

Parmelee Farm Committee
Minutes of Special Meeting
Parmelee Farm
May 10, 2021

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

Absent: Linda Dudek

Tim opened the meeting at 7 p.m. The minutes from April 1st. meeting were accepted as presented.

Peg reported that the events calendar is almost full. There are just a couple of dates in August that are open. There was discussion.

Tim reported on the following projects - - The painting of the pavilion should begin in about 3 weeks, the new lighting in the Pavilion has been installed by Terry and Scott, the trailer has been purchased and assembled. Peg reported that the new bench had arrived damaged and has been returned. A new one has been ordered. Tim reported that John Byre has used his authorized 14 hours of backhoe work, moving rocks, soil, grading, etc. He also donated his backhoe time at the Shared Harvest Garden and helped them build their greenhouse and construct some new raised beds.

Peg suggested that it has become apparent that a person needs to be hired for 10 - 15 hours of work per week to help with all of the general maintenance projects. This same person would be able to work on the trails. There was discussion. This will be discussed at a later meeting.

Tim showed the Committee a sample of a bench design for benches to be placed along the trails. The wood for each bench may cost up to \$100. Jay Churchill will be making a donation for a memorial bench to be located on one of the trails. This bench would have a plaque with wording on it. There was lengthy discussion as to the plaque. Engraving will be limited to 100 characters. The benches will be stained with semi-transparent stain. The color will be Parmelee red. Terry Doyle moved to approve an amount not to exceed \$400 to build 4 or 5 benches for the trails, money to come out of the Activity Fund. It was seconded by Peg Scofield. Unanimously passed.

Scott said he is working on the RFP for the side curtains for the Pavilion. When it's completed he will contact Elizabeth at town hall for any final wording & suggestions. He will then show it to the committee and return it to town hall for them to publish it. There was additional discussion related to it.

Tim reported that there are several areas that need some landscaping work. These include both sides of the new section of rock wall, which needs leveling and seeding, the field to the right of the drive has settled and needs to be filled in with topsoil in certain areas, and there is a dip in the field near the Pavilion. Ethan Drain has provided an estimate of \$2,100 for the work. There was discussion.

Terry Doyle moved to approve up to \$2500 for the landscaping work, seconded by Guy Vecchitto. Money to come from the Activity fund. Unanimously passed.

Tim reported tree damage from the winter storms as well as dead ash trees near the pavilion. There was discussion. He'll get estimates on having the trees removed and will speak to the town about having the tree work done.

There was then lengthy discussion of other projects that might be added to this year's list, including landscape work to the left of the path coming in from the parking lot, adding fencing to hide some of the Farm equipment, and some fencing to hide the port-a-potty. Getting estimates will be worked on for these future projects.

Peg has sent a write-up on Bruce Dodson to the Krier.

Tim said that the new trailer did not come with side extensions or a pivoting jack stand. The cost of these parts will be \$189.98. Terry Doyle moved to approve the amount of \$189.98 from the Activity fund to purchase the sides and jack stand for the trailer, seconded by Guy Vecchitto. Unanimously passed.

Tim reviewed a list of all of the maintenance and repair activities that have been completed this spring by the volunteers and the need to hire additional help. There was lengthy discussion that a job description needs to be developed for this position. This will be further discussed at the next meeting.

Tim said that the ongoing need for supplies should be addressed. These items include paper towels, toilet paper, spark plugs, mower blades, etc. There was discussion. Terry Doyle moved that an amount not to exceed \$500 a month should be approved to purchase supplies and maintenance materials, the money coming from the Activity fund & Operating budget. Seconded by Peg Scofield. Unanimously passed

Meeting adjourned at 9:02 p.m.

Respectfully submitted,

Christine Cronin
Secretary