



# Center for Community Agriculture

GROWING BUSINESS. CULTIVATING COMMUNITY.

as of 8/15/14

## Municipal Working Group

- **Municipal staff:** Mark Walter, First Selectman; Jim Ventres, Land Use Administrator; Craig Mansfield, Facilities Director; Peter Simmons, Economic Development Coordinator
- **Volunteer:** Scot Mackinnon, Chairman Agricultural Commission
- **Project Assistant/Marketing:** Deb Mathiasen, part-time hourly Consultant (April 1-Sept. 30, 2014)

## Meeting Schedule

Municipal Working Group will meet every two weeks at 3:00pm at the Town Office Annex, unless otherwise specified. To the extent required by state statute, the Working Group will adhere to Connecticut's open meetings and records laws.

## Past Meetings

Feb. 20, 2014, 9:00am

April 9, 2014

April 23, 2014

May 7, 2014

May 21, 2014

June 4, 2014

June 18, 2014

June 25, 2014, 6:30pm, Grange Hall – Public Informational Forum

July 2, 2014

July 16, 2014

July 30, 2014

August 13, 2014 – Cancelled *(If Special Meeting rescheduled, it will be posted with Town Clerk with at least 24 hour notice.)*

## Upcoming Meetings in 2014 *(confirmation posted with Town Clerk with at least 24 hr. notice)*

August 27, 2014

Sept. 10, 2014

Sept. 24, 2014

Oct. 8, 2014

Oct. 22, 2014

Nov. 5, 2014

Nov. 19, 2014

Dec. 10, 2014

## Updates

The agenda for the Working Group meetings is a discussion of the Center for Community Agriculture. The municipal website [www.easthaddam.org/Center-for-Community-Agriculture/](http://www.easthaddam.org/Center-for-Community-Agriculture/) will contain the progress updates. Public Informational Forums will also be scheduled. To be contacted directly about the project, complete and return the online Interest Contact Form. Call the Selectmen's Office 860-873-5021 with any questions.



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### Center for Community Agriculture Municipal Working Group

#### WORKING GROUP OPERATIONS GUIDELINES

##### STRUCTURE AND AUTHORITY

- With the advice of the Town's Legal Counsel, the First Selectman selected a Working Group format to facilitate progress on this project. This kind of ad-hoc entity helps to ensure coordination among the various municipal departments, adding efficiency and effectiveness in the process to clarify issues, formulate strategies, and develop action plans. *(on municipal website CCA page Aug. 2014)*
- A Working Group structure helps keep the project on-time and on-budget within the limits of the available grant funds. *(on municipal website CCA page Aug. 2014)*
- Public policy for the Center for Community Agriculture is managed by the Board of Selectmen through the appropriate policy-making Board, Commission or procedures of the Town government. The Center for Community Agriculture follows all regulatory procedures of the established Boards and Commissions. The Working Group will not engage in policy deliberation or policy debate regarding the Center for Community Agriculture, but is in place to facilitate decisions made by the Town's governing bodies.
- The First Selectman and the Selectman's Office are responsible for general management of the Town's affairs. This includes: budget preparation and administration, personnel management and hiring, bidding, RFP and RFQ requirements, grants and contract administration, building maintenance and usage. The First Selectman and the Selectman's Office are also responsible for implementation and management of policies established by the Board of Selectmen and Town Meeting.

##### STATEMENT OF OPERATIONS

The Working Group activities include: *(on municipal website CCA page Aug. 2014)*

- completing the requirements of the accepted grant funding
- meeting with the design/engineering company to design the facility & contractors who will build the facility
- consulting with the Small Business Development Center and other project advisors
- facilitating additional research
- updating the Summary Business Plan stage I to a stage II Business Plan
- preparing for operations
- communicating project updates

##### **MEMBERS – Center for Community Agriculture Municipal Working Group**

**Municipal staff:** Mark Walter, First Selectman; Jim Ventres, Land Use Administrator;  
Craig Mansfield, Facilities Director; Peter Simmons, Economic Development Coordinator

**(April – August 2014 - Volunteer:** Scot Mackinnon, Chairman Agricultural Commission)

**(April 1 – Sept. 30, 2014 - Project Asst./Marketing Consultant:** Deb Mathiasen)



## Center for Community Agriculture Municipal Working Group

### GUIDELINES FOR WORKING GROUP MEETINGS

#### Meeting Procedures:

- As required by state statute, the Center for Community Agriculture Working Group follows Connecticut's open meetings and records laws. (*on posted meeting schedule & municipal website CCA page Aug. 2014*)
- Meetings are open to the public to attend.
- Scheduled bi-weekly meetings are noticed at least 24 hours in advance with the Town Clerk.
- The use of any recording, broadcasting or photographing at these meetings is permissible as long as the device is unobtrusive and will not distract from the deliberative process of the Working Group. (*next three bullets adapted from EH BofEd #9326*)
- The Working Group shall be informed prior to the meeting that such recordings are being made.
- The Working Group permits the broadcasting of these meetings as long as the broadcasting is unedited and done in a manner which is unobtrusive and does not interfere with the deliberative process of the Working Group.
- The usual order of Business will be: Call to Order, Attendance, Review of Meeting Guidelines, Discussion of the Center for Community Agriculture, Adjournment. There is no Citizen's Concern or Public Comment section.
- As needed, invited participants (*names and purpose*) will be added to the agenda and these guests will provide information prior to the Discussion section.
- The Working Group operates by discussion, consensus, or mutually agreed upon course of action. Formal voting processes are not used.
- Working Group minutes shall contain date, time, location and names of Working Group & invited attendees. A count of the number of public in attendance will be specified, but not names. Specific items for discussion, consensus, or action are not included.
- The municipal website [www.easthaddam.org/Center-for-Community-Agriculture/](http://www.easthaddam.org/Center-for-Community-Agriculture/) will contain Working Group and project progress updates. Final reports will also be posted and filed. Public Informational Forums will also be scheduled.

#### Meeting Conduct:

- Meetings of the Center for Community Agriculture Working Group shall be called and noticed by the First Selectman.
- The First Selectman, or appointed designee, shall conduct the meetings consistent with the statement of operations for this ad hoc group.
- The conduct of the meetings shall, to the fullest possible extent, enable members of the Working Group to (1) gather, share, and organize information, (2) consider the problems to be solved, and discuss possible options, and (3) agree upon actions through mutual agreement or consensus.
- No disruptive conduct shall be permitted at any Working Group meeting. Persistence in such conduct shall be grounds for removal by the First Selectman. If necessary, the First Selectman may clear the room so that the Working Group may continue its meeting. (*adapted from EH B of Ed #9325(a)*)