

**Ingleside Utilization Committee  
November 26, 2018 Minutes**

WINCHENDON TOWN CLERK

Present: Dave Romanowski, Keith Bussier, Miranda Jennings Ken LaBrack, Jane LaPointe, Marcia MacDonald, Tiffany Parkhurst, Dylan Romanowski,  
Absent: Dawn Bilodeau, Guy Corbosiero  
Public: Rick Lucier, Jim Holly, Jim Messier,

Meeting called to order at 5:30 p.m.

**Administrative**

Approve minutes: October 22, 2018

**Business****1. Election of Committee Officers****Agreed via Vote**

- Marcia MacDonald will serve as secretary; she will tape IUC meetings and produce the minutes from the recordings
- Miranda Jennings will serve as a back up treasurer. Jane will share with her the current IUC account information and the town's process for initiating and paying invoices

**2. Updates****a. Communications Committee: Website, Newsletter**

Miranda, Marcia and Tiffany reviewed details on the website/newsletter link that they had sent to the IUC members earlier in the day. Ideas and suggestions were discussed that will be incorporated into the design. This includes a place for Policies (dogs, no motorized vehicles)

When a next/final draft is ready, IUC members will review and approve it being shared with non IUC members

**Approved via Vote**

- Purchase the url/domain name - winchendoncommunitypark.org
- Sign up with Wix to publish the website for a 3 year term
- Establish a working email address:  
[info@winchendoncommunitypark.org](mailto:info@winchendoncommunitypark.org)
- Have this be a one-way website, for now. Add interactive features later. Launch in January 2019

Newsletter – Gabby's Gazette – designed to be readable, enjoyable, with placeholders for news, upcoming events. It will be launched as part of the website in January.

- Reformat from vertical to horizontal to fit the website

- Allow people to subscribe to the newsletter via the website
- Make hardcopies available
  - Explore printing these at the Town Hall on the copier; how many
  - Distribute: Ipswich Drive, Pearl Drive, Hyde Park Community Centers; CAC; Senior Center.

b. Mapping

- Jim Holly has gps mapping capability/experience
- **Sub committee: Jim, Dave, Rick and Pete Trick** will work over the winter to figure out the best options for creating maps, color coding with trail signage, tagging trees (Mike Martorella)

c. Securing Building for Winter

- **Dave** would add Keith Bussier's name to the Belletete's account for purchase of necessary supplies and materials
- **Keith** and **Dylan** will make the house winter ready on Sunday

1. Other

Exit Road

- Approval from State for new curb cut has been filed and is still being processed by the State
- When ground freezes, **Ken** will get a crew onsite to cut trees to will allow for repositioning the road. Trees will be cut to lengths to use on trails for bridges and for benches. Logs will be moved to area near garage

Winter: January/February Event

- Family friendly full moon hike with hot chocolate and fire (pending permits, etc.). Lighting, glo-sticks to help with safety? January 20 or February 19? Logistics? Publicity?
- **Sub Committee: Keith, Miranda, Marcia** will come up with a plan/proposal for the IUC

3. Actions for 2019 – What do you want to see at the WCP

Committee members generated a list that includes:

More participation in using the Park and in building/making the Park  
Picnic tables (more) and location

Benches along trails and around property (places to sit)

Use trees from property

Deck

Conservation Commission – waivers and/or approval

- Open vistas
- Complete trails (will require simple bridges)

Trail maintenance

Maps, signs

Buckthorn removal

Garage repair – so it can be used

Community built pizza oven

Gardens

Space (and the organization: procedures, policies, permits, etc.) for “sponsored” events and activities that are planned and done by or with others.

- Allow others to utilize the Park
- WCP/IUC planned activities/events (need funds, donations etc)
  - Mike → trees
  - Stephanie → yoga
  - Marcia → art

Spring open event

Summer festival – i.e. picnic day

Fund raising event (music)

Winter events/activities: full moon, family friendly hike/snow shoe (January 20)

**Action:** For next meeting, **December 17, 2018**, **Keith** will position the above on a time line.

Agenda for next meeting:

- Mission/Purpose for the IUC. **Action:** **Jane** will send document drafted for the town website (but not on the site)
- Timeline for each of the above items/ideas: to make progress and to discuss as Winter/Spring agenda items -

**Adjourned: 7:00 p.m.**

**Next Meetings:**

- **December 17, 5:30 p.m.** – Note: this is the 3<sup>rd</sup> Monday rather than our regular 4<sup>th</sup> Monday of each month – which would be December 24<sup>th</sup>.

**Approved: December 17, 2018**