

# HCCE MINUTES

Wednesday 6/5/2024

Meeting Location: Upper Town Hall

Type of Meeting	Regularly Scheduled	Members Present: Jack Rowe
President	Linda Carter	Liaisons Present: Dave Byers,
Vice President	Sandy McKnight	Alex Robertson, Chief Potesta,
Vice President	Sandy McKnight	Chief Pipta, Cmdr. Banasiak
Financial Secretary	Kathy Camp Burke (absent)	Additional Attendees:
Secretary	Carol Parker	Stacy Travis

**Minutes Review** – Minutes approved 5/1/2024

**Financial Report** – Kathy Camp Burke – vacation – no report

**Liaison Reports** – Alex Robertson will handle all cash at the Festival. Foster Electric is contracted by the Town Council to complete electrical work at Main Square Park, including light pole electricity access. Foster Electric will also oversee the vendors' electrical hook up July 2nd, \$1,000, and be available for service during the July 4th Festival, \$150/hr. Revised Alpine contract will be signed by the Town Council at the next meeting;(includes 4th of July and BBQ). Mark Herak will secure a contract with ATM company. They will refill machines nightly. Fees to be posted on machines. Amended HCCE By-laws are forthcoming Money received by Town from sponsors and Innkeepers account will be allocated to the 2024 budget.

Cmdr Banasiak- Flash mobs to be thwarted by implementing children under 18 mandatory adult chaperone after 9:00 pm, if needed. Request guides (ropes or painted lines) to establish ride lines. Parks to post rules, VIPs to be utilized at Town events. Dogs in park ask owner, "What service does your dog provide?", comforting is not a service dog. Police will present added cost for carnival at BBQ for 21 hours of service

Chief Pipta - Post, "No refunds of tickets", at the ticket booth, including inclement weather. If emergency sirens go off, leave park for 30 min. If they go off again another 30 min. A meeting will be arranged for all Town heads to review event protocol

**Additional Topics Presented** – Santa Doug & Mrs. Claus booked for Tree Lighting and Christmas Parade.

## Committee Reports

### July 4<sup>th</sup> Festival –

- Goody bags for Kiddie Parade need to be put together. Water to be purchased for participants in the parade. Add tape over children's' safety bracelets to be distributed at HCCE booth
- Free raffle tickets for patriotic wreaths. Announce winners between bands

- Purchase Igloo 5-gallon heavy duty polyethylene beverage cooler jug \$25.77 for water & hot chocolate, etc. Approved
- Food & Non-food vendors Sandy will provide beer servers with rules. lg. beer \$12, sm, beer \$7
- Parade updates – Linda will respond to halloween participant questions by sending parade participation rules to inquiring residents
- Volunteers for small parking lot & HCCE Tent. Schedule setup for 2 hour shifts.
- Event timeline - Vendors 12 pm - 10 pm, bands 2 pm- 10:30 pm, rides and beer- 2 pm- 10 pm
- Jack to provide padlock for HCCE booth
- Porta potties scheduled for MS, Highway and South fire station, St James and Ad Min Building

### **BBQ Fall Festival**

- Chairperson Sandy McKnight – bands
  - Elton Jeff & the Honkycats - \$3,000
  - Nate Venturelli - \$3,000
  - ~~Echoes of Pompeii – \$5,000~~ replace for less expensive band. (\$7,000 over budget)
  - Buck Daddy - \$900
- Chairperson Kathy Camp Burke food/nonfood – started sending out contracts. Contracts to be revised, HCCE to send out Town of Highland rules to vendors.
- Chairperson Linda Carter – extra entertainment
  - Simms Enterprises – Hot Wheel racing – Free to HCCE, just needs a tent for track & shade. Email sent earlier in the year. Include for Trunk-or Treat
  - S.E.A. Hamsters – hamster ball to roll in water. He confirmed via email interest.
- Hours of Operation: (Beer and rides end at 10 pm)
  - Sept 13 - 5-10:30 pm
  - Sept. 14 2-10:30
  - Sept. 15 2-9 pm

**Old Business** – Memorial Day report; Community Yard update: 100 participants, mixed reviews online, other towns having event same day, GOTR, construction blocked roads.

### **New Business** –

- Stacy Travis-Town Planner  
Discussed website/advertising for end of 2024 & 2025. October 1st deadline for adds in 2025 calendar. Current events on calendar for free, if there is no conflict with a paid event  
Eliminate 'Fireworks' in calendar, Type of Firework show unknown for 2025.

- Banner purchase approved using Baxter Printing \$940. Order should be completed & picked p by 6/28 or 7/1 for Parks to hang. Waiting for 3 logos to move forward with the order

**Additional Meeting** – June 26, 2024 (Special Meeting – needs publication) Last meeting before Festival to tie up loose ends, etc.

**Rescheduled Meeting** - July 10, 2024 (needs special notice 48 hrs prior)

**Adjournment** - 8:40 pm

Prepared by Carol Parker (HCCE Secretary)

6-8-24