



CITY OF DOVER

DOVER 400TH ANNIVERSARY COMMITTEE MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall Auditorium**
Meeting Date: **Tuesday, September 27, 2018**
Meeting Time: **6:00 pm**

Dover 400th Celebration Committee Monthly Meeting

Date: 9/27/18

Meeting Chair:
Kevin McEneaney

Vice Chair: Kathleen
Morrison

Minutes Taken By: Nicole Desjarlais-Paulick

Key Agenda Items: Presentation by Ryan Fallon, Apple Harvest Day booth discussion and planning, budget and fundraising

Date	Milestone
10/6/18	Apple Harvest Day

Action Items	Owner	Update Due
1) Meeting with Wentworth Douglass to discuss road race	Guy Eaton	10/23/18
2) Contact Chinburg regarding smokestack lighting	Kevin McEneaney	10/23/18
3) Securing funds from city budget	Karen Weston	10/23/18
4) Research estimated police detail costs for road race	Bob Carrier	10/23/18
5) Confirmation of requirements for purchasing product (meeting w/Mike and Gary)	Karen Weston	10/23/18
6) Rotary Club BINGO night donation	Kevin McEneaney	10/23/18
7) Check w/Anthony on copyrighting of logos and 400th designs	Karen Weston	10/23/18
8) Obtain a quote on 3-inch buttons from JSR	Karen Weston	10/23/18
9) Follow-up on Portsmouth budget	Karen Weston	10/23/18
10) Options for commemorative items through Salmon Falls pottery	Karen Weston	10/23/18
11) Possible incorporation of TMNT creation into 400th celebrations	Cathy Beaudoin	10/23/18
12) Research 400th Anniversary License Plate legalities	Kathleen Morrison	10/23/18



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Meeting Minutes

New Committee Members:

- Tom Massingham, Dover Main St.
- Sam Allen

Ryan Fallon: Cost of lighting of downtown Dover landmarks

- Grants are available to support some of the cost of lighting efforts
- Smokestack: approx. \$150,000 total cost of lights and brackets for lighting support
- Cocheco Falls: approx \$1000-\$4000 depending on bulbs and planning
- Upper Henry Law Park-7 or 8 large trees: \$1000-\$2000 for Christmas lights
- Uplighting on trees next to the river near the Children's museum: approx. \$1000 depending on volunteers
- Water screen light show in lower Henry Law Park: month-to-month lease, no quote yet
- Upper Cocheco riverwalk, suspended light spheres: approx. \$60,000, does not include supports for spheres
- Railway underpass lighting: approx. \$120,000 for study, materials, and labor
- Cocheco River bridges: approx. \$20,000, loose estimate
- Uplighting on trees along bluffs: up to \$50,000
- Mill lighting: would need to coordinate with owners for cost and design
- Projection art on blank-faced buildings: no cost yet
- Painting on brick buildings: variable by artist
- Dining in the Sky: delaying contacting vendor for a quote until further decisions on 400th decisions are in place
- 3D projection mapping on city hall: quote yet, rough estimate of \$100,000
- Temporary art installation: \$1-\$6 million for purchase or renting for 4 weeks at \$75,000
- Glass bridge over the Cocheco Falls: approx. \$1-\$3 million

General Discussion

- First \$10,000 donation from Patty B's secured by Coleen Sheehy-Ayers
- Formal article will be coming shortly
- Meeting to discuss procedures for costs was held with Karen Weston, Mike Joyal, and Gary
- Overall confirmation of financial procedures will occur during the week of 10/1
- Purchasing larger numbers of t-shirts, pins, and mugs will reduce the overall cost of the product- decisions on purchasing will be clearer after Karen meets with Mike and Gary
- Karen to check with Anthony on the legalities of copyrighting logos and 400th designs
- Ideas for additional products: alternative designs on t-shirts, numbered city mugs, plates, etc.
- A sponsorship form needs to be created based on the Dover Main St. form for 2019
- Sponsorship tiers were edited and unanimously approved, need to formalized
- A plan for immediate recognition of sponsors needs to be established
- Need to confirm that 400th mugs are microwavable and lead-free
- Sam Allen to bring commemorative memorabilia from area towns for ideas of additional items to sell
- City lights committee may support 400th lighting initiatives, Kelly Glennon to get in touch with Ryan Fallon
- A budget and plan for the 400th celebrations (proposed) needs to be created in order to properly solicit sponsors
- Finance sub-committee: Tom, Guy, Zak, Elizabeth, Karen
- 8ft x 2ft banner for Apple Harvest Day: \$90. Date of celebration: June 24-July 4, 2023
- Coleen to coordinate staffing for Apple Harvest Day: schedule sent
- \$15 for t-shirts
- 350th cookbooks: \$10
- Comment cards to be printed prior to the event

10/23/18 meeting: planning events for 2023 in order to define a budget



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