



TOWN OF LEDYARD CONNECTICUT

741 Colonel Ledyard Highway
Ledyard, Connecticut 06339

Ledyard Farmers Market Committee

~ AGENDA ~

Regular Meeting

Wednesday, April 3, 2024

5:30 PM

Town Hall Annex - Hybrid Format

In-Person: Council Chambers, Town Hall Annex Building

Remote Participation: Information Noted Below:

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

<https://us06web.zoom.us/j/88912146280?pwd=wmuDF8BnLMMxpA6ZdUS4Zabd6ETzyl.1>

Or by Audio Only: Telephone: +1 646 558 8656; Meeting ID: 889 1214 6280; Passcode: 369530

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

Financial Reports Fiscal Year 2023/2024

- Year to Date Report - March 26, 2024
- Purchase Orders Report - March 26, 2024
- Open & Closed Purchase Order Report- March 26, 2024

Attachments: [FM-YEAR-TO-DATE-REPORT-FYE-2024-03-26.pdf](#)
[FM-PURCHASE ORDERS-FYE-2024-03-27.pdf](#)
[Open & Closed PO-2024-03-26-A.xlsx](#)

VII. MARKET MANAGER REPORTS

VIII. APPROVAL OF MINUTES

MOTION to approve the Farmers Market Committee Minutes as follows:

- Regular Meeting Minutes of March 6, 2024
- Special Meeting Minutes March 20, 2024

Attachments: [FARMERS-MIN-2024-03-06-DRAFT.pdf](#)
[FARMERS-MIN-2024-03-20-DRAFT.pdf](#)

VIII. BUSINESS OF THE MEETING

1. General discussion regarding other preparations for the 2024 Farmers' Market.
2. MOTION to open new Purchase Orders for the upcoming 2024 Summer Market.
3. Discussion and possible action to approve expenditures.
4. Discussion regarding the marking of the Pavilion.
5. MOTION to enter into executive session to review Vendor Applications and Contracts relative to selections for the 2024 Summer Market.
6. MOTION to select Vendors for the 2024 Summer Market.

IX. NEXT MEETING DATE

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 #: 24-0305

Agenda Date: 4/3/2024

Agenda #:

REPORT

Staff/Committee Report:

Financial Reports Fiscal Year 2023/2024

- Year to Date Report - March 26, 2024
- Purchase Orders Report - March 26, 2024
- Open & Closed Purchase Order Report- March 26, 2024

Town and Schools of Ledyard



YTD REPORT -FARMERS MRKT-03/26/2024

FOR 2024 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				
	17,109.56	2,545.00	19,654.56	7,184.76	7,015.24	5,454.56	72.2%
TOTAL FARMERS MARKET	17,109.56	2,545.00	19,654.56	7,184.76	7,015.24	5,454.56	72.2%
TOTAL DONATIONS/GRANTS EXPENSES	17,109.56	2,545.00	19,654.56	7,184.76	7,015.24	5,454.56	72.2%
TOTAL EXPENSES	17,109.56	2,545.00	19,654.56	7,184.76	7,015.24	5,454.56	

YTD REPORT -FARMERS MRKT-03/26/2024

FOR 2024 12							
ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED	
17,109.56	2,545.00	19,654.56	7,184.76	7,015.24	5,454.56	72.2%	GRAND TOTAL

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

Town and Schools of Ledyard



PURCHASE ORDERS BY GL ACCOUNT

YEAR/PERIOD: 2024/12 Amounts Include Unposted AP Invoice Liquidations

ACCOUNT/VENDOR	PO	YEAR/PER	OPEN LINE AMT	OPEN PO AMT	DESCRIPTION	STATUS
20810201 DONATIONS/GRANTS EXPENSES						
20810201 54201 24201 FARMERS MARKET 900293 R & B APPAREL PLUS LLC	20240332	2024/01	1,764.00	1,764.00	Farmers Mkt FY 23/24 R&	Posted
902139 COPY CATS INC	20240331	2024/01	2,500.00	2,500.00	Farmers Mrkt- FY 23/24	Posted
903136 PAMELA BALL	20240327	2024/01	750.00	750.00	Farmers Mrkt- P. Ball -	Posted
904608 CWPM LLC	20240321	2024/01	726.24	726.24	Farmers 2023 Summer M	Posted
904707 NIAN TIC CHILDREN'S MUSEUM	20240323	2024/01	275.00	275.00	Farmers 2023 Summer Mrk	Posted
905089 ALLISON TROY	20240328	2024/01	1,000.00	1,000.00	Farmers Mrkt A. Troy Mi	Posted
		ACCOUNT TOTAL	7,015.24	7,015.24		
		20810201 ORG TOTAL	7,015.24	7,015.24		

