

D Acres of NH Organizational Manual

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D Acres of New Hampshire Organizational Manual

I. Introduction

A. 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 Eisenhower (Chairman), Michelle Dunn (Vice Chair), Elizabeth Trought (Treasurer), Beth Weick (Secretary), Gary Walker, Bob Richer, and Dawn Lemieux.

B. Vision

D Acres aims to: explore and develop community knowledge and skills relating to sustainable development, subsistence living and small-scale organic farming; improve the quality of life of the participants and the surrounding community.

C. 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. D Acres' 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.

D. Ideals

Ideals represent aspirations to be conscientious and respectful individuals to ourselves, each other and the planet. D Acres participants attempt to: limit 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. The above is driven by the work ethic necessary to complete tasks, projects and organizational goals.

E. 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 are Regina Rinaldo (Kitchen Manager & Fiber Arts Coordinator) and Beth Weick (farm staff).

All stewards (long-term contributors to the D Acres project) 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 annually submit to the Executive Director, a plan of their month-to-month job description, including goals and budget for projects during the year. A paper version is then available to the Board of Directors.

F. 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), Regina Rinaldo (since 2008), and Beth Weick (since 2008). Bill and Betty Trought, who are the owners of the property, are quite present in the D Acres community, and usually join the Monday evening meal. There are also several community members that volunteer their time on a regular basis. There is no set number of staff nor workers/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 thirteen years of operation D Acres has had more than 175 residential participants from across the US, Canada, Israel, Wales, New Zealand, France, Mexico, Spain, Brazil, and Germany.

G. 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 a part of the larger Dorchester community. It is vital that the organization to reflect our respect for our neighbors.

H. 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, Christmas Caroling, the maintenance of cemeteries and historic buildings, and have served on a variety of town committees & boards. 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. The population is augmented slightly by weekenders and second-homes. D Acres strives to bring together Dorchester residents at monthly full-moon potlucks, and encourages community participation in the project with local discounts to all workshops. 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. D Acres is also striving to build alternatives to the fossil-fuel economy and create a vibrant, distinctive local identity by encouraging cottage crafts, functional art, and local food networks within our community.

I. Opportunities

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

Apprenticeship

Apprentices are willing workers, motivated to experience the realities of living and working communally at a small-scale organic farm and education center. Apprentices have an interest in sustainable living and generally come to the program with little experience practicing these skills. The Apprenticeship program is designed as a hands-on practical experience in farming and sustainable living. Although there is no set curriculum,

individuals participate in the seasonal duties pertinent to the farm operations. They receive instruction and supervision in the day-to-day workings of the homestead. Individuals 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. In addition to the scheduled 26 required hours, all members of the community participate in basic tasks such as meal preparation, community meetings, and housekeeping in the community building. A general farm apprenticeship, or an apprenticeship focusing on forestry, kitchen and cooking, organic gardening, and alternative building, is available on a seasonal basis. Tuition for participation in the Apprenticeship program is: \$20/day, \$125/week, \$400/month, and \$100/week after a one-month period. A minimal stay of 6 weeks is recommended. Apprentices enjoy: three meals a day utilizing food sourced on-site and through an organic distributor, use of telephone during non-business hours, access to wireless internet, rustic living accommodations, the great outdoors of NH, use of the library and facilities of D Acres of New Hampshire. Apprentices are encouraged to participate in all on-site workshops and events. This is an opportunity to gain knowledge in a certain field while experiencing communal living, decision-making, and networking in an environment that encourages sustainable practices. Participants are expected to actively engage in this immersion program to accomplish personal learning objectives and organizational success. 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. Timecards and work descriptions are entered daily into the D Acres computer. All Apprentices 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. After introduction to farm operations, interns will have the self-motivation and follow-through to work diligently and efficiently under the guidance of staff and residents with minimal supervision. 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. In addition to the scheduled 26 required hours, all members of the community participate in basic tasks such as meal preparation, community meetings and housekeeping in the community building. Interns enjoy: three meals a day utilizing food sourced on-site and through an organic distributor, use of telephone during non-business hours, access to wireless internet, rustic living accommodations, the great outdoors of NH, use of the library and facilities of D Acres of New Hampshire. Interns are encouraged to participate in all on-site workshops and events. A minimum 6-week commitment for the Intern Program is required. Prior Interns have on occasion sought supplemental income from seeking employment within the region. 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.

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.

