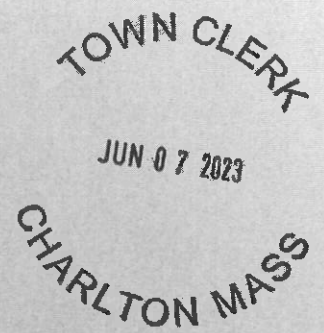


**Town of Charlton Activities Council
Meeting Minutes - Meeting Date 5/3/2023**



Meeting Start: 10:00 AM Meeting End: 11:18 AM
Board Members Present In-Person: S.Bacon, B.Benoit, K.Fengler, D.Konopacki
Board Members Absent: J.Butler. Others present: none

1 Review of Minutes and Financial Report. All approve.

2 Roles & Responsibilities

- website will now direct inquiries to email at Charlton.aac@gmail.com. K.Fengler to monitor daily and delegate follow ups as appropriate.
- a volunteer was procured to maintain website at Activities Council direction, to include updated calendar.

3 Scheduling/Calendar

- refer to #2. Instructors will be reminded to email reservations and cancellations, rather than schedule themselves on the wall calendar, to prevent double bookings.

4 Updates

- All are reminded to perform online Conflict of Interest training, if they haven't already.
- LID and PPP MOU's are due to be revisited. Will reissue with no changes.
- SBacon received an estimate to fully HVAC theater and Lower Barn; no action.
- DK updated all re: community-senior center feasibility committee.

5 Blueberry Festival

- Waiting to hear back from Rec Commission re: use of lower field parking
- Will investigate options for a single company to provide tents, tables/chairs, and bounce house.
- 2 bands, and clown are procured. Fay Mtn Farm will participate.
- Animal Adventure Show to include porcupine, armadillo, and owl as premiums. DK may procure a magician.
- BBenoit has been working on the event permit; invited the fire department.
- Motion (KF) for up to \$2,500 for tents, tables/chairs, bounce house, BB seconds, all approve.

Motion to Adjourn (KF), seconded (DK). All assent.

Next Meeting: Wed 06/07/2023, 10AM, CAAC farmhouse

Minutes respectfully submitted by Kristin Mier-Fengler, this 7th day of June 2023.

A handwritten signature in black ink, appearing to read "Kristin Mier-Fengler".