

Ingleside Utilization Committee

January 28, 2019 Minutes

Present: Keith Bussier, Guy Corbosiero, Miranda Jennings, Ken LaBrack, Jane LaPointe, Tiffany Parkhurst,

Absent: Dave Romanowski, Dawn Bilodeau, Marcia MacDonald, Dylan Romanowski,

Public: Rick Lucier

Meeting called to order at 5:36 p.m.

Administrative

Approve minutes: December 17, 2018

Business

1. Actions for 2019

Discussion

Priority Actions and Leaders for 2019

- Reviewed and updated table from December meeting
- Discussed next/first steps for each & expected updates for February 25th meeting

Responsibilities of leaders

- Plan and carry out work required
- Keep IUC updated on progress and work to be done, etc.
- Respond to questions that come to the IUC via its website, email that are relevant to their work/responsibility

Note: Members who were not at the meeting have not been assigned a responsibility without their approval

Action	Leaders	Next Steps/Feb Updates
Advocacy		
<ul style="list-style-type: none">• Con Com waivers/approvals	Jane, Guy, Ken (exit road)	<u>Meet</u> w/D Koonce to confirm what has to be filed & timeframe (1/30). Keep Trail Stewards informed <u>Meet</u> onsite w/NQTA & Hubbardston engineer re water crossing options – notify IUC, Trail Stewards, J Walker when scheduled.
<ul style="list-style-type: none">• Space & admin/policy for events; infrastructure and policies; ADA	Tiffany, Jane	<u>Meet</u> w/K Hickey 1/31 re town policies & his input for WCP <u>Contact</u> Tina Santos re any Parks & Rec policies
<ul style="list-style-type: none">• RB grant writing for land purchase	Jane, Ken	Done. Will hear in May/June (Will remove from future lists)

<ul style="list-style-type: none"> Regional Network/ Collaboration 	Jane	<u>Attend</u> NQTA meeting re: regional GRIT/Veterans planning. Meet to update S Gauthier (1/31) <u>Attend</u> NCLT planning re: regional land conservation & usage initiatives
Community Programming	Miranda	
<ul style="list-style-type: none"> Pizza oven, community built 		
<ul style="list-style-type: none"> Community Gardens 	Girl Scouts- Tiffany, Keith (?)	
Events	Tiffany	
<ul style="list-style-type: none"> Spring Opening Event 	Tiffany, Miranda (TWS), Marcia	Discuss at 2/25 meeting: date, what we want this to be, etc.
<ul style="list-style-type: none"> Summer festival, picnic 		
<ul style="list-style-type: none"> Summer events/activities 		
<ul style="list-style-type: none"> Fund raising event (music) 		
<ul style="list-style-type: none"> Winter events/activities: full moon family snow shoe - February 	Tiffany, Keith, Miranda (TWS)	IUC reviewed flyer to promote the Feb 19 th event <u>See minutes #2 below</u> for plan details
<ul style="list-style-type: none"> Other community/non IUC 		Girl Scouts – Easter egg hunt for Scouts (not community). Tiffany will bring proposal/plan/request to IUC
Infrastructure	Dave w/Jim M, Dawn, Guy	
<ul style="list-style-type: none"> Picnic Tables 		
<ul style="list-style-type: none"> Benches 		
<ul style="list-style-type: none"> Deck, accessible 		
<ul style="list-style-type: none"> Garage repair for use 		
<ul style="list-style-type: none"> Parking 		
<ul style="list-style-type: none"> Fitness Trail (R-B) 	Ken	
Communications (Marketing the Park) <i>Promote upcoming events and IUC priority actions</i>	Marcia ?	
<ul style="list-style-type: none"> Maps, signs 	Dave Jim H, Jim M	
<ul style="list-style-type: none"> Website 	Miranda	Winchendoncommunitypark.org it's public! <u>IUC</u> - Review & send edits to Miranda <u>See minutes #3 below</u> re access & response to emails received via website
<ul style="list-style-type: none"> Newsletter 	Tiffany	<u>Incorporated</u> changes sent to Tiffany <u>Approved</u> by IUC to distribute <u>Put</u> on website <u>Distribute</u> hard copies (Library, Beth's)

		<ul style="list-style-type: none"> • Rick has list → Tiffany • TWS via Miranda can help deliver <u>In process</u> of putting together master list of emails re those who want info & those who want to volunteer
• FaceBook	Tiffany	
Trail Stewards		
• Trail Maintenance; Updates	Jim H, Rick, Keith	
• Buckthorn Removal	?	
• Exit Road	Ken	ConCom assessment on need to relocate where road turns to Maple St.
• Bike Path connector to WCP	?	

2. **February family/community event – February 19th, 7 p.m.**

Discussion

- Tiffany and Keith met to plan the February 19th event
- Specifics of the event
 - February 19th, 7 p.m. with rain date
 - 1 mile moonlit hike; Keith will guide
 - Marshmallows and hot chocolate
 - Tiffany will check with Fire Department re notice for campfire (not bonfire) – to roast marshmallows
 - Miranda will have TWS (the Winchendon School) help
- Promotion: Need temporary sign by Park
- Possible expenses or donations/loans – to be determined. Tiffany, Keith and Ken will coordinate
 - Glow sticks to mark trails: Ken will check what Legion has left from Bonfire
 - Thermos containers for hot chocolate: will either purchase or borrow from Lions (Ken) or Murdock Sports Boosters
 - Hot chocolate, marshmallows
- **Decision**
 - IUC approved the expenditure of up to \$100 for this event
 - Tiffany has sales tax exempt form, if needed for MA purchases. Town does not reimburse for sales tax

3. **Updates**

House: Guy & Keith

- Town filled oil tanks the end of December. Half left
- Will continue to heat house versus drain system this year

- Water main to house is shut off in the basement so it won't leak if there is a break

IUC Annual Report: Jane

- Report will be published in Town Report and distributed at May Town Meeting
- Due date is February 11th.
- IUC received a draft at the meeting. Asked to get edits, additions to Jane by February 7th.

NQTA request for support Tips for Trails: Jane

- NQTA has produced, with regional mountain bike and horse groups, a brochure on trail etiquette and sharing trails with other users.
- They have put out a request to their partners for help covering the printing costs. The request is for \$125-\$150 from the different organizations. Organizations will be provided with 200 copies
- **Discussion:** IUC members appreciate the work of the NQTA; however, they did not feel that Tips for Trails is relevant to the WCP because the trails are not intended to be multi-use.
- **Decision:** Not to participate in the funding of this brochure

Website: Miranda

- All IUC members have received the user name and password to access emails sent to info@winchendoncommunitypark.org
- There was discussion of having emails automatically forwarded to designated members (Tiffany, Ken, Keith expressed interest). Miranda will check into this.
- Ken will monitor the emails and either: (1) respond directly or (2) notify the responsible IUC member re emails requiring their attention or (3) bring the email to the IUC for discussion and response.

Adjourned: 6:43 p.m.

Next Meetings:

- **February 25, 5:30 p.m.**

Approved: February 25, 2019