We ask applicants to self-select their roles as Interns or Apprentices, though the ultimate decision of Intern or Apprentice category is subject to staff discretion based on the application and interview process.

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 minimal staff supervision. Residents will use their skills and dedication to assist the staff in achieving the long-term goals of the organization. Willingness to participate in administrative tasks necessary to operate the organization is encouraged. We expect residents to contribute to the economic sustainability of the project. 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. 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.

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. 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 blacksmithing, painting, wood crafting, fiber arts, etc. Artists commit to a three-month stay at D Acres. 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. 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, 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. Of particular interest are the following areas: school age and adult education, organic garden experimentations, greywater systems, watershed management, forestry, solar cooking, renewable energy systems, erosion control, irrigation and alternative building. D Acres is willing to consider serving as a host site for funded projects that are congruent with our farm philosophy and priorities. However, projects must include measures for follow-through evaluation and accountability.

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 benefits 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. Employees are expected to expand the economic sustainability of the project. A high level of participation in communal living and decision-making is necessary.

Staff are expected to maintain records and keep track of projects in particular areas of focus so as to compile a history and maintain continuity in operations. Some examples would be: veggie oil operation, food event check lists, garden maps, and a maple sugaring plan. While transitioning out of a position, the staff person is expected to document all pertinent procedures that will be passed on to another person, for the purposes of transferring knowledge in areas of expertise.

Tradespeople

We actively seek professionals in many fields, including food production,

carpentry, forestry, graphic design, mapping, construction, and blacksmithing/metalworking. 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. Staff will designate activities, which include, but are not limited to organic gardening, animal husbandry, alternative construction, etc. Volunteer arrangements can also be negotiated on an individual basis. Some previous arrangements have included weekly gardening, data entry, and mural painting.

J. Twenty-Six Hours of Responsibility

The diverse array of opportunities presented at the farm, and to this organization, create endless challenges, which can be prioritized but will not be resolved without dedicated hours of work. Continual dialogue regarding management of an individual's hourly commitment to the organization is necessary to properly plan and fulfill our organizational commitments.

“Twenty-six hours of responsibility” is an obligation that we have historically used to measure in time our commitment to working at D Acres for the typical exchange of room and board. This minimum commitment has been established as a basic parameter for communal living. The 26 hours does not include cooking and cleaning responsibilities of communal living. The 26-hour work is agreed upon at group meetings considering the annual Project and Goals. The typical work-week (Tuesday, Wednesday, Thursday) allows staff, interns and residents a focused time to pursue projects. Chores, events, and D Acres organizational obligations continue on a 24-hour basis, 7 days a week. The 26-hour format allows concentrated and organized communal work, while the free time beyond that could be spent on personal projects. While no one should feel undue pressure to work beyond the 26-hour minimum, the more involved a participant is, the more the individual will gain from the experience. As a 65-year-old intern once said, “You git out whatya put in.”

In an attempt to move away from fossil fuel dependence D Acres looks to animal and human power primarily. While this sometimes increases the hours necessary to complete tasks, it also builds the experience and the skills that sustain us. The work requires not only energy, but also enthusiasm to complete the tasks at hand and fulfill objectives to move forward as an organization.

Typical staff work 12-14 hour days, 6-7 days a week; it is our understanding that this is the minimum that is necessary, in any attempt, to achieve our mission. There are a multitude of tasks that define a given day, week, or season, and for staff committed to the project it is these tasks that define the work, but is also a lifestyle. In the work both contentment and purposes are found; this is the key that keeps long hours from being constant drudgery.

II. Community Systems

A. Accountability

A sustainable system of accountability that includes compromise, patience, and respect is important for the health of a small community as well as its longevity. 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 to maintain organizational momentum. 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.

B. Communication, Conflict Resolution, & Consensus

As an evolving community it is the responsibility of existing D Acres staff to inform the new inhabitants of protocols and responsibilities. Participants 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.

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 using for making day-to-day decisions and to 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.

An open forum manner of communications involves internal feedback loops such as staff evaluations, buddy system, community meetings, and a residency review process. 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. If a face-to-face conversation is not productive or appropriate, it is recommended that a third party be sought out to settle issues in a neutral forum.

C. Cleanliness

A cleaning schedule is decided at weekly meetings. This is a substantial assignment that can amount to 2-4 hours per week above and beyond the 26-hour commitment. Household cleanliness is a communal task, and therefore not a part of work hours. Onsite personnel are encouraged 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. The goal is 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.

