

**CHELMSFORD PARADE COMMITTEE
MEETING MINUTES
MEETING OF MAY 31, 2022
CHELMSFORD CENTER FOR THE ARTS**

Present: Candy Chase, Paul Cohen, Paige Gilet, Jeff Hardy, Debbie Haywood, Chuck Marcella, Lynn Marcella, Jason Poor, Brian Reidy, Rick Romano, and Pat Wojtas

Guests:

Joe Germann – coordinating cars for parade

Mike Donahue and Ryan Houle from the Chelmsford Fire Department

Meeting Minutes: Motion by Rick, seconded by Debbie to accept the meeting minutes of May 17, 2022. All in favor.

Treasurer's Report:

Rick reported that payments from banners and sponsors are starting to come in. We are in good shape, but money will soon be going out. Decided that checks will be given to participants when they check in at McCarthy so everyone is sure to get their payment. Motion by Chuck, seconded by Brian to accept the Treasurer's Report. All in favor.

Summer Banners: Thanks to Chelmsford Department of Public Works for hanging the banners for us. Thanks to Paul for coordinating this. Thanks to Jeff for working with them. Paul will contact company that installed the green poles in the center to see if we can get some of the balls that secure the banners. Some need to be changed as location not where requested. There are also more orders coming in and more to be hung. They look lovely!!

Sponsors: Karen is keeping track of sponsors and what they will be receiving according to their level of sponsorship.

Antique Cars: Joe Germann reported that he has 17+ vehicles for parade. He will send us information about vehicles and who they are owned by and driven by so they can properly be introduced. Requesting that they are not too far at end of parade as some are old and can have over-heating issues. Joe will try to be at our next meeting. (JoeGermann@gmail.com)

Bands: Brian reviewed what he has committed to date. Rick heard from Canada and they can send Funky Carnival (\$3,000) and Titans (\$4,200). They will need housing. Debbie will contact school department to see if that can be arranged. Canada is also looking for another parade in the area so it is worth them traveling here.

Web Site: Rick has done some updating and Paige had some suggestions that she will chat with Rick about. Please let him know if anything should be changed or added.

E-mail: Jeff and Debbie need to check on a daily basis and send any applications to Lynn so she can continue to make spreadsheet and announcers book.

Post Office Box: Rick continues to check – more and more items starting to arrive!

Parade Marshal: Charlie Zaher will be riding in Charlie Wojtas' mustang.

Concert on the Common: Eric unable to attend but sent information for us to review to be sure it is all being followed-up on. (Get well soon, Eric!!) Vendors for food may include: Brickhouse, Little Town Coffee, Fishbones, Hot Dog Guy and Ice Cream Truck. Paige will make a sign to thank Brickhouse for sponsoring cost of stage – she will need size ASAP. Stage is 16' x 20' but need to know height.

Politicians: Only two have applied and paid to date – Cataldo and Birchall. Candy will follow-up with others to see if they are coming.

Book and Line-Up Cards: Lynn working on this as applications come in.

TV Announcers: Jeff, Lynn and Kelly Beaty will be doing announcing again. Jeff with check with Telemedia and see what they will need from us as far as announcing information. Will also check to see if they have the back-drops or are they in our storage area? Brian will check storage area at Blake.

Applications – Veterans, Politicians, Bands, Marchers, Vehicles, etc.: Starting to come in – Lynn doing bios and excel list as they are received.

Collings Foundation: All set along with transport. Jason confirmed tanks can be at Police Station overnight of July 3rd.

Chelmsford Police Department: Jason noted that nothing new since last meeting. OK for tanks to be at Police Station. Also all set for Pat Patriot to change at the Police Station.

Volunteers: Debbie working on getting volunteers. Will need 24 or more!

Shirts for Committee and Volunteers: Rick has ordered a variety of sizes of the tee shirts. Feel free to wear golf shirts from past years if you wish!

Golf Carts for McCarthy: Paul Cohen has arranged for DPW to pick up 4 for McCarthy. Paul Hardy has had “our” golf cart started and will be all set for parade day.

Items Needed for Concert and Parade Day: Brian will go to Blake to see what is there and what will be needed. Important is banners for in front of bands so we see what we need Red Mill Graphics to make.

Respectfully submitted,
Lynn M. Marcella