



TOWN OF LEDYARD CONNECTICUT

741 Colonel Ledyard Highway
Ledyard, Connecticut 06339

Ledyard Farmers Market Committee

~ AGENDA ~

Chairman Pamela Ball

Regular Meeting

Thursday, June 5, 2025

5:30 PM

Town Hall Annex - Hybrid Format

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

Remote Participation: Information Noted Below:

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

**<https://us06web.zoom.us/j/81474227678?pwd=hpZmsOyE2nqCDEIbMakMVYaqvMGTgJ.1>
Or by Audio Only: Telephone: +1 646 558 8656; Meeting ID: 814 7422 7678; Passcode: 518592**

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

Financial Reports Fiscal Year 2024/2025

- Year to Date Report - May 28, 2025
- Purchase Orders Report - May 28, 2025

Attachments: [FM-YTD-REPORT-2025-05-28](#)
[FM-PURCHASE ORDERS-FYE-2025-05-28](#)

- VIII. APPROVAL OF MINUTES

MOTION to approve the Ledyard Farmers' Market Minutes of May 7, 2025

Attachments: [FM-MIN-2025-05-07](#)

- VIII. OLD BUSINESS

- 1. Continue to discuss and finalize preparations for the June 4, 2025 Summer Market

Kick off .

- Vendor Fees and Operational Costs
- Entertainment
- Children's Activities Table
- Website Management and Newsletter
- Parking

2. New Purchase Orders for 2025 Summer Market.

3. Any Old Business proper to come before the Committee

IX. NEW BUSINESS

1. Review the June 4, 2025 Opening Day and adjustments.

2. Discuss Advertisement for the Connecticut Magazine.

3. Discussion regarding new Community Groups and New Vendors.

4. MOTION to enter into executive session to discuss vendor contracts.

5. 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 #: 25-2013

Agenda Date: 6/5/2025

Agenda #:

REPORT

Staff/Committee Report:

Financial Reports Fiscal Year 2024/2025

- Year to Date Report - May 28, 2025
- Purchase Orders Report - May 28, 2025

Town and Schools of Ledyard



YTD REPORT FARMERS MRKT 5/12025

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	8,162.90	30,716.62	6,790.96	4,984.04	18,941.62	38.3%
TOTAL FARMERS MARKET	22,553.72	8,162.90	30,716.62	6,790.96	4,984.04	18,941.62	38.3%
TOTAL DONATIONS/GRANTS EXPENSES	22,553.72	8,162.90	30,716.62	6,790.96	4,984.04	18,941.62	38.3%
TOTAL EXPENSES	22,553.72	8,162.90	30,716.62	6,790.96	4,984.04	18,941.62	

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	420.00	420.00	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	488.86	488.86	Farmers Mrkt FY 24/25 P	Posted
903558 BEN FREIERT	20250072	2025/01	150.00	150.00	Farmers Mrkt FY 24/25 B	Posted
904094 UNITED SITE SERVICES NORTHEA	20253576	2025/11	300.00	300.00	Farmers-United Site Ser	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	191.79	191.79	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		368.82	368.82		
905736 RONALD BETTEZ	20253411	2025/10	150.00	150.00	Farmers Mkrt- Ronald Be	Posted
	ACCOUNT TOTAL		4,984.04	4,984.04		
	20810201 ORG TOTAL		4,984.04	4,984.04		



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 25-1982

Agenda Date: 6/5/2025

Agenda #:

MINUTES

Minutes:

MOTION to approve the Ledyard Farmers' Market Minutes of May 7, 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, May 7, 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 5:30 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	Present	In-Person	5:00 pm	6:35 pm
Ellin Grenger	Committee Member	Present	Remote	5:00 pm	6:35 pm
Sarah Martic	Recording Secretary	Present	Remote	5:00 pm	6:35 pm
Bill Thorne	Alternate Member/Treasurer	Present	Remote	5:00 pm	6:35 pm
Allison Troy	Committee Member	Excused			
Ethan Foltz	Committee Member	Present	Remote	5:00 pm	6:35 pm
S. Naomi Rodriguez	Town Council Chairman	Present	In-Person	5:00 pm	6:35 pm
Michael Pfarr	Market Helper	Present	Remote	5:00 pm	6:35 pm

III. RESIDENTS & PROPERTY OWNERS COMMENTS – None.

IV. PRESENTATIONS

Town Council Chairman Rodriguez noted that April was Volunteer Appreciation Month and on behalf of the Town Council she expressed their appreciation and thanked the Farmers’ Market Committee for all of their hard work during the year to prepare for putting on a great Farmers Market every week during the summer months.

V. MEMBER COMMENTS – None.

VI. TREASURER REPORT

Treasurer Mr. Thorne provided the following Financial Reports noting that they had an approximate balance of \$20,061.81 to start the 2025 Summer Market:

- Year to Date Report – May 1, 2025
- Purchase Orders Report – May 1, 2025

VII. MARKET MANAGER REPORT

Market Vendor Open House – May 21, 2025

Committee Chairman Pam Ball announced that 2025 would be the Ledyard Farmers’ Market 17th Season. She stated that an Open House for all vendors - old and new was scheduled for May 21, 2025 from 5:00 pm. – 7:00 p.m. at the Lower Town Green for Vendors to ask any questions in person, to check out the space, etc. She noted in past years that the new vendors found the Open House to be very helpful.

VIII. APPROVAL OF MINUTES

MOTION to approve the Meeting Minutes of April 2, 2025
Moved by Ms. Ball, seconded by Ms. Martic.

VOTE: 5 – 0 Approved and so declared

IX. OLD BUSINESS

- 1. Continue to discuss and finalize preparations for the June 4, 2025 Summer Market Kick off.