D. Communal Contract

D Acres is 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 the community, D Acres is 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 2-4 hours per week of weekly cleaning chores. Meals for many mouths require organization, efficiency, forethought, and preparation. While recognizing that individuals come to D Acres with various cooking experience, the goal is to enjoy a tasty and nutritious meal at a reasonable hour, ideally less than three hour preparation time. Community meetings are anticipated to take a minimum of 2 hours per

week. Responsibility for these tasks is designated at weekly meetings. Time spent cooking and cleaning for the community is not counted as work hours.

E. 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 come to each meeting prepared with announcements and discussion items for the agenda.

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 ensure that unfinished business is returned to until it has been completed. The Time-keeper informs the group when the time that we have planned for an agenda item has been surpassed.

Meeting format and structure is based on the season and number of inhabitants. The larger the group, the greater the adherence to meeting structure for decision-making efficiency.

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 items: 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. Inhabitants are expected to inform themselves about consensus format meetings and group decision-

making; a reading list is available on the Daily Life page of the D Acres website, as well as books in the library.

To a reasonable extent, issues needing attention can be raised during the week; however, decisions are generally made during the weekly community meeting. At the community meeting, it is the responsibility of each participant to raise issues that are pertinent to healthy & productive communication and daily operations.

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 in staff meetings.

Additional planning and organizational meetings may occur throughout the week. These meetings become necessary for staff to determine details of particular events/organizational matters. Interns and apprentices are welcome and encouraged to engage in these meetings, especially if they are to be involved in the matters at hand. However, these additional meeting hours are not required.

F. Cooking

D Acres aspires to be a place where eating wholesome food grown on site is the norm. Community members all have various diets, preferences and perspectives on food. Although the organization is not self-sufficient in growing all its own food, D Acres does attempt to limit the packaged, prepared and out-of-season, out-of-state products that we consume. This policy is evolving as the organization continues 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. Utilization of jams, jellies, meats, and tomato products are to

be limited, and only after consultation with the Kitchen Manager. Refined sugar and refined flour are currently not purchased by the group, with the exception of items for special events. These foods should be enjoyed in moderation.

Cooking is a shared responsibility organized at group meetings. Breakfast time is at the discretion of each individual. Granola, oatmeal, eggs, bread and other breakfast foods are available in the kitchen. Consumption of waste Hannaford food is at the discretion of each individual and is not to be shared publicly. Some people prefer breakfast before they begin work and others after the first few hours of work so we leave it to personal preference. During workdays, lunch is often prepared in large batches and shared communally; on non-work days, individuals prepare their own meals. Leftovers are great for lunch foods so it helps to cook extra at evening meals. Generally lunch is around noon. Dinner is served family-style around 6:30 Monday through Friday. Everyone who uses the kitchen is expected to clean up after him or herself. 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, bread board and sweeping the floor. Both lunch and dinner meals are signaled with a three-horn system. One horn, half an hour; two horns, put your tools away; three horns, come 'n git it.

All meals are prepared from 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. Be sure to identify that all products required are available on site and that advanced preparation is complete (remember soaking those beans takes time).

If an individual suffers from food allergies, has intolerance for spicy food, or abstains 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 low levels of ingredients are noticed, or the last of something is used, be sure to note it on food order list located on the white board in the back hallway.

G. 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 a non-profit organization and developed a dual-leadership model. 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 perceived patriarchal 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 individual's experience and investment to the project. 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.

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 (stewards) shares the responsibility of making decisions regarding daily operations but participation from new personnel is always encouraged.

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.

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. While decisions regarding day-to-day operations are made throughout the weeks, governing documents such as the above are reviewed on an annual basis.

H. 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 Ann.

I. 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, the funding plan has changed. Income now comes from individual and business donations, memberships, sales of goods and services, fees from educational programming, and grants. All staff share responsibility for financial planning and revenue generation. Although the Trought family remains a strong financial supporter of the organization, the goal is to develop financial independence to ensure long term viability of the organization.

J. Overnight Lodging & Accomodations

D Acres of New Hampshire welcomes overnight guests to bring visitors to the farm in order to increase awareness about the sustainable farm system. These visitors may reserve the Green Room, Library, Dorm Room, and Yoga Room. Field space and tent platforms are outdoor options available on first come first serve basis. Edith's back room studio and the sunroom may be rented in overflow situations for set rates. Rates and procedures are available in the office. All staff and interns must be familiar with the procedures and willing to help guests get oriented to the farm. This

program serves as a revenue stream, helping to support the other educational activities at the farm. 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 guests have reserved these spaces.

