

**Agenda Minutes
Agriculture Commission Meeting
Monday, July 7, 2008
Town Manager's Conference Room
909 Foxon Road
7:00 p.m.**

1. Call to Order and Roll Call:

Call to Order: Chairperson Clifford Potter called the meeting to order at 7:02 p.m.

Members Present: Gerald Adinolfi, Michael Doody

Alternative Members: Dudley Harrison, Harry Juniver

Also Present: Town Planner Carol Zebb

2. Approval of Minutes

A proposed change to the June, 2008 minutes is that the date be changed from May to June, 2008. Said correction was made accordingly and submitted herewith.

Member Juniver moved, seconded by Member Dudley to approve the minutes of June, 2008 as drafted. The motion was carried unanimously.

3. Unfinished Business

- a. Grant application
- b. Study of Augur Farm usage

Member Potter sent a letter to Billy Neubig. The Grant is only for \$50,000.00, but Town Planner Zebb will check with the Agricultural Department to see exactly what the amount available may be. Town Planner Zebb will also request a project to back it out.

The roof on the hay portion of the barn is not good. Mr. Neubig's estimate is between \$40-\$50,000.00. The barn currently has two angles, with two different peaks. Mr. Neubig also suggested that the windows be replaced with one piece vinyl. A few are currently missing, but not broken. Member Michael Doody also stated that the project will go out for bid.

Town Planner Zebb also advised the Agency that another 6 million (grant money) will be available next year. She will find out the peculiar issues.

4. New Business

a. Potato Festival

Member Potter attended a Potato Festival meeting on July 7 at 3:00 p.m. Bishops will provide the Agency with a 50 x 30 tent again this year. They will also donate blueberries for the stand. Fran will look out for the Agricultural Commission to make sure they have a good spot, a static display room, and room for a refrigeration trunk donated by Christoforo's. The tent will need to be put up on Thursday night. Members Harrison and Juniver agreed to pick up the tent from Keith at Bishop's. Brian Augur will provide shelving for the tent and the tent will be set up at the back part of the field. Town Planner Zebb also stated that Diglio Farms will also be donating items such as watermelon, corn, tomatoes and their own melons for the stand.

b. Year End Budget Action

Town Planner Zebb spoke with Treasurer Anthony Esposito. The money will be processed accordingly – a transfer of unused secretarial funds back into the Agriculture Commission account.

c. Brochure Feedback and Further Action

d. Discuss Further Ads in Local Papers

Ads were done nicely in the Totoket Times and in The Sound. Member Potter will send a thank you note to Frank Mentone. When funds are available, a bigger ad will be done. The big draw will be the sweet corn and then everything else will be piggy-backed.

Town Planner Zebb is also waiting for information from Diglio Farms, which has two sites in town. The brochure will state exactly how the farmers submitted their information. Bishops mentions their Guilford Farm Market, which the Agency does not have a problem with. Member Potter will also check with Ken Neubig regarding his submission of an ad for the brochure. Next years brochure may have a different color.

Town Planner Zebb also stated that the deadline for the brochure is two weeks before the Potato Festival. It will all be put on one page. Brochures will also be distributed to the library, public areas and stands.

The Brochure will now read *VISIT OUR LOCAL FARMS FOR THE BEST FARM IN PRODUCTS SERVICES*. Northford and North Branford will be added to where the location of the farm is.

e. Barn Site and Grounds Cleanup

In the Fall, a project will begin with the Boy Scouts.

f. Possible Assistance from CT Grown State Agency

CT Grown Pop-Up tents were discussed by the Agency. They are approximately 10 x 10. Mr. Izzo may have information on these tents and it may be possible to set up two of these tents at the Potato Festival – one on each side. Member Potter will also look into the “Corn Costume” again.

g. Visitor Comments

None

h. Member’s Items to Be Discussed

T-shirt orders will be put on hold until next year.

f. Any items other members to wish to discuss

None

5. Executive Session

Another meeting will possibly be set up for July 21 or July 28 concerning the Potato Festival.