PURCHASE ORDERS BY GL ACCOUNT

YEAR/PERIOD: 2024/12 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	7,015.24	7,015.24	

PURCHASE ORDERS BY GL ACCOUNT

YEAR/PERIOD: 2024/12 Amounts Include Unposted AP Invoice Liquidations

ACCOUNT/VENDOR	PO	YEAR/PER	OPEN LINE AMT	OPEN PO AMT	DESCRIPTION	STATUS
REPORT PO TOTAL			7,015.24			

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

SUMMARY OF FUNDS

YEAR/PERIOD: 2024/12 Amounts Include Unposted AP Invoice Liquidations

FUNDS	DESCRIPTION	PO TOTAL	GRAND TOTAL
0208	DONATIONS AND GRANTS	7,015.24	7,015.24

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

PURCHASE ORDERS MARCH 26, 2024
Total Expended to Date \$7,148.76

EFF DATE	PO #	AMOUNT ENCUMBERED	VDR NAME/ITEM DESC
Open Purchase Orders			
12/26/2023	20240332	1,764.00	R & B APPAREL PLUS LLC
10/16/2023	20240327	750.00	PAMELA BALL
10/03/2023	20240321	726.24	CWPM LLC
06/28/2023	20240328	1,000.00	ALLISON TROY
08/23/2023	20240323	275.00	NIANTIC CHILDREN'S MUSEUM
06/28/2023	20240331	2,500.00	COPY CATS

7,015.24

EFF DATE	PO #	AMOUNT PAID	VDR NAME/ITEM DESC
Closed Purchase Orders			
11/28/2023	20242159	225.00	WILLIAM J BRUNELLE
11/28/2023	20242159	-225.00	WILLIAM J BRUNELLE
10/30/2023	20240341	350.00	JAMES WILLIAM BRUNELLE
10/30/2023	20242159	225.00	WILLIAM J BRUNELLE
09/18/2023	20240324	125.00	JPO PRODUCTIONS LLC
09/06/2023	20240325	300.00	NICHOLAS JOSEPH ROBERT BOSSE
09/06/2023	20240341	350.00	JAMES WILLIAM BRUNELLE
09/06/2023	20240329	200.00	ANNA MAY THOMPSON
08/23/2023	20240322	250.00	DENISON PEQUOTSEPOS NATURE CENTER
08/23/2023	20240324	125.00	JPO PRODUCTIONS LLC
08/08/2023	20240341	350.00	JAMES WILLIAM BRUNELLE
08/08/2023	20240324	125.00	JPO PRODUCTIONS LLC
08/08/2023	20240330	100.00	JEREMY PONGETTI
07/13/2023	20240326	654.00	LAURIANN A. HARY
08/23/2023	20240326	1,200.00	LAURIANN A. HARY
09/06/2023	20240334	500.00	LEDYARD ROTARY
07/26/2023	20240324	125.00	JPO PRODUCTIONS LLC
07/13/2023	20240324	125.00	JPO PRODUCTIONS LLC
07/13/2023	20240329	200.00	ANNA MAY THOMPSON
07/13/2023	20240333	150.00	WILLIAM J. SANTORO

5,454.00

Total Expended \$7,184.76



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 24-0302

Agenda Date: 4/3/2024

Agenda #:

MINUTES

Minutes:

MOTION to approve the Farmers Market Committee Minutes as follows:

- Regular Meeting Minutes of March 6, 2024
- Special Meeting Minutes March 20, 2024



TOWN OF LEDYARD
CONNECTICUT

LEDYARD FARMERS' MARKET COMMITTEE
SPECIAL 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, March 6, 2024

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 Pro-tem/Treasurer	Present	In-Person	5:30 pm	7:05 pm
Ellin Grenger	Committee Member	Present	In-Person	5:30 pm	7:05 pm
Sarah Martic	Recording Secretary	Present	In-Person	5:30 pm	7:05 pm
Bill Thorne	Committee Member	Present	In-Person	5:30 pm	7:05 pm
Allison Troy	Committee Member	Absent			
Ehtan Foltz	Committee Member	Present	In-Person	5:30 pm	7:05 pm
Naomi Rodriguez	Town Council Chairman	Present	In-Person	5:30 pm	7:05 pm

- III. MEMBER COMMENTS

Ditty Bag, located in Mystic, inquired about having an Informational Booth at the Farmers Market.

