



TOWN OF LEDYARD CONNECTICUT

741 Colonel Ledyard Highway
Ledyard, Connecticut 06339

Ledyard Farmers Market Committee

~ AGENDA ~

Chairman Pamela Ball

Regular Meeting

Wednesday, February 5, 2025

5:30 PM

Town Hall Annex - Hybrid Format

In-Person: Annex Meeting Room - Town Hall Annex Building

Remote Participation Information is noted Below:

Join Zoom Meeting from your Computer, Smart Phone or Tablet:

<https://us06web.zoom.us/j/82982574617?pwd=UQTBYb1lc7GN9HIWqK0XLodendnIad.1>

Or by Audio Only: Telephone: +1 646 558 8656; Meeting ID: 829 8257 4617; Passcode: 440079

I. CALL TO ORDER

II. ROLL CALL

III. RESIDENTS & PROPERTY OWNERS COMMENTS

IV. PRESENTATIONS / INFORMATIONAL ITEMS

V. MEMBER COMMENTS

VI. TREASURER'S REPORTS

Financial Reports Fiscal Year 2024/2025

- Year to Date Report - January 30, 2025
- Purchase Orders Report - January 30, 2025

Attachments: [FM-YTD-REPORT-2025-01-30](#)
[FM-PURCHASE ORDERS-FYE-2025-01-30](#)

MARKET MANAGER REPORT

VII. APPROVAL OF MINUTES

MOTION to approve the Ledyard Farmers' Market Minutes of January 8, 2025

Attachments: [FM-MIN-2025-01-08](#)

VIII. OLD BUSINESS

- Vendor Fees and Operational Costs
- Entertainment

- Extend Market Season
- Children's Activities Table
- Website Management and Newsletter

2. Discussion regarding 2025 Weekly Themes

Any Old Business proper to come before the Committee

XI. NEW BUSINESS

Any New Business proper to come before the Committee

X. 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 #: 25-1222

Agenda Date: 2/5/2025

Agenda #:

REPORT

Staff/Committee Report:

Financial Reports Fiscal Year 2024/2025

- Year to Date Report - January 30, 2025
- Purchase Orders Report - January 30, 2025

Town and Schools of Ledyard



YTD REPORT -TOWN COUNCIL-10/30/2024

FOR 2025 12							
ACCOUNTS FOR: 20810201 DONATIONS/GRANTS EXPENSES							
ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED	
54201 FARMERS MARKET							
24201 FARMERS MARKET							
0208-00-1020-00000-54201 -24201		FARMERS MARKET					
22,553.72	1,570.75	24,124.47	4,125.46	6,299.54	13,699.47	43.2%	
TOTAL FARMERS MARKET							
22,553.72	1,570.75	24,124.47	4,125.46	6,299.54	13,699.47	43.2%	
TOTAL DONATIONS/GRANTS EXPENSES							
22,553.72	1,570.75	24,124.47	4,125.46	6,299.54	13,699.47	43.2%	
TOTAL EXPENSES							
22,553.72	1,570.75	24,124.47	4,125.46	6,299.54	13,699.47		

