

OLD HOME DAY COMMITTEE

January 16, 2020, 5:30 PM

Meeting Minutes

I. Call to Order

- Staff Present: Kevin Smith, Town Manager; Lisa Drabik, Assistant Town Manager; Cathy Blash, Senior Center Director; John Farrell, Town Council Chair; Kirby Brown, Executive Assistant.
- Members/Volunteers Present: See attached list

II. Introduction & Recap of 2019 OHD

- Lisa Drabik and Kevin Smith provided an introduction with regard to Old Home Day and discussed the transition of the committee to a new group of volunteers. Smith stated that the Committee has been mostly volunteer-driven for the past ten years, and has been composed of a very small group of volunteers who are now ready to move on. Smith thanked Kathy Wagner and all of the past OHD volunteers for their hard work over the years. Smith described how the Town Council has charged the Town staff with the task of providing oversight for OHD going forward and to offer support for the volunteers who are putting the events together. Smith stated that it is the Town's position that the OHD event and committee should remain mostly volunteer-driven with oversight from the Finance Department, as all payments/monies will continue to run through them.
- Smith stated that there likely will not be any big changes to OHD this year since it is a transition year.
- Lisa Drabik discussed the calendar of OHD events as well as the planning calendar. Drabik stated that the OHD dates for 2020 will be August 12th – 16th. Drabik handed out an agenda and reminded people to sign up on the sign-in sheet going around the room. Drabik went over the 2019 OHD brochure to provide the volunteers with an idea as to what the major events were last year (see attached). Drabik stated that the OHDC doesn't actually plan all of the events during OHD weekend. Some of the events are planned independently but in conjunction with OHD for logistics and advertising, etc. Drabik mentioned that there are a few sign-up sheets on either side of the room for volunteers to sign up for the events they would like to be involved with. Drabik stated that we need a lot of volunteers for the parade.
- Drabik stated that once we have the sign-up sheets completed, we will put the lists together and create email groups for each event. Each sub-committee will meet on their own to plan the events, and we will also plan full committee meetings as appropriate and needed.

- Stephen and Julie Lee with the Londonderry Arts Council stated that the band is already to go for the Wednesday night senior night as a part of their Concerts on the Common.
- David Steinhauer, Londonderry Lions Club, asked if Millennium Running is going to do the Boot-Scootin'-Boogie again. Smith affirmed that Millennium Running will do the event again on the Saturday evening of OHD weekend.
- Drabik went over when all of the forms will be mailed out.
- Ann Chiampa, Londonderry Historical Society, stated that she wants to make sure events at the Morrison House remain part of OHD. Smith affirmed that to be the case, indicating that any marketing we do will have the Morrison House events listed.
- One of the volunteers raised the idea of a dance off for couples with the LHS band on the football field. Smith stated that we are open to new ideas if people have them.

III. Conclusion

- Town Manager Smith thanked all of the volunteers for coming and for wanting to get involved with Old Home Day.
- The volunteers in attendance got up and signed up for the events listed. The events that will have sub-committees are Kidz Night, Baby Contest, Saturday Booths, Overall Logistics, Parade, and Wildlife Encounters/Bingo. If you would like to sign up for one of the sub-committees, please contact Kirby Brown at kbrown@londonderrynh.org
- Meeting concluded approximately 6:00 P.M.

Meeting Attendance

Old Home Day Committee

January 16, 2020

NAME	
1	Steven Billeci-Delong
2	Jonathan Billeci-Delong
3	David Plaza
4	Megan Plaza
5	Deb Paul
6	Jill Menard
7	Stephanie Rinker
8	Curtis Litterer
9	Carmel Shae
10	Julie-Huss (Derry News)
11	Glenn Douglas
12	Stephen Lee
13	Julie Lee
14	Alison Lawrence
15	David Steinhauer
16	Kristy Fitzpatrick
17	Cathy Blash
18	Katlyn McKenzie
19	Ryan Ouellette
20	Jim Loiselle
21	Ann Chiampa
22	Kay Webber

23	Bob Ciarletta
24	Lloyd Wertz
25	Kevin Desharais
26	Roger Fillio
27	Reed Clark (not in attendance at meeting but on Committee)

2019 Londonderry Old Home Day & 300th Celebration

Event	Date/Time/Location
Senior Night Out	Wednesday, August 14th Bingo at 4:00 PM, Londonderry Lions Hall Dinner at 5:00 PM, Londonderry Lions Hall (Tickets required) Concert on the Common by Beach Boys tribute band "All Summer Long" will be playing at 7:00 PM. (Concert open to all residents!)
Kidz Night on the Common	Thursday, August 15th from 5:00 PM – 8:00 PM, Londonderry Town Common Description: Face painting, Fun Bounce, Roaming Raceway and Railroad, Bektash Clowns, ALERT, Military Vehicles, PTAs and local children's business, costumed character, Lions Hamburgers and Hot Dogs, and much much more. Recommended age range: 10 and under.
Kidz Night LPD Movie Night	Thursday, August 15th from 7:30 PM – 10:30 PM, Londonderry Police Department Description: Complimentary ice cream generously donated by Gifford's Ice Cream will be served at 7:45 pm and show time is set for 8:30 pm. This event is FREE and open to all ages (kid-friendly movie so don't worry!).
Nutfield 300th Charity Softball Game	Friday, August 16th at 6:00 PM, Londonderry High School Description: Please join the Londonderry Police & Fire Departments as they challenge the Derry Police & Fire Departments in the annual charity softball game.
Friday Night Fireworks	Friday, August 16th , Londonderry High School. Concert starts at 7:15 PM, Fireworks show at 8:45 PM. Seating on the upper lacrosse field at Londonderry High School or anyplace you can find a spot in the general area of LHS.
Old Home Day Parade	Saturday, August 17th at 10:15 AM, Mammoth Road Parade starts at the middle school and proceeds down Mammoth Road to Mack's Apples. Governor to read special proclamation in celebration of 300th Anniversary. Decedents of the Founders will be riding in the parade. NHSCOT Pipe Band to Perform.
603 Brewery Beer Test	Saturday, August 17th , directly following the parade at the Lions Hall. 603 Brewery will be pouring a commemorative Nutfield 300 th IPA.
Carnival Games & Booths on the Common	Saturday, August 17th from 11:30 AM – 3:30 PM, Londonderry Town Common
Opening of the 250th Nutfield Celebration Time Capsule	Saturday, August 17th at 2:00 PM, Town Common Bandstand
Nutfield 300th Booth at the Common	Saturday, August 17th, All Day Commemorative 300 th coins will be on sale for \$5 per coin. There will also be a 300 th events photo album for viewing and complimentary copies of the Nutfield family research guide as well as the 300 th driving tour booklet will be available for pick-up.

