



TOWN OF LEDYARD CONNECTICUT

741 Colonel Ledyard Highway
Ledyard, Connecticut 06339

Ledyard Farmers Market Committee

~ AGENDA ~

Chairman Pamela Ball

Regular Meeting - Hybrid Format

Wednesday, March 4, 2026

5:30 PM

Town Hall Annex - Hybrid Format

In-Person: Annex Meeting Room; Annex Building

Remote Participation: Information Noted Below:

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

<https://ledyardct.zoom.us/j/81173078789?pwd=Yk3xLazIolakZMgscYCUesSHqWuqsw.1>

Or by Audio Only: Telephone: +1 646 558 8656; Meeting ID: 811 7307 8789; Passcode: 421616

- I. CALL TO ORDER
- II. ROLL CALL
- III. RESIDENTS & PROPERTY OWNERS COMMENTS
- IV. PRESENTATIONS / INFORMATIONAL ITEMS
- V. MEMBER COMMENTS
- VI. TREASURER REPORTS

- Farmers Market Committee Financial Reports:
- Year to Date Report - February 26, 2026
- Purchase Orders Report - February 26, 2026

Attachments: [FM-PURCHASE ORDERS-FYE-2026-02-26](#)
[FM-YTD-REPORT-2026-02-26](#)

- VII. MARKET MANAGER REPORTS
- VIII. APPROVAL OF MINUTES

MOTION to approve the Farmers Market Committee Minutes of February 4, 2026

Attachments: [FM-MIN-2026-02-04](#)

- IX. OLD BUSINESS
 1. Preparations for the 2026 Summer Market.

2. Discussion regarding 2026 Weekly Themes
3. Discuss purchasing a computer, printer, and ink for the Farmers Market Committee to conduct business.
4. Discuss creating a Venmo Account; that would allow the Farmers Market to to send and receive money, pay bills, etc.
5. Any Old Business proper to come before the Committee
- X. NEW BUSINESS
 1. MOTION to enter into Executive Session to discuss Vendor Contracts.
 2. Any New Business proper to come before the Committee
- XI. NEXT MEETING DATE
- xii. 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 #: 26-0284

Agenda Date: 3/4/2026

Agenda #:

REPORT

Staff/Committee Report:

- Farmers Market Committee Financial Reports:
 - Year to Date Report - February 26, 2026
 - Purchase Orders Report - February 26, 2026

Town and Schools of Ledyard



PURCHASE ORDERS BY GL ACCOUNT

YEAR/PERIOD: 2026/12 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	20260034	2026/01	200.00	200.00	Farmers Mrkt-2026-Bill	Posted
900293 R & B APPAREL PLUS LLC	20260035	2026/01	1,500.00	1,500.00	Farmers Mrkt-2026 R&B A	Posted
901975 LEDCOM, INC	20260051	2026/01	392.17	392.17	Farmers Mrkt 2026-Villa	Posted
902139 COPY CATS INC	20260060	2026/01	1,000.00	1,000.00	Farmers Mrkt 2026 Copy	Posted
903136 PAMELA BALL	20260079	2026/01	1,000.00	1,000.00	Farmers Mrkt 2026- Pam	Posted
903558 BEN FREIERT	20260088	2026/01	300.00	300.00	Farmers Mkrt 2026 Ben F	Posted
904094 UNITED SITE SERVICES NORTHEA	20260093	2026/01	280.00	280.00	Farmers Mrkt 2026-Unite	Posted
904284 JPO PRODUCTIONS LLC	20260100	2026/01	125.00	125.00	Farmers Mrkt 2026 JPO P	Posted
904608 CWPM LLC	20260107	2026/01	461.00	461.00	Farmers Mrkt 2026-CWPM	Posted
905089 ALLISON TROY	20260112	2026/01	200.00	200.00	Farmers Mrkt 2026- Alli	Posted
905458 KEVIN SALLEY	20260120	2026/01	25.00	25.00	Farmers Mrkt 2026- Kevi	Posted
905463 AUSTIN L NEAL	20260121	2026/01	250.00	250.00	Farmers Mrkt 2026- Aust	Posted
905492 JEFFREY LEWIS	20260122	2026/01	150.00	150.00	Farmers Mrkt 2026- Jeff	Posted
905500 CORPAY INC	20260729	2026/01	812.61	812.61	Farmers Mrkt 2026- CorP	Posted
905500 CORPAY INC	20260730	2026/01	3,130.24	3,130.24	Farmers Mrkt 2026- CorP	Posted
905500 CORPAY INC	20262191	2026/04	97.00	97.00	Farmers Mrkt-CorPay-Cha	Posted
	VENDOR TOTAL		4,039.85	4,039.85		
905776 ALEXANDER COHEN	20260717	2026/01	250.00	250.00	Farmers Mrkt 2026 Alex	Posted
905787 ELENA DEWIRE	20261296	2026/01	75.00	75.00	Farmers Mrkt-Elena Dewi	Posted
	ACCOUNT TOTAL		10,248.02	10,248.02		
	20810201 ORG TOTAL		10,248.02	10,248.02		

