

**Ingleside Utilization Committee
March 25, 2019 Minutes**

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APR 23 2019

WINCHENDON TOWN CLERK

Present: Dave Romanowski, Dawn Bilodeau, Keith Bussier, Miranda Jennings, Ken LaBrack, Jane LaPointe, Tiffany Parkhurst, Dylan Romanowski,

Absent: Guy Corbosiero, Marcia MacDonald

Public: Jordon Comeau, Kevin Fuller (Scouts), Jim Holly, Rick Lucier, Kayla Maine (Scouts), Rowan & Tate Niemela (TWS), Jim Messier, Tina Santos (Rec Commission)

Meeting called to order at 5:33 p.m.

Administrative

Approve minutes: February 25, 2019

Business

1. Requests for Park Usage

Scout Pack 193: Kayla Maine and Kevin Fuller

Request: Scout camp out, August 2-4.

Activities include: camp out, night hike, fire pit (have metal, off-ground pit), hang bat houses and/or possible other service project (will require coordination with WCP stewards)

Details: Low impact; bring in and carry out everything needed; porta potty; have insurance (Town requires certificate) and parents will sign waivers

of people: maximum 25 Cub Scouts (plus a parent) and 50 Boy Scouts; do not anticipate maximum. Will confirm numbers in mid July and notify IUC at our July 22nd meeting.

IUC requests/discussion: Tenting in the soccer field; park cars in the field; cook on grill; no house access

Pending Actions: IUC will confirm approval with BOS (at April 8th meeting) and Town Manager and will draw up a letter/agreement of understanding for the IUC to approve by our May meeting and for Scouts to sign

Motion: made and approved for Scout Pack 193 to use the WCP for overnight camp out, August 2-4, 2019, pending a final agreement and Town government approval.

Recreation Commission, Town of Winchendon: Tina Santos

Request: Town Easter egg hunt, 10 a.m. April 20th at the WCP in collaboration with IUC (to help plan, set up and monitor)

Details: Egg hunt for ages 0-12. Use 3 sections of the Park for different ages: 0-3 (circle?), 4-7 (between barn and garage), 7-12 (Meadow Trail). Arrive 1-2

hours early to set up. Put out picnic table(s) to use for coloring area. Tina will provide a written handout for helpers.

IUC requests/discussion: Park on road versus field, if field still wet. Will be a good opportunity to introduce people to the Park.

Pending Actions: **Tiffany**, Tina and **Keith** (if available) will coordinate meeting at WCP to select spots and will set up planning meeting to coordinate help of IUC. **Miranda** – TWS students can oversee the craft table. **Ken** will ask the Legion for \$200 from White Funds

Motion: made and approved for Recreation Commission to use the WCP for the annual Easter Egg Hunt, April 20th.

Winchendon School, Service Learning: Rowan & Tate Niemela

Request: Involve the community in the building and use of a cobb pizza oven for the WCP

Details: Key is to get the community involved in the building – who? Scouts? And use this to promote the use of the WCP. Are researching the building process and building a test model. Rooted in Clay in Rindge has experience with these – can secure oven door with cable, ask if the oven can be portable. Use: start fire, let it burn down (2 hours), remove ashes (where deposit?)

Schedule/Pending Actions: Target Fall 2019 to have recommendations on: how to build, who do involve, where to locate (can it be portable?), guidelines for how it should be used in a public park. **Keith** will meet with them to explore making it portable; will contact via **Miranda**.

Winchendon School, Collab: Miranda Jennings

Request: Use a room in the house for 16 students and 3 faculty to sleep May 26-June 1

Details: Immersive course; volunteering during the day with CAC, Project Hope, Habitat for the Humanities. Will bring in cots and porta-potty; eat cold breakfast; when in WCP for dinner will BBQ. School has insurance; will sign waiver of town responsibility; parents sign waiver. Miranda provided document with more details

Actions/Approvals: Tiffany checked with Linda Daigle: it's okay to use the house this way with an IUC partner as long as an IUC member is involved and onsite/present. **Keith** and **Miranda** will check out the house to determine the space that will be used. Miranda will need a key (additional copies will need to be made and signed out via the Town Manager's office). **Miranda** and **Tiffany** will outline a statement of understanding/agreement for the IUC review and approval at the April meeting. (Will also require Town Manager approval). IUC views this as a worthwhile pilot to help us build policies for the WCP and with the Town government.

Motion: made and approved for TWS to use a room in the house, May 26-June 1, pending a final signed agreement, submittal of necessary insurance documentation, waivers, etc. and approval by Town government.

IUC/WCP Spring Event: Tiffany and IUC. Requires BOS approval.

Actions/Approvals: Event will be held June 15, from 10 a.m. to 2 p.m.. Theme is "Picnic in the Park" (invitation to bring a blanket and picnic to the Park). Tiffany distributed a list of possible family/fun oriented activities. Need for larger subcommittee – beyond IUC members; develop clear set of actions/needs to recruit members.

Discussion: ideas include: get different vendors to the Park (or is it too late); build a picnic table at the event; Can we cook, as a way to earn money (need for serve safe certification and Board of Health certification (?)) – At April meeting, ask Ken how Legion handles this).

IUC/WCP Workdays: WCP Stewards

Decision: Schedule regular workdays – the last Saturday of each month, starting in April.

2. **Actions for 2019**

Updates on Initiatives; next steps; March meeting expectations.
Additional details, when needed, follow each chart.

Decision to meet with BOS April 8th to provide updates and confirm approval of events.

