

Reservoir Community Farm Program - Activity Outline

Reservoir Community Farm Program:

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|-------------------------|---|
| 1. <i>Annual Goals</i> | 6. <i>Training/Hiring</i> |
| 2. <i>Connection</i> | 7. <i>Food Safety</i> |
| 3. <i>Procurement</i> | 8. <i>Data Collection</i> |
| 4. <i>Budget</i> | 9. <i>Farm Stand Management</i> |
| 5. <i>Farm Planning</i> | 10. <i>Volunteer & Event Management</i> |

Basic Seasonal Breakdown:

1. **Winter** -Tree Lighting takes place mid December close to the 25th. Event planning and rollout for that takes place. Look over data entry for season and assess trends, places for growth in upcoming season in focus areas. Compile yearly report on the previous season's data for the board, team & community. Update your Upcoming season's necessary data collection tools, crop plan, and farm improvement plan. Order seeds, seeding supplies, ready the basement for seeding and supplies early. Stay on top of snow/ice on the farm's sidewalks and HH. Go to conferences to find out what's happening regionally!
2. **Spring** - Seeding time and intensity. Connecting with other Farm Programs to ground your work in what's happening regionally! Roll hiring processes out and get your training documents totally perfected so you won't have to be stressed out making changes while onboarding. Make sure all of your data collection for season is tight and the farm is super organized before people are hired. Visualize your teams success this season. Staples Interns are hired quickly and begin to work April - June > be ready for a lot of your time to be in supervision during those weeks. Prep and roll out Seedling Sales, Farm Stands, volunteer days, etc. **Update job descriptions**
3. **Summer** - Main growing, event, workshop, data collection, community-building, supervision, Summer Youth Crew time. All activities done at a sprint require rejuvenation time. Remember to take time for you after long days and weeks and promote this in your team. SUGGESTION: Mid-season performance reviews for all farm team members so they feel seen and have a way to give manager & directors feedback!
4. **Autumn** - Reflection & Collection - time to wrap up, plan & host Harvest fest, talk your Farm Team through the data collected and start your Farm Board Report. This is a vital time to reflect on the season, identify how team on the farm needs to grow and resources they will need next year. This is a great time to connect with farm team members one on one about their perspective on the season as a whole and process improvements that would make their job easier. Plant garlic, do infrastructure repairs, make sure the farm is winterized.

Acronyms:

YLP - Youth Leadership Program

SYC - Summer Youth Crew

BPS - Bridgeport Public Schools

NRZ - Neighborhood Revitalization Zone

BFMC - Bridgeport Farmers Market Collaborative

OPED - Office of Planning and Zoning

WIC - Women, Infants & Children

SNAP -Supplemental Nutrition Program

There may be information elsewhere in the Drive - this evolves as you update it.

General Weekly Breakdown:

Tuesday	<ul style="list-style-type: none"> ● Trash & Recycling out. Send email to city officials for bigger junk pickups (contact public facilities -Suzanne +1 (203) 576-7130 for large scrap/trash. 	<ul style="list-style-type: none"> ● Walk the farm - make work list for the week, broken into tasks & beds, assign them by difficulty level
	<ul style="list-style-type: none"> ● Biweekly - approve timesheets 	<ul style="list-style-type: none"> ● Meet with Youth Program Managers to help create workflow for youth program and train the Managers in skills they might not be comfortable teaching yet
	<ul style="list-style-type: none"> ● Organize what stations field trip will do and communicate to DB 	<ul style="list-style-type: none"> ● Assign or personally pick up items from Things We Need List
	<ul style="list-style-type: none"> ● Check on past week and weekend Daily Sheets - ID issues and training needed. Follow up with Field check 	<ul style="list-style-type: none"> ● Take care of undonated produce from coolbox and record
	<ul style="list-style-type: none"> ● Look at Logs - print paperwork needed 	<ul style="list-style-type: none"> ● General cleanup to straighten farm for the week
Wednesday	<ul style="list-style-type: none"> ● Depending on the season - field trips or first day of the week for Youth Program 	<ul style="list-style-type: none"> ● Traditionally EA's day w/o staff on site - day for paperwork / meet with other staff
	<ul style="list-style-type: none"> ● Go thru emails to catch questions/scheduling to address with Farm Team 	<ul style="list-style-type: none"> ● Make sure Apron from past Farm Stand is entered and you have visited bank for \$60 in singles, \$10 in quarters
Thursday	<ul style="list-style-type: none"> ● Farm Team Meeting, discuss: Emails sent by ED, or scheduling emails sent since Saturday. Discuss previous week, weekend work feedback, workflow plan for week, connect around team issues, build team culture 	<ul style="list-style-type: none"> ● Thursday is a day traditionally used to front-load technical farming without volunteers present so there is time and attention available to train Farm Team and move quickly through fertilization and pest control issues.
	<ul style="list-style-type: none"> ● Connect with volunteers or volunteer coordinator about Saturday volunteer group 	<ul style="list-style-type: none"> ● Make the Saturday Task List
Friday	<ul style="list-style-type: none"> ● Harvest & Harvest Clean Up 	<ul style="list-style-type: none"> ● Biweekly full GVI Team Meeting
	<ul style="list-style-type: none"> ● Instituted in 2019, this is the day for Farm Team sit down lunch, 45 mins to connect, encourage folks not to leave site or get up early to continue tasks. Intentional community building among team! 	<ul style="list-style-type: none"> ● Discuss with Farm Stand Team what the Saturday Workshop will be so they are prepared to inform every customer of our offerings and feel empowered to gas it up.
	<ul style="list-style-type: none"> ● Connect with any staff or board members who are helping with Saturday volunteer coverage 	<ul style="list-style-type: none"> ● Apron is on site, locked in lockbox. Farm Stand Staff are reminded to charge phone for Farm Stand.
Saturday	<ul style="list-style-type: none"> ● Check through Daily Sheets in Am to make sure all days are accounted for 	<ul style="list-style-type: none"> ● Create Weekend (Sunday & Monday) Task list of items for your Farm Team if they are learning. Email list to team so you have copy for next week to start from.
	<ul style="list-style-type: none"> ● Oversee Farm Stand, Volunteer Welcome & Day, Visitors welcoming, Workshops, All visiting groups, Splitting tasks among team, and Food Donations 	<ul style="list-style-type: none"> ● Check in with Team before day begins to be sure everyone is clear on their role and all data that needs to be collected, as well as End of Day tasks

