

225th Town of Cortlandt Anniversary Celebration
May 8, 2013 staff meeting with John, Kenny, Jeff, Ken, Holly, Karen, Rosemary, Claudia, Judi & Sharon

✓ 225th Flyer

Finished & out

Fundraising

John waiting to hear back from Debbie at Entergy (by end of May)

John waiting to hear back from Pepsi, HVHC, La Farge, VS Construction regarding additional funding

Publicity

Facebook – Supervisor’s Office

Press releases – Supervisor’s Office

Ad’s in newspapers

Flyers at:

ID sessions

Deli’s

Businesses

Town Pool

Little League (Tony & Mark)

Montrose VA Hospital will be notified by Supervisor’s Office of event.

Invitations

Invitation needs to be sent to politicians, special guests – Supervisor’s Office

Plaque

Jeff Canning to do language on plaque

Supervisor’s Office to order small plaque for Town Hall

Program

Supervisor’s Office to create program to be handed out at Information Booth detailing in chronological order the day’s events for easy reference for all attending. Will a map of site be included?

Banner

Preliminary design has been approved by Linda and John & Kenny have contacted McCaffrey Signs.

John is waiting for Entergy’s ‘donation’ before finalizing event banner.

Jeff to get renewal from State to hang banner at same spot on Rt. 9A

✓ Portable Lights

5 portable light towers in parking lot area
2 portable light towers along walkway
1 portable light tower at upper lot for when people leave

✓ Generators

1 for each of the two large tents
1 -2 for bands/DJ

✓ Port-o-sans/Gray Tank

16 regular port-o-sans, 4 handicapped, 4 hand washers to be placed along left side of parking lot
250 gallon gray tank to be placed behind first row of food vendors

Garbage Containers/Recycling Containers

Jeff will meet with County to discuss what they will be supplying for the event? Claudia to setup meeting.

Does Town need to supplement what County is supplying (additional containers)?

Signs

Poster board signs for Emergency Services Station, Information Booths (2), Volunteer Tent, The Hudson River Ramblers & Magician

Claudia to contact McCaffrey about 3 event shuttle signs.

✓ Parking for Staff, Volunteers, Vendors, Music acts, etc.

Each staff member, volunteer, parade participant, food/civic/craft vendor, musical group will be allowed 1 parking space in the upper lot. Any additional vehicles must park at the train station. There are 96 spots in the top lot.

One laminated Parking ID will be distributed to qualified recipients. Nicole is creating these ID's.

List will be compiled with names of those receiving George's Island Parking ID's.

Parking ID's will be checked at the entrance booth to the park by volunteer.

Visitor Parking

MNR will NOT allow us to use the smaller upper lot for parking.

Event parking sign will be posted at entrance to both train stations. Event parking signs at smaller upper lot should direct cars to the larger lower first lot. (This should satisfy MNR)

All participants to park at train station and shuttled over to park. Overflow parking area to be FGL & HHHS

Hen Hud Superintendent is allowing us to use FGL & HHHS parking lots for overflow traffic

Pickup & drop-off will be at the 2nd opening in parking lot and at the roundabout at the South/lower lot.

DES employees will work at train station during event. **(need 2 staff – one at both pick-up/drop-off locations)**

Skating rink parking lot will be blocked off and used as staging area for buses. **(need 1 staff)**

Youth Center will be open to staff only for facility use. **John to get YC part-timers to work.**

Confirm that State Police will be at train site during event to monitor traffic (send Sgt Kranik an email)

At end of event, buses will run like they do at Disney: first stop MNR, if anyone left, go to FGL or HHHS.

√ Busing

John to ask for biggest capacity buses, reiterate no standing on buses especially during departure from event

Royal coach is the bus company, they will supply one wheelchair equipped van. Busing: 6 buses starting at 1:30pm with 6 more buses at 7:00pm.

Parks staff to setup parking dividers or stanchions to block off the drop-off/turn-around busing area. Jeff coordinating

If visitor cannot get on handicapped van, we will allow visitor to be dropped off at event level parking area and then driver is to go back and park at the train station.

