



# TOWN OF LEDYARD CONNECTICUT

741 Colonel Ledyard Highway  
Ledyard, Connecticut 06339

## Ledyard Farmers Market Committee

### ~ AGENDA ~

Chairman  
Laurianne Hary

Regular Meeting

**Thursday, September 7, 2023**

**5:30 PM**

**Town Hall Annex - Hybrid Format**

Town Hall Annex Building - Annex Meeting Room

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

**<https://us06web.zoom.us/j/85783506577?pwd=MjdNaHFldXdvdDlld0JQM3ZnRTA1Zz09>**

**Or by Audio Only: Telephone: +1 646 558 8656; Meeting ID: 857 8350 6577; Passcode: 692981**

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

Financial Reports Fiscal Year 2023/2024

- Year to Date Report - August 31, 2023
- Purchase Orders Report - August 31, 2023

**Attachments:** [FM-YEAR-TO-DATE-REPORT-FYE-2023-06-30pdf.pdf](#)  
[FM-YEAR-TO-DATE-REPORT-2023-08-31pdf.pdf](#)  
[FM-PURCHASE ORDERS-FYE-2023-06-30.pdf](#)  
[FM-PURCHASE ORDERS-2023-08-31.pdf](#)

- VII. APPROVAL OF MINUTES

MOTION to approve the Farmers Market Committee Minutes of May 31, 2023

**Attachments:** [FARMERS-MIN-2023-05-31.pdf](#)

- VIII. OLD BUSINESS

- 2. Any other Old Business proper to come before the Committee

X. NEW BUSINESS

1. Recap of 2023 Summer Market and suggestions for the 2024 Summer Market.
2. Discuss the future of the Ledyard Farmers Market.
3. Discuss Market Rules.
4. Any other New Business proper to come before the Committee

IX. NEXT MEETING

Next Meeting Date: October 5, 2023

XI. 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

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**File #:** 23-2004

**Agenda Date:** 9/7/2023

**Agenda #:**

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## REPORT

### **Staff/Committee Report:**

Financial Reports Fiscal Year 2023/2024

- Year to Date Report - August 31, 2023
- Purchase Orders Report - August 31, 2023

# Town and Schools of Ledyard



## YTD REPORT - FARMERS MARKET 2024

FOR 2024 12							
ACCOUNTS FOR: 20810201 DONATIONS/GRANTS EXPENSES	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
<b>54201 FARMERS MARKET</b>							
<b>24201 FARMERS MARKET</b>							
0208-00-1020-00000-54201 -24201	0.00	0.00	FARMERS MARKET 0.00	4,466.10	8,483.90	-12,950.00	100.0%
TOTAL FARMERS MARKET	0.00	0.00	0.00	4,466.10	8,483.90	-12,950.00	100.0%
TOTAL DONATIONS/GRANTS EXPENSES	0.00	0.00	0.00	4,466.10	8,483.90	-12,950.00	100.0%
TOTAL EXPENSES	0.00	0.00	0.00	4,466.10	8,483.90	-12,950.00	

# Town and Schools of Ledyard



## YTD REPORT - FARMERS MARKET 2023

FOR 2023 12								
ACCOUNTS FOR: 20810201 DONATIONS/GRANTS EXPENSES	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED	
<b>54201 FARMERS MARKET</b>								
<b>24201 FARMERS MARKET</b>								
0208-00-1020-00000-54201 -24201	41,546.64	-15,262.91	FARMERS MARKET 26,283.73	15,024.92	4,565.08	6,693.73	74.5%	
TOTAL FARMERS MARKET	41,546.64	-15,262.91	26,283.73	15,024.92	4,565.08	6,693.73	74.5%	
TOTAL DONATIONS/GRANTS EXPENSES	41,546.64	-15,262.91	26,283.73	15,024.92	4,565.08	6,693.73	74.5%	
TOTAL EXPENSES	41,546.64	-15,262.91	26,283.73	15,024.92	4,565.08	6,693.73		

## YTD REPORT - FARMERS MARKET 2023

FOR 2023 12							
ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED	
41,546.64	-15,262.91	26,283.73	15,024.92	4,565.08	6,693.73	74.5%	

