage the breakdown.
- Fire Company has arranged for the honor guard at event. The national anthem is taken care of.
- Special proclamations/mementos for dignitaries?

- Cultural council will pass out combs for kids to be handed out to decorate to bring to Family Field Day
- The town will set up mic and sound for remarks from officials, podium for us. KC and Angus will update the facilities documentation for this.
- Robert Chiller will do a photo of the town and will make one big print for the town
- Angus spoke to Glenn Kemper about pancake breakfast; Glenn will be making an order for supplies and needs a final count and prep. The committee has estimated 400 attendees.

### **Ice Cream Social (July 9)**

- Greg has submitted all paperwork for the social and the DJ/music
- Public safety discussion to be held re parking for Ice Cream Social
- Between Long Hill Orchard and our volunteers, we should have enough people to serve/scoop!

### **What West Newbury Means to Me**

- Krystelle has ordered a police officer to help with traffic/parking
- We need to order water, lemonade, ice, etc. for the day of; Jocelyn to check out prices of water at Costco; will work with Krystelle to determine how much we want to purchase.
- Krystelle plans to have watermelon in addition to the cookies that we're ordering.
- Krystelle making arrangements for the custodian/janitor to help with clean up (we are figuring out set up). Meeting with Page School Principal.
- Krystelle spoke to Summer Rec - hoping to find volunteers for our events.
- Discussed the question "Where do the projects go after the event?" Will kids take them home? Otherwise, they'll stay at Page School and they can decide what to do with them.
- Kids made a wooden sign for the event; we could maybe re-use it at Action Cove.
- There is a beautiful quilt by the kids with the vegetation of West Newbury - could we put it up at the field day in the WNBC tent?
- Kids have made a book and we want to sell it
- There is a quilt that residents are signing at the quilt shop in town. KC to help publicize this.

### **Old Fashioned Dance (July 12)**

- Amy Friend could act as the decorating chair and will bring help by way of her kids
- We need to sell tickets! Town sent a blast off; KC to drop tickets off at town hall for purchase.
- Angus will introduce KC to the new director of the G.A.R. Library -- hopefully, we can get the library to sell tickets to the country dance, too!
- Discussed selling tickets at both the Food Mart and Library on Saturday, June 29th morning. KC will try to be at the library on Saturday AM.
- We have to FOCUS on sales for this event. Get tickets now! Because they're limited! Push on social media. Ask retail outlets to sell these tickets for us - Nunan's, Nick's, House of Pizza, Barber Shop?

- Band, pro dancers all set up.

### **Field Day (July 13)**

- If we have parking lot attendees telling people where to park, we can maximize the space at the Page School and get more cars in there. We only have 2 volunteers right now!? And we need more.
- Angus would like to have a map and a game plan worked out prior to the event so we have information distributed to everybody (example: there has to be an open lane wide enough for an ambulance to the backfield at Page, b/c of medivac needs).
- We should ask Boy Scouts, Eagle Scouts, etc. for volunteers. There are some outages for the DPW staff, but there will be some help however that is TBD.
- CORI checks. Any/all volunteers that are involved with the town and events where they can come into contact with a child must be checked. Teresa Woodbury is certified in this process. The town will make this process as simple/painless as possible, but it has to be done. Set drop dead date is for July 8. Turnaround is typically 48-hours. Angus will send an email to the volunteers re CORI.
- With a 15 minute turn around between bands, we'll need help with moving bands and breaking things up and down.
- Krystelle going to reach out to church for their youth group to see if they will help on field day.
- Greg needs to get the requirements from each band for what they need for mic placement, sound instructions, etc. He will give to the sound team.
- Robert Chiller and Roxanne are available to come and take photos at Field Day (\$500). Need to discuss the overall budget before we make the decision to hire him. We could put the photos up online for people to check out.
- Glenn will be making an order for food supplies and needs a final count and prep. Committee has estimated 2,000 people for food through the event. Angus will send Glenn's number to KC.
- Republican Party Committee asked if they could hand out water (for free, but with their logo) at Field Day. We would like to give the Democrat Party the same opportunity! KC to reach out to party chair.
- T-shirts for sale at the event: waiting to get a proof back with the artwork. Once we have the artwork proof, we will be able to make the larger order. KG has done a deposit for the shirts.
- Jocelyn has done a draft of the run of show document; will work in emergency details, etc.
- Steve followed up with American Thunder for their W-2. No response, but will keep on them.
- Committee voted to sell note cards with Trish Mansfield prints on them in bundles
- Selling things at the field day - we need to make sure that the on-site police know we're doing this!

- On social media: Angus set it up so that we can get “RSVP” for an event, so we should be sharing and accepting!
- KC to contact Cindy re wine glasses
- Colonial Crafters that do woodworking - could be part of the vendor area doing demos. Cindy/Krystelle to book them for the event!

#### **Music & Movie Night**

- We are NOT serving any food for the band concert - that will be The Fire Company. We will have treats for the movie.
- License and movie rights request have been submitted. We can buy the movie ourselves.

#### **West Newbury Night at Fenway**

- We are going to cancel the second bus, and bring it down to 1 bus. We will sell the other tickets to those who do not want to ride the bus but want to join us at Fenway.
- Sell tickets at our WNBC booth for the Red Sox game, too.

The meeting adjourned at 8:45 pm.

Respectfully submitted,  
-- Jocelyn Fassett