

Town of Barkhamsted
Economic Development Commission
Barkhamsted Town Hall
April 6, 2026

Meeting called to order at 7:04 PM.

Attendees: Bob Pulford, Todd Winkler, Mark Mahoney, Tim Deschenes-Desmond, Shannon Chatfield and Don Stein. Meaghan Cook, First Selectman, was also in attendance.

Motion: On a motion by Tim Deschenes-Desmond, seconded by Bob Pulford, the minutes of the meeting of February 2, 2026, were approved unanimously.

Mallory Brook Tax Abatement: The feedback provided was that all the issues associated with the tax abatement had been resolved. This issue is considered closed.

Farmers Market: Shannon Chatfield provided a proposal for this year's Farmers Market (attached) and the proposed vendor contract (attached). She had also previously sent out proofs for banners to be used to advertise the Market in the general area. On a motion by Bob Pulford, seconded by Mark Mahoney, an allocation of \$300 was made to purchase banners and poles, as needed.

There was a lengthy discussion about the farm, how to secure vendors, and other details. The vendors will be required to get insurance and there will be a \$100 fee for their participation. It will run from Memorial Day to Labor Day with as many vendors as possible there for the season. It was suggested to include the Farmers Market in the Discover Litchfield Hills website and to set up a Facebook page as a way to publicize the market and increase the attendance.

Business Meet-and-Greet/List of Businesses on Town Website:

It was reaffirmed that the Meet-and-Greet will be at the Riverton Fairground on February 17. That is the week before River Day and the bathrooms and other facilities will be available. We still need to determine the format for the event and whether we want to open it to the general public.

The spreadsheet of local businesses is still in process to select businesses to reach out to for inclusion in the Meet-and-Greet and to send a request as to whether they should be included in the Town website. The plan is to divide it up among the Commission members for them to research before the next meeting so we can then reach out with a request for inclusion in the website. The spreadsheet with a mark-up will be sent out to the members.

Once the spreadsheet is complete, we will reach out to the local businesses to determine interest in the website and attendance at the meet-and-greet.

The meeting was adjourned at 8:30 PM

Respectfully submitted,

Don Stein, Chair

The next meeting of the EDC will be May 6

Spreadsheet update assignments

Spreadsheet	Assignment
Row 122 to	149 – Don
Row 150 to	177 – Mark
Row 178 to	205 – Bob
Row 206 to	233 – Shannon
Row 234 to	261 – Tim
Row 261 to	289 – Todd

Barkhamsted Farmers Market 2026 Market Plan Proposal

Overview

The Barkhamsted Farmers Market will operate as a seasonal, community-focused market supporting local farms, food producers, and small businesses. The goal is to create a consistent, reliable marketplace that strengthens local agriculture, supports small-scale producers, and provides residents with access to locally produced goods. The market is designed to be self-sustaining through vendor

fees and operated in coordination with the Barkhamsted Economic Development Commission (EDC).

Location

Barkhamsted Town Garage

33 New Hartford Rd

Barkhamsted, CT

Schedule

Saturdays, 9:00 AM – 1:00 PM

Memorial Day Weekend through September

Approximate season length: 18 weeks

Market Structure

Vendor-based 10x10 spaces, managed by a Market Manager and overseen by the Barkhamsted EDC.

Focus includes local farms, food producers, licensed bakers, and approved handmade craft vendors.

Vendor Requirements (Key Points)

- \$100 seasonal fee (non-refundable, due May 1st)
- Attendance expected weekly; 3 absences result in removal
- Setup by 9:00 AM, stay full duration
- General liability insurance required (town requirement)
- Products must be approved; no reselling
- Professional conduct required; EDC has final authority

Vendor Support

A Vendor Insurance Guide will be provided to assist vendors in obtaining required coverage and reducing barriers to participation. Marketing & Promotion

Promotion will focus on social media, vendor participation, and local signage. A dedicated website will be developed in future seasons, contingent on vendor participation and market growth.

Community Outreach

The market will provide space for community outreach initiatives, including:

Public health education and Narcan distribution

Informational materials from local organizations

A community food donation box to support local food access

These efforts are intended to strengthen the market's role as a community resource beyond commerce.

Signage

2 roadside banners, 2 yard signs, and additional directional signage. Permission for placement has been granted.

Budget Overview

Banners: \$75

Yard Signs: \$20

Additional Signage: \$75

Facebook Advertising: whatever is left over.

Total Estimated Budget: \$420

Governance

Market Manager handles operations; Barkhamsted EDC provides oversight and final decisions. Conclusion

The market is designed to support local agriculture, operate sustainably, and provide a consistent community resource with minimal financial burden to the town

Items for Future Consideration

These are items worth discussing as the market grows and may be better addressed in a future meeting:

1) Parking plan

2) Traffic flow and layout (including use of traffic cones from the town garage)

3) Future goals such as live music, demonstrations, and expanded vendor participation

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