

D Acres of New Hampshire Organizational Manual  
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## **D Acres of New Hampshire Organizational Manual**

### **Introduction**

#### Vision

To explore and develop community knowledge and skills relating to sustainable development, subsistence living and small scale organic farming. To improve the quality of life of the participants and the surrounding community.

#### Mission

D Acres of NH is an educational center that researches, applies and teaches skills of sustainable living and small-scale organic farming. Striving to improve the human relationship to the environment, the center functions as a demonstration farm to role model exemplars of healthy living. Sharing a communal living situation, individuals come to respect and share values of interdependence and love of nature. In addition, the organization supports educational activities directed toward improving the quality of life of residents and the larger community. Our intentions are to:

- develop a farm system sustainable and suitable to this climate to act as a demonstration and experimental model;
- increase consciousness about people's impact on the environment by limiting our consumption of fossil fuels and other resources; reducing, reusing, recycling; as well as emphasizing local and onsite production and consumption;
- develop skills as a group to problem solve, organize and pursue an agreed agenda;
- interact with and contribute to the community at large providing goods, services and educational opportunities while representing the vision of the organization;
- provide a training center for development of skills related to organic farming, forestry, landscaping, eco-friendly construction and cottage crafts;
- develop personal and group skills to improve economic viability through "cottage style" industry.

### Ideals

Ideals represent our aspirations to be conscientious and respectful individuals to ourselves, each other and the planet. We attempt to: limit our consumption of fossil fuels; reduce, recycle, re-use; emphasize local and onsite production and consumption; conserve water and energy resources; collaborate knowledge and work hours for the betterment of the community agenda; promote art and culture; and study the arts of food, clothing and shelter.

### History of the Organization

D Acres was established in 1997 by Charles Dalton, Jim Stevenson, Brenna Nies, and siblings Josh and Dara Trought. They were committed to the idea that the land could be used as a resource for people interested in working hard, consuming less and living cooperatively.

In 2004 a new charitable organization was developed called D Acres of New Hampshire. Formation of the new organization represented a commitment to the organic farm as educational center. D Acres of New Hampshire established a Board of Directors, consisting of local forester Jay Legg, attorney Brian Marsicovetere, Elizabeth Trought, D Acres employee Micki Visten and Kevin Wall. The role of the Board is to ensure that the activities of the organization remain true to the mission, as well as to provide

professional advice and guidance. The board meets quarterly for this purpose. Current Board members include Brian Eisenhauer (Chairman), Elizabeth Trought (Secretary, Treasurer), Kevin Wall (Vice President), Jim Merkel, Chip Mauck, Brett Durham, Brian Eisenhauer, Michelle Dunn, Mike Long, and Judith North.

D Acres is an Equal Opportunity Employer that does not discriminate based on sex, race, religion, age or sexual orientation.

### Operational Framework

D Acres of New Hampshire is governed by the Board of Directors. Everyday operations are organized by onsite stewards. Josh Trought serves as Executive Director. Current staff members include Louis Holland (Hospitality & Animal Husbandry), S. Tyler Durham (Youth Education Coordinator), Regina Rinaldo (Kitchen Manager & Fiber Arts Coordinator), Joe Vachon (Artist-in-Residence), and Jessie Richardson (Arts & Events Coordinator).

All stewards are responsible for maintaining proper operation of the farm, including animal maintenance, development and execution of educational programming, revenue generation, participation in weekly meetings, and other duties as required to maintain the organization. In addition, all stewards are required to submit a plan of their month-to-month schedule, goals and budget for projects for the year to the Executive Director. A paper version will then be submitted to the Board of Directors.

### General Guidelines

Please treat the facilities and the land with the respect and care necessary to insure they are available to those who come after you. Have respect for all individual's beliefs, feelings, and their personal property. Please remember that D Acres is a public facility and we are part of a community in Dorchester. It is vital to the organization that our behavior reflects our respect for our neighbors.

### Opportunities

#### Apprenticeship\*

The Apprenticeship program is designed as a hands-on practical experience. Individuals participate in the seasonal duties pertinent to the farm operations. They receive instruction and supervision in the day-to-day workings of what

we do here. Students apprentice at the farm a minimum of 26 hours a week, receive room and board, and participate in many of the same activities as the residents. Outside of required hours, all members of the community participate in basic tasks such as meal preparation, community meetings, and housekeeping in the community building. Forestry, blacksmithing, organic gardening and alternative building are all areas of specific focus that are available to apprentices on a seasonal basis. This is an opportunity to not only gain knowledge in a certain field (or more than one field), but to experience communal living, decision-making, and networking in an environment that encourages “sustainable” practices. Tuition for participation in the Apprenticeship program is: \$20/day, \$125/week, \$400/month, and \$100/week after a one-month period. We recommend a minimal stay of 6 weeks. Apprentices receive organic groceries, seasonal produce, use of telephone and internet during non-business hours, location to sleep and dream, use of library, workshop and facilities of D Acres of New Hampshire and the great outdoors of NH. Perks also include access to all on-site workshops & yoga classes and field trips to farms, attractions and events. . Apprentices can transition to intern status upon evaluation. A PhD faculty person is available to do on-site evaluations in collaboration with your faculty advisor. If college credit is to be received D Acres requires submission of a learning contract with the sponsoring agency prior to arrival. All workers are required to sign a waiver releasing D Acres of New Hampshire, Bet Realty (the organization that owns the land and buildings) and the Trought Family from any liability for injury.

### Internship\*

Interns are expected to have pre-existing agrarian skills, and participate as active, self-directed community members. The internship position consists of a minimum of 26 hours of work and \$20 per week paid by the intern for room and board. Assignments are decided at the regular farm community meetings and include (but are not limited to): organic farming, forestry, light construction, landscaping, tending the animals, woodworking, commercial kitchen operations, hospitality services, participation in the local farmer’s market, administrative duties, and management of a non-profit organization. Outside of required hours, all members of the community participate in basic tasks such as meal preparation, community meetings and housekeeping in the community building. Interns receive organic groceries, seasonal produce, use of telephone and internet during non-business hours, location to sleep and dream, use of library, workshop and facilities of D Acres of New

Hampshire and the great outdoors of NH. Perks also include access to all on-site workshops & yoga classes and field trips to farms, attractions and events. The 26-hour format allows concentrated and organized communal work, while the free time beyond that could be spent on personal projects. We require a minimum 6-week commitment from people interested in living a simple rural life and working toward a sustainable lifestyle. Applicants may pursue their own funding in order to receive monetary compensation for their work. Timecards and work descriptions are entered daily into the D Acres computer. All workers are required to sign a waiver releasing D Acres of New Hampshire, Bet Realty (the organization that owns the land and buildings) and the Trought Family from any liability for injury.