Administration & Advocacy

Action	Updates	Next Steps/April Updates
Con Com	John Walker has agreed to help the IUC with the ConCom filings and with the assessment of the exit road.	<u>April 6</u> - 10 a.m. WCP to confirm & reflag trail locations; flag & take gps coordinates of wetlands; note maintenance needs; review proposed new trails (TWS-barn to field; Keith-meadows to Elm Street trail) <u>April</u> – date TBD Park walk with Bob Hatch, NQTA, etc. re use of geo-synthetic materials
Policies	<u>Working</u> w/Town Manager's office to identify & update policies and regulations re WCP Tiffany has drafted and distributed policies to review	TM/Linda Daigle – focusing on insurance, agreements, permits <u>Tiffany</u> – will review draft policies with IUC

	<p>at April meeting.</p> <p><u>Picnic/grill guidelines</u> – discussion of the need for these. Will personal grills be allowed? If so, what types and where (in designated picnic area)</p> <p><u>Picnic permit</u> – yearly pass with option to reserve ... how would this work and keep an inclusive park?</p>	<p><u>IUC</u> – policies/guidelines to publish that will encourage Park use</p>
Regional Network/ Collaboration	<p>Significant interest across veteran's groups in GRIT/Freedom Chair accessible trails and activities. April 28 event at Malone Meadows in Hubbardston 10-2</p> <p>June 1 Trail Day at Wachusett Mountain. NTQA has invited WCP to share table to promote Park.</p>	<p><u>Jane</u> - Clarify IUC interest in regional initiatives w/local benefits</p>
Admin	<p>Annual Report to Robinson-Broadhurst approved by IUC. Jane will submit to the Foundation.</p>	<p><u>Jane</u> – provide IUC w/breakout of R-B grant budget</p> <p>IUC – need way to track volunteer hours and in-kind donations</p>

Events

Action	Updates	Next Steps/April Updates
Spring Opening Event	Theme: Picnic in the Park; June 15 th 10 a.m. – 2 p.m.	<u>IUC</u> - Firm up details re events, activities, logistics. Since this is a public event, it will require BOS approval

Summer festival, picnic, events & activities	Dave – interested in putting on a local music event	
Fund raising event (music)		
Spring/Summer events/activities:	<p><u>April 19</u> – full moon walk has been scheduled. Proposed family friendly walks every other month</p> <p><u>Tiffany</u> – has distributed a list of possible activities</p>	<u>Tiffany</u> – review and next steps with IUC
Other community/non IUC	<p>Approved, pending confirmation w/Town government & necessary agreements, permits, etc:</p> <ul style="list-style-type: none"> • Rec Commission Easter Egg Hunt, April 20 • TWS use of house, May 26-June 1 • Scout camping August 2-4 • Yoga in the Park. Stephanie Simon has offered to hold Wed. classes May 8-June 12 on the lawn. Free w/ donations welcomed for WCP gift fund 	<p><u>IUC/Miranda - TWS</u> – secure necessary permits, submit necessary documentation to Town Manager's Office – Linda Daigle. IUC – confirm approval with Town Manager; draft letter of agreement.</p> <p><u>IUC – Scouts</u> – review approval with Town Manager; follow-up with Scout leaders on details required to secure approval</p> <p><u>IUC – Yoga</u> – confirm approval with Town Manager</p>

Community Programming

Action	Updates	Next Steps/April Updates
Pizza oven, community built	<u>TWS</u> student leaders provided background and status of the proposed project.	<u>Continue to Fall 2019</u> – students will continue with model and IUC questions re location, portability, guidelines on use, safety, etc. for a public park
Community Gardens	TWP and Girl Scouts are interested in gardens at WCP	<u>Miranda</u> – update & questions re Growing Places, TWS tour of garden sites re WCP.

Infrastructure

Action	Updates	Next Steps/April Updates
Picnic Tables		Move from garage
Fire Pit	<u>Keith</u> – raised idea of an in ground fire pit, near water	
Benches		
Deck, accessible		
Garage repair for use		
Parking		
Fitness Trail (R-B)		
Porta-Potty		Confirm on site

Trail Stewards

Action	Updates	Next Steps/April Updates
Trail Maintenance; Updates	Subcommittee met to review updated maps by Jim Holly	<u>IUC</u> - priorities for workdays, new trails (barn to field-TWS, Meadows to Elm St.-Keith) Repurpose R-B funds to purchase trail maintenance equipment
Buckthorn Removal	<u>Community Workdays</u> – scheduled for the last Saturday of each month	
Exit Road		<u>Ken</u> – updates from ConCom, DWP/State
Bike Path connector to WCP		

Communication/Outreach/Marketing

Action	Updates	Next Steps/April Updates
Maps, signs	Discussed need for entrance sign Also need for “you are here” trail signs with distance in	<u>Miranda & Dave</u> – Check with zoning re size and location of entrance sign

	either direction. Jordan's uncle can engrave	
Website		Post policies, park guidelines, rental agreement, how to schedule use of Park, etc. as these are available and approved
Newsletter	Tiffany provided draft of newsletter. IUC reviewed and provided feedback re what to remove/edit and what to add	None identified
FaceBook	No Update	None identified;
Other		Plan for upcoming events – <ul style="list-style-type: none"> • Solstice – will WCP have a presence? Need for updated brochure, map, etc.

Adjourned: 8:07 p.m.

Next Meeting: April 22, 5:30 p.m.

Priorities for April meeting

- Proposed Eagle Scout Project – Daniel Fuller
- Follow-up re approval of Park usage
 - Cub Scouts: Kayla Maine
 - TWS Col-Lab: Miranda Jennings
- Updates
 - ConCom: updates from April Park walks
 - April events: Girl Scout & Rec Commission Egg Hunts, Full moon walk
 - Policies
- Community Programing & Events:
 - Spring event
 - Gardens
 - Community Workday
 - Other? (Solstice?)
- Equipment for Park/trail maintenance
- Date for May Meeting – 4th Monday in May is Memorial Day

Approved: April 22, 2019