



SHELTON COMMUNITY GARDENS COMMITTEE

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Meeting Minutes, Monday, January 11, 2016

Present: Sharna Kozak (Chair), Allison Menendez, Teresa Gallagher, Patty VanSickle, Theresa Syc.
Absent: Stacia Monahan, Ann Singletary, Mary King.

The meeting was called to order at 7:04 pm by Chairman Sharna Kozak.

1. Meeting Minutes: Allison Menendez made a motion to approve the minutes for October 5, 2015. Seconded by Theresa Syc. Motion carried.

2. Public Portion. Three gardeners attended the meeting but did not wish to speak during the public portion.

3. 2016 Rules. Teresa Gallagher handed out draft rules for 2016. Changes were discussed:

- The “**Three Strikes and You’re Out**” clause was added based on a motion approved at the October 2015 meeting. “*Gardeners who need to be contacted three times within a year to attend to their plot will be ineligible for a plot the following year.*”
- **Delayed Planting:** This was also included based on a motion passed at the October meeting. After some discussion, it was modified so that no beans, squash, or pumpkins may be planted before July 4, *even if they are covered*. Members felt it would be too hard to verify that row covers were in fact completely blocking insect pests. There was a discussion about trap crops. Teresa Gallagher said that based on her research, delayed planting can be more effective if a small trap crop is planted and carefully monitored to kill all pests attracted to the crop.
- **Volunteer hours:** Sharna Kozak noted that there are several gardeners who do not contribute at the work parties as required in the rules (5 hours per year). Discussion. It was decided that during registration, Sharna would notify those gardeners that they would need to contribute 10 hours for 2016 or forfeit their plot in 2017. Also, it would be clarified in the rules that the volunteer hours can be at any of the four gardens: Long Hill, Shelton Lakes, the Dog Park, or Eklund.
- **Vacations:** Clarifying language was added.
- **Disposal of weeds:** Added – “Plant material that is infested with pests (bean beetles, squash bugs, etc.) should be bagged up and removed from the site.” Several people noted that some gardeners do not do this, and the insect pests simply move to infect other plots.
- **Perimeter Plots:** A section was added in response to gardener conflicts. Previously, gardeners were free to take over a section of the fenceline (outside the deer fence), however there were problems when gardeners planted in an area another gardener had

prepared. Also, there were areas that were planted but not tended and became eyesores. Beginning in 2016, Sharna and Teresa will assign perimeter beds to gardeners who request them. These will only be granted to gardeners who do a good job at maintaining their main plots. Time spent tending these beds does not count toward volunteer hours.

- **Authorized Vehicles:** Teresa Gallagher asked to add a section on vehicles because getting vehicle information from some of the gardeners has been difficult during registration. “Authorized Vehicles” are those for which we have the vehicle information on file. Also, people have noticed vehicles parked at the gardens that do not seem to be from gardeners, as well as people driving in off the street and circling the garden through the hayfield. At Long Hill, an “Authorized Vehicles Only” sign was added. It was decided that this sign should be installed at Shelton Lakes as well. Sharna Kozak thought that we might need to establish a parking permit system like they do at the Milford Community Garden. It was decided not to do that for 2016, but if we continue to have problems it may be necessary in the future.

Patty VanSickle made a motion to approve the 2016 draft rules, with changes as discussed (attached). Allison Menendez seconded the motion. All in favor.

7. Registration. Sharna Kozak has completed the registration form and will begin sending it out to the gardeners as soon as possible. She noted that she is not ‘chasing’ gardeners this year with multiple reminders about their plot registration. The registration deadline for existing gardeners will be February 19.

8. Shelton Lakes Garden:

- **Apple Trees:** Allison Menendez will touch base with Mary King and schedule a work party for trimming the apple trees.
- **Hose:** Sharna Kozak said there needs to be a pipe laid underground through which the hose passes so the grass can be mowed.

9. Long Hill Garden:

- **Kiosk:** Patty VanSickle asked about getting a sign kiosk like the one at Shelton Lakes. Sharna Kozak recommended that any kiosk be small. Teresa Gallagher said we do not have many Scouts looking for projects at this time, but she will put it on the list.

10. Guest Speaker for March meeting:

- Guy Beardsley was suggested. Teresa Gallagher will contact him.

11. Comments by Members:

- Allison Menendez said that we really do need to enforce the rules.

The meeting was adjourned at 8:55 pm. Next meeting will be held March 14, 2016.

Meeting minutes were prepared by Teresa Gallagher.