\*You may be able to receive credit from your college or university for participating in the D Acres apprenticeship and/or internship programs.

### Resident Program

Interns that have completed six weeks at the farm may become Residents of D Acres. Residents have significant skills and experience that relate to the work they do at D Acres. Focus areas include gardening, forestry, administration, grant writing, ecological building, youth education, graphic design, cooking and baking, working with the animals, crafts, woodworking, etc. Residents bring the knowledge and proficiency to work with a minimum of staff supervision. They craft their own living and working arrangement at the farm in collaboration with staff. This may entail 40+ hours a week working onsite, or a less intensive commitment with time for off-site employment or studies. Housing options and meals are available onsite. Residents are expected to commit to the communal contract – weekly cooking, cleaning and community meetings – amounting to around 5-8 hours per week.

### Artist in Residence

A subset of the Residence program has been designed for Artists in Residence. The purpose of the Artist in Residence program is to promote traditional New England arts and crafts. By practicing and teaching them at D Acres, we hope to keep these traditions alive in our region. A minimum of two classes a year should be offered by each artist in residence who has made a long term commitment to the organization. Many of these trades are based on the use of agricultural resources abundantly available in New

England. By promoting the utilization of such resources, we are encouraging a place-based economy, which is not dependent upon fuel intensive transportation from elsewhere. Artists with skills in arts that relate to locally available resources and/or trades traditionally practiced in New England are eligible. Possibilities include ceramics, blacksmithing, painting, wood crafting, fiber arts, etc. Artists commit to a three-month stay at D Acres. A minimum of two classes a year should be offered by each artist in residence. At the end of the first two weeks, the staff of D Acres will meet with the resident artist to evaluate progress and revise expectations for the remaining residency. These two weeks also serve as a trial period, during which either party has the right to discontinue the residency. During a three month residency, artists are expected to teach one class per month in their medium and provide a negotiated amount of art/craft for the benefit of D Acres. A minimum of two classes a year should be offered by each artist in residence who has made a long term commitment to the organization. Arrangements regarding other artwork produced during residency are determined on a case-by-case basis. D Acres encourages resident artists to consider ways in which their trade might be developed into a program area at the farm, contributing to the educational mission of the farm as well as becoming a financially viable cottage industry. There is no monetary exchange. Artists receive room (treehouse, tent platform, or rustic barn accommodations) and board (95% organic meals). Artists contribute as noted above plus communal contract – cooking one night a week, cleaning and community meetings once a week. Artists are not considered staff during their tenure and do not receive worker’s compensation nor health insurance, but they may evolve into that role with associated responsibilities and benefits if their project becomes a D Acres program. A limited amount of money is available for initial project supplies. This cost should be covered by product sales over the course of the three months.

### Research Projects

D Acres works with faculty and graduate students interested in the research and implementation of special projects. We are exploring areas such as school age and adult education, organic garden experimentations, greywater systems, watershed management, forestry, solar cooking, renewable energy systems, erosion control, irrigation and alternative building. We are willing to consider serving as a host site for funded projects that are congruent with our farm philosophy and priorities.

### Employment

Employees are skilled and active community members with long-term (minimum of six months to a year) committed interest in the D Acres project. The work week consists of 40+ hours in exchange for room and board, plus the standard perks available to all onsite community members. Salaries are LOW but basic living expenses (i.e. food, shelter) are covered by the organization. This is an ideal opportunity for people who wish to practice their trade in a communal farm environment. Employees are encouraged to further develop their skills and interests through off-site travels and studies, as well as given the opportunity to attend to personal needs and obligations. D Acres serves as a resource base for individuals to develop revenue-generating operations that can support the community. We expect employees to expand the economic sustainability of the project. A high level of participation in communal living and decision-making is necessary.

### Tradespeople

We actively seek professionals in many fields, including food production, carpentry, forestry, graphic design, mapping, construction, blacksmithing, and ceramics. A suitable agreement between D Acres and the resident is arranged on an individual basis.

### Volunteers

D Acres holds monthly volunteer days on the last Sunday of each month on a seasonal basis. Staff will designate activities which include, but are not limited to organic gardening, animal husbandry, alternative construction, etc. Volunteer arrangements can be negotiated on an individual basis. Some previous arrangements have included weekly gardening, data entry, and mural painting.

## **Community Issues**

### Accountability

Who is responsible? Within the D Acres community and the Wider World

As a evolving community with turnover, it is the responsibility of outgoing staff to inform the new inhabitants of existing responsibilities. Living in such a place can develop in a D Acres participant a feeling of ownership over a particular aspect of D Acres of New Hampshire (the organization). An open forum manner of communications involves internal feedback loops

such as staff evaluations, buddy system, community meetings, and residency review process. Decision making process is outlined Community Issues/Decision Making. Communication and decision making processes, that express our shared belief in the mission, allow us to make consensus decisions. Open communication creates understanding that facilitates group compromise and decision. Our intention is to limit any one person from creating factions that divide and distract from the mission and vision of the project. Rather than a sense of possession over any place, person, or being, the goal is to live into respectful stewardship. People new to the project must be attentive to the historical development of the farm system and conscious of the efforts made by previous and current inhabitants. Respect for the extended D Acres community and long term supporters is encouraged.

A sustainable system of accountability that includes compromise, patience, and respect within the decision making process is important for the health of a small community as well as its longevity. Community life is both personal and can at times become emotional when a personal agenda & interests are at the forefront of conflict or discord. Respect for community roles (one's charge and responsibility as well as experience and/or expertise within that role) and an amount of humbleness to receive advice, criticism, and feedback are necessary components in order for the participants to maintain the process of consensus. It is the responsibility of each individual to take care of his or her own work and mistakes. Each individual must care for his or her own "piece of the pie," as well as the whole project by holding each accountable. Accountability allows for resolution and movement forward.

The mission of D Acres is the binding element that holds the community focus. When conflict arises, whether interpersonal or in the form of a larger organizational decision, these established ideals and statements are in place to guide us in making informed decisions and resolutions. At present the consensus process is the system we are currently using for making day to day decisions and voice concerns. If there is a concern that creates significant discussion and thoughtful processing on the parts of D Acres inhabitants, consensus may not be met during the course of one meeting. This concern may be held over into subsequent meetings until cooperation and persistence brings about group consensus. Community meeting time may not be the most appropriate venue for dealing with some interpersonal conflicts—it may cause more discord to single an individual out of the group than to simply approach that person directly during personal time.

