



Committee: Public Events and Celebrations

Date: Tuesday, February 17, 2015

Time: 7:00 PM

Location: Police Station - Tewksbury

Members & Staff present: Cheryl Gay, Chair, David Gay, MaryKate Little, Clerk, Lynne DeCost and Elaine Krauss, Susan Boucher

Members not present: Erin Knyff, Vice Chair

Requested Attendees: Patrick Holland and Mark Kratman of the Patriotic Committee

The meeting was called to order at: 7:08 PM

- Meeting Minutes from the January 27, 2014 meeting will be reviewed and approved 17 March 2015.

The Public Events and Celebrations Committee discussed the possibility of a Comedy Night in collaboration with the Patriotic Committee. Mark Kratman will check dates and talk with the manager of the Elks to check event date availability for the month of May. Mark will also take into consideration scheduling this event around other comic night events.

Motion – made by committee member David Gay to move forward with scheduling a date for a Comedy Night Fund Raiser Event- date TBD. Motion was second by Elaine Krauss and passed by all members present

Memorial Day Parade Float

The Tewksbury Town Manager has approved of the Tewksbury Public Events and Celebration Committee's participation in the 2015 Memorial Day Parade, however there is no allocated budget for the float. The committee will decorate and ride the float. Pat Holland of the Patriotic Committee will work to obtain a flat bed truck for the base of the float. DJ RAM JAM will supply music for the float.

Fall Harvest Festival 2015

Location Livingston Street, Tewksbury, MA – Sunday, 13 September 2015 from Noon to 5:00 PM

PEC Members – Discussed the following:

Committee to send letter on town letterhead to local organizations such as the Elks, Knights of Columbus and the Rotary announcing event and requesting volunteers for assistance with but not limited to the following:

- Parking (must be 18 or older)
- Field Games
- Setup
- Breakdown and cleanup
- Patron assistance and directions
- Craft tables for children
- Pie eating contest and cookie bake off
- A shuttle bus will be available for event, final details and confirmation still TBD
- Etc.

Action Items:

- Soon to be Committee Member Moira Gillis to create a “Save the Date” flyer for this year’s event to be distributed to vendors
- Chair Cheryl Gay to e-mail narrative for flyer, pictures from last year’s event, and the Tewksbury Town Seal to Moira to accomplish the flyer
- Chair Cheryl Gay to check with Tewksbury Town Manager regarding pay on-line link which will allow vendors to pay on-line at their convenience prior to the event
- Committee Members discussed an early registration and Farmers Market Member discounts
- Committee Member Lynne DeCost to advertise to crafters on Craig’s List for this year’s event
- All Committee members are encouraged to advertise event on public media (FB, Twitter, etc.)
- Chair Cheryl Gay to pursue the possibility of obtaining a second shuttle bus as parking is top priority this year
- Additional Porto-Potty’s are required
- Extra Department of Public Works (DPW) workers are required
- Committee Members are to review the “All About Fun” list for selection of additional rides for event
- Committee Members to present ideas for additional field games to be scheduled throughout the event

- ❖ Committee Members discussed the addition of an additional layer of community involvement by the addition of a town wide scarecrow contest.
- ❖ Committee Members also discussed the possibility of purchasing characters for use at the annual events

Motion:

Committee Member David Gay motioned to table the Cornhole portion of the event until John Spinelli responds to requests to attend Committee Meetings. Motion was second by Elaine Krauss and passed by all.

Motion:

Meeting adjourned @ 8:35 p.m.

Motion made to adjourn by David Gay; second by Elaine Krauss and passed by all.

List of Documents and Other Exhibits used at Meeting:

Agenda

“All About Fun” Ride list

Documents and Other Exhibits used at meeting will be available for review at:

_____ (Office)

Next meeting:

Date: Tuesday, March 17, 2105

Time: 7:00 PM

Place: Tewksbury Police Station

Respectfully submitted,

Chairman: Cheryl Gay

Minutes approved by Committee on: 17 March 2015
(Date)