

Town of Winchendon  
Winchendon Parks and Recreation Commission  
June 4, 2024 Minutes 6:30PM  
4<sup>th</sup> Floor Conference Room, Town Hall

WINCHENDON TOWN CLERK  
RCUD JUL 9 2024 AM10:53

WJ

**6:36pm Call to Order**

**Members in attendance:** Debra Bradley(Chair), Emily Bradley, Dawn Higgins(Vice Chair), Melanie Franklin(Secretary)

**Members Absent:** Debra Kane, Dylan Romanowski, Brian Croteau (Town Hall Representative)

**Non-Members Present:** None

**Address any membership changes:** none

**Old Business**

- Recap Trivia Night at CAC
  - No one came, as it was a big high school graduation event weekend etc.
- Confirm any outstanding items for Founders Day
  - Brian has Police Details and DPW all setup.
  - Mary will be available all day, Jess will arrive at 5 to help where needed
  - Agenda of Events:
    - 12pm Deb will arrive
    - 12:30: Bill sound guy will arrive
    - 1pm: Setup- 2 20x10 tents and all 10x10 tents. Park and rec's info table, Kiwanis/CAC, hammocks, chair rentals, all general store items/swag), Bocce Ball, Badminton all the games and stuff.
    - 2pm: Disc Golf Demo with Chris, Corn Hole Practice, Piñata's (Candy to be bought tomorrow [6/5/24]-get receipts for reimbursement), Pin the Tail on the donkey
    - 3pm: New Release (3-3:30pm); Cookie Walk-setup will be sidewalk chalk on the sidewalk.
    - 4pm Corn Hole Tournament
      - Debra Bradley will print team lineup sheets, rules, and sign in sheets for event.
      - Dawn will be making the corn hole score boards.
    - 5pm
      - 5:30: Town Trivia from the stage
    - 6pm: Max Recoil (6-8)
    - 7pm
    - 8pm
      - 8:15-8:30: Break down tents for fireworks
    - 9pm: Fireworks

**New Business**

- Annual Review and update policies and procedures.

Debra Bradley makes a motion to push the review and update of the policies and procedures until the Parks and Rec Coordinator position is filled and a meeting can be had with Miranda and Brian.

2<sup>nd</sup> by Dawn

Emily B. (Y), Melanie F. (y) Debra B. (y), Dawn(y), Debra K(), Dylan()

Notice- The above topics do not prohibit additional last-minute or unforeseen matters. Votes may be taken at any point.  
*The meeting room is handicapped accessible. With advance notice the Recreation Commission can arrange reasonable accommodation for persons with other disabilities. To request assistance, contact the Recreation Department at 978-297-5410.*

- Summer Solstice Table June 15th: Volunteer: Jess-Debra to confirm. Melanie will help with setup.
  - Brochures, some swag, coloring pages to give out, ticket sales-IPad?
- June 22<sup>nd</sup> Reminiscent Concert
  - POC: Debra Bradley
  - Volunteers: Kathy ticket taker; Help needed with setup
    - Season pass holders; ticket sales?
- Debra B. suggested that all things for events (ie. Wrist bands etc.) be stored in the office in the Barn aside from financials and contact info as that should be in the coordinator's office, locked up properly. There is also a window in the office that may be nice to use as a ticket taking area. We could redirect foot traffic for ticketed events to that area with construction fencing.
- Commission would like to have access to all park rental information so that park availability is known to all on the commission to avoid double booking events.
- All members need to sign up for one-drive so they have access to provided information pertaining to Parks and Rec.
- Food Truck Festival June :
  - Tables and chair rentals confirmation or borrow from the Senior Center?
  - Using our Tents
  - The event will run from 4-9pm
  - Vendors: We will need to mark spaces for them
  - Setup starts at 12noon
  - Parks and rec/first aid/lost and found etc. should be in the center of the action to help people and give direction as needed.
- June 29<sup>th</sup> – ISSA and Family Olympics at WCP.
  - What needs to be ordered, what activities need to be planned
    - 
    - Who is volunteering
      -
    - Confirm sound man
      -
- Renaissance Faire Subcommittee Structure Discussion/Build.
  - Someone suggested that the commission reach out to Monty Tech for Jr. ROTC help with parking, setup etc. Debra Bradley reached out and the assistance is more focused toward non-profit, help with the needy etc. and the Ren Faire would not qualify due it being a for profit event.
  - Ren Faire is set to be for the last weekend in April due to bigger events happening in the summer and fall
  - Debra Bradley made a motion for a Black out date of Jun 18-24 where no Renaissance meetings nor decisions will take place during these dates.
  - 2<sup>nd</sup> Emily B.
  - All in favor Melanie (y), Emily(y) Dawn (y), Debra B. (y) Debra K(), Dylan()
    - July 2<sup>nd</sup> meeting will also focus on the Renaissance Faire.

## Minutes

- Approve minutes from May 29th, 2024
  - Dawn made a motion to approve the minutes as written and presented.

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- 2<sup>nd</sup> Debra B.
- All in favor: Emily (y), Melanie (y), Deb B. (y), Dawn (Y) Debra K(), Dylan()

## Financials

- Brian's update to the commission.
  - Debra Bradley makes a motion to postpone the financial update until Brian can update and review the accounts.
  - Melanie 2<sup>nd</sup>
  - Dawn(y), Emily (y), Melanie (y), Debra (y) Debra K(), Dylan()

## Other Business

- Committee comments or feedback
  -

## Adjournment:

Melanie made motion to adjourn the meeting at 8:30pm

Dawn 2nd the motion

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

**Approved: 6/19/2024**