**Sterling Fair Committee Meeting Agenda**

March 15th, 2023 6:30 pm to 8:00 pm in-person at the Butterick Municipal Building, or via zoom

In person: Doug Downey, Terry Heinold, Megan Fowler-Magaw, Maggie Agurkis, Barbara Roberti, Cynthia Dodge, Merylee Callahan, Scott Handler, Tim Hardy, Phil Campbell

Via zoom: Linda Davis, Bob Holden, Muriel Johnson

1. Call to order at 6:38 PM
2. Roll call
3. Approval of the minutes for the last meeting
4. Chairperson report
	1. Received an email from a Cub Scout Troop requesting a booth at the fair – non-profit. Terry will reach out first to see if they want to volunteer
		1. Is there something that we can find for them to do? Trash (with supervision)
5. Open issues/old business
	1. Last call for any outstanding bills / invoices / reimbursements for 2022
		1. One remaining
	2. Insurance recap
		1. 3 companies we have been in contact with (Philadelphia, K&K, Wilkinson)
		2. Met with Town Administrator, Bill Caldwell, to fill out all the paperwork – in progress
		3. Hopefully we’ll get some quotes
		4. Bill Caldwell (Town Administrator) and Maureen Cranson went before the Capital Funds – requesting at least $30,000. The initial response was positive
		5. Received message from MA Board of Insurance Commission – complaint has been acknowledged and they are performing an investigation with Cabot Risk Strategies
		6. Regardless of the current insurance situation, **that does not mean that this will be the last fair, please do not spread that as a rumor**
6. New business
	1. Planning for the 2023 fair – September 8th, 9th and 10th 2023
		1. Vendors
			1. Firefighter compliance code being updated this year
			2. We are getting a town email for access to the town website
				1. This can be managed by up to 2 people who can share accordingly
			3. Making a website form for more efficient collection of all forms.
			4. Also considering Paypal payments for all costs – tents, permits/Common Vic. Will just need to have a method to get the money from the Paypal account to the town
				1. Talk to Vicky (Town Treasurer) – does she have access to the account and how can the money be transferred to her?
				2. Make sure to have a way to track the payments for Phil
	2. Entertainment budget for the painter Rob Surette and the animal show. Entertainment budget is currently designated at $6500 (bands and other entertainment)
		1. Rob Surette would be $1250 + $90 transportation – preferred at dusk. Requires a personal outlet. Could be located at the breakfast tent
		2. $600 ($300 per show) for the animal shows – one Saturday and one Sunday
		3. Can we apply to the Mass Art Council for funds for this? Fiscal year July 1, 2023
		4. A motion was made and passed for the 2023 entertainment budget to cover the above
	3. Seeking approval for funds for 100 new “lawn signs” and material to update the old date
		1. 50/100 signs were reclaimed after last year
		2. The budget for signage is $3000 – Scott requests $700 be reserved for this purpose
	4. Discuss the development of a reference binder that could be used in the Information Booth
		1. Volunteers could and can man the information booth
			1. i.e. How much to go on the helicopter? Where is X?
			2. Last meeting before the fair – who do you need thanked for the fair?
			3. Scott would like to review the safety information at the next meeting
	5. Hold a safety review session for the committee and make the information available for volunteers (lost child, medical assistance, injury – animal or human), protest (May/June)
	6. Kevin from Charles Acres Landscaping – wants to volunteer machines and men for keeping the grounds maintained. Terry will contact him
	7. Ed Perkins sold his business, but he’ll bring the horses for entertainment. He’s been weighing in the oxen on Saturday – want to check in with the new people
	8. We need to be more involved in Mass Agricultural Fair Association. Terry would eventually like to be on that board, which would require fair support. Next meeting in Devens
		1. It’s important to remember that the Sterling Fair is an agricultural fair and we shouldn’t let the technical aspects of running the fair get in the way of that
	9. Next meeting held on Monday, April 10th at 6:30 PM
7. Adjournment at 7:40 PM