



TOWN OF LEDYARD CONNECTICUT

741 Colonel Ledyard Highway
Ledyard, Connecticut 06339

Ledyard Farmers Market Committee

~ AGENDA ~

Chairman
Laurianne Hary

Regular Meeting

Wednesday, April 5, 2023

5:30 PM

Town Hall Annex - Hybrid Format

In-Person Location: Town Hall Annex Building

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

<https://us06web.zoom.us/j/89635964587?pwd=V0UybFVwQW5YR29TcklxcWxEbmRhZz09>

Or by Audio Only: Telephone: +1 646 558 8656; Meeting ID: 896 3596 4587; Passcode: 908086

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

* Year to Date Report - March 30, 2023

* Purchase Orders Report - March 30, 2023

Attachments: [FMC-YTD REPORT-2023-03-30.pdf](#)

[FMC-PURCHASE ORDER REPORT-2023-03-30.pdf](#)

[FMC-YTD REPORT-2023-02-22-A.pdf](#)

[FMC-PURCHASE ORDER REPORT-2023-02-22.pdf](#)

- VII. APPROVAL OF MINUTES

MOTION to approve the Farmers' Market Committee Regular Meeting Minutes of March 1, 2023

Attachments: [FARMERS-MIN-2023-03-01-.pdf](#)

- VIII. OLD BUSINESS

- 1. Continued Preparations for the Farmers Market 2023 Summer Season.
- 2. Any other Old Business proper to come before the Committee

- XI. NEW BUSINESS

1. Any other 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 #: 23-1114

Agenda Date: 4/5/2023

Agenda #:

REPORT

Staff/Committee Report:

- Year to Date Report - March 30, 2023
- Purchase Orders Report - March 30, 2023

YTD REPORT - FARMERS MARKET 2023

FOR 2023 12

ACCOUNTS FOR: 2081020 DONATIONS/GRANTS REVENUES
 ORIGINAL APPROP TRANS/ADJSMTS REVISED BUDGET YTD ACTUAL ENCUMBRANCES AVAILABLE BUDGET % USED

48002 DONATIONS

24201 FARMERS MARKET

ACCOUNTS FOR: 2081020 DONATIONS/GRANTS REVENUES	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0208-00-1010-00000-48002 -24201			DONATIONS				
	0.00	0.00	0.00	-1,647.00	0.00	1,647.00	100.0%
TOTAL DONATIONS	0.00	0.00	0.00	-1,647.00	0.00	1,647.00	100.0%
TOTAL DONATIONS/GRANTS REVENUES	0.00	0.00	0.00	-1,647.00	0.00	1,647.00	100.0%
TOTAL REVENUES	0.00	0.00	0.00	-1,647.00	0.00	1,647.00	

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 ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
54201 FARMERS MARKET							
24201 FARMERS MARKET							
0208-00-1020-00000-54201 -24201	41,546.64	0.00	FARMERS MARKET 41,546.64	7,076.65	1,948.35	32,521.64	21.7%
TOTAL FARMERS MARKET	41,546.64	0.00	41,546.64	7,076.65	1,948.35	32,521.64	21.7%
TOTAL DONATIONS/GRANTS EXPENSES	41,546.64	0.00	41,546.64	7,076.65	1,948.35	32,521.64	21.7%
TOTAL EXPENSES	41,546.64	0.00	41,546.64	7,076.65	1,948.35	32,521.64	

YTD REPORT - FARMERS MARKET 2023

FOR 2023 12							
ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED	
	GRAND TOTAL						
41,546.64	0.00	41,546.64	5,429.65	1,948.35	34,168.64	17.8%	

** 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
901081 ALLYN JAMI	20230242	2023/01	252.33	252.33	Farmers Mrkt J. Allyn R
903136 BALL PAMELA	20230243	2023/01	500.00	500.00	Farmers Market -P. Ball
904512 LAURIANN HARY	20230249	2023/01	500.00	500.00	Farmers Mrkt L. Hary Re
904512 LAURIANN HARY	20230297	2023/01	100.00	100.00	Stipend - Market Manage
	VENDOR TOTAL		600.00	600.00	
904608 CWPM LLC	20230707	2023/01	286.48	286.48	Farmers Mrkt FY 22/2023
	ACCOUNT TOTAL		1,948.35	1,948.35	
	20810201 ORG TOTAL		1,948.35	1,948.35	

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	1,948.35	1,948.35	

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			1,948.35		

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

SUMMARY OF FUNDS

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

FUNDS	DESCRIPTION	PO TOTAL	GRAND TOTAL
0208	DONATIONS AND GRANTS	1,948.35	1,948.35

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

YTD REPORT - FARMERS MARKET 2023

FOR 2023 12

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
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48002 DONATIONS

24201 FARMERS MARKET

0208-00-1010-00000-48002 -24201		DONATIONS					
	0	0	0	-1,647.00	.00	1,647.00	100.0%
TOTAL DONATIONS	0	0	0	-1,647.00	.00	1,647.00	100.0%
TOTAL DONATIONS/GRANTS REVENUES	0	0	0	-1,647.00	.00	1,647.00	100.0%
TOTAL REVENUES	0	0	0	-1,647.00	.00	1,647.00	

YTD REPORT - FARMERS MARKET 2023

FOR 2023 12

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
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54201 FARMERS MARKET

24201 FARMERS MARKET

0208-00-1020-00000-54201 -24201	0	FARMERS MARKET 41,547	41,547	7,076.65	1,948.35	32,521.64	21.7%
TOTAL FARMERS MARKET	0	41,547	41,547	7,076.65	1,948.35	32,521.64	21.7%
TOTAL DONATIONS/GRANTS EXPENSES	0	41,547	41,547	7,076.65	1,948.35	32,521.64	21.7%
TOTAL EXPENSES	0	41,547	41,547	7,076.65	1,948.35	32,521.64	

