

**Town of Boscawen
Old Home Day
Boscawen Municipal Complex
Meeting Minutes
Monday, July 17, 2023 at 6:00 PM**

Present: Polly Dawson - Chair, Gary Tillman, Beverly Lacey, Kim Kenney

Excused: Matthew Burdick—Ex-Officio

Guests: Katie Phelps—Town Administrator

Chair Polly Dawson opened the public meeting at 6:00pm.

Roll call completed by Chair Dawson.

Minutes:

Mr. Gary Tillman motioned to approve the 06.19.23 Old Home Day draft minutes as presented. Seconded by Ms. Kim Kenney. All in favor. None opposed.

Financial Report: Mr. Tillman inquired about the cost of the pizza from the Yard Sale event. The cost was not included in the financial report. Town Administrator Katie Phelps reported that the cost for pizza from the yard sale was \$45.57. She noted that it was recently paid on her last credit card statement, so it won't reflect on the current financial report.

Chair Dawson presented an invoice for a charge for postage in reference to the Golf Tournament, in the amount of \$24.00 for approval.

Chair Dawson motioned to approve the Golf Tournament invoice in the amount of \$24.00 for charge for postage. Seconded by Ms. Beverly Lacey. All in favor. None opposed.

Mr. Tillman motioned to approve the Financial Report as presented through 07.17.23. Seconded by Chair Dawson. All in favor. None opposed.

Old Business: Mr. Tillman asked for an update on the Vertical Entertainment contract for Old Home Day. Ms. Kim Kenney stated that there was no contract as of now. They received a copy, but it did not include the revisions that the OHD committee agreed to. TA Phelps noted they put together a separate revised agreement that would transfer the liability back to Vertical Entertainment, per what was agreed upon. The revised agreement must be signed and sent back with the completed contract. Mr. Rick Muthersbaugh from Vertical Entertainment was supposed to call tomorrow to finalize.

Mr. Tillman asked if Ex-Officio Matt Burdick sent an update on the dessert food truck for Old Home Day. Ms. Kenney noted that there was no update on the food truck, and furthermore, she hasn't heard back from Ms. Liz Kantz. At the previous meeting, Ex-Officio Burdick stated Ms.

Kantz was interested in her band performing at Old Home Day again. Ms. Kenney said she would need a contract from Ms. Kantz, and it would cost \$300 for her and her band. Ex-Officio Burdick had mentioned at the last meeting that he would follow up with Ms. Kantz. Discussion ensued. Mr. Tillman noted that the 06.19.23 OHD minutes stated that if the food trucks submitted their insurance information, they could bring the \$100 truck fee on the day of the event. TA Phelps suggested being cautious with the food truck vendors paying on the day of the event. Last year, there was a vendor that never paid for their spot.

Mr. Tillman inquired about the Town Hero discussion from the last meeting. Chair Dawson stated the Committee would start the Town Hero recognition next year.

Chair Dawson discussed the prizes for the Flashy Flock Chicken Cutout contest. Last meeting, Ex-Officio Burdick noted the prizes would be paid for out of the total donations that Ms. Adele Sanborn collects for Old Home Day. Chair Dawson said the committee cannot decide on prizes until they receive the money. Mr. Tillman noted the committee could make a decision on the prizes before receiving the money. Discussion ensued. Mr. Tillman mentioned that Ms. Sanborn sold all of the chicken cutouts. Chair Dawson said they were unaware of how much was earned from the cutouts. She asked if their agreement was to donate all the money to OHD. TA Phelps clarified that Ms. Sanborn planned to cover the cost of her materials and anything in excess would be donated to OHD. Chair Dawson noted she received an email from Ms. Sanborn with a list of individuals who purchased a cutout. She said Mr. Ed Cherian was included in the email and Ms. Sanborn thanked him for putting together the map. Chair Dawson was unaware that Mr. Cherian was completing the map, so she reached out to him to see if he needed any assistance, but she received no response. Mr. Tillman noted that from Ms. Sanborn's emails, he understood that Mr. Cherian was going to complete the map. Chair Dawson noted that Ms. Sanborn did not mention when the map would be released. Mr. Tillman said it should be posted at least 1 week before the contest. He will follow up with Mr. Cherian to clarify.

