

Winchendon Community Park Infrastructure Committee
May 9, 2022 Minutes/Recap
Joint Meeting with Programming Committee, Recreation Committee

Infrastructure Committee Members Present: Dave Romanowski, Ken LaBrack, Jane LaPointe, Dylan Romanowski,

Meeting called to order at 6:55 p.m.

Business/Discussion -

The purpose of this meeting was to continue the discussions on how to merge and integrate these three committees, acknowledging the overlaps and possible synergies in their work and their contribution to the town.

An org chart, drafted by Tiffany and Dave, was distributed to stimulate discussion. This will be further explored and developed at future meetings.

Items or topics that need to be understood/addressed were identified. A timeline/set of priorities will be discussed at future meetings.

1. Potential restructure will involve an update to the Charter and By-Laws for a reconstituted Parks & Recreation Committee.
 - o This will require coordination with the Charter & Bylaw Committee, chaired by Moe Ward.
 - o Approval at the Fall Town Meeting will be needed. Need to confirm the probable date for having this correctly done and on the warrant
2. Need to get support of Town Government for the restructuring and the work of this integrated/merged commission (Town Manager, BOS, DPW, Planning, Master Plan, etc.)
3. Identify/confirm the list of parks and recreational areas that will fall under the Commission's purview, i.e., WCP, Bike Trail, GAR Park, VFW Park, Grout Park
4. Identify a list of activities (including maintenance), events, etc. that the Commission will be responsible for; consider/brainstorm how this might work
 - o Role of Recreation Coordinator
 - o Role of partner organizations
 - o Role of volunteers/friends of Winchendon Parks & Rec
 - o Need for volunteer management/coordination with a single line of communication
 - o Event calendar and streamlined process for securing approval and access
5. Some basic operating principles
 - o Coordination among the "pieces"

- Coordinated marketing/outreach
 - Guidelines for members and volunteers
6. Business plan for running the Amphitheater
 - Applications - revise/rethink the process; identify what is essential
 - Criteria for allocating usage; allowing for free town events
 - Adapt how other communities manage their amphitheaters; versus reinventing the wheel
 7. Friends of the Parks
 - Needs to be launched
 - Adapt how other Friends have been organized, initiated, and run

Decision/Actions

1. The motion was made, seconded, and approved, unanimously, to merge/rejoin the WCP Infrastructure and Programming Committees and to bring this recommendation to the BOS at their May 23rd meeting.
 - Tiffany will request that this item be put on the BOS agenda
 - Tiffany and Jane will draft the rationale for this recommendation to be included in the BOS information package. The reconstituted committee will include 9 members
2. Deb who chairs the Recreation Commission will apply to the BOS to join the WCP Committee
3. Jane will send Tiffany a map of Park trails with notes on what is accessible and how during the amphitheater construction. Tiffany will post this information on the Park website and ask Tamarah to post on the Town website with a link from the Winchendon Residents FB page to the website
 - During construction, there will be limited access
 - Parking will be on the ball/soccer field; the area has been marked
 - No vehicles or people will be allowed on the road beyond the ball/soccer field
 - Perimeter trails can be accessed from the ball/soccer field - see map for access opposite Woodlawn Street to the Forest Cove Trail; Meadow Loop Trail can be accessed from an entry across Ingleside Drive from the ball/soccer field. Meadow Loop will lead to the Elm Street Trail, Fishing Point, Observation Deck, and connect to the Forest Cove Trail.
 - Areas under construction or marked for preservation during construction are behind fences; please avoid these areas
 - For those who have accessed the Observation Deck from the perimeter trails, please stay within 15 feet of north side of the deck (the side adjacent to the lawn, driveway).

- During construction, contractor vehicles, due to their size, will be using the Park entrance to also exit. Please be aware of this and please continue to use the designated exit for personal vehicles
- 4. Dylan and Tiffany will coordinate on reorganizing the barn so that there is access to the Park maintenance equipment
- 5. Next meeting will be Tuesday May 24th at 6:30p.m. - location TBD. Agenda topics will include:
 - BOS decision update
 - List of park & recreation areas
 - List of activities/responsibilities
 - Update on process and timeline for editing Charter & By-laws

Adjourned: 7:49 p.m.

Approved:

Emily Bradley
Abigail Bradley
Dawn Higgins
John Bradley
Emily Abbott