

## West Newbury Bicentennial Committee Minutes

December 19, 2017

The meeting was called to order at 6:05 pm in the First Floor Meeting Room. All committee members were present. The minutes of the Nov. 2, 2017, meeting were accepted as amended.

### **Old Business**

#### Reports on Progress on Action Items

Nicole Francouer and Judy Gregg represented the Bicentennial Committee at the Chairperson Leadership Conference on Thurs., Dec. 7. The main focus of the conference was the Open Meeting Law and how it affects the workings of town committees. Nicole had sent a synopsis of the meeting to the committee and she and Judy provided us with the pertinent documents from the meeting. After brief discussion of the main points the committee concluded that we have been in compliance but should remain vigilant.

Steve and KC Swallow found that the Bicentennial Committee is responsible for the cost of police details at the various events which will add to our projected costs. More information needs to be gathered about the costs of liability insurance, usage and permit fees, trash removal, and legal fees. KC will try to get more information on these items for the next meeting.

Greg Garnache contacted the Pentucket Marching Band director about the possibility of their participation in the Second Line Band. They are not available in the summer months so other possibilities will have to be explored. We will have to make an effort to get in contact with our local musicians to determine their interest and availability for a number of events.

The other action items from the November meeting are still works in progress.

### **New Business**

The old business of the committee was temporarily suspended while we met with our invited guest, Jane Wild, from the West Newbury Historical Society accompanied by Betsy Ware. We began by briefly explaining the activities the Bicentennial Committee is planning to them. The West Newbury Historical Society is interested in raising awareness of the Society and its resources while participating in the bicentennial activities. They have a number of ideas for projects and activities of their own and had several suggestions about other possible activities that the Bicentennial Committee might sponsor. They are not interested in producing a new edition of the book "Images of West Newbury" but are open to other possibilities for a commemorative publication.

We had also invited Jim Tingley to this meeting to present some ideas for a logo design. Jim was unable to attend but gave his drawings to Greg Garnache who shared them with the committee. The committee discussed some possible modifications and we will continue the discussion at our next meeting. Finding a logo is a priority as we proceed to publicize the bicentennial celebration.

## **Old Business (resumed)**

The committee discussed our budgetary needs for the celebration and our pending funding request to the Finance Committee for the Annual Town Meeting in April. Since we will be requesting a sizable sum it is imperative that we make a compelling presentation at Town Meeting and have a solid rationale. We will also need to present concrete plans for attracting sponsors and fundraising activities. At our next meeting we will have to finalize our budget request which is due no later than Feb. 8 when the warrant closes.

### **Action Items:**

There are no new action items; all of the action items are ongoing.

Steve

- Contact the Department of Public Works and the Park and Recreation Commissioners about their participation and budgetary needs.

Greg

- Continue efforts to locate a Second Line Band

KC

- Speak to the Selectmen about liability insurance, permit fees, police details, trash pick-up and other hidden costs
- Discuss our worst-case scenario budget in context with our appropriation request at Annual Town Meeting and the budgets for previous celebrations.

Cindy

- Contact Zack Field about potential musicians for all of our events

Nicole

- Revise the Request for Funding application to two pages

Our next meeting will be on Tues, Jan 16, 2018 from 6:00 – 8:00 pm. The agenda is

Approval of minutes from last meeting

### **Old Business**

- Reports of progress on Action Items
- Continued Discussion of Budget/Appropriation Request
- Continued Discussion of Sponsorship/benefits

### **New Business**

- Interview by Jennifer Solis for the Newburyport Daily News
- Election of Officers
- Discussion of fundraising opportunities
- Discussion of school participation

The meeting adjourned at 8:02 pm.