

## Shutesbury Board of Selectmen Friday, August 5, 2011 Morning 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 7:40 A.M. at Shutesbury Town Hall.

### Topics

#### 1. Lake Wyola Beach Ball planning:

- Al: Confirmed the use of Fire Department and Highway Department generators, and plywood will be charged to the Highway Department.

April reported on decorations:

- April notified BZ Reilly and Kathy Hayman of the “zero” decorating budget.
- Elaine - Ruth Mara volunteered to work on the decorations. She has a lot of little white lights.
  - Elaine will look into borrowing bud vases.

April: The band will better know after the weekend who their special guests will be.

Elaine reported on alcohol serving research:

- Rich Ambrose of Berkshire Brewing will supply beer wholesale, the cold plate and all pouring equipment but won't supply the bartender. His bartenders are booked for the New Salem Beer Fest.
  - ½ keg = 120 pints is \$130.
  - Figure how many people are coming, give them each 2 beers, figure flavors and order kegs. Rich will take back any unopened kegs.
- Marvin at Spirit House:
  - Not everyone likes expensive beer.
  - Offered ½ keg of Bud Light for \$85.
  - 16 ounce cups will be filled to 12 or 13 ounces so the beer won't spill on the beach.
  - Bartender must be TIPS certified.
  - Need 7 ounce plastic cups for 6 ounce servings for wine:
    - Selectmen will keep to “middle-tier” wines to make sales and tickets simple.
  - Use tickets; don't have bartenders handle money; have a separate table with one person selling tickets: red for beer, green for wine.
  - Sodas and iced tea will be part of the food. Food is free with the ball ticket.
  - Becky will look into the need for one-day liability insurance due to selling alcohol, and also with the consideration that this event will not be on town property.
  - Berkshire Brewery and the Spirit House require one week order notice.
  - Marvin at the Spirit House will review his wine selection between 9 AM and 3 PM any day.
  - How do we write the invitation if selling the beer/wine? Right now it says, “Serving beer and wine.” “Beer and wine available.”
  - One drink per person will come free with the ball tickets: At the gate, people will turn in their ball ticket and select a drink ticket.
  - Becky will call a meeting of volunteer bartenders, ask if tip jars should be made available for the bartenders, and make sure they are TIPS certified.
  - \$2 and \$3 for beer, \$3 for a glass of wine to cover costs.
  - To do: Coolers, or just buckets with ice for the wine and non-alcoholic beverages? Individual servings sitting in ice.
  - Recycling boxes could hold the ice. Where to get ice? Rice's can deliver ice.
- There will be a band and dance tent, a food tent, and a beer and wine tent.

- Make sure tickets, definitely state “No Children.” Over 18 will be allowed.
- The bartenders will check ID’s. Someone at the gate will need to check ID’s. The TIPS certified bartender will know if it is also required to check ID’s when served. Can the person selling tickets check ID’s?
- Becky will check with the Athletic Club for recommendations on how many and who could be bouncers. The Beer Fest uses the Shutesbury Police as their bouncers.
- The Environmental Police have first choice at providing security, followed by the local police.
- Al volunteered to take tickets at the gate.
- The Highway Department will be asked for crosswalk lighting. Orange drums with lights?
  - Will lighting be needed for the unlit upper parking lot on a full moon night?
- Leftover non-alcoholic beverages can be re-used perhaps for other municipal functions.
- Table clothes, what size? Long drink and food tables will be throw-away plastic. Becky will ask the spaghetti supper folks if we can borrow their cloth table cloths for the individual tables.
- Early next week we will have the special guest names from “Dad Come Home”.
- We must hire Department of Conservation and Recreation (DCR) lifeguards.
- Really big publicity will be needed.
  - Selectmen will dress up for a publicity photo: 6 PM Monday, long gowns, at the beach.
- April, Becky and Elaine will meet at Cosco to review what is available for food platters and order.
- April, Becky and Elaine will meet at the Spirit House on August 31 to decide on the wines.
- Who will put up tents?
  - Becky will inquire about borrowing a DCR tent.
  - Becky will also follow-up on borrowing the Lake Wyola Association tents.
  - Becky will find people to put up the tents.

The Select Board **adjourned at 8:45 A.M.**

Respectfully submitted,

Leslie Bracebridge  
Administrative Secretary