

Montville Farmers Market Committee
Special Meeting Minutes
January 25, 2022
Montville Town Hall Rm. 102 at 6:30PM

1. Meeting was called to order by Parks and Recreation chair Kate Southard
2. Roll Call- Present were: Commissioner Kate Southard, Commissioner Kelley Orbe, Commissioner Michael Orbe, and Commissioner Karen Orbe.
3. No Correspondence
4. Old Business
 - a. Committee reviewed the 2021 market season
5. New Business
 - a. Tom Holmes and Stacie Holmes were informed of procedure to resign from committee. Individuals interested in the committee were given applications.
 - b. Commissioner Kate Southard presented a list of vendors. The committee reviewed previous vendors and possible future vendors and made a plan to contact them.
 - c. The committee reviewed possible ideas for the 2022 season and agreed to commit to a schedule of events at the following meeting
 - d. Commissioner Kelley Orbe suggested a designated email address exclusively for the farmers market. The motion made by Commissioner (Kelley) Orbe to create the address MontvilleFarmersMarket@gmail.com, seconded by Commissioner (Michael) Orbe. Voice Vote; All in favor; motion carried.
 - e. The committee discussed creating a website or using Facebook exclusively. It was agreed more information was needed to reach a decision.
 - f. Commissioner Kelley Orbe suggested a PO Box address used exclusively for the farmers market. It was agreed to research prices.
6. The committee agreed to create a budget once prices for advertising and other costs were researched.

7. The committee discussed types of signs to be purchased and placement of said signs. Commissioner Karen Orbe agreed to create flyers for disbursement. Commissioner Kelley Orbe agreed to research Facebook Ads.
8. Commissioner Kate Southard suggested new season rates. These rates would be \$150 early bird special season pass, \$180 regular rate season pass, and \$25 vendor rate the motion was made by Commissioner Southard, seconded by Commissioner Kelley Orbe. Voce vote; All in favor; motion carried.
9. A new season timeline was discussed and agreed upon. The future market will be Tuesdays, June 14, 2022 – Sept 27, 2022 at 4-7 pm.
10. The committee agreed to meet again February 17.
11. Commissioner Kate Southard asked for comments from the public; Brianna Tobey was in attendance and expressed interest in applying to become a member.
12. No remarks from Commission members.
13. Adjournment
 - a. Motion made by Commissioner Kelley Orbe to adjourn at 8:00 pm.