



# TOWN OF LEDYARD CONNECTICUT

741 Colonel Ledyard Highway  
Ledyard, Connecticut 06339

## Ledyard Farmers Market Committee

### ~ AGENDA ~

Chairman Pamela Ball

Special Meeting

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**Monday, August 12, 2024**

**7:00 PM**

**Town Hall Annex - Hybrid Format**

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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/88551860018?pwd=EbZ2cMFGqQvBRwPeMUuSuZRHP9ahGC.1>**

**Or by Audio Only: Telephone: +1 646 558 8656; Meeting ID: 885 5186 0018  
Passcode: 409927**

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

**TREASURER REPORTS**

- Year to Date Report - August 8, 2024
- Purchase Orders Report - August 8, 2024

**Attachments:** [FM-PURCHASE ORDERS-FYE-2024-08-08](#)  
[FM-YTD-REPORT-2024-08-08](#)

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

MOTION to approve the Ledyard Farmers Market Committee Minutes of June 6, 2024

**Attachments:** [FARMERS-MIN-2024-06-06](#)

- IX.. BUSINESS OF THE MEETING

1. Discuss updates to Market Activities.
  2. MOTION to enter into executive session to review Vendor Contracts.
- X. NEXT MEETING
- X1. 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 #:** 24-0715

**Agenda Date:** 8/12/2024

**Agenda #:**

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## REPORT

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

#### **TREASURER REPORTS**

- Year to Date Report - August 8, 2024
- Purchase Orders Report - August 8, 2024

# 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	1,000.00	1,000.00	Farmers Mrk FY 24/25- C	Posted
902479 CHILDRENS MUSEUM OF SE CT	20250068	2025/01	550.00	550.00	Farmers Mrkt FY 24/25 C	Posted
902794 LEDYARD ROTARY	20250069	2025/01	600.00	600.00	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	300.00	300.00	Farmers Mrkt FY 24/25 B	Posted
904247 NICHOLAS JOSEPH ROBERT BOSSE	20250074	2025/01	300.00	300.00	Farmers Mrkt FY 24/25 N	Posted
904284 JPO PRODUCTIONS LLC	20250075	2025/01	375.00	375.00	Farmers Mrkt FY 24/25 J	Posted
904608 CWPM LLC	20250057	2025/01	852.19	852.19	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
905492 JEFFREY LEWIS	20251342	2025/01	150.00	150.00	Farmers Mrkt-Summer 202	Closed
905500 CORPAY INC	20250079	2025/01	1,000.00	1,000.00	Farmers Mrkt FY 24/25 C	Posted
905500 CORPAY INC	20250082	2025/01	1,000.00	1,000.00	Farmers Mrkt FY 24/25 C	Posted
	VENDOR TOTAL		2,000.00	2,000.00		
	ACCOUNT TOTAL		9,152.19	9,152.19		
	20810201 ORG TOTAL		9,152.19	9,152.19		



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	9,152.19	9,152.19	

# Town and Schools of Ledyard



## YTD REPORT -FARMERS MRKT-05/30/2024

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	12,182.53	29,292.09	11,909.20	6,115.80	11,267.09	61.5%	
TOTAL FARMERS MARKET							
17,109.56	12,182.53	29,292.09	11,909.20	6,115.80	11,267.09	61.5%	
TOTAL DONATIONS/GRANTS EXPENSES							
17,109.56	12,182.53	29,292.09	11,909.20	6,115.80	11,267.09	61.5%	
TOTAL EXPENSES							
17,109.56	12,182.53	29,292.09	11,909.20	6,115.80	11,267.09		



# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

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**File #:** 24-0716

**Agenda Date:** 8/12/2024

**Agenda #:**

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## MINUTES

**Minutes:**

MOTION to approve the Ledyard Farmers Market Committee Minutes of June 6, 2024



Chairman Pamela Ball

TOWN OF LEDYARD  
CONNECTICUT

LEDYARD FARMERS' MARKET COMMITTEE  
SPECIAL MEETING

HYBRID FORMAT  
~ MINUTES~

741 Colonel Ledyard Highway  
Ledyard, CT 06339

<http://www.ledyardct.org>

Roxanne M. Maher  
(860) 464-3203

Wednesday, June 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	6:10 pm
Ellin Grenger	Committee Member	Absent			
Sarah Martic	Committee Member	Absent			
Bill Thorne	Alternate Member	Present	In-Person	5:30 pm	6:10 pm
Allison Troy	Acting Recording Secretary	Present	Remote	5:30 pm	6:10 pm
Ethan Foltz	Committee Member	Present	Remote	5:30 pm	6:10 pm

Chairman Ball noted that Alternate Member Bill Thorne would be seated as a voting member for tonight's meeting.

