

Richmond Fourth of July Committee minutes

Attendees: Donna Niquette, Sue Glennon, Chris Jenkins, Rebecca Roose, Julie Wahlin, Tom Carpenter, Stefani Hartsfield

April 16, 2026

Sue Glennon called the meeting to order at 7:05

1. Approve Minutes - Rebecca motioned to approve. All in favor. No changes.
2. Review and approve volunteer sign up letter
 - a. Stefani explained that the wrong version of the volunteer form was given to Duncan so she sent him the 2026 draft version to post.
 - b. The group updated the form together.
 - c. Rebecca motioned to approve the form as updated. All in favor. Approved.
3. Business Solicitation updates - Business List solicitation tracking list
 - a. Rebecca and Tom led a review of which businesses had been approached for donations and what the current status is
 - b. Reminder for committee members to reach out to their businesses if they haven't yet. Please update the spreadsheet or let Rebecca know.
 - c. Rebecca said she worked with Josh and there is now a Venmo account linked to the Fourth of July account with the town. She added the QR code and PO Box to the sponsorship letters.
 - d. Talked about someone sponsoring the misting tent for \$500 since it was ruined in the windstorm last year.
4. Coin drop update-
 - a. June 13th is set
 - b. October 10th is another option?
 - c. Signs at town hall and holders @ fire dept. -
 - d. Make sure we have the volunteer forms for people to sign on day of the drop.
 - e. Vests - need to purchase our own. Tom found some for \$10/each and need about 10. The ones we have are not up to standard. Need to meet State regulations for Rt. 2. Town roads(Bridge, Jericho). We need Class 2 Vests - Tom will connect with town to purchase.
5. Venmo/QR code
 - a. Put a sign at Town Hall so that people can scan and donate.
 - b. Roose to add QR code to sponsorship letters
 - c. Add to July 4th poster
 - d. Add to Chris's poster & see if we can add to town lawn
6. Parade Sign up - Julie to update and send to Duncan
 - a. Sue confirmed that Heidi is all set with judging.
7. Karaoke - follow up to see if Bryan will manage. Rebecca has reached out but has not heard back. Sue will call him to make sure he will definitely DJ. He does a great job. Sue talked to him during the meeting. He can DJ. Karaoke requires too much coordination.
8. Rebecca reminded committee members to turn in their forms to be on the committee if they have not already.

9. Signs for sponsors: Chris would prefer logo, business name and sign size, quantity of signs - all together with all sponsors
10. Prizes for kid's game, Donna is volunteering to run prize table
11. We need to shut down the roads 15 minutes earlier for the parade. Road closes at 10:15am. Sue asked Suzanne to get a permit to close the state road.
 - a. Need to update signs with new time. 2 big signs - need reflective orange tape.
The small town signs need to be painted.
12. Tom is still looking for a BBQ.
13. No response from the air guard.
14. How much money is in our account? Sue will find out.
15. Info tent will sell water and soda.
16. Garbage and recycling - Sue
17. Porta potty - Sue
18. Golf Carts - Sue

Next meeting May 7, 2026 7pm