### Cleanliness

A cleaning schedule is decided at weekly meetings. This is a substantial assignment that can amount to 1-2 hours per week above and beyond the 26 hour commitment. Maintenance cleaning is a communal task, and therefore not a part of work hours. We encourage onsite personnel to take cleaning responsibilities seriously, and do them very thoroughly. Everyone is expected to clean and return all utensils, tools and equipment to their proper place upon completion of a task. Daily kitchen maintenance is a cooperative responsibility, dishes and other related clean-up should be completed after each meal. D Acres aims to maintain a high-level of cleanliness in order to provide a welcoming and hospitable atmosphere to our guests. We wish to dispel myths about unsanitary communal farm living, and emphasize that a consistent high-standard of cleanliness facilitates long-term maintenance. Respect for common areas demonstrates respect for those who are sharing it.

### Communal Contract

At D Acres we are striving to design a working model of collaborative living. By combining the chores that an ordinary person or family would have to do, and dividing them evenly amongst ourselves, we are able to reduce the work that each individual must do, and increase the quality of life for the entire group. The duties that form the basis of our communal contract include weekly cleaning, cooking and community meetings. Inhabitants should anticipate between 2-3 hours per week with weekly cleaning chores. Meals for many mouths requires 2-5 hours of meal preparation time. Responsibility for these tasks is designated at weekly meetings. Time spent cooking and cleaning for the community is not counted as work hours.

### Community Meetings

Community meetings are held every week, generally Monday evenings. The time of the meeting depends on the weather and specific activities planned for the day. Community members plan for the meeting by writing announcements and discussion items on the agenda throughout the week.

Three roles are assigned for each meeting: facilitator, note-taker and timekeeper. The Facilitator is responsible for reviewing the minutes from the last meeting, writing down the time limit that the group would like to spend on each agenda item, bringing the group through the agenda items for

the current week, seeking consensus from the group on all decisions, and organizing the cooking and chore schedule for the week. The facilitator becomes the note-taker at the next meeting. The Note-taker writes down minutes for the meeting, especially noting any tasks that have been assigned to an individual for the week. The notes help us return to unfinished business until it has been completed. The Time-keeper informs the group when we have gone over the time that we have planned for an agenda item.

Meetings can take anywhere from half an hour to eight hours, depending on the agenda that the group has set for the meeting.

The format for community meetings involves three types of agenda item: Announcement, Discussion and Proposal. Announcements are used to pass information on to the group. They are short and rarely require any discussion. The Discussion format is used when there is no firm proposal, but an item needs review. Proposals are grounded plans that are presented to the group. They are predicated on research and initial planning by the person making the proposal. This person should be willing and able to carry out a significant part of the project. All participants capable of following through with a proposal are welcome to submit them to the group, but only long term staff have the right to block a proposal. A reading list on the Daily Life page of our website offers some suggestions for learning more about consensus format.

Staff meetings are also held once a week, usually on Mondays. Staff meetings allow core members (including residents) to discuss issues that affect the long-term goals of the organization. Such issues include finances, the hiring of new employees, board meetings, fundraising, staff contracts, as well as more day-to-day planning such as staffing needs for the week. One of the reasons for the separation of these two meetings is that past apprentices/interns have felt that too much of their time was spent listening to discussions that did not relate to their short term experience at D Acres; however, interns/apprentices are welcome to participate.

### Cooking

D Acres aspires to be a place where eating wholesome food grown on site is the norm. We all have various diets, preferences and perspectives on food. Although we are not self sufficient in growing all of our own food, we do attempt to limit the packaged, prepared and out-of-season, out-of-state products that we consume. This policy is evolving as we attempt to meet the

needs of individuals while pursuing a group desire to eat local simple foods. There is a continuous discussion of peoples' needs versus wants. D Acres aims to provide the group needs while individuals may provide for their wants (coffee etc...).

All personal food products must be clearly marked or will be consumed communally. Refined sugar and refined flour are currently not purchased by the group.

Cooking is a shared responsibility organized at group meetings. Breakfast time is at the discretion of each individual. Cereals, fruit, eggs, bread and other breakfast foods are available in the kitchen. Some people prefer breakfast before they begin work and others after the first few hours of work so we leave it to personal preference. Lunch is usually comprised of small dishes prepared individually. Leftovers are great for lunch foods so it helps to cook extra at evening meals. Generally lunch is around noon. We like to do a family style supper around 6:30 Monday through Friday. Everyone who uses the kitchen is expected to clean up after themselves. Weekly cooking assignments are part of the Communal Contract, but the evening's cook is usually exempt from doing dishes. That said, the cook is expected to clean as they go in order to leave a minimum of food preparation dishes to be cleaned up after the meal. All others are responsible for cleaning and putting away all dishes, cleaning the sinks, counters, kitchen table and bread board and sweeping the floor.

All meals are prepared from our bulk foods and seasonal produce. We have a great collection of cookbooks available in the kitchen and suggest assigned cooks make their decisions well in advance of cooking and identify that all products required are available on site and advanced preparation is complete (remember soaking those beans takes time).

If you suffer from food allergies, have intolerance for spicy food, or abstain from specific foods, please be sure to advise the group by filling out the chart on the refrigerator. Remind cooks as people often forget in the midst of preparing a new creation.

If you notice low levels of ingredients or use the last of something be sure to note it on food order list.

## Decision Making

Throughout the history of the organization, there have been a number of shifts in leadership. D Acres was initially formed by five cooperating individuals. The group eventually evolved into non-profit organization and developed a patriarchal dual-leadership position. Josh Trought has served as executive director since the creation of the non-profit, and a staff has been formed to aid in the decision-making process. Presently, the group is exploring a number of ways to transition the role of leadership away from a conventional model with an individual leader to a core group of decision makers.

Decisions are made by the participants. The day to day decisions and scheduling are decided in weekly group meetings on a consensus basis. The level of involvement in the decision making process is determined by an individuals' experience and investment to the project.

Inhabitants that have been onsite for 6 months and have made a commitment for at least 6 additional months or more are considered the core group of decision-makers (stewards). The core group members (stewards) share the responsibility of making decisions regarding daily operations but participation from new personnel is always encouraged. During the winter months, this core group will annually review the Organizational Manual as well as the Project & Goals. The annual budget is drafted by the treasurer of the Board of Directors and then made open for review and comments by all long-term staff. With legal fiduciary responsibilities, the Board of Directors ultimately has the final deciding voice in regards to the budget. We are aiming to share decisions as well as the physical workload. Decision-makers should understand that there are necessary compromises and responsibilities to the long-term vision required in order to carry out the mission of the organization. D Acres inhabitants are encouraged to utilize and share their personal skills and experiences for the benefit of the community as a whole.

