

# Berwick / Somersworth 2017 Parade Committee - Meeting Minutes

November 13, 2017 5:30pm  
Greater Somersworth Chamber of Commerce - Conference Room

Committee Members in Attendance: Beth Poulin, Chris Smith, Lindsey Gagnon, Liza Cocco,  
Russ Timmons, Dawn Ouellette

Also in Attendance: Kim Taylor from the Berwick Rec

1. Call to order - 5:30pm
2. Approved Minutes
3. Action Items

Action	Owner	Comments	Status
Confirm Judges	Beth		CLOSED
Book Ice Sculptor	Chris		CLOSED
Obtain various performers	Liza	List has been posted on Facebook	CLOSED
EMCEE for event	Liza	GOOD-VIBES DISC JOCKEYS/Emcee	CLOSED
Grand Marshall	Beth		CLOSED
Follow-up with Sponsors	Marty		CLOSED
purchase candy	Katelyn		CLOSED
Morning Coffee for Vols	Beth	Donated By Aroma Joes & Dunkin Donuts	CLOSED
Emergency Services	Russ		CLOSED
Post to Channel 22	Lindsey		CLOSED
Press Release 1	Lindsey/Judi		CLOSED
Borrow Golf Carts	Beth/Lindsey	Don Messier's, Gagnon's Auto	CLOSED
request the military's participation	Russ	Civil air patrol will help with traffic & be in parade	CLOSED
Request Pizza for Vols	Beth	Donated By Old Rail & Villa Pizza	CLOSED
Cars	Beth	cars have been requested for the parade and beth is following up	CLOSED
Downtown Business Coordination	Beth/Lindsey		OPEN
Order Banners	Beth & Liza	looking for past sponsor banners in hopes that we don't have to order additional ones	OPEN
Order Trophies	Kim		OPEN
Gal Schedule	Liza & Chris	Set up entertainment timing	OPEN
Press Release 2	Lindsey/Judi	Will send early thanksgiving week	OPEN
Fireworks	Beth & Russ	Asked but waiting on confirm with Hilltop Fireworks on safety concerns	OPEN
Plaza electricity	Chris	Do we need to get code/key from city?	OPEN
obtain stage	Chris		OPEN
obtain tent (for stage)	Chris		OPEN
Portable Bathrooms	Beth	Sebastian \$180 for 2	OPEN

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4. Budget

## Parade Budget

	2016	2017	Notes
<b>Income:</b>			
<b>Roll Over Funds:</b>	951.85	922.81	
<b>Donations:</b>			
City of Somersworth	2,600.00	3,100.00	
American Ambulance	250.00	0.00	Did not budget for it in 2017
American Legion Post 69	1,000.00	1,000.00	
DF Richard	500.00		
		-	
	4,350.00	4,100.00	
<b>Total Income</b>	<b>\$5,301.85</b>	<b>\$5,022.81</b>	
<b>Expenses:</b>			
Printing / Copy	347.50	385.18	Digital Ink Posters and Signage
Trophies & Awards	175.75		Split the cost for grand marshal plaque?
Banners			800 in past
Parade Candy		119.97	150 in past
Santa Clause fee	-		50 in past
Ice Sculptor	1,500.00	1,500.00	Jeff Day Ice Design
Entertainment	525.00	500.00	Green Foundry (Iron Pour Display)
DJ / Emcee	250.00	250.00	GOOD-VIBES DISC JOCKEYS/Emcee
Fireworks	700.00	750.00	Hilltop Fireworks
Miscellaneous	880.79	146.34	Chris Smith, Don Houde, Josh Austin
School Bands		500.00	Somersworth High and do we split others?
<b>Total Expenses</b>	<b>\$4,379.04</b>	<b>\$4,151.49</b>	
<b>Total Income</b>	5,301.85	5,022.81	
<b>Total Expenses</b>	<u>4,379.04</u>	<u>4,151.49</u>	
<b>Net</b>	<b>\$922.81</b>	<b>\$871.32</b>	

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5. Other
  - a. Kim/Berwick Rec
    - i. Will place the Grand Marshal (Pastor Mark Rideout) and his church at the front of the parade so they are together.
    - ii. Sent out emails to all of last year's participants.
    - iii. Said that only American ambulance and First Parish Church have registered so far.
  - b. Beth
    - i. Had been going around dropping of flyers and parade sign up packets.
    - ii. She has been working on confirming the cars we can use in the parade along with the golf carts needed.
  - c. Russ
    - i. Working with Ken form Hilltop Fireworks on having a secure and safe location for the fireworks.
    - ii. Reported that public works will be setting up 3 dump trucks to block streets for safety concerns. Also the street banners and tree construction are in progress.
    - iii. Site map/traffic logistics of the parade is worked out such that we will have most of the floats got right on Elm or Main Street at the end unless they have kids on the floats they can go left onto Main. The kids pick up area will again be at the Hilltop Family Practice and will be roped off.
    - iv. Will not be able to attend the City Department/ Parade Head meeting on the 21<sup>st</sup> at 12:00 but is confident we are ready for this.
6. Next Meeting Dates
  - a. November 20<sup>th</sup> 5:30pm Berwick Town Hall
  - b. November 27<sup>th</sup> 5:30pm Chamber of Commerce Conference Room

Meeting adjourned at 6:35pm

Respectfully submitted,

Lindsey Gagnon