



OFFICE OF THE FIRST SELECTMAN
TOWN OF BOZRAH

TOWN HALL
1 RIVER ROAD
BOZRAH, CT. 06334
Telephone: 860-889-2689 • Fax: 860-887-5449
e-mail: Firstselectman@bozrahct.org

November 20, 2018

Jon Kemp, Chairman
Maples Farm Park Commission

Miria Toth, Market Master
Bozrah Farmers Market

Subject: Bozrah Farmers Market Committee Report

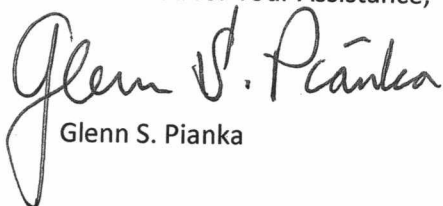
Jon and Miria,
Congratulations on what appears to have been another successful Farmers Market season. As you know, the Board of Selectmen and Board of Finance are both interested in an analysis of the results of the efforts of the many persons involved.

As such, I need a written report before next months' Board of Selectmen meeting on December 18th. The report should be as detailed as possible to include:

- 1) Expenses detail: Individual itemized descriptions and amounts
- 2) Income detail: Individual itemized descriptions and amounts
- 3) Sponsors details: Individual itemized descriptions and amounts
- 4) A copy of each weekly vendor list and guest vendor list of attendees (as requested to be kept after the analysis of last year)
- 5) Final financial analysis of the entire Farmer Market season efforts
- 6) Sales of Bozrah Farmers Market promotional items and an ending value on unsold stock items.
- 7) The report should also include income and expense documentation for the Spring Market, Holiday Market and any other fundraising events held during this past season.

This report should be approved by the MFP Commission prior to being submitted to the BOS/BOF as it will become the official document to be utilized in FY19/20 Town Budget construction.

Thank You for Your Assistance,


Glenn S. Pianka