

October 13, 2016

Ad-Hoc Farmers' Market Operating Committee  
Special Meeting Minutes

The meeting was called to order at 5:32pm in the Town Hall Conference Room B.

Roll Call: Eric Trott, Erica Pagliuco, Jean Cardinale Nelson, Barbara Barry, Katrina Weaver, Beth Bauer, Bill Hoffman, Dave Chandler

Adoption of Minutes: A motion was made by Weaver and seconded by Barry to accept the minutes as presented from the September 12, 2016 meeting. The motion passed unanimously.

Market Financials:

Beth distributed a budget report that reflects the recent financial activity for the current fiscal year. The materials were reviewed and the status of the Dept. of Agriculture grant was discussed.

A list of purchases that will be required prior to the end of the current market season as well as for next season will be prepared. Bins will need to be purchased to keep rodents out of the products stored in the off season. The music equipment should also be stored at a different location.

The next round of Dept. of Agriculture Farm Viability Funds was discussed. Erica and Eric provided details on a prospective project that entails the creation of recipes and cards to prepare 'market shopping boxes' for customers based upon available items from vendors. This can be up-scaled for restaurants. Additionally, workshops and demonstrations can be incorporated into the project. The Committee agreed to pursue the concept.

Market Management:

The next market day is 'Fire and Ice'. The MCC Culinary Arts Class will be doing ice carvings. At the October 23 market, the restaurant Bin 228 will be doing a cooking demonstration. Plans are underway for the final market day on October 30.

A volunteer appreciation day, pot luck event, is being planned for November 5<sup>th</sup>.

2017 Planning:

Vendor selection – A discussion occurred regarding how next year's full time vendors should be selected. Concerns over vendor call outs and lack of communication on attendance and the newsletter was also discussed. The potential of creating an attendance enforcement policy was

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reviewed for next season. The vendors for next year will be considered by invitation only. The general application will be removed from the website to avoid confusion and the overwhelming volume of applications from vendors in general.

An email will be sent by Erica to the current full time vendors to check on their interest for 2017 as full or part time vendors and to inquire on their opinion on the season and ideas for next year.

A discussion occurred about 'Connecticut made' products and how certain vendors comply or do not comply with the requirement. It was agreed that more clear guidelines need be drafted for next season.

The food trucks offer a unique opportunity to utilize the products from the vendors and this should be required if the food truck vendor is to participate. This fosters creativity and cooperation between the vendors overall. This can come in the form of special menu items that demonstrate how other vendor products can be incorporated into prepared foods.

A separate meeting will be held to review the prospective events for next season.

The next meeting is scheduled for November 10 at 5:30pm in conference room b, as long as the room is available. Eric will confirm and follow up.

The meeting was adjourned at 7:25 pm.

Respectfully submitted,

Eric M. Trott  
Director of Planning and Development