



BURLINGTON
CHAMBER OF COMMERCE
SUPPORTING LOCAL BUSINESSES

Tavern Day Planning Meeting
Elton Tavern
Wednesday, August 17, 2016

- I. Call to order – 7:03 PM
 - a. Secretary Note – **Items in Yellow Highlight** are items needing decisions and/or To-Do items.
 - b. Jerry B. chaired meeting in Peter B's absence, Rich B. took note for any To-Do list items
- II. Attendance
 - a. Not formally taken
- III. Discussion
 - a. Event & Activity timings need to be finalized for Map Brochure
 - i. **TO-DO:** What is deadline for mapping and brochure copy? Who did it last year, Tod K's group? Need to finalize ASAP and get to printer.
 - ii. **Event Timings** – Not sure if this is accurate, but something to work off of:
 1. Band kicks-off at 11 am
 2. Magician at 11:30 am – figure 1-hour block
 - a. Torrington Savings Bank will sponsor
 3. Story Teller at 1:00 pm – figure 1-hour block
 - a. **TO-DO:** Sponsor(s) Needed for **\$450** fee
 4. K9 Demo 2:00 pm – Figuring 20 to 30 minutes
 - a. **TO-DO:** Ted Shafer says Ironclad needs to get a Certificate of Insurance to cover potential issues with the dogs.
 5. Extrication 2:20 pm (immediately after K9) – Figuring 30 to 45 minutes
 6. Car Show Awards 3:30 pm – Figuring 15 to 20 minutes
 - a. Torrington Savings Bank will sponsor the Awards/Trophies
 7. Touch-a-Truck from 11 am until 4 pm
 - a. **TO-DO:** Ask for \$50 Sponsors to have their business sign near where many families will be hanging out (bounce house is also nearby).
 - b. Question: If business offers \$100, can they have 2 signs placed in the area?
 - b. Civil War Reenactors discussed
 - i. Post-Meeting Follow-up: Jerry B. talked with Carol Deleppo about the possibility of having a lesser reenactment, but they respectfully declined. No hard feelings on either side, they wish to remain historically accurate while not putting our planners at unease.
 - ii. No museum pieces since Carol now has another event on the 18th to attend.



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- iii. Carol owns the historical dress and is willing to let us to use them for a display in the Tavern. Sarah M. has been emailed about this and what kind of exhibit is desired.
- iv. **TO-DO:** Coordinate with Carol for a Saturday setup and Monday pickup.
- v. **TO-DO:** Contact Heather for extra mannequins, if needed. Not sure who knew this person, but Peter B's name came up.
- c. **Jerry B. shared** need to move the Food Court back to the Farmington Bank parking lot due to the cost of meeting the Health Departments food serving requirements and the increased need for volunteers on Saturday.
 - i. Tom M. also said possibility of having food on GW Tpke, but further discussions make the bank lot more ideal.
- d. Move the Business Expo beginning up to the Tavern, followed by the Non-profits and then the Crafter tents, if any. That will lead to the Schoolhouse and Car show and then to the Bounce House and Touch-a-Truck.
 - i. **TO-DO:** Need to find out what non-profits will be needing space ASAP for table and map planning. Ted S. will ask town units for decision.
 - ii. **TO-DO:** Tom M. can use the Tavern power for any Business Expo needs. Find out who will need electricity for planning.
- e. Band Planning Discussed
 - i. **TO-DO:** Order Tent from Bremar for **\$300**, they will deliver, setup and take down post-event.
 - ii. **TO-DO:** Sponsor(s) for the Tent cost of \$300.
 - iii. **TO-DO:** Ben Dunning will check with contacts at Miner Lumber for 10 sheets of 'tongue and groove' plywood for the band flooring.
 - 1. Hope is it will be donated for our use, then returned post-event if not damaged.
 - 2. **TO-DO:** If donated, need a Sponsor Sign near the stage for Miner Lumber.
 - 3. **TO-DO:** If not donated, will cost approximately **\$200** for the wood and will need a Sponsor(s).
 - iv. **TO-DO:** Coordinate pick-up and setting up the floor on Saturday. Shouldn't be too difficult to do, may need to spread some gravel or dirt to level off the lot, but Ben D. thought it looked fairly flat out there.
 - 1. Ben D. also shared may be able to put a Vapor Barrier under the wood to further protect against rain or damp weather.
 - v. **TO-DO:** Coordinate with Scott Tharau the need for 6 to 10 picnic tables (depending on what's left from 4 in Food Court area) here.
 - vi. **TO-DO:** Ted S. shared that we can coordinate with Scott T. for the town folding chairs to be setup in the band area as well as an area for folks to pick one up, if they want to sit.



