



Lachat Town Farm Commission Meeting Agenda

Meeting Held Remotely via Zoom:

<https://us06web.zoom.us/j/85747852420?pwd=Tnc2ODJ1QUc4cng0cFZVTThHb3FMQT09>

Phone: 1-929-436-2866 **Meeting ID:** 857 4785 2420 **Passcode:** 987690

Date: 12/07/21

Time: 7:30pm

1. Call to Order
2. Approval of Minutes from 11/17/21
3. Discussion and Decision:
 - a. Welcome to New Commission Member Alissa Stoltz
 - b. Update of Roles and Work Groups
 - c. Meeting Schedule for 2022
 - d. Estimate for Snow Removal
 - e. Education Center Update
 - f. Recent and Upcoming Events Update
 - g. Current Grant Update
4. Audience of Citizens: 3 Minutes or less per person
5. Motion to Adjourn

Unapproved minutes- Lachat Town Farm Commission
November 17, 2001
Special Meeting

Attendance: Elizabeth Zeppernick, Terry Cho, Carol Baldwin, Christina Koether, Ellen McCormick, Erica Reiner, Nick Bell, Katherine McConnaughey

Special meeting was called to order at 19:30- held via zoom

Motion made to approve November 3, 2021 minutes. Minutes stand as is and approved.

Guidelines: Carol Baldwin made outlined with the commission the guidelines, in particular what has changed and the details of specific items.

We discussed the oversight committee and who will be on it.

Motion made- Ellen First/ Christina seconded- a formal motion was made to approve the guidelines as written on October 11, 2021.
Commision voted and approved the motion.

Motion made to adjourn-Carol first/ Ellen seconded at 19: 55



2021 Lachat Roles and Work-Groups

Chair of the Commission- Elizabeth

The Commission Chair will run the monthly commission meetings, delegate tasks and serve as the main point of contact for the town. The Chair will be responsible for overall organization of the Commission's systems and functioning. The Chair will oversee the commission sub-committees, ensuring that all areas of the farm are running smoothly.

Vice Chair of the Commission- Terry

The Vice Commission Chair will support the Chair in facilitating decisions and overseeing the upkeep and development of the farm. The Vice Chair will be the main point of contact for the Farm Managers.

Education Coordinators- Lily and Kat

The Education Coordinator will oversee the creation of curriculum for programs at the farm. This includes maintaining a current calendar of classes that vary in content, connecting with the Marketing Coordinator to ensure that the programs are publicized effectively. This person will work to liaison with the schools as appropriate. The Education Coordinator will oversee all aspects of the summer youth program. The role requires tracking the revenue and expenses of programming with the assistance of the Treasurer.

Grounds Manager- Stirling

Grounds Manager will collaborate with the town to arrange for tasks and maintenance to be completed that fall under their responsibility. The Grounds Manager will work collaboratively with the Special Events and Music Coordinators to carry out projects leading up to an event. This person will work with the Volunteer Coordinator to ensure that projects are completed with appropriate support.

Agriculture and Garden Managers- Terry and Christina

These Managers will oversee the garden beds, Giving Garden and Community Garden. They will work with the Education Coordinator to find appropriate garden, and agriculture classes. These managers will oversee all aspects of the Community Garden. This includes yearly sign ups, the waiting list, contracts and collection of fees. This includes organizing events and

mandatory work hours. These Managers perform regular checks of the community garden grounds to ensure everything is in working order (gates, fencing, raised beds, compost area, water sources). These Managers connect community gardeners with classes and create a strong social circle of gardeners. By overseeing the Giving Garden, this person will liaison with the town's social service office to provide fresh produce when it is available. This role is accountable for expenditures and profit which are shared with the Treasurer and Commission.

Livestock Consultant-

This Consultant will coordinate training of new volunteers, make recommendations on housing, feeding and care. This Consultant will work with the Education Coordinator to recommend ways in which the animals can be integrated into classes and advise on an appropriate schedule of community visits. This person will advise the volunteer pool who will be responsible for the day to day care of the animals and will be supported by the Volunteer Coordinator who will help to ensure there is coverage for their care.

Grant Coordinator- Carol

The Grant Coordinator will explore new opportunities for grants that may benefit the farm. This person will complete and submit the applications for new grants and follow up with the grant source as needed. This person will collaborate with Friends of Lachat as needed. The Grant Coordinator will oversee the fulfillment of the grants and maintain records with the assistance of the Treasurer.

Fundraiser Coordinators- Kat and Vickie

The Fundraiser Coordinators will oversee the planning and execution of fundraiser events such as a yearly Spring/Summer fundraiser dinner and the Fall Hoe Down. This role will be responsible for the details of the event, sponsorship and ticket sales. This position will require close work with the Friends of Lachat members who are committed to assisting with the events to ensure they are both successful and profitable. This role is accountable for expenditures and profit which are shared with the Treasurer and Commission.

Events Manager- Anita

The Events Manager will oversee the planning and execution of the Farmers Market, Music in the Meadow, Opening Day and other special events. The Events Manager fields inquiries regarding events and oversees the planning and carry through of any private hired events. This person is accountable for expenditures and profit which are shared with the Treasurer and Commission.

Event Logistics Coordinator- Harry

This person assists the Event Manager to help with the details involved with carrying out an event at the farm. This includes helping with set up, coordinating deliveries, assisting with signage and parking. This person will also assist in obtaining sponsorships for events to help cover costs and increase possible revenue for the farm.

