

11/21/23

**Town of Winchendon  
Winchendon Parks and Recreation Commission  
November 7, 2023 Minutes-6:30pm  
4th Floor Conference Room, Town Hall**

WINCHENDON TOWN CLERK  
RCUD NOV 27 2023 PM3:06

**Committee Members Present:** Dawn Higgins, Tiffany Newton (Recreation Coordinator), Andrew Beauvais (Vice-Chair), Gabe Beauvais, Dylan Romanowski (only attended partially, left at 7:39), Emily Bradley, Debra Kane, Melanie Franklin, Debra Bradley(Chair)

**Absent Members:** Emily Croteau

**Non- Members:**

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

**New Member Interest:**

None

**Recreation Coordinator Updates**

*November Crafternoon Coverage*

- Tiffany is looking for someone to sit in on the Terrarium Crafternoon on November 19<sup>th</sup>. Class is 2pm-4pm but would need to be there at 1:30 for set up.
- Deb B said she will do it and Deb K will be her back up in case something happens

*Event Recap*

- Murder Mystery Dinner
  - This was a great event and very well attended.
  - The only change would be to specify better the participant role when purchasing tickets
  - We made \$651.06
  - Deb B made a suggestion to have little thank you cards at the end with a QR code and contact information and/or information about our next upcoming event.
- Giving Day at the Park
  - This event was short and sweet
  - Over 35 attendees which is good especially for the cooler weather
  - We brought in A LOT of donations for the senior center
  - We loss \$428 on this event but we did have a cultural council grant to cover \$200 that was paid to Andy.
- Final Number recap for Haunted Park and Fall Fest
  - Fall Fest was a loss of \$6.44 and the Haunted park was a loss of \$1,574.17
- Emily C Movie night
  - Due to conflicting schedule changes this did not happen. Emily will be postponing until the spring due to the cold weather.

**Old Business**

### *Festival of Lights*

- We are looking for people to be the lead for each of the events that day
  - The Craft fair is 9-2pm and will be in conjunction with the cookie crawl around town
  - Winter Wonderland is set to run from 3pm-5pm which leaves little set up time
    - Decision to make Winter Wonderland just one hour from 3pm-4pm.
- Deb B said she isn't available but maybe in the morning for the craft fair.
- Tree lighting has quite a few available members
  - We are looking for caroling for the tree lighting still.
    - Deb K suggested Cindy Carvill's A capela group
- We still need to test the lights and decorate for the Festival of lights.
  - Tiffany will pick a couple dates that work and send them out to the group to get things going.
- The cookie crawl we were asked about how many cookies should each location have and the solution was to make the "tickets" limited to a certain amount as well as it will make them seem desirable and hard to get. The number determined was 48.
  - We should note on the cards \* Please let any participating location know if you have a food allergy

### *Updates on Member Initiatives*

- **Dawn- Ren Faire**
  - Auditions for the Royal characters are tomorrow
  - She is looking for a thrown-have found one that will work
- **Deb K-Hiking Club**
  - Going to continue into the fall as long as the weather holds out due to lots of continued interest.
  - They will be hiking the Audobon trails during hunting season
- **Andrew-Boating**
  - Not much progress but officially the town has agreed to enter into an agreement with the Mass Boating and Fishing so we are just waiting for that to move forward.
  - Still looking to get numbers for how many people come into town annually for boating rental system
- **Deb B-No updates at this time**

### *Holiday Decoration Updates*

- We will not have time to get decorations in this year, even the banners because the cost with the brackets is going to use up most of our entire budget.
- Andrew took it upon himself to ask Fidelity if they would "Sponsor/donate" to our cause for the holiday decorations and they agreed to \$1,500 but we must open it up to everyone if we are to accept the money from Fidelity Bank
- We asked about doing a match fundraiser and was told no by the Town Manager's office
- Sponsorships would be \$250 per banner

- We are asking the Commission if they would like to start a holiday decoration sponsorship to help increase our budget for decorations to be purchased in January or thereabouts with the post-holiday discount(s)
- Deb B made a motion to start accepting sponsorships for holiday decorations to purchase during the after holiday sale. Dawn 2<sup>nd</sup>

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

- Additionally we will use some of our additional \$1,000 to purchase tinsel and candy canes to spruce up the Central Street area this year.

#### *CAC/HEAL Partnership*

- Tiffany presented a draft Partnership agreement to the Commission that was made with Miranda the Director of the CAC/HEAL
- The 2 comments from the Commission were a concern about saying the changemakers were the sole vendor at movie nights, in case we wanted to sell stuff.
- Also, due to the fact that we want to sell the buckets as a promotion and also reusable cups.
- We could use the words sole "outside" vendor.
- Deb B made a motion to move forward with the partnership agreement with CAC/HEAL pending the 2 changes clarifying the Youth Changemakers role
  - Gabe 2<sup>nd</sup>, All in favor

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

#### **New Business:**

##### *Timing for FREE Fun Days*

- In the past we have held most of our events from 11am-2pm.
- While talking with some vendors and musicians they questioned why so early
- We are asking to consider changing the time from 11a-2p to either 1p-4p or 2p-5p
- The Commission agreed that 2p-5p was a better time to hold our activities

##### *Fundraising Efforts*

- Letters to Santa Fundraiser
  - Cost us \$2 to put kits together with hot cocoa and sell for \$5
    - Set up mailboxes to have the letters dropped off to us
- Santa in the Slammer
  - Deb was talking about a fundraiser that was done when she was a kid then Dawn mentioned Santa in Jail and the idea just took off.
  - The commission will work together this week to get the details together about how best to run this fundraiser
  - Andrew knows a Santa
  - The Grinch framed him

##### *Photography Contest Winner*

- The only submission we received was from Kyle Bradley (Deb B's Husband)
  - The Commission felt that awarding him the winner seemed biased and opted to donate the swag/tickets to the winner of the Santa Fundraiser

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## Minutes

- Melanie made a motion to accept the minutes from Oct 17, 2023 as presented.  
Dawn 2nd  
Debra B (Y) Dawn (Y) Debra K (Y) Emily B (Y) Andrew (Y) Emily C ( ) Dylan ( )  
Gabe (Y) Melanie (Y)

## Financials

### *Monthly Financial Update*

- Financials were presented and no comments were had

### *Software Purchase*

- As discussed at our last meeting we were looking at the Eventeny Software.
- Tiffany took some time to also do a tutorial with the Rec Desk Software but haven't received pricing. It was complicated to do things, many steps to achieve the same goals.
- We do have the \$2,380 in our budget to purchase the Eventeny Software now and not have to wait until the next fiscal year.
- Tiffany would feel more comfortable doing the 7 day free trial to see if this software is user friendly and really does all the things it says it does prior to purchasing.

### *Community Enhancement Grant*

- We did not receive this grant

## Other Business

### *Committee Comments or Feedback*

- None at this time

**Adjourned:** 8:21 p.m.

Andrew

Motion made a motion to adjourn and Deb B 2<sup>nd</sup>

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

**Approved:**

Emily Bradley  
Dawn Bradley  
Melanie Franklin  
Debra Kane