Basic Monthly Breakdown:

January

Overview: Take confirmed Farm and GVI Team to conferences/connecting events. Start looking out for long-term funding or donation opportunities. Finish up Board Reports. Present your Board Report to Board. Hammer out your program budget. Complete seasonal crop and succession plan and associated docs. Create your seedling sale plans and estimate purchases - like trays, cell packs, popsicle sticks, water-resistant markers - check to see what we have already. Set Annual Goals for the farm program.

Basic Activity Outline:

- *Data Collection:* Past Board reports linked below. It is on you to look at all the collected data, ID trends, report how and what we did this year, and tell the Board where we are going in the upcoming season.
- *Connection:* Work with other farm programs & partners to begin getting GVI around BPT & state. You won't have this much time again from March - November to connect with others, so take advantage. Bring GVI docs and flyers with you so folks walk away with a plan to visit you come spring. Continue to attend NRZ and neighborhood meetings.
- *Procurement:* Good time to reach out to slow-moving orgs and donors with clear asks (like tools or equipment donations)
- *Budget:* Get clear on how much money you have to run program this coming year - budget it out carefully! Set up the weekly schedule for the year and determine how many hours folks can work based on how much they're paid. Incorporate how much time you will need for not only Farm Time but things like seeding time in the GVI basement, etc.
- *Procedures:* Update Information Security Policy,
- *Farm Planning:* Create your season's crop and succession plan. Create your seed order and send to CS for approval. Count up what trays, cell packs, check to see what we have in GVI basement and on farm before ordering in bulk. Links below. Make sure every receipt is put into the GVI Farm Drive for record keeping next year.
- *Annual Goals:* Goal setting at this time of year is key. Take time to look at Board Report you created, the goals for the year ahead, and chart how you will make sure they can be accomplished this year! Print these out and keep them somewhere you can see them and do the same when work moves to the Farm!

- *Renew eLicense for the farm with CT DoAg at <https://www.elicense.ct.gov/> This is crucial to start accepting FMNP benefits (WIC, Senior) at a later date.*

February

Overview: Start your hiring process for the season. Finalize Farm Schedule for sale dates. Order all of the items you need for seeding early in month. Look for NOFA bulk order that goes out for fertilizer needs. Put Seeding dates and times down on calendar and start signing people up. Update seeding area signs and instructions. Practice how you will teach newbies to seed. **Confirm people for the calendar - to get everything covered. (seeding is whole team) (watering is farm team).**

Basic Activity Outline:

