

Town of Winchendon  
Winchendon Parks and Recreation Commission  
July 16, 2024 Minutes 6:30PM  
DPW Office, First Floor, Town Hall

**6:31 pm Call to Order**

**Members in attendance:** Shaina Cunningham, Debra Bradley (Chair), Dawn Higgins (Vice Chair), Jennifer Phelps, Debra Kane, Emily Bradley, Melanie Franklin (Secretary), Brian Croteau

**Address any membership changes:** Welcome to Jennifer Phelps!

**Welcome to Shaina:** We are so excited to have you!

**Old Business**

- Recap Reminiscent Concert
  - Rescheduled for Sept. 7<sup>th</sup>
  - Sound tech confirmed
  - Wachusett Brewery to see if they would be interested in coming to this event.
  - Can also reach out to Moon Hill as we split between the two for our events
  - Need POC and all volunteers.
  - Food will be Hot dogs and the kids will do chips and candy so they don't spend more than they make.
- Recap Food Truck Festival
  - People were complaining about the prices because they increase their prices at events like this, but this is standard practice.
  - May be able to invite Timber Fire Pizza from the Red Apple Farm as there were people wanting pizza.
  - We would love to partner with a Midway to fill the empty space by Grove Street to help draw people
  - We need more vendors!
  - Dawn Higgins made a motion to have the food truck festival on the last Saturday in June from 2-8pm to include 6 bands and midway games
  - Dylan 2<sup>nd</sup>
  - All approved, motion passed.
  - Shaina to follow up with WOO Trucks to see if we can request certain trucks with certain food and will have update for the commission at our next meeting on August 6<sup>th</sup>. Please request 10 more trucks.
  - Invite the Farmer's Market to join us and wave the fee
  - Dawn Higgins made a motion to invite the Farmer's Market to join us for all of our weekend events with the fee waved.
    - Dylan 2<sup>nd</sup>
    - All approved, motion passed

- Deb Bradley made a motion to create a North Central Vendor's season pass for \$25 for all season events starting in the Spring of 2025.
  - Jennifer Phelps 2<sup>nd</sup>
  - All in favor, motion passes

Shaina voiced a concern about conflicting dates with the surrounding towns and would like to collaborate with them in order to avoid this. (Gardner food truck festival was the same day as our free fun day and Rindge had their free fun day with fireworks during our food truck festival)

Brian suggested that next season, having one concert a month with 3 bands.

Having a longer event seems to draw a bigger crowd.

Dylan suggested getting a slip'n'slide for events during hot weather which we can do if we rent it per insurance needs.

- Recap ISSA Concert
  - This event had low community interest.
- Life Size Game Day/Sheepdip Concert
  - This was one of the better attended community events.
  - This event should have been at 5pm due to the hot weather.
  - The games that were set in the circle under tents and tree coverage had a greater interest than the ones in the sun.
  - With the later time frame we could also have
  - We would like to do something to help draw people to the picnic tables over on the sides of the amphitheater.
  - Playground
  - The ice pops were a GREAT hit, we need to order more for future events.
- Movie Nights: Moana and Barbie
  - Moana: canceled
  - Barbie: low attendance, learning curve with sound equipment.
    - Some teens filtered in part way through and seemed to enjoy it.
    - Dylan made a motion to make the movie nights free due to generous sponsorships.
      - Dawn 2<sup>nd</sup>
      - All approve, motion passed.
    - See if Beals will promote our movie nights
    - Cornerstone Church has said that they will also promote most of our events.

## **New Business**

- Barn Clean Up
  - We have a lot of trash that needs to be cleaned out of the barn.
  - Lights will be installed into the Barn by September.