- IV. TREASURER REPORT

The following Financial Reports were provided. It was noted that there were no changes since the January Reports.

- Year to Date Report – February 27, 2024
- Purchase Orders Report – February 27 2024
- Open-Closed Purchase Orders Report – February 27 2024

V. MARKET MANAGER REPORT –

Market Manager Pam Ball reported that they have received a lot of Vendor Applications. She noted there were 81 returning Vendors and 40 new Vendors were reached by email.

VI. APPROVAL OF MINUTES

MOTION to approve the Regular Meeting Minutes of February 1, 2024
Moved by Ms. Ball , seconded by Mr. Thorne.

VOTE: 5 – 0 Approved and so declared

VII. OLD BUSINESS

- 1. Update regarding the status of the proposed “An Ordinance Establishing a Farmers Market for the Town of Ledyard”.

Chairman ball noted in accordance with Chapter III; Section 5 of the Town Charter the Town Council scheduled a Public Hearing for March 13, 2024 to receive comments regarding the proposed Ordinance. She stated if the proposed Ordinance is approved that the Members would be comprised of Five Regular Members; and Four Alternate Members, noting that three Regular Members would be a quorum.

RESULT: COMPLETED

- 2. Update/status regarding access/update/management of the Farmers Market Website and email program.

Chairman Pro tem Ball noted that the Farmers Market’s New Website was being done by Christie Kristie Lundgren and that it looked great.

RESULT: COMPLETED

VIII. NEW BUSINESS

- 1. MOTION to elect Pam Ball to serve as the Ledyard Farmers’ Market Manager.
Moved by Mr. Thorne, seconded by Ms. Grenger

VOTE: 5 – 0 Approved and so declared

RESULT: 5 – 0 - APPROVED [UNANIMOUS]
MOVER: Bill Thorne, Committee Member
SECONDER: Ellin Grenger , Committee Member
AYES: Ball, Foltz, Grenger, Martic, Thorne
ABSENT: Troy

2. MOTION to close the following Purchase Orders:

- PO #20240326 Lauriann A. Hary
- PO #20240334 Ledyard Rotary
- PO #20240330 Jeremy Pognetti

Moved by Ms. Ball, seconded by Mr. Thorne

Discussion: Ms. Ball noted that these Purchase Orders were no longer needed.

VOTE: 5 – 0 Approved and so declared

RESULT: 5 – 0 - APPROVED [UNANIMOUS]
MOVER: Pam Ball, Committee Chairman
SECONDER: Bill Thorne, Committee Member
AYES: Ball, Foltz, Grenger, Martic, Thorne
ABSENT: Troy

3. MOTION to open a new Purchase Order to R&B Apparel in the amount of \$1,000 to purchase T-Shirts for Farmers Market Committee Members as well as any needed signs, banners, table covers, bags or other goods for market use. for the upcoming 2024 Summer Market.

Moved by Ms. Ball, seconded by Mr. Thorne

Discussion: None.

VOTE: 5 – 0 Approved and so declared

RESULT: 5 – 0 - APPROVED [UNANIMOUS]
MOVER: Pam Ball, Committee Chairman
SECONDER: Bill Thorne, Committee Member
AYES: Ball, Foltz, Grenger, Martic, Thorne
ABSENT: Troy

4. Entertainment for the 2024 Farmers Market (entertainment, music, kids activities).

MOTION to appropriate \$2,000 for kids activities which includes a PO for \$1,000 for Allison Troy to buy supplies.

