

Bristol Community Events Committee
Meeting Minutes

November 14, 2018

Committee Members in Attendance: Hilda Bruno, Les Dion, Christina Goodwin, Kris Bean, Lucille Keegan

The meeting was called to order at 10:00 am.

Minutes:

Minutes will be prepared for the next meeting.

Tree Lighting:

Speech – Les will work on the speech and submit to Al Blakely who will be mc'ing the event. Christina will reach out to the dancers to verify if they want to be recognized and if so, what name they want for their group.

Music – Christina will pick up the system. There are two microphones – wireless and regular. She will prepare some Christmas music for breaks for the carolers. Christina will bring a table for the sound machine. The Tower at the TTCC will play music from 2:00-5:00pm.

Caroling – Starts at 5:00 pm. Les will make 30 more copies of the song lists for Lucille to bring.

Tree – The tree will be smaller. It was donated by Wallace Orvis. RP Williams is picking up. The Highway Department is digging the hole and setting the tree. The Fire Department will help decorate. Christina will create a certificate for Hilda if needed for the donation of the tree.

Wreaths – Can't get the normal wreaths as there is too much snow in Canada. The new company doubles the costs.

Santa – Les confirmed Santa. Les will get candy canes for kids for visits with Santa. There will be other tables set up for kids activities while they wait, including reindeer food station, teen council bake sale, sign up for events, and bicentennial information.

Food – Lions club is all set, but if it snows then Highway will have to plow the spot. Les will check with Lions if hotdogs and rolls need to be supplied. The Decorating Committee will do popcorn and chestnuts.

Fire-pit – Les will have the fire pit and items ready for pick up. Christina will get the permit.

Set-up – The Police will shut down both lanes on the South Main Street side. This will allow for the dancers and overflow of people.

Other – Christina will do work orders to change the banners to the holiday banners, install stage if possible near lamp post, and have Highway truck with barricades, cones etc left for the Committee to use. The Committee agreed to not have characters. Hilda and Lucille will look at getting some cut out boards for pictures.

Halloween Review:

Traffic Issue – the traffic was backed up to Peaked Hill for the dance, so the Police Department feel it would be best not to shut down the Square again. It would be better to shut down the South Main Street sections of the road.

Parade – the parade took a long time to get to the Square. It was advertised to start at 4:45 pm but it appears that it started at 5:00 pm. For 2019, the Committee agreed to send a notice to the bus company to notify staff and drivers that North Main Street is closed for a period of time. Each year there is an issue with buses trying to access North Main Street. Noise makers for the parade didn't work well so the Committee agreed to eliminate for next year. The Committee would like to get the band involved for 2019. Christina reported that we need to contact Mr. Judd earlier and think of a theme for them to participate. If we get the event on the schedule at the beginning of the school year, then we are most likely going to be able to get the band there, especially with this being the Bicentennial year. The Committee will continue to issue a challenge to the Departments.

Decorating Contest:

The Committee agreed to continue the contest for business entries only as there is a trophy purchased for this specifically. Christina will push the forms and entries on all social media and also the Town's website.

Advertising:

Multiple posters have been created to advertise events. They will go out to all social media and some color copies will go out to the businesses.

New Holiday Contest:

Christina would like to hold a holiday contest to boost shopping local. For every \$25 spent at the participating business, the consumer would get a coupon entry into a drawing. The Committee would purchase an item or a gift certificate from each business and create a large prize basket. The Committee would do the advertising, create the coupons, decorate the entry bin, create the prize basket and gather entries and pick the winners. The only thing the businesses would need to do is sign up to participate. Christina would like to get at least 10 businesses to participate. The drawing would be held 12/21/18.

Mud Season Mixer:

The Committee would like to encumber the funds for the mixer. Christina will reach out the band to see if we can get an answer sooner.

Other:

The Committee discussed buying banners for the every year events, such as, Tree Lighting, Halloween and the 4th of July Parade. Les will have Claire look into.

Meetings:

Regular Committee meetings are normally held the 2nd Wednesday of every month at 10:00am at the TTCC and additional meetings are scheduled as needed.

The next meeting is scheduled for December 12, 2018 at 10:00 am at the TTCC.

Having no other business to conduct the Community Events Committee was adjourned at 11:30 am.

Respectfully Submitted,
Christina Goodwin