

**Town of Winchendon
Winchendon Parks and Recreation Commission
October 17, 2023 Minutes-6:30pm
1st Floor Recreation Office, Town Hall**

Committee Members Present: Dawn Higgins, Tiffany Newton (Recreation Coordinator), Andrew Beauvais (Vice-Chair), Gabe Beauvais, Dylan Romanowski (only attended partially), Emily Croteau, Debra Kane, Melanie Franklin

Absent Members: Debra Bradley, Emily Bradley

Non- Members:

Meeting called to order at 6:34 p.m.

New Member Interest:

None

Recreation Coordinator Updates

Event Recap-quick with final sheets to be given next meeting

- Fall Fest
 - Great time, lots of information given out
 - 4 pies for pie baking contest
 - We made \$40 in revenue from sweatshirts, donations
- Haunted Trails
 - 600 attendees for Trunk or Treat
 - Rice Crispie treats were a good idea and we should consider buying trick or treat bags to give out- lots of kids didn't have one.
 - Need a park sign/logo for trunk
 - Approx. 300 attendees for the trails
 - 7 participants for the pet parade.
 - Very well attended and great feed back
 - We need more volunteers all around next year
 - We should send a survey to those who did waivers to see how they found out about our event

Conference update

- The Conference was very beneficial and a great time
- The biggest take away is that we would significantly benefit from a Recreation Software.
 - Eventeny seems to meet all the needs we have and I spoke with about 10 different companies that do different types of software.
 - Cost is \$2,380 for the 1st year, which includes a \$500 discount.

Old Business

Murder Mystery Prep

- Deb and Emily are most likely not going to be able to serve for us.
 - I can serve and Dawn said she will help in need be, Deb K is checking her schedule

- Last minute Michelle is unable to do cheese and crackers and Donnie can't bartend
 - Deanna from Willowberry bakery offered to do the cheese and crackers for us
 - Dylan said he can find a licensed bartender and Tiffany will figure out how to get the alcohol-limited to beer and wine

Updates on Member Initiatives

- **Dylan-** Jam Band Festival
 - Making significant progress
- **Deb K-**Hiking Club
 - 14 attendees last week
 - May need to break into 2 groups as that was a large group for the trails.
- **Emily C-**Movie night-sports boosters
 - Movie The Perfect Game was picked
 - Flyer has been sent to the school to be distributed to student athletes
 - Emily is confirming the Youth Change makers
 - Emily is to get the check from the Boosters to The Parks & Rec Commission next week.
- **Melanie-**Still unsure but knows it is not going to be an event
- Gabe's original idea for Trash Cans- there was a vendor at the conference where we can order trashcan covers for our current trashcans. They are about \$100 a cover.

Season Pass Perks

- After review of all the perks we discussed at the last meeting Tiffany suggested that maybe it was too much and we should remove the T-shirt from the list of perks
- Everyone was in agreement with this.

Holiday Decorations

- Tiffany did speak with 2 vendors at the conference but hasn't been able to follow up with them yet.
- Andrew got information from a company regarding snowflake lights, wreaths, pole wraps, and banners
- Can get 25% off in stock items
- Banners are the most cost effective option with ordering 50-74 of them at just \$56 each
 - Andrew needs to get a price for mounting hardware and if there is additional cost for customization as well as the price for shipping.
- If we order in January we can get a 33% discount on items.
- The consensus was to order 50 banners with mounts this year and purchase other decorations in January for next year to get a bigger and better discount.
- In the interim we will get some cheaper wreaths or pole decorations to try out on some poles to see what style we like best.

New Business:

CAC/HEAL Partnership

- We already work with this organization in a way that is conducive to a partnership
- Both parties may benefit from it being a formal written partnership
- Some suggestions of what that may include is Free use of the Winchendon Works Hub for Crafternoons
- Free use of the WCP for Taste of Winchendon
- Allowing the Changemakers to be the vendor at our movie nights
- Change makers will serve popcorn for us but those proceeds come to us
- Share mutually beneficial events for each other
- And any other ideas we can come up with

Melanie made a motion to enter into a partnership with the CAC/HEAL. Dawn 2nd the motion

Debra B () Dawn (Y) Debra K (Y) Emily B () Andrew (Y) Emily C (A) Dylan () Gabe (Y) Melanie (Y)

January Murder Mystery

- Would like to set the date for the January Murder Mystery as January 26th and 27th.

Lawn Signs

- Tiffany got pricing from 3 locations
 - DW Design \$10 ea
 - Vista Print \$10.80 ea
 - Staples. \$17.99ea
- We should definitely use DW Designs
- We would need 10 movie night signs and 10 concert or event signs
 - Locations will be CVS, CAC, Library, Each his own Design/YMCA, 202, Foristall, Fidelity Bank, Central/Front Island, Grout Park, And the Other parking area at the Bike Path.
- We would like to have a QR code on them

Minutes

- Dawn made a motion to accept the minutes from Oct 3, 2023 as presented. Deb K 2nd

Debra B () Dawn (Y) Debra K (Y) Emily B () Andrew (Y) Emily C (Y) Dylan () Gabe (Y) Melanie (Y)

Financials

Community Enhancement Grant

- There is no update as we haven't heard back either way at this time.

Other Business

Committee Comments or Feedback

- Gabe-Felt this meeting was productive and a lot of good came out of it.

Adjourned: 8:15 p.m.

Emily C made a motion to adjourn and Gabe 2nd

Debra B () Dawn (Y) Debra K (Y) Emily B () Andrew (Y) Emily C (Y) Dylan () Gabe (Y) Melanie (Y)

Approved:

Melanie Franklin *Andrew* *Gabe* *Dawn Higgins* *Deb Kane*