

Amherst Fourth of July Committee Meeting Notes
Town of Amherst, NH
Thursday, June 22, 2023
Amherst Town Hall, Barbara Landry Meeting Room

Attendees:

Deb Polatchek
Kim Ayers
Cerise Bienvenue Boston
Tom Darnall
+15 community members

Call To Order

- Meeting called to order at 6:32pm

Meeting Minutes

- May 25, 2023 meeting minutes were approved

Housekeeping

- Deb asked everyone to put together check lists and contact sheets for their respective roles/jobs so we have a record to pass to next year's volunteers.
- Fire chief has informed the committee that we are required to inspect anything using gas for cooking, such as the hamburger grills used on the 4th.
- The Town of Amherst requires any booth selling food/drinks have a \$1M insurance policy and list the Town of Amherst as beneficiary. A few organizations had to purchase additional coverage to meet this requirement

Fundraising

- Peter Moran has created 3 new banners: Bangor, Ciardelli, Dovetail so we can acknowledge and promote our sponsors. The Committee has banners for the other donors from previous years.
- Anyone organization who donated \$250 and above will be featured on a banner.
- Ciardelli Propane Fundraiser was held Saturday, June 17. Unfortunately, we experienced a lower turnout this year. It is believed this was due to the colder than usual May and June we've been experiencing so not a strong demand for propane.
- Last year this fundraiser grossed over \$1000, this year the amount was around \$500.
- Deb proposed asking Moulton's Market if we could sell stickers and t-shirts in front of their store on a Friday night.
- Bruce from the Lions Club said they would have a booth at the upcoming Concerts on the Green Tuesday, June 27 where they will be selling popcorn. He invited the committee to bring t-shirts and sticker to sell at their booth.
- The Committee will order additional sizes XXL and small as these were requested from folks interested in buying t-shirts.

Treasurer's Report

- The committee received \$1800 more in donations this year than last year, including some personal donations.
- New expenses this year included a few new banners and T-shirts.
- In general, the budget is trending positive this year.
- Last year the budget was \$2500 in the red.
- The treasurer sent invoices to the town for checks to be given to the paid entertainment on the days of the event.
- Outstanding bills: Food needs to be purchased, UHAUL, trash pick up, Banners
- Petty cash: will go to Citizens to get a lot of \$1, \$2500 for seed money.
- Reimbursement process: keep receipts, send us scanned company, fill out expense report form (Tom is willing to fill out).
- Deb will send out form to the committee
- Town cuts checks about 2-weeks after receiving the reimbursement request

Logistics

- Truck for grills: Cerise's truck can't carry the grills.
- Reserved a UHAUL trailer, but it can't be detached.
- Discussed box truck vs trailer.
- \$144 for box truck spent last year.
- Need to pick up rental by 1:30 on Monday, return on Wednesday.
- Terri Behm has a closed trailer used by the HomeStarter charity which she thinks could be loaned to the 4th Committee. She will check with the board. It has a ramp so would be great for the grills, as well as for moving the tables, tents, freezers and other items from the shed to SHS and the Green the following morning.
- Items will be loaded from the storage shed at 3pm on Tuesday, 4pm set up at SHS. 11pm take down and reloading of the trailer/truck.
- Set up on July 4 on the Green starts at 7am.
- Deb, Kim, Cerise and Bruce will meet 11am on July 3rd to set up stakes at Wilkins and on the Green.
- Bins in the shed have been divided into items for the 3rd and items for the 4th.
- Paper goods have been purchased.
- Hannaford gave us 2 cases of water, will give us a \$2 discount on what we purchase
- We plan on having 1000 bottles of water and approximately 700 bottles of soft drinks for 3rd and 4th
- Gift cards from Market Basket and Shaw's will be used for soft drink purchases.

Food pricing

- The committee will not offer any quantity discounts this year.
- Drinks will be \$1 for water, \$2 for soft drinks.
- Pizza was \$3/slice, \$18 for entire pie last year.
- It was proposed that this year the whole pie should be \$22.

- It was suggested that we change to \$20 as this is easier, as no change will be required, and keeps with our goal to keep this family friendly event. It was agreed to go with \$20.
- Our cost is \$12 for cheese, \$13 for pepperoni.
- We will buy from Sal's for the 3rd, and from Moultons for the 4th.
- We will have 3 people cashing out and 1 runner getting the burgers and pizza.
- Drinks will be available at the food booth. There will be three separate locations to purchase water: near kids/artisans booths, information booth and the other next to the food booth.