K. International Interns

D Acres is 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.

L. Personal Pets

Visitor's pets are not allowed on the property. Dogs can be disruptive and destructive. Cats tend to use the soft garden beds as their prepared latrines and kill songbirds. Concerns about the allergy sensitivity for guests has also been an issue in the past. If a visitor comes to the property unawares of the policy, dogs must be walked on the roadway and leashed in accordance with Dorchester ordinances. This policy is designed to ensure the safety and sanity of our livestock. One exception has been maintained: the Community Building is home to a cat named Willy, who has been a long-term resident and proven his acceptability.

M. Personal Safety, Health and Wellness

Personal safety is each individual's personal responsibility. All onsite participants are required to sign a liability waiver to release D Acres and the Trought family from responsibility of injury, property damage, health and well-being. Please advise staff and other personnel if you are not feeling well, have health concerns (prior muscle/bone injury, asthma, chronic illness etc.), or experience injuries that may inhibit your work.

Come prepared to work in all kinds of weather. Proper attire is important; if you do not have your own, ask the staff. If possible, keep yourself warm and dry.

Proper safety equipment such as safety glasses, hearing protection, and gloves are provided for use during various work times; It is an individual responsibility to use these items to protect eyes, ears, and hands.

If an individual is 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 no real personal threats have ever been experienced here at D Acres, the organization recognizes that we live in a strange and unpredictable world. If a serious threat in or near the Homestead is witnessed or experienced, take appropriate action.

N. 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.

As requested, personnel meetings are carried out seasonally by D Acres of New Hampshire staff and/or onsite program participants. Personnel meeting partners are decided arbitrarily.

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 it is preferred 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.

O. Realities

D Acres is an intense social and physical working experience. We are trying to offer alternatives to the tractor and patriarchal society. Getting along and working together can be difficult and requires mutual attention and effort. Physically, the bugs are fierce, the weather can be severe, and it is dirty, rigorous work. The challenges of replacing the current paradigm can be mentally frustrating, confusing and overwhelming. We recognize that our perspectives and beliefs have been influenced by an individualistic society. It is this formidable preconception that we are attempting to surmount. Subsistence agriculture and service based work will not provide individual monetary benefits.

Though based in rural NH, we are not isolated from global, climatic, economic, and political volatilities. Through determination, patience and hard work, solutions for global problems on a local level are being sought. There are endless possibilities to embark on intrepid and revolutionary endeavors here. D Acres is 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. Participants are bound by a set of beliefs based in their commitment to the mission of the organization, which values the interdependent relationships between individuals, community, and land.

In other words, this project is likely not to be “easy” and in some sense participants must believe it is worth the effort to do it.

P. 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. New inhabitants may offer their living space to their visitors in exchange for one hour of work or \$5 per person, and the same arrangement stands 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 lodging fees.

Q. Wild Animals of the Woods

This farm is located in a forest inhabited by wild creatures. Most are more afraid of humans than humans might be of them, but any wild animal will fight to protect itself and its young if surprised or threatened. Avoid any wild creature being too friendly!! This may be a sign of serious illness and should be reported to staff immediately.

Farm System

A. Hours of Operation

The farm is a 24-hour lifestyle, but the bulk of scheduled farm work usually operates between 7 am and 6 pm daily. During long summer days, “putting the animals to bed” is delayed until after supper. Supper is usually around 6:30 pm. Though hostel guests and other visitors are encouraged to arrive by 9pm, they may arrive at unscheduled hours and are to be greeted hospitably. Quiet hours are from 10pm to 7am.

B. Animals

Currently D Acres is home to domestic chickens, pigs, ducks 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 can contribute to the Farm System by scratching and fertilizing garden areas from their chicken tractors. They also produce eggs and chicken soup. Pigs rejoined the farm in 2004, and provide a great service to the organization by clearing land. D Acres also offers “Dorchester Dalmatian” piglets for sale when there is excess. 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 life-long 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 and moving rocks. 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. Working with the oxen is an ongoing learning process; please ask for information from Josh or Beth.

Ducks rejoined the farm in 2010. They fertilize the new pond areas and will hopefully provide eggs and ducklings.

C. Appropriate Technology

D Acres is striving to experiment with alternatives in energy and building technology. So far the center has 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. The organization intends to experiment further with these technologies and also pursue projects in microhydro, windpower, methane digestion, icehouse, alcohol distillation, and construction of a sauna/dehydrator.

