



TOWN OF LEDYARD CONNECTICUT

741 Colonel Ledyard Highway
Ledyard, Connecticut 06339

Ledyard Farmers Market Committee

~ AGENDA ~

Regular Meeting

Wednesday, December 6, 2023

5:30 PM

Town Hall Annex - Hybrid Format

In-Person Location goes here

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

<https://us06web.zoom.us/j/86973914239?pwd=do3Ziqnp6WvGFAW2cyDDVmJ0UrVdGr.1>

Or by Audio Only: Telephone: +1 646 558 8656; Meeting ID: 869 7391 4239; Passcode: 756822

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

Financial Reports Fiscal Year 2023/2024

- Year to Date Report - November 29, 2023
- Purchase Orders Report - November 29, 2023

Attachments: [FM-YEAR-TO-DATE-REPORT-FYE-2023-11-29.pdf](#)
[FM-PURCHASE ORDERS-FYE-2023-1-29.pdf](#)
[FM-YEAR-TO-DATE-REPORT-FYE-2023-10-26.pdf](#)
[FM-PURCHASE ORDERS-FYE-2023-10-26.pdf](#)
[FM-YEAR-TO-DATE-REPORT-FYE-2023-09-28pdf.pdf](#)
[FM-PURCHASE ORDERS-FYE-2023-09-28.pdf](#)
[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 September 7, 2023; and acknowledge Meeting Notes of November 1, 2023.

Attachments: [FARMERS-MIN-2023-09-07-RM.pdf](#)
[FARMERS-NOTES-2023-11-01-DRAFT.pdf](#)

MARKET MANAGER REPORT

VIII. OLD BUSINESS

1. Any other Old Business proper to come before the Committee

XI. NEW BUSINESS

1. MOTION to elect a Chairman Pro-tem.
2. Review and discuss a draft a “An Ordinance Establishing a Farmers Market for the Town of Ledyard” as presented in the draft dated September 27, 2023.

Attachments: [ORDINANCE FARMERS MARKET CMT 2023-09-27 .docx](#)
[2019-10-09-Resolution Farmers Market Cmt.docx](#)

3. Review and vote on the Farmers’ Market Committee 2024 Meeting Schedule.

Attachments: [MEETING SCHEDULES 2024 -FARMERS- DRAFT-2023-10-22.pdf](#)

- 4 Any other New Business proper to come before the Committee

X. NEXT MEETING DATE

January 4, 2024

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

File #: 23-2004

Agenda Date: 11/1/2023

Agenda #:

REPORT

Staff/Committee Report:

Financial Reports Fiscal Year 2023/2024

- Year to Date Report - November 29, 2023
- Purchase Orders Report - November 29, 2023

Town and Schools of Ledyard



YTD REPORT -FARMERS MRKT-11/29/2023

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	2,545.00	19,654.56	6,683.76	6,616.24	6,354.56	67.7%
TOTAL FARMERS MARKET	17,109.56	2,545.00	19,654.56	6,683.76	6,616.24	6,354.56	67.7%
TOTAL DONATIONS/GRANTS EXPENSES	17,109.56	2,545.00	19,654.56	6,683.76	6,616.24	6,354.56	67.7%
TOTAL EXPENSES	17,109.56	2,545.00	19,654.56	6,683.76	6,616.24	6,354.56	

YTD REPORT -FARMERS MRKT-11/29/2023

FOR 2024 12							
ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED	
17,109.56	GRAND TOTAL 2,545.00	19,654.56	6,683.76	6,616.24	6,354.56	67.7%	