YTD REPORT - FARMERS MARKET 2023

FOR 2023 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	0	41,547	41,547	5,429.65	1,948.35	34,168.64	17.8%

** 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
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	VENDOR TOTAL		600.00	600.00	
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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	1,948.35	1,948.35	

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			1,948.35		

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

SUMMARY OF FUNDS

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

FUNDS	DESCRIPTION	PO TOTAL	GRAND TOTAL
0208	DONATIONS AND GRANTS	1,948.35	1,948.35

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



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 23-1459

Agenda Date: 4/5/2023

Agenda #:

MINUTES

Minutes:

MOTION to approve the Farmers' Market Committee Regular Meeting Minutes of March 1, 2023



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 Lauriann Hary

HYBRID FORMAT
~ MINUTES~

Wednesday, March 1, 2023

5:30 PM

Town Hall Annex Building

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	/Treasurer	Present	Remote	5:30 pm	6:43 pm
April Brunelle	Vice-Chairman	Present	In-Person	5:30 pm	6:43 pm
Ellin Grenger	Committee Member	Present	In-Person	5:30 pm	6:43 pm
Lauriann Hary	Chairman	Present	In-Person	5:30 pm	6:43 pm
Peter Hary	Committee Member	Present	In-Person	5:30 pm	6:43 pm
Sarah Martic	Recording Secretary	Absent			
Bill Thorne	Committee Member	Present	In-Person	5:30 pm	6:43 pm
Allison Troy	Committee Member	Absent			

- III. CITIZENS COMMENTS – None.

- IV. INFORMATIONAL ITEMS – None.

- V. MEMBER COMMENTS – None.

- VI. TREASURER REPORT

- Year to Date Report – February 22, 2023- Approximate Balance:. \$32,521.64
- Purchase Orders Report – February 22, 2023 – Working to open Purchase Orders for the 2023 Summer Market.

VII. MARKET MANAGER REPORT

Chairman Lauriann Harry reported that the Applications for 2023 Summer Farmer's Market were coming in at a rapid pace!

VIII. APPROVAL OF MINUTES

MOTION to approve the Regular Meeting Minutes of January 4, 2023
Moved by Ms. L. Hary, seconded by Ms. Grenger

VOTE: 6 – 0 Approved and so declared

IX. OLD BUSINESS

1. Continued preparations for the Famers' Market 2023 Summer Season

• Trash Collection:

Ms. Ball will reach out to garbage company for price break on 6 cans for 2023 season

RESULT: CONTINUED

Next Meeting: 4/5/2023 5:30 p.m.

• Website –

Ms. L. Hary reported that Heidi would no longer be maintaining the Ledyard Farmers' Market Website, etc., Peter Hary volunteered to be new admin on website to make edits for 2023 Season.

RESULT: CONTINUED

Next Meeting: 4/5/2023 5:30 p.m.

• Signage:

MOTION to spend up to \$1,000 on A frames.

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

Discussion: The 2023 Signage was addressed. The Committee identified the need for yard signs, new banners and new A-frames.

VOTE: 6 – 0 Approved and so declared

RESULT: 6- 0 - APPROVED [UNANIMOUS]
MOVER: Lauriann Hary, Committee Chairman
SECONDER: Ellin Grenger, Committee Member
AYES: Ball, Brunelle, Grenger, L. Hary, P. Hary, Martic, Thorne
ABSENT: Martic, Troy

- MOTION to spend up to \$1,200 on signage (including yard signs -20-, banners and A frame inserts)
Moved by Ms. L Hary, seconded by Mr. P. Hary
Discussion: None.

VOTE: 6 – 0 Approved and so declared

RESULT: 6- 0 - APPROVED [UNANIMOUS]
MOVER: Lauriann Hary, Committee Chairman
SECONDER: Ellin Grenger, Committee Member
AYES: Ball, Brunelle, Grenger, L. Hary, P. Hary, Martic, Thorne
ABSENT: Martic, Troy

- 2. Any other Old Business proper to come before the Committee. – None.

X. NEW BUSINESS

- 1. Any other New Business proper to come before the Committee.

• Ledyard Farmers Bag Options for 2023 Season

Ms. L. Hary presented 2023 LFM bag option to the committee, along with a potential design for the 2023 bag. Mrs. Hary was investigating other potential Bags Design was well-received by the Committee.

RESULT: CONTINUED **Next Meeting: 4/5/2023 5:30 p.m.**

- Gate by Library
Mr. Thorne reported that the gate by the Bill Library was in desperate need of either repair or removal.

RESULT: CONTINUED **Next Meeting: 4/5/2023 5:30 p.m.**

XI. NEXT MEETING

Next Meeting date April 5, 2023

XII. ADJOURNMENT

MOTION to adjourn meeting at 6:43 p.m.

Moved by Ms. Grenger, seconded by Mr. P. Hary

VOTE: 6 - 0 Approved and so declared

Respectfully submitted,

Lauriann Hary
Committee Chairman



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 22-969

Agenda Date: 4/5/2023

Agenda #: 1.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

Continued Preparations for the Farmers Market 2023 Summer Season.

Background:

(type text here)

Department Comment/Recommendation:

(type text here)

Meeting Action Detail:

Ledyard Farmers Market Meeting 04/05/2023:

File #: [23-1457](#) Version: 2

Type: Farmers Market Committee

Title:

Moved: Seconded

Action: Recommend to Approve

Minute Note:



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 22-535

Agenda Date: 4/5/2023

Agenda #: 2.

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

File #: 22-536

Agenda Date: 4/5/2023

Agenda #: 1.

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)