Moved by Mr. Thorne, seconded by Ms. Ball

VOTE: 5 – 0 Approved and so declared

RESULT: 5 – 0 - APPROVED [UNANIMOUS]
MOVER: Bill Thorne, Committee Member
SECONDER: Pam Ball, Committee Chairman
AYES: Ball, Foltz, Grenger, Martic, Thorne
ABSENT: Troy

5. Marking of the Pavilion.

The Committee discussed the need to develop a plan to mark the exterior bays for the Vendors to make the spots easy to locate.

RESULT: CONTINUED **Next Meeting: 4/3/2024: 5:30 pm**

6. MOTION to revise the Farmers’ Market Committee’s 2024 Regular Meeting Schedule to be the first Wednesday of each month at 5:30 p.m. as follows.

Ledyard Farmers’ Market Committee (1st Wednesday; 5:30 p.m. Town Hall Annex Building)

April 3	May 1	June 6 [^]	July*	August*
September*	October 2	November 6	December 4	

January 8, 2025 (moved to second week due to New Year Day Holiday)

[^] Denotes meeting scheduled on Thursday
^{*} Denotes no meeting scheduled

Moved by Ms. Ball, seconded by Mr. Thorne

Discussion: Ms. Ball explained that due to Committee Members’ commitments that the first Wednesday of each month would work better than the first Thursday of each month. She noted during the Summer Market that the Committee would not schedule regular meetings, noting that should they need to address an issue, they could schedule a special meeting. She went on to note at this time the Committee would meet on Thursday, June 6, 2024 to review the Summer Market June 5, 2024 Kick-Off with regard to whether any adjustments were needed.

VOTE: 5 – 0 Approved and so declared

RESULT: 5 – 0 - APPROVED [UNANIMOUS]
MOVER: Pam Ball, Committee Chairman
SECONDER: Bill Thorne, Committee Member
AYES: Ball, Foltz, Grenger, Martic, Thorne
ABSENT: Troy

7. MOTION to enter into executive session to review Vendor Applications and Contracts relative to selections for the 2024 Summer Market.

The executive session to include all Farmers’ Market Committee Members present and Town Council Chairman Rodriguez

Moved by Ms. Ball, seconded by Ms. Martic

VOTE: 5 – 0 Approved and so declared

RESULT: 5 – 0 - APPROVED [UNANIMOUS]
MOVER: Pam Ball, Committee Chairman
SECONDER: Sarah Martic, Committee Member
AYES: Ball, Foltz, Grenger, Martic, Thorne
ABSENT: Troy

Entered into executive session at: 6:05 p.m.
Came out of executive session at: 6:50 p.m.

8. MOTION to select all returning Vendors for the 2024 Summer Market.
Moved by Ms. Ball, seconded by Ms. Martic

VOTE: 5 – 0 Approved and so declared

RESULT: 5 – 0 - APPROVED [UNANIMOUS]
MOVER: Pam Ball, Committee Chairman
SECONDER: Sarah Martic, Committee Member
AYES: Ball, Foltz, Grenger, Martic, Troy
ABSENT: Troy

9. General discussion regarding other preparations for the 2024 Farmers' Market.

MOTION to select Bill Thorne as Treasurer with duties to be allocated as follows:

- As Treasurer Mr. Thorne would take on the responsibility for the cash box, checks, and payment of all invoices.
- Committee Chairman Ms. Ball would maintain the PayPal Account.

Moved by Ms. Ball, seconded by Ms. Martic

Discussion: None.

VOTE: 5 – 0 Approved and so declared

RESULT: 5 – 0 - APPROVED [UNANIMOUS]
MOVER: Pam Ball, Committee Chairman
SECONDER: Sarah Martic, Committee Member
AYES: Ball, Foltz, Grenger, Martic, Thorne
ABSENT: Troy

10. General discussion regarding proposed changes to market vendor and food truck application including content, taking applications from previous vendors and taking applications from new vendors.

The Committee noted that the cutoff date for New Vendor Applications was Friday March 15, 2024. They agreed to schedule a Special Meeting on March 20, 2024 to review New Vendor Applications and Food Trucks.

RESULT: CONTINUED

Next Meeting: 4/3/2024: 5:30 pm

IX. NEXT MEETING DATES

- March 20, 2024
- April 3, 2024

XII. ADJOURNMENT

MOTION to adjourn meeting at 7:05 p.m.