- ***Vendor Applications***

Committee Chairman Ball noted that Vendor Applications continue to come in.

- ***Marketing Materials***

MOTION to increase PO #2025-0065 to R & B Apparel from \$1,000 to \$1,500 for Farmers’ Market T ‘Shirts (Grey with Logo) to sell at the Market.

Moved by Ms. Ball, seconded by Ms. Grenger.

VOTE: 5 – 0 Approved and so declared

RESULT: APPROVED 5 – 0

MOVER: Pam Ball, Committee Chairman

SECONDER: Ellin Grenger, Committee Member

AYES: Pam Ball, Ethan Foltz, Ellin Grenger, Sarah Martic, Bill Thorne

EXCUSED: Allson Troy

- ***Website and Newsletter***

Ms. Ball noted that Paula Watkins would be helping with Social Media.

- **Children’s Activities**

MOTION to increase PO #2025-0076 from \$200.00 to \$1,000 to purchase supplies for the Children’s Activities.

Moved by Ms. Ball, seconded by Ms. Martic

VOTE: 5 – 0 Approved and so declared

RESULT: APPROVED 5 – 0

MOVER: Pam Ball, Committee Chairman

SECONDER: Sarah Martic, Recording Secretary

AYES: Pam Ball, Ethan Foltz, Ellin Grenger, Sarah Martic, Bill Thorne

EXCUSED: Allson Troy

- **Entertainment**

Treasurer Mr. Thorne noted that as the Entertainment Vendors Invoices are received that he would submit for payment to allow for the checks to be issued in time to pay the performers they day they were at the Market.

- **Parking** – No discussion

RESULT: CONTINEUD

Next Meeting: 06/05/2025 5:30 p.m.

2. Continued discussion regarding New Purchase Orders for 2025 Summer Market.

- **Miscellaneous Supplies to support Weekly Market.**

Treasurer Bill Thorne noted that that they were considering a simpler process to pick-up miscellaneous supplies such ice and water needed at the market each week instead of using petty cash and having to hang on to the receipts.

MOTION to authorize a PO in the amount of \$500.00 to purchase miscellaneous supplies from the Village Market to support the weekly markets.

Moved by Ms. Ball, seconded by Ms. Grenger

Discussion: Treasurer Bill Thorne planned to talk with Administrative Assistant Roxanne Maher about the best options (store gift card or store account) to purchase miscellaneous supplies such as ice and water from the Village Market.

VOTE: 5 – 0 Approved and so declared

RESULT: APPROVED 5 – 0

MOVER: Pam Ball, Committee Chairman

SECONDER: Ellin Grenger, Committee Member

AYES: Pam Ball, Ethan Foltz, Ellin Grenger, Sarah Martic, Bill Thorne

EXCUSED: Allson Troy

- ***Porta-Potty and Hand Washing Station***

Chairman Ball stated that an additional porta-potty would be delivered to the Lower Town Green during the summer months to support the Farmers Market. She noted that she would contact Parks, Recreation & Senior Citizens Director Scott Johnson, Jr. to talk about paying for the Farmer’s Market share of those costs.

MOTION to open a PO to United Site Services in the amount of \$276 for the current Fiscal Year (June, 2025).

Moved by Mr. Thorne, seconded by Ms. Ball

Discussion: Mr. Thorne noted that he would work with Parks, Recreation & Senior Citizens Director Scott Johnson, Jr. to determine the Farmers Market costs for the months of July, August & September (next fiscal year 25/26) .

VOTE: 5 – 0 Approved and so declared

RESULT: APPROVED 5 – 0

MOVER: Bill Thorne, Treasurer

SECONDER: Pam Ball, Committee Chairman

AYES: Pam Ball, Ethan Foltz, Ellin Grenger, Sarah Martic, Bill Thorne

EXCUSED: Allson Troy

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

X. NEW BUSINESS

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

XI. NEXT MEETING

- June 5, 2025
- July 4, 2025 - cancelled.
- Next meeting will be after the Market Season

XII. ADJOURNMENT

MOTION to adjourn the meeting at 6:35 p.m.

Moved by Ms. Ball, seconded by Mr. Foltz

VOTE: 5 - 0 Approved and so declared

Respectfully submitted,
Pamela Ball
Committee Chairman



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 25-1558

Agenda Date: 5/7/2025

Agenda #: 1.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

Continue to discuss and finalize preparations for the June 4, 2025 Summer Market Kick off .

Background:

(type text here)

Department Comment/Recommendation:

(type text here)



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 25-1367

Agenda Date: 6/5/2025

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: 6/5/2025

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 #: 25-1370

Agenda Date: 6/5/2025

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: 6/5/2025

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 #: 25-2014

Agenda Date: 6/9/2025

Agenda #:

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

- Parking

Background:

(type text here)

Department Comment/Recommendation:

(type text here)



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 25-1546

Agenda Date: 6/5/2025

Agenda #: 2.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

New Purchase Orders for 2025 Summer Market.

Background:

(type text here)

Department Comment/Recommendation:

(type text here)



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 25-1979

Agenda Date: 6/5/2025

Agenda #: 1.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

Review the June 4, 2025 Opening Day and adjustments.

Background:

(type text here)

Department Comment/Recommendation:

(type text here)



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 25-1980

Agenda Date: 6/5/2025

Agenda #: 2.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

Discuss Advertisement for the Connecticut Magazine.

Background:

(type text here)

Department Comment/Recommendation:

(type text here)



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 25-1981

Agenda Date: 6/5/2025

Agenda #: 3.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

Discussion regarding new Community Groups and New Vendors.

Background:

(type text here)

Department Comment/Recommendation:

(type text here)



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 25-1556

Agenda Date: 6/5/2025

Agenda #: 4.

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)