Regular Business:

AgCom Draft Horse event: Mr. Tillman and Chair Dawson will be in charge of the concession stand at the Agricultural Commission Draft Horse event on Sunday, August 20th from 10AM to 2PM. Ms. Lacoy will run the raffle booth. Ms. Kenney noted the raffles prizes for the event would be the drone, cord of wood and air fryer.

Chair Dawson noted that Ms. Sanborn was switching the Avaloch event at Twiggs Art Gallery to Wednesday, August 23rd during OHD week. Ms. Kenney will ask Ms. Sanborn if they can host the raffle booth at the Avaloch event. Chair Dawson asked if they would need a pass for the raffle booth for liability purposes. They previously needed a pass for the raffle booth at the Craft Fair. Ms. Kenney has been in touch with Code Enforcement Officer Alan Hardy, and she will submit a picture of the first ticket to him. She noted they only need a liability pass for the Craft Fair event. Ms. Lacoy confirmed she would be able to run the raffle booth at the Avaloch event. Chair Dawson asked if she needed change for the raffle. Ms. Kenney further asked if Ms. Lacoy would need to hand in the money after every event or if she could hand the funds in at the end of the week. She noted the tickets are numbered so they will know how many were sold. TA Phelps confirmed that Ms. Lacoy could keep the money in a lockbox and hand it in at the end of the

week. Mr. Tillman inquired about the cost of raffle tickets. Ms. Kenney noted the pricing as followed: \$2 for 1 ticket, \$5 for 3 tickets and \$10 for 7 tickets. Discussion ensued. Mr. Tillman suggested requesting \$50 in \$10's, \$25 in 5's and \$25 in \$1's for the raffle booth. TA Phelps stated the committee must submit a check request to Finance in advance. She noted the Select Board would need to sign off. TA Phelps suggested submitting the request by the week of August 7th because the Board will only be meeting twice in August. Chair Dawson will work with TA Phelps to complete the check request. Ms. Kenney asked for clarification on the time of the Avaloch event. There was no clarification. Ms. Kenney will follow up with Ms. Sanborn to clarify time.

TA Phelps noted that she reached out to Ex-Officio Burdick during the meeting, about the dessert food truck but he had no update. Chair Dawson asked if the town received the contracts for the other two food trucks. There was no clarification. At the last meeting, Ex-Officio Burdick stated the Teenie Wienies Food Truck sent the town their insurance certificate. The What's Forking food truck still needed to submit their insurance certificate.

Golf Tournament: Ms. Kenney gave an update on the golf tournament. She visited the Den Brae Golf Course today. There are 19 teams signed up. The meal will be chicken BBQ. Den Brae Golf Course will be donating 4 free rounds of golf to the raffle. Mr. Bernie Davis will be donating a golf bag and golf clubs to the golf tournament raffle. Ms. Kenney explained that they will have two different raffles. The first one will be a regular raffle where people buy tickets and put the ticket into the box for the prize they want. The golf bag will be a separate raffle at \$10 a ticket. Ms. Kenney discussed with Ms. Lacey that they would do green tickets for the bowls and yellow tickets for the golf club. At the beginning of August, Ms. Kenney will send a note to all the team captains to notify them about the golf bag raffle. The first-place team prize for golf will be \$380 so that every player wins their money back. The second-place team will win \$200 (\$50 each player), third place will win \$140 (\$35 each player), and fourth place will win \$100 (\$25 each player). There will be a \$50 prize for the closest hit to the pin and longest drive. There will be a male and female winner for both. Ms. Kenney noted that in previous years, the team prizes were not in cash, they were a gift card to Den Brae's pro shop. She wanted the team prizes in cash so the team players could split it evenly. She spoke to the representative and recommended pro shop gift cards for the closest hit and longest drive awards but to have cash prizes for the team prizes (1st, 2nd, 3rd, and 4th place). Ms. Kenney requested \$820 in cash for the team prizes. She noted that the prize money won't be billed in the golf tournament invoice. Den Brae will only bill them for the players, scoring fee for each player, closest hit to the pin prizes and longest drive prizes. Ms. Kenney stated she would split the money amongst four envelopes to hand to the team captains and the teams would work out splitting it amongst themselves. The committee discussed secure locations to keep the envelopes during the event. Ms. Kenney noted the total cost of the event will be around \$4,560 (\$152 for scoring and \$4,400 for players and food).

