

Town of Winchendon
Winchendon Parks and Recreation Commission
May 29, 2024 Minutes 6:30PM
4th Floor Conference Room, Town Hall

Committee Members Present: Brian Croteau (Parks and Rec Town Representative) Debra Bradley (Chair), Dawn Higgins, Emily Bradley (arrived after the meeting started), Dylan Romanowski, Melanie Franklin

Absent Members: Debra Kane

Non-Members: Mary Desmond

Meeting called to order at 6:32pm.

Recreation Coordinator Updates:

There was no report shared as we are currently without a coordinator. The position has been posted and they are looking to hire someone for the position in the next couple of weeks.

Old Business:

- Recap: Billy and the Jets

200+ people in attendance

- Recap: Barbie Day

A little less than 100 people in attendance

- A suggestion was made to not do Free Fun days due to the high cost and work load with a very low turnout from the town, however because they are paired with bands who have already been contracted the commission will continue to hold them this year.

Debra B made a motion to take the New Business out of order.

Dawn (Y) Melanie (Y) Dylan (Y) Emily (Y) Debra B (Y) Debra K (I)

New Business:

- Annual votes to restructure the commission
 - Dawn Higgins made a motion to nominate Debra Bradley as Chair of the Parks and Recreation commission, Melanie 2nd the motion
Dawn (Y) Melanie (Y) Dylan (Y) Emily (I) Debra K (I)
 - Debra Bradley made a motion to nominate Dawn Higgins as Vice Chair of the Parks and Recreation commission, Dylan 2nd the motion
Debra B (Y) Dylan (Y) Melanie (Y) Emily (I) Debra K (I)
 - Dawn Higgins made a motion to nominate Melanie Franklin as Secretary of the Parks and Recreation commission, Debra Bradley 2nd the motion.
Dawn (Y) Debra B (Y) Dylan (Y) Emily (I) Debra K (I)
 - Brian Croteau and the town Accountant will take charge of the Parks and Recreation funds and communicating updates on our budget for all upcoming events.
 - They will be putting lighting into the barn at the Community park to help make it more functional.

- Debra B requested that the back room in the barn be updated into a small office and a locker be installed to lock up commission member's and volunteer belongings as well as money from the event sales.
 - Brian stated that he will plan to install a safe for the money and something where belongings could be stored safely.
 - Brian also suggested adding a desk and whiteboard to keep notes on for upcoming event and lists of items needed for events.
 - They would like to move all of the various items from the Ren Faire onto the second floor of the barn
 - Brian asked that the commission try and keep the barn in order and not block the entrances/access points for easier access. A suggestion was made that the floor be taped to indicate where things should go and where not to block for ease of access to the barn and supplies.
- Annual Review and update policies and procedures
 - The Coordinator position is being restructured which will affect these policies and procedures.
 - The coordinator will be given 20 hours per week towards the Parks and Rec and will be responsible for contracts, etc.
 - If it is found to be needed, they will look into hiring part time help to assist in running the events, however if this is found to not be needed, the funding for this will go into our programming.
 - The commission members will use the next week to review the policies and procedures and will discuss any updates and changes that will be needed at the next meeting on June 4th.
 - Decisions concerning Founders Day
 - Bill Sound guy is confirmed and he will be the sound guy for all upcoming events.
 - Volunteers for the event:
 - Mary
 - Chris-will do disc golf demonstrations throughout the day
 - Cindy and Mark will be running a Corn Hole Tournament for ages 16+
 - The winners will get a t-shirt, beer voucher (contingent on the age of the winners) and a medal.
 - Debra B made a motion to order medals to give the winning team and for future competitions that take place. Dylan 2nd the motion
Dawn (Y) Melanie (Y) Emily (Y) Debra B (Y) Dylan (Y) Debra K. (Y)
 - Arrival for setup is 1pm
 - Melanie, Dawn, Brian and Debra B will be there to setup.
 - Firework are contracted and the bike path will be closed as that is where they will be set off from. The commission was able to get much more fireworks this year due to changing the launch point from a barge to the bike path.
 - Bands:
 - Recoil 3-5:30pm

- New Release 6-8pm
- Food/beverage providers
 - Wachusett Beer-confirmed
 - Fidelity Ice Cream Truck-confirmed
 - Kiwana's/CAC-confirmed and will get a liquor license to also sell alcohol
- Vendors:
 - Crafts
 - Face painting
 - Creations by Dawn
 - Park and Rec General Store which will be manned by Kathy F.
 - Raffle off the outdoor heaters and splitting the proceeds with Ahimsa was considered, however the commission has decided not to move forward with the raffle as the heaters will be very useful for events in the colder months.
- Activities that will be held during the event
 - Pin the tail on the Donkey
 - Pull String Piñata
 - Cookie Walk (instead of Musical Chairs)
 - Corn Hole Tournament
 - Corn Hole for the kids
- DPW-Confirmed
- Police detail- needed from 4-10
- Parking: there is no parking on Maple St, nor several other side streets so people will need to park and walk from where they can find spots.
- Review of all Events for the season and re-organize
 - The commission needs a list of all park rentals to ensure no double booking is taking place.
 - A request is being submitted to take away the need for the Parks and Rec Commission to submit permits for all programming.
 - Debra B. suggested updating the event flyers. Brian is going to get us access to the shared drive and a member who is handy with this will be able to make updates as needed.
 - Food Truck Festival:
 - Chair and Table Rentals are needed
 - Porter Potties will change previous location to be more centralized. They will be on the side of GAR park closer to the school.
 - The existing Parks and Rec tents will be used
 - The two trailers will be positioned by the stage.
 - For our bigger events (ie food truck festival, Ren Fair, Founders Day etc.) It is suggested that if possible, all commission members be in attendance to help. For smaller events, not as many people will be necessary.
 - Dawn Made a motion to cancel Family Olympics, Dylan 2nd the motion Dawn (Y) Debra B. (Y) Emily (Y) Dylan (Y) Debra K. (Y) Melanie (Y)

- **Edited:** This event in conjunction with the ISSA Boson/Northeast Songwriter showcase was rescheduled for June 29th so we will still be holding this event.
- Dawn made a motion to accept the meeting minutes as presented from May 7th, Melanie 2nd the motion
Debra B. (Y) Emily (Y) Dylan (Y) Dawn (Y) Melanie (Y) Debra K. (Y)
- Dylan made a motion to allocate \$20,000 from the proceeds from the Ren Faire to fund the next faire that the commission is planning for in 2025. Dawn Higgins 2nd the motion.
Debra B. (Y) Emily (Y) Melanie (Y) Debra K. (Y) Dawn (Y) Dylan (Y)
- At the next Park and Rec meeting on June 4th, the commission will start the planning process for the Ren Faire in 2025.
 - Build the skeleton of the event to make it run as smooth as possible
 - Discuss fund raising
 - Add Jousting and off campus parking
 - More food trucks and food vendors will be needed
 - Improvements on payment options/process
 - Dawn volunteered to be the Ren Faire coordinator again for 2025, Melanie suggested that there be 2 people to coordinate so that they can share the responsibility due to the event being so large
- **Other Business**
 - With the restructuring of the Parks and Recreation Coordinator's responsibilities, the office will be moving to the Senior Center and the commission will be able to utilize more storage in the empty rooms there.
 - The possibility of using the Senior Center as a Rain location for concerts was discussed.
- **Adjourned 7:45 pm**
Dylan made a motion to adjourn and Dawn 2nd the motion.
Debra B(Y) Melanie (Y) Dylan (Y) Dawn (Y) Emily (Y) Debra K. (Y)

Approved: 6/4/2024