

Town of Winchendon
Winchendon Parks and Recreation Commission
October 1, 2024 Minutes 6:30PM
4th floor Conference Room, Town Hall

WINCHENDON TOWN CLERK
RCUD NOV 14 2024 PM3:54

6:30 pm Call to Order

Members in attendance: Shaina Cunningham (coordinator), Brian Croteau (town representative) Deb Bradley (Chair), Deb Kane, Emily Bradley, Jennifer Phelps (non-voting), Melanie Franklin (Secretary), Emily Croteau (non-voting), Amy Boshco (via phone, non-voting)

Members not in attendance: Dylan Romanowski

Non Members in Attendance: None

Commission Membership Interest: Jessie Fitzmaurice may be interested in joining the commission.

- Trunk or treat and pet parade (minimal pets signed up- work on getting the word out)
 - Set up: Shaina will be helping cook spring rolls at the Senior Center in the morning for the event (please provide a sign saying, “Non-vegetarian vegetable rolls” due to the use of animal products used in the cooking process), set up at the park will be at 3pm, multiple vendors will be there.
 - Candy donations have come in
 - 1 parks and rec trunk-Deb B. and Deb K. will take point in decorating and manning this trunk
 - 1 fidelity trunk-Jennifer will take point in manning this trunk
 - 15 trunks signed up
 - Pet parade prizes suggestions:
 - Pet supplies gift cards, tractor supply free dog wash gift cards,
- Fall Festival: volunteers from 8am-8pm
 - \$200 anonymous donation for pie and pie eating contests prizes came in
 - Hay donations will be provided by Brooks Automotive.
 - Pie/pumpkin pickups from Leominster and red apple farm will take place during the week prior to Fall festival.
 - Pie eating contest:
 - prize: pie Brian Croteau in the face!- 3 age groups:
 - 11am Younger kids first to finish 1 pie wins
 - 1pm teens first to finish 2 pies first wins
 - 3pm adults first to finish multiple pies wins

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.

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- A suggestion was made to sell soft pretzels in the Clark parking lot until 8pm.
- Murder Mystery: 6pm Oct. 18th
 - Deb Bradley made a motion to move the date for this event to October 19th pending Beth being able to cook on Saturday instead of Friday.
 - Deb Kane 2nd
 - All approved, motion carried
 - Set up 4pm in the auditorium
 - See what we have for decorations and then add in some Niche items to help tie the theme together to build the atmosphere.
 - Not Just produced will be making the 3-course meal for this.
 - Reach out to Taylor Rental for plates and silverware
 - Pulling a beer and wine license.
 - The Fahey's will be doing the script-reach out to ensure there are both participant rolls and bystander rolls for those who may want to just enjoy the show and not be actors.
 - Volunteers needed to serve this event.
- Crafternoon:
 - Dawn Higgins is interested in leading one of these and there is some interest in other towns people wanting to do so as well.
 - Will create a list of crafternoon classes by our next meeting to decide a fixed cost for these events
 - Ideas: floral arrangements, sign making, wreath making, ornament making, stained glass, card making or baking for Valentine's day, "stuff a bear"?
- Haunted Trails October 25th: 5-11pm (5-6 kids/sensory trails) (6-11 scary trails)
 - Hocus Pocus will be playing in the background
 - Need to try the new air pump to make sure the movie screen will work for this event
 - Some community members are interested in volunteering for this.
 - Make a RULES sign for the entrance to the trails.
- Volunteers from the commission: Please put your availability in BAND.
 - For Fall Festival, please get 1 extra volunteer for each shift.

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- Robinson and Broadhurst meeting took place last week.
- We have post cards and sponsorship packets going out for sponsors for the 2025 season.
- Ren Faire meetings will be taking place 2nd and 3rd Tuesdays 6pm via Zoom-Rajuli will be heading this up and be responsible for putting this information out to members.
- Rajuli will now be the large event coordinator. She will be in charge of coordinating Wyndonshire and Shakespeare at the Park.
- We will also be able to bring people in to help Shaina as needed.
- Shaina met with Murdock High School to reactivate volunteer signups for students who may be interested in participating in events. This will help fulfill their 10 mandatory community service hours.
- Shaina Connected with Safe Routes to School for an interactive safety event at the parks.
- There will be a meeting with the Youth Changemakers to discuss future events at the park.
- Founders Day: Brian spoke with the carnival coordinator and asked if we could bring in a few little kids rides for Founders day and we could sell tickets for this.
- Financial Update:
 - Town is upgrading their website. A proposal was made for putting the Parks and Rec links and a page header on the town website once it is refurbished and updated. This would cost \$943 annually starting in 2026.
 - Eventeny will cost \$2880 to renew. We will be canceling this because we are activating Clover, which will cost \$14.99 and can use QR codes to sell tickets and get all the info out to the town.
- Highlighting Commission Member contributions:
 - Deb Bradley: sits as the Chair of the commission and works closely with Shaina with all things parks related.
 - Deb Kane: Toy Town Trekkers and supporting Disc Golf efforts
 - Melanie: Secretary Role
 - Jennifer: local band expertise and advising on 2025 lineups.
 - If other members have an interest in any area or would like to get involved in a greater capacity please let Shaina know and she will connect with you.
- Barn/park
 - Shingles/tiles will be taken out.
 - Office setup

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- An idea was mentioned to take out horse stalls and false wall to make a café or seating area.- looking into future years to complete this.
- We will be asking for funding for sewer lines to create a functional bathroom in place of the porterpotties and to clean out the underneath of the barn.
- Melanie made a motion to approve the minutes from 9/17/2024
 - Deb Bradley 2nd
 - All approve
 - Motion passes
- Committee comments or feedback
 - Emily Croteau and Emily Bradley requested that the commission would sponsor Murdock Varsity Cheerleading. This will help promote the park and the events.
 - Deb Bradley made a motion to be a Gold sponsor for \$500
 - Deb Kane 2nd
 - All approved
 - Motion passes
 - We would like to do the tree lighting at Grout Park as it is more visible, has electricity and parking available.
 - Brian stated that the DPW would put up the brackets and Christmas banners.
 - We would like to decorate the new park on Spring St. and the bridge at Grout Park.
 - Decorate the gazebo at GAR park.
- Melanie Made a motion to adjourn at 7:51pm
 - Deb Bradley 2nd
 - All approved
 - Motion passed

Minutes approved: 11/4/2024