Project Contractor- Nick

The Project Contractor is in charge of overseeing building projects on the property. This includes working with the town for permitting, planning the timeline for building, being a point-person for workers, communicating with the Volunteer Coordinator when volunteers are needed and trouble shooting on site when necessary. This person will organize bids when necessary which will be presented to the commission for a responsible use of funding from the town maintenance fund and Friends of Lachat's financial support.

Volunteer Coordinator- Christina

The Volunteer Coordinator will recruit and maintain a database of volunteers, organizing them by their interest area. This Coordinator will collaborate with the other committees to ensure that volunteers are present as needed. This person will oversee the high school intern program and assist to develop an apprenticeship program to recruit and retain more volunteers. The Volunteer Coordinator will organize a means of thanking the volunteers on a yearly basis with a meal or other event.

Marketing Coordinator- Sarah and Gemma

Oversee marketing for all events. This includes management of social media, email list and working with the website designer. This person works with the Event and Education Coordinators to ensure each event in the calendar is marketed on a timeline that makes sense to maximize exposure and participation.

Compliance Officer

The Compliance Officer oversees permits and ensures all aspects of the farm are in line with our lease agreement. This person assists in working with the health department, town offices and town legal team when necessary.

Treasurer- Carol

The Treasurer will track and analyze income and expenses. The Treasurer will liaison between Friends of Lachat and the town maintenance fund to have current records available. This person will report to the Commission monthly and more if necessary. This person assists in analyzing expenditures and managing the books to maximize profit for future endeavors.

Sustainability Officer- Kirby

The Sustainability Officer oversees and advises on all of the sustainability (energy, water, waste, and environmental) aspects of Lachat. The Sustainability officer will work with various stakeholders to address the farm's approach to environmental responsibility with the goal to minimize the farm's environmental impact.



Lachat Town Farm Commission
2022 Meeting Schedule

1. January 4, 2022 7:30 p.m.
2. February 1, 2022 7:30 p.m.
3. March 1, 2022 7:30 p.m.
4. April 5, 2022 7:30 p.m.
5. May 3, 2022 7:30 p.m.
6. June 7, 2022 7:30 p.m.
7. July 5, 2022 7:30 p.m.
8. August 2, 2022 7:30 p.m.
9. September 6, 2022 7:30 p.m.
10. October 4, 2022 7:30 p.m.
11. November 1, 2022 7:30 p.m.
12. December 6, 2022 7:30 p.m.



Elizabeth Zeppernick <ezeppernick@gmail.com>

Estimated

Elizabeth Zeppernick <ezeppernick@gmail.com>
To: juan robles <jroblesandsons@gmail.com>

Wed, Dec 1, 2021 at 12:55 PM

Confirmed, thank you Juan. I will get this reviewed by the Commission and Friends of Lachat before returning to you with questions or approval. At that point, it would be great to show you the space so you can see what we need for the goat area specifically.

Take care,
Elizabeth

On Wed, Dec 1, 2021 at 12:11 PM juan robles <jroblesandsons@gmail.com> wrote:

Hi Elisabet yes is correct

[Get Outlook for iOS](#)

From: Elizabeth Zeppernick <ezeppernick@gmail.com>
Sent: Wednesday, December 1, 2021 10:59:16 AM
To: juan robles <jroblesandsons@gmail.com>
Subject: Re: Estimated

Hello Juan,
I hope you're feeling better. To clarify, will this cover plowing the farmhouse parking area with the gravel plus shoveling of the pathways and goat area? Will it be the larger field for the sleds?
Thank you,
Elizabeth

On Mon, Nov 29, 2021 at 7:38 PM juan robles <jroblesandsons@gmail.com> wrote:

Name	Role	Title	Email	Phone
Carol Baldwin	Commission Member		carolwbaldwin@gmail.com	203-984-8403
Nick Bell	Commission Member		nicholas.s.bell@gmail.com	203-246-0068
Alissa Stoltz	Commission Member		ARASToltz@gmail.com	917-816-8216
Terry Cho	Commission Member	Vice Chair	kixmann@aol.com	203-515-0330
Stirling Collins	Commission Member		stirlingcollins@gmail.com	203-571-8478
Vickie Kelley	Commission Member		vickiekelly1@msn.com	203-803-6448
Christina Koether	Commission Member		CKoetherLachat@gmail.com	203-222-3564
Kat McConnaughey	Commission Member		mconnakat@yahoo.com	917-446-4073
Ellen McCormick	Commission Member		eomccormick@gmail.com	203-536-7479
Erica Reiner	Commission Member		ericareiner1@gmail.com	551-486-6425
Elizabeth Zeppernick	Commission Member	Chair	ezeppernick@gmail.com	917-434-7459
Harry Falber	Advisory Committee		hfalber@gmail.com	203-858 0279 cell 203-226 7332 home 203-557 4150 office
Barbara Gross	Advisory Committee		bkgross@optonline.net	203-216-8167
Gemma Richards	Advisory Committee		gemmarichards1978@gmail.com	203-246-7433
David Allon	Friends of Lachat Board Me		davidcallon@gmail.com	203-858-7045
Carol Baldwin	Friends of Lachat Board Me	President	carolwbaldwin@gmail.com	203-984-8403
Deirdre Doran	Friends of Lachat Board Me	Secretary	writementor@gmail.com	203-454-2629
Derek Hutchison	Friends of Lachat Board Me		dhutchison@ccorpUSA.com	619-846-4802
Ellen McCormick	Friends of Lachat Board Me	Treasurer	eomccormick@gmail.com	203-536-7479
Gayle Clayton	Website Manager		gclaytondesign@gmail.com	203-247-6260
Anita Dinwoodie	Events Manager		anita.dinwoodie@gmail.com	917-547-2707