MINUTES
TOWN OF NORTON

Board / Committee: Parks and Recreation

Meeting Date: 6-20-2019 Time: 7:00 pm
Meeting Location: Town Hall, 3rd Floor

Members & Staff Present:
Audrey Moschella, Carol Zwicker, Heather Creegan, Mark Sweeney, Sharon Rice, Rob Kerr,
Sonia Tsiatis, Michael Young

Honorary Mayor *Peter Wiggins

Members Not Present:
Tiffani Green

Founder's Day Committee Members: Ralph Stefanelli, Rosemary Dolan, Dean Zwicker

The meeting was called to order at 7:06pm and adjourned at 9:07pm.

Meeting Motions / Actions and Summary of Discussions:

Discussion:

Parks and Recreation Commission

- Time sheet signatory authorization
  - Sonia asked for a motion to vote for Mike Yunitz to sign payroll. Michael Young set the
    motion, Mark Sweeney seconded, rest of board agreed.
- New Chair Election
  - Sonia said as of June 30th she is removing herself from parks and rec committee and as
    chair of the parks and rec board. Sonia said she relinquishes her position and we need to
    vote on new chair. Sonia said she will be back to help for Founders Day.
  - Mark asked if we have a chair and a co-chair or a chair and a vice-chair. Mark motioned
    for Audrey to become chair. Rob seconded this motion.
    - All those in favor- unanimous
  - Sonia asked Heather if she still wants to be vice-chair and she said yes
- Sharon addressed the board:
  - She said as a department that serves the entire community, we all need to be on the same
    page and need to learn to work together. There has been a lot of division amongst this
    group, and it is having real consequences. We all need to get on the same page as a board
    and mentioned certain expectation of behaviors.
Debrief on Founder’s Day

- Sharon advised Ray could not come but had his notes: Flags on field to notify vendor spots
- Rob said the feedback from and on the bands was good. Everyone enjoyed them. He thought all the bands and the singer were all excellent.
  - As far as the stage being broken down, we need to have better lighting. Need to be illuminated all around the stage and the path to where it is going. We should look to break it down the next morning for next year, if possible.
- Sharon said the EMA team from Mansfield wanted to leave, and she didn’t think to ask Ray to arrange for lighting until the stage was dismantled; she’ll make arrangements for this next year.
- Rob said he had feedback about the flag not being illuminated when the national anthem was sung. Next year we should look at having one on stage with a light.
- Rob said he needs to book a little earlier for next year. He wants to start booking in December for next year. At the minimum, he needs to book the sound guy.
- Peter said he has a video of Founders Day that he created. He said he would put it on the Parks & Rec FB page
- Sharon said next year we have an option. Father’s day is late next year so we can either book founder’s day the second weekend in June or wait until the day before Father’s Day.
  - Once we pick this date, we are going to start booking everything for next year
  - Sonia opens to floor to entering a motion to change Founders Day to June 13th, 2020
    - Heather makes the motion, Audrey and Michael second the motion
    - All board members agreed
- Rob said when the second band is on, at the end of their set, at the second to last song, someone should get on stage to announce the pie eating contest.
- Sonia said right before the girl who sings the national anthem, we need to announce the raffle winners
  - Next year have exact time when we will draw the raffle and announce the winners (after the third band is done)
- Heather said the only suggestion about food was to get someone who sells ice cream. Need to look back at ice cream truck.
- Sharon said she would send an email to Alberto’s about adding wings to their menu for next year.
- Sharon said to Rob that someone suggested to her a half hour of karaoke early at the start of the event to draw people in earlier.
  - Rob said when the band are setting up the kids can be singing karaoke in between. He will have to check with the sound guy if he is capable of this.
  - Rob said we do not think we need a DJ for next year.
- Sharon said fireworks bill just came in. She still needs to count the money from Founders Day
- Dean said we need to get more people to volunteer need to think of incentives to give.
- Heather said she will manage the volunteers, this includes getting the volunteers and managing them throughout the events.
- Rosemary said the wind was not her friend. She said next year she will get people to help her.
  - Sack races did not go over well
  - Tug of war went very well
  - She wants to add corn hole to the games.
  - Sharon said we should make some signs for her area
She mentioned she would like a bullhorn announcing games
Sharon said the Parks & Rec tent should be moved for next year. Need to look at new location
Sonia suggests to have EMA place second unit where parks and rec tent was this year.
Audrey suggested to move the tent to the field- only tent on the field
Ralph said the business list could be handled by raising money with CFS, Ralph will be happy to work on creating the fundraising committee for raising fund for all of parks & rec events.
Sharon said she is going to start looking for corporate sponsorship
Sharon said there are some cost savings we can look at next year, DJ, Silent Auction, Ponies, Flyers
Carol said there was not much activity at the ponies early but there was a line at the end and needed to shut them down.
Dean said he could help “can” near his area next year.
Dean said everyone he talked to said the food was very reasonably priced and we had more people than ever.
Sharon said to use Peter to help reach the teenage crowd
Heather said we may be able to get a tent from her brother to keep for Parks & Rec. Be prepared for wind, elements. Make sure we have tie down straps and cinderblocks.
Heather said we did get asked if we were lost and found- we need to have a lost & found sign. Need to add poles to signs for old fashion games. Find a way to nail down raffle buckets to a piece of wood. Reminder letters to big corporations to the end of fiscal years for when they do their budgeting. Need to make sure the lights stay on till at least 10:30 for breakdown.
Audrey said relook at the flyer list of events for the day
Sharon said it was a real challenge to pay the band guys at the event. She can have checks ready for the day of the event and will not be paid until after they play but all information should be entered before the event.
Sharon said someone left 4 large cooking oil cans on the midway after the event. We need to make sure the vendors are responsible for removing all items.
Heather asked Sharon if she wants to make a due date for sponsorship forms, end of May (May 31st/June 1st)
Sharon said we need have better solicitation on raffle items. Next year, if we all take one business a week we would have a better interest.
Sharon said canning- did really well at town meetings, did not go good at restaurants.

Minutes respectfully submitted by: Audrey Moschella

Minutes approved by the Board or Committee on: 8/27/19

Chairman/Vice-Chairman Signature: [Signature]