

Town of Winchendon
Winchendon Parks and Recreation Commission
~~November 21~~ **December 5, 2023 Minutes-6:30pm**
4th Floor Conference Room, Town Hall

Committee Members Present: Tiffany Newton (Recreation Coordinator), Emily Croteau, Emily Bradley, Debra Kane, Melanie Franklin, Debra Bradley(Chair)

Absent Members: Andrew Beauvais (Vice-Chair), Gabe Beauvais, Dawn Higgins, Dylan Romanowski

Non- Members:

Meeting called to order at 6:31 p.m.

New Member Interest:

None

Recreation Coordinator Updates

Fundraisers

- Letters to Santa Fundraiser
 - sold out and we are seeking more mugs
- Santa and the Grinch Fundraiser
 - We have a Grinch suit and a Santa. The Grinch will tie Santa up and sell the keys to free him.
 - We will be doing prelim videos/photos of the Grinch around town leading up to the 2nd.
- 12 Days of Christmas Scavenger Hunt
 - \$5 to participate. Starts Dec 4th and goes for 12 days with a new prize each day
 - Emails will be sent out at 9am
 - Suggested hiding places are: Old Center, Seppies, Gazebo, Rocking Horse, Bike, Amphitheater, Disc Golf Course.

Food Truck Festival

- Do we still want to use Woo trucks for this. It is suggested that it is easy and until we are a little more established we don't want to have a bad truck turn out.
- Everyone agreed that using Woo Trucks was the way to go

Old Business

Festival of Lights

- We are still looking for volunteers to help set up this week and day of.
 - Deb B is available on Nov 30th after 2pm and all Day Dec 1st
 - Others will jump on to these days.
 - Areas to be decorated: Grove and Summer, GAR Park, Grout Park, Bridges, Legion Park
 - How tall are the light posts?
 - We have secured a Acapella group for the Tree Lighting
 - Deb K suggested Cindy Carvill's A capela group

- Winter Wonderland
 - Deb K will do a pinecone ornament activity
 - We will be holding Reindeer games
 - Could we get Park's and Rec Elf hats?

Decoupage Crafternoon

- Low sign ups. If we don't have 7 by Monday we will cancel this class.

Software Purchase

- We have officially purchased the Recreation Software Eventeny. We are still setting it up and getting this running. Tiffany will be having an onboarding training next week and then we will announce our new software and get it out to the public.

New Business:

WMF

- They are asking to partner with us again for potentially 2 dates in April and 1 in August. They will let us know once they receive funding.

Minutes

- Deb K made a motion to accept the minutes from November 7, 2023 as presented. Melanie 2nd
Debra B (Y) Dawn () Debra K (Y) Emily B (Y) Andrew () Emily C (A) Dylan ()
Gabe () Melanie (Y)

Financials

Holiday Sponsorships

- This is going well with a lot of interest. Andrew has confirmed Fidelity has approved the \$1,500 sponsorship

FY 25 Budget

- Brief overview of our past budget and some discussion about where we need to add to
- Suggested to not break budget into individual events to streamline the budget.

Robinson-Broadhurst Grant

- Tiffany ran through the submitted RBF grant line items. She offered a copy of the grant to each member if they wanted one to review.

Other Business

Committee Comments or Feedback

- Melanie
 - Suggestion of catalog of items or labeled bins etc.

Adjourned: 7:53 p.m.

Emily C made a motion to adjourn and Emily B 2nd

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

Approved:

Emily Bradley
Dawn Bradley

Debra Kane
Melanie Franklin