An ongoing effort to familiarize the community with the consensus process is in pursuit. When consensus cannot be reached by the group, the issue will be brought to the Board of Directors for guidance. Representatives of the various sides of the issue will have the opportunity to present their thoughts to the Board. The advice of the Board will be respected in our efforts to reach consensus. Our preference is to utilize the consensus decision making

process to reach group supported solutions, turning to the board only when absolutely necessary.

### Edith Gray

Edith, her husband Delbert and daughter Patricia bought the property in 1945 and moved up permanently when electricity came in 1948. The land had two buildings, a house and a barn, from the 1830's that were seriously dilapidated. Delbert was raised on a farm in northern Vermont. The family was taking a mid life opportunity to reside in a rural setting. They farmed, raised horses and oxen for pulling carriages and working the land, as well as acquiring skills in woodworking, blacksmithing, spinning, weaving and colonial American painting. Delbert, Patricia and Edith have since passed and the land has been entrusted to Edith's nephew William Trought and his wife Betty.

### Financing

For the first six years, D Acres was an LLC with a construction focus. The D Acres entity built the Community Building and provided educational services through financing from BET Realty. In 2004, with the transfer from D Acres, Inc. to D Acres of New Hampshire, a nonprofit organization, our funding plan has changed. Income now comes from individual and business donations, memberships, sales of goods and services, fees from educational programming, and grants. We are continuously pursuing grant funding. All staff share responsibility for financial planning and revenue generation. The Trought family remains a strong financial supporter of the organization.

### Hostel

D Acres of New Hampshire operates a hostel. The hostel is designed to bring visitors to the farm in order to increase awareness about our aim to build a sustainable farm system. Hostel guests have priority for all bedroom space in the Homestead. Anyone staying in the bedrooms during the winter, spring or fall will sleep elsewhere when hostel guests have booked the Green Room, Library or the Dorm Room. Hostel guests may also sleep in the Yoga Room, or on tent platforms in the woods. Edith's house, and Bill and Betty's house are both available for familiar guests, as well as overflow weekends. Rates and procedures are available in the office. All staff and interns must be familiar with the procedures and willing to help hostel guests

get oriented to the farm. The hostel serves as a revenue stream, supporting the other educational activities at the farm.

### International Interns

We are excited to offer internships to people from all around the world. International interns are required to carry their own international insurance, and pay for visa and transportation.

### Personal Pets

A touchy subject. Dogs can be disruptive and destructive. Cats tend to use the soft garden beds as their prepared latrines and then disappear in the wilderness. Concerns about the allergy sensitivity for guests has also been an issue in the past. Generally dogs must be leashed on the property. All pets are subject to approval and regulation by the D Acres staff. The Community Building is home to a cat, and Kevin and Sarah have two dogs at Edith's house.

### Personal Safety

Your safety is your personal responsibility.

If you are uncomfortable with an assigned activity, behavior or situation (such as climbing a ladder, working with the oxen, etc.) while onsite or with D Acres staff members, please advise others of your discomfort and provide for your own personal safety. Report any problems to a staff member immediately.

Although we have never experienced any real personal threat here on D Acres, we realize we live in a strange world and one never knows what may happen. If you ever experience or witness a serious threat in or near the Homestead, take appropriate action. The phone at Kevin and Sarah's house is available for emergency calls if more accessible than the Homestead.

### Personnel Meetings

When a new inhabitant arrives at D Acres, they are assigned a buddy to lead the Orientation Process and be available for support and assistance in day-to-day community life activities. This buddy system is designed to help new arrivals acclimate themselves to the daily workings of the organization. After three weeks, the new inhabitant will have a personnel meeting with their buddy, then after six weeks, the new inhabitants will meet with the core group of decision makers.

In an effort to share responsibility and increase communication within the organization, personnel meetings are carried out seasonally by D Acres of New Hampshire staff and onsite program participants. The meetings will be held the first week in March, June, September and December. Half of those present place their names in a hat, and the other half choose a partner's name from the hat. The two participants arrange a meeting time to discuss their work before the next community meeting.

Personnel meetings are a time to discuss what has been going well, what has not, and what changes might be suitable. Participants evaluate their goals, recognize progress and shortfalls, and create objectives for the next three months. Objectives, goals, grievances, concerns and issues that were raised at the meeting should be brought to the group for discussion. Meetings are designed to address work and community related issues as well as personal issues.

The meetings can be an opportunity to discuss personal conflicts and grievances. Generally, as a community we prefer that individuals handle such grievances themselves. Should this become impractical, the issue can be brought to the community. If further steps are necessary, the core group of decision makers may gather to discuss the issue and seek resolution to the conflict.

Material discussed in personnel meetings is private and should be treated in that manner. However, if both individuals agree that a matter should be brought up at the Community Meeting, it is written on the agenda.

### Realities

Getting along and working together is tough. It is difficult and requires much attention and effort. D Acres is an intense social and physical working experience (we are trying to replace the tractor and patriarchal society). The bugs are fierce, it is dirty, physically demanding and at times the work is frustrating and we receive little financial reward for difficult work. We live in rural New Hampshire, but are not isolated from global climatic, economic and political volatility. We are products of an individualistic society attempting to experiment socially and economically together with limited experience.

**But** there are also endless rewards. Through our determination, patience and hard work, we are attempting to find solutions for a global problem on a local level. There are endless possibilities to embark on intrepid and revolutionary endeavors here, but we must keep in mind that we are human. We are an evolving organization whose growth is based on failures as well as successful experimentations. New crises and unforeseen challenges can be daunting; however, they also provide opportunity for endless innovation and creativity. We are bound by a set of beliefs, friendship, love for each other and the land.

### Visitors (family and friends)

Inhabitants are to discuss the visit of their guests with the D Acres community at the Community Meeting prior to the guests' arrival. All visitors are welcome to participate in the daily activities of D Acres. Overnight accommodations are available and subject to Hostel fees. New inhabitants may offer their living space to their visitors at no cost and are asked to pay \$5 for each meal or volunteer one hour of work in exchange for each meal. Parents, siblings and spouses are subject to special rules and arrangements that can be discussed at group meetings. Guests of inhabitants living on site for six months or more are not subject to Hostel fees.

### Who are we?

The people of D Acres can be grouped as stewards, staff members, residents, interns, apprentices, volunteers and visitors. The current staff members are Founder/Executive Director Josh Trought (since 1997), as well as Louis Holland, S. Tyler Durham, Regina Rinaldo, and Jessie Richardson. Our blacksmith, Joe Vachon, is an artist-in-residence. Kevin Wall, Sarah Hall and Neil Domieniecki are residents who have long-term interests in and contributions to the D Acres project. Bill and Betty Trought, who are the owners of the property, are quite present in our community, and usually join us for our evening meal on Mondays. There are also several community members that volunteer their time on a regular basis. There is no set number of staff and worker/learners, and their numbers vary with the years. Generally there are fewer participants onsite for the winter months and between 5-20 during the summer months, dependant on seasonally available housing. In twelve years of operation D Acres has had more than 100 residential participants from across the US, Canada, Israel, Wales, New Zealand, France, Mexico, Spain and Germany.

