



TOWN OF LEDYARD CONNECTICUT

741 Colonel Ledyard Highway
Ledyard, Connecticut 06339

Ledyard Farmers Market Committee

~ AGENDA ~

Chairman
Laurianne Hary

Special Meeting - Please Note Location

Wednesday, May 31, 2023

5:30 PM

Holdridge Pavilion - Ledyard Center

PLEASE NOTE LOCATION

In Person Only - Holdridge Pavilion - Ledyard Center

- I. CALL TO ORDER
- II. ROLL CALL
- III. TREASURER REPORT
- IV. MEMBERS COMMENTS
- V. MARKET MANAGER REPORT
- VI. APPROVAL OF MINUTES

MOTION to approve the Farmers Market Committee Regular Meeting Minutes of May 3, 2023

Attachments: [FARMERS-MIN-2023-05-03-.pdf](#)

VII. BUSINESS OF THE MEETING

- Signage
- Market Themes 2023
- Kids Activities/Entertainment
-
- Market Bags
- T-Shirts- Farmers Market Committee Members
- Farmers Market Video
-
- Coffee Vendor
- Entertainment
- Storage Shed

- Tie Up Loose Ends for June 7, 2023 Summer Market Kick-Off.

VIII. NEXT MEETING

IX. ADJOURNMENT

DISCLAIMER: Although we try to be timely and accurate these are not official records of the Town.



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 23-1704

Agenda Date: 5/31/2023

Agenda #:

MINUTES

Minutes:

MOTION to approve the Farmers Market Committee Regular Meeting Minutes of May 3, 2023



TOWN OF LEDYARD
CONNECTICUT

LEDYARD FARMERS' MARKET COMMITTEE
REGULAR MEETING

741 Colonel Ledyard Highway
Ledyard, CT 06339

<http://www.ledyardct.org>

Roxanne M. Maher
(860) 464-3203

Chairman Lauriann Hary

HYBRID FORMAT
~ MINUTES~

Wednesday, May 3, 2023

5:30 PM

Town Hall Annex Building

DRAFT

- I. CALL TO ORDER – The Meeting was called to order by Committee Chairman Lauriann Hary at 5:30 p.m.

Chairman Hary welcomed all to the Video Conference Meeting; and she noted that the remote meeting information for the Farmers Market Committee and members of the Public to participate in tonight’s meeting was available on the Agenda that was posted on the Town’s Website - Granicus-Legistar Meeting Portal.

- II. ROLL CALL –

Attendee Name	Title	Status	Location	Arrived	Departed
Pamela Ball	Recording Secretary/Treasurer	Present	In-Person	5:30 pm	6:45 pm
April Brunelle	Vice-Chairman	Present	In-Person	5:30 pm	6:45 pm
Ellin Grenger	Committee Member	Present	In-Person	5:30 pm	6:45 pm
Lauriann Hary	Chairman	Present	In-Person	5:30 pm	6:45 pm
Peter Hary	Committee Member	Present	In-Person	5:30 pm	6:45 pm
Sarah Martic	Committee Member	Present	In-Person	5:30 pm	6:45 pm
Bill Thorne	Committee Member	Absent			
Allison Troy	Committee Member	Present	In-Person	5:30 pm	6:45 pm
Naomi Rodriguez	Town Councilor	Present	In-Person	5:30 pm	6:45 pm

- III. CITIZENS COMMENTS –

Councilor Rodriguez noted that the Community Relations Committee would like to request the opportunity to host three Booths at this Summer’s Market as follows:

- **June 21, 2023 or July 19, 2023 – Mental Health Awareness** featuring the following services: Brian Dagle Healing Hearts Foundation; Home heating fuel through Thames Valley Council for Community Action (TVCCA) and other assistance programs; Utilities – Electric/Water Assistance; Homeowners Assistance program that provided no interest loans to help people replace their furnace, roof or septic system, etc. Home meal delivery available for those who cannot get out to grocery shop through Thames Valley Council for Community Action (TVCCA); The Linda C. Davis Food Pantry located in Ledyard Center; United Way located in Gales Ferry was a great resource; Connecticut’s Paid Family Medical Leave Program; Police Department “Green and/or Blue Envelope” for drivers with Autism or Hearing Impaired;

- **August 20, 2023 – Library Services – Back to School** -This would also include a Bill Library Open House, Short Presentation, and Tour of the Library;
- **September 19, 2023 – First Responders - Home Town Heroes-** to promote the many organizations and committees that are operated with volunteers from the community. The Community Relations Committee would like to provide information on how people could get involved and volunteer to serve on the Ledyard or Gales Ferry Fire Department, or on a town committee/commission or board or become a Police Officer, etc.

