

Town of West Boylston
Celebrations Committee
Meeting Minutes
August 15, 2023

Celebrations Committee meeting called to order at 6:30 PM. Members Present: Mike Mulryan, Bryan Lavangie, Pat Crowley, Elisha Lynch, Nate Orciani

Absent: Betty -Jean Lane

Guests: Jennifer Warren-Dyment , Town Administrator

Correspondence: Town Administrator reported a grant of \$500.00 from Walmart to the Celebrations Committee for community events. Also, B Lavangie secured snacks from Walmart for Movie Night. Thank you All.

Old Business:

Fall Festival Planning: Date October 21, 2023

Fall Festival charge for all vendors including food trucks is 40.00.

Music band will be the "Office Party Band" and will play the entire day 11:00-5:00 PM. The charge of \$800.00 will include the cost of any support staff and equipment. Must invoice the town for payment.

Motion: P Crowley, seconded E Lynch, Approved.

Pam Frechette, Captain Ron, Coffee Cabin and Potato Potato food vendors have all confirmed.

Jennifer Warren-Dyment reported 25 vendor applications so far. More expected. Looking for a "mix" of vendors, no duplication of a same type of business.

The committee wants activities for children. Planning to have Ballon/Magic Show, Face Painting, Special "Dunk Tank", Pie Eating Contest. Halloween Costumes are welcome but optional. Craft booth decorating paper bags, More activities to follow.

This year the food vending area will be on the middle common. The Food Trucks will be on the Central St side of the center common facing east. The lawn area will be available for tables etc.

All vendors, except food vendors, will be on the East Common.

Beer Garden Booth was discussed, Town Administrator looking into a suitable vendor.

The Celebrations Committee will set the timeline and location for vendor demonstrations.

M Mulryan will order Porta Potties, 3 Singles one Handicapped.

Fall Festival Volunteers will be invited to the next Celebrations Committee meeting.

Committee decided to omit the gift basket table for this year.

New Business

An Introduction Coffee of town officials, civic organizations and religious organizations in West Boylston was discussed. The purpose of this informal gathering is to meet others who serves the residents of West Boylston in various ways. A planning meeting will be held shortly.

Holiday Tree Decorations. Town Administrator looking into various options.

Next Meeting: September 5, 2023

Respectfully, M Mulryan, Chair

Fall Festival: Town Administrator Jennifer Warren-Dyment discussed with the committee continuing the Fall Festival for 2023. After discussion and ideas, the committee voted to have Betty-Jean Lane and Bryan Levangie serve as co-chairs. The town administrator will be the contact for vendors. The committee agreed to 40.00 for all vendors including food trucks. No cash. Invoices only. Date: October 24, 2023. Hours 12:00 – 5:00 PM.

Bryan Levangie/ Betty-Jean Lane (Co Chairs), Jen/Betty -Jean (Vendors), P Crowley (Permits/Activities),

M Mulryan (Site Layout), Pam (Food Trucks), B Levangie (Entertainment/ Bands)

Hi. Here's the notes I took at last week's meeting:

Fall Fest Date/Time October 21 11:00-5:00

Vendors will be charged \$30. *The charge for all was 40.00. Need vote of committee.*

Town Admin will be central repository for vendors.

Considering adding a beer garden if we can get a brewery to handle all aspects and we can find a good location.

Subcommittee assignments:

- Site Layout - Mike
- Vendors - Jen (BJL to help)
- Permits - Police - DPW - Pat
- Food Trucks - Bryan to see if Pam will lead again
- Entertainment/Kids Activities/Performances/Band - Bryan
- Marketing - Jen will do poster and Facebook event - BJL will work on other promotions
- Scarecrow contest - Elisha and Pat
- Brewery - Jen

I thought I left with more to do but it looks like Jen is taking full lead on the vendors - so if you need help with entertainment let me know and I can make some calls.

Betty-Jean

Introduction Coffee: Celebration Committee agreed to facilitate an informal meeting of town officials, religious leader, civic organizations etc. The purpose of informal meeting is to introduce ourselves to each other. The Committee and the Town Administrator agreed to support a fall date TBD.

Meet the Candidates Night was discussed, cautions were mentioned.

Holiday Tree Lighting. Purchase star for tree top. Santa has been booked. Holy Cross Chorus/Supply Hot Chocolate. High school chorus also on stage. Check lights beforehand. WBMLP has additional lights. Date: December 3, 2023. Starts at 4:00 PM.

Next Meeting: August 15, 2023

Respectfully, M Mulryan, Chair