Parmelee Farm Committee

Minutes of Meeting

Parmelee Farm, October 1, 2026

Present: Eileen Blewett, Tim Gannon, Peg Scofield, Richard Pleines, Ken Wodatch, Brian Dombroski, Karen Milano

Absent: Linda Dudak, Christine Cronin, Terry Doyle, Michael Greenaway

Guest: Greg Wind

Peg opened meeting at 7:01P.M. and welcomed the guest. The minutes of the September meeting were accepted as presented. Peg thanked Richard for his work as Chair.

There was a discussion of the financials, where Peg stated that she did not have an updated financial report to distribute at this time. Discussion on creating a goggle doc to track the itemized spending by the committee. Peg will create a draft.

Karen reported that the Artisan Market was a great success even with a smaller crowd attending. There was discussion on the financials of the market. Estimated that vendor fees collected totaled approximately $7100 and expenses for the market were approximately $4200. Greg updated the committee on the parking for the market. There were approximately 15 Lions that volunteered to assist with parking. He suggested the need for more exit signage and more water available for volunteers. Greg thanked the committee for the check to the Lions for parking and they are willing to help again. Karen stated they are considering doing the market one more year if the town approves the expenses needed to run the market. Karen and Linda want to increase the marketing budget for next year because they feel there were not available funds this year to promote the market. Vendor fees will be kept the same for next year. There was discussion on having more vendors to supply fresh vegetables at future markets. Wifi discussion, but determined that Wifi is responsibility of vendors.

Greg discussed need for first aid kit to be accessible. Eileen stated that the first aid kit is always in sight on top of the red box. Discussion on covering the AED on box because it no longer contains device.

Discussion to increase the signage budget for the 27/28 budget year.

Richard reported that sink hole areas have been fixed.

Discussion on the Pumpkin Carving Event to be held on Saturday, October 24, 2026 from 12-3. Rain date Sunday October 25, 2026. Richard stated that he has a quote for $1320 for

240 pumpkins. Increased the number of pumpkins from last year. Motion made by Tim and seconded by Eileen to approve a not to exceed budget of $1500 to purchase pumpkins. All in favor. Discussion on treats for the day which will be donated by Lions. Discussion on supplies needed for event. A list has been created to use for future years. Set up will be the week before. Large black drink containers will be used for water. Discussion on how to serve the treats for the day. New Banners will be ordered by Peg. Karen will take care of advertising. Karen will set up a photo area for families. Arbor will be brought up to be part of decorations. Tim will use Ipad for music. Discussion on getting high school students to volunteer to help.

Ken reported the farmhouse will be open at the same time as the pumpkin carving event.

Discuss by Tim for a new portable speaker with wireless mics. Tim motioned to approve a not to exceed expenditure of $500 for speakers, Brian seconded. All in favor. Tim will prepare information and present to BOS at October 13th meeting. Greg will remove old large speakers from closet to make room.

Discussion on Christmas at the Farm to be held on December 5, 2026, from 3:00-5:00. Discussion on installing lights on the Christmas tree for $1000. Mentioned that lights might still be on tree and Brian will check. Will finalize at next meeting. Discussed budget for event of $2000. Discussion on inviting more groups to participate in the event. Members will reach out to groups to see if they want to participate. Discussion on propane tanks needed for event. Eileen will check on supplies left over from last year. Greg will check with school for choir. Greg will reach out about the stuff a cruiser for toy collection. Tim will ask if Ed Gorman would be willing to drive tracker again this year. Santa is set. Eileen will ask KWO about elves. Discussion on moving letter to Santa table to the pavilion. Eileen will find information on another group to sing. Discussion on food and drink. We will provide hot chocolate and will finalize food at next meeting. Discuss finalizing all activities at next meeting.

Eileen reported that there were very few events this year. There are 2 weddings left, October 3rd and October 11th. Lions will hold event on October 18th. All going well

Committee Assignment Updates – nothing to report

New Business – Peg again thanked Richard for service to the Committee. Tim motioned, Eileen seconded a motion to elect Peg Scofield Chairperson of the Parmelee Farm committee. All in favor. Peg made a motion, seconded by Tim to elect Eileen Blewett as Vice Chair of the Parmelee Farm Committee. All in favor.

Meeting adjourned: 9:01 P.M.

Respectfully submitted,

Eileen Blewett