



# Town of Mansfield

6 Park Row, Mansfield, Massachusetts 02048

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MANSFIELD  
MASSACHUSETTS

Town Manager

Kevin J. Dumas

## Downtown Advisory Committee

### Meeting Minutes 4.9.2019

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**Present:** Kevin Dumas, Town Manager; Lee Azinheira, DPW; Martha O'Connell, KHB; Nancy Wall, IDC; Kevin McNatt, Historical Society; Katharine Wroth, Cultural Council; George Pantos; Dick Kelsay; Jen Johnson; Stanley Poon; Maria Platsidakis; Caitlin Barrows;

- **Meeting Called to order**

Mr. Dumas calls the meeting of the Downtown Advisory Committee to order at 7:01pm in Town Hall.

- **Discussion of Event Focus**

Mr. Dumas opens the conversation on focusing on an Art Festival. He notes Caitlin Barrows and Katharine Wroth as having the most involvement in its implementation. Mr. Barrows says there's plenty of parking within that area. He says it's a safe walk with a stroller.

#### Event Scheduling

Mr. Dumas asks if they had a timeframe of the day. Ms. Wroth says around 10-2 or 10-3. Ms. O'Connell says to think about the sports going on in the morning on a Saturday. Mr. Barrows says that will happen on most days.

Mr. Dumas says they'd be looking to choose a Saturday with an associated rain date in September. Ms. Wroth says she prefers a Saturday with a Sunday rain date. Mr. Barrows says folks will need to be prepared will need to provide tents or protection anyways. Ms. Barrows says she has seen other events where they use the Open Space in Town Hall; in the event of a rain out. Ms. Wroth says she has spoken to Deborah Britt about having it the same day as Abolition Day and they see it as being mutually beneficial to both events. Mr. Kelsay mentions Sundays are compacted from the use of Churches in Town and to keep this in mind for traffic flow. Mr. Dumas offers the dates of September 28/29 and October 5/6. He says there is planning to be done in regards to construction.

#### Festival Area

Mr. Dumas opens the conversation to framing the area. He asks if it will be just Fulton's Pond, up the walkway, and the parking lot. He asks if they're looking to do a portion of the street too. Ms. Barrows

says she likes just the area of Fulton's Pond. Mr. Barrows goes over parking options for that area. He says they should block the streets of Miller and West too. Mr. Dumas also says to block Rumford and West Church. Mr. Barrows says to also block Villa and Fulton.

Ms. Wall asks if there will be music. Mr. Dumas says this is a great idea and fields for opinions. The committee agrees to this. Mr. Pantos says he knows of a local band that plays at his establishment and is all Mansfield Residents. It's asked if there are any High School groups that would want to play. Ms. Barrows says there are options to utilize the pond during that time as well, a fishing derby or a kayak race. Ms. Wroth mentions that companies do rent out small RC boats that are could be used. Ms. Barrows mentions contacting the Boy Scouts for their involvement. Mr. Dumas asks if Mr. Pantos could provide a grill. Mr. Pantos says between 9-3 would work.

Mr. Dumas asks if there would be history involved as well. Ms. Wroth says she talked about having the Copeland House open. She says that Gail Gilman, who's active within the MMAS, may be able to provide costumes to perform reenactments. She fields for volunteers or ideas with this. Some contacts are provided to Ms. Wroth.

Ms. Wroth mentions wanting to have a vendor area. She would like to have a trial area too; costumes, painting, dancing. She says it would be an area with something more interactive than just buying and looking. Mr. Dumas asks if there are a number of vendors in mind. Ms. Wroth says she'll be working with Ken on this and she doesn't have a number yet but offers the amount of around 36.

