

Recreation Committee / Pumpkin Festival  
 MINUTES  
*January 26, 2023*

Approved 16Feb2023
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Present: Heidi Richards, Kathy Hogue

PPF Present: Ruth Hannan

Excused: Ginifir Giddinge, Courtney Hardwick, Ansley Newton, Coren Wheeler

1. December 7 2022, minutes were not approved / no quorum – will put on next agenda.
2. Municipal Sign: A meeting has been scheduled with a representative from Bailey Sign to explore sign options and ask questions – Tuesday, January 31 at 4:30pm at Mallett Hall. Because of the projected cost of such a sign, a Request for Proposal (RFP) will be sent out by the Town.
3. Financial Report

DATE	\$ RECEIVED	\$ SPENT	COMMENTS
5/21/2022	\$ 25		Community Day / donations / General Ledger Fund
6/27/2022	\$1,000		Town Meeting / Recreation Fund

▸ After some discussion, it was agreed to purchase a 10 x 10 pop up tent (\$150) for the committee to use at their events and to rent a pumpkin moon bounce for PPF 2023 (\$345). Kathy will check with Town Administrator regarding using Town credit card to purchase these items using funds from our \$1,000 allocation. If not, Kathy will order these items and be reimbursed by the Town.

▸ It was also agreed to use some of our funds to purchase popcorn and waters for the movie night. (\$100)

4. Movie Night will be organized for the 2<sup>nd</sup> or 3<sup>rd</sup> weekend in March. We would like to include a map display of Sherry Dietrich’s – Pownal maps that her daughter has framed. We would also like to have this display at Community Day, as well. Heidi will check in with Craig Dietrich to determine date and availability of maps.
5. Recreation Committee budget request – after review and discussion, expenses for PPF 2023 are as follows:

P & P Printing	200 tee shirts with logo	= \$1,820
	10 baseball caps with logo	= 150
Porta Potty Direct	ADA compliant, 1	= <u>360</u>
	TOTAL REQUEST	= \$2,230

6. Sherry Dietrich maps: Sherry has drawn/designed many maps over the years and her daughter has framed some of them. They were displayed at Bay Square where Sherry is living now and the committee thought it would be nice to show them to our community. It was agreed that we display them at movie night in March and at Community Day in May. Heidi will check in with Craig Dietrich to see if these times would work and to choose a date for the movie night.

7. Other
  - a. FYI, elevator is out of order again and any events held at Mallett Hall will need to be held in the Voting Room.
  - b. Mallett Hall Use form will need to be completed/submitted for our upcoming events – Kathy will do that.

### PUMPKIN FESTIVAL 2023 / MEETING

1. Minutes of November 30, 2022, were approved as written.
2. Update on cost analysis for Pumpkin Festival (see above #4)
3. Updates
  - a. Kathy reported that we now have updated requirements for renting Mallett Hall specifically regarding insurance. The Recreation Committee and its events will be covered under MMA Volunteer insurance we have with the Town. But, vendors will have to have their own insurance (artists/crafts/food, etc.) Many, but not all, Home Owners Insurance policies will provide a one-day insurance option at no cost, but not all homeowners do. The Town will offer the “Tenants User Liability Insurance Program” (TULIP) to anyone needing insurance, the forms are available at the town office and are very easy to use; however, it would be a cost of \$75 for the one day. This could be a deterrent as to what we will have, but MMA and our Select Board now require proof of insurance for events held at Mallett Hall.
  - b. It was agreed to use John Bowdren’s drawing for PPF 2020 for this year’s event. We will need to change the date. Kathy will talk with John and ask if he is still OK with our using his design and to change the date. Ruth Hannan offered to make a banner of the logo.
  - c. Ruth Hannan asked/suggested that we ask the people at the Maine Wildlife Park if they would bring their traveling/educational program to the Pumpkinfest. It was agreed that it would make a nice addition to the event, and for the kids. Ruth will talk with folks at the MWP to see how the program works and if they would be available.
  - d. Kathy will check in with Michael Morin (music), IMPACT (kids activities) the Historical Society (re-enactment) and the church (food, flea market, etc). to check in with them on their participation at the event.
  - e. Parade Theme – it was discussed and one idea was the unofficial town saying “Pownal, the way life IS” – Kathy will email Alan Bradstreet to see if he has any suggestions.

Meeting was adjourned, 7:10pm  
Respectfully submitted, Kathleen A. Hogue