The Farmers’ Market Committee asked that the Community Relations Committee submit an Application to host Booths at the 2023 Summer Market as Councilor Rodriguez noted this evening.

IV. INFORMATIONAL ITEMS –

- **Farmers Market Video** - Ms. Brunelle suggested the Farmers Market Committee consider creating a video that could be posted/shared on Social Media sites to increase productivity. She explained that Mr. James Brunelle could create the video, noting that the cost would be \$300 per month/ \$80 per video, \$350 per month/\$100 per video.
- **Community Feedback** – It was noted that there have been inquiries as to whether the Farmers Market Committee would permit Political Tables – The Committee agreed that Politic Tables were not permitted.
- **Pinewood Derby** -Boy Scouts would be attending & hosting Pinewood Derby.

V. MEMBER COMMENTS – None.

VI. TREASURER REPORT

- Year to Date Report – April 27, 2023 – Balance \$15,371

Treasurer Pam Ball reported that she confirmed with Assistant Finance Director Ian Stammel that the Farmers’ Market Balance had been carried over into the Munis System twice, noting that the Actual Year-to-Date Balance as of April 27, 2023 was in the amount of \$15,371, not the \$33,928.68 as contained in the Report provided for tonight’s meeting.

Ms. Ball reported the following:

- ✓ Deposit – \$6,775 Received from Vendors checks
 - ✓ Total New Balance: \$22,146
- Purchase Orders Report – April 27, 2023
 - ✓ Children’s Museum Invoice - Ms. Troy stated that she would contact the Children’s Museum and ask that they send their invoice for 2023 Market.

- ✓ JPO Productions – It was noted that there would be one check to JPO Productions, and possibly a second check for the June 21, 2023 Market.

VII. MARKET MANAGER REPORT

Chairman L. Hary announced that she would be stepping down from Market Manager, making the 2023 Summer Market her last year serving as Market Manager.

Chairman Hary announced that the Ledyard Farmers Market was rated in the Top Three Farmers Markets listed in CT Magazine. She thanked everyone for their time commitment and work that has made their Farmers' Market a great success!.

VIII. APPROVAL OF MINUTES

MOTION to approve the Regular Meeting Minutes of April 5, 2023
Moved by Ms. L. Hary, seconded by Ms. Brunelle

VOTE: 7 – 0 Approved and so declared

IX. OLD BUSINESS

1. Continued preparations for the Famers' Market 2023 Summer Season

- **Trash Collection:**

Trash Collection- -The Trash Contract would provide six-trash cans. The Committee would need to put trash bags in the cans located in the Pavilion during the Market hours.

RESULT: COMPLETED

- **Website –**

Website home page, and applications have been updated.

RESULT: COMPLETED

- **Signage:**

No Update.

RESULT: NO ACTION

Next Meeting; 5/31/2023 5:30 pm

• **Weekly Market Themes - Tracking**

No Update.

RESULT: NO ACTION

Next Meeting; 5/31/2023 5:30 pm

• **Gate by Library**

The Gate was the property of the Congregational Church. The Farmers Market will rope that Gate Entrance off.

RESULT: COMPLETED

• **Coffee Vendor**

The Committee was waiting on a response from Social, and would continue to look for a Coffee Vendor in the meantime.

RESULT: CONTINUED

Next Meeting: 5/31/2023 5:30 p.m.

2. Any other Old Business proper to come before the Committee .-None.

X. NEW BUSINESS

1. Any other New Business proper to come before the Committee.

• **Farmers Market Video**

MOTION to authorize and appropriate \$1,400 to James Brunelle to create a Farmers' Market Video to be posted on Social Media sites.