** 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	STATUS
20810201 DONATIONS/GRANTS EXPENSES						
0208-00-1020-00000-54201 -24201 FARMERS MARKET						
900293 R & B APPAREL PLUS LLC	20240332	2024/01	2,040.00	2,040.00	Farmers Mkt FY 23/24 R& Posted	
902139 COPY CATS INC	20240331	2024/01	2,500.00	2,500.00	Farmers Mrkt- FY 23/24 Posted	
902794 LEDYARD ROTARY	20240334	2024/01	100.00	100.00	Farmers 2023 Summer Mrk Printed	
903136 PAMELA BALL	20240327	2024/01	250.00	250.00	Farmers Mrkt- P. Ball - Posted	
903512 JEREMY PONGETTI	20240330	2024/01	100.00	100.00	Farmers 2023 Summer Mrk Posted	
904512 LAURIANN A. HARY	20240326	2024/01	200.00	200.00	Farmers Summer 2023 Mrk Posted	
904608 CWPM LLC	20240321	2024/01	726.24	726.24	Farmers 2023 Summer M Posted	
904707 NIAN TIC CHILDREN'S MUSEUM	20240323	2024/01	275.00	275.00	Farmers 2023 Summer Mrk Posted	
905089 ALLISON TROY	20240328	2024/01	200.00	200.00	Farmers Mrkt A. Troy Mi Posted	
905291 WILLIAM J BRUNELLE	20242159	2024/04	225.00	225.00	Farmers Mrkt william Br Closed	
		ACCOUNT TOTAL	6,616.24	6,616.24		
	20810201	ORG TOTAL	6,616.24	6,616.24		

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	STATUS
0208 DONATIONS AND GRANTS			FUND TOTAL	6,616.24	6,616.24	

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	STATUS
REPORT PO TOTAL			6,616.24			

** 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	6,616.24	6,616.24

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

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
54201 FARMERS MARKET							
24201 FARMERS MARKET							
0208-00-1020-00000-54201 -24201			FARMERS MARKET				
	17,109.56	2,545.00	19,654.56	6,333.76	6,966.24	6,354.56	67.7%
TOTAL FARMERS MARKET	17,109.56	2,545.00	19,654.56	6,333.76	6,966.24	6,354.56	67.7%
TOTAL DONATIONS/GRANTS EXPENSES	17,109.56	2,545.00	19,654.56	6,333.76	6,966.24	6,354.56	67.7%
TOTAL EXPENSES	17,109.56	2,545.00	19,654.56	6,333.76	6,966.24	6,354.56	

YTD REPORT - FARMERS MARKET 2024

FOR 2024 12							
ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED	
17,109.56	2,545.00	19,654.56	6,333.76	6,966.24	6,354.56	67.7%	GRAND TOTAL

** 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	STATUS
20810201 DONATIONS/GRANTS EXPENSES						
0208-00-1020-00000-54201 -24201 FARMERS MARKET						
900293 R & B APPAREL PLUS LLC	20240332	2024/01	2,040.00	2,040.00	Farmers Mkt FY 23/24 R& Posted	
902139 COPY CATS INC	20240331	2024/01	2,500.00	2,500.00	Farmers Mrkt- FY 23/24 Posted	
902794 LEDYARD ROTARY	20240334	2024/01	100.00	100.00	Farmers 2023 Summer Mrk Printed	
903136 PAMELA BALL	20240327	2024/01	250.00	250.00	Farmers Mrkt- P. Ball - Posted	
903512 JEREMY PONGETTI	20240330	2024/01	100.00	100.00	Farmers 2023 Summer Mrk Posted	
904512 LAURIANN A. HARY	20240326	2024/01	200.00	200.00	Farmers Summer 2023 Mrk Posted	
904608 CWPM LLC	20240321	2024/01	726.24	726.24	Farmers 2023 Summer M Posted	
904707 NIAN TIC CHILDREN'S MUSEUM	20240323	2024/01	275.00	275.00	Farmers 2023 Summer Mrk Posted	
905089 ALLISON TROY	20240328	2024/01	200.00	200.00	Farmers Mrkt A. Troy Mi Posted	
905091 JAMES WILLIAM BRUNELLE	20240341	2024/01	350.00	350.00	Farmers 2023 Summer Mrk Posted	
905291 WILLIAM J BRUNELLE	20242159	2024/04	225.00	225.00	Farmers Mrkt William Br Posted	
	ACCOUNT TOTAL		6,966.24	6,966.24		
	20810201 ORG TOTAL		6,966.24	6,966.24		

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	STATUS
0208 DONATIONS AND GRANTS			FUND TOTAL	6,966.24	6,966.24	

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	STATUS
REPORT PO TOTAL			6,966.24			