Town and Schools of Ledyard



PURCHASE ORDERS BY GL ACCOUNT

YEAR/PERIOD: 2025/12 Amounts Include Unposted AP Invoice Liquidations

ACCOUNT/VENDOR	PO	YEAR/PER	OPEN LINE AMT	OPEN PO AMT	DESCRIPTION	STATUS
20810201 DONATIONS/GRANTS EXPENSES						
0208-00-1020-00000-54201 -24201 FARMERS MARKET						
900260 WILLIAM THORNE	20250064	2025/01	500.00	500.00	Farmers Mrkt FY 24/25 B	Posted
900293 R & B APPAREL PLUS LLC	20250065	2025/01	1,000.00	1,000.00	Farmers Mrkt FY 24/24 R	Posted
902139 COPY CATS INC	20250067	2025/01	928.17	928.17	Farmers Mrk FY 24/25- C	Posted
902479 CHILDRENS MUSEUM OF SE CT	20250068	2025/01	275.00	275.00	Farmers Mrkt FY 24/25 C	Posted
902794 LEDYARD ROTARY	20250069	2025/01	225.00	225.00	Farmers Mrkt FY 24/24-	Posted
903136 PAMELA BALL	20250070	2025/01	1,000.00	1,000.00	Farmers Mrkt FY 24/25 P	Posted
903558 BEN FREIERT	20250072	2025/01	150.00	150.00	Farmers Mrkt FY 24/25 B	Posted
904284 JPO PRODUCTIONS LLC	20250075	2025/01	125.00	125.00	Farmers Mrkt FY 24/25 J	Posted
904608 CWPM LLC	20250057	2025/01	528.19	528.19	Farmers Mrkt 2024-2025-	Posted
905089 ALLISON TROY	20250076	2025/01	200.00	200.00	Farmers Mrkt FY 24/25 A	Posted
905458 KEVIN SALLEY	20250077	2025/01	75.00	75.00	Farmers Mrkt FY 24/25 K	Posted
905463 AUSTIN L NEAL	20250078	2025/01	250.00	250.00	Farmers Mrkt FY 24/25 A	Posted
905500 CORPAY INC	20250079	2025/01	866.15	866.15	Farmers Mrkt FY 24/25 C	Posted
905500 CORPAY INC	20250082	2025/01	177.03	177.03	Farmers Mrkt FY 24/25 C	Posted
	VENDOR TOTAL		1,043.18	1,043.18		
	ACCOUNT TOTAL		6,299.54	6,299.54		
	20810201 ORG TOTAL		6,299.54	6,299.54		



PURCHASE ORDERS BY GL ACCOUNT

YEAR/PERIOD: 2025/12 Amounts Include Unposted AP Invoice Liquidations

ACCOUNT/VENDOR	PO	YEAR/PER	OPEN LINE AMT	OPEN PO AMT	DESCRIPTION	STATUS
0208 DONATIONS AND GRANTS			FUND TOTAL	6,299.54	6,299.54	



PURCHASE ORDERS BY GL ACCOUNT

YEAR/PERIOD: 2025/12 Amounts Include Unposted AP Invoice Liquidations

ACCOUNT/VENDOR	PO	YEAR/PER	OPEN LINE AMT	OPEN PO AMT	DESCRIPTION	STATUS
REPORT PO TOTAL			6,299.54			

** END OF REPORT - Generated by ROXANNE MAHER **

SUMMARY OF FUNDS

YEAR/PERIOD: 2025/12 Amounts Include Unposted AP Invoice Liquidations

FUNDS	DESCRIPTION	PO TOTAL	GRAND TOTAL
0208	DONATIONS AND GRANTS	6,299.54	6,299.54

** END OF REPORT - Generated by ROXANNE MAHER **



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 25-1373

Agenda Date: 2/5/2025

Agenda #:

MINUTES

Minutes:

MOTION to approve the Ledyard Farmers' Market Minutes of January 8, 2025



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 Pamela Ball

HYBRID FORMAT
~ MINUTES~

Wednesday, January 8, 2025

5:30 PM

Annex Meeting Room- Annex Building

DRAFT

- I. CALL TO ORDER – The Meeting was called to order by Committee Chairman Pamela Ball at 5:32 p.m.

Chairman Ball 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	Chairman Pro-tem/Manager	Present	In-Person	5:32 pm	6:53 pm
Ellin Grenger	Committee Member	Excused			
Sarah Martic	Recording Secretary	Present	Remote	5:32 pm	6:53 pm
Bill Thorne	Alternate Member/Treasurer	Present	In-Person	5:32 pm	6:53 pm
Allison Troy	Committee Member	Present	Remote	5:32 pm	6:53 pm
Ethan Foltz	Committee Member	Present	Remote	5:32 pm	6:53 pm
S. Naomi Rodriguez	Town Council Chairman	Present	In-Person	5:32 pm	6:53 pm

Chairman Ball noted that Alternate Member Mr. Thorne would be seated as a Regular Member in the absence of Ms. Grenger.

- III. RESIDENTS & PROPERTY OWNERS COMMENTS - None

- IV. PRESENTATIONS

Boy Scout Michael noted that he has volunteered many hours working at the weekly Farmers Market. He stated that next fall, 2026, he would start to work on his Eagle Scout Project. To prepare for his upcoming Eagle Scout Project, he wanted to discuss some potential projects that would provide improvements to the Farmers Market area. He presented the following ideas

- Wooden Covers for the Trash Cans at the Farmers Market
- Expanding and/or organizing the existing Storage Shed.

