



9/11/23 @3:42 pm

TOWN OF HATFIELD MASSACHUSETTS

Celebration Committee Meeting Agenda

DATE: Thursday, July 13, 2023

TIME: 6:00PM

LOCATION: MEMORIAL TOWN HALL

Meeting Minutes

Attendees: Diane Barstow, Kristy Dyer, Anna Holhut, Tim Paciorek, Kathleen Wyckoff

- 1. The meeting was called to order at 6:10 PM.**
- 2. Community Forum.**
 - A. None
- 3. Approval of minutes.**
 - A. The committee approved the minutes from the June 13, 2023 meeting. Tim Paciorek made the motion. Kathleen Wyckoff seconded the motion. All committee members voted unanimously in favor.
- 4. Bills and Communications**
 - A. The sponsor checks received to date are:
 - a. Hatfield Firefighters Association - \$1,500
 - b. Amherst Insurance - \$1,000
 - c. Paciorek Electric - \$1,000
 - d. Dave Wickles - \$1,000
 - e. Brockway Smith - \$250
 - f. Shea Landscaping - \$250
 - B. Invoices are being submitted for:
 - a. Cottonwood
 - b. Bon Jersey
 - c. Full Vinyl Jacket
 - d. Decades
 - e. Hatfield Fire Department
- 5. Business.**
 - A. Board re-organization
 - a. Kristy Dyer was trained in finance and has assumed responsibilities.
 - B. Park Concerts
 - a. Bad News, Jazz, and Blues Orchestra (September concert) is requesting a later start time of 5:30 pm or 6:00 pm. The committee decided not to change the time as the concert has been promoted for 5:00 pm, and there

are no lights in the park.

- b. The Hatfield Book Club inquired about selling raffle tickets at the concerts. The committee approved the request.
- c. The board of HEADS Up also inquired about fundraising and awareness opportunities at the concerts. The committee agreed that an awareness table is permitted; however, if the organization wants to do fundraising, the committee needs more information before making any decisions.
- d. July 21 Concert – Full Vinyl Jacket
 - i. Kathleen Wyckoff has confirmed all details with the band. Kristy Dyer is responsible for the concert. A decision regarding the weather will be made by Wednesday.
 - ii. Logistics
 - PortaPotty Discussion: If the concert is in the park, the bathrooms at the Hatfield Fire Department are available for a cost of \$105, the detail rate. The PortaPotty was not delivered in June because the concert was moved to the pavilion. The motion to retract the vote from the June meeting to approve the PortaPotty was made by Kristy Dyer and seconded by Tim Paciorek. All committee members voted unanimously in favor.
 - Power is available; bands need to bring their own cords.
 - Food: The committee will check with Mill River Tavern.
 - Signs: Diane Barstow will email the template for the pavilion sign to Kathleen Wyckoff. Kathleen will print and laminate the signs.
 - Trash Cans: USA Recycling has not responded. If there is no food vendor, trash cans are not required.
 - Opening Remarks: Diane Barstow will email a sample script to Kristy Dyer.
 - Tent: The band is requesting a tent if the concert is in the park. The Council on Aging has a 20x20 pop-up tent available. Kathleen Wyckoff will contact Geri Rogers.
 - iii. Social Media: Kristy Dyer is an approved administrator for Facebook. Reminders for the concert will be posted on Sunday or Monday and will tag the sponsors. If the bands have Facebook pages, the bands will be tagged for increased promotion. The sponsor for the September concert is the Hatfield Cultural Council.
- b. September concert: Tim Paciorek is responsible for the concert.
- c. 2024 Concert Series: Diane Barstow and Kathleen Wyckoff will confirm with Bon Jersey to see if they are interested in returning in 2024, especially considering their show ended early due to the power outage.

C. Fund Raising

- a. Sponsors
 - i. The brackets for the banners on Main Street are missing. Anna Holhut discussed this with Phil Genovese at the DPW. The estimated cost to replace the straps is \$1,000. Phil will

put up the banners once the committee determines who is responsible for the expense. Anna Holhut will email Phil with a cc: to the Selectboard and Marlene Michonski.

- ii. The committee members will contact their respective sponsors to update them on the situation. Kathleen Wyckoff will contact Dave Wickles and Shea Landscaping. Kristy Dyer will contact Brockway Smith.
- iii. The committee decided to order the seven sponsor banners. Tim Paciorek will work with Tim at Pacific Printing. Robert Betsold will send the files to Pacific Printing.
- iv. Diane Barstow made the motion to order twenty-four banners with the celebration graphic, so the banners are ready for customization. Kristy Dyer seconded the motion. All committee members voted unanimously in favor.
- v. The committee will contact the Hatfield Cultural Council regarding the 2024 application deadline. The recommendation was made to apply for a grant for a tribute band or music from a specific genre for the 2024 concert series.

D. Luminarium

- a. Saturday, December 23, 2023
- b. There are no sponsors confirmed to date. The committee discussed following up on potential sponsors.
 - USA Recycling – Anna Holhut will contact.
 - Yankee Candle recently moved to Elm Street in the former C&S dry storage.
 - Greenfield Savings Bank
 - Easthampton Savings Bank
- c. Anticipated expenses: \$7,500 for fireworks plus the fire department
- d. Central Maine, the fireworks company, needs to be booked.

E. Social Media/Promotion

- a. Previously discussed.

6. Unfinished Business.

- A. None

7. Unanticipated New Business.

- A. Email account – Diane Barstow will contact Marlene Michonski to create an email address for the celebration committee that will forward to her personal account: celebration@townofhatfield.org - The email address will be added to the website, Facebook, etc.

8. **Next Meeting:** A poll will be sent to the committee.

9. **Meeting Adjourned at 7:12 PM.** The motion was made by Kristy Dyer and seconded by Kathleen Wyckoff.

Minutes approved by the committee on August 17, 2023.

Respectfully submitted to the Town of Hatfield by:

Diane M. Barstow

09/07/2023

Diane M. Barstow

Date