

Parmelee Farm Committee
Minutes of Meeting
Parmelee Farm
October 3, 2024

Present: Lise Brule, Christine Cronin, Terry Doyle, Mike Greenaway, Scott Hawkins,
Peg Scofield and Guy Vecchitto

Absent: Linda Dudek, Tim Gannon and Karen Milano

Guests: Eileen Blewett, Scott Struzinski, Robin Thebeau and Greg Wind.

Scott called the meeting to order at 7p.m. and welcomed the guests.

Scott Struzinski from What's On My Roof reported that he wanted to put together another benefit concert in early to late spring. There was lengthy discussion as to which local charity it would be. It was discussed that whichever group it was would have to have volunteers available to help put the concert on. The concert would be a Motown Review. He has connections to make this happen and he owns all of the equipment. Eileen will check the calendar. Scott will report back to the committee any updates to naming a local charity or group to fundraise for, event schedule, dates and times.

Robin Thebeau was speaking for the Girl Scouts. They want to be more engaged in the community and would like to sponsor and organize a dog costume parade/contest on the day of the Pumpkin Carving event. There was lengthy discussion as to timing and logistics. The dog event will start at 2:30. The GS and PF committee will coordinate this together. The GS will have a signup for the contest and ask all dogs have updated vaccines and tags.

Greg gave a debrief of his and the Lions part in the Artisan Fair. As far as parking, volunteer help, setup and breakdown, Greg said all feedback was positive. The one negative was about the WiFi system. After some diagnosis and research, a two fold issue occurred regarding the WiFi. Due to the increased volume of vendors using electronic payment systems from previous markets, we found out that the current system was not adequate enough to handle the volume. The other issue was some vendors were told by their payment systems that there were issues on their end as well, thus creating a two fold issue. Since then, Tim and our volunteer IT tech Bill have will be installing a nest system that will enhance coverage and have the ability to handle a high volume of traffic for the Market and future events. Further updates of the Market will happen when Linda and Karen are present.

Greg also mentioned the Pumpkin Carving Event(October 26). There was discussion concerning set up and organization. Tim is most familiar with this event and will get information to volunteers for the scheduling for the event.

There was lengthy discussion of Christmas at the Farm. The Committee will reach out to tree companies that would have a bucket to assist with installing the lights and take a look at the tree itself. There appears to be some disease at the top. YFS wants to do Stuff a Cruiser again. There will be a separate discussion for those interested in participating in a Christmas at the Farm meeting at a later date.

The minutes from August 1 were accepted as presented.

Scott reported that Jesse Gulick of JG Repairs has been retained to maintain the PF motorized equipment ie mowers, RTV, golf cart, as well as offered to work on any property projects such as facilities. Finding the right person to do this work has been a big struggle this year and some

of the equipment maintenance/repair costs have increased as a result. As Scott and Jesse setup a Preventive Maintenance (PM) and repair program for the equipment, Scott foresees the costs should stabilize. However, the equipment is aging and parts for some machines are harder to get and some machines may need to be replaced or phased out. Scott will take this into consideration when preparing next year's operations budget.

The heating in the Pond Rooms still not working. RLD is searching to try to find used parts as those required to fix it are no longer available from Carrier. A new unit could cost up to \$17,000.

Scott also reported that with the help of the Killingworth Conservation Land Trust the GeoGrid has been installed at the Parmelee Trail (Blue Trail). The area repaired was a constant/flooded area that made the trail difficult to walk. As a result, Scott indicated that Geogrid and stone could be the solution on other trails. Scott would like to give a special thanks to the KCLT and Andy Annino for the help of this project. Also thanks to the Town Crew for delivering the stone needed for the project.

Eileen reported that the Farm had a fabulous event season. 4 weddings are booked for next year. Word is getting out that smaller events are very welcome, eg. Showers, birthdays etc. There were however a couple of events that were problematic. A Family Picnic August 25 turned out to be a wedding. There was lengthy discussion. The group used more time than allowed by the small event contract. Peg moved to keep the security deposit, seconded by Scott. Unanimously passed. The second event was September 21. It was supposed to be an "after the wedding in Europe" celebration. Again the family and the caterer were on the property outside of the times specified in the contract. There was lengthy discussion. Peg moved to withhold the security deposit, seconded by Scott. Unanimously passed. It was discussed that going forward all event groups will be asked to sign a checklist listing all of the specifics as agreed to in the contract signed for their event.

Scott will be working on the RFPs for 1. The pavilion side panels and 2. Mowing and property maintenance for the Farm. He will email copies to the Committee. The RFPs will be submitted to Town Hall.

Meeting adjourned 8:50 p.m.

Respectfully submitted,

Christine Cronin
Secretary