** 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	6,966.24	6,966.24

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

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
54201 FARMERS MARKET							
24201 FARMERS MARKET							
0208-00-1020-00000-54201 -24201	0.00	2,545.00	FARMERS MARKET 2,545.00	5,941.10	7,133.90	-10,530.00	513.8%
TOTAL FARMERS MARKET	0.00	2,545.00	2,545.00	5,941.10	7,133.90	-10,530.00	513.8%
TOTAL DONATIONS/GRANTS EXPENSES	0.00	2,545.00	2,545.00	5,941.10	7,133.90	-10,530.00	513.8%
TOTAL EXPENSES	0.00	2,545.00	2,545.00	5,941.10	7,133.90	-10,530.00	

YTD REPORT - FARMERS MARKET 2024

FOR 2024 12							
ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED	
	GRAND TOTAL						
0.00	2,545.00	2,545.00	5,941.10	7,133.90	-10,530.00	513.8%	

** 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					
0208-00-1020-00000-54201 -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	100.00	100.00	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
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	350.00	350.00	Farmers 2023 Summer Mrk
		ACCOUNT TOTAL	7,133.90	7,133.90	
	20810201	ORG TOTAL	7,133.90	7,133.90	

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	7,133.90	7,133.90	

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			7,133.90		

** 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	7,133.90	7,133.90

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

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
54201 FARMERS MARKET							
24201 FARMERS MARKET							
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	
54201 FARMERS MARKET								
24201 FARMERS MARKET								
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

Page 2

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 **

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

Page 3

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

File #: 23-2130

Agenda Date: 10/4/2023

Agenda #:

MINUTES

Minutes:

MOTION to approve the Farmers Market Committee Minutes of September 7, 2023;
and acknowledge Meeting Notes of November 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~

Thursday, September 7, 2023

5:30 PM

Annex Meeting Room- 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	Recording Secretary/Treasurer	Present	In-Person	5:30 pm	6:45 pm
Ellin Grenger	Committee Member	Present	In-Person	5:30 pm	6:45 pm
Lauriann Hary	Chairman	Present	In-Person	5:30 pm	6:45 pm
Peter Hary	Committee Member	Present	In-Person	5:30 pm	6:45 pm
Sarah Martic	Committee Member	Absent			
Bill Thorne	Committee Member	Present	In-Person	5:30 pm	6:45 pm
Allison Troy	Committee Member	Present	In-Person	5:30 pm	6:45 pm
Naomi Rodriguez	Town Councilor	Present	In-Person	5:30 pm	6:45 pm

- III. MEMBER COMMENTS

Consensus that the Market went very well.

- IV. TREASURER REPORT

Treasurer Ms. Ball noted that she would provide a report after all expenses for the 2023 Summer Market have cleared and the final cash deposit was made.

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

V. MARKET MANAGER REPORT – None.

VI. APPROVAL OF MINUTES

MOTION to approve the Special Meeting Minutes of May 31, 2023

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

VOTE: 5 – 0 Approved and so declared

VII. OLD BUSINESS

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

VIII. NEW BUSINESS

1. Recap of 2023 Summer Market and suggestions for the 2024 Summer Market.

MOTION to approve to purchase five (5) Amazon Gift Cards in the amount of \$50 each (\$250) total to give to the five student volunteers (Aya, Daniel, Lucas, Justin and Michael).

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

Discussion: The Committee noted that they appreciated the help and support of the five students who volunteered who helped at the 2023 Summer Market.

Discussion of gift cards for the 5 student volunteers

VOTE: 5 – 0 Approved and so declared

RESULT: 5 – 0 - APPROVED [UNANIMOUS]

MOVER: Lauriann Hary, Committee Chairman

SECONDER: Pete Hary, Committee Member

AYES: Ball, L. Hary, P. Hary, Thorne, Troy

ABSTAIN: Grenger

ABSENT: Martic

2. Discuss the future of the Ledyard Farmers Market.

Chairman L Hary reported on August 15, 2023 she met with Mayor Allyn, III, Executive Assistant Kristen, Chapman, Parks, Recreation, & Senior Citizens Director Scott Johnson, Jr., Administrative Assistant Roxanne Maher, Committee Members Pete Hary, and Pam Ball noting that the following suggestions to provide additional support was discussed:

- **Website-On-Line Applications, Online Payments:**

Parks & Recreation could help the Farmers Market Committee with duplicate tasks (e.g., taking payments on-line, hosting website, on-line Vendor Applications and other Forms).

