

January 10, 2024

Meeting called to order at 7:00pm

Present: Amy Tarlow Lewis, Karen Morrison, Jen Clancy, Sarah Seaward, Matthew Nordhaus

Will Pickard arrived at 7:07

Absent: Brad Mitchell

New business:

The group reviewed the digital advertisement to be submitted to Edible Boston and approved it. Amy Tarlow Lewis asked whether the group wanted to request a budget line item from FinCom for the next fiscal year. The group agreed to discuss at the next meeting, since this topic was not on the agenda.

RFI

Karen Morrison presented the latest draft of the RFI. Town Counsel approved our changes, although there are still two open questions.

1. Should the RFI say “Farm Stand” or “Farm Stands”? It was decided that the pick your own shed, although it was used previously as a farm stand, was a shed, and “Farm Stand” would be used.
2. On page 1 there is a mention of an area excluded from the ARP, an area of 4.18 acres. This is cut and paste from counsel previously and initially it was unclear what area this was referring to. After some discussion it was decided that this refers to the sum of several small unrestricted areas, although 4.18 acres may not be an accurate number.

The group reviewed the rest of the RFI.

Sarah moved to approve the amendments to the RFI, Matthew seconded.

Motion passed 6-0

RFI Distribution

Nancy Glencross, IT director for Littleton, set up an email list for external communications for the working group. The group wants to ensure that there was transparency, and hence include more than just town email addresses on the distribution list. Amy Tarlow Lewis and Brad Mitchell will receive the emails. Brad will be notified at the next meeting. Sarah Seaward asked to be the second email recipient as Brad Mitchell was not present at the meeting.

The RFI will be linked to the working group’s web page on the Littleton Town website.

The group then discussed how best to handle questions from the applicants.

Karen Morrison suggested that we post responses to questions in a batch. It was agreed to post questions and answers every two weeks, after the group can discuss specific answers in during our bi-weekly open meetings.

Karen Morrison also pointed out that posting the questions on a public website is different from saying that they may be subject to open meeting requests (the current language). The RFI language was changed to reflect the possibility that the questions may be posted.

Matthew Nordhaus agreed to reformat the RFI, create a pdf, and send it to the working group, as well as post it to the town website

The group agreed to distribute to immediate contacts first, and wait a week and then ask the town to send out an email.

Edible Boston's deadline for the print edition is immediate, but the magazine comes out on March 15, after our deadline for submission. The group discussed the options and decided to place only digital ads: newsletter and email distribution. It was also felt that the advertising will be delayed one week in case the RFI required any changes. As a result of this change a new invoice will need to be submitted to the town admin

Other Distribution Options

Will Pickard reported that Brad Mitchell discussed the orchard with Guy Stewart, who writes for Lancaster Farmer plus some other agricultural publications. He also reported that the Mass Farm Bureau sends out a digital and physical newsletter, and that the Department of Agricultural Resources will send out an email to their email list.

Karen Morrison moved to close the meeting, Matthew seconded

Motion passed 6-0

Meeting was adjourned at 7:56