

Shapleigh Community Day Committee

Shapleigh Library

May 4, 2022

**MINUTES**

**Those present:** Shawn Richards, Katie Richards, Suzanne Gagnon, Monica Lemaire, Penny Mills, Nancy Hodgdon, Beth Harmon, Joanne Rankin

**Meeting was called to order at 18:05.**

**Joanne Rankin, Town Clerk, swore into office the following Shapleigh Community Day Committee members: Penny Mills, Nancy Hodgdon, Carie McMahon, Suzanne Gagnon, Katie Richards, and Monica Lemaire.**

**Event Date:**

**Saturday, July 23<sup>rd</sup> 2022 9:00 am-3:00 pm**

This year's event is planned to take place on the fourth Saturday in July. This weekend was agreed upon and voted on in 2019 because it did not interfere with Alfred or Waterboro. The theme of the event is "Once upon a time..."

**Assignments:**

Marketing- Penny Mills - Porta potties have been ordered from Pottys-R-Us, 2 regular and 2 handicap for \$500. Penny to contact Dot Brown at Lions Club for meal specifics. Shed inventory was taken from middle unit- 12 trash cans, 12 sign holders, 3 small EZ-ups, 2 large EZ-ups, 15 medium tables, 3 small table, 2 large tables, 10 no parking signs, 2 cases of trash bags. Need to check other unit for supplies.

Music- Suzanne Gagnon – Cedar Mountain Boys confirmed. Penny contacted radio station in Sanford- The Legend's to see if they will participate on Community Day, they're not available this year but encouraged us to reach out to them next year. Penny to ask son to be announcer.

Tracey Levasseur- Bilodeau family has confirmed they will perform at 6:30 Saturday evening. Tacey needs to contact Pottys-R-Us to let them know where she would like a porta potty placed.

Parade- Shawn Richards - Instead of adding a bike parade, encourage kids to dress up as favorite story book character. Nancy to ask Duffy Gold to be Grand Marshall. Penny invited the Wakitas to participate in the parade. Penny to post parade flyer. Sue to ask Real Estate 2000 to participate in parade. Shawn to reach out to the town deputy Shawn Sanborn about traffic control and Steve Guilmette at the fire station. Katie to email Mike Demers about adding parade flyer to website.

Car show- Gale Michaud to determine classes for cars. 1<sup>st</sup> place for each category would receive a voucher for a custom slate plaque made by Mikini. All participants would receive a small plaque. Gale will confirm cost. Need budget for prizes. Gale applied for sponsorship for car show through Partner's Bank. Penny to discuss car classes with Gale.

Silent Auction- Monica Lemaire, Beth Harmon, Penny Mills. Monica will have a gift basket of "Life is Good" products for the auction. Beth has received 3 checks so far. Beth needs box of red bags from storage unit to put donations together in. Letterhead needs to be re-done by Penny and then approved by town hall before use.

Vendors- Nancy Hodgdon, Carie McMahon. Wildlife Encounters has confirmed their attendance, set time at 11:00-12. \$411.20, need check on day of event. Outlets need to be checked in park. Penny to format vendor poster. Carie to look into Venmo as a future payment option for vendor tables. Nancy has 6 vendors so far. Carie to get vendor list from Alfred. Camp Kita, a camp for children who've lost a loved one from suicide, located on Loon Pond, to have a free vendor table. Penny to check into puppeteer Joanne Rankin suggested. The cost is \$200. Joanne Rankin said she'd contribute \$50 towards puppet show.

Concessions(food)- Monica reserved from Sharper Events and Tents a hot dog steamer, cotton candy machine, and snow cone maker. Make cotton candy ahead of time to have bagged and ready. Monica to look into food suppliers to purchase from, possibly piggy backing on a local restaurant such as Paul's Market. Corner Store is out because they will not be ready to open by July but expressed interest in Community Day participation in 2023. Monica to make vouchers for food items to aide in one person handling money at event. Monica to talk to Shaw's or Hannaford about food donations such as bagels and buns and will contact Dunkin to ask them to donate iced coffee and donuts. Joanne Rankin will check her records for past Community Day concession stats.

Kids area- Sue will reach out to Real Estate 2000 for a \$250 donation for the Kid's area that we have received in years past. Nancy to reach out to David Wade to see if the inflatable obstacle course is available from the Boy Scouts. Sue has reached out to the Shapleigh Rec Department, and they are unavailable to participate but would like to contribute some money. Sue needs updated liability form.

Clean up crew (scheduled times)- Nancy to contact David Wade and invite to next meeting. Shawn Richards spoke to person in charge of JROTC at MHS, all we need to do is give them a specific list of what we need help with, date, and times.

**The meeting adjourned at 19:54.**

Respectfully submitted,

Katie Richards

**Upcoming Dates:**

**Next meeting will be held on Wednesday, June 1st at 6:00 at the Shapleigh Community Library.**

**Visit shed Tuesday 5/10 at 5:00, Sue, Nancy, and Carie**

**Committee to meet privately on Wednesday, May 11<sup>th</sup> to determine scholarship recipients**