### Wild Animals of the Woods

This farm is located in a forest inhabited by wild creatures. Most are more afraid of you than you might be of them, but any wild animal will fight to protect itself and its young if surprised or threatened. Let the animals know you are there when you are out walking by talking or singing. Avoid getting between a mother and her young. Avoid any wild creature being too friendly!! This may be a sign of serious illness and should be reported immediately.

## **Farm System**

### Animals

Currently we have domestic chickens, pigs, bees, worms and oxen. We have a barn cat that helps keep down the rodent population. They require an established routine. Water should always be available. Chickens should have access to their yard during the day and be shut away at night for protection from predators. The chickens contribute to the Farm System by scratching and fertilizing garden areas from their chicken tractors. They also produce eggs. Pigs joined the farm in 2004, and provide a great service to the organization by clearing land. D Acres also offers “Dorchester Dalmation” piglets for sale throughout the year. Pigs are fed surplus food and food scraps collected from a variety of local businesses, restaurants, and the PSU dining hall.

The oxen are in training and must be placed together in certain ways to facilitate their learning to pull together. August and Henri are an invaluable part of our Sustainable Forestry program, pulling trees out of the woods, moving rocks, and grooming trails. They love company and petting so feel free to stop in and tell them your troubles or dreams. The oxen are large, strong and at times unpredictable so please be extremely cautious with personal contact...Beware (seriously!!!!) the horns and hoofs... No children or adults are allowed in the ox area until they have been specifically authorized by a staff person to do so. If you are not certain if you are allowed to enter, do not! Tour groups are not allowed to enter the ox pen. We are all learning with them so ask for information from Josh, Louis, or Joe.

### Appropriate Technology

D Acres is striving to experiment with alternatives in energy and building technology. So far we have experimented with solar dehydrators, photovoltaic water pumping for irrigation, a photovoltaic cabin system,

humanure, cob, cordwood and adobe construction, veggie oil, bicycle power, greywater, solar hot water, and water catchment. We intend to experiment further with these technologies and also pursue projects in microhydro, windpower, and distillation.

Calendar Year at D Acres

**Winter (November, December, January, February, March)**

**November-**

Sheet mulch new beds	Forestry
Prepare for winter	Rest
Clean windows	Travel
Take the screens off the windows	Craft work
Clean leaves & debris off treehouses and platforms	

**December-**

Tree order	Clean seeds
Indoor maintenance	Professional development
Crafts + artisan	End of year newsletter
Research	Clean e-mail account
Shovel snow	Travel
Woodworking	Rest
Solstice party	Fundraising/Grant-writing
Planning	

**January-**

Tree order	Develop events calendar
Inventory and order seeds	Clean seeds
Indoor maintenance	Product development
Crafts + artisan	Faculty mailing
Research	Organizational Manual
Shovel snow	Recruiting
Grants	

**February-**

Put out maple syrup buckets	Process organic certification
Tap maple trees	Research
Start seedlings	Shovel snow
Indoor maintenance	Crafts + artisan
Begin workshop series	Forestry
Grants	Annual report

**March-**

Starting seedlings  
Prune trees  
Boil maple syrup  
Shovel snow  
Interns arrive  
Annual appeal

Start turning compost  
Spring Equinox  
Newsletter  
Workshops  
Crafts + artisan

**Spring (April, May)**

**April- (hopefully this is spring)**

Start seedlings  
Clean up maple sugar operations  
Spring cleaning  
Transplanting starts into bigger pots  
Daylight savings  
Workshops  
Clean birdhouses  
Turn compost

Plug mushrooms  
Seed pastures  
Cob oven maintenance  
Plant coldframes, season extenders  
Replace screens & clean windows  
Pruning  
Clean up plow damage

**May-**

Plant trees  
Plant cold frames, season extenders  
Clean up from winter  
Firewood  
Set up drip and soaker irrigation  
Put the screens on the windows

Plug mushrooms  
Set up water catchment  
Seed Pastures  
Transplanting starts  
Workshops  
Turn compost

**Summer (June, July, August)**

**June-**

Firewood  
Planting outdoors  
Weeding  
Compost

Trail maintenance  
Brush and grass maintenance  
Workshops

**July-**

Firewood  
Irrigation  
Brush and grass maintenance  
Weeding  
Farmstand/Farmers' Market  
Harvest  
Workshops  
Turn compost

Change chicken door (put screen on)  
Newsletter  
Trail maintenance  
Dehydrate herbs  
Dorchester Old Home Days  
Plant fall crops  
Barter landscape at Mo's  
Outbuilding maint. and construction

## **August-**

“Farm Day” party	NOFA summer conference
Harvest	
Weeding	Trail and erosion control
Irrigation	Firewood
Brush and grass maintenance	Dehydrate herbs
Plant fall crops	Farmer’s Market
Workshops	Visit Bread & Puppet
Turn compost	Outbuilding construction and
maintenance	

## **Fall (September, October)**

### **September-**

Harvest	Divide Rhizomes
Storing and Preserving	Divide Bulbs
Firewood	Fall pasture seeding
Plant fall crops	Farmers' Market
Plant cover crops	Collect seeds
Workshops	Turn compost
MOFGA Fair	

### **October-**

Amend soil and winter mulch	Firewood
Store irrigation equipment	Newsletter
Leaf collection	Dorchester Halloween
Prune perennials	Winterize water catchment
Workshops	Turn compost
Prepare beds for winter	

## Compost

Compost piles are located throughout the orchards and gardens for easy access wherever needed. The hot compost piles are maintained in accordance with organic certification requirements. All participants at D Acres are on a schedule to turn each pile weekly in order to ensure proper aeration. Visitors are encouraged to turn compost! Animal manure and bedding, kitchen scraps, non-invasive weeds, soil amendments, straw and water are added to the piles in the available proportions. Compost piles are kept covered with wool blankets or burlap to retain moisture. Prepared compost is sifted and applied to the nearest garden beds.

There are worm composting buckets located in the basement. The worms should be fed at least once a week with food scraps from the bucket located

under the sink in the kitchen. Care instructions for the worms are located above the buckets in the basements.

