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CITY OF NEWTON, MASSACHUSETTS

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POLICIES & PROCEDURES FOR THE OPERATION OF NEWTON ANGINO COMMUNITY FARM

The ordinance establishing the Newton Farm Commission requires the Commission to "...develop policies and procedures for the operation of the Farm."

The following policies and procedures reflect the requirements of the ordinance as well as the Commission's interpretation of those requirements and sound business practice. They are general in nature and will provide guidance to subsequent agreements and business plans. After one or two years' experience with farm operations, it is anticipated that changes may result. Any substantive changes in future shall be subject to a formal amendment process as required by the ordinance.

FARM PURPOSES:

As provided in the ordinance, the farm operation shall be targeted to the following purposes:

1. Making locally grown produce available to Newton residents and the surrounding community;
2. Educating the public about sustainable and ecologically sound agriculture and environmental practices, including serving as an outdoor classroom for Newton students to learn about locally grown produce and ecologically sound agriculture practices; and
3. Preserving the historic character and culture of the last working farm in Newton.

FARM MANAGEMENT:

The Newton Farm Commission shall implement the purposes set forth above and manage the operation of the farm. The Commission may choose to hire a farm operator to manage the farm operations in accordance with the stated purposes. The Commission or its agreement with an operator shall provide for appropriate financial accountability, insurance, maintenance and repairs and reflect other sound business practices to ensure that the farm is operated in accordance with the ordinance and all other applicable laws and regulations.

Farm Commission
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The Commission or its operator shall develop an annual business plan for the operation of the farm including farming, educational programs, solicitation of grants and other funding opportunities. The plan shall be submitted by the end of November for review, comment and approval by the Commission at its regular monthly meeting in December, with a vote no later than January 15. The Commission or its operator shall follow the then-current business plan in carrying out all operations and activities relative to the farm.

The Commission or its operator may operate the farm on a CSA model (Community Supported Agriculture) where shares are sold in advance. In addition, the general public shall be afforded the opportunity to purchase produce at the site. All reasonable efforts shall be made to comply with the standards for organic processes outlined by the Baystate Organic Certifiers.

FINANCIAL MANAGEMENT:

The Commission or its operator shall provide a detailed quarterly revenue and expenditure reports and an annual independently audited financial statement according to the requirements of Ordinance #392-02(4) Sec. 3-361(b)(3)(i) and (ii). The Commission shall oversee the operating expenses and revenue associated with the operation of the farm and provide annual written reports to the mayor and board of aldermen. The Commission shall manage the operation of the farm so it is revenue neutral to the City's budget

HISTORIC BUILDINGS AND SITE CHARACTER:

The Commission shall meet with the Commissioner of Public Buildings at least twice a year to review the conditions and needs of the existing buildings and potential future needs. All proposed changes to the exterior of existing structures as well as any proposed new construction shall be subject to the review of the Newton Historical Commission as outlined in the ordinance.

EDUCATIONAL MISSION:

The Commission or its operator shall develop programs to educate students and persons of all ages about the farm and agriculture in general and inform the community about these programs. A website shall be maintained to describe the farm, ongoing programs, educational programs and special events.