

Old Home Day Committee Minutes

Meeting Date: Wednesday, April 7, 2010

Type of Meeting: Regular meeting

Method of Notification: Public Posting – Two locations at Town Hall and Post Office

Meeting Location: Sandown Town Hall

Attendees:

Donna Martin – Old Home Day Chair

Tim Rand – Entertainment Co-Chair

Rick Deluca – Entertainment Co-Chair

Shawn Allen – Entertainment Committee member

Nelson Rheaume – Selectman Liaison

Paula Gulla – Citizen of the Year Committee Chair

Karen Jortberg – Parade Chair/Fireworks Chair

Absent: Erica Olsen, Arthur Genualdo

Late to arrive: Rick Deluca

Call to Order: Chair Donna Martin called the meeting to order at 7:00 pm.

Review of the Meeting minutes of 3/3/10.

Meeting minutes accepted by the committee.

Discussions by Committee:

Chair:

Chairperson Donna Martin discussed the recent meetings held with the Board of Selectman. Topics of discussion involved the monies handled by the committee and the process which should now be followed. Vendors are charged a \$25.00 fee for their table – this money was previously incorporated into the spending fund of the Old Home Day (OHD) operating fees thus offsetting the amount needed to be appropriated by the town. Moving forward, the monies collected by the OHD committee for vendor fees must be deposited into the Town's general fund in accordance with the Internal Controls Policy.

The OHD committee is financially responsible for maintaining the post office box at the Sandown Post Office. This was not known to us until recently and thus the box has been closed down for non-payment. We are working with the Post Office to reinstate the box and move the due date for the rental fee to be due during our "active" months so that the bill does not lapse. Previously the box was shared by the Rogue Runners – but we have been informed that they now have their own.

The previous website for OHD is no longer valid. Instead, there is now a link available on the Town Website. We will be posting our meeting agendas, meeting minutes, vendor forms, schedules and any other pertinent information for the committee and general public. To access the website, go to www.sandown.us, go to the Community page dropdown menu and select "Old Home Days". Donna will forward applicable forms to Paula Gulla for posting to the site.

Treasurer:

We do not have a treasurer at this time. Donna Martin will be assuming this position until such time one can be appointed.

- The current balance in the account is \$4500.00.
- Expenses - The bill for the Post Office is expected to be approximately \$45.00 and will be submitted for payment as soon as it is available. There is no money left from last year's event. Vendor enrollment was down due to the conflict of dates with Kingston Days. Last year's warrant article was only for \$3500 – thus all vendor money collected last year was spent on the current year.

- 55 - There has been no income since the last meeting. The request for Vendors has only recently gone out so
56 we have no registrations at this time.
57

58 Marketing:

59 We do not have a Marketing committee member at this time. Donna Martin will be assuming this position until such
60 time one can be appointed. There should be an article coming up in this week's Tri-Town News. Donna will be
61 sending Vendor pleas and Volunteer pleas to both Tri-town and Carriage Town within the week. We have also
62 asked that this information be posted on the OHD website. Donna will send the information to Paula for Posting.
63

64 Site:

65 Arty Genualdo was not available to come to the meeting tonight, but he was able to give his update to Donna to
66 present at the meeting. He will be touching base with Doug Rolff at Sandown Central to secure the school for the
67 OHD event. He will be taking care of the site the day of the event as well as any signs and designated parking areas.
68

69 Arty also confirmed that he will be coordinating the Car show again this year at the Library.

70
71 Tom Tomborello will be our Electrician again this year. Tom needs to be on hand for the placement of the electrical
72 panel used by the OHD committee on the day of the event.
73

74 Rides:

75 We do not have anyone for the Ride committee at this time. Donna Martin will be assuming this position until such
76 time someone can be appointed. We have a list of five ride vendors. Donna will begin the research of obtaining
77 brochures and pricing from each of the vendors so that options can be brought to the board for a decision on what
78 rides will be rented this year.
79

80 In previous years the rides were manned by local groups (volunteers must be 18 years or older). Money collected for
81 the rides was distributed evenly among the groups for the time they contributed. We have verified with LGC that we
82 can continue to follow this practice as long as the Old Home Day committee clearly disclosed to the riders of the
83 amusements that their ticket fee or donation was going to the group(s) running the rides, then it would be acceptable
84 for the monies to be distributed directly to the group(s) and not have to go through the town's checking account.
85 Thus, we will be posting a sign at the ticket table that contains the information above and a list of the group(s) that
86 are assisting with the rides. It was also suggested that it would benefit both parties to have a written agreement
87 which would outline exactly what each party is responsible for and what they would receive in return. This will
88 protect both the town and the said group(s).
89