### Conservation

Due to the infrastructure at D Acres, there is a great deal of unavoidable electricity use. Our commercial refrigerator runs during the summer months, a freezer runs constantly, and shop tools use a great deal of electricity. There are, however, many ways that we can avoid excess use of electricity. Lights and stereo speakers should be kept off unless someone is in the room. Computers and other electronic equipment must be shut off each night. Similarly, water is at a premium during the summer months. Please use the outdoor solar shower to conserve electricity. In the Homestead, water can be conserved by reusing wash water and bean soaking water for the houseplants. Please do not over-water houseplants.

### Dorchester

The project is located in Dorchester, New Hampshire, a town of 300 residents. It is 30 miles east of Lebanon/Hanover and 17 miles from Plymouth. D Acres inhabitants have participated in town events such as Old Home Days, the children's Halloween party and Christmas Caroling. We also have participated in the maintenance of historic buildings. Dorchester has no commercial center and little industry. It is a "bedroom community" in that residents come here only to sleep, while working, recreating and shopping elsewhere. D Acres strives to bring together Dorchester residents at monthly full-moon potlucks. The social gatherings are designed to build ties between neighbors that do not have any other place to gather, network with each other, and build the community economy.

### Farmers' Market

Designed to promote organic agriculture and cottage industry and Farmers' Markets are used by many farmers to supplement their income. In addition, experience at Farmer's Markets provides an education in the production, marketing and sales of handmade goods on a local level. All learners and staff are encouraged to provide some value added product for sale and all are expected to participate in setup, sales and cleanup during the season. Please discuss your ideas at community meetings. D Acres cooperatively markets and shares revenue for artistic value-added products when not produced during D Acres time and without use of our materials. If no D Acres time or

materials have been used, the organization charges 10% of sale price for this service. Please talk to staff about how this might work for you. Scheduling assignments to Farmers' Markets is decided at community meetings.

### Forest

We are surrounded by forest and view this as both a blessing and a responsibility. We are following the directives of a Forest Stewardship Plan that was developed in 1999 by Clark Hill Forestry. We intend to provide wood for our stoves and boilers, foster non-damaging recreational, and value-added use while protecting the growth of native species and supporting our resident wildlife. We have been fortunate to receive a grant for the development of our ecologically sustainable trail project.

We have begun a trail system that both marks the perimeters of our land and also takes hikers to interesting sites. These trails require ongoing maintenance. Stakes in the woods designate where we have planted tree saplings. We have also begun a Medicine Trail, initiated by Micki Visten. Medicinal and especially at-risk plants on either side of the trail include Ginseng, Goldenseal, Black Cohosh and Blue Cohosh. We are involved in a long-term soil erosion control project and have received funding from the US Department of Agriculture for soil conservation. The forest at D Acres provides a great deal of sap for maple syrup production. In the past we have provided assistance to a neighbor with his sugaring operation.

Jay is the local Fire Marshal and Josh is one of his deputies. They are available to fight forest fires. Please do not light fires outside of the fire pit or carelessly smoke in the woods.

### Gardens

The garden is a labyrinth of paths and raised beds. The path system is to prevent human compaction of cultivation zones. **Please walk only on specified paths.** A general rule is to avoid walking on places where there is straw down, as this is our method of mulching cultivated or soon to be cultivated soil.

You will find a unique mixing of trees, flowers, herbs, mushrooms, nuts, fruits and vegetables throughout the property. These gardens are a living example of our attempts at encouraging and maintaining biodiversity while providing ourselves with food and medicines. We work on the principle that Nature is our best teacher, and we look to her for inspiration and guidance.

In this respect we encourage wild volunteer species in and around the cultivated varieties. The labor in the gardens is primarily by our own hands and backs; we have chosen to not utilize mechanized tools for cultivation. This reliance on our own physical labor stems from our belief that the microorganisms in the soil flourish when the soil is not roto-tilled. This also makes the garden a quiet, peaceful place where the designs of Nature take precedence. In order to convert sod to garden bed in a no-till system, we use a sheet-mulching technique. Sheet-mulching requires newspaper, compost, straw and appropriate soil amendments.

We use techniques derived from Permaculture, bio-dynamic, as well as some traditional organic methods. Some examples are our use of compost, drip irrigation, water catchment and the use of mulch to discourage weed growth and maintain soil temperatures and moisture levels. We also incorporate trellising and arbors to make use of vertical space. Intercropping is used to create multistory plantings that best utilize the space we have available. This is another example of mimicking the designs of Nature, where there are always various heights and forms to the vegetation. This philosophy has directed our efforts toward a perennial system, as opposed to producing only annual vegetables. The self-reproducing perennial system is an investment in the future, when the forest garden will require less maintenance, and provide more products substantive and medicinal value for inhabitants.

Another aspect of our gardening here is our attempts at extending the season. New England has a notoriously short growing season, and to compensate for this we continue to build greenhouses, cold frames and cloches that provide extra shelter for our more tender plants, while allowing us to plant our hardier crops out earlier and later in the season.

Life abounds in these gardens and the whys and wherefores of this labyrinth can be a bit overwhelming. We have an enumerated mapping system to designate and locate the garden beds. All participants will have time in the gardens planting, weeding, eliminating slugs and pests, and harvesting depending on when, during the season, they are on site. The aim of the garden is to provide food, fresh and preserved, for the inhabitants of the project. The garden also provides products for direct sale as well as materials for value added goods.

The orchard and lower gardens have been organically certified since 1998. Organic certification is a designation by the Department of Agriculture that

approves gardening practices with proper crop rotation, use of certified seeds when available, compost regulation and absence of pesticides and fertilizers.

We are open to suggestions of improvements and hope you will share these with us. Again when working in the gardens, please remember to clean tools of all dirt before returning to their storage area. No tools are to be left out after work hours.

### Hours of Operation

The farm usually operates between 7 am and 6 pm daily. During long summer days we delay “putting the animals to bed” until after supper. Supper is usually around 6:30 pm. Quiet hours are from 10pm to 7am.

### Rainwater Catchment & Irrigation

Rainwater is collected from the roofs of our buildings for our gardening and animal husbandry needs. A former milk cooling tank holds water from the barn roof, providing a good supply for watering plants in the garden. The irrigation system in the lower gardens can be operated (using a solar water pump), pulling water out of the small pond between the lower garden and the orchard. A thousand gallon tank, fitted with a pump connected to the creek is located in the upper pasture. Rainwater is captured as it drips off the chicken house and Ox Hovel in order to supply the animals with water. Surface level open pipes east of the Homestead direct water coming off the building into a frog pond.