D. Calendar Year at D Acres

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

November-

Sheet mulch new beds	Construction/Forestry
Prepare for winter/snow	Rest
Clean windows	Travel
Take the screens off the windows	Craft work
Clean leaves & debris off treehouses and platforms	
Collect leaves	Season extension in greenhouse
Hostel – off season begins	

December-

Develop annual budget	
Tree order	Clean seeds
Indoor maintenance	Professional development
Crafts + artisan	Annual Report
Research	Shovel Snow
	Clean e-mail account
Develop events calendar	Travel
Woodworking	Rest
Fundraising/Grant-writing	Finish Greenhouse work
Planning	Hostel mailing

January-

Inventory and order seeds	Clean seeds
Indoor maintenance (painting etc..)	Cottage Industry Product development
Crafts + artisan	Grants
Project & Goals /Organizational Manual Doc	

Shovel snow Recruiting Staff & Interns
Forestry Annual Appeal Local Goods Guide

February-

Tap maple trees Grants
Start seedlings Shovel snow
Indoor maintenance (painting etc...) Crafts + artisan
Begin workshop series Forestry

March-

Starting seedlings Start Greenhouse work
Prune trees Town Meeting
Crafts + artisan Boil maple syrup
Shovel snow Workshops

Spring (April, May)

April- (hopefully this is spring)

Start seedlings Shift to more outdoor work
Clean up maple sugar operations Plant coldframes, season extenders
Spring cleaning Transplanting starts into bigger pots Pruning
Workshops Turn compost

May-

Plant trees Hostel – peak season begins
Plant cold frames, season extenders Set up water catchment
Clean up from winter
Transplanting starts Set up drip and soaker irrigation Workshops
Turn compost Distribute Local Goods Guide
Replace screens & clean windows Garden work

Summer (June, July, August)

June-

Planting outdoors Brush and grass maintenance
Weeding Workshops
Compost

July-

Irrigation
Brush and grass maintenance
Weeding Dehydrate herbs
Dorchester Old Home Days B&P
Harvest Plant fall crops/cover crops
Workshops Food preservation

Turn compost	Outbuilding maint. and construction
August-	
“Farm Day” party	Harvest
Weeding	Irrigation
Firewood	Plant cover crops
Brush and grass maintenance	Dehydrate herbs
Plant fall crops	Food preservation
Workshops	Visit Bread & Puppet
Turn compost	
Outbuilding construction and maintenance	

Fall (September, October)

September-

Harvest	Divide Rhizomes
Storing and Preserving	Divide Bulbs
Firewood	Construction
Plant fall crops	Trail/erosion control
Plant cover crops	Collect seeds
Workshops	Turn compost
MOFGA Fair	

October-

Amend soil and winter mulch	Firewood
Store irrigation equipment	Member Appreciation dinner
Leaf collection	prune perennials
Winterize water catchment	construction
Workshops	collect compost & loam
Prepare beds for winter	

E. Compost

Compost piles are located throughout the orchards and gardens for easy access, both for garden bed application as well as instruction and “refilling” with new material. Compost must be turned regularly to ensure proper aeration and decomposition. Visitors are encouraged to turn compost! Animal manure and bedding, kitchen scraps (no meat; fresh scraps set aside for chickens), non-invasive weeds, soil amendments, straw and water are added to the piles in the available proportions. Kitchen scraps are designated to a certain compost pile at each weekly meeting. If attention is paid, compost piles can be kept covered with wool blankets or burlap to retain moisture. Prepared compost is sifted and applied to the nearest garden beds.

Besides materials from the property, D Acres sources animal (horse, cow, bird) manure and bedding from local farms, as well as leaf mulch from PSU when available. The goal is to build the nutrient profile of our soil by gleaning from the systems in place around us, as well as utilizing available, local nutrients that would otherwise be left as unclaimed waste. Wherever possible D Acres looks to revalue byproducts that are otherwise underutilized and unproductive.

D Acres is looking to partner with NRCS-EQIP to develop a community composting facility.

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 power. There are, however, many ways that excessive use of electricity can be avoided. 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. In the winter months, wood conservation is the goal, with the community building temperature often in the 50s. Hot water is heated only as hostel heating/special events demand; woodstove fires and an extra sweater are used for comfort.