- ***Changing from current Facebook Host/Website to Parks & Recreation Host/Website***
 - ✓ Publicize the changes to their Facebook site and Website by having a sign at their final Markets for their Facebook Followers to sign up on the new site to receive updates/information going forward. Also post this information on their current facebook site to alert their followers that they will need to sign up on the new website.
 - ✓ Discussed providing a QR code for people to scan for information to join the Farmers Market Facebook Page to receive updates regarding Market.
- ***Trash***
Parks & Recreation could help the Farmers Market Committee by providing staff to work at each of the Farmers Market to handle the trash.
- ***Purchase Orders and Payment of Invoices***
Parks & Recreation offered to take on handling the Farmers Market’s Purchase Orders and submitting invoices for payment.
- ***Resolution vs. Ordinance Governing Farmers Market Committee***
Transition from the current “*Resolution Establishing the Farmers Market Committee*” to an *Ordinance*. Resolutions were designed for short-term Committee Assignments; where Ordinances were designed for on-going Committees. Also change the member structure from the current nine members to five Regular voting members and four Alternate members. This structure would provide more flexibility with regard to meeting quorum requirements.
- ***Parking Lot***
Discussed possibly having the parking lot lined for next year.

RESULT: DISCUSSED

3. Discuss Market Rules.- Deferred discussion to the October 5, 2023 meeting.

RESULT: DEFERRED **Next Meeting; 10/04/2023 5:30 pm**

4. Any other New Business proper to come before the Committee.- None.

IX. NEXT MEETING

Next Meeting Date Wednesday, October 4, 2023

XII. ADJOURNMENT

MOTION to adjourn meeting at 6:45 p.m.
Moved by Ms. L Hary, seconded by Ms. Ball

VOTE: 6 - 0 Approved and so declared

Respectfully submitted,

Lauriann Hary
Committee Chairman



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
~ MEETING NOTES~

Wednesday, November 1, 2023

5:30 PM

Annex Meeting Room- Annex Building

DRAFT

- I. CALL TO ORDER – The Meeting was called to order by Committee Chairman Pro-tem Pamela Ball at 5:39 p.m.

Chairman Pro-tem 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	5:39 pm	5:39 pm
Ellin Grenger	Committee Member	Present	In-Person	5:39 pm	5:39 pm
Lauriann Hary	Chairman	Absent			
Peter Hary	Committee Member	Absent			
Sarah Martic	Committee Member	Present	In-Person	5:39 pm	5:39 pm
Bill Thorne	Committee Member	Present	Remote	5:39 pm	5:39 pm
Allison Troy	Committee Member	Absent			

Due to the lack of a quorum No Actions were taken.

- III. MEMBER COMMENTS

- IV. TREASURER REPORT

- Year to Date Report – October 26, 2023
- Purchase Orders Report – October 26, 2023

- V. MARKET MANAGER REPORT

- VI. APPROVAL OF MINUTES

Farmers Market Committee Regular Meeting Minutes of September 7, 2023

NO ACTION

VII. OLD BUSINESS

1. Any other Old Business proper to come before the Committee

NO ACTION

VIII. NEW BUSINESS

1. Review and discuss a draft a “An Ordinance Establishing a Farmers Market for the Town of Ledyard” as presented in the draft dated September 27, 2023.

NO ACTION

2. Discuss and vote on new member positions.

NO ACTION

3. Review and vote on the Farmers’ Market Committee 2024 Meeting Schedule.

NO ACTION

4. Any other New Business proper to come before the Committee

NO ACTION

IX. NEXT MEETING

Next Meeting Date Wednesday, December 6, 2023

XII. ADJOURNMENT

Chairman Pro-tem Ball adjourned the meeting at 5:39 p.m.

Respectfully submitted,

Pamela Ball
Committee Chairman Pro-tem



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 22-535

Agenda Date: 11/1/2023

Agenda #: 1.

