

# HCCE MINUTES

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Meeting: Wednesday, 5/1/2024 , 6:04 pm

Meeting Location: Town Hall

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Type of Meeting: Regularly Scheduled

Members Present: Jacqui Herrera.  
Jack Rowe

President: Linda Carter

Liaisons Present: Trevor Kinley

Vice President: Sandy McKnight

Alex Brown, and Alex Robertson  
Additional Attendees: Doug Turich

Chris Ray, and Nick Russo

Financial Secretary: Kathy Camp Burke

Secretary: Carol Parker

Members not present: Rachael Carter, Olga Briseno

Minutes Review: Approve minutes from 4/3/2024 - Vote - yes - 6/6

Financial Report: Kathy Camp Burke – Income & Expense updates, Approved HCCE expenses to date.  
Vote - yes 6/6

Liaison Reports: Trevor Kinley - Park's will ready Main Square Park for 4th of July Events, prefer HCCE work with vendors. Alex Brown - will update Main Square Park Festival Regulations for event sponsoring groups. Parks will flag sprinkler heads at Main Square; Vendors drive in from 5th St. for set-up in park. Police request public signage to be put up by parks. HCCE material storage -consider public works at end of year 2024. Refrigerators OK in park, but place on base to preserve grass. Alex Robertson - Drone fire works show was chosen over no fireworks (lack of venue, due to construction). Alpine Carnival contract needs to be signed by Town Council and Alpine Carnival. Alex R. will secure, arrange for inspector, and oversight of an electrical contractor for the purpose of 1. electrical panel upgrades 2. July 2 vendor electrical hook-up and, 3. July 3-7 on call.

Additional Topics Presented: Nick Russo and Chris Ray, Park Board - Main Square electric panels East (Ridge) and west (midway) both contain 8-50 amp (250 V), 8-30 amp (120 V), 12- 20 amp yes 120 V). They recommended: 1) Assign a NEMA # to all vendors for safe electrical hookups. 2) Main Square Park requires an upgrade; 40 amp breakers to 50 amp breakers in electrical panels and upgrade wiring accordingly- ~ \$1,600 -\$2,000.3) Assign vendors to an outlet in one electrical panel, based on required amps as indicated on application. Split vendors 1/2 on each panel.

Advised that the beer garden be positioned Plan B, close to gazebo in order to facilitate electrical requirements

Doug Turich - 1. HCCE to fund an electrician to upgrade wiring and breakers from 40 amp to 50 amp. at Main Square park due to events electrical panel usage. Request ~\$2,000 transferred from special events nonreverting fund to HCCE budgeted account toward electrical funding. 2. Vendors should

include a NEMA # for their electrical hook-ups and adhere to a schedule for vendors set-up time and location. 3. July 2nd a contracted electrician should hook up each vendor to an outlet in the electrical panel specific to their electrical needs; 15, 30, or 50 amp. (1/2 on each panel). 4. HCCE to fund an electrician for July 2nd vendor set-up day and have electrician on call through July 7th., for an unspecified amount. 5.. Inspector, Fire and Police Chief to inspect festival for safety each day

Old Business:

Committee Reports:

Memorial Day – Chairperson - Sandy - merchandise has been received for Memorial Day event. Itinerary including American Legion, speakers... and singer Rick Tratar will be printed in handout. Jeff to set up banners. Parks will set up chairs, tables and tent...

Community Yard Sale – Chairperson -Jacqui - event posted on FB for May 18-19, 53 residents are registered, sign up deadline is extended one week, addresses will be sent to Town Hall.

July 4<sup>th</sup> Festival – Approved all kid’s activities scheduled daily from 12:30 pm- 2:00 pm - vote yes 6/6. St. Joseph’s Sprint Football Group to volunteer at fest. ATM and credit card machines unreliable in 2023; need to improve on this.

Beer Garden - Sandy and Kathy - Put a sm. generator on site for back-up (with fire chief’s approval) or insert a plug on light pole with Plan A location (north side) requires electricity for lights and display. Price increase sm beer -\$7, lg.-\$14, consider beer price in 2025 beer contract. Lights, wristbands, 4 tables provided by beer vendor.

4th Parade - Chairperson - Linda- 4 applications received including Santa and Mrs. Claus in sleigh, request front position to accommodate sleigh.

Kiddie Parade - Chairperson - Carol -Goody bags/merchandise received.

BBQ Fall Festival – Recruiting bands, send input to Sandy

New Business :

Linda to set meeting date with Inspector, Police & Fire Chief

Credit card and cash machines need to be functional - research other choices

Alex R. will investigate any money received by Town from South Shore Convention Visitors Authority for event ads.

Are HCCE By-laws updated and approved?

HCCE rules and regulations document to be drafted for approval by Board; including but not limited to: Public contracts, record keeping, e-mail and mail pick-up and follow-up, storage, communication protocol...

Next Meeting: June 5, 2024

Adjournment: 9:15 pm

Prepared and updated 5-17-24, by Carol Parker.