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

# Town and Schools of Ledyard



## PURCHASE ORDERS BY GL ACCOUNT

YEAR/PERIOD: 2023/12      Amounts Include Unposted AP Invoice Liquidations

ACCOUNT/VENDOR	PO	YEAR/PER	OPEN LINE AMT	OPEN PO AMT	DESCRIPTION
20810201 DONATIONS/GRANTS EXPENSES					
0208-00-1020-00000-54201 -24201 FARMERS MARKET					
900260 THORNE WILLIAM	20230241	2023/01	309.54	309.54	Farmers Mrkt FY 22/23 w
900293 R & B APPAREL PLUS LLC	20233690	2023/11	744.50	744.50	Farmers Mkt- Summer 202
901081 ALLYN JAMI	20230242	2023/01	252.33	252.33	Farmers Mrkt J. Allyn R
902139 COPY CATS INC	20233691	2023/11	860.39	860.39	Farmers Mkt Summer 2023
902479 CHILDRENS MUSEUM OF SE CT	20231717	2023/03	500.00	500.00	Farmers Market-Children
903136 PAMELA BALL	20230243	2023/01	335.00	335.00	Farmers Market -P. Ball
904512 LAURIANN A. HARY	20230249	2023/01	500.00	500.00	Farmers Mrkt L. Hary Re
904512 LAURIANN A. HARY	20230297	2023/01	100.00	100.00	Stipend - Market Manage
		VENDOR TOTAL	600.00	600.00	
904608 CWPM LLC	20230707	2023/01	651.20	651.20	Farmers Mrkt FY 22/2023
905089 ALLISON TROY	20233700	2023/11	162.12	162.12	Farmers Mkt Summer 2023
905091 JAMES WILLIAM BRUNELLE	20233699	2023/11	150.00	150.00	Farmers Mkt Summer 2023
		ACCOUNT TOTAL	4,565.08	4,565.08	
		20810201 ORG TOTAL	4,565.08	4,565.08	

# Town and Schools of Ledyard



## PURCHASE ORDERS BY GL ACCOUNT

YEAR/PERIOD: 2023/12      Amounts Include Unposted AP Invoice Liquidations

ACCOUNT/VENDOR	PO	YEAR/PER	OPEN LINE AMT	OPEN PO AMT	DESCRIPTION
0208 DONATIONS AND GRANTS		FUND TOTAL	4,565.08	4,565.08	

Report generated: 08/31/2023 12:54  
User: 6695rmah  
Program ID: poglacct



# Town and Schools of Ledyard



## PURCHASE ORDERS BY GL ACCOUNT

YEAR/PERIOD: 2023/12      Amounts Include Unposted AP Invoice Liquidations

ACCOUNT/VENDOR	PO	YEAR/PER	OPEN LINE AMT	OPEN PO AMT	DESCRIPTION
REPORT PO TOTAL			4,565.08		

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

# Town and Schools of Ledyard



## SUMMARY OF FUNDS

YEAR/PERIOD: 2023/12      Amounts Include Unposted AP Invoice Liquidations

FUNDS	DESCRIPTION	PO TOTAL	GRAND TOTAL
0208	DONATIONS AND GRANTS	4,565.08	4,565.08

\*\* 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
20810201 DONATIONS/GRANTS EXPENSES					
20810201 54201 24201 FARMERS MARKET					
900293 R & B APPAREL PLUS LLC	20240332	2024/01	2,040.00	2,040.00	Farmers Mkt FY 23/24 R&
902139 COPY CATS INC	20240331	2024/01	2,500.00	2,500.00	Farmers Mrkt- FY 23/24
902794 LEDYARD ROTARY	20240334	2024/01	600.00	600.00	Farmers 2023 Summer Mrk
903136 PAMELA BALL	20240327	2024/01	500.00	500.00	Farmers Mrkt- P. Ball -
903512 JEREMY PONGETTI	20240330	2024/01	100.00	100.00	Farmers 2023 Summer Mrk
904247 NICHOLAS JOSEPH ROBERT BOSSE	20240325	2024/01	300.00	300.00	Farmers Summer 2023 Mrk
904250 ANNA MAY THOMPSON	20240329	2024/01	200.00	200.00	Farmers Summer 2023 Mrk
904512 LAURIANN A. HARY	20240326	2024/01	200.00	200.00	Farmers Summer 2023 Mrk
904608 CWPM LLC	20240321	2024/01	868.90	868.90	Farmers 2023 Summer M
904707 NIANTIC CHILDREN'S MUSEUM	20240323	2024/01	275.00	275.00	Farmers 2023 Summer Mrk
905089 ALLISON TROY	20240328	2024/01	200.00	200.00	Farmers Mrkt A. Troy Mi
905091 JAMES WILLIAM BRUNELLE	20240341	2024/01	700.00	700.00	Farmers 2023 Summer Mrk
		ACCOUNT TOTAL	8,483.90	8,483.90	
		20810201 ORG TOTAL	8,483.90	8,483.90	

## 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
0208 DONATIONS AND GRANTS		FUND TOTAL	8,483.90	8,483.90	

## 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
REPORT PO TOTAL			8,483.90		

\*\* 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	8,483.90	8,483.90

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



# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

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**File #:** 23-2005

**Agenda Date:** 9/7/2023

**Agenda #:**

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## MINUTES

**Minutes:**

MOTION to approve the Farmers Market Committee Minutes of May 31, 2023



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 Lauriann Hary

~ MINUTES~

Wednesday, May 31, 2023

5:30 PM

Holdridge Pavilion- Ledyard Center

**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	6:30 pm
April Brunelle	Vice-Chairman	Absent			
Ellin Grenger	Committee Member	Present	In-Person	5:30 pm	6:30 pm
Lauriann Hary	Chairman	Present	In-Person	5:30 pm	6:30 pm
Peter Hary	Committee Member	Present	In-Person	5:30 pm	6:30 pm
Sarah Martic	Committee Member	Present	In-Person	5:30 pm	6:30 pm
Bill Thorne	Committee Member	Absent			
Allison Troy	Committee Member	Present	In-Person	5:30 pm	6:30 pm

- III. MEMBER COMMENTS –

Mr. P. Hary reported that the Economic Development Commission would be videoing the June 14, 2023 Market to be used in the Town’ Marketing Video.

