

**Town of Boscawen
Old Home Day
Boscawen Municipal Complex
Meeting Minutes
Monday, October 23rd, 2023, at 6:00 PM**

Present: Polly Dawson - Chair, Gary Tillman, Beverly Lacoy, Kim Kenney, Kate Merrill—Finance Director & Matthew Burdick—Ex-Officio

Chair Polly Dawson opened the public meeting at 6:00pm.

Roll call completed by Chair Dawson.

Financial Report: Finance Director Kate Merrill addressed the questions that were raised during the last meeting regarding the Financial Report. She provided the Old Home Day Committee with a list of donors who have contributed to OHD. The list can be viewed on the Boscawen town website under the 'Boards & Committees' tab and then selecting 'Old Home Day'. The donations are broken down by friendly sponsors, major sponsors, and raffle donations.

Finance Director Merrill noted that, while reconciling the Profit and Loss statement, she noticed an income of \$100. She explained that the balance sheet would exceed \$100 due to an error by Franklin Savings Bank, which deposited funds into the OHD account intended for a business in town. FD Merrill noted that the correction would reflect in the next Financial Report.

Finance Director Merrill asked the OHD Committee if they would be open to creating a single, combined donation-sponsorship budget line for all funds received. She pointed out that the Committee currently managed three separate donation lines: OHD Donations, OHD Event Sponsorships, and Golf Sponsorships and Donations. Discussion ensued. Ms. Kenney would like to have separate lines for golf teams, sponsorships, and donations from the golf raffle. FD Merrill inquired about the difference between golf donations and regular OHD donations. Ms. Kenney explained that she sends out golf donation request slips, and when someone makes a donation, they attach the slip. The donors would be specifically contributing to the golf tournament. Ms. Kenney mentioned she would like to ensure the golf sponsorships and donations match. Mr. Tillman suggested creating two budget lines: one for golf sponsorships and donations, and another labeled as 'other'. All concurred. FD Merrill will consolidate the \$200 donation line with the \$2,000 line, resulting in a total of \$2,200.

FD Merrill inquired about whether the OHD Committee planned to request fireworks for OHD at Town Meeting. Mr. Tillman clarified that they did not intend to request fireworks.

Chair Dawson motioned to approve not requesting funds for fireworks for OHD, at Town Meeting. Seconded by Mr. Tillman. All in favor. None opposed.

Ms. Kenney clarified that the OHD Committee might be able to get a sponsorship to fund the fireworks. A town vote would not be needed in that case.

Chair Dawson motioned to approve the Financial Report as presented through 10.23.23. Seconded by Mr. Tillman. All in favor. None opposed.

Minutes: Chair Dawson clarified on line 83, that Mr. Tillman seconded the motion to not donate funds to the pavilion.

Chair Dawson clarified on line 150, Susan's last name was Younis.

Mr. Tillman made one correction on line 47, change 'build-a-cruiser' to 'fill-a-cruiser'.

Ex-Officio Matt Burdick made two corrections, line 7 and 8, he clarified that he was not present at the 09.18.23 meeting.

Mr. Tillman motioned to approve the 09.18.23 Old Home Day draft minutes as amended. Seconded by Chair Dawson. All in favor. None opposed.

New Business: Ms. Kenney spoke with Mr. Alan Andrian, owner of Alan's Restaurant, about hosting BINGO. Mr. Andrian was open to hosting BINGO at the restaurant and would provide meals. Ms. Kenney said they would need to hold BINGO on a Sunday because Saturday's were too busy for the restaurant. Examples of the meals that would be provided were Shepard's pie, spaghetti, ham, turkey, meat loaf, and American Chop Suey. The meal would also include a dessert and beverages such as coffee and water. Ms. Kenney said Mr. Andrian needed to finalize the per person pricing, but he estimated about \$15 per person. Ms. Kenney suggested that the committee would pay \$5 a person which would equate to a maximum expense of \$400 a month from the OHD budget. She recommended charging participants \$10 per person. She also suggested they could do a 50/50 raffle which would lessen the expense. Ms. Beverly Lacoy noted they used to make about \$100 from selling 50/50 raffles. BINGO would be held once a month from January through April. Mr. Andrian had suggested that the best time on Sunday's would be 12:30PM. Ms. Kenney said they could end around 3:30PM. Ms. Kenney noted Mr. Andrian preferred the committee to be consistent with which Sunday each month they would hold BINGO. Ms. Kenney discussed with Mr. Andrian that the average participation would be 65 to 80 people with the anticipation that the first month would be lower participation. Ms. Kenney suggested advertising the events in the Newsvine, around town, and by word of mouth. Ms. Kenney also recommended that the Committee buy items to present on a table for winners. Some ideas were blankets, mittens, hats, and scarfs. Ms. Lacoy noted she could donate three dozen mittens. Chair Dawson mentioned that the leftover items from previous BINGOs were stored in the Town Hall basement. Ms. Kenney said they will need a caller and board person. Ms. Kenney will provide the BINGO board.