There are many facets to conservation at D Acres, and to that end there are numerous potential projects. From the development of an ice house and smoke house, to continual efforts at food preservation, and the reuse of a myriad of materials, means of reducing the organizational footprint and living lightly on the land are continually be sought. Much of what is done at D Acres is pursued with the goal of fossil-fuel independence. As a result animal power (oxen), bicycle power, solar, and veggie oil are employed when possible. In time, each of these facets, and potentially wind- and waterpower as well, will be developed more fully in the future. Tools and technology are employed when necessary, recognizing the intense human output that is required to offset the work of a gallon of fuel. Chainsaws and a veggie-powered wood chipper, for example, are common implements at

work during a given week. However, a maul and hatchet are equally used. There is a balance being sought – not always with a clear answer - in the use of human power and appropriate technology. Ultimately, however, the nature of our work is driven by two things: one, human power; and two, a belief that limited mechanization maximizes the human potential, a source of empowerment and actualization. These goals are counter-balanced by the reality of running a hostel service and educational facility on-site. Both of these aspects of the D Acres project demand inputs that can appear to be incongruent at times with the end goals, a juxtaposition D Acres is continually striving to balance.

G. Farmers' Market

Our participation in regional farmers' markets has ebbed and flowed as staff and residents have fluctuated with the years. For the 2011 growing season, D Acres anticipates limited market participation. D Acres has spent over a decade participating in local markets, including the initiation of the Norwich markets. However, the current staff has chosen to dedicate time to growing food on-site, using this food to both feed and educate visitors to the farm, and further develop the on-site efforts at D Acres. As a demonstration site for permaculture, no-till farming we are unable to reasonably compete with market producers, in uniformity and quantity of product. To this end, we have chosen to value our produce in the form of a sit-down meal served at the farm, rather than whole produce. At this juncture, D Acres believes our involvement in local food networks via our publication of a Local Food Guide, our involvement with Local Foods Plymouth (online area farmers market), and the Food Security Roundtable is a more effective complement to the D Acres mission than farmers market participation.

However, the organization recognize the importance of these markets as a means of income to market farmers, as well as their ability to promote organic agriculture and cottage industry to the public.

In the past, it has been found that experiences at Farmer's Markets provides interns and apprentices education in the production, marketing and sales of handmade goods on a local level. When interest and ability coincide, learners and staff have been encouraged to provide value-added product for sale and participate in setup, sales and cleanup during the season. 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. Planning is essential as advance notice and regularity is often required for market participation.

H. Forest

D Acres is surrounded by forest and views this as both a blessing and a responsibility. The organization is following the directives of a Forest Stewardship Plan that was developed in 1999 by Clark Hill Forestry. The intention is to provide wood for our stoves, boilers, bedding, gardens, sugaring operation, and to foster non-damaging recreational and value-added use while protecting the growth of native species and supporting our resident wildlife. D Acres has been fortunate to receive a grant for the development of our trail project.

D acres maintains 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 tree saplings have been planted. There is also 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. D Acres is involved in a long-term soil erosion control project and have received funding from the US Department of Agriculture for soil conservation.

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

I. 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.

D Acres uses techniques derived from Permaculture, bio-dynamic, as well as some traditional organic methods. Some examples are the farm's use of: compost, drip irrigation, water catchment and the use of mulch to discourage weed growth and maintain soil temperatures and moisture levels. Trellising and arbors are also incorporated 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 organizational 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 greater overall net benefits for inhabitants than conventional annual food production.

Another aspect of the D Acres gardening system is our attempts at extending the season. New England has a notoriously short growing season, and to compensate for this greenhouses, cold frames and cloches are utilized to provide extra shelter for the 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. D Acres has historically had a mapping system, and is in the process of developing a system to better designate, present and organize the garden beds in a user-friendly fashion. 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 and visitors to D Acres. The garden also provides products for direct sale as well as materials for value-added goods and meals.

The orchard and lower gardens were organically certified since 1998, a designation that the organization maintained for the first 12 years of operation. Though the organization is no longer maintaining this certificate through the USDA, D Acres continues to practice safe and healthy garden procedures, such as crop rotation, composting, and the absence of pesticides and fertilizers. At this juncture official certification has been dropped due to exorbitant paperwork and “greenwashed” terminology. The farm’s identity with terms such as permaculture, community, and sustainability are more pertinent to our daily work.

The organization is open to suggestions of improvements and hope you will share such thoughts. When working in the gardens, please remember to clean tools of all dirt before returning them to their storage area. No tools are to be left out after work hours.