- For clean up purposes we can use construction lights to provide the needed lighting.
- Can we build shelving in the barn as well, slots for the tables
- \*\*\*We will be holding our meeting on August 20<sup>th</sup> in the barn to do an inventory and clean it up and draw up a plan for shelving. We will need the construction lights for this.
- Could we put up signs for the Barn, Shed and Garage to help people know what is what?
- There is also a project in the works to put a utility sink in the shed.
- We would also like to update the room in the barn as an on site office for office supplies, be able to put
  
- Service Project
  - Reach out to Boy scouts, Girl Scouts, Winchendon Schools,
- Need more sandwich boards for our events, parking, coming events etc.
  - Shaina to see Brian about ordering these on the credit card.
  - For larger events, we could have paid priority parking.
- Emily Bradley made a motion to give away the water in the barn to the youth change makers
  - Dylan 2<sup>nd</sup>
  - All approve, motion passes
- Jennifer Phelps made a motion to buy storage bins for merchandise
  - Melanie 2<sup>nd</sup> motion
  - All approve, motion passes
- We will need to create a spreadsheet for an inventory.
- We also need lawn signs and general event signs with arrows to point people to the park for events.
  - Signs could go by Clide, the island by Cumbies, bike trail/Grout park
- The question was asked, what would help draw the middle and high school students in the school?
  - Raffle baskets
  -
- The Legion is a possible resource that we could partner with for future sponsorships
  
- Movie Nights
  - Brian to get the cinema fencing from the dump for future movie nights to fence off the equipment and to fence off areas for other events.
  - Brian to also go over how to work the lights with Shaina and other members of the commission.
  - We will use BAND to coordinate volunteers for our events and somehow connect it with Onedrive. Please input all of your vacation time so we aren't guessing who will be available for what.

- July 18<sup>th</sup> Jumanji
- July 25 Wonka
- August 3 Shrek: the Chili Cookoff is also this day and we can invite people out to the free movie that night. Lets do some collaboration with them to help promote this.

\*for all 2024 events if they are rained out they will need to be canceled.

- July 19<sup>th</sup> Concert at GAR (Free): Cailte Kelly
  - Volunteers: See BAND
  - Confirm sound man
- July 20<sup>th</sup> Scott Brown and the Diplomats (Ticketed)
  - Volunteers: See BAND, Dylan to bring his crew to help
  - Confirm sound man
- July 21<sup>st</sup> Little Mermen (ticketed)
  - Volunteers set up : See BAND will need additional assistance for this event.
  - Confirm sound man: he needs to be there set up and ready to go by 11:30
  - Set up: They will need a tent for their merchandise, along with all hospitality needed for their Rider.
  - Need all tents setup for this one.
- July 27<sup>th</sup> Comedy Night 18+
  - Volunteers
  - Confirm sound man
  - We will have someone to check ID's with stamps for 18-20 and wrist bands for 21+
  - Shaina to contact beer vendors and schedule police detail.
- August 10<sup>th</sup> Winchenstock
  - POC: Shaina and Deb Kane
- August 17<sup>th</sup> Everything Animal Day
  - Coordinate petting zoo options: Dylan reached out without response, and
  - Contact for possibilities:
    - Pony rides
    - Ahimsa Haven
    - Winchendon/Templeton animal control
    - BLITZ
    - Gus-FB famous dog
    - Petting zoo from town
    - Animal Adventures
  - Volunteers
  - Confirm sound man

**\*\*We would like to do a meet and greet in the early Fall with some of the people from the Library, The Clark and Cultural Council to help coordinate so that we are not all doing the same kinds of events.**

**\*\*We would also like to do a Sponsor appreciation event**

- Crafternoons: tabled for next meeting
- Renaissance Fair Planning: Tabled due to waiting on the meeting with the Red Apple Farm
  - Red Apple Farm meeting for Ren Fair 2025

### **Financials**

- Brian Update: Tabled

### **Minutes**

- Approve minutes from June 19th, 2024
  - Dawn made a motion to approve the minutes from June 19<sup>th</sup> 2024
    - Deb Kane 2<sup>nd</sup>
    - All approved, motion passed.

### **Other Business**

- Committee comments or feedback
  - Dylan's initiative: Jam fest. He met an event planning company that will help coordinate and setup a Jam Fest. He would like to help us make this happen and has sponsor and band connections. We could give him a budget and he can plan accordingly.
  - Someone asked if we would also host a rave at the park.
  - We could also create a welcome packet and themed guide for people staying for specific events.

**Adjournment:** Dylan made a motion to adjourn at 8:29pm,  
Jennifer 2<sup>nd</sup>  
all approved, motion passed.