Mr. Tillman asked if Mr. Andrian had a minimum number of people that must attend. Ms. Kenney said Mr. Andrian did not give a limit and they discussed that the first event would have low participation. Mr. Tillman recommended that \$15 a person for a meal was a reasonable price for participants to pay. Ms. Kenney would rather charge \$10 a person. She noted they spend a lot on kids for OHD. The maximum expense for BINGO would be \$1,600 which was the price for bungee jumping at OHD. Chair Dawson agreed with \$10 per person. Ms. Kenney questioned if moving the venue would change law requirements. FD Merrill noted they may need a liability

insurance certificate, but she will clarify with Town Administrator Katie Phelps. Ex-Officio Burdick explained that they may not need a certificate because it wouldn't be held on town owned property. FD Merrill noted for the AgCom Draft Horse event, the Select Board recommended that the Agricultural Committee not sponsor the event because it was held at another venue. She will clarify with TA Phelps. FD Merrill asked if a BINGO line should be added to the budget in the revenue and expense section. Discussion ensued. FD Merrill will add \$2,800 in the revenue line based off of \$10 per person, with an average of 70 participants. She added an expense line of \$4,200, based off \$15 per person. The total revenue loss for the OHD Committee would be an average of \$1,400.

The committee discussed preferred weeks for the BINGO event each month. They decided to hold BINGO on the 2nd Sunday of each month. (January 14th, February 11th, March 10th, and April 14th) Ms. Kenney will meet with Mr. Andrian next week to finalize the meals.

Chair Dawson motioned to approve moving forward with BINGO at Alan's Restaurant. Furthermore, to clarify with Town Administrator Katie Phelps about liability insurance. Seconded by Ms. Lacoy. All in favor. None opposed.

Chair Dawson motioned to approve adding two lines to the 2024 OHD budget. The first line would be for BINGO income and the second line for BINGO expenses. Seconded by Mr. Tillman. All in favor. None opposed.

FD Merrill asked the Committee to designate a member to present the 2024 OHD budget to the Select Board. Discussion ensued. FD Merrill will designate Chair Dawson to present and follow up with a date.

Ms. Kenney asked for suggested meals for the BINGO event each month. Discussion ensued. The committee decided on Shepard's pie in January, turkey in February, and ham in April. For March, Ex-Officio Burdick had suggested New England boiled dinner which was corn beef, potatoes, carrots, and cabbage. Ms. Kenney will ask Mr. Andrian if they can offer it in March but if they can't, the committee decided on meat loaf as a backup.

Ms. Lacoy asked about checking the prizes at Town Hall. Ms. Kenney said she had been down to the basement but did not check for prizes. She said they will figure out prizes after they advertise the event. The committee agreed to meet in November to discuss the layout of the flyer. Chair Dawson suggested putting flyers outside the Town Municipal building and on the Fire Station sign. Selectman Burdick suggested reaching out to Public Works Director Dean Hollins about posting a flyer on the Transfer Station sign. Chair Dawson will ask Mr. Lyman Cousens to do the Public Affairs. They will post in the Newsvine and Town website. Ms. Kenney said they need to indicate non-cash prizes on the flyer and put \$10 admission for lunch. Discussion ensued on where to place the flyers around town. FD Merrill will send the flyer to Chair Dawson to edit. Once Chair Dawson edits it, she will send it to Mr. Cousens to post in the Concord Patch, Newsvine and Concord Monitor.

Chair Dawson asked the committee on behalf of Town Administrator Phelps, if anyone would like to save the town \$1,500 and write the meeting minutes. No one offered to write the minutes.

Next meeting:

Monday, November 20th , 2023 @ 6:00PM.

Mr. Tillman motioned to adjourn at 6:43 pm. Seconded by Ms. Kenney. All in favor. None opposed.

Respectfully submitted by Hannah Gardner