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 #: 23-2311

Agenda Date: 12/6/2023

Agenda #: 1.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

MOTION to elect a Chairman Pro-tem.

Background:

(type text here)

Department Comment/Recommendation:

(type text here)



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 23-2138

Agenda Date: 12/6/2023

Agenda #: 2.

ORDINANCE

Motion/Request:

Review and discuss a draft a “*An Ordinance Establishing a Farmers Market for the Town of Ledyard*” as presented in the draft dated September 27, 2023.

Background:

When the Ledyard Farmers Market Committee was originally established in 2018 it was done using a Resolution.

The Farmers Market Committee has been very successful and it was time to convert the authorizing document into an Ordinance.

Resolutions are used to establish short-term Committee for specific Projects, and therefore, terms all end at the same time, which was when The project was completed.

Ordinances are used for long-term ongoing Committees, which would be more appropriate for the Farmers Market Committee.

The proposed Ordinance mirrors the current Resolution with the following updated:

- Members - Reduce the members from the current nine members to five Regular Members and four Alternate Members.
- The following language has been proposed:

In addition, the Farmers Market Committee may, by a two-thirds vote of the Committee, select and engage volunteer “Friends of the Market” who are not electors of the town. “Friends of the Market” may attend and participate in Committee meetings and at the Markets. “Friends of the Market” shall not have any voting rights.

- In addition, upon the annual approval of the Farmers Market Committee may issue stipends to the Market Manager and Committee Members per Market. The Committee shall annually determine and approve the amount of the stipends.

Ordinance:

DRAFT: 9/27/2023

Ordinance # 100-xxx

AN ORDINANCE
ESTABLISHING A FARMERS MAREKT COMMITTEE
FOR THE TOWN OF LEDYARD

Be it Ordained by the Town Council of the Town of Ledyard the Ledyard Farmers' Market Committee is hereby established.

Section 1. Authority

Pursuant to Chapter IV, Section 5 of the Town Charter, there is hereby established a Farmers Market Committee for the Town of Ledyard.

Section 2. Purpose

The purpose of this Ordinance "*An Ordinance Establishing a Farmers Market for the Town of Ledyard*" is to is to codify, update and facilitate the "*Resolution Establishing a Farmers Market Committee*" adopted by the Town Council on May 9, 2018 and amended and adopted on October 10, 2019.

Section: 3. Objective

The Farmers' Market is to create, promote, and operate a CT Grown (www.ctgrown.gov [<http://www.ctgrown.gov>](http://www.ctgrown.gov)) Farmers' Market in the Town of Ledyard that will provide residents access to fresh, nutritious food, encourage community activity in Ledyard, and stimulate public interest and awareness in local farm products, thereby supporting local agricultural producers and rural life in Ledyard, Connecticut. **(What if something changes and we are not certified? This was included in the Original Resolution in 2018)**

The Farmers Market Committee will function with the support of the Parks and Recreation Commission.

Section 3. Membership

The Farmers Market Committee shall consist of five (5) regular members and four (4) alternate members who shall be electors of the town and appointed by the Town Council; and to the extent possible be representative of a broad cross section of the community which it serves, including but not limited to:

- CT Grown producer(s)
- Community Artisan(s)
- Community-at-Large

In addition, the Farmers Market Committee may, by a two-thirds vote of the Committee, select and engage volunteer "Friends of the Market" who are not electors of the town. "Friends of the Market" may attend and participate in Committee meetings and at the Markets. "Friends of the Market" shall not have any voting rights.

Quorum: A quorum shall consist of a majority of voting members.

Section 4. Terms of Appointment

Members shall be appointed by the Town Council for a term of three (3) years and shall commence to serve their terms immediately upon appointment and shall serve until they have been reappointed, their successor has qualified; or are removed by the Town Council.

Thereafter, vacancies shall be filled for a three (3) year term.

Any vacancy on the Committee, other than by expiration of term, shall be filled for the unexpired portion of the term by the Town Council with priority given to maintain the structure above.

The Town Council may remove members for cause and fill the vacancy per Chapter IV, Section 6 of the Town Charter. Cause for removal shall include, but is not limited to, unexcused absence from three (3) consecutive regular meetings and any intervening duly called special meeting.