Ms. Kenney talked about the raffle tickets again. The golf bag tickets will be yellow and the regular raffle tickets will be green. The tickets will be printed with a number on the side for the participant to keep and a number that goes into the raffle with their name, address, and phone number. Participants do not need to be present at OHD to win the raffle. Ms. Kenney noted Confections by Kate will be donating a treat to the raffle. She asked Chair Dawson to give her the gift cards from BINGO that they are using for OHD. They have the quilt for the raffle.

Grevior Furniture in Franklin, NH donated a gift card. Ms. Kenney reached out to the Fisher Cats and Market Basket but did not receive a response. CC Tomatoes in Concord is donating a gift card. Mr. Kyle Porter donated two Christmas trees. Ms. Kenney has to follow up with MJ's about the oil change certificate along with a few other places. No further discussion.

Old Home Day: Ms. Kenney gave an update on Old Home Day. Confections by Kate will be set up at OHD to sell some of their treats. She sells cupcakes and cookies, so it won't interfere with the food trucks variety. Ms. Kenney secured two people for the dunk tank. The Fire Department will be performing their demonstration at 4:30PM once the activities end. Ms. Kenney will reach out to Ms. Lori Cronin from the Parks and Recreation program to secure the kids game booths. Ms. Kenney reached out to Flippo for entertainment, but he was too far away to commute. She reached out to another entertainer but has not heard back. TA Phelps suggested reaching out to Mr. Aaron who performed two years ago. Ms. Kenney noted they are looking for magicians or jugglers. Last year they had Big Joe the storyteller and Mr. Jason Purdy, a magician. Ms. Kenney stated she tries to pick new entertainers each year.

Ms. Lacey noted she will need change for the golf tournament. Discussion ensued. The committee discussed how many check requests were needed. They agreed that three requests were needed for the golf tournament raffles, draft horse event concession and the OHD week raffle. For clarification, the OHD week raffle will be at the Draft Horse event on August 20th, the Avaloch event at Twiggs on Aug 23rd, Electrek Sola night on Aug 25th and Old Home Day on August 26th. The golf tournament will be its own regular raffle in addition to a separate raffle for the golf bag that Mr. Bernie Davis donated. They don't need separate change for the golf raffles, it can be combined into one bag. They can count the tickets to confirm how much they've made. The committee discussed the change needed for the golf tournament. TA Phelps suggested extra change. Ms. Kenney noted that Den Brae can provide change using their cash registers, if needed. Mr. Tillman suggested adding \$100 in 20's to the golf tournament change. The final decision was \$200 in 20's, \$100 in \$10s, \$50 in 5s and \$25 in \$1s.

Mr. Tillman asked Ms. Lacey if she had a pop-up tent for the raffle booth at OHD. Ms. Kenney will bring one of her pop-up tents.

Chair Dawson asked if Ex-Officio Burdick was still in charge of securing a dessert truck. No clarification. Ms. Kenney inquired about whether they would charge Confections by Kate to sell their treats. Chair Dawson said in the past people had tables set up to sell balloons, crafts, etc. at no charge. TA Phelps said there were more requirements when selling and serving food. Ms. Kenney will follow up with Confections by Kate to see if they have a health certificate.

Mr. Tillman reached out to Mr. Ed Cherian during the meeting about the map for the Flashy Flock Contest. Mr. Cherian stated in a text message that Chair Dawson told him that she didn't want someone from outside of OHD, creating the map. He said that Chair Dawson wanted Ex-Officio Burdick to put together the map. No further discussion.