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- vii. **TO-DO:** Ask Scott T. if Town has any mats/coverings for the extension cords running from Tavern to the stage area.
 - 1. It is hoped that moving the Beer/Wine near the stage will greatly reduce the foot traffic going over them, but need to be sure they don't trip a patron or cause a power outage.
- f. Beer and Wine Garden Discussion
 - i. **The Beer and Wine will move closer to the band** with the food court moving out. Need to map out.
 - ii. Picnic tables and chairs for patron comfort
 - iii. Same 2-drink wristband system as last year. Discussion on how wine impacts things, consensus was 2 drink limit in any combo.
 - iv. Good news, Firefly is self-sufficient with taps and hardware to pour beer.
 - v. **TO-DO:** Kerry Brash needs 2 tables, 2 chairs (do we have?) and cups (JP threw out 400, is that ample?)
 - 1. Chamber will supply tables
 - 2. Can use Town chairs if acquired or they should bring their own
 - 3. Historical Society will assist with glasses?
 - vi. **TO-DO:** Confirm with Ron Roberts that the Fire Police can supply a few people to "watch" that beer/wine remains on the Tavern property per the permit. He said yes to that last meeting, but was not present at this one.
- g. Food Court
 - i. **TO-DO:** Rich B. will send out email to those expressing interest in attending this year as well as Greenhouse Tavern to confirm and get the Health District paperwork in two weeks in advance.
 - ii. Moving back to Farmington Bank lot due to issues above. Discussed putting Business Expo here and Food Court in front of Tavern on GW Tpke, but people might not visit Expo since tucked away. People will come in for food, so Chamber feels important to give members best opportunity to be visited and seen.
 - iii. **TO-DO:** Would like 4 picnic tables in this area, ask Scott T.
 - iv. **TO-DO:** Can town mark bank table as unsafe with tape or snow fence? See Scott T.
- h. Amber Alert update
 - i. **TO-DO:** Ben D. needs to confirm can do Amber Alert, just realized he requested equipment before we switched the date.
 - ii. **TO-DO:** Assuming can do it, Ben D. asked that we move this by the Firehouse near the Bounce House.



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1. **TO-DO:** Tom M. will see if we can run an extension cord from the BVFD for this exhibit. Need the steady power for the printer and computer.
- i. Traffic Control
 - i. Discussion on the planned one-way from Belden to Covey so traffic coming into Burlington will see activity.
 1. **TO-DO:** Meeting with Scott T., Police representative and Chamber to plan all of the traffic/pedestrian control
 - a. Would like the Police Explorers, if available, to help near the Church and Green entrances and to have a cruiser with lights on further down Route 4 (near Larson's) to slow traffic that is approaching and keep the proposed one-way traffic pattern moving along.
 - j. Face painting Update
 - i. Cannot afford the quoted pricing from a professional face painter, but Sarah M. said there are Canton kids that may be able to fill in as they are in a program where practice is required.
 1. **TO-DO:** Sarah M. will check on their availability. Chamber okay with doing for \$1 so they get a little fundraiser out of it.
 - k. Marketing of Event
 - i. Stressed sharing the Tavern Day page posts on your business and personal pages.
 - ii. Will ask businesses that invite the public in to post the TD flyer in their entrance way or in a place people will see it.
 - iii. Verified Burlington Bell has it on their Event Calendar
 - iv. Town of Burlington LED Sign promoting as of today per Ted S.
 - v. Jerry B. received confirmation from both the Northwest and Central Chambers that they will include our flyer in all emails and/or print material that will reach folks before the event.
 - vi. Burlington chamber event page updated.
 - vii. **TO-DO:** Ask Alan Beitman about the Region 10 LED availability and how far out we can start promoting it
 - viii. **TO-DO:** Ask Alan Beitman if he will have the schools distribute our PDF electronically and/or a printout for students to bring home.
 - ix. **TO-DO:** When new Chamber sign is up, will put it up.
 - l. MASH Style sign follow-up
 - i. **TO-DO:** JP will follow-up with the Boy Scouts to get this coordinated and done prior to our Saturday, September 17th setup.
 - m. Tavern Day donation discussion
 - i. Some people think spelling out a Suggested Donation is good.



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1. **TO-DO:** Decide if we spell out \$2 or \$5 Suggested Donation or just leave it as a Goodwill Donation with no guidance.
 - n. TD Setup Plan – Just need to confirm the Lions, LSM Soccer and LSM Football since they were not at meeting.
 - i. Saturday, 1 pm – Tent tops, stakes into ground, setup band flooring
 1. Chamber Volunteers
 2. Lions Club Volunteers
 3. LSM Girls Soccer Volunteers
 - ii. Sunday, 7 am – Tent leg assembly, move to appropriate locations, setup tables, power cords
 1. Chamber Volunteers
 2. LSM Football Volunteers
 - iii. Sunday, 4 pm – Break down tents & Band flooring, Stack tables for rental company pickup
 1. LSM Crew Volunteers
 2. Chamber Volunteers
 3. Tavern Day Participants
 - o. Town Crier
 - i. TO-DO: Peter B. reach out to confirm all set and give the plan as we draw near.
 - p. Church PA system
 - i. Jerry B. will be shown how to setup and operate in next few weeks so will have this available.
 1. Not sure how much the band will affect it, but we'll figure it out.
- IV. Suggestions
- a. Ted S. said if the Reenactors can't perform, then maybe we have some farm animals in small pens on the Tavern grounds.
- V. Meeting adjourned – 8:15 PM