

MINUTES

Harvard 4th of July Committee

Date | time 2/8/2018 11:00 AM | Fruitlands Museum, Harvard, MA *Meeting called to order by* Anne Hentz at 11:00 am

In Attendance

Anne Hentz, Shannon Kinayman, Sherry Graham, Catherine Shortliffe, Guy Hermann

Approval of Minutes and Old Business

No previous meetings of this group for this year.

Approval of Agenda

Agenda was presented but not approved. Everyone was in agreement that the meeting was being held to discuss use of space and crowd control

Use of Space and Crowd Control

Discussion on use of space and crowd control:

- It was determined that Fruitlands/The Trustees WILL NOT advertise this event nor will offer discounts to Trustees members. They will only have information about the fireworks, billed as a Town of Harvard event, on the website to alleviate the dozens of phone calls Catherine fields as the date approaches.
- It was determined that we will not rent out the space in a formal capacity but will pay Fruitlands \$1/car with a maximum of \$2000 to be paid. This is their nonprofit rate for use of the space.
- New sculptures will be on the property during fireworks. We discussed that keeping said artwork safe should be a priority of Fruitlands and that we would try to station a volunteer in places that damage may occur to discourage unintended damage to that or any other Fruitlands property.
- In conjunction with the above conversation, it was discussed that 4th of July needs to offer Fruitlands a copy of the Town of Harvard's insurance certificate and that a contract of sorts should be drawn up.
- Last year the fireworks company arrived too early, causing the museum to shut down early, per order of the Harvard Fire Department. We agreed that the firework company shall be contacted well before the event to reiterate they cannot come onto the property prior to THREE PM. Also, a representative from the fireworks company shall check in with Fruitlands before entering the property.

Open Issues

- Certificate of insurance and contract to be procured after talking to Town Hall
- Anne will talk with fireworks company to assure that they arrive at the correct time

Next meeting

February 8 at 12 pm at Harvard General Store. This is a General Meeting.