PLEASE TURN OVER FOR MORE EVENTS

Event	Date/Time/Location
Morrison House Events	<p>Saturday, August 17th from 10:00 AM – 4:00 PM Morrison House Museum, 140 Pillsbury Rd. Description: Touch-A-Truck event (in the Moose Hill School parking lot from 12:00 PM – 2:00 PM), historical re-enactors, a cannon, craft demonstrations and tours of the historical building.</p>
Enterprise Boot Scootin' Boogie 5K and Brewfest	<p>Saturday, August 17th , Londonderry Athletic Field Complex, 98 Sargent Road Race begins at 6:30 PM. Brewfest and the Taste of Nashville Festival from 6:45 PM–9:30 PM. Description: Tickets required for the Brewfest. There will be a ticket tent from 4:30 PM – 7:30 PM. There will be a three hour country music concert, a bonfire, and Brewfest with over 20 of NH's craft breweries providing tastings.</p>

Basic Summary of Tasks Associated with Each Event/Subcommittee

Kidz Night – (Thursday) (Dan to Chair?)

- Secure acts for the bandstand, the bounce houses and the train.
- Arrange for characters to walk around?
- Arrange for police and fire to be present.
- Contact the PTA's at each school as they take care of the booths at Kidz Night.

The Parade (Saturday)

- NEED SEVERAL VOLUNTEERS FOR THIS and a designated Chair and Co-Chair as point people.
- Secure the paid acts. We have the contact information, letters, etc. to send out; Town Exec. Asst. will assist with this as well.
- Work with Fire and Police Departments as they secure fire trucks and police vehicles to ride in parade.
- Submit check requests and secure checks from Finance Department to give to paid acts day of parade.
- Do script for stand, and arrange parade line-up ahead of time.
- Man the parade the day of—arrange acts in order, timing, etc.
- Most of the work associated with the parade occurs during the 2 weeks before the parade and on parade day!
- Arrange for golf carts for Town Council Chair, Town Manager, etc. to monitor parade route.

Baby Contest (Saturday) (KRISTEN to Chair?)

- Handle the registrations, judges, arrange/man the contest, and solicit prizes for the winners and entries.

Booth/Bandstand/Carnival (Saturday)

- Send out applications for booths on the Common (we will provide existing list; list can be expanded if necessary); Town Exec. Assistant will assist with this as well.
- Collect the applications/booth fees until booths are sold out; submit checks to Town Hall.
- Arrange booth layout and communicate locations to booth holders.
- Man the Common on Friday for booth set-up.
- Man the Old Home Day booth itself on Saturday.
- Work with North School PTA to advertise their Touch-A-Truck event.
- Arrange for bandstand acts for Saturday. (The American Legion plays from when the parade ends until 1:00 PM. LHS Drumline usually plays at 2:00 PM. Any sponsor over \$1000 has ability to perform—just need to arrange the schedule. Can also hire a DJ to fill in the down time.
- Secure kid volunteers to man the game stations.
- Create sponsor logo signs for the bandstand and work with Steve Cotton to set up bandstand on the Tuesday beforehand with existing banner. Work with Shady Hill to arrange decoration of bandstand.

- Arrange carnival games.
- Order porta potties and ensure they are set up for Saturday (Reed Clark has information as to placement and where we order them).

Wildlife Creatures (Thursday Kidz Night and Saturday on Common) + Bingo (Saturday) (Bob to Chair?)

- Arrange all the logistics for bingo, including the solicitation of prizes.
- Arrange for Wildlife Creatures organization to be present with their animals on both Kidz Night and on the Common on Saturday.

Overall Logistics/PR

- Send out Sponsorship letters; Exec. Assistant will assist with this.
- Work with schools to do "theme" contest for OHD
- Work with the "outside" groups on any necessary logistics for their events (i.e. Senior Night, Wednesday night Concert on Common; Boot Scootin' Boogie; LPD Movie Night; Charity Softball game; Fireworks/Band at fireworks; Beer tent(s); Rotary Car Show; Applestock; Churches' Day of Service; Historical Society events)—trash barrels, set up, etc.
- Do general Public Relations Tasks related to OHD—website, Facebook and social media posts, etc.
- Order any logo "merchandise" needed—shirts, posters, etc.
- Announce Grand Marshal and theme; do cable show in May on Londonderry Access Cable channel about OHD
- Assist with miscellaneous organizational tasks related to OHD events.