Any member of the Committee who is absent from three (3) consecutive regular meetings and any intervening duly called special meetings shall be considered to have resigned from the Commission and the vacancy shall be filled as hereinbefore provided, except that the Commission may vote to waive the requirements of the section in each case where illness or other extenuating circumstances make it impossible for a member to meet the attendance requirements of this action

It shall be the responsibility of the Chairman of the Committee to notify the Town Council when a member has not properly performed his duties.

The regular members of the *Farmers Market Committee* shall elect a Chairman, Vice Chairman, Secretary and Treasurer. Any vacancy in any such office shall be filled from its membership.

Section 5. Implementation

With the adoption of this Ordinance current members of the Farmers' Market Committee shall be reappointed to designate regular members, alternate members and to adjust terms to provide continuity and eliminate all terms ending on the same date.

- Two Regular Members shall be appointed for three (3) years
- One Regular Member shall be appointed for two (2) years
- One Regular Member shall be appointed for one (1) year
- One Alternate Members shall be appointed for two (2) years
- One Alternate Member shall be appointed for one (1) year

Thereafter, vacancies shall be filled for a three (3) year term.

Section 5. Powers and Duties

- Oversee the operation of the market, and set policy for the Committee, including but not limited to:
 - Establish Market Rules and Guidelines;
 - Establish, review, and approve/disapprove applications for Vendor(s) and Community Organization(s) interested in participating in the Farmers' Market;
 - Establish and collect Market Fees;
 - Handle immediate situations concerning the market, including resolving conflicts among members/vendors, and resolving consumer complaints;
 - Ensure the market area stays clean and vendors abide by market rules;
 - Assist vendors in compliance with all State and Federal rules and regulations[[]]
 - ***Establish and adopt Committee Rules of Procedure*** (This is not required but it is a good practice)
- Arrange all meetings of the general membership;
- Administer the Committee's activities;
- Create working group assignments (e.g., market theme days, children's activities, fundraising, advertising, etc.) and designate leads as necessary;
- Investigate any suspicion of questionable practices or violation of market rules employed by any seller. If verified, the Committee is authorized to immediately enforce corrective action as necessary, up to and including revoking vendor's authorization to participate in the Farmers' Market without refund of Market Fees.

Section 6. Revenue, Funding, and Monetary Gifts

The *Ledyard Farmers' Market Committee* is authorized to accept Market Fees, gifts, or other monetary donations to further the mission of the Farmers' Market.

All Monies received by the Town of Ledyard, from whatever source and by whatever means (e.g., Market Fees, gifts, donation, etc.) shall be deposited into a Farmers Market Fund 020810201-54201-24201. These funds shall be in the custody of the Town Treasurer. Annually, the Town Treasurer annually shall submit to the *Farmers' Market Committee* and the Legislative Body of the Town a complete and detailed report of the Farmers' Market Fund.

Upon the *Farmers' Market Committee's* authorization, money that has been received may be expended directly from this fund for the operation, development, promotion, and marketing of the Farmers' Market within the community. Funds that were designated for a specific purpose when received must be expended for that specific purpose.

The Farmers Market Committee may also keep a Petty Cash reserve to make change for donations, make change for vendors, issue payouts for small expenses such as water, ice, etc.

In addition, upon the annual approval of the Farmers Market Committee, stipends may be issued to the Market Manager and Committee Members. The Committee shall annually determine and approve the amount of the stipends.

Other than In-Kind services provided by the town, the Farmers Market Committee shall not receive an operating budget supported by town funds.

Section. 7. Severability

If any section, or part of a section, of this Ordinance shall be held by a court of competent jurisdiction to be invalid, such holding shall not be deemed to invalidate the remaining provisions hereof.

Section 8. Effective Date

In accordance with the Town Charter this ordinance shall become effective on the twenty-first (21st) day after such publication following its final passage.

Adopted by the Ledyard Town Council on: _____

Kevin J. Dombrowski, Chairman

Approve/Disapprove on: _____

Fred B. Allyn, III, Mayor

Published on:

Effective Date:

Patricia A. Riley, Town Clerk

Revisions: Initially established under the *Resolution Establishing a Farmers Market Committee for the Town of Ledyard*” on May 9, 2018; Amended on October 9, 2019 to increase membership from seven members to nine members.

