

BOSCAWEN OLD HOME DAY COMMITTEE
Final Minutes September 19, 2018

Present – Polly Dawson, President; Matt Lampron, Vice President; Lyman Cousens, Acting Treasurer; Rhoda Bergeron, secretary; Lyman Cousens, Sue Kilgus, Laure Lane, Beverly Lacey, Lori Bernard and Ed Cherian, Town Selectman.

Ed mentioned if they could do a roll call so we can hear each person's voice for the first time as it may be Linda Chandonnet who will do the minutes, and she might not know everyone.

Roll call

Minutes – of August 13, 2018 reviewed. Correction; good, and not god.

MOTION: To approve the OHD minutes of August 13, 2018 made by Ed. Seconded by Matt Lampron, all in favor, none opposed.

CRAFT FAIR

Application:

Sue attended one of the Board of Selectmen Meeting to inquire about the upcoming Craft Fair and find out if there was anything different than prior years.

The following information will be needed in order to apply.

- Application for School Facility Use Permit
- School Use Rental Agreement Form
- Check Payment from Katie Phelps for application fees
- Copy of 501c3 Proof for Non-Profit – For discounted rates
- Certificate of Liability Insurance in the amount of a million dollars – naming Concord District

Requests:

The OHD Committee will be requesting the following from the School.

- Wireless access and password
- Outdoor Sign to read Craft Fair
- School Tables (without attached seats) - and chairs for the board only
- Request early set up on Friday

Sue stated there will not be a Santa Claus this year, but they will have a table set up with Kids Crafts. Shoppers that day will have an opportunity to let their children stay with a person in charge there to play if they would like. The Kids Craft Table will be located in the corner by the soda machine so everyone is visible to each other.

The Christmas Craft Fair will be held on Saturday, November 17th. Sue is requesting help from members on Friday evening, November 16th to put down the tarps and names and assist the crafters for early set up. Matt said the biggest holdup on Friday's has been waiting for the maps to be completed, if we can have another meeting before the event, so it is imperative that will be done.

Friday - Sue will need help with the following:

- Tarps on floor and names
- Set up Cookie Walk table
- Craft Raffle table
- Set up kitchen area

Tickets - Rhoda suggested using 2 different colored tickets so it is not as confusing this year and she has offered to pass out tickets for the Christmas Tree Raffle. Sue mentioned she also has some extra tickets at the Town Hall and in storage if needed. Sue will type up a sheet that says Christmas Tree Raffle and they can write in the beginning and ending ticket numbers. She also recommends to tape the first and last ticket right on a paper so there is no question of the numbers used. The craft table attendant will write down the sold tickets to keep track of them. Sue said per gaming commission you have to take the first ticket you are selling and tape it to the piece of paper that keeps the numbers and after the last ticket is sold you tape the next ticket on as well.

Saturday

Where people will be helping:

Rhoda - Selling Christmas Lottery Tree Tickets and Free Raffle Door Prize Tickets

Beverly - Cookie Walk table

Melissa - Possibly the Craft Raffle Table (with Daughter & Friend)

Will call to see if they can this year

Sue – Raffle for Vendors – Restaurant Gift Card

Food

Discussion was about who would be doing the food. Sue mentioned possibly Corey who had previously helped her at the OHD.

Matt suggested the following;

- Sausage Gumbo Soup, Broccoli Cheddar Soup, Corn Chowder and Chili
- Hot Dogs in Machine
- Egg Sandwiches
- Sausage & Egg Patties (frozen) w/Cheese on English Muffins
- Homemade Cookies for Cookie Walk - From the school also
- Nachos (made in crockpot)
- Soda, Water and Coffee

Matt would like to use the 3 coffee urns and to have them all ready early in the morning. After the coffee is made they can be transferred to carafes. They will also need a few half gallons of half & half. We will need a designated person just for making coffee starting at 6:45 am, Polly offered, but she might have to leave by 9:00 am.

There will be a Facebook page about the Craft Fair. It will also be on the Town of Boscawen website where people can have Sue's email to request an application.

OLD HOME DAY WEEK

Lyman stated that Polly and he met with Elektrisola about the Tuesday night events at OHD. They did talk about next year's OHD and really want it to be a family event. There were 3 family events this year, but limiting it to just one next year such as the Magician type of event and really try to promote it so that people would like it more. Lyman stated they ended up spending over \$2,000.00 on bingo prizes and food. The antipasto food didn't go over well, and that they ran out of plates. Sue said, they should rethink things over for next year, as it was a disaster because of all the excess. Sue doesn't think we should get as involved in it again. Elektrisola has been participating for years, and it might be nice to do something at their parking lot so people know it is them and who did this event. Lyman mentioned that Elektrisola would like to have their more employees involved. Polly stated someone had told her that the Church was not happy this year and will not do this event again. Sue said, next year instead of OHD members getting so involved with everything, they should go back to what they were doing before.

MONEY

Balance Sheet

- **Profit & Loss Statement** -From January 1st to September 20th, 2018
 The account started with \$27,000 minus what was spent of \$13,000 with a balance of \$14,000 in the account. There was a net loss of \$12,000.
 OHD has already paid for the background reports and ID tags. Ed will find out more information from the Selectmen if they are responsible for them, he then explained about the legal fees due to the board. Everything on the Profit & Loss Statement is current and up to date.