Announcements will be made at end of event about the boarding of buses and where to go

Kick-off Celebration/Parade

Begin line up at 2:00 in the upper lot (staging area)

√ Drum & Bugle

√ CNLL & CALL Little League

Croton Little League

√ Boy Scouts

Girl Scouts – waiting to hear back

Veterans – waiting to hear back from Willy (Supervisor's office to contact)

Politicians – have letters have been sent out

√ Chamber of Commerce (Lauren Brady)

√ Lost & Found

Need to create large sign that says something like “LOST KIDS REPORT TO DJ STAND”. Post at Information Booth.

Lost & found items taken to Info Booth with periodic announcements that if you have lost anything, please go the Information Booth. Tags used at Family Fun Day will also be available at Info Booth for parents wishing to ‘tag’ their child.

√ Decorations

Red & white table clothes
Red & white balloon arch – Funtime
600 red & white balloons
Helium tank

Information Booth

One booth at entrance to George’s Island, one booth at MNR bus pickup location (to hand out 225th Celebration program) (**need volunteer at each location**) *** what about 2nd pickup location at MNR ***

Rethink 2nd information booth – manned by DES & Lauralee’s group

Pop-up tent & table needed at each location. (Ken H has a pop-up tent)

✓ Emergency Services

Emergency services station (tent) will be set near the games and rides. It will be staffed with EMTs.

Under a second tent, there will be a chiller (to cool down staff and festival attendees if needed) provided by Emergency Services.

In a separate designated area, there will be one fire apparatus, 2 ambulances, a paramedic fly car, and rehab unit for the duration of the event.

Later in the evening, a third ambulance and a second fire apparatus will be standing by in the upper parking lot.

10 ICOM radios will be signed out by me and given to a few staff members (to be determined)

There will be a medical golf cart on site, mobile not stationed in one area.

Tents

We have _____ TOC carport tents and eight (8) 10 x 10 pop-up tents. Measurements of carport tents is _____.

Holly to find out height of flatbed truck

Parks guys to create ‘something’ to stick back pole of tent into for use at the flatbed truck

John to look into purchasing, for the Town, 2 additional 10 x 10 pop-up tents.

Jeff to look into using C-Box for bands (Judi & Sharon to look at)

DJ has own tent

Tents needed at:

- Information booth (both)
- Flatbed truck stage
- Main stage (has its own)
- Storyteller/Magician

✓ Table & Chairs for under 2 large tents

Jeff/Parks staff to get tables & chairs from Community Center

✓ Park Picnic Tables

Request that County sets up their picnic tables under the pavilion. (Leave a number of tables along inlet)
Jeff to bring tables from Sprout to George's Island

✓ Prize Ribbons

Linda has chosen ribbon design and John will be ordering the following ribbons for prizes:

100 – 1st Place

100 – 2nd Place

500 – Participation (goes to every child)

✓ Musical Acts

Judi has confirmed: Dixieland Bank, Unfunded Mandate, Jessica Lynn, Dirty Stay Out

Judi, Sharon, Jeff & John to meet at site with bands to go over logistics etc. on

T-shirts

T-shirts need to be ordered for staff & volunteers. How many to order? Sharon to meet with Claudia & Judi.

T-shirts to sell: should have 3 final entries by May 17th for Linda to chose design. (need volunteers to sell t-shirts)

Feeding Staff, Volunteers, Musicians,.....

Volunteer tent – prepare food, they can go in at anytime and get something. Will be cheaper. ***Assign volunteers to cook ****

Hamburgers

Hotdogs – Holly to get prices

Pasta salad

Potato salad – BJ's??

Cole slaw

Soda/water (Tony to get free water from Pepsi for volunteers)

Apples, oranges, bananas

Chips, pretzels – Snyder Provisions on Greentown Rd, Buchanan

* Holly to check for carport tent from fire dept.

Food Vendors

Karen has gotten 14 vendors that will fill up all 24 spots.

Chris Pritchard to help Karen mark out the vendor spaces. Karen has created laminate signs for each vendor/spot.

Food vendor with trucks to get there between 10am & 11:30am, tent food vendors from 12:00pm – 1:30pm.

WCBOH license must be visible.

Nicole making up parking ID's for the vendors

Water is available at event site for vendor use (bathhouse), nothing available at vendor site

State & County police needed to be notified about the Parking ID's for George's Island. Provide each with a list of those who have the Parking ID's.