History:

“*Resolution Establishing a Farmers Market Committee for the Town of Ledyard*” was replaced by Ordinance # _____

Mayor Comment/Recommendation:

(type text here)

Body:
(type text here)

AN ORDINANCE
ESTABLISHING A FARMERS MAREKT COMMITTEE
FOR THE TOWN OF LEDYARD

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The Farmers Market Committee will function with the support of the Parks and Recreation Commission.

Section 3. Membership

The Farmers Market Committee shall consist of five (5) regular members and four (4) alternate members who shall be electors of the town and appointed by the Town Council; and to the extent possible be representative of a broad cross section of the community which it serves, including but not limited to:

- CT Grown producer(s)
- Community Artisan(s)
- Community-at-Large

In addition, the Farmers Market Committee may, by a two-thirds vote of the Committee, select and engage volunteer "Friends of the Market" who are not electors of the town. "Friends of the Market" may attend and participate in Committee meetings and at the Markets.

Quorum: A quorum shall consist of a majority of voting members.

Section 4. Terms of Appointment

Members shall be appointed by the Town Council for a term of three (3) years and shall commence to serve their terms immediately upon appointment and shall serve until they have been reappointed, their successor has qualified; or are removed by the Town Council.

Thereafter, vacancies shall be filled for a three (3) year term.

Any vacancy on the Committee, other than by expiration of term, shall be filled for the unexpired portion of the term by the Town Council with priority given to maintain the structure above.

The Town Council may remove members for cause and fill the vacancy per Chapter IV, Section 6 of the Town Charter. Cause for removal shall include, but is not limited to, unexcused absence from three (3) consecutive regular meetings and any intervening duly called special meeting.

Any member of the Committee who is absent from three (3) consecutive regular meetings and any intervening duly called special meetings shall be considered to have resigned from the Commission and the vacancy shall be filled as hereinbefore provided, except that the Commission may vote to waive the requirements of the section in each case where illness or other extenuating circumstances make it impossible for a member to meet the attendance requirements of this action

It shall be the responsibility of the Chairman of the Committee to notify the Town Council when a member has not properly performed his duties.

The regular members of the *Farmers Market Committee* shall elect a Chairman, Vice Chairman, Secretary and Treasurer. Any vacancy in any such office shall be filled from its membership.

Section 5. Implementation

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Thereafter, vacancies shall be filled for a three (3) year term.

Section 5. Powers and Duties

- Oversee the operation of the market, and set policy for the Committee, including but not limited to:
 - Establish Market Rules and Guidelines;
 - Establish, review, and approve/disapprove applications for Vendor(s) and Community Organization(s) interested in participating in the Farmers' Market;
 - Establish and collect Market Fees;
 - Handle immediate situations concerning the market, including resolving conflicts among members/vendors, and resolving consumer complaints;
 - Ensure the market area stays clean and vendors abide by market rules;
 - Assist vendors in compliance with all State and Federal rules and regulations[.];
 - Establish and adopt Committee Rules of Procedure (is this something that is required and does it need to be in writing?)
- Arrange all meetings of the general membership;
- Administer the Committee's activities;
- Create working group assignments (e.g., market theme days, children's activities, fundraising, advertising, etc.) and designate leads as necessary;
- Investigate any suspicion of questionable practices or violation of market rules employed by any seller. If verified, the Committee is authorized to immediately enforce corrective action as necessary, up to and including revoking vendor's authorization to participate in the Farmers' Market without refund of Market Fees.

Section 6. Revenue, Funding, and Monetary Gifts

The *Ledyard Farmers' Market Committee* is authorized to accept Market Fees, gifts, or other monetary donations to further the mission of the Farmers' Market.

Monies received by the Town of Ledyard, from whatever source and by whatever means (e.g., Market Fees, gifts, donation, etc.) shall be deposited into a Farmers Market Fund 020810201-54201-24201. These funds shall be in the custody of the Town Treasurer. Annually, the Town Treasurer annually shall submit to the *Farmers' Market Committee* and the Legislative Body of the Town a complete and detailed report of the Farmers' Market Fund.

