

Approved 6/8/17

Fireworks Committee  
Meeting Minutes  
April 6, 2017

Committee Members in Attendance: Nik Coates, Kris Bean, Victor Greenwood, Wendy Costigan, Christina Goodwin, Jamie Moulton

**Fireworks Schedule:**

- The event is contracted for Monday, July 3.
- Rain Date – First choice July 7 and Second choice is July 8
- Event Hours – Set up to start at 4:30 and event hours 6:00 – 10:00
- Budget – Town Meeting approved \$12,000, with \$9,500 of this to cover the Fireworks Contract and whatever other items are needed for the event. Donation buckets would need to go through a non-profit or to the General Fund, but the current Select Board agrees that a Revolving Fund or Reserve Fund is a good idea for next year's Warrant Articles.

**RS Fireworks:**

- The first payment has been requested and will be mailed on Friday, April 7.
- The second payment will be cut closer to the fireworks deadline and is due to the company on July 3.
- Wendy will verify the years on the insurance certificate to determine if we need a new one.
- Wendy will confirm if a W9 form is needed.
- RS Fireworks has confirmed that there will be B and C Fireworks for the show this year. They have emailed that it will be louder, brighter, higher and more intense show.

**Advertising:**

- The Committee agrees that the advertising will continue on the website, the Facebook page for Community Events and posters with the Community Events group.
- It was suggested to order four free banners through Coca-Cola or Pepsi to be located at the information booth, the fire station (preferably a 2 sided sign) and the Big Catch. Christina will get approval for the sign placement from the owner of the Big Catch.

**Road/Parking/Set up:**

- Road Closures
  - Agree to Shore Drive continued closure
  - Will also close Hobart Road on the North Main Street side
  - The Committee agreed to send the same Letter to the Neighborhood with the following changes: adding Hobart Road abutters; adding a line about expecting a more intense show with the addition of Class B fireworks; changing that the road closures will begin at 4:30 pm; Remove the sentence about expecting a large amount of spectators; add a line about any restriction of use for private entrances/roads would be the responsibility of the individual landowner.

- Slips will be created to give to the Beach Attendants to hand out during the day on July 3<sup>rd</sup> that advise the parking area closes at 4:30 for the fireworks event.
- The letter will be sent out at the end of May and the Committee will discuss if it needs to be sent again at a later date.
- Parking Locations
  - The three parking lots will be requested to use again – the two church parking lots and the former Cunamara building. Christina will reach out to the owners and fill out any paperwork and provide certificate of insurances.
  - The Committee agreed to reach out to Village Pizza to see if there is a possibility to add overflow parking in their field so people can walk down the Bike Path.
  - Cummings Beach would continue to be the handicapped parking and during the night at the Police Department's discretion it could be changed to regular parking
- Golf Carts – the Committee agreed to ask for two golf carts again and to add signs to the golf carts so people know they are available for use.
- Central Information Location – the Committee agreed to a centralized location for information near where the beach sign is located. Wendy volunteered to help man the location.
- Restrooms
  - The Committee agreed to the same number of restrooms for the event – will continue with 5 handicapped restrooms. Christina will reach out to the Big Catch about the extra restroom.
  - Nik advised that the Economic Development Committee is installing a portable restroom at the Information booth from 6/30 to Labor Day, so the event could potentially utilize that one.
- Additional signage – the Committee agreed to have a sign board at the central information location and at each entrance to Shore Drive. The signs will advertise what can be found along the drive.
- Decorations – flags/other – Small flags have been purchased and are stored in the Assessing Office. The Committee should decide if there are any other decorations they would like to have for the night.

#### **Fire Coverage:**

- Jamie reported that they will plan the following coverage and he will work with the Fire Departments to arrange:
  - A truck and ambulance at the foot of the lake
  - A second ambulance on duty to cover the station
  - Alexandria Fire at Cummings Beach near the Fire Department's dock area
- Jamie reported on the status of the barges and what he will be working on coordinating:
  - Greg from West Shore Marine has one barge that he donates for use
  - Jamie has one barge that he donates for use
  - At minimum he believes they will need one more barge, although he would like to have two more, especially with the addition of Class B for this year

#### **Police Coverage**

- Kris reported that the Police Department will be reaching out to more area towns for assistance, but feel that last year was one of the smoothest run events they have had on the shore

#### Highway Coverage

- Victor reports that there should be no more than two people as that worked well and if the Select Board pass the purchase of the UTV then it will be much easier for the Highway to maintain along Shore Drive.

#### Food/Entertainment/Other Vendors

- Type of Food
  - The Committee agreed to continue with the same three food vendors – there is another Eagle Scout project and the Committee would love to have them back. If any of the food vendors decides not to return, then another vendor will be approached.
  - A letter will be created for the vendors that lists out the times for set up and the requirements for participating
- Entertainment – the Committee agreed to no additional entertainment
- Other Vendors – the Committee will put it out to non-profits, like the TTCC or Baseball Commission, etc. to sell glow items again. The Fire Department would like to possibly consider a boot drive as well.

#### Other

- Kris recommended that we order grade stakes as the ones used last year broke or were destroyed. Victor mentioned that the 5 foot grade stakes were better and that we could get them from RP Williams. He recommends 5 bundles and ordering early as they have to be special ordered. The Committee agreed to purchase and they can be stored in the Police Department's shed.

#### Meetings

**Meetings will be scheduled as needed and held at the Town Offices.**

**The next meeting was scheduled for June 8, 2017 at 9:00 am.**

Having no other business to conduct the Fireworks Committee adjourned at 10:45 am.

Respectfully submitted  
Fireworks Committee