

## MINUTES

### Meeting of Parmelee Farm Committee

Thursday February 4, 2016 – Town Hall

The following committee members were in attendance: Robert Broach, Christine Cronin, Bruce Dodson, Linda Dudek, Tim Gannon, Scott Hawkins, Peg Scofield, and Guy Vecchitto

Absent: Terry Doyle and Karen Milano

Tim Gannon opened the meeting at 7:05 p.m. The minutes from the meeting of December 3 2015 were accepted as presented.

Tim stated that it was time to elect officers for the 2016 year.

Peg Scofield nominated Tim Gannon for chairman, seconded by Christine Cronin. Bruce Dodson nominated Peg Scofield for vice chairman, seconded by Linda Dudek. Bruce Dodson nominated Christine Cronin for Secretary, seconded by Linda Dudek. All nominees accepted, then the slate was unanimously elected.

Tim reported on the progress in the Pavilion. The work in the Pond Room is almost completed. The painting has started and Randy Davis should be completing that soon. Tim said that he and John Byrne have gotten some lighting equipment from Larry Marotti that he donated for use in the pavilion and the stone barn. Peg brought up the possibility of finishing the floor of the pond room. Various options will be explored. There was lengthy discussion.

Tim said that John Byrne has taken on the job of organizing the Stone Barn. A new stairway was built that allows access to the attic of the stone barn. The seasonal things will be stored in the upstairs area (signage, etc.) The main rooms have been organized so that there is now more room for the golf cart when it arrives. There was discussion.

Peg then reviewed the list of events that have been booked for the coming season. Tim said that the Killingworth Chamber of Commerce is planning 4 concerts for the coming season (once a month June thru September) He will coordinate the dates with Peg and the calendar.

Peg talked about the fees that should be charged for the Pond Room, the golf cart and various policies for the rental of the Pavilion and the Pond Room. There was lengthy discussion.

Peg Scofield then moved that the 2016 schedule of fees shall be as follows: Pond Room - \$200 for the room when booked with a wedding, \$350 for a single (3 hour) event of 30-50 people – each additional hour will be \$100, and \$100 per meeting for non-profits organizations. There will be a \$350 security deposit if alcohol is going to be served. Golf Cart - \$250 for a wedding and \$75 per hour for other events. Seconded by Linda Dudek, unanimously passed.

Tim read an email from Karen Milano updating the committee on the Farmers Market. She reported that all vendors from last year appear to be returning again as well as many new ones. She also stated that Linda Dudek has volunteered to assist Karen with this year's Farmers Market. There was discussion.

Tim then presented mock-ups of the proposed signage to be put on the Pavilion and the Restrooms thanking the folks and companies that made the completion these buildings possible. Tim asked town resident Michelle Olds to help design the signs and provide a estimated price. Her estimate was \$150 for both. There was lengthy discussion.

Bruce Dodson made a motion to approve \$150 to have the signs made for the Pavilion and Restrooms , seconded by Robert Broach. Unanimously passed.

Tim reported that there have been complaints about dog waste as well as dogs not being under their owner's control. There was discussion of signage to be posted. Christine Cronin showed the committee a sign that is posted at the Preserve in Essex. Bruce Dodson also had prepared a sign. There was lengthy discussion. Tim asked that Bruce & Peg to work on getting some signs designed and made.

Tim then discussed the fact that some new signage is needed re: the parking area. There was discussion. Peg will design 3 new signs that will help with traffic flow.

Tim reported that the golf cart that was funded by the Killingworth Foundation has been ordered from Hawks in Clinton. It is a 2012 Yamaha gas powered 4-seater with a roof, windshield and lights. Signage for the golf cart will be designed, ordered and applied, once the cart is delivered. It should be delivered on or about April 1.

Tim said that he would like to have everyone start thinking about what the needs and uses will be for a new red barn that was part of the Parmelee Farm Master Plan. He asked that the committee present their suggestions at the PFC meeting. He would like to organize a field trip to Country Carpenters later this year to start looking into options. There was discussion.

Tim then reported that he had spoken to a friend, Alan McKee who installs security systems. He asked Alan to design a system of Wi-Fi and security cameras that would cover the main buildings on the Farm. Tim's friend would install that system for a few minimal expenses and let us purchase the equipment at his cost. There was lengthy discussion.

Linda Dudek made a motion to approve up to \$2000 for the purchase of the equipment for the security system, seconded by Peg Scofield. Unanimously passed.

Meeting adjourned at 9:20 p.m.

Respectfully submitted,

Christine Cronin

Secretary