



TOWN OF LEDYARD

741 Colonel Ledyard Highway
Ledyard, Connecticut 06339

Ledyard Farmers Market Committee Meeting Minutes

Chairman Pamela Ball

Regular Meeting

Wednesday, May 7, 2025

5:30 PM

Town Hall Annex - Hybrid Format

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

Remote Participation Information is Noted Below:

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

<https://us06web.zoom.us/j/83112885778?pwd=sO61YZ8WO10P9YcxL00CjJdbIBAVqf.1>
Or by Audio Only: Telephone: +1 646 558 8656; Meeting ID: 831 1288 5778 ; Passcode: 228200

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

Present Chairperson Pamela Ball
 Committee Member Ellin Grenger
 Recording Secretary Sarah Martic
 Treasurer William Thorne
 Chairperson Ethan Foltz
Excused Committee Member Allison Troy

In addition, the following were present:

S. Naomi Rodrigue Town Council Chairman
Michael Pfarr Market Helper

III. RESIDENTS & PROPERTY OWNERS COMMENTS

None.

IV. PRESENTATIONS / INFORMATIONAL ITEMS

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

VI. TREASURER REPORT

Financial Reports Fiscal Year 2024/2025

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

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:

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 Ledyard Farmers' Market Minutes of March 5, 2025

Moved by Ms. Ball, seconded by Ms. Martic.

VOTE: 5 - 0 Approved and so declared

RESULT: APPROVED AND SO DECLARED

MOVER: Pamela Ball

SECONDER: Sarah Martic

IX. OLD BUSINESS

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

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- Vendor Fees and Operational Costs

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

RESULT: CONTINUE

- 2025 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: CONTINUE

- Website Management and Newsletter

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

RESULT: CONTINUE

- 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.

RESULT: CONTINUE

- Children's Activities Table

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: CONTINUE

2. New Purchase Orders for 2025 Summer Market.

RESULT: CONTINUE

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 AND SO DECLARED

MOVER: Pamela Ball

SECONDER: Ellin Grenger

AYE 5 Ball Grenger Martic Thorne Foltz

EXCUSED 1 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 AND SO DECLARED

MOVER: William Thorne

SECONDER: Pamela Ball

AYE 5 Ball Grenger Martic Thorne Foltz

EXCUSED 1 Troy

3. Any Old Business proper to come before the Committee

X. NEW BUSINESS

1. Any New Business proper to come before the Committee

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

DISCLAIMER: Although we try to be timely and accurate these are not official records of the Town.