

Parmelee Farm Committee  
Minutes of Meeting  
Parmelee Farm  
November 3, 2022

Present: Lise Brule, Christine Cronin, Linda Dudek, Mike Greenaway, Tim Gannon, Scott Hawkins, Peg Scofield and Guy Vecchitto

Absent: Terry Doyle and Karen Milano

Scott opened the meeting at 7 p.m. The minutes from the meeting of October 6 were accepted as presented.

Scott briefly reviewed the Operating Budget. Scott then reviewed the list of events that have been scheduled for the 2023 year. There was lengthy discussion of the scheduling of events going forward. In 2022 there were 39 events.

14 Public events – ex. Concerts, Artisan Market, public community events

25 private by invitation events – ex. Weddings, Group organizations meetings, Anniversary/Birthday Parties

For 2023 there are currently 6 weddings scheduled as well as a return of many of the organizations that held events at the farm in 2022. It was agreed not to book anymore weddings for 2023 to make the farm available for returning or new events wanting to use the farm.

Peg said that she believed in 2024 the number of weddings should be limited to 5 or so. There was lengthy discussion. Peg moved that starting in calendar year 2024 there should be no more than 5 weddings and that these would be held by Killingworth residents and their family members, seconded by Mike Greenway. Unanimously passed. For other events it was recommended that there is a Killingworth connection with the booking party.

Linda reported that the KHS barn project is moving along. They are now waiting for the delivery of doors and windows and the flooring for the loft storage area. There are about 10 days of work left. The barn will probably not be painted until next spring.

Lise reported that this year the Shared Harvest Garden supplied over 1000 lbs. of produce to local food pantries. This helps 15-20 families through their market and 20 families through Helping Hands. Next season they are planning to expand the pollinator garden. There are several items including a sturdier table for market day and a new sign that they need, they will get prices to Scott.

Linda reported that they are hoping to up the number of vendors for the Artisan Market next year to 100. There was discussion.

Scott stated that he wanted to thank Peg for all of her hard work as the PFC event coordinator for the PFC. There was a round of applause. Eileen Blewett will now be the event coordinator. She has submitted a list of issues that need to be ironed out for

large events —the two main ones being garbage and parking. Tim said that he felt that the garbage and the golf cart should be included in the price for all large events. There was lengthy discussion. Starting in 2024 the cost for a short event will be \$550 and a large event like a wedding \$3500 These prices will include the garbage and the golf cart. For nonprofit events the cost will be \$150, which includes the bathroom and venue manager.

There was a discussion of the supplies needed for events —paper towels, tp, garbage can liners, etc. Linda will find out what is the procedure for ordering these items at Town Hall. A schedule will be set up for septic pumping, golf cart maintenance and the dumpster removal. Eileen has told Scott she would like to organize all of the supplies stored in the Pavilion. There was discussion. Tim moved to allocate up to \$500 from the Activities Fund for supplies for the organization of event supplies and curtains, seconded by Mike Greenaway. Unanimously passed.

Tim reported that Christmas at the Farm will be the tree lighting and carolers. There was discussion. Lise said she will check with the KWO board to see if they want to do Santa and the letter box.

Scott gave his thoughts on the South Field Access Road Project. There was lengthy discussion of the logistics of this. The Committee needs to look back to find the preliminary plan that had been previously approved with District 17 re putting in a road from the Middle school which would access the Parmelee Farm. It would be helpful for traffic management and for ambulance access in the event of an injury or emergency. Scott will start to put together more information on this.

Scott also said that some of the signage at the Farm need to be replaced. There was discussion. Scott will put together a list and Peg will help him get this done.

Meeting adjourned at 8:35 p.m.

Respectfully submitted,

Christine Cronin  
Secretary