The Farmers Market Committee discussed adding a solar light to the shed and suggested possibly working with the Parks & Recreation Department regarding improvements for the trash cans.

V. MEMBER COMMENTS – None.

VI. TREASURER REPORT

Treasurer Mr. Thorne stated the following Financial Reports were provided for tonight's meeting noting that they had an approximate balance of \$17,798 to start the 2025 summer market:

- Year to Date Report – January 2, 2025 Balance \$17,798
- Purchase Orders Report – January 2, 2025 showed that they had \$6,325 encumbered for Open Purchase Orders.

RESULT: DISCUSSED

Next Meeting: 02/05/2025 5:30 p.m.

VII. MARKET MANAGER REPORT

Chairman Ball shared a thank you card the Farmers Market Committee received from the Frank's Mobile Pizza Kitchen.

VIII. APPROVAL OF MINUTES

MOTION to approve the Meeting Minutes of October 2, 2024

Moved by Ms. Ball, seconded by Mr. Thorne.

VOTE: 5 – 0 Approved and so declared

IX. OLD BUSINESS

1. Any Old Business proper to come before the Committee. – None.

X. NEW BUSINESS

1. Preparations for the 2025 Summer Market.

• ***Vendor Fees and Operational Costs***

Committee Chairman Ball discussed the market's cashflow, mentioning that they currently have a balance of about \$17,798 to start the 2025 Market Season. She commented that they were fortunate in that some costs (such as insurance) do not contribute to increases in operating costs. She also discussed the need to change the fee structure to offer a "cash discount" for vendors paying by check rather than PayPal, noting that the market absorbed nearly \$150 in PayPal fees last season.

Team discussed having a vendor fee of \$210 per season with a cash discount fee of \$200 per season with similar discounting for part and guest fees.

Mrs. Ball went on to discuss the possibility to raise other prices, but only if necessary. She stated that other costs to operate the Market, such as the trash removal, costs for the website and email service may also see increases, and that they would need to consider the impact of those increases on the market's budget.

- ***Entertainment***

The Committee discussed the entertainment budget, noting that they could increase this budget if needed.

Ms. Martic mentioned a discussion she had with well-known country artist, Ray Scott, noting that she could see if he would be interested in performing at this summer's market.

- ***Extend Market Season***

The Committee discussed the possibility of extending the Market Season to 16 weeks and the general consensus was that this was a good idea.

Ms. Troy expressed concern noting that they would need seek extra support to help once school started. Ms. Ball indicated that the market would find extra help or make changes to the children's activities on days when Ms. Troy was not available.

- ***Children's Activities Table***

Ms. Troy discussed the success of past events that were particularly popular with the kids.

- ***Website Management and Newsletter***

Mrs. Ball expressed concerns about the lack of having a computer-savvy individual to manage the website and newsletters, noting that this role was previously filled by Kristie Lundgren.

Mr. Foltz offered to ask people he knew if they would be willing to help (with or without pay). Ms. Ball expressed concern about the responsiveness and the required time commitment. She also discussed the need for a local, fast, and responsive person to manage the online presence.

RESULT: CONTINUED

Next Meeting: 02//5/2025; 5:30 p.m.

2. Discussion regarding 2025 Weekly Themes

The Committee discussed the weekly themes for the Market, and agreed to simplify the themes, to allow for more flexibility in the music and decorations.

The Committee also discussed the idea of focusing on the best events, such as Opening Day, Hometown Heroes, and Dogs Days of Summer, and possibly dropping the less successful themes.

Ms. Troy noted that the following Themes were particularly successful:

- ✓ Nascar Day
- ✓ 4th of July

- ✓ Back to School
- ✓ Halloween

The committee is considering keeping the same themes as last year; and to try to focus more on local produce (below are just suggestions).

