

Filed with Town Clerk:  
RECEIVED  
2023-06-01  
1:56 PM  
TOWN OF CHELMSFORD  
PATRICIA E. DZURIS  
TOWN CLERK

## Juneteenth 2023 Planner – meeting notes

### Schedule

#### Chelmsford DEIC 2023 Juneteenth Event

June 17th 11-3pm

Chelmsford Common

Set up: 10 AM

Breakdown: 3 pm

DEIC meeting Wednesday, May 17<sup>th</sup>.

Attendees: Carly Connor Reim, Tricia Dzuris, Susan MacKinnon, Bill Campbell, Beth Picos, Linda Morel, Lauren Cochran

Meeting called to order by Tricia, seconded by Lauren.

Meeting to go through the checklist of To Do's for the Juneteenth event and ensure all tasks are assigned and have a status/deadline.

Tricia requested we add Pride Day planning to the agenda for our next meeting.

### Things to bring to Juneteenth

- Posters (Library making posters – Carly (5/25))
- Juneteenth flag - Carly
- Painter's tape - Tricia
- Canopy tents Linda has tent and banner – will drop off to Tricia
- Cooler w/bottled water - Cherrice
- Ice - Cherrice
- [Sign holder](#) – Lauren will provide easels
- Printout w/QR codes for website & Anti-Racist Pledge - Tricia
- Volunteer lanyards and badges - Tricia
- Donation basket - Cherrice
- DEIC business cards - Carly
- Large Juneteenth signs (2) - Carly
- Press release – Carly (done)
- Flyer (save the date) – Linda (done)
- Instruction email to vendors – Cherrice (done)
- Press release – Carly (done)

### OTHER:

Bill and Cherrice completed CTM interview. CTM's "Chelmsford Tonight" with Karen Woodrow. Taped the show on Monday, May 22 @1 pm.

The Town has also purchased new microphones (may be available for Juneteenth).

**PURCHASES:** Would like to order Juneteenth small flag sticks-20 for \$15.99 (5"X8") – Cherrice will order 200 flags (10 packs) not to exceed vote taken. Approved by Susan, all in favor.

Would like to order Juneteenth buttons - 25 for \$18.00 – Tricia will order 24 flags to surround the town monument at \$.8.99 per flag and not to exceed \$250.00. Approved by Susan, all in favor.

**Planning**

- Create instruction sheet for vendors – **Cherrice** (done)
- Stage – DPW has stage – **Lauren** will arrange set up, DPW will pick up after the event
- Contact Pete Pedulla at Chelmsford Telemedia regarding audio equipment and set up - **Lauren**
- Confirm police detail – **Tricia** (done)
- Figure out schedule for performances/speeches
- Check with vendors/DJ for their power requirements – (done)
- Create flyer with vendor pictures/event schedule/parking information – (done)
- Secure volunteers - **Lauren**
- Coordinate tables/chairs - **Tricia**
- Contact the Lowell Sun for pre-event coverage plus reporter/photographer at the event – **Carly** (done)
- Inventory decorations – (done)
- Contact local churches re: parking – **Susan** (done)
  - First Parish Unitarian
  - Central Congregational
  - Journey Church on the Common
- Sign permit to designate point of contact – **Tricia** (done)
- Chelmsford Center for the Arts restroom usage – **Lauren** (approved)

Contact Information

| Who   | Phone                               | Email                        |
|---|-------------------------------------|------------------------------|
| Cherrice Lattimore                            | 978-399-6892                        | cherrice.lattimore@gmail.com |
| Carly Connor Reim                             | 978-256-8859                        | cconnorreim@gmail.com        |
| Lt. Colin Spence (CPD)                        | 978-256-2521 ext.111                | cspence@ChelmsfordMA.gov     |
| Kristina Bruce (Support Services Coordinator) | 978-250-5289                        | kbruce@chelmsfordma.gov      |
| Kathleen Canavan (Facilities)                 | 978-360-9902 (cell)                 |                              |
| Chelmsford Center for the Arts                | 978-250-3780                        |                              |
| Rev. Ellen Spero (First Parish)               | 978-256-5555<br>978-500-2531 (cell) |                              |

|  |              |  |
|--|--------------|--|
| Rev Dr. Rich Knight (Central Congregational) | 978-256-5931 |  |
| Journey Church on the Common                 | 978-256-0855 |  |
| Trinity EMS                                  | 978-441-9191 |  |

