

6/20/23

WINCHENDON TOWN CLERK
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**Town of Winchendon
Winchendon Recreation Commission
May 23, 2023 Minutes-6:30pm
4th Floor Conference Room, Town Hall**

Committee Members Present: Dawn Higgins, Tiffany Newton (Recreation Coordinator), Debra Bradley (chair), Emily Bradley and Emily Croteau

Absent Members: Abby Bradley, Andrew Beauvais

Non- Members: Debra Kane and John Green

Meeting called to order at 6:32 p.m.

New Member Interest: John Green a new resident to Winchendon is interested in getting involved with the Town. He has an 11 yr old son and wants to make this a fun place to be.

Recreation Coordinator Updates

Robinson-Broadhurst Grant Funds

- Just yesterday we were awarded \$14,500 from Robinson-Broadhurst as requested back in November for our 2023 Winchendon Recreation Programming Extension
- Was informed by DPW that there is no electrical to pull off of on the street lights so decorations will need to not be lit up.

Amphitheater

- Set up map was passed around for a general idea of how the day will look. We need to look into generators and electricity too.
- Ahimsa Haven is going to be running raffles and the fireworks button raffle for us and we will split the proceeds. If anyone wants to make a basket please let me know.
- We are in desperate need of parking attendants. We do have vest and Dawn will make flags. Deb K said she will see if her husband will do some parking.
- We will use the sandwich boards from Fall Fest, 1 for parking and 1 for general information

Sponsorships

- At this time we have secured all of the movie night sponsors, 2 community day sponsors and a tentative \$1000 Amphitheater sponsor
- We are waiting to hear back from Worker's Credit Union about the \$1,500 sponsor for family weekend to bring in the BMX show and we hope to hear back this week.
- Given the feedback from Lapointe Law about their unsolicited sponsorship for the summer concert series we should add an * in the sponsorship packet indicating that sponsorships not explicitly in the packet cannot be advertised by the Town due to legal issues about such and opportunity not being advertised as open to everyone.

- Due to the receipt of the Robinson-Broadhurst Grant and the pending \$1000 sponsor we were able to secure a free concert on Aug 25th with Billy and the Jets, a Billy Joel & Elton John Tribute band. Wachusett will also be in attendance.

Park Rentals

- We have secured another non-profit rental of the park on July 14th for the United Parish and other surrounding churches to have a Christian gospel group play
- Given our experience with renting the park and non-profits Tiffany will be bringing a revised rental agreement in front of the Commission at the next meeting to change the rentals to Sun-Thurs non holidays and Weekends to be Friday and Saturday as discussed at previous meetings.

Soft Opening

- On June 1st we will be having an Employee Appreciation soft opening of the park. The BOS picked up the cost for movie rights and we will be showing Jurassic World at dusk. This is a private event that our committee is also invited to. Popcorn and drinks will be complimentary and Wachusett will be on site selling beer. Come any time after 7pm.

Old Business

Finalize New Logo Design

- Andrew update the logo based on feedback at our last meeting. A color and non-color copy were handed out for review
- Deb B made a motion to accept the logo as presented and Emily C 2nd Debra B (Y) Dawn (Y) Abigale (I) Emily B (Y) Emily C (Y) Andrew (I)

Murder Mystery Dinner

- The Harbour wanted to charge us \$58pp for do this event there
- I was able to secure us the Historical Society for a negotiable rate and we can use Rushcioni's Dinner to cater it and keep it \$30pp or less for food.
- This will be held on October 21st

Family Weekend Movie Choice

- Due to the previously chosen selections for this night not being available for licensing through the company we are using we need to pick some new options.
- Tiffany suggested War with Grampa or Parent Trap.
- The group unanimously picked Parent Trap

Finalize Sock Hop Details

- Sheila was more than willing to let us use the Senior Center
- We need to decide a date, based on other events the suggested dates are October 13th or October 20th
- The commission chose October 20th
- The commission discussed about food and alcohol being served. The felt having both would be great but lighter food.
- Discussion of music was a 50's or 60's band or a DJ. The decision was made to have a DJ for this event

- Pricing will be worked out as we move closer, there is a discount if a new pair or socks are donated and we will in turn give those to the CAC or other needing cause.