<i>June 2025</i>	<i>July, 2025</i>	<i>August 2025</i>	<i>September 2025</i>
✓ 4 th Earth Day	✓ 2 nd July Red-White & Blue	✓ 6 th – 70's Hippies	✓ 3 rd Back to School
✓ 11 th Stuffed Animal Parade	✓ 9 th Bee Bubbly	✓ 13 th Dog Days of Summer	✓ 10 th Hometown Heroes
✓ 18 th Summer	✓ 16 th Beacon	✓ 20 th Old Folks Day	✓ 17 th
✓ 25 th Halloween	✓ 23 th Ocean/Beach	✓ 27 th Game Day	
	✓ 30 th "NASCAR		

The Committee agreed to proceed with the application process without immediate concern for the themes.

• ***Market Organization and Vendor Management***

The Farmers Market Committee discussed the organization and management of the Ledyard Farmers Market. They agreed to the following:

- ✓ Continue with a monthly meeting schedule, with the next meeting set for February 5th.
- ✓ Open the vendor application process to all vendors, and give priority consideration to returning vendors.
- ✓ The application process will start on February 1st and continue until March 1st.
- ✓ Suggestions/ideas for market layout
 - Limit the number of vendors and avoid placing them on the grass.
 - Addition of a walkway on the south side of the market.

• ***Safety Concerns – Vendors Leaving Early***

The Committee discussed potential safety issues with vendors leaving early and moving their cars before the Market closed at 7:00 p.m. They discussed various options such as having all cars park on one side, enforcing a no-car-movement rule until a certain time, or requiring vendors to back into spaces.

Although the Committee did not make a decision regarding a plan to address their safety concerns Mrs. Ball noted that that she would plan to initially instruct vendors that they cannot have cars on that side. She noted that the Committee could expect that some vendors would request an exception that could be evaluated by the Committee on a case-by-case bases, for legitimate needs.

RESULT: CONTINUEUD

Next Meeting: 02.05/2025 5:30 p.m.

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

Mrs. Ball provided a recap of the Committee's discussions this evening noting the following:

- ✓ Mrs. Ball will update vendor application forms with new the pricing structure.
- ✓ Mrs. Ball will begin accepting applications February 1, 2025; and priority consideration will be given to returning vendors.
- ✓ Mrs. Ball will update the market map to remove select vendor spaces and add a walkway on the south side of the market.
- ✓ Mrs. Ball will update vendor rules regarding car movement and pack-up time.
- ✓ Mrs. Ball will invite Parks & Recreation Director Scott Johnson, Jr. to the Farmers Market Committee's February 5, 2025 meeting to discuss plans trash management
- ✓ Mr. Foltz would ask his network for potential volunteers/paid help for website and newsletter management.
- ✓ Farmers Market Committee members would think about ideas to better integrate the entertainment into the market.
- ✓ Farmers Market Committee members would think about how to handle full-time crafter applications for discussion at their February 5, 2025 meeting.
- ✓ Farmers Market Committee members would brainstorm to develop ideas for the south side of the market grounds regarding car placement and safety.

XI. NEXT MEETING

- February 5, 2025 -The next meeting will focus on vendor decisions and timing.

XII. ADJOURNMENT

MOTION to adjourn the meeting at 6:53 p.m.
Moved by Ms. Ball, seconded by Ms. Martic
5- 0 Approved and so declared

VOTE:

Respectfully submitted,

Pamela Ball
Committee Chairman



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 25-1367

Agenda Date: 2/5/2025

Agenda #:

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

- *Vendor Fees and Operational Costs*

Background:

(type text here)

Department Comment/Recommendation:

(type text here)



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 25-1368

Agenda Date: 2/5/2025

Agenda #:

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

- *Entertainment*

Background:

(type text here)

Department Comment/Recommendation:

(type text here)



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 25-1369

Agenda Date: 2/5/2025

Agenda #:

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

- *Extend Market Season*

Background:

(type text here)

Department Comment/Recommendation:

(type text here)



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 25-1370

Agenda Date: 2/5/2025

Agenda #:

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

- *Children's Activities Table*

Background:

(type text here)

Department Comment/Recommendation:

(type text here)



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 25-1374

Agenda Date: 2/5/2025

Agenda #:

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

- *Website Management and Newsletter*

Background:

(type text here)

Department Comment/Recommendation:

(type text here)



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 25-1221

Agenda Date: 2/5/2025

Agenda #: 2.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

Discussion regarding 2025 Weekly Themes

Background:

(type text here)

Department Comment/Recommendation:

(type text here)