



# TOWN OF LEDYARD CONNECTICUT

741 Colonel Ledyard Highway  
Ledyard, Connecticut 06339

## Ledyard Farmers Market Committee

### ~ AGENDA ~

Chairman Pamela Ball

Regular Meeting

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Wednesday, May 7, 2025

5:30 PM

Town Hall Annex - Hybrid Format

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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
- II. ROLL CALL
- III. RESIDENTS & PROPERTY OWNERS COMMENTS
- IV. PRESENTATIONS / INFORMATIONAL ITEMS
- 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

**Attachments:** [FM-PURCHASE ORDERS-FYE 2025-05-01](#)  
[FM-YTD-REPORT-2025-05-01](#)

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

MOTION to approve the Ledyard Farmers' Market Minutes of March 5, 2025

**Attachments:** [FM-MIN-2025-04-07](#)

- VIX. OLD BUSINESS

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

Kick off .

- 2025 Marketing Materials
- Website Management and Newsletter
- Entertainment
- Children's Activities Table

2. New Purchase Orders for 2025 Summer Market.

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

XII. 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 #:** 25-1705

**Agenda Date:** 4/2/2025

**Agenda #:**

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## REPORT

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

Financial Reports Fiscal Year 2024/2025

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

# 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	928.17	928.17	Farmers Mrk FY 24/25- C	Posted
902479 CHILDRENS MUSEUM OF SE CT	20250068	2025/01	275.00	275.00	Farmers Mrkt FY 24/25 C	Posted
902794 LEDYARD ROTARY	20250069	2025/01	225.00	225.00	Farmers Mrkt FY 24/24-	Posted
903136 PAMELA BALL	20250070	2025/01	488.86	488.86	Farmers Mrkt FY 24/25 P	Posted
903558 BEN FREIERT	20250072	2025/01	150.00	150.00	Farmers Mrkt FY 24/25 B	Posted
904284 JPO PRODUCTIONS LLC	20250075	2025/01	125.00	125.00	Farmers Mrkt FY 24/25 J	Posted
904608 CWPM LLC	20250057	2025/01	528.19	528.19	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
905459 BRADLEY BENSKO	20253296	2025/09	150.00	150.00	Farmers Mkrt Entertainm	Posted
905463 AUSTIN L NEAL	20250078	2025/01	250.00	250.00	Farmers Mrkt FY 24/25 A	Posted
905500 CORPAY INC	20250079	2025/01	218.56	218.56	Farmers Mrkt FY 24/25 C	Posted
905500 CORPAY INC	20250082	2025/01	177.03	177.03	Farmers Mrkt FY 24/25 C	Posted
	VENDOR TOTAL		395.59	395.59		
905713 NICHOLAS CASEY	20253276	2025/09	250.00	250.00	Farmers Mrk Entertainme	Posted
905736 RONALD BETTEZ	20253411	2025/10	150.00	150.00	Farmers Mkrt- Ronald Be	Posted
	ACCOUNT TOTAL		5,690.81	5,690.81		
	20810201 ORG TOTAL		5,690.81	5,690.81		

**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		5,690.81	5,690.81		

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
REPORT PO TOTAL			5,690.81			

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

SUMMARY OF FUNDS

YEAR/PERIOD: 2025/12      Amounts Include Unposted AP Invoice Liquidations

FUNDS	DESCRIPTION	PO TOTAL	GRAND TOTAL
0208	DONATIONS AND GRANTS	5,690.81	5,690.81

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

## YTD REPORT FARMERS MRKT 5/12025

FOR 2025 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					
22,553.72	3,197.90	25,751.62	5,284.19	5,690.81	14,776.62	42.6%	
TOTAL FARMERS MARKET							
22,553.72	3,197.90	25,751.62	5,284.19	5,690.81	14,776.62	42.6%	
TOTAL DONATIONS/GRANTS EXPENSES							
22,553.72	3,197.90	25,751.62	5,284.19	5,690.81	14,776.62	42.6%	
TOTAL EXPENSES							
22,553.72	3,197.90	25,751.62	5,284.19	5,690.81	14,776.62		





# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

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**File #:** 25-1836

**Agenda Date:** 5/7/2025

**Agenda #:**

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## MINUTES

### **Minutes:**

MOTION to approve the Ledyard Farmers' Market Minutes of April 7, 2025



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 Pamela Ball

HYBRID FORMAT  
~ MINUTES~

Wednesday, April 2, 2025

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 5:33 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/Manager	Present	In-Person	5:30 pm	6 pm
Ellin Grenger	Committee Member	Present	Remote	5:30 pm	6 pm
Sarah Martic	Recording Secretary	Present	Absent		
Bill Thorne	Alternate Member/Treasurer	Present	Absent		
Allison Troy	Committee Member	Present	Remote	5:30 pm	6 pm
Ethan Foltz	Committee Member	Present	Absent		
S. Naomi Rodriguez	Town Council Chairman	Present	In person	5:30 pm	6 pm

- III. RESIDENTS & PROPERTY OWNERS COMMENTS - None

- IV. PRESENTATIONS – None

- V. MEMBER COMMENTS – None

- VI. TREASURER REPORT

- As the Treasurer was absent from the meeting, Ms. Ball noted that vendor fees were arriving and that far fewer were opting to pay via PayPal than last year.

