

**BOLTON BOARD OF SELECTMEN
SPECIAL MEETING
WITH BOLTON HERITAGE FARM COMMISSION
TUESDAY, JUNE 7, 2022
BOLTON TOWN HALL – 6:15 P.M.
MINUTES**

The Board of Selectmen held a special meeting on Tuesday, June 7, 2022 with the Bolton Heritage Farm Commission with First Selectman Pam Sawyer presiding. Also in attendance were selectmen: Robert Morra, Adam Teller and Interim Administrative Officer Jim Rupert. Members of the BHF Commission in attendance were: Arlene Fiano, Rhea Klein, and Beth Harney. Others in the audience included Sarah Nelson, Tom Elmore, and Fire Chief Bruce Dixon.

1. Call to Order.
P. Sawyer called the meeting to order at 6:15 p.m.

2. Discuss and Review Heritage Farm Report.
Sarah Nelson from Nelson Edwards Architects presented their report on Bolton Heritage Farm.

Goal: was to develop a master plan that synthesizes prior work and with the desire for more intensive public use of the barn and house for the benefit of the Town, and in keeping with the unique historic, visual and ecological characteristics of the site.

Studies go back as far as 1999. Nelson & Associates started assessing the farm site back in 2008. Various studies have been done as well as repairs up until now.

Phase 1 – Review of prior studies, site walks, research and archeologic review.

Phase 2 – Identification of issues and opportunities, site walks, preliminary design, archeologic review of evolving plans and final schematic design.

Program Identification:

Defining characteristics: Historic, New England Farm; natural beauty

Formal change of use for assembly needed to allow use as a three- season venue.

Needs: Water, power Wi-Fi; regularized & shared parking, potable water, sanitation, and ADA access

Revenue Considerations: this site was compared to other sites like it around the state with the closest facility offerings as us. 15 sites were identified. Most are used for multiple events including: birthdays, parties, weddings, concerts and education programs.

Things all the other sites have that need to be considered:

- Parking
- Public restrooms
- Outdoor lighting
- Potable water
- Current updated website
- Wi-Fi on site
- Covered areas
- Working power and water

Closest facility to ours is a barn being used in Killingworth. (Parmalee Farm in Killingworth) This is a municipally owned site that was started with a volunteer staff that has now moved to having a management company. They have an open-air pole barn with indoor space like we are looking at.

Revenue Generated:

Approximate revenue being generated at these facilities around the state:

- Wedding Ceremonies \$3,000
- Parties (4 hrs) \$1,000
- Indoor Meeting Rooms \$500

Once we can rent out our facility we can become more sustainable.

MASTER PLAN:

Phase 1:

Immediate and expanded use of site (\$5,000 to \$12,000)

Phase 2:

Site development for municipal connections, parking, ADA access (\$555,000 to \$600,000 – covered under LoTCIP Grant)

Phase 3:

Enabling project for expanded site and building usage (\$500,000 to \$750,000 – this is a placeholder number)

Phase 4:

Barn Renovation for Public Use (\$265,000 to \$375,000 (1908 Barn ONLY))

Phase 5: Farmhouse Renovation:

(\$300,000 to \$650,000) this amount will vary depending on many factors including what this building will be used for

Funding:

A number of grants are and maybe available based on the exact usage for the farm once it's determined.

Questions:

1. Will haying be continued on the farm?

Yes.

2. What might our potential revenue be in a year from these facilities?

The more infrastructure we have the more money we can charge.

We are looking at a 3 season facility and also need to figure out the capacity of these facilities.

- Official Approval of site plan – put on next agenda

3. Adjourn.

P. Sawyer adjourned the meeting at 7:02 p.m.

Respectfully Submitted,

Kathy McCavanagh

Please see minutes of subsequent meetings for corrections to these minutes and any corrections hereto.