Moved by Ms. L. Hary, seconded by Ms. Ball

Discussion: Ms. L. Hary noted as Ms. Brunelle explained earlier this evening, the cost to create a Farmers' Market Video was \$300 per month/ \$80 per video, \$350 per month/\$100 per video. She stated to provide videos during the four months that the Farmers Market was open that it would cost \$1,400.

VOTE: 6 – 0 – 1 Approved and so declared (Brunelle abstained)

RESULT: 6 – 0 - APPROVED [UNANIMOUS]

MOVER: Lauriann Hary, Committee Chairman

SECONDER: Pam Ball, Treasurer

AYES: Ball, Grenger, L. Hary, P. Hary, Martic, Troy

ABSTAINED: Brunelle

EXCUSED: Thorne

• **Advertisements**

MOTION to authorize an appropriation of \$600 for Advertising in the Connecticut Magazine.

Moved by Ms. Brunelle, seconded by L. Hary

Discussion: Ms. L. Hary stated the CT Magazine will be announcing the Top Ledyard Farmers Market in the State in their July publication. She suggested the Committee place a “*Thank You!*” advertisement in the magazine noting as mentioned earlier this evening that Ledyard’s Farmers Market was rated in the Top Three Farmers Markets listed in CT Magazine. She stated the cost for the advertisement was \$600.00.

VOTE: 7 – 0 Approved and so declared

RESULT: 7 – 0 - APPROVED [UNANIMOUS]

MOVER: April Brunelle, Vice-Chairman

SECONDER: Lauriann Hary, Committee Chairman

AYES: Ball, Brunelle, Grenger, L. Hary, P. Hary, Martic, Troy

EXCUSED: Thorne

• **Market Bags**

MOTION to authorize an appropriation of \$2,500 to R & B Apparel to purchase Farmers’ Market Bags to be sold at the 2023 Summer Market.

Moved by Ms. L. Hary, seconded by Ms. Brunelle

Discussion: Ms. Hary stated \$2,500 would purchase 200 Bags @ \$12.00 each, noting that the Market’s retail sale of the Bags would be sold for \$15.00 each.

VOTE: 7 – 0 Approved and so declared

RESULT: 7 – 0 - APPROVED [UNANIMOUS]

MOVER: Lauriann Hary, Committee Chairman

SECONDER: April Brunelle, Vice-Chairman

AYES: Ball, Brunelle, Grenger, L. Hary, P. Hary, Martic, Troy

EXCUSED: Thorne

• **Kids Activities-Entertainment**

MOTION to authorize and appropriate \$2,500 for Kids Entertainment & Family Activities.

Moved by Ms. L. Hary, seconded by Ms. Grenger

Discussion: Ms. Troy would plan/organize the Kids Activities/Entertainment.

VOTE: 7 – 0 Approved and so declared

RESULT: 7 – 0 - APPROVED [UNANIMOUS]

MOVER: Lauriann Hary, Committee Chairman

SECONDER: April Brunelle, Vice-Chairman

AYES: Ball, Brunelle, Grenger, L. Hary, P. Hary, Martic, Troy

EXCUSED: Thorne

- ***Storage Shed***

The Committee planned to clean out the Storage Shed before the Kick-Off Market scheduled for June 7, 2023.

RESULT: COMPLETED

- ***T-Shirts- Farmers Market Committee Members***

Ms. Martic would speak to *Make your Mark* about purchasing T-Shirts for the Farmers' Market Committee Members.

RESULT: CONTINUED

Next Meeting; 5/31/2023 5:30 pm

XI. NEXT MEETING

Next Meeting; May 31, 2023 to be held at the Holdridge Pavilion.

XII. ADJOURNMENT

MOTION to adjourn meeting at 6:45 p.m.