### Recycling and Re-use

Recycling and reducing the waste stream is highly encouraged at D Acres. Primarily we attempt to limit the inflow of new products and non-reusable packaging. We compost kitchen scraps and reuse plastic bags. Non-dyed cardboard and newsprint are reused in mulch applications in the garden. Mulching materials must not accumulate in the garage. They should be sorted as we go and brought down to the place where they are neatly stored under the eaves of the barn (newspaper) and in the metal cage in the ox lot (cardboard). We have experimented with using plastic waste as an insulation material in several outbuildings. We reuse glass jars if they have thread sufficient enough to screw down lids completely.

Glass, plastic, metals, batteries, paint products and colored paper products are recycled at the local transfer station. We make trips to the transfer station every week to drop off trash and recyclables, and to pick up materials

for sheet mulching and stocking the resource pile. Hazardous chemicals that need disposal are safely stored until an annual drop off at the transfer station.

### Recreational Opportunities

The property has extensive cross country, snowshoeing, biking and walking trails. Within walking and biking distance there is hiking, swimming holes, canoe and tubing adventures, and rock climbing at renowned Rumney crag. There are major ski resorts within 1 hours drive. Newfound Lake State Park, with boat launch, and beach is less than 30 minutes away. Talk to the staff and family about options and check the NH reference texts in the library. There is a NH Visitors Center on Rte 25 heading toward Plymouth that will have a listing of current events throughout the state.

### Tours

Visitors are encouraged to tour the farm the first Sunday of every month at 1pm during our Open Houses. If that time is unworkable please call to schedule other arrangements. For tours given outside of open houses, D Acres suggests a donation be given to assist in the continuation of the project.

### Treehouses

They are provided as rustic housing and protection from the elements for the inhabitants. They are intended to be cost effective structures using local and recycled materials. The construction of these structures provides a learning opportunity for those who wish to know more about light construction and woodworking. Please keep treehouses clean and make personal improvements as necessary or desired with prior approval for expenditures by staff. Please report any observed structural deficiencies or hazardous conditions immediately. Platforms are also available for tents.

Mice and other critters are a constant problem in the tree houses especially when food is stored or eaten there. Some of the treehouses are distant from the bathrooms so speak to staff on details of human waste management. It is advisable to bring your own mosquito net.

Treehouses and tent platforms are available on a first come first choose basis. When treehouses are not available, apprentices and interns will have their choice of the available tent platforms. Apprentices and interns must bring their own tents and bedding.

### Typical Day at D Acres

Assignments for the week are established at Community Meetings. Though the schedule may change from week to week, participants must come prepared to be punctual and responsive to the daily rhythms at the farm. We prefer to accomplish intern hours during the Monday-Friday work week, though there are specific weekend responsibilities, and special events do arise. Certain tasks must be accomplished by a certain time of day, (for example early morning watering and bug-picking) which requires that participants be responsible about starting work on time. Self motivation and punctuality increase our efficiency, allowing us to accomplish more and move on to the next projects.

The staff has a difficult time organizing and supervising volunteers that work on diverse schedules. It is important for organizational purposes that projects begin at the time specified by the coordinator. Otherwise there is confusion and disruption of the planned activities. Please be considerate and punctual.

### Workshops & Events

Each year 20-30 workshops are held onsite, coordinated by the staff at D Acres. Workshops are the focus of our public educational outreach. Workshop costs are intentionally kept low to allow for broad community accessibility. No one will be denied access to any D Acres workshops or events due to inability to pay. Please refer to the Workshops & Events web site listing, or call for additional details. Additions to the schedule can be discussed at community meetings. The farm is also used as a venue for meetings, family events, and fundraisers. There are adequate bathing facilities, parking, meeting and camping space to accommodate groups for a day, a weekend and weeklong events.

### Youth Education

Youth are a component of the education mission at D Acres of New Hampshire. We endeavor to reduce excessive consumption and alienation from the natural world, by sowing the seeds for positive behavior in the minds of youth. We invite groups of young people from schools and camps to take part in hands-on activities at the farm. We also offer workshops oriented toward children and provided limited childcare onsite. Expansion of youth education is dependent on grant funding.

## **Facilities**

### Homestead

Construction of the Homestead began in 1998. The structure was inhabited in 2001. The construction was an effort of D Acres staff and local contractors. The building houses commercial kitchen, office, woodshop, garage space, library, yoga space, art studio, sleeping quarters, root cellar, recreation room and bathrooms. The space is communally shared and maintained. Quiet hours are from 10pm to 6am. D Acres staff use the house to sleep during the winter months, but are encouraged to develop personal living space in treehouses or tents as weather permits.

The Homestead is the center for our educational activities and lectures, and the place where we get together for meals, meetings and social gatherings. It is an immense resource for the organization, and we treat it with great respect and care. There is a stereo system installed in the house. Please keep volume to a respectful level and return compact discs to their proper location.

Keep the doors shut! Avoid tracking cob and other working materials into the building. Keep the mudroom tidy.

### Alarm System

This can be a major headache or a lifesaver. The system incorporates both fire and security components. We usually arm the security system (black boxes) only when the facility is to be unoccupied for a specific reason. The fire alarm system works independently with both heat and smoke detectors. It cannot be turned off!! Smoke in the kitchen will set off the alarms so use the vents and fans. The system employs both audible alarms and flashing lights in the shop. The system automatically calls an operator who will attempt to call 786-2366 to determine if help is needed. If the operator is not able to get a response (busy signal or no answer due to call waiting) or that response is not correct they will notify the appropriate authorities – fire or police. To repeat: if the fire alarm goes off and there is no fire, listen for the phone. The security company will call. Tell them that there is no emergency. If they ask, tell them the password.

We have had the experience of unnecessarily bringing two towns of volunteer firemen to our farm and it is quite unpleasant. Please familiarize

yourself with the operation of the system in case of emergency (directions above hall fire unit) so you can disarm the system when required.

Even when the security system is disarmed for entries, you still can call for help both upstairs in library and downstairs in entrance hall in either red or black boxes. If there is ever a major health problem and you need an ambulance press the red cross button on keypad. The alarm service will call an ambulance. If you press the button beside the open shield the service will call the state police to immediately come to building with no verification call 1<sup>st</sup>.

### Bathrooms

There is a communal bathroom located on the first floor of the Homestead. Only solid human waste, woodchips, and toilet paper should be deposited in the toilet compost system. We pee outside as much as possible year round in order to keep the composting toilet functioning at its best. (Please do not urinate by the Homestead.) Deposit a cup of wood chips down the chute after each B.M. The toilet lid should be closed when not in use to maintain proper odor removal. The maintenance of the compost toilet is on the Communal Chore List. The storage tank in the basement must be emptied when it gets full. The material is taken down to specifically humanure piles in far edge of the upper pasture.

