

10/3/23

**Town of Winchendon  
Winchendon Parks and Recreation Commission  
September 5, 2023 Minutes-6:30pm  
4th Floor Conference Room, Town Hall**

WINCHENDON TOWN CLERK  
RCUD OCT 4 2023 AM 8:52

**Committee Members Present:** Dawn Higgins, Tiffany Newton (Recreation Coordinator), Debra Bradley (chair), Andrew Beauvais (Vice-Chair), Emily Croteau, Emily Bradley, Dylan Romansowski, Debra Kane

**Absent Members:**

**Non- Members:** Melanie Franklin, Gabe Beauvais

Meeting called to order at 6:30 p.m.

**New Member Interest:**

**Melanie Franklin** has submitted a letter of interest to the town and should be appointed at the next BOS meeting on Sept 11<sup>th</sup>.

**Gabe Beauvais** has submitted a letter of interest to the town and should be appointed at the next BOS meeting on Sept 11<sup>th</sup>.

**Recreation Coordinator Updates**

*Code of Conduct*

- The town sent out a code of conduct and I was asked to just address everyone and let them know it was sent out and to remind them to read it. If there are any questions regarding this you can address them to the Town Manager's office.

*Event Recaps*

- Comedy Night
  - Well attended
  - We made \$915
- WMF
  - Well attended
  - Love to continue more free events like this if possible
  - No cost to the commission
- Ice Cream Sundays
  - We sold about 30 coupons
  - We gave free Sundays on the 27<sup>th</sup> and had some fun activities
  - We made a total of \$9.33 after necessary purchases
- Scott Brown Band
  - He was well received about 60-70 people in attendance
  - We made just \$430 after expenses to sound tech.
- Back to School Bash
  - The community loves free events.
  - There was over 100 people in attendance at the busiest point
  - Nerf Wars was a big success
  - We also had a good volunteer turn out.
  - This event cost the commission \$1,232.18

## Old Business

### *Member Initiative Updates*

- **Debra B-** Letterboxing
  - Each new hike that Deb K does Deb B would like to place a letter box
- **Debra K-**Hiking Club
  - She will be introducing the hiking club at Family Weekend
  - Start with a hiking stick and scavenger hunt
  - Then open it up to interested parties as hiking club each Saturday
  - There is a total of 5 hikes in town over 6 weekends starting on Sept 30<sup>th</sup> and ending Nov 4<sup>th</sup>
  - Dylan will set up markers on the state forest trails.
- **Emily B-** Carnival
  - No new updates
- **Emily C-**Sports Booster Movie Night
  - She turned in the park rental application
  - She is working on picking a movie to be decided by our next meeting
  - She still needs to purchase ball pits and balls
  - She has arranged for the Sunshine Café to be there for concessions.
- **Dylan-**needs to pick an idea
  - He already decided on a Jam Band Festival

## New Business:

### *Updated Rental Policies*

- Per our conversation about the Winchenstock rental we have updated our rental policy to specify about renting park equipment.
- Noted that we should have an equipment list with the price to replace them for potential renters.
- Deb B made a motion to approve the updated rental policy as presented. Dawn 2<sup>nd</sup> the motion

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

### *Family Weekend Prep*

- We should add flyers at Beal's and other locations
- Bike ride- could we cut down elm and pond to the bike path to eliminate traffic issues?- yes
- Winchendon Wheel Timeline
  - 10:30 Bike Ride
    - 12:00 Parade
  - 1:00 Bike Safety demo
  - Wheels wash and obstacle course will be all event long
  - Do we want to see if the Kiwanis want to do their bike giveaway then?
  - There will be music
  - Food is uncertain at this time
- Movie night is self explanatory
- Family Olympics
  - No families signed up yet

- Event starts at 1pm
- We should get someone to at least sell drinks-changemakers?

#### *Volunteers*

- Wheels- Deb B
- Movie Night- Andrew, Emily B, Dawn
- Family Olympics- Deb B & Deb K

#### *Quarterly Murder Mysteries*

- Asking about hosting the murder mystery's quarterly because they are such a success
- Offer to use the bowling alley is out there and then maybe a Kentucky Derby one at the Whitney House in May.
- Everyone agree to keep these going

#### *Open Houses*

- Toy Town on Sept 18<sup>th</sup> 5:30-6:30- Dawn
- Middle School Sept 20<sup>th</sup> 6-7- Andrew
- Memorial Sept 21<sup>st</sup> 5:30-6:30-Deb B

#### *Donut Truck*

- We can get a donut truck on Nov 4<sup>th</sup> for our community day
- To make it worthwhile for the truck as well as acknowledge Nov 5<sup>th</sup> as national donut day should we pay for the first (say 25) people to get free donuts and cider/cocoa
- Commission felt maybe just purchase the donuts for them and not the drinks and limit it as 1 per family

#### *Dumpster*

- We were told we needed a dumpster for clean out day on Thursday
- Prices were gathered from 3 companies: South Ash Trash, Bin There Done That, & Monadnock Disposal
  - Monadnock had the best price at \$375
- Deb B made a motion to rent a dumpster on Thursday Sept 7<sup>th</sup> from Monadnock Disposal. Andrew 2<sup>nd</sup> the motion

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

#### **Minutes**

- Andrew made a motion to approve the minutes from August 15, 2023 as presented Dawn 2<sup>nd</sup>
- Debra B (Y) Dawn (Y) Debra K (Y) Emily B (Y) Andrew (Y) Emily C (Y) Dylan (Y)

#### **Financials**

##### *Finance update*

- .No concerns or comments

##### *Shelf Expenditure*

- We need to have shelves to organize the barn and the Winchendon School will assemble them for us
- Big lots has them for \$99 each

- Deb B motioned to purchase 2 shelving units from Big Lots to be expended from the Sponsorship account with monies not previously ear-marked. Deb K 2<sup>nd</sup> the motion

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

#### *Outdoor Heater Update*

- Ask previously voted on we cannot purchase the heaters due to increased cost of needing to purchase the tanks separately as well as needing to buy a proper storage unit.
- Was asked about buying just 4 more heaters, a 6 tank storage unit and the 6 propane tanks.
- Tiffany will bring a new price to the next meeting.

#### *2024 Sponsorships*

- We have received 2 sponsorships for 2024
  - \$100
  - \$1,500

#### **Other Business**

##### *Committee Comments or Feedback*

- Debra B wants to combine our Facebook pages to be one page
  - Discussion was had about what the purpose of 2 pages was and that the followers were better on one page than another
  - Suggestion to change the name on the Community Park Page to keep the increased followers
  - Dawn made a motion to combine the Facebook pages to one. Emily C 2<sup>nd</sup>

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

- Andrew asked about trash cans along the bike path- Tiffany indicated that was by design
  - Deb B suggested putting better signage about carry in and carry out policy
  - Andrew indicated that his suggestion was more of a way to advertise what we are doing and get "sponsors" for an ad on them like in the city.
  - Perhaps in the future if the proposed lampposts come to fruition we could add cameras close to the receptacles.

**Adjourned:** 8:09 p.m.

Andrew made a motion to adjourn and Deb K 2<sup>nd</sup>

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

**Approved:**

Emily Altman John Bradley Robert Kove  
Dawn Higgins Emily Bradley  
Chris Brown