

TOWN OF LYME
Independence Day Committee
June 20, 2016
Lyme Town Offices

Present for all or part of the meeting: James Graham, Matt Brown, Darin Knaus, Shaun O'Keefe, Sarah Shipton, Sarah Crockett, Jeff Snelling, Jay & Elena Marshall, Patty Jenks

1. The minutes of June 13, 2016 were approved as submitted.
2. An in-depth discussion took place concerning logistics, layout & infrastructure with input from Matt Brown.
3. The Marshall's, Jeff Snelling and Shaun O'Keefe discussed logistics for grills, food service layout and locations. The Marshall's will be in charge of gluten-free meal options and Jay Marshall will cook meats on a grill specifically for GF use. Jeff Snelling will determine which type of grill he wants to use and make whatever arrangements necessary to have it there. He'll bring his own tent to use in case of inclement weather, and provide snow fencing to use around the perimeter of the cooking area for a safety zone.
4. It was the sense of the Committee that the cost of the meal will be advertised as "by donation" with a suggested minimum of \$5 for adults & \$3 for kids under 10. At Shaun O'Keefe's suggestion, tickets will be presold throughout the day by Darin, with a receptacle provided for disposing of them when people obtain their meal. Staff and volunteers will be provided a meal at no charge. Patty will get the tickets made and give to Darin.
5. Patty reported the Ackerly ice cream give away has created much interest. Tara McGovern has offered to work with the Ackerly grandchildren to give away ice cream from 2-4. Dina Cutting, on behalf of Cutting's Northside Café has offered to provide some of the ice cream and Sarah Shipton is working with Hannaford's to secure more. In addition, Lyme Country Store will be providing ice cream tub & cones. Dina Cutting also offered the use of a small freezer to hold the ice cream, compliments of the Hanover Center Fair. The ice cream activity will be on the area closest to the back side of the Common. Patty will ask Tara if she would be willing to do signage for the ice cream event.
6. Parking and traffic control was discussed with Shaun O'Keefe. Sarah Shipton will be working with Sergeant Swett, Matt Thebodo and hopefully Kevin Peterson to coordinate all issues pertaining to this. O'Keefe suggested that each person working on this detail should have a communications radio.
7. Sarah Crockett was complimented on her Listserv contribution. She continues to work on Parade activity and find people willing to participate. She and O'Keefe confirmed the parade will commence with the Colors followed by walkers in period costumes, kids, bikes, walkers, fire/fast vehicles, other vehicles and horses (if any) bringing up the rear. (side note-the band should be in here somewhere). Kids games are in the works and Matt Brown will be sure there are tables and perhaps a small cover tent for some of the kid's activities.
8. Matt Brown thinks he may have staff tee shirts left over from last year.
9. Sarah Shipton & Patty will do a major shopping run next week. Bailey's Turkey Farm has offered refrigerated space to hold meats and other items that need to be kept cold between now

and the 2nd. Patty will confirm with Wayne Tullar and Dina Cutting about the use of freezer and refrigerated units they've offered for on-site use.

10. The banner will go up over the weekend. Matt Brown will do this. There are more posters going up.

11. Laurie Wadsworth came in after others left, but said she's find out about costumes for kids in parade.

Timeline:

June 23-Patty to do Listserv blurb

June 28- Patty & Sarah S. shop

June 30- Tents arriving, staging, dance floor, tables, chairs-James & Matt

June 30 or July 1-Portapotties coming in

July 1- Dunk tank gets picked up-Jenks

July 1- Set up throughout the day

July 1-Stakes up at 4:30 pm-Sarah S & help

July 1-Get barriers from Lyme Highway

Misc details-

Signage for parking-Sarah S

Make BBQ tickets-Patty

Grills- Jeff S.

Food signage-GF-Marshall, regular-Patty

Electrical-Lyme Electric?- Matt

Money to make change- souvenirs & BBQ- Darin

Fill dunk tank- Doug/Lyme Fire

Order glasses/souvenir-Darin

The next meeting will be held on Monday June 27th in the Town Offices. All hands on deck please.

This meeting was adjourned at 9 pm.

Respectfully submitted,

Patty Jenks

