

Charlton Old Home Day

August 23, 2022

5:00pm-6:40pm

Charlton Senior Center

Town Hall

In Attendance: Danielle Leboeuf, Kathleen Walker, Cedric Flowers, Deborah Anderson, Mike Cunningham, Jennie Frisella, Gerald Doble, Cindy Saucier, Jim Pervier, Basia Zurawski, Terri Gough, Larry Pierce, Danny Dowd, Steve Koronis, Mike Lally, Brad Howard, Patsy Rydlak

Agenda

Introductions

Acceptance of Minutes August 9, 2022 unanimous vote; minutes emailed to Karen Lacroix and Alise Arnold.

Finance

Sabrina is on vacation, we will get an update when she returns.

Donor updates

No new donors as of today.

Golf Carts

Mike mentioned golf carts being used.

Vendor Update - Craig and Kathleen

75 vendors, 83 booths- we will cap at 90 total so we have ample room on the common to layout everyone.

Common Layout - Craig/Danielle/Kathleen/Terri/Deborah

Space booths 10 feet apart, need to make sure all electricity people are near outlets. Some people need preference based on their application. Some vendors (like fudge) should not be in the sun.

We are going to use the software to lay out which vendor will be placed in each location on the map. We will lay out the town common with marshmallow sticks/numbers. Friday September 2nd at 9am.

Banner

Banner is in place and hanging across Main Street. Kathleen suggested next year we look into getting a new banner, possibly colored for next year. Mike suggested we should look at a possible different location for the banner next year so it's easier to see the names of the sponsors.

Award Ceremony-Trophies

All awards are at the Chip In Food Pantry. Darlene is going to hold on to them until the day of the event. Selectmen and Reps will pass out the awards. We need to be mindful of how long we are speaking about each award recipient. Aim for ~1-2 minutes per person for the sake of time. Pictures will also be taken of each award recipient. Kathleen will take care of this.

Poster for gazebo listing donors

Sabrina will get the list of donors to Brad so he can work on the poster. The poster will be colorful and on ¼ inch cabinet hardwood so it can be hung. The layout of the poster was approved by the committee. Brad is looking for the Town of Charlton logo to put on the center of the poster, Andrew will help him get the insignia.

Timeline of Events - Jeanne Costello

Jeanne was not present at the meeting, but Kathleen suggested we read the brochure for the timeline of events. The brochure is a timeline of what will happen for the day. This brochure will be placed on the town website. Kathleen will send the brochure to Jeff.

Publicity

Basia contacted the local newspapers. They will run an events story on the OHD weekend.

Brochure

Brochure is finished and folded. Jennie asked that we take some to start passing them out to local businesses in town to publicize the event.

Kid Zone signage Vinyl Underground- Basia

\$485.63 is the price to have two of these large plastic signs to be made and they can be reused yearly. This sign would just be for 24x36 "Kid Zone". The committee has agreed unanimously to have the signs made.

Fireworks - Jim

Atlas

The posts are purchased and at the fire station. The snow fencing is at Chip In and the Firestation. The snow fence needs to be set up Saturday morning. Deputy Chief Cantara getting portable lights for vendors and the ground. A generator and cable will be brought to BayPath. Jim is going to head up to BayPath to see where we can get electricity for the vendors to use that night. Vendors will begin setting up at 5pm. Jim has things well in hand and we will get more information next week.

Volunteers for fireworks-

Mike Cunningham and Brad Howard will help Jim Pervier at 9am Saturday to set up a fence at BayPath. The toters need to get to BayPath on Saturday. Gerald will bring them to BayPath on Saturday afternoon. Vendors are located in the parking lot, against the guard rail. Terri Gough will be there to meet the vendors and make sure they set up in the correct location. Vendors

should be taking their own trash off site if possible. Jim will take down fencing and pick up trash after the fireworks are completed Saturday. Jim is speaking to Jerry Foskett (DPW) to determine how many volunteers will be on site to help with clean up. Jim will update us at the next meeting.

Soap Box- Larry Pierce

Steve will talk to Jerry(DPW) about moving the ramps, bleachers and stage.

Larry P. is working on the ramps to make sure they are all set and ready to use for the race.

Larry P. will work to get the ramps and hay over to the race location. The website has an error in posting the weigh in to 7am (not 6am). Steve will ask Andrew to correct this on the town website with the correct information about the race. Gerald will give the scale to Steve to use for the weigh in of cars. Steve will store it yearly.

Antique cars and hay wagon and gift bags - Cedric and Mike C

Cars will be lined up on Rt 31, by the Masonic Home. Patsy and Chief Dowd will be up at Masonic to make sure cars are lined up in the correct location.

Parade- Patsy/Brad/Cindy

Patsy is writing up the order of who will march when during the parade and provide it at the next meeting. Parade can not start until the singer is done on the main stage and the awards ceremony.

Stocks - Cedric

The stocks are finished. Kathleen will work on this with the common layout committee and get back to the group next week with an update.

Dunk Tank - Terri

We need to find someone to run the dunk tank for the entire day. Patsy will send out a social media blast to see if there is interest for volunteers with interest in sitting in th tank.

Traffic Control - Chief Dowd

Chief Dowd is confident it will be all set for the weekend.

Grizzly touch up

Brad will take a look at Grizzly to see what needs to get touched up this week .

Friday 9/2 Common Setup

9am volunteers: Danielle, Kathleen, Craig, Deborah will set up smore stakes and flags with numbers for all vendors

10am: Gerald and Danielle will set up Grizzly Adams on the common

Sunday 9/4 Gazebo

1-3pm setup volunteers: Danielle, Kathleen, Craig, Deborah, Terri and Patsy

Monday 9/5 Gazebo

6-8am volunteers: Danielle, Kathleen, Craig, Debroah, Basia and Patsy

Master of Ceremony

Terri Gough

Next Meeting: Monday, August 29th 5pm at Charlton Senior Center Town Hall