

Parmelee Farm Committee
Minutes of Meeting
Parmelee Farm
December 2, 2021

Present: Christine Cronin, Terry Doyle, Linda Dudek, Tim Gannon, Scott Hawkins, Peg Scofield and Guy Vecchitto

Guests: Stacey Hathaway, Steve Young and Carolyn Rambus

Tim called the meeting to order at 7:02 p.m. and welcomed the guests. The minutes from the meeting of November 4 were accepted as presented.

Tim introduced Carolyn Rambus from the Killingworth Ambulance Association. Carolyn then made a presentation to the Committee entitled "Stop the Bleed." It was an informative talk on what to do in case of an accident where a person has a wound that is bleeding and needs immediate first aid. She also handed out stop the bleed kits. After the presentation she left the meeting.

Tim gave an update on the Christmas tree lighting for December 4. The tree will be lit at 4:30 p.m. There will be 2 musical groups - Blue Fire Stage and the Middle School Select singers. There will be no other activities this year due to Covid.

Linda said that the KHS barn project is progressing. The MOU has been approved and now the lease agreement is being negotiated. She will keep the Committee informed.

The Blue Trail has been improved. Four loads of chips were delivered by Trees Co. and with the help of volunteers on two weekends and Mike Milano and a crew of three (11 hours) substantial work was completed. The cost was \$3,065. There was discussion. Terry Doyle moved to approve up to \$5,000 from the Activity Fund to begin additional trail improvement on the Red and Gorge Trails, seconded by Guy Vecchitto. Unanimously passed.

Tim reported that Kevin Gorman has told him fencing materials are back ordered and will not be available until the spring. There was discussion.

Peg talked about her draft letter to various town groups that use the Farm on a regular basis. The idea would be to invite representatives from these groups to attend a PFC meeting so they better understand how the Farm works. There was discussion.

Tim reported that Andrew Pighills has begun work on the last segment of the rock wall in the north field. There was discussion. Terry Doyle moved to approve up to \$5,000 from the activity account for additional footage of the stone walls in the north field, seconded by Guy Vecchitto. Unanimously passed.

Tim spoke about the letter to the Committee from John Byrne re the plans for the KHS barn. There was discussion. It was agreed that the Committee welcomes the opinions about projects at the Farm. The plans for the barn will go forward.

Stacey and Steve talked about their experiences with the management of events at the Farm. They suggested that 1) there be a Change Order document for the Lions' table and chair rentals so that when more are needed on the day of the event there is a document so that the Lions will be paid for the additional rentals and 2) there should be more clarity in the event agreement documents as to who is responsible for cleanup. There was lengthy discussion. Peg said that the documents should be split into two separate documents one at the initial sign up and a second document 30 days before the event that specifically addresses cleanup obligations of the family holding the event. Scott is going to speak to Rosa about their availability to offer after event clean up and what that fee might be. He will get back to the Committee. There was also discussion of food being left behind by the caterers in open containers.

There was discussion that a section might be added to the documents that the caterers are responsible for have any food that is left be in containers that are travel ready.

Tim said that the Committee needs to come up with a list of projects for the coming year. There was discussion. The following list of possible projects was compiled:

1. Find a solution for drainage in the butterfly garden to eliminate the wet areas,
2. Come up with an alternative solution for moving crowds in the event of heavy rain before and event., e.g the Artisan Fair
3. A walkway from the restrooms to the Pavilion
4. Sink and counter in the Pond Room
5. Exit from the south field along the stone wall to the middle school parking lot
6. Continuation of the pavers along the south side of the Pavilion
7. Curtains for the Pavilion
8. Fix driveway apron at main entrance

These will be discussed at a later date.

Tim said that the figures will have to go in for the 2022 budget in January. There was discussion. He also announced that John Byrne will probably be joining the PFC in the future.

Meeting adjourned 9:20 p.m.

Respectfully submitted

Christine Cronin
Secretary