



Committee: Public Events and Celebrations

Date: Monday, November 18, 2013

Time: 7:00 PM

Location: Tewksbury Police Department

Members & Staff present: Cheryl Gay (Chairperson), David Gay, Mary Little, Lynne DeCost, Elaine Krauss, Paige Impink

Members not present: Jim Wentworth

The meeting was called to order at: 7:01 PM

Minutes from the November 12, 2013 Meeting were reviewed and approved with 0 adjustments.
(Date)

Meeting Motions / Actions and Summary of Discussions:

Update on Vendors (everything in red is what was discussed)

Boy Scouts – selling candy, popcorn, etc to support their troop
Café Sicilia – trays of food, sausage, peppers & onions, pizza squares, pasta
Donna's Donuts – coffee and hot chocolate
Girl Scouts – Spoke to Kelly Wentworth, they will sell something similar like the Boy Scouts to support their troop
Hannaford's – TBD of what they will distribute
Harrow's – pot pie
Jimbo's Roast Beef – **Will not be participating in event.**
Lisa's Pizzeria – pizza
Methodist Church – serving hot chocolate
Mirabella's – assorted pastry
MVP – will have a "Spin the Prize Wheel" table where kids can spin & win something
Orange Leaf - frozen yogurt with assorted toppings
Pizza Mia - calzones
RTN Federal Credit Union – will do the Popcorn
Seafood Express - chowder
TJ Callahans – chili & possibly cotton candy
Added – Main Street Pizza,

Update on Vendors selling/awareness

Just Bee Cause -**Will not be participating in event.**
Tewksbury Firefighters – Bringing Santa, Mrs. Claus & Elf on fire truck (will possibly do a table on fire safety around the house during the holidays, table still TBD)
Tewksbury Florist – will sell wreaths, mini doorstep trees, etc.
Tewksbury Police – Safety table
Tewksbury Hospital – awareness table as well as info for career paths for teens
Added - Jewel Star Doll Clothes, Patricia Devine's Polymer Clay Art.
Added - Rail Trail Committee will have an information table.

Event Information

- 20' Christmas tree delivery date is anticipated to be 4 December 2013. Press to be notified for pictures and article as a segway into the event.
- Banner will be displayed across Main Street. **Ordered**
- Check with vendors throughout event to see if they need anything. Use of 2 way radios for communicating.
- Paige Impink delivered flyers to all the pre-schools and put more up around town**
- Two articles appeared in the paper this week. Town Crier and Lowell Sun.**
- Rain Date and rain date location – possible locations. **Tewksbury State Hospital Chapel**
- Traffic flow (in and out flow for entry and exit of event) **Vendors will park in Library lot as soon as you pull in on the right.**
- Handicap parking (**some will be eliminated**) and barricades in Library parking lot
- Police detail – **confirmed 4- 6 PM ????**
- White, green and red glow stick order. **Ordered**
- Chairs and backdrop for Mr. and Mrs. Clause- **chair for Santa will be donated by Marc Ginsburg. He will have it delivered when directed by the committee.**
- Committee will arrive to event at 12:30 PM**
- Vendors will start to arrive at 1:00 PM**

Items for Consideration and Follow-up

- Hand Sanitizer and gloves
- Reflective vests for adults assisting with traffic flow and parking
- Tewksbury State Hospital Campus Police assistance
- Officer Jennie Welch to contact Tewksbury Memorial High School Student Council for volunteers
- Volunteers needed for break-down and clean-up
- Set-up/location craft tables inside Library
- **Oriental Trading prizes for the kids (Elaine Krauss)**
- **Dollar Store for festive head pieces.**

New Business

David Gay suggests having a 50's theme party at the Tewksbury Country Club, spring 2014.

Motion made to adjourn by David Gay; seconded by Lynne DeCost and passed by all.

List of Documents and Other Exhibits used at Meeting:

- Schedule of Events (tentative)
- Picture of banner purchased
- Picture of items offered from Polymer Clay Art
- 2 ft plastic penguin (game)

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

(Office)

Meeting was adjourned at: 7:54 PM

Next meeting:

Date: Monday, November 25, 2013

Time: 7:00 PM

Place: Tewksbury Police Department

Respectfully submitted,

Chairman:


(Signature)

Minutes approved by Committee on:

11/25/13
(Date)