

## Shutesbury Board of Selectmen Tuesday September 6, 2011 Meeting Minutes

Members present: Chairwoman Elaine Puleo and members Al Springer and April Stein.  
Also Present: Town Administrator Rebecca “Becky” Torres (for initial few minutes before attending Finance Committee meeting) and Administrative Secretary Leslie Bracebridge recording.

Meeting opened at 6:30 P.M. at the Shutesbury Town Hall.

**For any discrepancies between these minutes and Elaine’s handwritten list of tasks, please defer to Elaine’s list.**

### Topics

1. **Planning for the September 10 Beach Ball: It’s a party to celebrate the town.**
  - **Budget report** by Becky and April:
    - 60 tickets have been sold.
    - Liquor insurance is \$460 instead of the anticipated \$225.
    - \$500 is allocated for food
    - The tent is \$625 and needs to be ordered by Thursday night. Depending on the weather, things can be set up outside.
    - 20 tables @ \$7 each is \$140.
    - \$2,925 is the breaking point; the 250<sup>th</sup> Committee is donating \$500; 136 tickets more must be sold to break even. This does not include the alcohol.
    - Where will supplemental funds come from if the tickets are not sold? Private donations have been pledged by Elaine and April if the tickets aren’t sold.
  - Elaine brought **white lights** and Ruth Mara will bring plenty more.
  - We have a **new song written by John Hayman.**
  - **Speeches:** Perhaps Representative Kulik will make an introductory speech?
  - The tent will arrive and be assembled between 11 and 12 on Friday, rain or shine; the dance floor and tables will be brought from the school (Athletic Club?).
    - April will ask Police Chief Harding to have the area patrolled on Friday night.
    - April will ask the school for additional chairs and tables. Four long tables: 2 for food, 2 for alcohol.
    - Chairs: 90 chairs will be needed. 56 (? Al knows for sure) chairs are available in town hall.
  - The Decoration Committee will meet at the beach at 3 PM on Friday afternoon and they will provide tiny lights, balloons and flowers and vases.
    - Committee member Kathy Burbank has requested any flower donations be delivered to a bucket of water which she will leave on her front porch on Friday.
  - The town flag will be borrowed from downstairs. Are there other flags that could be used?
    - The flag should be rolled before transport with design inside to avoid damage, and be kept in a clean dry place when not hung.
  - Gather extension cords and power strips – How many?
    - April and Elaine have some;
    - The decorating committee will be asked to lend their extra cords also.
    - Al suspects there are special extension cords for the generators that can be borrowed from the Fire Department.

- The Decorating Committee would like candles – canning jars with sand and a candle at each table and tiki torches along the walkway. Al will check with the Fire Chief Tibbetts to see if the use of candles and torches is OK.
- Elaine will be on the **clean-up committee** and wants clean-up to be done after the ball rather than have the joyous ball event spill over onto the 10<sup>th</sup> anniversary of September 9, 2011. April has sent out a message for additional clean-up help.
- **The band** will set up on Saturday.
  - The Ball is scheduled from 7 PM to midnight. **The band will play from 8:00 to 10:30 PM** or longer. After that an iPod will be set up to provide music.
- Elaine: **Report on wine and beer:**
  - Wine - Spirit House:
    - 8 cases of wine (10 (or 12?) bottles/case), 2 of each flavor. Put out one bottle of each on display.
    - Don't cool the reds, only cool the whites.
    - Cool one case at a time as un-opened bottles can be returned if the labels aren't ruined.
    - Sell the open bottles at the end of the night. White wines have screw caps.
    - A new meeting with bar-tenders is needed to review everything.
    - Plastic wine glasses will be provided with the Spirit House purchase. Wine glasses can be returned as long as the packaging is not opened.
    - The glasses are labeled 7 ounces and should be poured to 5 ounces.
  - Beer – Spirit House:
    - One or 2 half kegs of Bud light? One.
  - **Berkshire brewing** is providing cold plates; Elaine will ask enough for 3 kegs.
    - Elaine will email Berkshire Brewing tonight for two ½ kegs: What flavors?
    - A traditional medium beer and a darker beer - Oktoberfest.
    - Three ½ kegs will easily serve the approximate proportion of beer drinkers of the expected 250 guests - 125 people.
    - Plastic beer glasses are 16 ounce to be filled to 12 ounces.
  - Have the **tickets come in for the alcohol?** Becky will get them.
    - Who will sell drink tickets? April will ask David Dann. Bartenders?
  - Who will be the **greeters at the gate?** 3 Selectmen and Becky covers 4 hours.
    - Request Decoration Committee to set up a table at the entrance.
    - April will do 7:00 – 8 PM; Al will do 8-9 PM; Elaine will do 9 – 10 PM and will “spot” April at 7; Becky will be scheduled for 10 PM if there are still guests arriving.
    - “Floaters” will be needed for the “crush” at the gate and to help throughout the evening.
  - **Dress: Formal is your own interpretation** – for some it means clean socks; some people will be in period costume; some people will kayak in.
  - **Becky is to call Rice Ice** to check on prices and delivery:
    - Drinks: ice to chill the wine.
    - Al, April, and Elaine will provide 6 coolers for wine.
    - Ice is needed under the food.
- **Is everything set with DCR?**
  - Make sure bathrooms will be open, water and electricity turned on, the gates are open, and the environmental police available. April will check with Becky to see what she has already done.