- **Income**
 - Golf Tournament– Earned \$8,100.
 - Food Sales From at the Park – Earned \$1,357.
 - Total Bingo – Earned \$3,500.
 - Chicken BBQ Tickets – Earned \$1,870.
 - Cash out draw was \$1,000.
 - Donation - \$50.
 - Franklin Savings Bank - \$500.
 - Sale of the Hearts
 - Total -\$16,754.**

- **Expenses**
 - Bingo -\$1,526.
 - Golf Tournament - \$4,200.
 - Entertainment at the Field - \$13,000.
 - Rest Room Facilities - \$660.
 - Supplies
 - Food Expenses
 - Chicken BBQ
 - Other Expenses – Offset Petty Cash
 - Parade Expenses
 - Background Checks
 - Checks
 - Fireworks
 - Bounce Houses

Discussion ensued on the expenses and adding the totals.

Ed relayed what he had been told, that Alan Hardy will work with the Town Lawyers to draw up one standard vendor contract for all to use next year. The OHD can gather the Vendors they would like to have and negotiate a price, then have them complete the contract form and the insurance requirements. The new deadline for completing

the events will be July 1st. We have to have a deadline because we will not have it submitted to us last minute any longer, Alan and Katie had to put a lot of their own work on hold because it was consuming so much time. Sue added, July 1st would not be unreasonable and would also like to know what some of the vendors will need so she can be informed ahead of time. Matt stated, there should be a standard procedure for what kind of contracts are needed for particular vendors. Ed stated he will find out about any vendors such as face painting, balloon twisting, characters and all the requirements needed. Sue mentioned that it might be a good idea next year, to count how many people go to the field. It was noted there were a lot less people who went to the event this year as compared to last year.

Lyman noted that there was a deficit of \$19,000 minus \$7,500 and if we have another year like this, we will be out of business. OHD needs to do a count of how many people attend next year and the cost per person to attend, as it will determine if it is worth having the OHD. It may not be worth having some events, but we definitely want to attract more people and give them what they want. Sue asked what do we need to do now, to ask the town for \$5,000 and go towards more fireworks? The deficit would not be as large if we had that in our pocket. Polly stated there are two ways to do this, one is to ask the Selectmen. Second is to put in a warrant article and vote. Ed said, you can request it in this year's budget season which starts in November. The warrant article in which the town would vote at the meeting and need a certain amount of signatures. It was decided OHD will go to a Board of Selectmen Meeting in two weeks and ask the Selectmen for the additional \$5,000. Ed advised the board of what will be needed for a request added to the next BOS Meeting.

Lyman made a change to the expenses under supplies. Discussion ensued on other expenses incurred.

MOTION: To accept the Report from the Financial Officer was made by Polly Seconded by Rhoda, all in favor, none opposed.

Discussion went on the different events and how they did.

- Elektrisola - As discussed earlier, people were happy about the prizes
- Winthrop Carter House – A very nice venue, It would be good idea to have another event there.
- Children's Night – Not a lot of children attended, but the ones who did go really enjoyed it.
- Golf Tournament – Awesome day, there were many Golfers but less Sponsors.

- Community Garden Dedication - It was very nice, a large rock has been placed there in Memory of Ken Marshall.
- In Memory of James Bodie, a memorial bench has been placed.
- Town Forest –Was a great event, including the nice hiking trails to walk on.

Sue expressed that it might be a good idea next year to have events such as the Community Garden Memorial dedication, Town Forest and Food Pantry during the weekdays. These types of events cost nothing, it gets people outside talking to each other, and it shows people what the Town is doing.

Polly had different things people who went had commented on;

- Porta Potties – Were not placed correctly and needed to be moved.
- Wash Sinks – Did not work and cost \$200. A refund should be given and switch vendor next year and call early to reserve.
- Baker Valley Band – Was too close to the food court and they couldn't hear people placing orders.
- Needs to have an Order Here sign made up.
- Food sign with all prices.
- All food should be ready to serve by noon time.
- Needs 2 cash registers and Cashiers.
- Tanks on Grill too tight.
- Sign for Rhoda that she will be selling Chicken BBQ Tickets.
- There was a long lunch line.

Discussion ensued about the map for OHD and the people who sign up at the deadline and don't show up on the map.

Overall more members are needed on the OHD committee and really need to push for it and get people to join. If there was around five more people who could jump in to help like the Police, Fire and Highway Departments, it would make a big difference. Ed stated that if they are short of people then maybe cut down on the food menu. The Fire Department does a Chicken BBQ each year that you may want look into and have them do it. Food Trucks could also be a good option, this way there is less work for the OHD Committee. Sue said, they may have the option to receive help for set up and take down.

Discussion for more Bingo's and two alternate dates for snow days.

MOTION: For the Meeting to Adjourn made by Matt. Seconded by Sue, all in favor, none opposed.

Next Meeting – October 2018 at 6:30 p.m.

Linda Chandonnet, Recording Secretary