

Richmond Parade and Fireworks Committee

June 1st, 2023, Minutes

Town Center

Call to order: Sue Glennon 7:05

In Attendance: Sue Glennon, Harland stockwell, Jay Furr, Stephanie Heartwell, Chris Jenkins, Donna Niquette, Justin Spence, Norman Perkins, Amanda Cobb

1. Coin Drop Update - Sue / Chris
 - a. \$3675.50
 - b. Thank you to Chris for letting us use Papa McKees for money counting and coin sorter. It worked great this year. next year we should purchase the coin rolls for the machine to use
2. Notes for next year's coin drop - Sue / Chris
 - a. Chris - 4 more signs
 - b. Make sure to have the slips of paper to give folks for their dashboards after they donate. Amanda said we have the old slips if we want to use them as a model for next year as the old ones are outdated
 - c. Linda Parent said that street regulations state that coin drops cannot be right in the intersection. We need to be a certain number of feet back from the traffic light. We can do so.
3. Fundraising Page for Fourth of July events: Status and updates
 - a. GoFundMe (<https://gofund.me/2dd25041>) - Jay
 - i. currently have \$147 dollars
 - ii. Jay will make edits to make it more about the whole day of festivities in addition to the stage and karaoke.
 - iii. The funds will go to the Town of Richmond at Connie Bona's email address. She can earmark the funds to go to the Fourth
 - b. Donations - Rebecca
 - i. Sue usually got \$2000 total from the 4 businesses
 - ii. Sue talked to Greensea. Has not heard back
 - iii. Do not ask P&P or Richmond Market or Papa McKees because they are donating so much.
 - iv. Other than that, everyone is game. Any amount.
4. Review overall progress on [event planning](#) -- Sue
 - a. Flaggers:
 - i. Jay: Asked surrounding towns what they do. They use firefighters who automatically have the training.
 - ii. Sue talked to Andy Squires about the 4 corners for flagging.

- iii. Sue also talked to Gerry Levesque and he will ask the firefighters again.
 - iv. Jay thinks he can get 1-2 police officers available to help with officers for traffic control that day. Kevin Willson being one
 - b. Karaoke sign up- Jay
 - i. Jay and Duncan are building the sign up form on 6/2. Jay has the trophies.
 - c. Horse prizes- Sue
 - i. Sue found Ribbons on Amazon for \$20
 - ii. Sue asked the group about cash prizes for horses. Donna suggested 25, 50, 75. Everyone agreed to cash and ribbons
 - d. Handicapped parking - We need a person to monitor the volunteers green parking lot 7:30 until post parade. Stefani will reach out to Gary Margolis for ideas.
 - e. **See table below at bottom
- 5. Float and Vendor Sign Ups
 - i. **Parade Spreadsheet:**
<https://docs.google.com/spreadsheets/d/14djq54tSpdOml7N1ag-zvOj2EStCxb3hoH4iXu6Rxq4/edit?usp=sharing>
 - ii. **Vendor Application Spreadsheet:**
<https://docs.google.com/spreadsheets/d/1DUgG0CYGtfyh2KVLQYW9KcJT2hNYwn0MyiwMRXtdpG8/edit?usp=sharing>
 - iii. Do the sign up sheets send an automatic confirmation when people sign up? If not, can they?
- 6. Review [Inventory List](#) - what items need repair/ who is responsible - [Amanda](#) / [Justin](#)
 - a. Amanda - After the fourth make sure everything is in the utility trailer in one place
 - b. Misting Tents
 - i. The tents need to be tested and repaired. See if they are in working order.
 - ii. Sue called for a motion to approve selling the fry wagon to buyer for \$2400. Unanimous vote, all in favor.
 - iii. Jay will talk to Connie and Josh about the actual transaction.
- 7. Address member list - Please add these members to the committee list, they were missed in the original - Sue
 - donna Niquette
 - Donna Lewis
 - Ken Nussbaum
 - Harland Stockwell
 - Rebecca Roose

8. Sale of Items:
 - a. FoodTrailer - Sue
 - i. Sue stated that a person called her and is interested in purchasing the fry dough wagon. She was offered \$2400 for the wagon. It was purchased 20 years ago for \$2500 and now the refrigeration does not work. The buyer does not want the dough fryer that was purchased for \$3200.
 - b. Sue is asking the committee if they accept that offer. We all agreed to sell the wagon for that price

9. open floor for question and comment
 - a. Jay asked about facebook and FPF - what is the rate of posting that we want
 - b. Jay and Rebecca will talk and determine who and what rate to post
 - i. Advertise live awarding of float and horse prizes
 - c. Schedule:**
 - i. 10:30 Fun Run
 - ii. 10:35 Parade
 - iii. 12:00 Richmond Community Band
 - iv. 1:00 Awarding of Parade Prizes LIVE ON STAGE
 - v. 1:30 Live Bands Starts
 - New Band Every hour!
 - vi. 6:00 Karaoke Contest Begins
 - vii. Dusk : Fireworks
 - d. Make flyer to distribute to businesses to display and for online:
 - i. QR codes
 - ii. Where to go to sign up for floats / horses (town website)
 - iii. Karaoke sign up
 - iv. Live Music
 - v. Schedule of events
 - vi. Harland will be out of town but agreed that responsible members ie no kids may use his trailers and tractors day of for trash
 - vii. David is driving the car with Barbara Heath in the parade
 - viii. reach out about climbing wall
 - ix. Chris J is going to look into the resale value of the bread dough fryer and the rollers we need to get him the make and serial numbers
 - x. call G.c to pick up the rollers
 - xi. Stephanie will contact arabesque to get the float trophy back
 - xii. Justin will cover directing the vendors if Norman has to work

10. Next Meeting: June 8th at 7:00 p.m.

- a. Sue and Amanda will bring a list of loose ends (activities/items) in writing that may need volunteers or help so that the committee can help find volunteers for all the needs.

11. Meeting adjourned: 8:20

****Event Logistics Sheet**

Category	Person in Lead	Complete?	Notes
Budgeting / Finance	Duncan / Connie	Duncan and Connie receives and manage the funds. Committee is in charge of budgeting.	
Food	Sue	Vendor sign up and chicken	
Car Show	Sue	Done	
Trash / Recycling	Sue	Casella is donating several trash bins. Sue has the exact count.	Bring all the trash, compost, and recycling to the parking lot. 96 gallon bins to parking lot for the 5th and Casella will pick up.
Soda Sales (does a non-profit or town want that)	Boy scouts?	Stefani talking to boy scouts.	soda and water. water is the biggest profit maker. Went through 12 cases of water
Mapping / Timing	Norman		
Parade Logistics	Reggie/Duncan/Ken	Done	
Donations	Jay / Connie	Go Fund Me	
Vendors	Duncan	sign up form is active	
Music	Carole / Jay	Karaoke Contest	
Marketing			
Fun Run	Mary and Mike 434-3823	Stefani contact about volunteer needs	

Kids Games	Stefani	Jay is asking Ann Lajoie about the girl scouts running the games	
Bathrooms	Sue	Done. Casella is donating	
Supplies, Tents, tables chairs	Sue	richmond Market. Renting through them. Sue has the pricing.	
Honorary Parade Signs	Chris	In honor of Barbara LaPlante and Rick Niquette. Amanda will make a template	
Marketing / Communication	Rebecca	Start making a push on Facebook and FPF now that all forms are updated.	
Climbing Wall	Jay is asking Lisa Miller	Can she arrange it	