90 Parade:

91 Karen has been contacting past participants of the parade and to date has been able to confirm Hampstead Dance and
92 the Windham Community Band. Several e-mails have been sent to additional participants and she is waiting to hear
93 back from them. The Salem Knights of Columbus can no longer offer their float due to insurance reasons and
94 suggested we contact the Knights of Columbus Order in Hampstead to see if they would be willing to attend. The
95 cars for the car show will also be included in the parade.
96

97 Vendors:

98 Erica was not present for the meeting but e-mailed Donna with her update prior to the meeting. She has updated the
99 vendor registration forms and they are now available for upload to the new website. She has sent out e-mails to last
100 year's vendors letting them know that registration is now open. Some e-mails are no longer valid so we are hoping
101 those vendors will respond when they see the ads in the papers.
102

103 Food vendors will be required to provide a copy of their license and proof of insurance. All other vendors must
104 either provide proof of insurance or sign a waiver. The waiver will be available on the website.
105

106 Entertainment:

107 Tim Rand is assuming the role of Chairperson to be shared with Rick Deluca. Since there are two stages, each co-
108 chair will be responsible for setting up the entertainment for a specific stage area. Tim will be working on booking

109 “Stage II” which will be located in the grassy area on the side of the school. Rick will be booking entertainment for
110 “Stage I” which will be located in front of the portico in the back of the school. Stage I is considered to be the main
111 stage. Tim has spoken to several bands, a magician and other various entertainment acts. Both co-chairs will be
112 using last year’s schedule of events as a template for booking this year’s performers. Stage layout will remain the
113 same as last year.

114
115 Donna asked if Paula could contact the Mother’s Club to confirm their participation in this year’s event and verify
116 the schedule of events they’ve run in the past. This includes the Frog jumping contest as well as the annual Bake off
117 and auction. Paula will also be connecting with the Rogue Runners to verify their schedule of events. Although this
118 is not an OHD sponsored event, we do advertise the schedule for them.

119
120 Rick will contact Zorvinos to see if they will again sponsor the Pie Eating contest.

121
122 Donna has booked the pony ride vendor: The Elite Rider. This is the same vendor we’ve had for the past three
123 years. Dawn Sylvester, owner of The Elite Rider, does not charge to bring the ponies. Instead, she is allowed to
124 charge her own fee for the pony rides.

125
126 ***New Business:***

127
128 Fireworks:

129 Much discussion was held about the location of the Fireworks. The Board of Selectman are responsible for choosing
130 the fireworks vendor and securing the fireworks. The Fire Department is responsible for obtaining the proper
131 permits. In the past, the Fireworks were held at Roy L. Miller Recreational field, until last year. Because the
132 warrant article for the fireworks did not pass last year, an independent group got together to raise funds for the
133 fireworks and held the event at Playmates on North Road. The OHD committee would like to repeat the event at
134 Playmates again this year as this seemed to be an ideal location for the event. There was plenty of parking available,
135 room for entertainment, refreshments and a bonfire. In past years, the Sandown Recreation Commission would
136 oversee the evening events, however, in a letter last year, they indicated that they would consider doing it again only
137 if the location were under their jurisdiction. Below is an excerpt of the letter:

138
139 “Should the town decide to reinstitute fireworks in a future year, the Commission would most likely consider helping with
140 that coordination if it is again held on town recreation property that the Commission oversees.”

141 Signed by Ron Dulong of the Sandown Recreation Commission.

142
143 Since OHD is considering the location to be Playmates again this year, the committee is going to need to resume
144 responsibility for the evening events. Therefore, we will need to establish a committee to spearhead this effort. The
145 committee voted on the motion to develop a new committee which would be responsible for organizing the Saturday
146 evening fireworks event. The results of the vote were:

147
148 All in favor: 6

149 Opposed: 0

150 Abstained: 0

151
152 The motion was passed and Karen Jortberg volunteered to Chair the newly developed “fireworks Committee”.

153
154 The next meeting will be held on May 5th at 7:00pm in the lower Town Hall. Public is welcome.

155
156 The meeting adjourned at 8:40 pm .

157
158 Respectfully submitted,

159
160
161
162 Donna Martin

163 Old Home Day Chair