

## FRANKLIN COMMUNITY GARDEN COMMITTEE

April 21, 2011, 9:00 AM

Municipal Building, room 205

Attendance: Chris Clay, Deb Schwab, Amy Avecedo, Nicole Harter were present. Teresa Triana was not present. Jeff Nutting came in and out of meeting. Town clerk Debbie Pellegri attended first portion of the meeting.

Call to order 9 AM.

- Committee members to be sworn in by town clerk
  - Town clerk handing out open meeting laws
  - Committee members handed in their ethics test sheets.
  - Teresa got sworn in previously and received all the information
  - Need to discuss with Diane Blanchard to get a page for Franklin Community Gardens. Names, etc.
- Establish responsibilities of Chair, Co-Chair, and Secretary
  - Chair—Have main contact info, will run meetings
  - Co-chair—step in in the absence of chair
  - Secretary—posts meetings, agendas, minutes. Keeps minutes. Books meeting space.
- Elections –
  - Chair--Amy
  - Co-Chair- Chris
  - Secretary- Nicole
- Schedule regular meeting times
  - Monday evenings 6:30. Each week until garden is up and running.
  - Meet at municipal building. Nicole needs to book meeting space. Will give update next meeting.
  - Will meet prior to Friends of Franklin Community Garden group. Once adjourned—move onto Friends business—both meetings open. 6:30-7:30 Town, 7:30-8:30 friends
  - Discussion of process for creating agenda. Send agenda items to Nicole.
- King St. Garden Site Discussion
  - Appoint Garden Site Coordinator—
    - Chris Clay appointed
    - Discussion of a possible co-coordinator. Big job and Chris works full time. Would like help.

- Amy to ask Lawrence to see if he is interested.
- If interested, persons should contact one of the committee members.
- Developing Subcommittees
  - Since the committee is small. Decided against having subcommittees.
  - Have a person in charge of each task—will send rough draft over email. Bring any comments to follow-up meeting. Then things will be discussed/approved.
  - No sharing docs or commenting over email—violates open meeting laws.
- Rules & Regulations
  - Have a started document—prior to forming the town committee. Nicole will send out document over email. People should bring comments to next meeting for discussion and approval. Place item on agenda.
  - Rules and regs will be on recreation sign-ups, in orientation materials, potentially on web page
- Build Day
  - Constructing without fence
  - Site is surveyed. Plan is done. DPW (Carlos) is going to layout where the beds should be placed based on the plan created by Chris Clay and Jim Easterbrook.
  - Have a lumber quote—need to give Lauren from friends to get a PO
  - Date—May 7<sup>th</sup>. Rainedate and finishing touches—May 14<sup>th</sup>
  - Deb will ask rec department if that date is ok.
  - Need to sign-up volunteers—Deb will work with Rec department
    - Name, info, contact, team leader option. Describe what a team leader will do
    - Deb have a rough draft on Monday—we can discuss and approve
    - 2 shifts—9-12, 1-4
    - Team leaders—to Chris, and preferably all day
  - Media blitz—Amy.
    - Start with online save the dates. Once we have a link—send out another round of PR with the link to sign up
    - Ask people to invite 2 friends—like the hair commercial from the 70's
  - Materials-Chris—working with Amy and Archie
  - Friends group—work on food, water, hoping for sunscreen. Maybe bugspray. Name tags, markers.
  - Soil—
    - wheel barrows—maybe a couple
    - bobcats—operators for the day for dirt
    - 2 different types of soil—going to be a 50/50 split.
    - Shovels.
    - McIntyres—50% for loam, 65 or 70 cubic yards. Deb to order.
    - Landscapes-compost—Chris will order.

Jeff Nutting entered meeting—let us know to tell Diane who the officers are. Waterline is going in next week. Fence is ordered—need to coordinate with Carlos. Then left.

Sent around contact sheet for committee members. Discussion around emails and phone numbers.

- Plot Registration Process
  - Add rules and regs once approved next meeting
  - Deb has one—we went through and edited.
  - Want to distinguish between 3 groups.
  - Went through—will have updated version next meeting to discuss and approve.
- Promotion
  - Build day already discussed
  - Discussion of what other areas need promotion—sign-ups, and opening day. Need to place these on next meeting's agenda.
  - Will discuss this item next meeting
- New Business
  - Need to schedule orientation and opening day next meeting
  - Everyone should look at blog—updated each Monday AM by Amy.

Adjourn