- **Training/Hiring:** Begin the hiring process as soon as schedule is complete.
 - Create a basic schedule for your Farm Team this season and calculate with your budget.
 - Edit and finish up your job descriptions for Farm's Assistant Manager, Farm Crew & Farm Stand Crew members. Run them by CS. Get your Farm Team hiring plan into place (dates for interviews, what are you looking for?) - outline it with GVI team, contact partners, start putting out docs and media for the hiring process - earlier the better.
- **Connection:** Reach out to faithful volunteers / Farm Team from past years (Lucrecia) for help with setting up seeding area
- **Farm Planning:** Make sure your seeding timeline & dates for seedling and farm stand sale dates are good - you have to send these to Health Dept and once you do, they can't change.
- **Farmwork:** Set up physical seeding area and schedule for the upcoming seeding season. Ordering.
 - Set up the GVI basement with lights, tables, new and washed cells and trays. Put up detailed instructions and measurements around the basement for folks about how to mix soil, how to log their time and what they did, how to seed, how to water.
 - Set up basic schedule for when you need things seeded by and how many hours you estimate needing folks on site for.
 - Set up your Seedling Sale schedule in accordance with when you'll be transplanting the seeds you're starting.
 - Order seeds - make sure to look and see what we already have, then order. Look at past year receipts in the Drive for logs.
- **Procurement:** Time to order items for season and look to see what is already on site.
 - Look at GVI Office and Farm for produce bags, twist ties, tags, sanitize bottles, markers, presentation bins for farm stand, harvest and Coolbox bins, cleaning supplies, ag supplies like fertilization and pesticide items and identify how much of each you will need for season by looking through last years spending. Order what you will need in bulk to save money.
- **Annual Goals:** Determine how you will train new staff on Annual Goals for the season - can you include some of these goals in their job descriptions and in hiring questions.
- **While planning training make sure to emphasis a few points:**
 - Always check that water spouts around the farm are switched to off when leaving the farm
 - Always check that water valves throughout the farm are in the off position before leaving the farm
 - Always check that the irrigation valve in the green shed is in the off position before leaving the farm
 - Always check the ground for rocks/obstacles before mowing
- Create daily sheets for the summer and add a line that asks if the irrigation was turned on and for how many hours that day.
- Sal Gilbertie starts his hot peppers the last week in February - sweet peppers first week of march, eggplants second week of march.

Physical, administrative, bureaucratic



Lock down Bridgeport based staff and volunteers to rotate with watering seedlings at the office. Ask GVI staff to take two slots per week.

- Create a seeding schedule and send out for volunteers - reach out to volunteers first because there is a lot of interest in these slots. Then staff.
- get staff and volunteers out to the farm in March for flipping cover crop - send sign up early to secure yourself time at the farm)

March

Overview: Put all of your planning into action. Seeding/seedling work begins. Mobile Market & Department of Ag sign ups and check ins. Interviewing and hiring takes place. Seedlings moved from office to farm as weather warms.

Basic Activity Outline:

- **Farm Stand:** Make sure Mobile Market is ready to be updated and paid for in April so we have a 6 month coverage arc through the Harvest Fest rain date.
- **Connection:** Help with your work and donations is key
 - Reach out to faithful volunteers / Farm Team from past years for help with setting up seeding area
 - Reach out to Garden Supply stores for excess seeds they might donate to farm for Spring KickOff and for farming purposes.
- **Food Safety:** Contact State and City Health Departments to complete a permit for the year and submit paperwork
 - BPT Health Dept Step By Step below & notes in Drive
 - Email Jamie Smith for updates on Department of Ag updates for upcoming season.
- **Farmwork:** Be ready to put in time with seeding, etc and be in communication with folks hired to help.
 - Go to Sal's (Sal Gilbertie) for your first load of potting soil - Typically 3 - 4 Large black containers with yellow tops can fit in a 4-door car.
 - Buy 4 -5 40 lb bags of azomite for seeding soil mix.
 - Connect with Monique about worm compost donations or purchasing for the seeding soil mix.
 - Schedule time every day, 7 days, so that seedlings are checked on 2x per day for water, wind, and light needs.
 - Schedule you and team to check office vs. farm as seedlings go to farm - HoopHouse sides up and down matter with weather, sunset, temperature.
 - Start to connect with GVI team about next month's Spring Kick Off event that will invite all community gardeners to come to the farm for an educational day and registration opportunity on site!
- **Procurement:** Make sure you have everything you'll need for a successful season!
 - Finalize donations w/ slow-moving orgs and donors with clear asks
 - Call up Phil Casbria (203) 673-6239 the City Master Plumber, to turn on the water at RCF as soon as frosts pass.
- **Budget:** Keep an eye on your budget to make sure that as you spend, you're within parameters.
- **Training/Hiring:**
 - Set aside time on calendar and invite others to join you for interviews for Farm Team
 - Begin compiling onboarding binder info and handouts for new Farm team as well as beginning SWAG (water bottles, shirts) for Farm & Farm Stand Crew
- **Annual Goals:** Goals you created should be part of your interviews. Design some questions around them to see if folks you want to hire understand them clearly and can help you reach them.
- **ADD how to order soil.**
- **How to use crop plan**  **Crop & Seeding Plan 2023**
- **How to use seeding docs**
- **Necessary items to have set up , including signage**
- **Basics of temp and wind and light for seedlings?**
-  **MIXING SOIL & FILLING TRAYS :**
- **Get ready to switch over to Tuesday - Saturday work week starting in April**
- **Plan Summer workshops:**
 - **Reach out to facilitators**
 - **Lock down dates**
 - **Make sure planning materials are up to date and ready to use.**
- **Instructions for setting up Basement "Green Houses " and heaters.**

