

January 20, 2023

**Coventry Farmers' Market Operating Committee
Special Meeting Minutes
Via Zoom video conferencing**

Call to order:

The meeting was called to order by Nelson at 8:02 am.

Roll Call:

Eric Trott, Anne Marie Charland, Donna Titus, Janine Coughlin, Jean Nelson, Erica Pagliuco, Heather Neal, Melissa Tremblay, Barbara Barry, Aileen Bastos (departed at 8:20am), Amanda Backhaus (arrived at 8:30am)

Adoption of Minutes:

A motion was made by Barry and seconded by Titus to adopt the minutes of January 5, 2023 as presented.

The motion passed unanimously.

Financial Report and Discussion:

Amanda Backhaus was present to discuss the financial reports and answer questions from the Committee. Amanda felt that the financials looked solid. It was agreed that the vendor fee can remain the same.

A discussion occurred about the Fire Police commitment for traffic control this season. More details are to come by early February.

Consideration will need to occur in regard to the lease discussion with CT Landmarks and the lease fee.

Amanda was asked to provide historical details on the Friends of the Market income.

Sexual Harassment Prevention Training:

A discussion occurred about how the Committee can gain the training – either on their own or as a group. The consensus was for the members to do the training on their own.

Planning for the 2023 season:

A copy of revised Vendor Regulations was emailed to the members for review. Also, the Vendor Application was also sent.

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Questions were raised about the following matters: dairy requirements, community and sponsor spaces, breakfast vendors, and the 3 strike rule as well.

The revisions to the Regulations relate to removal of trash bags by vendors, insufficient product as being an excuse for absence, and the 3 strike rule sections. It was agreed to accept the revisions with the suggested modifications identified in this meeting.

A question was raised about the applications and vendors providing ideas and how they can contribute to the Market. This has been required as part of the full-time application, but not for the part-time vendors.

A question was raised about appointing new Committee members and the possibility of having a meeting with the Committee prior to appointment by the Council.

Some ideas were reviewed about opening day activities, including inviting the Governor and other elected/appointed officials, and perhaps a ribbon cutting to recognize the completion of the South Street sidewalks.

Next Meeting:

Friday, February 2, 8:00 am via Zoom.

Adjournment:

The meeting was adjourned at 9:05 am.

Respectfully submitted,

Eric M. Trott
Director of Planning and Development