- IV. TREASURER REPORT

Treasurer Pam Ball reported the following:

- Swipe Account was active.
- Checks were received to the Town Treasurer Ian Stammel to deposit in the Farmers Market Account.

- V. MARKET MANAGER REPORT – None.



VI. APPROVAL OF MINUTES

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

Moved by Lauri Hary, seconded by Pamela Ball

VOTE: 6 – 0 Approved and so declared

VII. BUSINESS OF THE MEETING

1. Continue preparations for the Farmers Market 2023 Summer Season.

- Signage

Yard Signs, A-Frames and Banners were picked up.

The Committee discussed locations to place the signs around town.

**RESULT: COMPLETED**

- Market Theme Tracking

Chairman L. Hary reported that the Town Council's Community Relations Committee would be hosing Booths on the following dates. She noted that Committee tried to coordinate the services that they would be highlighting to be in-keeping with the Farmers' Market Themes as follows:

- July 19, 2023 – Christmas in July – Featuring Mental Health Awareness
- August 20, 2023 – Back to School – Featuring Library Services
- September 19, 2023 Hometown Heroes – Featuring Ledyard's First Responders

**RESULT: DISCUSSED**

**Next Meeting; 07/06/2023 5:30 pm**

- Kids Activities-Entertainment

Ms. Troy reported that the supplies she ordered for the Kids Activities arrived, and that she was working to prepare the activities.

**RESULT: COMPLETED**

- **Market Bags**

Chairman L. Hary reported that the Market Bags have been ordered. She noted that they would be receiving the Bags in increments due to the color inventory.

**RESULT: COMPLETED**

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

Chairman L. Hary reported that the Market T-Shirts have been ordered.

**RESULT: COMPLETED**

- **Farmers Market Video – No Update.**

**RESULT: NO ACTION**

**Next Meeting; 07/06/2023 5:30 pm**

- **Coffee Vendor**

Dudes Donuts will be the Coffee Vendor.

**RESULT: COMPLETED**

- **Entertainment Schedule – No Discussion**

**RESULT: NO ACTION**

**Next Meeting; 07/06/2023 5:30 pm**

- **Storage Shed Clean-Out – No Discussion**

**RESULT: NO ACTION**

**Next Meeting; 07/06/2023 5:30 pm**

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

- **Farmers Market Donations:**

MOTION to donate \$125.00 per market (4-markets) for a total of \$500.00 to the Ledyard Rotary.

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

Discussion: Chairman Hary noted that the Ledyard Rotary would be providing support at four of the Markets this Summer to assist with parking, etc. She suggested donating \$125.00 for each of the four Markets the Rotary would be helping out at.

VOTE: 6 – 0 Approved and so declared

**RESULT: 6 – 0 - APPROVED [UNANIMOUS]**

**MOVER:** Lauriann Hary, Committee Chairman

**SECONDER:** Ellin Grenger, Committee Member

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

**ABSENT:** April Brunelle, Bill Thone

VIII. NEXT MEETING

- ✓ July 6, 2023 will be cancelled
- ✓ Next Meeting: August 3, 2023.

XII. ADJOURNMENT

MOTION to adjourn meeting at 6:30 p.m.

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

VOTE: 6 - 0 Approved and so declared

Respectfully submitted,

Lauriann Hary  
Committee Chairman



# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

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**File #:** 22-535

**Agenda Date:** 9/7/2023

**Agenda #:** 2.

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AGENDA REQUEST  
GENERAL DISCUSSION ITEM

**Farmers Market Cmt:**

Any other Old Business proper to come before the Committee

**Background:**

(type text here)

**Department Comment/Recommendation:**

(type text here)



# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

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**File #:** 23-2006

**Agenda Date:** 9/7/2023

**Agenda #:** 1.

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AGENDA REQUEST  
GENERAL DISCUSSION ITEM

**Farmers Market Cmt:**

Recap of 2023 Summer Market and suggestions 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

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**File #:** 23-2007

**Agenda Date:** 9/7/2023

**Agenda #:** 2.

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AGENDA REQUEST  
GENERAL DISCUSSION ITEM

**Farmers Market Cmt:**

Discuss the future of the Ledyard Farmers Market.

**Background:**

(type text here)

**Department Comment/Recommendation:**

(type text here)



# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

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**File #:** 23-2008

**Agenda Date:** 9/7/2023

**Agenda #:** 3.

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AGENDA REQUEST  
GENERAL DISCUSSION ITEM

**Farmers Market Cmt:**  
Discuss Market Rules.

**Background:**  
(type text here)

**Department Comment/Recommendation:**  
(type text here)



# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

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**File #:** 22-536

**Agenda Date:** 9/7/2023

**Agenda #:** 4.

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AGENDA REQUEST  
GENERAL DISCUSSION ITEM

**Farmers Market Cmt:**

Any other New Business proper to come before the Committee

**Background:**

(type text here)

**Department Comment/Recommendation:**

(type text here)