Moved by Ms. Martic, seconded by Mr. Thorne

VOTE: 5 - 0 Approved and so declared

Respectfully submitted,

Pamela Ball
Committee Chairman



TOWN OF LEDYARD
CONNECTICUT

LEDYARD FARMERS' MARKET COMMITTEE
SPECIAL 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, March 6, 2024

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 Pro-tem/Treasurer	Present	In-Person	5:30 pm	6:41 pm
Ellin Grenger	Committee Member	Present	Remote	5:30 pm	6:41 pm
Sarah Martic	Recording Secretary	Present	Remote	5:30 pm	6:41 pm
Bill Thorne	Committee Member	Present	In-Person	5:30 pm	6:41 pm
Allison Troy	Committee Member	Present	In-Person	5:30 pm	6:41 pm
Ehtan Foltz	Committee Member	Present	In-Person	5:30 pm	6:41 pm

- III. BUSINESS OF THE MEETING

- 1. MOTION to enter into executive session to review Vendor Applications and Contracts relative to selections for the 2024 Summer Market.

The executive session to include all Farmers’ Market Committee Members present.
Moved by Ms. Ball, seconded by Ms. Martic

VOTE: 6 – 0 Approved and so declared

RESULT: 5 – 0 - APPROVED [UNANIMOUS]
MOVER: Pam Ball, Committee Chairman
SECONDER: Sarah Martic, Committee Member
AYES: Ball, Foltz, Grenger, Martic, Thorne, Troy

Entered into executive session at: 5:31
Came out of executive session at: 6:35 p.m.

2. MOTION to select the following new Vendors for the 2024 Summer Market:

- ✓ Meechook Farm
- ✓ Fully Stoked Coffee
- ✓ Traveling Italian Chef
- ✓ Spotted Donkey Donuts
- ✓ Waffle Wagon
- ✓ Standish Brook Farm
- ✓ Nana's
- ✓ Because of Dogs
- ✓ AJs Pet Treats
- ✓ D8 creations
- ✓ Langslow Handmade
- ✓ Crunchy Diva Designs
- ✓ Soft Petalz Cosmetics
- ✓ Sugar Pop Crochet
- ✓ Beltweaver
- ✓ Alvinas Farm
- ✓ Prestige World Woodworks
- ✓ Full Heart Farm

Moved by Ms. Ball, seconded by Ms. Martic

VOTE: 6 – 0 Approved and so declared

RESULT: 6 – 0 - APPROVED [UNANIMOUS]
MOVER: Pam Ball, Committee Chairman
SECONDER: Sarah Martic, Committee Member
AYES: Ball, Foltz, Grenger, Martic, Thorne, Troy

IV. NEXT MEETING DATE

- April 3, 2024

XII. ADJOURNMENT

MOTION to adjourn meeting at 6:41 p.m.

Moved by Ms. Martic, seconded by Mr. Thorne

VOTE: 6 - 0 Approved and so declared

Respectfully submitted,

Pamela Ball
Committee Chairman



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 24-0080

Agenda Date: 4/3/2024

Agenda #: 1.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

General discussion regarding other preparations for the 2024 Farmers' Market.

Background:

(type text here)

Department Comment/Recommendation:

(type text here)



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 24-0213

Agenda Date: 4/3/2024

Agenda #: 2.

FINANCIAL BUSINESS REQUEST (FBR)

Motion/Request:

Discussion and possible action to authorize New Purchase Orders for the 2024 Summer Market.

Background:



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 24-0303

Agenda Date: 4/3/2024

Agenda #: 3.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

Discussion and possible action to approve expenditures.

Background:

(type text here)

Department Comment/Recommendation:

(type text here)



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 24-0214

Agenda Date: 3/20/2024

Agenda #: 4.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

Discussion regarding the marking of the Pavilion.

Background:

(type text here)

Department Comment/Recommendation:

(type text here)



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 24-0223

Agenda Date: 3/20/2024

Agenda #: 5.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

MOTION to enter into executive session to review Vendor Applications and Contracts relative to selections for the 2024 Summer Market.

Background:

(type text here)

Department Comment/Recommendation:

(type text here)



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 24-0224

Agenda Date: 4/3/2024

Agenda #: 6.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

MOTION to select Vendors for the 2024 Summer Market.

Background:

(type text here)

Department Comment/Recommendation:

(type text here)