Shelton Community Garden - 2016 Garden Rules & Policies

(2016 additions in red)

Plot management:

- Each plot gardener is responsible for maintaining and upkeep of their garden plot. Watering, weeding, harvesting and any other garden related maintenance are all the responsibility of the gardener. You are also responsible for the upkeep of the aisle abutting your plot. The aisle must be weeded and well-maintained, including placing woodchips on the aisle when provided.
- Weedy / uncared for plots - These plots are a potential source of weed seeds and pests and contribute to a ragged appearance. All plots will be inspected (4) four times throughout the growing season. Plot tenders that have not started planting by **June 1 2016**, are weedy, or do not meet the guidelines will be notified. Failure to respond within (7) seven days will result in forfeiture of the plot and may result in a loss of future gardening privileges. **Gardeners who need to be contacted three times within a year to attend to their plot will be ineligible for a plot the following the year.**
- **2016 DELAYED PLANTING: No beans, squash, or pumpkins may be planted prior to July 4, except that the Garden Captains may establish uncovered trap crops that are closely monitored. Any such crops that are found growing and serving as a food source for insect pests may be removed by the Garden Captains without notice.**
- If you wish to discontinue using your plot - contact Teresa Gallagher at conservation@cityofshelton.org
- Plots have been marked for the reason of individual plot recognition. Please do not move the markers.
- Each plot gardener is expected to participate by volunteering (5) five hours during the season at scheduled work parties **at any of the four gardens under the purview of the Community Garden Committee (Long Hill, Shelton Lakes, the Dog Park Gardens, or Eklund Garden)**. There are always things to do and your help is needed and appreciated.
- If you plan to be on vacation, **or are otherwise unable to attend to your plot**, please ask a neighboring gardener, relative, or friend to care for your plot in your absences. **If you are unable to attend to your plot for over a month, please notify the Teresa Gallagher or Sharna Kozak. Friends or relatives who may attend your plot should be listed on your spring registration form, including their vehicle information.**

- Tall crops such as sunflowers or corn may only be planted where they will not shade neighboring plots.
- Plot gardener may harvest vegetables and flowers from their garden only, unless given permission by another plot user to do so. Crops that grow beyond plot boundaries maybe picked by the holder of the plot they are growing into, or may be cut at the plot boundary.
- Dispose of weeds and plant materials in designated compost areas only or within a compost pile placed in the center of your plot. **Plant material that is infested with pests (bean beetles, squash bugs, etc.) should be sealed in a garbage bag and removed from the site.**
- At the end of the growing season, gardeners are responsible for clearing their plot of all plant material and leaving the plot as they found it in the spring. Pulled vegetation may be composted in the center of the plot.
- Kiosk bulletin board at Shelton Lakes Garden is for garden business only. Feel free to give notes on the bulletin board for any useful hints and ideas, but please no soliciting.

Insecticides / Herbicides:

- The application of herbicides (weed killers) or synthetic insecticides to the garden plots is prohibited.

Bird Houses:

- Please refer to our guideline for specific type of bird houses that may be used at the garden **so as to discourage invasive House Sparrows.**

Water Supply:

- Water hose must be attended. Water source must be turned off water completely when done. Please conserve the use of water with mulch, leaves, grass clippings or hay to reduce water evaporation.
- Notify the Garden Committee members if you find any leaks in the water line.

Raised Garden Beds and Structures:

- Prior to installation, raised garden bed proposal must be reviewed and approved by the garden committee.

Perimeter Plots (along the deer fence):

- **The purpose of planting perimeter plots is to beautify the fence line and eliminate overgrowth that attracts pests. In lieu of a fee, gardeners agree to keep the plot well-maintained and attractive. Flowers that attract pollinators and herbs are encouraged. Gardeners interested in obtaining a perimeter plot should contact Teresa Gallagher or Sharna Kozak, who will assign the plots.**
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Invasive Plants:

- The following plants are not recommended or must be planted by utilizing a plant container:

Bamboo	<u>No acceptations</u>
Mint	<u>Containers only</u>
Morning Glory	<u>No acceptations</u>

Vandalism

- Security is not provided. Vandalism and theft can be a problem, especially during the harvesting season. If you notice unauthorized people in the garden or suspicious activity, please help your gardening neighbors by calling the Police Department.

General:

- Shelton Community Garden plots are only available for City of Shelton residents only.
- The garden area is open dawn until dusk, (7) seven days a week.
- **Only authorized vehicles are allowed to enter the hayfield to park next to the garden. Vehicles are "authorized" if the vehicle information, including make, model, and license plate, are on file with the Garden Committee.**
- Keep gates in the garden closed when you leave the garden.
- No trash or debris of any kind should be left at the site.
- SMOKING IS PROHIBITED at the garden, as this may pose a fire hazard to the hayfields.
- NO pets allowed in the fenced area of the garden. This however, does not apply to service animals.

Our Neighbors:

- Respect the neighborhood and its speed limits.
- Park in open space and not on the street.
- Be respectful with sound such as; cell phones, music, yelling etc.

The Garden Committee is responsible for ensuring that the rules are followed at all times.

Garden meetings and events happen throughout the year; we encourage you to participate. For more information, please reach out to the following;

Contact info:

Teresa Gallagher: conservation@cityofshelton.org (203)-924-1555 x 315

Sharna Kozak: [removed]

Neither the Community Garden Committee nor the City of Shelton is responsible for the gardener's actions. Therefore, you agree to hold harmless the Community Garden Committee and the City of Shelton for any liability, damage, loss or claims that occur in connection with use of the garden by you and/or any of your guests.