- **Food:** Selectmen agreed to spend Saturday on this. April is available from 1:30 PM on.
  - **Typical:** chips and salsa and guacamole,
  - **Dinner rolls and cold cut platters** to be assembled at the school kitchen,
  - **Condiments:** Mustard, mayo and ketchup, cheese and crackers, fruits, vegetables and dip.
  - **Plan buying for 250 people:**
    - **Meat and cheese Sandwiches:** 16 pounds of cold cuts: \$80,
    - **Dessert:** Brownie Bites (no cake): \$100.
    - **Drinks:**
      - 32 cans in a case for \$9.25; 96: \$28.
      - Water: 35/case Poland Springs 16.9 ounces two cases: \$10,
      - Arizona Iced tea, 24 count - 3 cases: \$33.
    - **Total Drinks: \$70.**
    - **Extras:**
      - **Fruit:** 3 fruit trays @ \$13/tray: \$39.
      - 3 **Vegetable trays** and a “spring mix” salad greens for sandwiches @ \$10/tray.
      - Guacamole: \$9.50, humus: \$6, salsa \$5.
    - **Extras total: \$95.**
    - **Condiments:** Pickles, olives, etc.: \$40.
    - **Cheese and crackers etc:** Ritz Crackers 3# for \$6.15, total 6# for \$12.30; 4# peanuts for \$7.49; total: 8# for \$15. Still need chips.
    - **Do we want a sheet cake? No.**
- **Food Grand total:** \$530 without cheese, cake, plastic ware or chips. **Anticipate \$600.**
- **Other notes:**
  - Simple but enough.
  - Soda, juice, iced tea and water will be served in their one-serving containers, an ice bucket and cups, rather than in a cooler of ice. People can put their own ice in cups.
  - 4 to 5 ice buckets will be needed and 2 coolers full of clean ice.
    - The decorating team will be asked for coolers and ice buckets.
  - Plates and napkins,
  - Trays from the school, set-up will be done at the school.
  - Trash bags and recycle containers will be provided from town hall.
  - Long tables for food and plastic table cloths from Costco.
- Steve Kulik and Scott Brown replied. See attached reply from US Senator Scott Brown.
- The tent will be removed on Sunday. The lights need to be taken down before the tent is down.
- Al will use his **truck to transport** tables, chairs, plywood for the dance floor, coolers, recycle containers, generators. Ken Holt will be asked if he can also provide a pick-up truck.
- Picnic has not been talked about; won't happen.
- Press release from Ben Storrow: Becky to request.
  - Elaine will sell tickets at the school Thursday afternoon.
  - Is anyone available for ticket sales at the first day assembly on Wednesday Sept. 8?

#### **Final Review of Job list:**

- Elaine will ask school for chairs serving utensils, trays and to set-up at the school on Saturday.
- Al: will ask Fire Chief for candles and torches.

- April recruit clean-up crew, and ask Police Chief Harding to watch the tents. Band is taken care of.
- Elaine will email BBC tonight and communicate with Spirit House.
- Becky – alcohol tickets.
- Gate times are set.
- Elaine will get \$100 in change.
- April will ask David Dann about ticket sales.
- Becky to ask Rice for ice.
- Becky to ask Frank Buntin for bathrooms, electricity and water on, gates open.
- Al will ask Walter for extension cords.
- Elaine and April will go to Costco Friday afternoon to purchase food.
- Elaine will call School Principal Mahler to arrange for entry to school for delivery of food to coolers after shopping on Friday afternoon/night and to arrange for entry into school on Saturday.
- Al will provide trucking and bring tables, chairs and generators to the park.

Topics the Chairman Could Not Reasonably Have Anticipated

**1. Discussion of the September 3 National Flood Insurance Program (NFIP) presentation at Lake Wyola Association building:**

- The three people opposed to town participation in the NFIP were businessmen.

The Select Board **adjourned at 8:00 P.M.**

Respectfully submitted,

Leslie Bracebridge  
Administrative Secretary