- Contact city plumbers and get water turned on by the end of march / Early April. Phil Casbria (203) 673-6239 the City
- Especially in early days - have waterers record the temperature in each seedling location.
- Start more flowers - customers and school gardens have a large demand for them

April

Overview: Prep for hiring to complete and onboarding. Complete all data collection edits that need to occur.

Basic Activity Outline:

- *Training/Hiring:*
 - Complete binder info and handouts as well as beginning SWAG for Farm & Farm Stand Crew.
 - Outline the Week 1 Orientation Checklist that MUST be covered in first days // list of forms that NEED to be signed & returned
 - ORIENTATIONS SHOULD BE READY FOR FARM TEAM AND FOR STAPLES INTERNS!
 - Send out email to hired Farm Team with all hiring needs - I-9, W2's, background checks, info for direct deposit, and give them a date to get it all back to you. Binders should be complete at the end of the month.
- *GVI Data Collection:* Update collection documents. Prep Seedling Sale documentation at the beginning of this month.
 - Seedling Sale begins on the Farm mid month. Update the sale documentation to collect all the information needed.
 - Make sure you are ready to process money, SNAP, and train folks on sales. Lucrecia Barazza has helped with this shoulder season work in the past as we are hiring.
 - Update RCF DATA COLLECTION in the Drive to make sure you understand everything that will be collected this upcoming year and you have logs to collect all of the info on the spreadsheet (linked below)
- *Farm Stand:* Check on the Scale & get Seedling Sale going,
 - Make sure the RCF Scale is up to date on its Weights & Measures state inspection - call number on the sticker on the scale's base.
 - Seedling Sale should start mid-month
- *Farmwork:* Saturday Volunteer days start this month. As do your hours supervising on site & big events.
 - Continue seedling care
 - Saturday Volunteer Days begin first Saturday of April
 - You are on site 25 hours a week supervising the Staples Interns this month
 - Start to prepare at the beginning of the month for Spring Kick-Off : the big Community Gardener Registration event that happens on RCF.
- *Annual Goals:* Are your Annual Goals represented in your data collection? In your training and hiring? Is everyone clear on their importance? It is important that they are so you are not pushing these forward solo.
- **Learned from Don Wilson in 2020: Having a beautiful, approachable farm for the community means having a well kept and tidy farm.**
- **Making weeding and mulching the perimeter garden beds goes a long way and holds off complaints**
- **Bite the bullet and mow every two weeks**
- **Prioritize getting cold weather crops in the ground without uppotting them**
 - **Once this is done pay attention to uppotting for seedling sale**

May

Overview: Farm is getting into full swing with one month countdown to Youth Leadership Program and Farm Stand beginning. Onboarding for new Farm Team. Data collection materials updated and on farm. Staples Interns Begin.

Basic Activity Outline:

- *Training/Hiring:* Hiring takes place for Farm Team and Staples Interns. Be ready to train, manage, and correct for a smooth season.
 - Set aside dates for training new farm team - 2-3 days. Print and organize all materials.
 - Staples HS will send new interns. You are responsible for 4 days of their work Tuesday - Friday. Be sure to email them a calendar of dates, clear instructions for where to be each day, and have a training schedule for their first days on food justice, tool safety, farm rules, who GVI is, and how to communicate absence or issues.
- *GVI Data Collection:* Make sure all data collection is in place and everyone is trained before anything is harvested off of the RCF site.
 - Put up new coolbox Cleaning Log, new bathroom logs, refresh all Harvest, Donation, Volunteer, Sales, etc sheets. Get comfortable printing on diff colored paper at the GVI office.
 - Connect with Bridgeport Farmers Market Collaborative about any changes needed for data collection at the RCF Farm Stand this season. Make sure you have ways to collect EVERY piece of information needed and then train AND review this data collection with the hired Farm Stand Crew Members to ensure there is consistent data collection all season
- *Procurement:* This is the time to review your weekly and daily plans and review the Farm Stand To Do list (linked below).
 - Check to make sure that all ordered materials for farm stand (bags, twist ties, sanidate bottles, etc) are on the farm, labeled, that you have trained the team on where things are, and that extras are stored in a safe place so you always have more on site.
- *Farmwork:* Begin to put systems in place to make sure everything is organized and ready for the season and for new Farm Team and next month's YLP.
 - Organize the dates that Landscaping crew can come for first of monthly cleanouts of back for farm (MowGreen)
 - Install the AC unit into the Coolbox - be sure to insulate properly with hard pink insulation and with Tough Stuff spray insulation so that no air can escape around AC unit. Test the Coolbot to ensure everything is working properly. Questions about installation can be answered on the Coolbot website.
 - Keep the Farm Storage super organized - clean out unnecessary items, make sure everything is labeled, clean, and easy to find since volunteers will ramp up
 - Clean out the back of the farm and start mowing every week so rows don't get bad and make the mower suffer
 - Seedling Sale! - Make sure all safety, data collection, and apron protocol is in place!
- *Annual Goals:* Are your Annual Goals represented in your data collection? In your training and hiring? Is everyone clear on their importance? It is important that they are so you are not pushing these forward solo.
- mow every two weeks