6. Adjournment:

Member Doody moved, seconded by member Harrison to adjourn the meeting at 8:10 p.m. The motion was carried unanimously.

Submitted by:

Debra Ann Quinn

Debra Ann Quinn – Recording Secretary

**Corrected Agenda Minutes
Agriculture Commission Meeting
Monday, June 2, 2008
Town Manager's Conference Room
909 Foxon Road
7:00 p.m.**

1. Call to Order and Roll Call:

Call to Order: Chairperson Clifford Potter called the meeting to order at 7:05 p.m.

Members Present: Nelson Cecarelli, Gerald Adinolfi

Alternative Members: Dudley Harrison, Harry Juniver

Also Present: Town Planner Carol Zebb

3. Approval of Minutes

A proposed change to the May, 2008 minutes is that Town Planner Carol Zebb is not a member, as well as adding relevant page numbers. Corrections were modified accordingly.

Member Cecarelli moved, seconded by Member Harrison to approve the minutes of May 2008 as drafted. The motion was carried unanimously.

3. Unfinished Business

- b. Grant application
- b. Study of Augur Farm usage

Carol will be writing the Viability Grant Application. Town Manager Branigan will approve the application and sign it. A motion will then have to be made to the Town Council. The Agency needs to get going on the application concerning the scope and whether it will be submitting more than one application. The amount the Agency is applying for also needs to be determined. The funds will be used for the Donald Augur Museum and/or signage. Cost estimates need to be obtained because the grant amount cannot be changed once it is submitted. The money received will be used for public functions. The grant amount is approximately \$50,000.00.

4. New Business

- d.. Discuss barn roof issues

These repairs will not be covered under insurance due to a \$5,000.00 deductible. They will be fixed temporarily. Member Potter will contact Billy Neubig for a structural study cost. The property needs a good cleaning and paint

job. The electric will need to be updated. A pricing will also need to be obtained for a metal roof, with materials, and signage. Town Planner Zebb will check into the conditions and Member Cecarelli will call Ron Olson.

a. Potato Festival

The vegetable sales will be heaviest on Saturday. There will also be a carnival and possible tractor pulls. The farmers will donate items (“no dollars and cents charge”). This will create a “slush” fund. Farmers are encouraged to tell the public about their farms and what they sell – “face to product”.

b. Budget discussion for year end funds

Town Council will approve transfer of funds. An adjustment will need to be made to the Agriculture account. Member Harrision moves for a Motion to Allow Extra Monies or Unspent Secretarial Monies in the Account to be Transferred to the Technical Support Account. Member Juniver seconds the motion. The motion was carried unanimously.

c. Logo design and finished products

Member Potter shows the Agency the Logo done by Tyco Printing (poster, letter and banner). Town Planner Zebb gives the Agency pricing on t-shirts for purchase by the public. Member Zebb will question the company printing the t-shirts about their \$50.00 set-up fee.

g. Brochure for farmers in area

Town Planner Zebb submits to the Agency a Sample Farm Brochure and Sample Invitation Letter to Farms. Also developed was a listing information sheet to be used to send the Brochure and Letter out to local farmers. Member Cecarelli moves for a Motion to Move Forward with Town Planner Zebb’s

h. Ad purchases to support all town farmers

Member Potter proposes that ads be placed in the Totoket Times and Sound newspapers. The Agency agreed. The logo will be used. Member Cecarelli moves for a Motion to Proceed with Ads to be placed in the Totoket Times and the Sound. Member Juniver seconds the motion. The motion was carried unanimously.

i. Barn clean up (possibly Boy Scout assistance)

Currently on hold

j. Signage purchase for Augur Barn, update

The Town will be holding off on signage until developments are done.

k. Visitor comments

None

l. Any items other members to wish to discuss

None

5. Executive Session

No discussion at this time concerning this matter.

6. Adjournment:

Member Juniver moved, seconded by member Cecarelli to adjourn the meeting at 8:54 p.m. The motion was carried unanimously.

Submitted by:

Debra Ann Quinn

Debra Ann Quinn – Recording Secretary