

EXAMPLE

**Town of Middleborough
Agricultural Commission Steering Committee Meeting Notes**

Wednesday August 21, 2002

7:00 pm – 9:00 pm

Board of Selectmen Meeting Room

Present:

Name

Phone

Fax

Email

Technical Assistance:

Irene Winkler

USDA, Pilgrim RC&D Program

irene.winkler@ma.usda.gov

Introductions were made all around.

_____ facilitated the Meeting, _____ served as recorder.

The group reviewed the Town's Committee Formation By-Law and addressed all seven (7) points. The Group reviewed Dartmouth and Westports Articles. The resulting draft article follows:

To see if the Town will vote to establish an Agricultural Commission to represent the Middleborough Farming Community. Said Commission shall serve as facilitators for encouraging the pursuit of agriculture in Middleborough, and shall promote agricultural-based economic opportunities in the Town. The Commission will consist of seven members from the active farming community of Middleborough appointed by the Board of Selectmen. The Commission will consist of a minimum of four members who are primarily engaged in farming and another three members who are interested in farming. Three members for a term of three years, two members for a term of two years, and three years thereafter, and two members for a one-year term, and three years thereafter. Up to five alternates may also be appointed by the Board of Selectmen, each for one-year terms, *and/or take any other action relative thereto*. The appointing authority shall fill a vacancy based on the unexpired term of the vacancy in order to maintain the cycle of appointments, based on the recommendations of the Commission.

- | | |
|--|--|
| 1. Appointing Authority : | Board of Selectmen |
| 2. Establish number of members of Commission: | 7 |
| 3. Establish terms of office: | See above |
| 4. Establish whether members must be town residents: | No, do not need to be town resident |
| 5. Method for filling vacancies: | See above |
| 6. Purpose of Commission: | To represent the Middleborough farming community. |
| 7. Goal of Commission: | Shall serve as facilitators for encouraging the pursuit of agriculture in Middleborough and promote agricultural-based economic opportunities in Town. |

Request Chair of Select Board and Town Planner to review draft warrant article.

Request Town Planners Talking Points from August 19th Meeting.

- Value of Agriculture
- Importance to Town
- Benefits of a Town Agricultural Commission

Guiding Principles/Considerations for Commission Organization:

- Members/Alternates/advisors –
 - representative of the town geographically
 - represent the diversity of agricultural businesses
 - encourage diversity
 - encourage youth/next generation
 - intent is to be “inclusive” not exclusive”

Intent of Article Wording

- “...The Commission will consist of seven (7) members from the *active* farming community...”
Members are to be active in some aspect of farming so that they are equipped to accurately and adequately represent the concerns, needs, and visions of Middleborough farmers.

Next Steps

- _____ will draft article and meeting notes and get them out via email and fax tomorrow August 22, 2002. Send to all attending, Town Planner and Chair of Select Board.
- _____ will speak to Select Board Chair, Need Board of Selectmen to submit draft Article.
- August 28, 2002, 7:30 Meet to develop article advocacy/promotion plan
- _____ will contact Westport and Dartmouth Ag Commission members request attendance at August 28th meeting – provide advice on effective strategies. In addition all people who were Willing and Able will receive meeting notes and notices.
- _____ agreed to Coordinate Steering Committee activities from now until Town Meeting

Draft Agenda for August 28 Meeting: Place To-be-Determined

7:30 PM Start

_____ – Steering Committee Coordinator

- Introductions

- **Develop Article Advocacy/Promotion Plan** (Prioritize & Recruit volunteers)

ACTION	WHO	START DATE	END DATE

Dates/Chronology
August 19, 2002 7:00 pm Proposed Agricultural Commission Informational Meeting
August 21, 2002 7:00 pm Agricultural Commission Steering Committee Meeting
August 28, 2002 7:30 pm
September 16, 2002 8:00 pm Board of Selectmen Meeting, Selectmen’s Meeting Room
Selectmen will review Warrant Articles that will be voted on at the September 23rd Town Meeting.

September 23, 2002 7:00 pm

Steering Committee representation is recommended in order to respond to any questions/concerns the Board may have. It is also considered the first official acknowledgement by the Town of the proposed Agricultural Commission.
Town Meeting, Nichols Middle School
Nichols Middle School