Moved by Ms. L. Hary, seconded by Ms. Ball

VOTE: 7 - 0 Approved and so declared

Respectfully submitted,

Lauriann Hary
Committee Chairman



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 23-1639

Agenda Date: 5/31/2023

Agenda #:

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

- Signage

Background:

(type text here)

Department Comment/Recommendation:

(type text here)

Meeting Action Detail:

Ledyard Farmers Market Meeting :

File #: [23-1639](#) Version: 1

Type: Farmers Market Committee

Title: Signage

Action: Continued

Minute Note:



TOWN OF LEDYARD

741 Colonel Ledyard Highway
Ledyard, CT 06339-1511

File #: 23-1561

Agenda Date: 5/31/2023

Agenda #:

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

- Market Themes 2023

Background:

(type text here)

Department Comment/Recommendation:

(type text here)

Meeting Action Detail:

Ledyard Farmers Market Meeting 01/04/2023:

File #: [23-1561](#) Version: 1

Type: Farmers Market Committee

Title: Market Themes 2023

Action: Discussed

Minute Note:

After much discussion, the following Themes were selected:

<i>June 2023</i>	<i>July, 2023</i>	<i>August 2023</i>	<i>September 2023</i>
✓ 7 th - "MEAT" You at the Market	✓ 5 th Red, White and Berry	✓ 2 nd Bubbles & Blooms	✓ 6 th Simply Sweet
✓ 14 th All American Artisans	✓ 12 th Backyard BBQ	✓ 9 th Farm Fresh	✓ 13 th Hometown Heroes
✓ 21 st Summer Solstice	✓ 19 th Christmas in July	✓ 16 th Beach Blanket Bingo	✓ 20 th "SEA" You Next Year
✓ 28 th CREAM of the Crop	✓ 26 th "Bee" Your Best	✓ 23 rd Bark' N Brew	
		✓ 30 th Back to School	

Ledyard Farmers Market Meeting 04/5/2023:

File #: [23-1561](#) Version: 1

Type: Farmers Market Committee

Title: Market Themes 2023

Action: Discussed

Minute Note:

Ms. Brunelle would take over the spreadsheets for the tracking and management of the vendors for Market’s previously approved weekly themes.

<i>June 2023</i>	<i>July, 2023</i>	<i>August 2023</i>	<i>September 2023</i>
✓ 7 th - “MEAT” You at the Market	✓ 5 th Red, White and Berry	✓ 2 nd Bubbles & Blooms	✓ 6 th Simply Sweet
✓ 14 th All American Artisans	✓ 12 th Backyard BBQ	✓ 9 th Farm Fresh	✓ 13 th Hometown Heroes
✓ 21 st Summer Solstice	✓ 19 th Christmas in July	✓ 16 th Beach Blanket Bingo	✓ 20 th “SEA” You Next Year
✓ 28 th CREAM of the Crop	✓ 26 th “Bee” Your Best	✓ 23 rd Bark’ N Brew	
		✓ 30 th Back to School	

Action: Discussed



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 23-1643

Agenda Date: 5/31/2023

Agenda #:

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

- *Kids Activities/Entertainment*

Background:

(type text here)

Department Comment/Recommendation:

(type text here)

Meeting Action Detail:

Ledyard Farmers Market Meeting: 5/3/2023 :

File #: [23-1643](#) Version: 1

Type: Farmers Market Committee

Title: Kids Activities/Entertainment

Action: Approved and so declared

Minute Note:

Moved by Ms. L. Hary, seconded by Ms. Grenger

Discussion: Ms. Troy would take on the planning of the Kids Activities/Entertainment.

VOTE: 7 - 0 Approved and so declared

Action: Approved and so declared



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 23-1642

Agenda Date: 5/31/2023

Agenda #:

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

- *Market Bags*

Background:

(type text here)

Department Comment/Recommendation:

(type text here)

Meeting Action Detail:

Ledyard Farmers Market Meeting: 5/3/2023 :

File #: [23-1642](#) Version: 1

Type: Farmers Market Committee

Title: Market Bags

Action: Approved and so declared

Minute Note:

Moved by Ms. L. Hary, seconded by Ms. Brunelle

Discussion: Ms. Hary stated \$2,500 would purchase 200 Bags @ \$12.00 each, noting that the Market's retail sale of the Bags would be sold for \$15.00 each.

