

Town Public Events and Celebrations Committee Meeting Minutes

Meeting: October 7, 2013

Place: Tewksbury Police Department

Time: 7:00 PM

Attendance: Cheryl Gay, David Gay, Mary Little, Jim Wentworth, Lynn DeCost, Elaine Krauss
Jon Bishop, Town Crier and Carol Sturtevant, Congregational Church

Agenda

1. Minutes approved from last meeting.

2. Entertainment / Activities

a. **Krochmal Farm:** 95 % confirmed with Jen Nagle (per Jim Wentworth), awaiting final confirmation. Wagon or sleigh rides (depending on weather), pony rides and petting zoo. Estimated cost is \$800- \$850. Jim will email committee when he receives final confirmation. Estimated time frame is 3 hours (2-5 pm). Portable lights from town will be used to illuminate the petting zoo.

b. **Ryan Ringers:** Mary Little will call the Ryan School tomorrow (Tuesday, October 8, 2013) to inquire about availability and interest in playing at the event. Plan to integrate the Ryan Ringers with music show (Music is Art Agency, Barbara Morash) promoting community involvement.

c. **Ceremonial Tree:** Jim Wentworth spoke to Jim Lyons who wants to donate a 20 foot tree without violating any campaign laws. Mr. Lyons will look into any conflicting ethical issues with the Town Hall.

d. **Carolers:** 5 Dickens style characters will be walking through the crowd (still negotiating time with Music is Art Agency, Barbara Morash). Christmas Show @ 5pm. Tree lighting at 6:15 pm - 6:30 pm with carolers

Bands- Bobby Briggs will check with his son's band (per Jim Wentworth). Mary Little is checking with the High School band through her son.

e. **Ice Carving:** Lynn DeCosta will call Shawsheen Tech to see if they are interested and/or available to do ice carving for the event. If not an Internet search for carver will happen.

f. **Face painting and ornaments** Mary Little Invite THS student counsel to next meeting and Carol Sturtevant from the Congregational Church will invite the youth of the church to secure volunteers for the event.

g. **Fire Barrels:** All set. We will need adult volunteers to be responsible for fire safety. Parents will be required to be with their children who are standing at a fire barrel. Mary Little and Elaine Krauss will price the cost of the barrels, wood, marshmallows and sticks.

h. **Lights:** - The town center trees will continue to lit during the holiday season. Pricing for event lights will need to happen.

3. Fundraising

Denise Graffeo, Town Clerk - will find out about ethical issues with Charles Zaroulis (CG) and will talk to town counsel.

a. **Brochures:** Jim Wentworth will send out an e-copy of the brochure that Kelly Wentworth recently completed. The event's brochure will be published on Tewksbury Patch and Town Crier newspaper. Cheryl Gay will finalize with Town re: any ethical issues.

b. **Flyers:** Will feature the event and state all activities, start time, also advertise the craft fairs that same day from 9:00 am – 2:00 pm at the Tewksbury Congregational Church, Saint Williams Church from 9:00 am – 3:00 pm and the Tewksbury Congregational Church pie social which is held on Friday, December 6, 2013 in the evening. The flyers will be distributed to schools and sent home with the kids.

*Invite school committee member to an upcoming meeting.

* Bring non-perishable food item to the event (no glass) and receive a free raffle ticket to benefit the Tewksbury Food Pantry.

c. **Press:** Thank you to Jon Bishop, Tewksbury Town Crier, for being at the meeting. Important that community understands that common will still be lit and that Congregational Church is still having pie social on Friday, December 6th. Also, 2 craft fairs are taking place in town at the Tewksbury Congregational Church and at Saint Williams Church.

***Time change for Holiday Celebration and Christmas Tree Lighting event 2:00 pm – 7:00 pm**

-Vinyl banners - for lighting ceremony will be purchased (\$26.99 each)

-DPW signs – to announce the event (Jim Wentworth)

4. Food and Vendors

-Will need permits to sell food- Cheryl Gay will call board of health for details.

-Methodist church wants to sell hot chocolate (per Cheryl Gay)

-Popcorn machines- David Gay will call Officer Jenny Welch to inquire about

-High School bake sale – Mary Little to ask

5. New business

-Touch a Truck: spring 2014. Large construction, town and safety vehicles (Jim Wentworth)

-Zombie Run/Walk next fall (Mary Little)

-Paige Impink, library board of trustees (Cheryl Gay will invite to next meeting)

Farmers Market: Oct 19th and 26th - Livingston 10:00 am – 2:00 pm

-Featuring wine, cheese, seafood, butcher, breads, fruits and vegetables

-Vinyl signs and other signs to advertise

-Vendors bring own booths

-Krochmal Farms is donating pumpkins and cornstalks. Girl Scout troop will be selling the products and donating the money they raised.

-This is a pilot program so we will not be charging vendors this year. Next year the vendors will be charged a fee.

-Article in Crier, Town Face Book page, Twitter, Lowell Sun for advertising events.

Next meeting: October 21, 2013

Time: 7:00 PM

Place: Tewksbury Police Department