**Update Gratitude list**

The Chelmsford Police Dept. (Need names of officers on detail)

Chelmsford Public Library

The Center the Arts (CCA)

Town Manager Paul Cohen

First Parish Church

Central Congregational Church

Journey Church on the Common

The Chelmsford Public Library

Axis Communications, Kerri Sutherland and Jeff Reim

The Lowell Sun

DEI Committee

Chelmsford Telemedia

Greater Lowell Community Foundation

Chelmsford Town office and IT staff

Chelmsford Farmers Market

Our Vendors

Brent Smith

Evan Martin

Hailee & Robert Thurman

Lowell HS Steppers

DJ Tony

DPW Facilities

The Audience

### Talent and Program Schedule

| Name                                 | Role                      | Contact info | Point    | Status  | Timing |
|--------------------------------------|---------------------------|--------------|----------|---------|--------|
| DJ Tony                              | DJ                        | 978-609-7505 | Cherrice | Secured |        |
| Welcome & Read Proclamation          |                           |              |          |         |        |
| Opening of Juneteenth                |                           |              |          |         |        |
| Opening prayer and moment of silence |                           |              |          |         |        |
| Raven Lee Brown                      | Liturgical Dancer         |              | Cherrice | Secured |        |
| Gratitude                            |                           |              |          |         |        |
| Lift Every Voice and Sing            | Hailee and Robert Thurman |              |          | Secured |        |
| DJ Tony                              |                           |              |          |         |        |
| Lowell HS Steppers                   |                           |              |          | Pending |        |
| Gratitude                            |                           |              |          |         |        |
| DJ Tony                              |                           |              |          |         |        |
| Brent Smith                          | Keynote                   |              |          | Secured |        |

|                 |         |              |  |         |  |
|-----------------|---------|--------------|--|---------|--|
| Gratitude       |         |              |  |         |  |
| DJ Tony         |         |              |  |         |  |
| Evan Martin     | Cellist | 978-806-1782 |  | Secured |  |
| Final Gratitude |         |              |  |         |  |
| Closing remarks |         |              |  |         |  |
| DJ Tony         |         |              |  |         |  |

### Food

| Vendor                     | Permit | Contact          | Point    | Status  |
|----------------------------|--------|------------------|----------|---------|
| Rima's Catering            | Yes    | Rose             | Cherrice | Secured |
| Michelle's Ice Cream Truck | Yes    | MC Santos        | Susan    |         |
| Hot Dog Truck              | Yes    | Shawn M Gregoire | Carly    | Secured |
| Red's Kitchen              | ?      |                  | Cherrice | Secured |

| Vendor           | Contact | Point | Status  |
|------------------|---------|-------|---------|
| Farmer's Market  |         |       | Secured |
| Quilts By Sheila |         |       | Secured |

| Vendor   | Contact | Point | Status  |
|--|---------|-------|---------|
| Farmer's Market  |         |       | Secured |
| Vickiana's Natural Hair Products   |         |       | Secured |
| Annika Decor: Handcrafted personal care products, aromatics and home decor |         |       | Secured |
| Andre Mills - Graphic Artist from Western Avenue Studios                   |         |       | Secured |
| Queen Adeline  |         |       | Pending |
| Art by D'Wight   |         |       | Secured |
| MJ Clothing  |         |       | Secured |
| Mobile Library   |         |       | Secured |
| Andre Neal Graphics  |         |       | Secured |
| Mill City Environmental  |         |       | Secured |

**Activities**

| Activity        | Materials | Point    | Status |
|-----------------|-----------|----------|--------|
| Bubbles         |           | Carly    |        |
| Magnets         |           | Susan    |        |
| Line Dancing    |           | Everyone |        |
| Miniature flags |           | Cherrice |        |

|                           |  |              |         |
|---------------------------|--|--------------|---------|
| STEM – Dr. Jolvan Morris  |  | Cherrice     | Pending |
| Juneteenth coloring sheet |  | Tricia/Susan |         |
| Balls / Sports Items      |  | Carly        |         |
| Tattoos                   |  | Susan        |         |