Mr. Dumas offers the group to walk the area of the festival to assess the space. He says there should a set goal for what they want and where they're going to go to alleviate any confusion on event days. Ms. Wroth asks if there'd be measurements available. Ms. Barrows mentions this would be something beneficial to Family Fun night as well; to have accurate measurements for space. Mr. Dumas asks Mr. Azinheira how they could provide this. Mr. Azinheira mentions using the GIS system to physically map the area. He says this would be more work to start but would make it a lot easier every year moving forward. Mr. Dumas asks how much space they usually provide. Ms. Barrows says usually the size of a parking space. Mr. Dumas says they should do a site visit to understand the flow inside the parking lot and the layout of the festival. Ms. Wroth says if that section of road is closed, then they could also utilize that space. Mr. Dumas says it is a small area that would be affected. Mr. Azinheira says it's about 3 houses. Mr. Dumas says they don't want to have the event hidden and they should focus on the flow between the two main areas of Fulton's Pond and the North Main Street Parking Area. Ms. Barrows offers the area of the Police Station. Mr. Dumas says he doesn't want it to cross West Street. Ms. Wall asks if the Police Station will be open by then. Mr. Dumas says no, they'll be closed and that area could be used for parking. Mr. Azinheira says that area could be used for vendor parking for easy access. The Committee agrees with this.

#### Main Street Visibility

Mr. Dumas asks how to increase visibility of the event from Main Street. Ms. Wall suggests lining the path with balloons. Ms. Wroth suggests using signage. Mr. Pantos asks how quickly they could turn around some banners for the light poles. Mr. Dumas says fairly quickly. Mr. Pantos says to design banners for these events. Ms. Barrows says the signs exist for Family Fun Night. Mr. Pantos says to have one for each event and to cycle them through for each event. Mr. Dumas presents some banners that were previously used. He says it's vinyl versus cloth; they could reserve the bottom space for a patch

that would contain the date. These would last for a few years. He says it would be good to design a new one with the specific language for each event.

Mr. Dumas asks what the event's title is. Ms. Wroth says they had thought of doing Mansfield Community Festival or Celebrate Mansfield. Mr. Dumas fields for names. Ms. Wroth has concern over using the term cultural because it may turn some people away. Mr. Pantos says that does sound too educational. Home Town Day is offered. Mr. Dumas says they should brainstorm on the idea some more and come back with some more options.

Ms. O'Connell asks if there's power in that area. Mr. Dumas says power will be available. Ms. Wroth says she's spoken with the Event Planners of the Duck Race about the logistical angle. Mr. Pantos mentions the food pantry being open from 9-1. Mr. Kelsay says they're very flexible and will be able to plan around this. Mr. Dumas will make signs that say "No Event Parking Here".

Mr. Dumas asks if there should be a sub-committee or if this larger group should take that responsibility. Ms. Wroth says it's only her and Gail Gillman right now and would appreciate the help. Mr. Dumas agrees to this and says the next step needs to visit the area. Mr. Dumas asked about what sort of sections should there be; Crafts, History, Art, Cultural. Mr. Pantos suggests not having a bouncy house or anything that's already associated with Family Fun night to avoid confusion. The Committee agrees. Mr. Dumas asks if they have a pre-selected list of artists and vendors. Ms. Wroth says Ken has a record and she will get that this week. She says there isn't an issue right now with gathering artists or people interested. Ms. Wroth asks do they want it to be just Mansfield Artists. Mr. Dumas says to look at the list first but they need to make sure it's full.

#### Site Visit

Ms. Wroth says they have a date of April 24<sup>th</sup> at 10am (**ACTUALLY APRIL 25<sup>th</sup>**) but they could reschedule if needed. Mr. Dumas says that should work. He fields for people to do this site visit. He says they will meet at 10am at Fulton's Pond.

- **Schedule Next Meeting**

Mr. Dumas offers the date of April 30<sup>th</sup>, 2019 for the next meeting at 6:30pm The Committee agrees.

- **Adjournment**

**\*Mr. Dumas adjourns the meeting at 8:01pm.**



Kevin Dumas, Town Manager



Date