

## Shutesbury Board of Selectmen, July 22, 2011 Meeting Minutes

Members present: Chairwoman Elaine Puleo and members Al Springer and April Stein.

Also Present: Town Administrator Rebecca Torres, Administrative Secretary Leslie Bracebridge recording. Meeting opened at 7:45 A.M. at Shutesbury Town Hall.

### Topics

#### 1. Planning for the September 10, 2011 Lake Wyola Ball:

- Selectmen looked at the invitation design to go out to 7 politicians: Obama, Patrick, Brown, Kerry, Olver, Rosenberg, Kulik and Story.
  - Send to their homes or offices?
    - Olver – home, Brown – Boston, Kerry – Mail to Elaine’s future son-in-law who will hand-deliver it.
  - The invitation will be printed light blue on cream paper, with envelopes.
- Gazette Reporter Ben Storrow will be contacted once the invitations are sent. Preferably an article could appear in the Saturday August 6 weekend edition and the following week’s Amherst Bulletin.
- A notice will be sent out in the first school newsletter. A request will be sent to Paul Vlach to send it around to Shutesbury Athletic Club members.
- Posters will include a \$25 donation for couples, \$15 for individuals and the statement “adults only.”
- Tickets will be designed to match the invitation. Tickets will be sold at the Market, Town Hall, Library, and sold at the event.
- Cash bar. Elaine will take responsibility for the researching how to purchase and sell the alcohol, estimate the quantities based on how much was sold after the parade and Gus Carlson Boulanger has agreed to serve as the bartender if needed.
  - Perhaps the Berkshire Brewing Company would come, serve and take the leftovers home?
  - Opa-Opa, Paper City and Hardwick Winery could also be asked. Elaine will investigate.
- Elaine will also assume responsibility for the non-alcoholic beverages and the food accessories:
  - We also need non-alcoholic beverages, cups, plates, forks, spoons and napkins from Cosco.
  - A separate small tent will be needed for non-alcoholic beverages.
- A tent for about 400 people, tables, chairs and dance floor should run about \$1000.
  - The Athletic Club may have a tent they could loan for the food and bar.
  - Bring your own lawn chairs.
  - The Lake Wyola Association has a tent they might lend.
- Al will ask the Fire Department for use of the generator.
- Lighting: String white lights? Volunteer decorator Kathy Burbank will be consulted.
- The DCR wants to supply their lifeguards, to be paid by the Ball.
- April is organizing the bands:
  - Sound equipment for the band from Klondike Sound will cost about \$200 to be paid by the Ball, and to be arranged by the bands.
- Supplemental foods are needed with alcohol - Picnic is out.
  - If we could get restaurants to cater for cost we could avoid any problems with a picnic.
    - Portabella, Deja Brew, Cushman Market, Rebel Café, and the North Leverett Coop.
  - Becky will research availability and costs of caterers.
- Police support: Environmental Police get first dibs if they are available, otherwise local police.
- The 250<sup>th</sup> Committee will be offering \$500.
- April estimates \$3,000 to \$5,000 in costs and it is hoped that the Ball will generate \$4,000.

The Select Board **adjourned at 8:30 A.M.**

Respectfully submitted,

Leslie Bracebridge, Administrative Secretary