

**Agenda Minutes  
Agriculture Commission Meeting  
Monday, May 2, 2011  
Town Manager's Conference Room  
7:00 pm.**

**1. Call to Order and Roll Call:**

**Call to Order:** Cliff Potter called the meeting to order at 7:05 pm.

**Members Present:** Michael Doody, Joe DeFrancesco, Ryan Van Wilgen (7:11 p.m.);

**Member Absent:** Joseph DeFrancesco

**Alternate Members:** Harry Juniver, Dudley Harrison (7:50 p.m.)

**Guests:** Carol Zebb, Town Planner

Richard Branigan, Town Manager (8:00 p.m.)

**2. Approval of Previous Months Minutes**

Alternate Member Harrison made a motion to approve the minutes of April 4, 2011 seconded by Member Adinolfi. All were in favor. Alternate Member Harrison made a motion to approve the minutes of April 12, 2011, with a correction of Fran Merola's title as *Town Public Works Director*. Member Potter seconded the motion, all were in favor except Member Michael Doody abstained. The April 12, 2011 minutes will be adjusted accordingly and made a part hereof.

**3. Unfinished Business:**

None at this time

**4. New Business & Continued Business**

- a. Commission discussion/approval 2010-2011 brochure
- b. Augur Barn repairs grant issues left
- c. Walk through results at Augur Barn
- d. Greenhouse updates
- e. Potato Fest updates

**f. Member items to be discussed**

**g. Visitor Comments**

- a. Town Planner Zebb provided the Agency with a final layout of the brochure. The only farmer she has not been in touch with is Joe DeFrancesco. All have agreed with the brochure accordingly. An addition of Wild Wind Stables is on the brochure which is located on White Hollow Road and Middletown Avenue. All the farmers are in alphabetical order on the list when the brochure is folded into threes. The same format was used and one additional website of a local farmer was added. Dark Green was last year's brochure color. It will be kept a light green. Town Planner Zebb will look into dark green printing. She is trying to stay within the same cost as last year.
- b. The remaining bill from Ken Neubig has been signed by Town Manager Branigan and the purchase order has been closed. Anthony Esposito will be doing a ledger and an audit will be submitted. Ken Neubig gave the Agency 10 gallons of oil base pain. There are three sides that need focus at the Augur Barn. Some spots need to be scraped and also power washing needs to occur.
- c. Member Potter stated the walk through went well. A lot of work is needed and a plan will be put into place. There is no need to take over the full barn at this point. The electrical is the next big project, along with the cleaning out of the barn. Town Planner Zebb asked Ronald Olson about the process of the grant and he said some final documentation is needed for the financial audit. He made an inspection prior to the grant and he may return to the barn for a final look. Town Planner Zebb will also do research on a grant for the electrical. There will probably be changes in the amount of available funding. November may be the next time for any grant application submissions. Member Doody suggested Michael Tobin evaluate the electrical in the barn and provide an estimate. It will require its own serve and an upgrade. Plugs and new lighting will need to be done, along with a bigger panel installed. Possibly a flood light can be installed near the pit and security lighting around the barn. On the left side plywood needs to be put on the ceiling and possibly installation of a galvanized fence.
- d. Member Potter will speak with Ian regarding the donation of vegetables. There are cooling issues at the greenhouse which are trying to resolve.
- e. Alternate Member Harrison reported that trailers will be advertising the Potato Festival in the Memorial Day Parade.
- f. Member Potter will speak with Ian regarding the approaching of local farmers for donations. The Agency agreed that they have done enough to assist in the greenhouse operation and the agency is not comfortable asking for more farmer donations.

g. Town Manager Branigan confirmed two weeks of tractor pulls. A letter will be send to Joseph DeFrancesco, Larry Augur and Nelson Cecarelli regarding the "Corn Summit."

**5. Executive session**

- a. Personnel matter, in accordance with C.G.S. Section 118a (e)(1)
- b. Action to be taken if any

No discussion at this time concerning this matter.

**6. Adjournment**

Member Doody moved, seconded by Member Van Wilgen to adjourn the meeting at 8:15 pm. The motion was carried unanimously.

Submitted by:

*Debra Ann Criscuolo*  
Recording Secretary