J. Ponds

A wetlands ecosystem was developed at D Acres (2010) for a number of reasons: to augment the animal and plant species existing on the property, both in terms of food production and a diverse and healthy natural habitat; to offer various irrigation possibilities, as a means of fire suppression, and as a potential source of power and greywater filtration. The creation of new ponds maximized the already existing flow of water, making use of natural springs and boggy areas, as well as receiving water from French drains and pipes previously installed around the homestead.

K. Rainwater Catchment & Irrigation

Rainwater is collected from the roofs of buildings for 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 lower garden. The irrigation system in the lower gardens can be operated using a solar water pump, pulling water out of the 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 and into a frog pond. In 2010, D Acres' catchment and irrigation potentials expanded significantly with the excavation of five new ponds and the expansion of a sixth. Run-off and rainwater are strategically collected, to be used as necessary around the homestead.

L. Recycling and Re-use

Recycling and reducing the waste stream is highly encouraged at D Acres. Primarily, attempts are made to limit the inflow of new products and non-reusable packaging. **Kitchen scraps** are composted and **plastic bags** re-used. **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 they accumulate and stored under the eaves of the barn (newspaper) and in the metal cage in the ox lot (cardboard). There have been experiments with using plastic waste as an insulation material in several outbuildings. Functional **glass jars** are re-used in food preservation and storage.

Glass, plastic, metals, batteries, paint products and colored paper products are recycled at the local transfer station. Trips are made 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.

To maximize the second-life of various objects, D Acres maintains a “wish list.” We welcome donations of second-hand goods, for example aluminum-frame glass doors, woodstoves, clothing, bicycles, hand tools. At times we have excess of certain items, at which point we notify the larger community and look to share such objects.

M. 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 the Trought 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.

N. Tours

Visitors are encouraged to tour the farm the first Sunday of every month at 1pm during our Open House. We will make arrangements for additional tours as requested. For tours given outside of open houses, D Acres asks a donation of \$2-10 per person to assist in the continuation of the project.

O. Treehouses

Treehouses 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 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 treehouses 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 May-July.

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.

P. Typical Day at D Acres

Assignments for the week are established at weekly 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. It is preferred to accomplish intern hours during the Tuesday-Thursday work-week, though there are specific weekend responsibilities, as well as special events. 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.

Q. Workshops & Events

Each year 30-40 workshops are held onsite, coordinated by the staff at D Acres. These vary in topic from culinary arts to woodworking, garden systems, and animal care. 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. 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.

In addition to workshops, D Acres also hosts community food events, weekend-long classes, conferences, fairs, public presentations & lectures, and design courses. While workshops and events are the focus of our public educational outreach; however, these workshops are a great opportunity for apprentices and interns to become more familiar with a particular topic during a structured presentation time.

R. Youth Education

Youth are a component of the educational mission at D Acres of New Hampshire. The farm endeavors to reduce excessive consumption and alienation from the natural world, by sowing the seeds for positive behavior in the minds of youth. Groups of young people are invited from schools and

camps to take part in hands-on activities at the farm. Workshops oriented toward children have been offered at times, as well as limited childcare onsite. We regularly welcome groups from elementary age to university level to engage in work-trade projects and tours around the farm. Expansion of youth education is dependent on maintenance of a focused staff person, and grant funding.

Facilities

A. 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 through a weekly chore rotation. D Acres staff may use the house to sleep in 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 educational activities and lectures, and the place where participants get together for meals, meetings and social gatherings. It is an immense resource for the organization, and should be treated with 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.

We must maintain this building for commercial use: avoid tracking dirt and other working materials into the building. Keep the mudroom tidy and the house presentable. Personal items must be stowed in the appropriate places so as to maintain the public space for visitors and guests.

B. 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 & garage. 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.

D Acres has had the experience of unnecessarily bringing two towns of volunteer firemen to the farm and it is quite unpleasant. Please be familiar with the operation of the system in case of emergency (directions above hall fire unit) so that the system can be disarmed when required.

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

C. Bathrooms

D Acres has a Clivus composting toilet with the community building, as well as an outhouse located across the street. Pee outside as much as possible year round in order to directly apply liquid gold to the appropriate locations within the garden system, such as compost piles. Only solid human waste, woodchips, and toilet paper should be deposited in either composting system. 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. All are expected to maintain the tidiness of the bathrooms, although the maintenance of the compost toilet and the outhouse is on the Communal Chore List. The storage tank in the basement must have composted material removed as necessary. 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 what you need for your stay, we do not provide personal care products. 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 downstairs bathroom.