June

Overview: Food Safety Docs need to be updated. Follow up on data collection with entire team so it is crystal clear. Practice before first Farm Stand to get team super comfortable. RSS first farm stand with the Farm Stand Crew to correct issues that come up and help w their work. Staples Interns end. Take Care of Coolbox. Schedule date with Youth Managers to teach youth crew Farm Food Safety in 1st or 2nd week of their program. Determine if veggie purchases are needed to get through the shoulder season on the FS.

Basic Activity Outline:

- *Food Safety:* This is the time to go over, practice, and make changes to Food Safety Presentation
 - ▣ Food Safety Training June 2022 you will complete for GVI adult staff, the youth program, the Urban Farmer Training Program, and for any open Workshops RCF will host.
- *Training/Hiring:*
 - Train team and PRACTICE for first farm stand @ end of month. This is the time to get folks to stop being shy and practice difficult conversations with customers by roleplaying with you. Use at least one day to fully train on expectations for harvest in terms of bunch size, cleanliness, clean bins at FS, etc.
 - Time team on harvest through June and July and identify where team is not efficient with time and energy. This will mean you need to at times be watching team more than working yourself.
 - Set communication agreements between staff, set times for going through binders, expectations on time, integrity, and time off.
 - Staples Interns: End in the first or second week - organize their goodbye party and organize goodbye gifts for them in recognition of their service.
- *Connection:* Flyer the neighborhood for the upcoming farm stands and workshops! Email the NRZ and neighbors to make sure they are also aware
- *Prep:* Food safety and day-to-day operation prep is key now so that when all staff are present there is no running around trying to find things or needing to buy things. For folks to feel secure in their role, they need to feel that tools are there to help them succeed.
 - Coordinate with BFMC for the first farmers market of the season and for the year calendar, payments, vendors, permits, and other documentation necessary to smooth farmers market operations.
 - 3 weeks before Farm Stand starts, check that AC still works and still cools! Put up any signage that not needs to be replaced in Coolbox. Fully wash down and sanitize the Coolbox, plastic door slats, and all shelving for season start!
 - Need to set up and test the hoses for Wash Station
 - Revise and update 📄 Veggie Expectation Guide for Reservoir Community Farm Stand
- *Annual Goals:* Goals should be present on farm and clear for Youth Program Team as well so they know what you are working toward as they complete their program on site beside and with you.
- Instruct staff and vendors to park farther away from the farm on market days- i.e. not on Yaremich Dr.
 - Customers cited insufficient parking space as a barrier to attendance in 2020.
- mow every two weeks

July

Overview: Youth Summer Crew operates every week of this month! Continue to take great notes on how the season is progressing, successes and issues you see. Continue to keep a sharp eye to make sure Data Collection is going smoothly and we are not missing anything, especially for BFMC reporting.

Basic Activity Outline:

- *Food Safety:* Continue to keep folks really clear on your Farm Team and the Youth Crew about what food safety looks like. Correcting little mistakes and setting a great example now is key.
- *Farm Stand Management:* Check in with BFMC to make sure all of your needs are being reflected in how many BPT bucks you will receive, marketing materials you need, flyers, etc.
- *Training/Hiring:* Review the first couple of farm stands with the Farm Stand and Farm Crew members to make sure everyone has clear expectations and communication and no questions are left unspoken.
- *Farm Planning:* Keep Farm stocked and your records up to date.
 - Update your current crop list to incorporate changes that occur as the season progresses so you won't have to remember everything in the fall.
 - Continually review the Things to Get List and assign to others or yourself to get items on it. Do inventory regularly to think ahead and have items on site you will need in future.
- *Farmwork:* You're in the height of the season now through September. Think about working smarter not harder - how can volunteers help with major tasks to save your and the Farm Team's energy and time?
- *Connection:* Work with the YLP team to have the Youth work as ambassadors for the farm this month by flyering the neighborhood, door knocking, tabling, etc. to reduce work on your Farm Team to do this for one month.
- *Annual Goals:* Goals should be present on farm and clear for Youth Program Team as well so they know what you are working toward as they complete their program on site beside and with you.
- Customers are very eager for tomatoes that are not ready yet. Recommend growing a variety to harvest green next year. Recommend marketing around tomato readiness dates. Prioritize all HH tomatoes next year.
- 7/18 was extremely hot and Ellie showed up with popsicles for everyone on site. Really great gesture! Small things like this can have a big impact. Also seen last week when Patrick ordered pizza for the Youth Crew.
- Mid season- hiring farm stand staff and training them.
- Prepare varied and interesting work for youth crew: they enjoy washing station, harvesting. More responsibility may help with engagement.
- mow every two weeks

August

Overview:

Basic Activity Outline:

- *Farm Planning:* Keep Farm stocked and your records up to date.
 - Update your current crop list to incorporate changes that occur as the season progresses so you won't have to remember everything in the fall.
 - Continually review the Things to Get List and assign to others or yourself to get items on it. Do inventory regularly to think ahead and have items on site you will need in the future.
- *Food Safety:* This is the month when the Urban Farmer Training Course receives the Food Safety Training.
- *Farm Stand Management:* Continue to check Farm Stand Data Collection and make sure the data is being recorded accurately. If not done now there's no correcting later!
- *Farmwork:* You're in the height of the season now through September. Think about working smarter not harder - how can volunteers help with major tasks to save your and the Farm Team's energy and time?
- *Volunteer & Event Management:*
 - Take part in the Youth Leadership Program Graduation and help with any facilitation needs.
 - Begin Harvest Fest planning meetings
 - Work to make sure Farm Stand Crew are learning the names of repeat customers to welcome them, that repeat volunteers are being acknowledged, that the NRZ is aware of our workshops, etc. The height of our season is the best time to show off all the farm has to offer.
- *Annual Goals:* Goals should be present on farm and clear for Youth Program Team as well so they know what you are working toward as they complete their program on site beside and with you.
- **Bean beetles were a huge problem in 2020. Row cover earlier and more securely.**
- **mow every two weeks**

September

Overview: Continue Farm Weekly Work - be ready for more community events, prep for Harvest Fest with team & community.

Basic Activity Outline:

- *Volunteer & Event Management:*
 - Continue Harvest Fest planning meetings with Planning Team
 - Incorporate Harvest fest Planning into your meetings with the farm Team
 - Schedule a full GVI team walk-through on the farm for Harvest Fest prep!
 - Update NRZ on Harvest Fest
 - Schedule Flyering in Trumbull Gardens, on the side streets, in local shops for Harvest Fest
 - Reach out to regular volunteers for their interest in volunteering for Harvest Fest
- *Farm Planning:*
 - Continually review the Things to Get List and assign to others or yourself to get items on it. Do inventory regularly to think ahead and have items on site you will need in the future. Especially as Harvest Fest approaches.
- *Farmwork:*
 - Prepare farm for Harvest Fest as far in advance as possible with beautification and safety updates
 - You're in the height of the season now through September. Think about working smarter not harder - how can volunteers help with major tasks to save your and the Farm Team's energy and time?
- *Farm Stand Management:*
 - As the season begins to close, have Farm Stand Crew begin to look back over data to see any trends to save you time in your Board Report research later
 - Have Farm Stand Crew update the Harvest Expectations sheet with price, weight, etc expectations for the following year.
 - Continue monitoring vendors for compliance with mandates - is each product labeled with a blue CT produce tag?
- *Annual Goals:* Goals should start to be connected more as the season wraps up with your Farm team meetings on a weekly basis.
- mow every two weeks

October

Overview:

Basic Activity Outline:

