

**CHELMSFORD PARADE COMMITTEE
MEETING MINUTES
WRAP-UP MEETING: AUGUST 9, 2022**

Present: Candy Chase, Sam Chase, Paul Cohen, Paige Gilet, Jeff Hardy, Debbie Haywood, Eric Linstad, Chuck Marcella, Lynn Marcella, Kirk Marshall, Brian Reidy, Annette Romano, and Rick Romano

The meeting started at 6:30 PM and was held at the home of Annette and Rick Romano.

Treasurer's Report: Rick reported we are in great shape! Still have some outstanding money to come in for banners but should be all set with collections soon. For complete details see Treasurer's Report.

Concert on the Common: Kudos to Eric and everyone that helped for a great event! There was a decent crowd, it was a great concert and well worth the expense. Date worked well. Next year it would be held on Sunday. Agreed we should do it again. Can get same band or look for something different. 2023: Concert: Sunday; Country Fair: Monday; Parade: Tuesday.

Comments and Review of Parade:

- Collinge Foundation was too expensive with transport costs – probably no to next year. Was noted that several residents had military vehicles that they brought to the parade – was great!
- Cars – Joe Germann – was tough to handle where there were so many vehicles. Sam has volunteered to communicate with Joe and make things, hopefully, easier. Discussion about only antique vehicles – 25+ years old, but that would be tough to enforce. Registered vehicles should be a priority in placement in parade.
- Gaps were a problem again. Minutemen, are of course a problem. Had problems with School Department and Lori Trahan with gaps because they stopped to chat with people and handing out candy, etc.
- Parade Marshal had his tractors follow him before the Veterans. That was not correct, but at that point uncontrollable. Need to be sure Veterans have appropriate placement.
- Candy and squirt guns were the usual problem. Boy Scout troop float was a problem. Next year need to check floats and empty water if they have buckets before they leave McCarthy. Not to be spoil sports – but constant complaints each year from people. Candy, of course, is a safety issue with children running out to get it.
- Car magnets were not given to appropriate people so that was a problem as they did not get on right cars. Need someone to take care of that next year.
- Was great to have so much help at the registration table, but was too many – three people would be enough.
- Need a responsible person at the end to collect the banners.
- Porta-pottie near Max and Leo's dumpster was not visible for people to see. Next year needs to be near Choice fitness – near shuttle busses.
- Bands need to stop and play at reviewing stand but also need to know to continue to end and play until the end. Maybe put a note on other side of "Stop Sign" to continue playing until end.

- Our major problem this year was volunteers. We had businesses that were sponsors and did not have their banner in the parade because of issue with volunteers. Jeff spoke to Jay Lang and he said he would handle it next year for us and be sure to get Junior High School kids. We could also tell sponsors we would provide them a banner but they have to have their own people to carry it. It was an embarrassment for us to have sponsors pay for this and not have their banners in the parade. There were six that we decided to get pole banners and have them hung for them. Lynn is writing thank you notes to all and will let those six know they will have pole banners up until end of October/early November then give to them.
- Dolan Funeral Home had a gold banner – they should have had a red sponsor banner.
- Joey and Characters – they are just a “wild card” – he does what he wants and puts them in where he wants. Male costumes are too flimsy! Brian will try to get a “better group”.
- Elvis – problem at the end – he called everyone to get his check, should have received it at beginning.
- Last band was great! Get them back if possible! They were from Mississippi!!
- Rick has received a commitment from Pierre in Canada already – get who we can – especially “Funky Carnival”!
- Received a nice note from North Shore Pipe Band – be sure they come back next year.
- Lynn has information for Italian American Band – they definitely want to come next year! Was too late for them to plan for this year.
- Paul from IPODs sent a nice thank you!
- Lynn and Chuck met a woman from the John Hunnewell Trust. She looks for “cultural events” to sponsor with this Trust and we will be considered for 2023. Received a nice letter from her which Lynn will follow-up with a thank you note.
- Winter Banners – want to try to sell as many as possible! Brian will pick up what he can find for books at Blake and Lynn will go through them to see if there are any good old files with lists of who purchased them in the past. Lynn will send what she finds to Eric and they will try to get a head start on this if the lists are not too old. Decided to keep Winter Banners at \$400.00 and Summer Banners at \$500.00. Lisa Marrone will send our flier/letter out for us to all businesses, but should follow-up with past purchases. Paige will work on a design for us. She will also look to see if she has the word document for the flier/letter so we just have to add the design. Also need to add a sentence that “due to winter weather conditions, we cannot guarantee the condition of the banners when they come down”. Don’t want to replace any next year because they are in tough shape. Need to have more grommets on them to be sure they are not going to come down. Tie-wrap them in addition to putting on poles. Thanks to the DPW for hanging them for us. Just too dangerous and difficult with us and the ladders!!
- Email – Paige has offered to answer emails received “immediately” with a letter letting people know we received their message/application and we will send out details as it gets closer to parade time.
- Email – discussed having different email addresses for positions on the committee that could follow new people when they join the committee. Can discuss this more at next meeting. Would make things easier and hopefully we would eliminate some duplication of jobs, etc. If we have good records from past few years (not too sure...) we should send an email to all who participated during past three years. Will find out when Lynn goes through books.

- Need to work on getting a budget set for 2023 with a 10% maximum increase on spending if possible. Also noted in discussion, important to get good music – we were somewhat lacking on that end, but mostly due to Covid. Brian will be handling the bands and Lynn will look in books and see what she can find for band contact info from past.
- Committee positions were discussed. Need to agree on who will be in what position and have this ready for Town Clerk and also for Tax Purposes. Need to know this for banking, etc. Need commitments from everyone on committee that they will handle/take charge of something so it makes is easier for all involved. There is a lot to be done, but if everyone handles something it should work great!
- Truck making the turn onto North Road – very dangerous – barrier needed until truck is going straight – very dangerous for kids! Need Jason Poor’s help with this.
- Lynn will try to contact Sean Sullivan from Wakefield to see if they are still having their parade in afternoon – this might help with getting other bands and also will help with Canada.

Next meeting to be held on Wednesday, September 7th at the CCA.

Paul will arrange for the meeting room at the CCA for the meeting.

Meeting adjourned at 8:45 PM.

Respectfully submitted,
Lynn M. Marcella
Lynn M. Marcella
Secretary/Clerk