PURCHASE ORDERS BY GL ACCOUNT

YEAR/PERIOD: 2026/12 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	10,248.02	10,248.02	

PURCHASE ORDERS BY GL ACCOUNT

YEAR/PERIOD: 2026/12 Amounts Include Unposted AP Invoice Liquidations

ACCOUNT/VENDOR	PO	YEAR/PER	OPEN LINE AMT	OPEN PO AMT	DESCRIPTION	STATUS
REPORT PO TOTAL			10,248.02			

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

SUMMARY OF FUNDS

YEAR/PERIOD: 2026/12 Amounts Include Unposted AP Invoice Liquidations

FUNDS	DESCRIPTION	PO TOTAL	GRAND TOTAL
0208	DONATIONS AND GRANTS	10,248.02	10,248.02

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

YTD REPORT TOWN COUNCIL 11/19/2025

FOR 2026 12								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT
20810201 DONATIONS/GRANTS EXPENSES	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES		BUDGET	USED
54201 FARMERS MARKET								
24201 FARMERS MARKET								
TOTAL FARMERS MARKET	28,102	1,695	29,797	5,714.09	10,248.02		13,835.01	53.6%
TOTAL DONATIONS/GRANTS EXPENSES	28,102	1,695	29,797	5,714.09	10,248.02		13,835.01	53.6%

YTD REPORT TOWN COUNCIL 11/19/2025

FOR 2026 12								
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
GRAND TOTAL	28,102	1,695	29,797	5,714.09	10,248.02	13,835.01	53.6%	
** END OF REPORT - Generated by ROXANNE MAHER **								



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 26-0283

Agenda Date: 3/4/2026

Agenda #:

MINUTES

Minutes:

MOTION to approve the Farmers Market Committee Minutes of February 4, 2026



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, February 4, 2026

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 5:30 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 /Manager/Recording Secretary	Present	In-Person	5:30 pm	5:54 pm
Ellin Grenger	Committee Member	Present	Remote	5:30pm	5:54 pm
Sarah Martic	Recording Secretary	Present	Remote	5:30 pm	5:54 pm
Bill Thorne	Alternate Member/Treasurer	Absent			
Allison Troy	Committee Member	Present	Remote	5:30 pm	5:54 pm
Ethan Foltz	Committee Member	Present	Remote	5:30 pm	5:54 pm
April Brunelle	Town Council Liaison	Present	Remote	5:30 pm	5:54 pm
Kat Duval	Resident	Present	Remote	5:30 pm	5:54 pm

- III. RESIDENTS & PROPERTY OWNERS COMMENTS – None..

- IV. PRESENTATIONS – None.

- V. MEMBER COMMENTS – None.

- VI. TREASURER REPORT

Chairman Ball, in Treasurer Bill Thorne’s absence, presented the following Munis Reports, noting that their available balance was \$23,219.99:

- Year to Date Report – January 27, 2026
- Purchase Orders Report – January 27, 2026

- VII. MARKET MANAGER REPORT – None.