New Business:

Annual Review and Update of Policies and Procedures

- The Commission was presented with the revised version of the policies and procedures. All changes from the previous version were highlighted
- Tiffany read through and explained all the changes which were all very strait forward
- Dawn made a motion to accept the policies and procedures as presented and Emily C 2nd it.

Debra B (Y) Dawn (Y) Abigale () Emily B (Y) Emily C (Y) Andrew ()

Food Truck Festival Set up/Map

- A map of the general set up for the Food Truck Festival was given out
- There will be some minor changes to the beer area in term of where vendor are located
- We need to discuss the bounce house due to electrical needs so that may also move locations
- It was asked about signs and "Decorating" for the trailers/"stage"
- Given the receipt of the Robinson-Broadhurst Grant for this event we still have approx.\$850 to spend on infrastructure so we can use that for signs.

Float Design of Solstice

- All of the Commission stated they have prior commitments that day so we decided to nix the float idea this year

Feedback on Taste of Winchendon Table Set up

- The table displays were great!
- The free event side just needs to be revamped a little
- Some things needed to be a little more sturdy
- Instead of so many flyers, it was asked if we could do some sort of booklet to hand out that has more information and less paper

Scooper Sunday Suggestions

- Tiffany expressed to the Commission the difficulty with getting the ice cream placed to participate at our location based on keeping everything cold
- A new idea was presented in which we sell "cards" ahead of time that can be punched by say the 5 locations we have participating
- Every Sunday in August they can go to the participating locations and get a smaller size ice cream for a discount with the punch card
- We can move the "event" to Aug 27th with the Winchendon Music Festival and host ice cream themed games and activities as well as give away ice cream sundaes
- We can call this Ice Cream Sundays
- This was well received and the Commission agreed this was the best way to move forward with this event

Volunteers for the Grand Opening

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- This was discussed under the Amphitheater updates
- We need more parking attendants

Minutes

- Due to Emily B needing to leave we do not have a quorum and cannot vote on approving the minutes
- The minutes for May 2, 2023 will be brought back at our next meeting for approval

Financials

Wristbands

- We have budgeted for wristbands in our 2024 budget but we need to order them ahead of time
- Due to getting Robinson-Broadhurst Funds we were able to move many items from our Food Truck Festival over the that budget and we have a remaining balance of \$744.18 for this fiscal year
- Wristbands will cost approx. \$150
- Other uses for this money can be our new shirts, Advertisement, sweatshirts, more table supplies such as another pop up or actual tables, ect.
- The Commission can mull these all over and can be decided on and discussed at our next meeting

Other Business

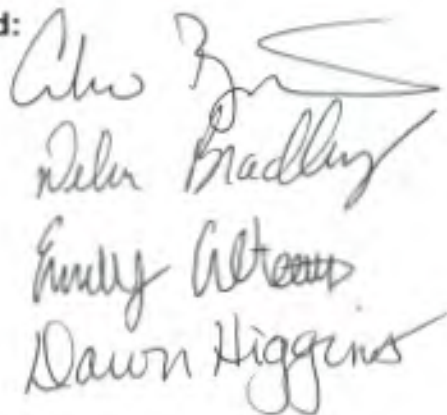
- Debra B expressed concern with having our community day on August 5th that it will be competing with the Chili Cook-off
- Tiffany expressed that it may be difficult to reschedule the food vendors and we will have to get amendments to our entertainment permit
- Tiffany we see if the vendors are will to reschedule to the 6th but no guarantees

Adjourned: 8:34 p.m.

Debra B made a motion to adjourn and Dawn 2nd

Debra B (Y) Dawn (Y) Abigale () Emily B () Emily C (Y) Andrew ()

Approved:


Andrew Z
Debra Bradley
Emily Altman
Dawn Higgins