

BOARD of SELECTMEN
Organizational and Directive Document
for the
Farmers' Market Committee

COMMITTEE ORGANIZATION

Type of Committee: The Farmers' Market Committee is a local town committee reporting to the Board of Selectmen for the sole purpose of the management and oversight of the Wayne Farmers' Market.

Number of Members and Qualifications: Minimum 5 and Maximum 7. At least two members should be Market vendors/farmers. The remaining members are at large community members with experience in agriculture, permaculture, horticulture, animal husbandry, farming, food preparation, baking, conservation activities, sustainable growth, artisans, crafters, marketing and sales, non-profit management, small business management, and/or public administration.

Responsibility of Committee members: The role of the at large community members is to support the farmers/vendors and insure the success of the Farmers' Market. The role of the vendor/farmer committee members is to advocate for the Market farmers/vendors and to communicate with the Market Committee

Residency Requirement: Wayne residents only for at-large members. For Market vendor/farmer representatives, Wayne residents will have preference over non-Wayne residents.

Appointment Process: Board of Selectmen will accept letters of interest from residents specifying their experience and desire to serve on the Farmers' Market Committee. Board will fill vacancies by advertising for interested persons, review letters of interest, and make formal appointments at a duly warned Board of Selectmen meeting. All appointments are made for a term of one-year.

Committee Organizational Structure: The Committee will elect a Chair, Vice-Chair, Secretary and Treasurer at its first meeting of each year. The Chair will conduct the meetings. The Vice-Chair will conduct the meetings in the absence of the Chair. The Secretary will take and prepare the minutes of the meeting. The Treasurer will keep Market finances in order and report to the Town Treasurer.

Quorum: A five (5) member committee will have a quorum of 3 to conduct a meeting. A six (6) member committee will have a quorum of 4, and a seven (7) member committee will have a quorum of 5 to conduct the meeting.

Meeting Agendas: The Chair will develop each meeting agenda and post a copy of the agenda on the Town Office bulletin board at least five (5) days before the meeting. The Chair will provide a copy of the agenda to the Town Manager for the Committee's file.

Meeting Minutes: The Committee shall maintain written records of meetings, including the results of all motions and votes. One copy of the minutes of each meeting shall be filed with the Town Clerk within ten (10) working days after approval by the committee.

Public Meetings: Committee shall hold meetings that are open to the public and issue notice of meetings, including items of discussion.

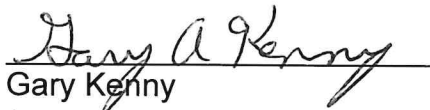
Meeting Location: Meetings will be held in Wayne at a public location accessible to the general public. The Chair will schedule with the Town Manager for the use of the Town Office at least two (2) weeks in advance. Other acceptable locations are: Wayne Elementary School Library or Gymnasium, the Cary Library or Williams House property, Ladd Recreation Center and/ or Androscoggin Yacht Club.

COMMITTEE DIRECTIVE

The Wayne Farmers' Market envisions the following goals will serve as permanent fundamental ambitions:

- To oversee and manage the Wayne Farmers' Market.
- To support and promote local growers and producers as well as offering healthy, local, and fresh products to the community.
- To cultivate a strong sense of community by providing an enjoyable setting for people to visit, interact, and learn, in addition to buying products.
- To create an opportunity for direct grower-consumer interactions and idea-sharing.

Town of Wayne Selectboard:


Gary Kenny


Stephanie Haines


Peter Ault


Don Welsh

Jon Lamarche

Signed this 25th day of August 2015