- *Procurement:* Make sure everything is shut down for a safe winter!
 - Call up Phil Casbria, the City Master Plumber, to turn off the water at RCF as soon as frosts pass.
 - **MAKE SURE TO TURN OFF THE WATER HEATER ON THE BREAKER BOX NEXT TO THE COMMUNITY TOOL SHED.** If you forget, it will continue to have water flow, freezing and cracking pipes inside of the shed through the winter.
- *Farmwork:* Prepare for Harvest Fest & final farm stand. Prepare the beds, structures, and farm for the winter months ahead
 - Early in the month, make sure farm is totally cleaned up and prepared for Harvest Fest.
 - Bring snow shovels and salt on site and store in the Community Tool Shed
 - Connect with local landscaping company for snow removal - if it is less than 3" we will shovel to save money.
 - Cover crop in earnest, take out crops, and get as many beds secured with mulch or CC as possible.
 -
- *Farm Stand:* After final farm stand, enter final data and send to BFMC with invoices for the token, BPT bucks they need to reimburse GVI for.
- *Annual Goals:* Review how you met your goals this season with the Farm Team before any part-time seasonal Farm Team Members leave for the season
- Plan a thank you and goodbye recognition for seasonal farm crew members, and market vendors.
- Hold a final vendor's meeting to talk about how season went
- Make sure water gets shut off

November

Overview: Continue final cleanups at farm. Assign roles and responsibilities for the Tree Lighting Event. Start to look at data collection and begin Board Report. Have final check ins with any seasonal Farm Team to chart their growth. Data entry needs to be priority to have completed before December.

Basic Activity Outline:

- *Farmwork:*
 - Pest-proof the HH and outside beds with wire, plastic, etc.
 - Bring all liquid amendments, cleaning supplies, paints to the GVI office and store in the basement to prevent freezing and cracking.
 - Bring gas left over in the weedwacker and mower to hazardous waste disposal day in fall.
 - Organize farm bins and bathrooms for easy open-up in Spring.
 - Bring outdoor furniture into Storage to preserve, bring in hoses to be out of elements, take all hoses and attachments off of New Wash Station to drain, bring in all tools, and plant garlic just before frost .
- *Farm Stand:* bring the Lockbox to the GVI Office and store safely in basement with a spare key to it taped on top.
- *Volunteer & Event Management:* Tree Lighting assignments need to be given out - hold at least 2 team meetings to discuss event timeline, use of space, goals of the event, setup and breakdown!
- *Budget:* Review how your use of the budget stacked up to what you had hoped to spend at the start of the season.
- Bring seat cushions back to office
- Take all signs off Reservoir and Yaremich fencing
- Remove A/C Unit and clean out coolbox before all liquids leave the farm
- Organize and clean out toolshed
- *Farm Planning:* Update your current crop list to incorporate changes that occurred at the end of the season.
- Take down all all staked signs around farm, put in sign closet
- Wheelbarrows to the Hoop House for winter storage

- *Data Collection:* Make sure all farm logs and data logs are entered for you to analyze and use in the Board Report.
- *Annual Goals:* Incorporate your perspective and your team's perspective on how your goals were or were not met into your Board Report. Take notes. Think about why things happened the way they did and how you would like the farm to grow from the experience.
- *Farmers Market:* Send BFMC invoice of the SNAP tokens and Bridgeport Bucks used at the Farmers Market this year.
- Prepare FMNP checks for deposit and contact Ellie so Penny can get to the bank. FMNP checks need to be deposited by Nov 30th.
- Planning for snow removal, shovels, ice melt, professional help for bigger storms. Neighborhood youth?

December

Overview: Take Farm Team to conferences/connecting events. Lead Farm Team with the Tree Lighting event.

Basic Activity Outline:

- *Volunteer & Event Management:* Tree Lighting and weather considerations are top of mind.
 - Bring furniture outdoors and prep lights and event items for Tree Lighting. Flyer Neighborhood, update the signage for the corner so neighborhood knows date 3 weeks out.
 - Create a breakdown list so clean up is clear and easy for team in the cold.
- *Farmwork:*
 - Check the weather regularly to be aware of whether shoveling the sidewalks and the HH will be required and letting any team members you need know well ahead of time.
- *Budget:* Review how your use of the budget stacked up to what you had hoped to spend at the start of the season.
- *Farm Planning:* Review previous season to think about the upcoming planning for next season
 - Look over previous season's crop list, daily sheets, and sales and start to map out what next season's crop list will look like
 - Look for gaps in farm hiring and labor needs to determine changes to hiring, staffing, and training.
- *Annual Goals:* Incorporate your perspective and your team's perspective on how your goals were or were not met into your Board Report. Take notes. Think about why things happened the way they did and how you would like the farm to grow from the experience.