Reviewing Stand: Parade Announcement and Dignitaries

- PA system will be run by 2 students.
- Reed Panasiti will meet us at Town Hall in the morning, help move equipment, set up speakers.
- Katherine Lockwood will be announcing the parade participants
- After the parade Reed Panasiti will lead the Pledge of Allegiance
- Kim Ayers will introduce the dignitaries to be recognized on the stand, thank the sponsors and volunteers, etc.
- SV Chorus will sing
- John Harvey will introduce the past citizens of the year

Parking

- CERT on the 3rd, handicap parking on the 4th
- George Bower is overseeing the parking at Wilkins school on the 4th
- The Boy Scouts have volunteered to help at Wilkins
- Would like to have a few more adults to assist.
- 7:30am start

Publicity

- Liz Boskee is a Social Media posting master!
- Jennifer Stover has been uploading stuff on town page.
- We will print flyers and posted around town.

Coordination with schools, DPW, FD, APD

- Wilkins: still need to coordinate chair pick up for the Green.
- DPW is ready to pick up, school just needs to know how many.
- Souhegan meeting is being scheduled Friday, June 23 or the following week
- FD all set.
- APD all set.

Bathrooms Locations on the 4th

- Brick school
- Town Hall
- Two porta-potties near the town hall
- We have published in many sites where the water and the bathrooms are

3rd

- Entertainment is lined up. No Roaming Railroad this year as vendor could not get the day off.
- ReMax hot air balloon is dependent on weather.
- Rain date for the fireworks is Sunday.
- Ice cream: It was discussed if we could ask Moulton's if they can store 1/3 of the ice cream for sales on the 4th.
- Rich and Lori Ashooh offered to let the committee plug in the freezers at their house after the fireworks as they are right across from the Green and the freezers could easily be moved in the morning.

Parade

- Parade line up was discussed.
- Antique Cars: George Coddington is expecting a good turnout. A few car owners have already offered to drive past Citizens of the Year.
- Need a barrier at Jones Road and a barrier to stop cars from parking near the green.

Green

- Green set up and breakdown: Kim, Cerise, Terri will oversee volunteers
- Puppy contest will be judged by Board of education
- Winners will be announce at the event and on the reviewing stand
- Folks don't need to register, they just show up
- Will get 3 little dog toy prizes
- George and Peter will hang up the flag on the green
- A total of 9 artists have signed up
- Terri had a list of artisans including blacksmith, beekeeper, Parker's Maple Syrup and spinning
- Terri will send a list to the committee and let them know which artisans need tables or chairs

Garbage Removal

- We have a student to move garbage to Brick School.
- Need someone to move from Brick School to Wilkins.
- Is there a way to move directly to Wilkins without intermediary step?

Booth setup

- Map showing locations of the booths on the Green was mailed to all the local orgs this week
- Locations have been organized categorically as in previous years
- There is only 1 spot left available.
- The hard cut off to register a booth is Sunday, June 25.
- Amherst Bike/Ped group has asked for a booth, but they still need to send in a form.

- The Amherst Democrats asked if they could start setting up their root beer booth the night before. It would be just the base, not the entire booth. A giant freezer and they have help and a truck on the 3rd.
- The committee felt they would need to get permission with the town first. Deb will check.
- Terry Reiber, Chair of the Amherst Republican Town Committee, asked to discuss the location of their booth.
- Dean Shankle informed the group that some emails had been passed back and forth between the Fourth of July Committee, Terry and Dean on this topic.
- Deb stated that the committee had made some adjustments to try and accommodate this request, which is not normally done this close to the event.
- Deb stated that since 2012 the Republicans have been at 38. That section of the Green is "Political Alley" where political booths have historically been located.
- All booth locations on the green are organized by theme/categories.
- The map has been recently updated and to squeeze in the booth numbers, it is not exactly to scale.
- Despite where it appears on the map, Booth 38 is actually right at the fork. The 3-4 Republican candidate booths are all grouped together next to the Amherst Republican Town Committee booth.
- The way it is now, there is room for folks to gather and talk about issues. If on the main corridor, there is no place to stand and talk as folks are trying to walk down the path.
- As a compromise the Fourth of July Committee moved 23 and 24 so that both Town Political Committees are on the same path, facing towards each other.
- Another member of the Amherst Republican Town Committee stated that as long as the Democrats booth is on one side, and the Republicans are on other, this is very fair.
- Lily Tang Williams booth will also be put with the Republicans
- Diane Layton Vice Chair expressed satisfaction with the compromise.
- Dean suggested that Terry contact the BOS about the space for the Republican Committee if he is not satisfied with the compromise offered by the Fourth of July Committee.

Adjournment

- George motioned to adjourn at 7:46, Kim seconded, the motion passed.