- III. MEMBER COMMENTS – None.

- IV. TREASURER REPORT

Treasurer Mr. Thorne noted the following Financial Reports were provide for tonight's meeting:

- Year to Date Report – May 30, 2024
- Purchase Orders Report – May 30, 2024
- 

Approximate Balance in MUNIS is \$22,000.

**RESULT: DISCUSSED**

**Next Meeting: 8/12/2024 5:30 p.m.**



V. MARKET MANAGER REPORT – (see New Business)

VI. APPROVAL OF MINUTES

MOTION to approve the Special Meeting Minutes of May 15, 2024  
Moved by Ms. Ball, seconded by Mr. Thorne

VOTE: 4 – 0 Approved and so declared

VII. BUSINESS OF THE MEETING

1. Review Summer 2024 Market Kick Off

The 2024 Summer Market Season Kicked Off on June 5, 2024. The general consensus was that Opening Day went very well. The Committee noted the following:

- Attendance was great.
- Food Trucks did really well.
- Produce did really well.
- Vendors all had positive feedback

**Areas for improvement.**

- Trash - Town barrels were full and odiferous.
- There was a mix up with getting hired help to empty the trash cans during the Market.
- Mr. Thorne got trash cans from his home to help out with volume of trash.
- There was a lot of trash to pick up after the Market.

The Committee worked to do the best they could under the circumstances.

**RESULT: DISCUSSED**

2. New Purchase Orders for the 2024 Summer Market.

Purchase orders for anticipated expenses were discussed, general amounts proposed to cover expenses through June 2025.

MOTION to open the following Purchase Orders:

Purchase Orders FY 24-25			
Company/Person	Amount	Purpose	Notes
CWPM	\$1000	Trash	
Copy Cats	\$1000	Signage	

Company/Person	Amount	Purpose	Notes
Credit Card	\$2000	Various market materials/services	Mail Chimp, Blue Host, PO Box
Pam Ball	\$1000	Various market materials/services	
Allison Troy	\$200	Kid's Materials	
Bill Thorne	\$500	Various Market materials	
R&B Apparel	\$1000	Shirts, table covers, etc.	
Niantic Children's Museum	\$550	Kids Entertainment	
Austin Neal	\$500	Entertainment	7/10
Ben Frieret	\$500	Entertainment	7/3, 8/7
Kevin Salley	\$200	Entertainment	7/17
Jeff Lewis	\$150	Entertainment	8/7
JPO	\$500	Entertainment	7/24,8/21 ,9/11
Ledyard Rotary	\$600	Entertainment (Larry)	7/31 ,8/1 4,9/4
Nick Bosse	\$300	Entertainment	8/28
Free Men of the Sea	\$200	Entertainment	7/24

Moved by Ms. Ball, seconded by Mr. Thorne  
VOTE: 4 – 0 Approved and so declared

**RESULT: 4 – 0 - APPROVED [UNANIMOUS]**  
**MOVER:** Pam Ball Committee Chairman  
**SECONDER:** Bill Thorne, Treasurer  
**AYES:** Ball, Foltz, Troy, Thorne  
**ABSENT:** Grenger, Martic

The Committee also note the following Purchase Orders were previously updated to cover expenses through June 30, 2024:

PO #	Purpose	Amount	Notes
PO #2024-3385	CorPay Credit Card	Increased to \$2,000	Miscellaneous Supplies
PO#2024-0327	Pamela Ball	Increased to \$1,000	Reimbursement for Subscriptions, Ads/Mail Box
PO#2024-0328	Allison Troy	Increased to \$1,000	Children Craft Supplies

**RESULT: COMPLETED**

VIII. NEXT MEETING

Next Meeting Date:

- July 4, 2024 – Cancelled
- Next Meeting Date Monday, August 12, 2024

XII. ADJOURNMENT

MOTION to adjourn the meeting at 6:10 p.m.  
Moved by Mr. Thorne, seconded by Mr. Foltz  
VOTE: 4- 0 Approved and so declared

Respectfully submitted,

Pamela Ball  
Committee Chairman



# TOWN OF LEDYARD

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**File #:** 24-0714

**Agenda Date:** 8/12/2024

**Agenda #:** 1.

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AGENDA REQUEST  
GENERAL DISCUSSION ITEM

**Subject:**

Discuss updates to Market Activities.

**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:** 8/12/2024

**Agenda #:** 2.

AGENDA REQUEST  
GENERAL DISCUSSION ITEM

**Subject:**

MOTION to enter into executive session to review Vendor Contracts.

**Background:**

(type text here)

**Department Comment/Recommendation:**

(type text here)