- VII. MARKET MANAGER REPORT (see discussions below)

- VIII. APPROVAL OF MINUTES

MOTION to approve the Meeting Minutes of March 3, 2025

Moved by Ms. Grenger, seconded by Ms. Ball.

VOTE: 3 – 0 Approved and so declared

IX. OLD BUSINESS

1. Preparations for the 2025 Summer Market.

- **2025 Market T-Shirts** - -Looked at some options for T-shirt designs for the season and one was selected. Folks were asked to let Ms. Grenger know what size T-shirt they wanted.
- **Donation Thank Yous**- Discussed items to have at the market as a thank you per donation (bag, mugs, water bottles, T-shirts). Team decided to offer gray T-shirts with Daisy logo in a few adult sizes and a few children's sizes .

**RESULT: DISCUSSED**

**Next Meeting: 05/07/2025 5:30 p.m.**

- **Graphic Design Software**

MOTON to set aside \$125 in case it was necessary to purchase software for graphic designs (images for website, email, etc.).

Moved by Ms. Ball, seconded by Ms. Grenger

No purchase order is needed at this time.

Ms. Ball noted that a Purchase Order was not needed at this time.

VOTE:

3 – 0 Approved and so declared

**RESULT: APPROVED 3 – 0**

**MOVER:** Pam Ball, Committee Chairman

**SECONDER:** Ellin Grenger, Committee Member

**AYES:** Pam Ball, Ellin Grenger, , Allison Troy

**EXCUSED:** Ethan Foltz, Sarah Martic, Bill Thone

- **Niantic Children's Museum** is booked for July 16 and Aug 27 at a cost of \$275 per session. W9 is already on file. Ms. Troy will obtain invoices.

**RESULT: DISCUSSED**

**Next Meeting: 05/07/2025 5:30 p.m.**

- **Kids Activities** - Ms. Troy also noted that Holdridge's will be donating items for a planting activity with the children for Opening Day.

**RESULT: DISCUSSED**

**Next Meeting: 05/07/2025 5:30 p.m.**

- ***New Stage & Parking*** - Some discussion about the new stage that has been built on the west side of the pavilion and how to work around it as it affects our plans for parking.

**RESULT: DISCUSSED**

**Next Meeting: 05/07/2025 5:30 p.m.**

2. Continued discussion regarding New Purchase Orders for 2025 Summer Market. - None

3. Any Old Business proper to come before the Committee. - None

X. NEW BUSINESS

1. Any other New Business proper to come before the Committee – None.

XI. NEXT MEETING

- May 7, 2025.

XII. ADJOURNMENT

MOTION to adjourn the meeting at 6:00 p.m.  
Moved by Ms. Grenger, seconded by Ms. Ball

**VOTE: 3 - 0 Approved and so declared**

Respectfully submitted,

Pamela Ball  
Committee Chairman



# TOWN OF LEDYARD

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**File #:** 25-1558

**Agenda Date:** 5/7/2025

**Agenda #:** 1.

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AGENDA REQUEST  
GENERAL DISCUSSION ITEM

**Subject:**

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

**Background:**

(type text here)

**Department Comment/Recommendation:**

(type text here)



# TOWN OF LEDYARD

741 Colonel Ledyard  
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**File #:** 25-1835

**Agenda Date:** 5/7/2025

**Agenda #:**

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AGENDA REQUEST  
GENERAL DISCUSSION ITEM

**Subject:**

- *2025 Marketing Materials*

**Background:**

(type text here)

**Department Comment/Recommendation:**

(type text here)



# TOWN OF LEDYARD

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**File #:** 25-1374

**Agenda Date:** 5/7/2025

**Agenda #:**

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AGENDA REQUEST  
GENERAL DISCUSSION ITEM

**Subject:**

- *Website Management and Newsletter*

**Background:**

(type text here)

**Department Comment/Recommendation:**

(type text here)



# TOWN OF LEDYARD

741 Colonel Ledyard  
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**File #:** 25-1368

**Agenda Date:** 5/7/2025

**Agenda #:**

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AGENDA REQUEST  
GENERAL DISCUSSION ITEM

**Subject:**

- *Entertainment*

**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 #:** 25-1370

**Agenda Date:** 5/7/2025

**Agenda #:**

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AGENDA REQUEST  
GENERAL DISCUSSION ITEM

**Subject:**

- *Children's Activities Table*

**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 #:** 25-1546

**Agenda Date:** 5/7/2025

**Agenda #:** 2.

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AGENDA REQUEST  
GENERAL DISCUSSION ITEM

**Subject:**

New Purchase Orders for 2025 Summer Market.

**Background:**

(type text here)

**Department Comment/Recommendation:**

(type text here)