Non-Exhaustive List of Resources -don't forget Drive for extra info:

Make copies if you edit these templates, so originals exist

[2019 Team Training Checklist with Links](#)

Reservoir Community Farm Data Collection Binders

Data Entry SOP Binder

Donation Log Binder

Safety Binder & Incident Reports

Harvest Log Binder

Farm Daily Sheets Binder

[Farm Apron Protocol](#)

Phil Casbria - City Plumber 203-673-6239

Step by Step for Seedling/Farm Stand Sale w/ Health Dept & Police Dept:

Go to Health Department at Margaret Morton Center and Complete a Permit for Year one month prior to start of SEEDLING SALE - Submit by the Last Week of March 2023

- Go to Health Department for Application for Vendor License in March, or [print one off Drive](#)
- Get 2 copies of Passport photos from: Farm Manager + Each of Farm Stand Crew staff
- Ask ED to provide:
 - Copy of Insurance, naming the City of Bridgeport as insured for liability, use City address of 45 Lyon Terrace
 - 990 page showing the description of Reservoir Community Farm to prove that we are farmers and therefore exempt from permit fee

Fill in and submit Police Permit (2 weeks prior to start of seedling sale) application with:

- Go to Police Department to pick up Permit Application
- Photos - 2 copies for each person who will operate the Farm Stand
- 990
- Cert of Insurance
- Copy of Health Department Permit

Step by Step for Debris Pickup at Sites:

1. Make sure all waste is bagged, stacked neatly to the absolute best of your ability to not upset neighbors. Immediately take a picture of the waste pile
2. Email picture, address location, request for pick-up to emails below in a group email :
 - a. Craig.Nadrizny@bridgeportct.gov
 - b. George.Brown@bridgeportct.gov
 - c. Ronald.Simms@bridgeportct.gov
 - d. Steve.Hladun@bridgeportct.gov

Sample email for requesting bulk trash pick up:

This is an example email I would send - copy these three men and also copy chadwick.Schroeder@bridgeportct.gov

(I usually would have these out for Trash day on Tuesday if not previously arranged date)

----- Forwarded message -----

From: Ellie Angerame <eleanor@gogvi.org>

Date: Tue, May 3, 2022 at 2:17 PM

Subject: Debris removal 1469 Reservoir Avenue

To: <Emilio.Fernandes@bridgeportct.gov>, Nadrizny, Craig <Craig.Nadrizny@bridgeportct.gov>, Hammond, Robert <Robert.Hammond@bridgeportct.gov>

Hello Public Facilities team!

We hope you're having a great day! Our team did a great big clean up of our farm this past weekend and have a bulk pickup including woods, wires, lawn bags, and more. Pictures attached below.

Would your team be able to please remove these on our trash day tomorrow?

Many, many thanks!

Step by Step for Setting up SNAP Processing/ WorldPay:

*Set this up at least 1 week in advance of first Farmstand to test the phone to ensure it works!

All Passwords can be found in the Passwords Doc inside the Drive

How To Renew Online -

1. Just login to your [Mobile Market+ Account](#)
2. Click on Mobile Market Store
3. Select MM+ License
4. Add your terminal number ([click here](#) for how to find your terminal number)
5. Add your Payment Information to process payment
6. Once your payment has successfully been processed, your new license will be posted in our system within 48 hours. The new license expiration date will be reflected in the licenses section under the "Devices" menu item on MobileEbt.com website.

That's it!

We appreciate your continued use of Mobile Market+™ and providing us the opportunity to serve you.

If you have any questions renewing your license, please call us at 1-888-377-7884 between 9am-5pm(CST) Monday thru Friday or email us at support@mobileEbt.com.

Resources:

[FREE Attra Farm Management Series - Take your Farm to the Next Level](#)

Leaf mulch delivery:

Leaves: Reid 203-673-4571

Reid owns the landscaping company that parks in front of our farm to do landscaping for the condos. Kinda gruff, always good to say hello and keep it short. He has a key for the delivery gate, has done HUGE deliveries of leaves in the past with super minimal trash in it (don't ever get leaves from City of BPT for this reason, btw). Be clear where you want it (behind the birch hill usually) and how much you want.

He has gotten his truck stuck before, be sure you ask when you are sure the ground back there will be solid or he will not be happy with us.

****Get leaves first in the back, since trucks cant go over a woodchip mountain to get back there. :)

Wood Chips:

Woodchips: I have two names in my phone I don't remember clearly

Andy Valeri: 203-395-6507

Junior (City of BPT) 203-650-3589

I will also copy you on email sent to other team members asking for help getting secure and friendly hookup Again, be very clear how much you want and where you want them.

Get leaves first in the back, since trucks can't go over a wood chip mountain to get back there. :)

The Water Pollution Control Authority

Alan - 203-332-5550

Spoke to Ellie (Oct. 2020) He said water for irrigation and for gardening does not go into the sewer and thus we shouldn't be charged for that, but without a reading, there is no way to determine how much goes there versus down the drains and toilets at the farm.

His suggestion: Call a plumber (Phil Casbria is in our contacts and needs to be contacted to blow our irrigation out and shut off the farm this season anyway) and ask for a quote on installing a seperate water meter up to our water line to measure our irrigation and wash station water seperately from our bathroom water.