VIII. APPROVAL OF MINUTES

MOTION to approve the Farmers Market Committee Minutes of January 77, 2026
Moved by Ms. Ball, seconded by Mr. Foltz

VOTE: 5 – 0 Approved and so declared

IX. OLD BUSINESS – None.

X. NEW BUSINESS

1. Preparations for the 2026 Summer Market.

• ***Vendor Fees***

At the previous meeting, the Committee suggested increasing the food truck vendor fee. As Ms. Grenger was unable to attend the previous meeting, the team agreed to allow Ms. Grenger and Ms. Ball to determine the amount. Ms. Grenger and Ms. Ball decided to increase the Food Truck Vendor Fees from \$50.00 to \$60.00 per Market. Other vendor fees would remain the same as 2025.

RESULT: COMPLETED

• ***Vendor Applications***

Chairman Ball stated the Vendor Applications would “Go-Live” on February 5, 2026. The Committee discussed designating one “Guest Spot” per Market.

RESULT: CONTINUED

Next Meeting: 3/4/2026 5:30 pm

• ***Subscriptions***

Chairman Ball reported that they would soon need to move to the next MailChimp Plan, because they were close to 1,500 subscriber limit.

RESULT: CONTINUED

Next Meeting: 3/4/2026 5:30 pm

2. 2026 Weekly Themes

Chairman Ball noted that she would send the List of Themes to the Team so everyone would have the Themes/Dates. The Committee agreed to add in the Children’s Museum of Niantic when dates are available.

RESULT: CONTINUED

Next Meeting: 3/4/2026 5:30 pm

3. Computer, color printer, laminator, paper and ink for the Farmers Market Committee to conduct business.

Mr. Foltz reported on the Computer and associated equipment and cost estimates as follows:

- ✓ Dell 13th Generation Laptop: \$570.00
- ✓ Mac Book Air Laptop: \$799.00
- ✓ Brother Wireless Laser Color Printer: \$344.00

The Committee agreed that they would likely go with the Dell 13th Generation Laptop and the Brother Wireless Laser Color Printer.

Chairman Ball stated that a laminator, useful for waterproofing signs, was inexpensive and readily available.

Chairman Ball went on to note at their January 27, 2026 the Committee approved to increase their Non-Recurring (CorPay Credit Card) Purchase Order #2026-0730 by \$3,000 to cover costs for the Computer, Printer, and for Supplies and Materials for the New Gate.

RESULT: CONTINUED

Next Meeting: 3/4/2026 5:30 pm

4. Venmo Account

The Girls Scouts use the Leaders Venmo App and then transfer the money to their other accounts. The Committee discussed that they could try doing this as well.

RESULT: CONTINUED

Next Meeting: 3/4/2026 5:30 pm

5. Any other New Business proper to come before the Committee – None.

XI. NEXT MEETING

- March 4, 2026

XII. ADJOURNMENT

Without objection the meeting adjourned the meeting at 5:54 p.m.

Respectfully submitted,
 Pamela Ball
 Committee Chairman



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 25-3048

Agenda Date: 3/4/2026

Agenda #: 1.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

Preparations for the 2026 Summer Market.

Background:

(type text here)

Department Comment/Recommendation:

(type text here)



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 25-3068

Agenda Date: 3/4/2026

Agenda #: 2.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

Discussion regarding 2026 Weekly Themes

Background:

(type text here)

Department Comment/Recommendation:

(type text here)



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 25-3069

Agenda Date: 3/4/2026

Agenda #: 3.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

Discuss purchasing a computer, printer, and ink for the Farmers Market Committee to conduct business.

Background:

(type text here)

Department Comment/Recommendation:

(type text here)



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 25-3070

Agenda Date: 3/4/2026

Agenda #: 4.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

Discuss creating a Venmo Account; that would allow the Farmers Market to to send and receive money, pay bills, etc.

Background:

(type text here)

Department Comment/Recommendation:

(type text here)



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 26-0282

Agenda Date: 3/4/2026

Agenda #: 1.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

MOTION to enter into Executive Session to discuss Vendor Contracts.

Background:

(type text here)

Department Comment/Recommendation:

(type text here)