

MINUTES
SPECIAL MEETING
FARMERS MARKET COMMITTEE
LISBON TOWN HALL
THURSDAY, AUGUST 29, 2019
7:00 P.M.

1. Call to order

The special meeting of the Farmers Market Committee was called to order by Sharon Gabiga, Chairman, at 7:13 PM

MEMBERS PRESENT: Sharon Gabiga, Terry Joseph, Elaine Joseph, Adeline Jernstrom,
John Algieri
MEMBERS ABSENT: Meredith Savluk (Alternate)
OTHERS PRESENT: Amanda Moreno, Market Manager

2. Previous Minutes – Motion by E. Joseph second by T. Joseph to accept the previous minutes of July 18, 2019 with the following corrections:

Item 5.a.1. Market Manager Report, add the following motion: “Motion by J. Algieri second by T. Joseph to keep \$150.00 in the Petty Cash Box. VOTE: UNANIMOUS, MOTION CARRIED”

Item 5.a.2. Market Manager Report, add the following motion: “Motion by A. Jernstrom second by T. Joseph to pay Quiet Corner Fiddlers \$100.00 to play two days at Lisbon Farmers’ Market. VOTE: UNANIMOUS, MOTION CARRIED”. VOTE: UNANIMOUS, MOTION CARRIED

3. Correspondence

- a. Copy, Promotional flyer from Minuteman Press re: tote bags printed.
- b. Copy, Email from Farmers Market Coalition re: feedback on 2019 National Farmers Market Week 8/4-8/10/19.
- c. Copy, Email from Department of Agriculture re: Farmers Markets farm vendors are exempt from charging the plastic bag tax.
- d. Copy, Letter from Representative Advisory Board to Southeastern Connecticut Water Authority re: seeking the Town of Lisbon to appoint 2 people to the Representative Advisory Board to Southeastern Connecticut Water Authority.
- e. Copy, Email from Lt. Gov. Bysiewicz and Comm. Hurlburt re: Highlighting the Importance of Connecticut Grown Farmers Markets to the State’s Agriculture Economy
- f. Copy, Email from Dept. of Agriculture re: Launching New Public Website: www.ctgrown.gov
- g. Copy, Email from Dept. of Agriculture re: emergency Preparedness at Farmers Markets. (The Committee to consider adopting a plan in the future).
- h. Copy, Application, 2019 Community Enrichment Grant Program for The Last Green Valley National Heritage Corridor (8/29/19 deadline). (The Committee to consider applying next year).

4. Bills & Financial Report

- a. Bills – Reimbursement, Elaine Joseph, \$6.69, dated 7/31/19 re: Facebook Advertising for 7/23/19-7/31/19. Motion by J. Algieri second by A. Jernstrom to reimburse Elaine Joseph \$6.69.

VOTE: (E. JOSEPH ABSTAINS), MOTION CARRIED

Petty Cash Box – Brief update. Ms. Joseph explained that the Town’s Purchase Policy & Procedures only allows for an amount of \$100.00. This amount is what has been allotted the market in spite of the Committee’s motion to request \$150.00 at the last meeting.



c/o Lisbon Town Hall
1 Newent Road / Lisbon, CT 06351
www.lisbonfarmersmarket.com

DATE:

SAFETY CHECKLIST

EXPLANATION / COMMENTS

Vehicles Safely and Legally Parked Y N _____

Tents Properly Erected and Weighted Y N _____

Items Properly and Safely Displayed Y N _____

Are there any obvious grounds issues? Y N _____

Cones & Barriers Erected Between
Parking Lot and Market Prior to Start Y N _____

Garbage Cans / Recycle Bins Provided Y N _____

Community Center ("Barn") Unlocked Y N _____
Relocked (Time): _____

Signage / Flags Properly Erected Y N _____

Vendor Complaints and Actions Thereon: _____

Patron Complaints and Actions Thereon: _____

Committee Member Providing Checklist Name: _____

Signature _____

Supporting *Local Farmers* and the *Good Health* of the community!

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Farmer's Market Deposit Records: Received \$20.00 from Annalyn Jewelry 7/24/19 and Rural Heritage Arts School \$60.00 7/31/19.

- b. Financial Report – Motion by J. Algieri second by A. Jernstrom to accept Financial Report of 8/13/2019, with a balance of \$1,907.73. VOTE: UNANIMOUS MOTION CARRIED

5. Market Manager Report – Amanda Moreno, Market Manager, reported vendors are very happy with this year's farmers market. Need to classify the "gray area" of CT Grown Product. Committee agreed to accept all items manufactured or produced in Connecticut as CT Grown.

6. Market Safety Checklist – E. Joseph read the newly created market safety checklist. Motion by J. Algieri second by A. Jernstrom to accept the Market Safety Checklist as read. (see attached)

VOTE: UNANIMOUS MOTION CARRIED

7. Volunteers – TABLED

8. Lisbon Farmers Market Booth Items – TABLED

9. 2020 Season Early Discount Details – Ms. Moreno reported that she will be giving out welcome back packages to all vendors of this year's farmers market with Updated Code of Conduct and the Updated 2020 Season Early Discount Vendor Fees. Motion by E. Joseph second by J. Algieri to add to vendor code of conduct that no dogs owned by vendors are allowed in vendor tents.

VOTE: UNANIMOUS MOTION CARRIED

Motion by E. Joseph second by T. Joseph to set the 2020 Vendor fees as follows:

All returning vendors paid by September 19, 2019: Full time \$80.00, Part time \$60.00, Guest \$20.00 per day.

New vendors paying after September 19, 2019: Full time \$100.00, Part time \$80.00, Guest \$20.00 per day.

VOTE: UNANIMOUS MOTION CARRIED

10. 2020 FMNP Certification – Discussion re: All vendors who sell produce, cut herbs and honey need to be FMNP Certified before the start of the 2020 Farmers Market Season. Motion by T. Joseph second by E. Joseph that all applicable vendors need to be FMNP certified by the start of 2020 Farmers Market.

VOTE: UNANIMOUS MOTION CARRIED

11. Enforcement of Market Rules – TABLED

12. Social Media – Discussion. Will need someone else to take over the LFM Social Media accounts in the near future. Must research options due to complications with social media advertising.

13. Adjournment - A motion was made by J. Algieri second by E. Joseph to adjourn at 8:19 PM.

VOTE: UNANIMOUS MOTION CARRIED

Renee Williams

Renee Williams, clerk

APPROVED: _____

Sharon Gabiga, Chairman

RECEIVED FOR RECORD AT LISBON
CT ON 09/04/2019 AT 10:30a

ATTEST. LAURIE TIROCCHI, TOWN CLERK

Maryanne Wakely, Asst