

Town of Chelmsford
East Chelmsford Harmony Park Redesign & Renovation Committee Minutes
50 Billerica Rd., Room 200
Chelmsford, MA 01824

DATE: Tuesday April 14, 2015

TIME: 7:00 PM

PLACE: Town Offices, room 200

Present: Tracy Callahan, Ryan Reveley, Tricia Dzuris, Nick Parlee, Jason Hanscom

Tracy called the meeting to order at 7:02 PM

1) Accept minutes from previous meetings.

The committee reviewed the minutes from 10/14/14, 11/4/14, 12/8/14 & 1/12/15

Motion was made by Tracy Callahan to accept the minutes as presented, seconded by Jason Hanscom.

Motion carried unanimously.

2) Update on grant application and approval process.

Nick Parlee reported that after a lengthy application process, we did not qualify for any Walmart grants because we are a municipal entity and not a 501C3 non-profit organization. Tracy was concerned that that may be a road block for several other grants but she will keep looking.

3) Update on total fundraising amounts received from Corporate Donations.

Jason reported that the CPAL will be donating \$2,500 for the basketball court sponsorship.

We are waiting for commitments from others that have been approached. Nick received a commitment from Girls Softball for \$250.00

4) Planning for May 2nd Super Spring Fling Event. Confirm roles and responsibilities for Super Spring Fling Event Activities.

Confirmed event will be held rain or shine on May 2nd from 1:00 – 3:00 PM.

Ryan received a \$35.00 gift card from Walmart for raffle baskets. We will create 4 Avengers themed raffle baskets for the May 2nd event. We voted unanimously to spend no more than \$100.00 on these. Nick will pick up items and Tricia will put baskets together.

Ryan will rent the character costume, cost not to exceed \$125.00. Allie Reveley will be the photographer again. The committee voted unanimously to offer the Reveley family 4 stepping stones for her services.

Jason will secure the inflatable slide, cost TBC, possible donation. It will be dropped off, we need to set it up.

Nick will secure the generator. Ryan will get tables for the event.

Tricia will look for Avenger themed treats to sell (cupcakes or cookies). We voted not to exceed a cost of \$50.00 for treats.

Each committee member should try and recruit at least three volunteers for the event.

5) Future events.

Confirmed details for Block Party on June 13th (rain date June 20th) and booth at Country Fair on July 3rd.

Solicit donations for cook out and look into partnerships for Country Fair.

Next Meeting: TBC

Adjourn: 8:25 PM

Respectfully Submitted,

Tricia Dzuris, Clerk

ACTION ITEMS:

Tracy:

- Research other grant opportunities
- Follow up with Michael Sargent, American Medical, Lowell General, Lowell Five, Environmental Pools
- Recruit at least three volunteers for May 2nd Super Spring Fling Event
- Recruit at least three volunteers for June 13th Block Party Event
- Recruit volunteers for Farmers Markets on Thursdays from 2:00 PM – 6:00 PM to sell Garden Stones
- Look into cost to rent dog tag machine for July 4th event
- Plan to cover booth at Country Fair on July 3rd

Tricia:

- Follow up with Weston & Sampson
- Approach Christopher's Towing, Enterprise Bank, AEI, Philip Eliopoulos, John Harrington, FMC, Eastern Bank, Kronos
- Fill out Country Fair Booth request form
- Put together raffle baskets for May 2nd
- Find Avenger themed cupcakes or cookies to sell at May 2nd event
- Write product donation letter to Stop & Shop for Block Party
- Recruit at least three volunteers for May 2nd Super Spring Fling Event
- Recruit at least three volunteers for June 13th Block Party Event
- Recruit volunteers for Farmers Markets on Thursdays from 2:00 PM – 6:00 PM to sell Garden Stones

Nick:

- Follow up with UPS, Coventa, Ready Real Estate, Schmeal Trucks, Waste Management, Aramark
- Approach Harvard Vanguard, Trinity
- Shop for raffle basket items, not to exceed \$100.00
- Secure generator for May 2nd event
- Secure strawberries for June 13th Block Party
- Approach Market Basket for product donation for Block Party Event
- Ask Rich McLaughlin to build pavilion
- Recruit three volunteers for May 2nd event
- Recruit three volunteers for June 13th Block Party
- Recruit volunteers for Farmers Markets on Thursdays from 2:00 PM – 6:00 PM to sell Garden Stones
- Provide 10 x 10 tent for Farmers Market
- Ask Kompan if they can bring "sample" equipment to display at July 3rd Country Fair

Jason:

- Follow up with Fred Hogan, Doug Hausler, Best Fitness, Dolan Funeral Home
- Secure inflatable slide for May 2nd event, cost?
- Secure grill for June 13th Block Party
- Look into partnership with Ice cream truck for July 3rd Country Fair
- Recruit at least three volunteers for May 2nd Super Spring Fling Event
- Recruit at least three volunteers for June 13th Block Party Event
- Recruit volunteers for Farmers Markets on Thursdays from 2:00 PM – 6:00 PM to sell Garden Stones

Ryan:

- Follow up with Ron Pare, Blake Funeral Home
- Rent Ironman costume, \$125
- Secure 4 sets of movie passes for raffle baskets
- Provide tables for May 2nd event
- Confirm Canalgator and Mystery Machine
- Recruit three volunteers for May 2nd event
- Recruit three volunteers for June 13th Block Party
- Recruit volunteers for Farmers Markets on Thursdays from 2:00 PM – 6:00 PM to sell Garden Stones