

Community Events Committee
Meeting Minutes
September 14, 2016

Committee Members in Attendance: Lucille Keegan, Christina Goodwin, Sharyn Orvis, Hilda Bruno, Marj Gorman, Kris Bean, Barbara Greenwood, Les Dion

The meeting was called to order at 10:00 am.

Secretary's Report

The minutes of May 11, June 8, and July 13 were reviewed. **Sharyn Orvis motioned to approve the minutes as written, Lucille Keegan 2nd, so voted.**

Treasurer's Report

An excel worksheet of the budget as of September 14, 2016 was presented. The budget is currently on task and slightly under, but there are events still to finish for the remainder of the year. Les will continue to monitor and provide an update at the next meeting on the budget status.

The \$5K donation from Bristol Shop 'N Save that was received for 2016, will no longer be received in 2017 from the new Hannaford. Les inquired on what the Committee would like to do. The Committee felt that the amount should be added to the budget submission for the Town as the community has come to expect and enjoy these events. The Committee did not want to see the Concerts get cut because the donation was no longer available.

Old Home Day Review

- Set up:
 - The current design has reached its max for set up purposes. Janice Dellacrocce reported that the max for the current "U" shape is 35 crafters.
 - It was suggested to consider mixing crafters in amongst the Health Fair so the Health Fair group isn't so segregated.
 - An inquiry was made regarding usage of parking along the fence behind the crafters. The Committee felt it was just too crowded for vehicles to park there and that the golf carts were well utilized for pick up and drop off this year and will continue.
 - Info is also given to the crafters prior to the event on location and set up so Les will add that the golf carts will be available for transportation and will add a reminder to make sure the notice is sent 2 weeks prior to Old Home Day
 - It was also suggested to move the "U" shape out to start at the end of the tennis court, so that the Police Department and Fire Department can be included more in the "circle"
 - It was also suggested to leave some openings for people to pass through from the outskirts of the field including the golf cart
 - A Friday walk through by the Committee will be done the day before Old Home Day
- Community Award
 - The Committee heard lots of great feedback on this portion of the day and would like to continue to do it each year.

- Zucchini baking contest
 - It was a big hit
 - People wanted to purchase the goods, so the Committee should consider using this next year with whatever baking contest is decided upon.
- Entertainment
 - Tim Martin was a great addition with music and announcing – for next year would like to make sure that he is given a script or list of announcements for throughout the day
 - Nascimento – moving him under the pavilion was a great idea. Kids sat down along with adults on the pavement and stayed longer than planned.
 - Fire Department “Hose Down” always a great event and we should continue for next year.
- Food
 - Beans were a huge hit – people were looking forward to lunch from the year before and servers reported having a great time volunteering at the booth
 - Cotton candy – the volunteer was great. Recommended to consider this as a fundraiser for the Girl Scouts troop next year. We would provide the materials and it could still be used for the prizes for the games.
- Comments
 - All good comments about the day
 - Any issues were seamless to the public
- Issues for the event
 - No water at the backstop – although the issue was resolved it was very time consuming that day and the water had to be shut off again at the end of the day as the spigot was leaking. Christina will check with Jeff about the possibility of repairing the spigot or replacing.
 - Lucille raised a concern that she felt there wasn’t enough pictures or advertising for Ben, the farrier. It was a last minute addition so it missed the flyers but next year we will confirm earlier to include. Christina will also check with Nicole Goudreau to see if she had any pictures that we could get out on the Facebook page or the Town’s website.
 - The newspaper gave credit to the church instead of Nicole Goudreau for the games. Lucille asked the paper to correct this information.
 - Les had to use her personal truck for the garbage of the day. Next year we should have a Town truck on site for the trash throughout the day. We should also look at having the Kelley Park Committee purchase additional garbage bins for the Park. Next year it would be good to have one out up by the horseshoe pits.
 - Cones were not placed out to block out the parking areas or the hydrant for the Fire Department. It was agreed that better communication on who was responsible for doing this was important.
 - The portable restroom for the horseshoe competition didn’t get ordered but it got resolved and was on site by about 12:30pm. A reminder will be added to next year.
 - No older vehicle in the Square this year – would like to find one to park with a sign for next year – it is great advertisement for the event
 - Dunkin booth was damaged and hardly used for the day. Les will talk to the company about refunding or crediting toward next year’s event
- Other

- The Committee would like to consider holding a “Touch-a-Truck” event next year with Town vehicles
- Volunteers were wonderful. Recommended to rotate them to different tasks throughout the day.
- Christina will reach out to the Fire and Highway Departments to send a representative to participate in the Committee meetings.
- The Committee would like to consider horse bingo for next year
- Recommended to install a handicap bar in the bathrooms
- Recommended to discontinue the morning coffee and donuts
- Okay to dispose of the older Shop ‘n Save sponsored signs that were used for advertising

Concerts

The Committee reviewed the 2016 list for bands to keep and discussed ideas for new entries. They agreed to keep the concerts down to 7 for the summer. This is the tentative keep list – Studio Two as the kick off band, Swing Rockets as a popular local band, Annie & the Orphans pending the band is still performing in 2017, and Club Soda to keep for the Friday night dance. Bands to consider adding to the line-up for 2017 include the Ragged Mountain Band from Danbury, the Jordan-Tyrell Wysocki Trio and then a blue grass band.

Scarecrow Contest

Frames will be placed in the Square with signs to begin advertising for the Scarecrow contest. Christina will get the advertisement on the website and Facebook pages.

The Contest will be judged by the Committee. Categories are scariest, funniest, most beautiful, most creative and the best use of natural materials with prizes for first in each of these categories. The deadline for entry forms is October 1 and winners will be announced at the Halloween event.

Halloween

Recommended to consider the following in preparing for the upcoming event:

- Advertise route from Middle School down North Main Street into the Square
- No trick or treating along the parade route
- Christina will message NMMS and NRHS to solicit participation in the parade
- It will be the traditional date – 10/31 with parade lineup at 4:30 and 5:00 the parade
- Christina will work on invitations to area businesses to participate
- Christina will work on the poster
- Christina will contact the Masonic Lodge to inquire on Haunted House

Other

Les asked Christina to make sure that the water at Kelley Park is not shut off until after the “Lights On” Event in October.

The Fall/Winter brochure events need to be in to Les by Friday, September 16.

A group has approached Christina about holding a Festival of Trees fundraiser at the Old Town Hall. The Committee thinks this is a great idea and addition to the night.

The Committee needs to start considering a Christmas tree for the Square. Christina will put a solicitation out for the website, Facebook pages, and Town Crier. It will say something like any suggestions for a spruce tree, approximately 30 feet tall, great shape all the way around, to be used for Christmas tree in Central Square.

Christina will reach out to the Christmas Tree Lighting Santa for participation in the event.

Meetings

Regular Committee meetings are normally held the 2nd Wednesday of every month at 10:00am at the TTCC and additional meetings are scheduled as needed.

The next meeting is scheduled for October 12, 2016 at 10:00 am at the TTCC.

Having no other business to conduct the Community Events Committee was adjourned at 11:30 am.