



Committee: Public Events and Celebrations
Date: Tuesday, September 8, 2015
Time: 7:00 PM
Location: Tewksbury Police Department

Approved by committee on 09/28/15

Members & Staff present: Cheryl Gay (Chairperson), Moira Gray, Elaine Krauss (Clerk), David Gay, MaryJo Melloni, Susan Boucher and David Stagnone (DJ Ram Jam)

Members not present: Erin Kniff (Vice Chairperson)

The meeting was called to order at 7:07 PM

1. Approval of Minutes

- Meeting minutes from 8-24-15 & 8-31-15 were approved by committee

2. Fall Harvest Festival

Action Items Updates:

a. Field Layout

- TPEC members Cheryl G., David G., Moira G. and Michael Earley from NE Professional Tent and Event met on Thursday, September 3rd at 3:00 PM with the Town Manager, Chiefs of Police & Fire. Provided town officials with the logistics regarding public safety at the event.
- Moira G. & Michael Earley (NEPTE) presented the layout and flow for the event.
- Moira G. will send Mark Kratman the sign pdf's tomorrow for him to print.
- 67 vendors

b. Entertainment Schedule

- Stage performances and field events are final
- Dave Stagnone will reach out to entertainment see what they will need from him prior to the event.
- Cheryl G. will provide him the contact list

c. Games & Activities

- Bruce Panilaitis from the Tewksbury Congregation Church and MaryJo M. are coordinating all the children's field games.

- Field games times are still tentative. MaryJo M. will reach out again to Bruce Panilaitis to coordinate the times.
- Ribbons will be given out as prizes.
- Bruce Panilaitis will be providing volunteers to run the field games.
- Krochmal Farms will be donating 300 pumpkins for the paint a pumpkin craft.
- There will also be bracelet making, cupcake decorating (cupcakes donated by MaryJo M.), witches hat craft and face painting (Girl Scouts).
- Cheryl G. will pick up crafting supplies for pumpkin decorating and witches hats.

d. Mapping Update

- Moira G. gave update on final mapping and transportation.
- Need signs printed (Moira will send to mark Kratman)
- David G. will get signs ready to distribute on Saturday
- **Members available will place signs out Saturday at 4:00 PM. Meeting at the Livingston St. field.**

e. Volunteers

- Elaine K. gave update ~ still need more people to volunteer.
- Sign-Up Genius is up and running. Seems to be difficult to navigate.
- T-shirts for volunteers ~neon yellow
- T-shirts for staff ~neon green or blue
- Volunteer parking behind Rec Center

Other business:

- The town will call Tewksbury residents (code red) to advise them to park at state hospital not Livingston St and take free shuttle to the event.
- 4 bus stops at the state hospital; 2 buses 11:30 AM - 5:30PM
- Helicopter Rides was a “no go” for Town Officials
- **Committee members will meet on Sunday between 8 – 8:30 AM.**

Upcoming Meeting Schedule

Next Meeting Scheduled for: not scheduled

Time: n/a

Place: n/a

Meeting adjourned @ 8:33 PM

List of Documents and Other Exhibits used at Meeting:

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

(Office)