

Montville Farmers Market Commission  
Special Meeting Minutes  
April 22, 2021  
Montville Town Hall – Room 203

1. Meeting was called to order by Parks and Recreation chair Kate Southard at 6:30 PM
2. Pledge of Allegiance
3. Roll Call- Present were: Kate Southard, Kelley Orbe, Michael Orbe, Karen Orbe, and Tom Holmes.
4. Old Business
  - a. Commissioner (Kelley) Orbe asked for preferred days and times to hold the farmers market meetings. The motion was made to hold the meetings every other week on Tuesdays at 6:30pm, seconded by Commissioner (Michael) Orbe. Voice Vote; All in favor; motion carried.
  - b. The budget was discussed and it was agreed Commissioner (Kelley) Orbe would contact the finance department to verify accounts. Rules and Regulations form and Market Application was reviewed. Minor editorial changes were noted. Motion was made to add editorial changes and provide forms to the public and Town Hall. Voice vote; all in favor; motion carried.
  - c. Signs and advertising was discussed. Commissioner Kate Southard confirmed use of Digital message board on corner of Old Colchester Road and Chesterfield Road. Commissioner (Karen) Orbe is waiting on response from Pennells for use of their digital message board on the corner of Norwich New London Turnpike and Depot Road. Commissioner Holmes will gather information on signage business used in first season advertising.
5. New Business
  - a. Commissioner Southard asked for nominations for the election of officers. Member, Michael Orbe, nominated Kelley Orbe as Market Manager. Motion made by Michael Orbe, seconded by Karen Orbe. Voice vote; all in favor, motion carried.
  - b. Commissioner Kelley Orbe asked for nominations for Assistant Market Manager. Tom Holmes nominated Michael Orbe as Assistant Market Manager. Voice vote; all in favor; motion carried.
  - c. Commissioner Kelley Orbe asked for nominations for Treasurer Michael Orbe nominated Karen Orbe as Treasurer. Voice vote; all in favor; motion carried.

- d. Commissioner Kelley Orbe asked for nominations Secretary. Michael Orbe nominated Tom Holmes as Secretary. Voice vote; all in favor; motion carried.
  - e. Commissioner (Kelley) Orbe asked for preferred days and times to hold the farmers market. The motion was made to hold the market on Tuesdays from 4-7, seconded by Commissioner (Michael) Orbe. Voice Vote; All in favor; motion carried.
  - f. Commissioner (Kelley) Orbe asked for preferred dates to hold the farmers market. The motion was made to hold the market on July 6 through October 19, seconded by Commissioner Holmes. Voice Vote; All in favor; motion carried.
  - g. The price for vendors to attend the market was discussed. It was agreed upon to keep the 2019 prices with the addition of an early bird special of \$150 if application is received by June 15, 2021. Motion made by Kelley Orbe, seconded by Tom Holmes. Voice vote; all in favor, motion carried.
  - h. Potential vendors were discussed. New ideas for events and vendors were suggested. Commission members planned to contact old vendors and potential vendors before following meeting.
6. Commissioner Kate Southard asked for comments from the public; there were none.
  7. Adjournment
    - a. Motion made by Commissioner Kelley Orbe to adjourn at 8:00 pm.