

Richmond Fourth of July Committee minutes

March 19th, 2026

Sue called the meeting to order at 7:00 p.m.

1. Approve Minutes - approved
2. [Approve sponsor letter](#) - needs to be finished.
 - a. Tom reviewed the sponsor letter. He has 50 copies of the letter. All members have a copy in email. Sponsor letters can be sent out electronically as well.
 - b. Tom also asked Bevo if the olympic winners from Richmond could be in the Parade
 - c. Duncan will send donations updates as we get them
 - d. Rebecca added last year there was a donation from Greensea
 - e. When the letters are sent out, please remember to add P.O. Box 285 so that any mailed checks make it to the right place.
 - f. Sue motioned to approve the letter. All in favor
3. 2026 [Volunteer Sign up form](#) -
 - a. Reviewed form
 - b. Needs updated
 - c. Will review and vote at the next meeting.
4. [Business List solicitation](#) update -
 - a. Tom reviewed the business list solicitation document and let people know to keep it updated
 - b. Stefani asked for an in-kind column to be added so that companies didn't get double asked.
 - c. She noted that Spark Studios will be doing the kids games
5. Approve Vendor sign up form
 - a. Reviewed the vendor form used last year
 - b. No changes necessary
6. Electronic donations update
 - a. Stefani talked to Josh who said Connie is on board for using electronic donations to the coin drop/4th of July event
 - b. Rebecca and Stefani are working out the details
 - c. Sue talked with Susanne Parent who wants to help out the day of the coin drop and will make the deposit the day of the coin drop as a town employee
7. Coin drop update - June 13th.
 - a. Set for June 13th
 - b. Fire department is currently not planning on doing a coin drop in the fall. We could use their October weekend date if they don't use
 - c. Stefani talked to Josh about flaggers vs officials who can block a state road. Josh will follow up on the rules around that. Justin recommended consulting with Andy Squires and Gerry Levesque.

- d. Sue mentioned that Matt Cohen thinks we will have 3 police officers by July 4th.
Which will be great.
 - 8. St. Andrews band update.
 - a. Tommy heard back from them. It would be \$1000 for 5-6 people
 - b. We declined the offer
 - 9. Other -
 - a. Scott Lowe from civil air patrol wants to help. He will look into providing a color guard
 - b. Waiting to hear on Olympians being in the parade
- Stefani motioned to adjourn, Justin seconded. All in favor. At 8:00 p.m.