VOTE:7 - 0 Approved and so declared

Action: Approved and so declared



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 23-1645

Agenda Date: 5/31/2023

Agenda #:

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

- *T-Shirts- Farmers Market Committee Members*

Background:

(type text here)

Department Comment/Recommendation:

(type text here)

Meeting Action Detail:

Ledyard Farmers Market Meeting 5/3/2023 :

File #: [23-1645](#) Version: 1

Type: Farmers Market Committee

Title: T-Shirts - Farmers' Market Committee Members

Action: Continued

Minute Note:

Ms. Martic would speak to *Make your Mark* about purchasing T-Shirts for the Farmers' Market Committee Members.

Action: Continued



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 23-1640

Agenda Date: 5/31/2023

Agenda #:

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

- *Farmers Market Video*

Background:

(type text here)

Department Comment/Recommendation:

(type text here)

Meeting Action Detail:

Ledyard Farmers Market Meeting: 5/3/2023 :

File #: [23-1640](#) Version: 1

Type: Farmers Market Committee

Title: Farmers Market Video

Action: Approved and so declared

Minute Note:

Moved by Ms. L. Hary, seconded by Ms. Ball

Discussion: Ms. L. Hary noted as Ms. Brunelle explained earlier this evening, the cost to create a Farmers' Market Video was \$300 per month/ \$80 per video, \$350 per month/\$100 per video. She stated to provide videos during the four months that the Farmers Market was open that it would cost \$1,400.

VOTE:6 - 0 - 1 Approved and so declared (Brunelle abstained)

Action: Approved and so declared



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 23-1565

Agenda Date: 5/31/2023

Agenda #:

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

- Coffee Vendor

Background:

(type text here)

Department Comment/Recommendation:

(type text here)

Meeting Action Detail:

Ledyard Farmers Market Meeting 04/5/2023:

File #: [23-1565](#) Version: 1

Type: Farmers Market Committee

Title: Coffee Vendor

Action: Discussed

Minute Note:

It was noted that the Committee needed to find a new coffee vendor for the 2023 Summer Market Season.

Action: Discussed



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 23-1702

Agenda Date: 5/31/2023

Agenda #:

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

- *Entertainment*

Background:

(type text here)

Department Comment/Recommendation:

(type text here)

Meeting Action Detail:

Ledyard Farmers Market Meeting: 5/3/2023 :

File #: [23-1642](#) Version: 1

Type: Farmers Market Committee

Title: Market Bags

Action: Approved and so declared

Minute Note:

Moved by Ms. L. Hary, seconded by Ms. Brunelle

Discussion: Ms. Hary stated \$2,500 would purchase 200 Bags @ \$12.00 each, noting that the Market's retail sale of the Bags would be sold for \$15.00 each.

VOTE:7 - 0 Approved and so declared

Action: Approved and so declared



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 23-1644

Agenda Date: 5/31/2023

Agenda #:

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

- *Storage Shed*

Background:

(type text here)

Department Comment/Recommendation:

(type text here)

Meeting Action Detail:

Ledyard Farmers Market Meeting 5/3/2023 :

File #: [23-1644](#) Version: 1

Type: Farmers Market Committee

Title: Storage Shed

Action: Completed

Minute Note:

The Committee planned to clean out the Storage Shed before the Kick-Off Market scheduled for June 7, 2023.

Action: Completed



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 23-1703

Agenda Date: 5/31/2023

Agenda #:

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

- Tie Up Lose Ends for June 7, 2023 Summer Market Kick-Off.

Background:

(type text here)

Department Comment/Recommendation:

(type text here)

Meeting Action Detail:

Ledyard Farmers Market Meeting: 5/3/2023 :

File #: [23-1642](#) Version: 1

Type: Farmers Market Committee

Title: Market Bags

Action: Approved and so declared

Minute Note:

Moved by Ms. L. Hary, seconded by Ms. Brunelle

Discussion: Ms. Hary stated \$2,500 would purchase 200 Bags @ \$12.00 each, noting that the Market's retail sale of the Bags would be sold for \$15.00 each.

VOTE: 7 - 0 Approved and so declared

Action: Approved and so declared