Tom Wood is working on a Hold Harmless Agreement & tax ID issues for Vendors. Karen will have vendors sign once completed.

Karen has made up letter that will be sent to all vendors with the rules they should follow at event i.e. setup, cleanup, propane tanks, garbage, waste water and oil, no spikes in pavement etc.,

Jeff to see if Cty has a tub for waste oil or we will require that vendor take it away at end of event.

Holly the Fire Inspector will do a complete check of all vendors prior to 3:00 .

Karen to create questionnaire that is to be given to vendor that needs to be filled for the inspection. Questionnaire will be placed in the envelope supplied by Karen and kept at food vendor site.

The food vendors will keep the TOC money in the same envelope.

Karen to collect food vouchers at end of event and have each food vendor sign a TOC voucher

Vendors to stay open during and after the fireworks are over (while the park empties out)

If a Vendor wants to sell soda or water they must purchase from Montrose Beer & Soda – Water \$.25 - Soda \$.50. They can then sell it for \$1.00 a bottle/can. Montrose Beer & Soda will be selling soda and water for \$1.00 bottle also.

Volunteers

Email every committee member for availability on day of event.

We will be able to determine how many **Parks/Highway staff** is needed during event after Jeff meets with the County to see how many of their staff will be there (and what function they will have during the event – maintenance?)

Volunteers to go to the Information Booth upon arrival to check in and find out location they have been assigned to

Committee members and Volunteers to arrive at varying times:

- 10:00am: - Food vendor trucks arrive
- 11:00am: - Blowing up of balloons
- Decorations
- Mark off parade setup area
- Help mark out craft & civic vendor areas
- Setup information booth table & tent with programs
- Put up signs (storyteller & magician, etc.)
- Setup table to sell t-shirts
- Stage, flatbed, DJ setup
- Upper lot getting groups lined up for parade

- man booth at entrance to George's Island to check for parking ID's and to control parking at upper George's Island lot
- Information booth
- Handing out of balloons
- Field games
- Popcorn machine ??
- Helping with the boarding of buses after the fireworks
- **DES staff to man MNR (shifts of 2 men – one at each pickup/drop-off locations)**
- **DES staff to man skating rink/bus staging area (shifts of 1 man)**
- **DES staff at George's Island**

Jeff to get safety vests

Craft Fair

Nicole working on

Have placement grid for vendors (similar to food vendors)

Tom working on tax ID issue

To bring their own table & chairs & tent

Civic Groups

Nicole working on – Rotary, Chamber

Have placement grid for vendors (similar to food vendors)

No charge

To bring their own table & chairs & tent

Holly has the following groups attending:

- Verplanck FD
- Mohegan FD
- Montrose FD
- Cortlandt Volunteer Ambulance Corp CVAC
- Cortlandt Paramedics

Storyteller & magician

Storyteller & Magician will be over by games.

Jonathan Kruk & Rich Bala will perform at 4pm, 5pm, 6pm & 7pm in 30 minute sessions. He wants a sign and something in a program describing them.

The Magician will perform at 5:30pm & 6:30pm in 30 minutes sessions

Holly has PA system they can use

Still checking on possible riser for storyteller & magician.

✓ Fireworks

Permit issued by JoAnn D.

During fireworks, another fire truck & ambulance will be at upper lot

Barge will be going in based on tides

Marine standby:

Verplanck

Croton

Continental Village

VA

Verplanck & West. Cty Police Dept will make sure no boats can dock during event.

Miscellaneous

Karen to see if one of her vendors can or will be selling popcorn. Linda would like an old-fashioned popcorn machine like that used at FFD.

Lauralee and others will be walking around dressed up in colonial clothing.

Letter has been sent to residents on Dutch Street, Sunset Road & Meadow Road informing them of the 225th event and parking on their streets

Police are going to patrol the park after the fireworks to safely and securely aid in the evacuation of park via the buses.

Need to meet with police again to go over parking ID's, over flow parking, etc.

Need to go over with DJ should there be a lost child

John & Ken to come up with alternate plan should the field be in poor condition on day of even.

Giordano is allowing us to use his 2 gators

The rides will be operational right up to fireworks

Frank Farrell 60' long boat – need to confirm that Frank still wants this and explain that it will need to be manned by boat people.