



Committee: Public Events and Celebrations

Date: Tuesday, July 29, 2014

Time: 6:30 PM

Location: Tewksbury Town Hall

Members & Staff present: Cheryl Gay (Chairperson), David Gay, Susan Boucher, Erin Knyff, Jim Wentworth, MaryKate Little, Elaine Krauss

Members not present: Lynne Decost

The meeting was called to order at: 6:55 PM

- Meeting Minutes from the July 8, 2014 meeting were reviewed or approved at this meeting.

- Fall Harvest Festival

- Location Tewksbury Hospital Property-Livingston Street - Sunday October 19th – PEC members please show up by 7 a.m.

* Per Jenny Welch, due to safety issues the event will be held Teen Center side of Livingston only

- Per the Town Manager, the Public Events & Celebrations Committee will not be doing Ad Booklets.

Other organizations such as The Patriotic Committee are welcomed to do so.

- Per Town Manager, Event Letters will be sent to town merchants, committee members will then Follow-up with merchants and vendors, Janine to send letters and flyers by the end of the week

Participants

- Erin Knyff Girls Scout troop
- Farmers Market vendors
- Garden Club
- Antique Car Club
- Elaine Krauss will participate in the RN capacity at the first aid tent
- Lowell Spinners Canalligators

Other Items

- Site visit planned at Livingston to review set-up of festival with Jenny Welch (TBD)
- Volunteers to be assigned in couples and rotate hourly
- All committee members are responsible for volunteers
- Board of Health fees will be waived for this event
- Town Crier, Maureen Lamoureux – to post pictures for public viewing after event
- Event T-shirts –by Bill at Rockingham – Bill Fabiano - \$4 per shirt?
- Banners – Elaine Krauss – Vista Prints
- Erin working with someone to create signs for event
- Bay State Party Rentals and Big Top Rentals – (Tewksbury Companies) – Cheryl to contact
- Cookie Taste Off – Advertise - Ribbons for winners

Entertainment

- 2 Bands
- Dance Company
- Tammy's Dance Connection
- Girls Scouts Face painting
- Krochmal Farms to donate a bin of pumpkins – for painting
- Jim Wentworth to contact O'Connor Studio's to take pictures
- Bungee Jump
- Moon Bouncer
- Corn Hole Tournaments – Jim and friends to provide

- Large Moon Bounce, Small Moon Bounce, Obstacle Course,
- Decorate Cup Cakes – Susan – Skyla Mulvey – Skyla's Sweet Creations

New Business

- Committee Group picture to be scheduled when tree is planted

Meeting adjourned @ 8:36

Motion made to have funds from Italian Fest and Harvest Festival put in the Patriotic Committee account to be put towards fireworks made by Elaine Krauss and seconded by Erin

Motion made to adjourn by David Gay; seconded Susan Boucher and passed by all.

List of Documents and Other Exhibits used at Meeting:

None

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

(Office)

Next meeting:

Date: Thursday, June 12, 2014

Time: 7:00 PM

Place: Town Hall (Pike House)

Respectfully submitted,

Chairman: Cheryl Gay

Minutes approved by Committee on: 11 August 2014L
(Date)