Chair Dawson asked Ms. Kenney for the times of the performers for OHD. Ms. Kenney has only confirmed 1 performer from 2:30PM to 3:30PM. TA Phelps asked if there were any night performers. Ms. Kantz will be performing with her band at night from 5:30PM to 8:30PM. Mr.

Tillman clarified that they discussed 5:00PM to 8:00PM. Ms. Kenney will follow up with Ms. Kantz on the time. She would prefer starting at 5:30PM so Ms. Kantz doesn't overlap with the fire department demonstration. Chair Dawson asked Ms. Kenney to send Mr. Lyman Cousens a list of the performances throughout the day so he can include it in the Newsvine. Ms. Kenney will send Mr. Cousens a list once she gets the contract signed from Vertical Entertainment. Mr. Tillman asked what they need to monitor for entertainment besides the dunk tank. Ms. Kenney noted all the bounce houses require a supervision. Vertical Entertainment will provide one person to monitor the bungee jump activity. TA Phelps asked Chair Dawson to send the OHD week schedule to her so she can post it on the town website. Chair Dawson asked Ms. Kenney to also send TA Phelps the list of performances when they're confirmed. Ms. Kenney noted once she organizes a list, she will send it to Ms. Barb Hutkins to distribute to parents at the elementary school. Mr. Tillman asked what time the entertainment will start on OHD. The entertainment will run from 12:30PM to 4:30PM, from 4:30PM to 5:00PM will be the fire demonstration, and 5:30PM to 8:30PM will be the performance by Liz Kantz and her band.

TA Phelps asked the committee if they want anything on the Jamie Welch Park sign for Old Home Day. Ms. Kenney was in favor and suggested it said: Old Home Day on Saturday, August 26th, 2023, with the parade listed for 11:00AM and 12:30PM to 4:30PM for OHD activities.

Ms. Kenney asked about closing the boat ramp for OHD. Last meeting the committee discussed how the boat ramp was only closed in the past due to the fireworks. They had suggested closing off the ramp to prevent additional foot traffic. TA Phelps noted that she will send a notice that the ramp will be closed on OHD. Mr. Tillman preferred that the boat ramp be closed all day. Chair Dawson noted they were supposed to ask the Police Chief who had the authority to close the ramp. TA Phelps will ask Police Chief Jason Killary. She asked for clarification on how long they would like the boat ramp closed. Mr. Tillman suggested closing it Friday night, Aug 25th until Saturday night after OHD. Discussion ensued. TA Phelps will put up an enhanced notice about the boat ramp closure on the town website, two weeks before OHD. Chair Dawson suggested posting it towards the bottom of the Jamie Welch Park sign. Ms. Kenney suggested advertising other boat ramps in the area that residents can utilize. TA Phelps will add suggestions to the enhanced notice.

Ms. Kenney said they wanted the food trucks to be parallel to the tennis courts so they're off the main road. They would block the whole section off for parking but leave the 3 handicap spots open at the front of the gate. The food trucks would be set up from the end of the handicap parking to the end of the road. TA Phelps asked about electricity. Mr. Tillman noted that Ex-Officio Burdick stated at the last meeting that one of the food trucks had their own generator. Ms. Kenney said there was electricity between the basketball court and baseball field. She mentioned there was also power in the outfield of the baseball field for the inflatables. At the next meeting, the committee will confirm with Ex-Officio Burdick on what electricity is needed for the food trucks.

Other Business: Ms. Lacey asked if they have received any feedback about not having fireworks this year at OHD. There has been no negative feedback.

Ms. Kenney asked if the town has received any sponsorships for the golf tournament. TA Phelps said they have received sponsorships for the golf tournament. She noted Kentek Laser donated \$500. Finance Director Kate Merrill keeps a list of the sponsors and will share them with Ms. Kenney.

Next meeting:

Monday, August 21, 2023 @ 6:00PM.

Mr. Tillman motioned to adjourn at 6:56pm. Seconded by Ms. Kenney. All in favor. None opposed.

Respectfully submitted by Hannah Gardner