**Sterling Fair Committee Meeting Minutes**

August 9th, 2023 6:30 pm to 8:00 pm in-person at the Butterick Municipal Building, or via zoom

1. Call to order: 6:33 PM
2. Roll call
	1. In-person: Doug Downey, Megan Fowler-Magaw, Gloria Rugg, Scott Handler, Cynthia Dodge, Carl Gronblom, Mark Pruneau, Val Pruneau, Terry Heinold, Bob Kneeland, Adam Bennett, Mike Pineo, Veronica Smith, Tim Hardy, Maggie Agurkis, Dave Agurkis, Phil Campbell
	2. Zoom: Barbara Roberti, Tahna Hallet
3. Approval of the minutes for the last meeting with corrections
4. Chairperson report
5. Open issues/old business
	1. Insurance: we have a quote for $5M/$9 aggregate priced at $15,000 from Haas and Wilkerson! We will try to reduce the price, but the fair can continue for this year.
	2. Livestock: still looking for someone to lead this, Terry is stepping in for now with help from others including Dale, Diane, and David Andrews.
		1. We have judges confirmed for sheep, goat, dairy, beef
		2. Waiting to confirm rabbits, poultry, swine, youth sheep
		3. Dave Anderson (poultry) said “all set” – need to confirm what that means
		4. Tahna working on getting someone to do the youth sheep paperwork
	3. Blacksmith: Jennifer Petrila would like to do an educational demonstration at our fair. She typically charges $400 per day, but is willing to negotiate since she reached out first year.
6. **Motion made and passed with one abstained for Megan to negotiate for Jennifer Petrila to come as a blacksmith demonstration for up to $800.**
	1. Senior Center: we will not run the van this year, in the future we can decide to run it again earlier to address all safety concerns. Veronica will put the seating signs up on the bleachers and they will staff the golf carts for senior/needed transport
	2. Schedule: confirming for the printed brochure
		1. Friday
			1. 8 – 9:30 PM: Shot of Poison
		2. Saturday
			1. 10 – 11 AM Sterling Strummers
			2. 11 – 12 PM Animal Adventures
			3. 12 – 3 PM 60s band
			4. 12 PM: Kiddie tractor pull (ages 3 & 4)
			5. 1 PM: Messa Farm
			6. 1 PM: Kiddie tractor pull (ages 5 & 6)
			7. 1 PM: Frog jumping
			8. 2 PM: Belgian Horse parade
			9. 3 -4 PM Steve Charette magician
			10. 4-6 PM Blake & Emma band
			11. 4 PM: Messa Farm
			12. 4 PM: Skillet toss
			13. 5:30 PM: Log sawing
			14. 6 – 7 PM: Steve Charette magician
			15. 7:15 PM Rob Surrette speed painter
			16. 8 – 10 PM Michael David band
		3. Sunday
			1. 11 – 12 PM Animal Adventures
			2. 12 – 1 PM Steve Charette magician
			3. 1 – 5 PM Karaoke
			4. 1 and 3 PM: Messa Farm
	3. Zip trip:we’re going to have a table during the zip trip to sell buttons/t-shirts
	4. Fair Checklist discussion notes
		1. ATMs: Position Gillette’s ATMs for strong wifi, we will have 2-4 ATMs from Joe Carlson
		2. Dave going through banners
		3. Bee spraying – all set
		4. Bleachers – DPW confirmed
		5. Bob will count the paint for the next meeting
		6. Boy scouts will help – need to get a check for them
		7. Tent permits - ??
		8. Ed Perkins – all set
		9. Electric signs (state) – state contacted, going up Thursday of the fair
		10. Electric signs (town) – Scott put in request to be approved by Selectman
		11. Electricity – all set
		12. Entertainment (bands)
			1. Phil – email/phone to Rich from RC Excitement for floor plans
		13. Entertainment (non-music)
			1. $1400 – need the invoice from Messa Farms
		14. Fair road signs – need to borrow a truck for September 5/6
		15. Fair trailers – need to work on tires
		16. Fairground underground electric boxes
		17. Fairground water – week of August 21st
		18. Farmers market – need to confirm tents
		19. Fence – check filed
		20. Fire department – permit for fireworks next week
		21. Fireworks – check processed
		22. Games –
		23. Golf carts
			1. Utility – Doug
			2. Utility – water
			3. Utility – Megan
			4. Utility – Dave
			5. Utility – Maggie
			6. 4x – Phil
			7. 4x – Carl (& Terry)
			8. 4x – entertainment/Barbara
			9. 4x – transport
			10. 4x – transport
			11. Storage solutions – Games / extra

Sign for a key, you are responsible for the key, there is a $25 fee for non-returned keys

Drivers must be 18+

Keys may not be left in the golf cart at any time when the operator is not there

Golf carts not in use must be made available to others – keys must be signed out

Golf cart operators must assist with transport if available

* + 1. Grange – need to confirm with Megan, but otherwise all set
		2. Hay – can use extra barriers for Perkins instead of Hay, no hay bales in tents
			1. Bob Kneeland has multiple raised platforms – talk to Heather
		3. Helicopter – they will try to fuel up their truck at the Sterling airport. Could leave it at the Agurkis house until Saturday morning. Need a permit ($25) for parking that truck on the fairgrounds Saturday/Sunday – talk with Lt. Tom
		4. Jersey barriers – Mark moving them, DPW bringing over 10
			1. Need to order 6 more plastic barriers (~$300per) and 20 3’ cones – Mark will ask DPW to order and reimburse
		5. Livestock – see above as well
			1. Chip will help set-up for the livestock
			2. Greg Bingham usually brings the trailers – needs to confirm
			3. Need roslin paper
			4. Bring an estimate for petty cash needs for judges and veterinarian
		6. Loader forks – Terry working on that with the DPW
		7. Opening ceremony – invite the Livestock Commissioner
		8. Parking – Megan will take care of ~200 parking passes
		9. Radios – Dave will pick them up, Phil has a check
		10. Ribbons – need a count on what we have. Bob needs participant ribbons, Doug has some and Heather might have some.
		11. Runway X’s – Mark and Val have it handled
		12. Snow fence – Dan Roddy and Adam
		13. Sound – waiting on an invoice
		14. Toilets – ask for half a case of toilet paper and a key
		15. Trash bags – Maggie has this in progress
		16. Tri-fold – fine
		17. Trophies – Muriel is doing grain instead. Tahna needs to order more – can get it invoiced via vendor number. Tahna will have ~40 medallions made up
		18. Volunteer – Bob and Doug; 10 x 40ct
		19. Water meter – all set
		20. Yahoo – Doug reached out but hasn’t heard back
		21. Zip ties – Dave will pick them up
1. New business
	1. Received 2 passes from Davis Farmland for the Portuguese Booth
	2. **If you have any petty cash needs please let Phil know for the next meeting and when you will need the cash**
	3. Tim provided an update for volunteers – needs to determine a schedule for the volunteers based on their availability
2. Adjournment at 8:15 PM