Personal hygiene products and towels should not clutter the bathroom space. Only biodegradable personal hygiene products (shampoo, soap, toothpaste, shaving cream etc...) are to be used onsite. Please bring your brand of choice. Use the exhaust fan while showering and ventilate the bathroom after showering to prevent mildew. Staff and visitors are expected to maintain the cleanliness of the bathrooms and a thorough cleaning is organized at weekly meetings. First Aid materials are stored in this bathroom.

There is also a bathroom on the second floor. This bathroom is designated for (hostel) guests only. We have chosen not to use this bathroom for community use because it is one less room to clean. The downstairs bathroom is perfectly adequate for the needs of the community.

An outhouse located by the sugar shack is to be used as much as possible. All are expected to maintain the tidiness of the outhouse, although the

transport of materials to the human manure pile is assigned as a chore at weekly meetings.

### Domestic Hot Water

In the winter, the domestic hot water is provided by the wood boiler in the basement, while in the summer, it is provided by units mounted on the roof, using passive solar heat to warm the water. In the events that we encounter a series of overcast days, we will use propane as a backup to maintain necessary domestic hot water temperate.

### First Aid & Fire Extinguishers

First Aid supplies are located in the barn, the woodshop, the blacksmith shop, the downstairs bathroom and Josh's green GMC truck. Fire extinguishers are located on all three floors of the Homestead. The first floor fire extinguisher is located in the back pantry hallway. The second floor fire extinguisher is located neat the piano. Please be mindful of the expiration and level of pressure in these extinguishers.

### Kitchen

This is a shared space where cleanliness must meet commercial kitchen health standards. Hand washing is permitted only in the sink by the bathroom. All staff are expected to participate in daily cleaning and the scheduled deep cleanings coordinated at group meetings.

We have many kitchen appliances and gadgets hidden in cabinets. Please ask staff for instructions on using appliances. Clean and replace all appliances to their storage place after use. Take time to explore the cabinets, pantry, root cellar, downstairs freezer and refrigerator. Familiarize yourself with products kept in bulk, frozen or canned products and seasonal produce storage. These are items that should make up your recipes for community meals.

The compost buckets are under the sink. Worm food (no citrus, onion, meat or oil) egg shells, and compost for piles are all separated. Meat scraps are collected in a container located next to the sink and discarded in the woods. On occasion, we feed large volumes of kitchen food waste fed to the pigs or chickens. The chickens do not receive citrus peels, banana peels, egg shells, tea bags, coffee grounds, and onion or garlic skins. The chicken bucket should not be given to the chickens in the evening, as the food that they have not consumed when they go to bed will attract predators. Only organic

materials go in the compost, please remove stickers from fruit and staples from tea bags.

Please make a note on the food order list if we run low or out of ingredients. If you don't see what you need, ask – someone will know where to check or what to do to substitute. We make a monthly food order from a regional distributor. We invite members of the community at large to order with us.

### Laundry

A Maytag washer is available for use in the community building. Please use cold water and the biodegradable detergent available in the cabinets above the units. Do not overfill the machines. The washer does not require much detergent. Community towels and dishcloths are washed weekly as assigned by the cleaning schedule. Be careful with down sleeping bags and comforters. Keep washer door ajar after use to prevent mildew.

You are encouraged to use the clothes line in an effort to reduce electricity use. Although the Homestead has a number of luxuries, our community is concerned with limiting our use of electricity, water and other resources. With this in mind, we have deactivated the dishwasher and dryer. It is a personal responsibility to appropriately use energy resources.

### Library

The kitchen has an extensive cookbook collection. There are still more books about nutrition, wild foraging, and herbal preparations in the upstairs library. There are also a number of craft resource books in the craft room.

The more formal library upstairs is a designated quiet space where people may research topics of interest or find a retreat to read. Please remember this when using this space and be respectful of your fellow residents. The upstairs sitting room can be used as an additional space for quiet discussion or reading.

Please return all books to their proper place. Please use bookmarks instead of dog ears or leaving books open. Treat books kindly. All D Acres books must remain in the Homestead. This means that they may not be taken out to treehouses or tent platforms. This policy is inconvenient but based on the experience of the long term residents at the farm. The books are a fragile resource, which can be easily damaged by travel and weather.

### Telephone, Internet & Computers

Wireless internet access for personal computers is available in the Homestead. It is necessary to use a phone card or dial collect in order to make long distance calls. Please use internet and make personal calls in the evening to avoid tying up D Acres line (786-2366) during work hours. Please answer call waiting. Also check message machine and voice mail regularly. Messages should be noted on the dry erase boards. Snail mail and packages can be received at: your name c/o D Acres of NH, PO Box 98, Dorchester, NH 03266.

The computer located in office is primarily for D Acres official business. Keep the computer area habitable for others. All computers must be shut down at night. It is the responsibility of the last person to go to bed to shut off the computers and all lights.

### Vehicles

There are several personally registered vehicles onsite. All use of vehicles requires permission from their owner. Please limit use of fossil fuels for personal transportation by coordinating trips with others. All vehicles used by people at D Acres (including Josh's truck and Bill's truck) must be maintained. The oil must be checked every two weeks (assigned by the cleaning schedule). In the winter, keep gas tanks full and allow time for all vehicles to warm up before driving off. Any use of a vehicle requires permission by their owners. The Fuso is registered to D Acres, drivers may only operate this vehicle if they been authorized to do so by being added to the insurance policy.

### Wood Boiler

The wood boiler heats hot water and the Homestead through radiant tubes that are installed in the floors. There is a backup propane boiler. The wood boiler must be attended to twice daily except during the summer. If the temperature is allowed to drop, the domestic hot water temperature will also drop. In the event of the boiler overheating, a fuse will cut off the system and it will need to be retarted. Propane is not only a nonrenewable resource, but it costs money and requires transportation. If you are responsible for the wood boiler, be vigilant! Before operating, Josh or Louis must be consulted. It is the responsibility of the people maintaining the fire to keep the room clean as well.

### Woodshop, Power Tools

The shop is an area with many safety hazards. Safe use of the shop requires skill in the use of the various tools and the discipline to clean as you go. D Acres requires all users to utilize safety devices such as goggles and ear protection devices. We also require shop clothes to be worn when working on a project that creates a lot of debris. Shop clothes should be removed before leaving the shop in order to limit the amount of sawdust that enters the rest of the building. Please familiarize yourself with the operation of tools and dust collection system. Shop manuals are located in a file in the office. Spend some time in the shop with Josh to be sure you know where things are and how tools work. Seek help when you are unsure or require just a bit more experience. Remember to clean as you go.

We encourage personal projects. Please propose projects at group meetings to discuss the use of materials and space.

First Aid kits in the woodshop are located on top of the cabinet to the right of the door to the garage.