

## New Ipswich Parks & Rec Meeting

~ MINUTES ~

\*\*\* SPECIAL MEETING REGARDING FARMERS MARKET \*\*\*

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**Date: September 2, 2015 – 7pm to 8pm**

**Board Members: Deb Holmes-Rec Director, Mindy Buxton-Rec Coordinator**

**Committee Members: Ray Holmes – Chair,**

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### ISSUE AT HAND

The issue that was up for discussion here mainly was whether or not the Farmers Market would continue as a Rec Department Event.

### WHY THE RUSH?

It was always the towns understanding that the Farmers Market was a Rec Department Event. However, on Saturday, September 5<sup>th</sup> – it appeared that the vendors did not believe they were, nor did they wish to be, a town sponsored event. If that were the case, then a proper insurance binder would need to be produced prior to taking the fields the following Saturday. It was imperative that this point get straightened out immediately.

### INSURANCE

As a Rec Department Event, the Farmers Market is covered under the town's insurance policy. As a separate entity, proper insurance must be provided to the town prior to any private group using the town fields.

### MONEY

As a Rec Department Event, any and all monies collected – either thru fees or donations – must be accounted for and deposited weekly into the Rec Department revolving fund. In addition, any monies spent by the Rec Department Event must be approved, receipts maintained and turned in to the Rec Director for proper reimbursement.

The Rec Department doesn't feel it's important if the Farmers Market make or lose money this first year. It is important only to keep detailed information to see where improvements can be made in the future and to ensure the vendors are happy.

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### SUMMARY

- The Farmers Market will continue as a Rec Department Event
- The Farmers Market will continue to be covered by the towns insurance.
- The Farmers Market committee will ensure all monies collected during the weekend are turned over to the town the following week.
- A list of updated vendors will be provided to the Rec Director to be kept on file.