Paying overnights guests have first priority for bathroom space. If you make use of the bathroom, you are responsible for cleaning up after yourself.

D. 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. The building has a backup propane system for heating water, however this is kept off and is to be used only in emergency situations.

E. First Aid & Fire Extinguishers

First Aid supplies are located in 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 and in all farm vehicles. The first floor fire extinguisher is located in the back pantry hallway. The second floor fire extinguisher is located near the seed cabinet. Please be vigilant of the expiration and level of pressure in these extinguishers to ensure working order.

F. 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 residents are expected to participate in daily cleaning and the scheduled deep cleanings coordinated at group meetings.

Kitchen Equipment

Please ask the kitchen manager to clarify proper usage of D Acres equipment. There are kitchen appliances and gadgets stored in cabinets. Clean and replace all appliances to their storage place after use.

D Acres offers many alternatives to use of our propane range: use them whenever possible. These include: cob oven, woodstove (indoor and out), and solar ovens. Before using any of the above, please request direction from the kitchen manager and/or staff so as to be cognizant of the idiosyncrasies of each system.

What to Eat

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: we choose to eat a seasonal, local, un-processed, largely vegetarian diet.

Items such as meat and fruit preserves are rationed by the Kitchen Manager — this is food for the whole community. If you are unsure of what you may use, please consult the Kitchen Manager.

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 – staff will know where to check or what to do to substitute. A monthly food order is made through a regional distributor. We invite members of the community at large to order with us through a Bulk Buying Club.

The compost buckets are under the sink. Meat scraps are collected in a container located next to the sink and discarded in the woods. Kitchen food waste is often fed to the pigs and chickens. The chickens do not receive citrus peels, banana peels, egg shells, tea bags, coffee grounds, and onion or garlic skins. Only organic materials go in the compost.

G. Laundry

A Maytag washer is available for use in the community building. Please use the biodegradable detergent available in the cabinets above the units. Community towels and dishcloths are washed weekly as assigned by the cleaning schedule. Use appropriate washing settings. Keep washer door ajar after use to prevent mildew.

To reduce electricity use, we do not have a dryer. Participants must use the clothes-line (outdoors) and drying racks (indoors). Although the Homestead has a number of luxuries, our community is concerned with limiting our use of electricity, water and other resources. It is a personal responsibility to appropriately use the resources we have.

H. Library

The formal library upstairs holds 1500+ volumes and is a community space that should be maintained as such. The kitchen also has an extensive cookbook collection, while the craft room houses instructional resource books.

Please return all books to their proper place. Please use bookmarks instead of “dog ears” or leaving books open. Treat books kindly. We do not check books out of the house. This policy is inconvenient but based on the prior travails and misadventures of books on the farm. Our books are a fragile, shared resource, which can be easily damaged by travel, weather, and destructive usage.

I. 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 answer call waiting. D Acres business takes precedence over personal use of land-line telephone, while the computer located in the office is primarily for official D Acres work. All computers must be shut down at night. Be sure to check message machine and voice mail regularly. Messages should be noted on the dry erase board with pertinent information and your initials.

Snail mail and packages can be received at: your name c/o D Acres of NH, PO Box 98, Dorchester, NH 03266.

J. 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 the Ag Ford truck) must be maintained. The oil must be checked every week (assigned by the chore schedule). In the winter, keep gas tanks full and allow time for all vehicles to warm up before driving off. The Fuso, the Ford, and the Jetta are registered to D Acres; drivers may only operate these vehicles if they have been authorized to do so by being added to the insurance policy.

K. Wood Boiler

The wood boiler heats hot water and the Homestead through radiant tubes that are installed in the floors. The wood boiler must be attended to regularly when in operation. Be vigilant! For operational instructions, Josh must be consulted. It is the responsibility of the people maintaining the fire to keep the room clean as well, though weekly sweeping is included in the shore schedule. A yearly cleaning of the Tarm boiler is also scheduled by the staff.

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. Please clean yourself off before leaving the shop; don't bring the mess into the rest of the house. Please familiarize yourself with the operation of tools and dust collection system. Before beginning to utilize D Acres power tools, participants must be checked out for safety and basic operation. Always put tools away upon completing a project. Seek help when you are unsure or require just a bit more experience.

Personal projects are encouraged. Please propose projects at group meetings to discuss the use of materials and space.