Upon the *Farmers' Market Committee's* authorization, money that has been received may be expended directly from this fund for the operation, development, promotion, and marketing of the Farmers' Market within the community. Funds that were designated for a specific purpose when received must be expended for that specific purpose.

The market may also keep a small cash reserve on hand to make change for donations, make change for vendors, issue payouts for small expenses such as water, ice, etc.

In addition, upon the annual approval of the Farmers Market Committee, stipends may be issued to the Market Manager and Committee Members. The Committee shall annually determine and approve the amount of the stipends.

Other than In-Kind services provided by the town, the Farmers Market Committee shall not receive an operating budget supported by town funds.

Section. 7. Severability

If any section, or part of a section, of this Ordinance shall be held by a court of competent jurisdiction to be invalid, such holding shall not be deemed to invalidate the remaining provisions hereof.

Section 8. Effective Date

In accordance with the Town Charter this ordinance shall become effective on the twenty-first (21st) day after such publication following its final passage.

Adopted by the Ledyard Town Council on: _____

, Chairman

Approve/Disapprove on: _____

Fred B. Allyn, III, Mayor

Published on:

Effective Date:

Patricia A. Riley, Town Clerk

Revisions: Initially established under the *Resolution Establishing a Farmers Market Committee for the Town of Ledyard*” on May 9, 2018; Amended on October 9, 2019 to increase membership from seven members to nine members.

History:

“*Resolution Establishing a Farmers Market Committee for the Town of Ledyard*” was replaced by Ordinance # _____

RESOLUTION
ESTABLISHING A LEDYARD
FARMERS' MARKET COMMITTEE

WHEREAS: The Town Council supports creating, promoting, and operating a CT Grown (www.ctgrown.gov) farmers' market in Ledyard that will provide residents access to fresh, nutritious food, encourage community activity in Ledyard, and stimulate public interest and awareness in local farm products, thereby supporting local agricultural producers and rural life in Ledyard, Connecticut;

WHEREAS: The Town Council recognizes that its citizens, community groups and organizations are a valuable asset to our town as they are instrumental in planning and participating in community events making Ledyard a great and place to live;

WHEREAS: The Town Council welcomes the talents of our residents who have expressed an interest in participating in the operation of a Farmers' Market in our community;

NOW, THEREFORE, BE IT RESOLVED: That there is hereby established a *Ledyard Farmers' Market Committee*, that will function with the support of the Parks and Recreation Commission. The Farmers Market Committee will be comprised of nine (9) members appointed by the Town Council. Members shall be electors of the town and to the extent possible be representative of a broad cross section of the community which it serves, including but not limited to:

- CT Grown producer(s)
- Community Artisan(s)
- Community-at-Large

Regular members shall be appointed by the Town Council for a term of three (3) years. Members shall commence to serve their terms immediately upon appointment and shall serve until their successor has qualified or are removed by the Town Council.

Any vacancy on the Committee, other than by expiration of term, shall be filled for the unexpired portion of the term by the Town Council with priority given to maintain the structure above.

The Town Council may remove members for cause and fill the vacancy per Chapter IV, Section 6 of the Town Charter. Cause for removal shall include, but is not limited to, unexcused absence from three (3) consecutive regular meetings and any intervening duly called special meeting, failure to act in the best interests of the Committee, or lack of sympathy with the stated purpose of the Committee. It shall be the responsibility of the Chairman of the Committee to notify the Town Council when a member has not properly performed his duties.

Any member of the Committee who is absent from three (3) consecutive regular meetings and any intervening duly called special meetings shall be considered to have resigned from the Commission and the vacancy shall be filled as hereinbefore provided, except that the Commission may vote to waive the requirements of the section in each case where illness or other extenuating circumstances make it impossible for a member to meet the attendance requirements of this action

The regular members of the *Ledyard Farmers' Market Committee* shall annually elect a Market Manager, an Assistant Market Manager/Secretary and a Treasurer. Additional positions may be developed as needed. Any vacancy in any such office shall be absorbed by or distributed among the remaining members.

BE IT FURTHER RESOLVED: That the *Ledyard Farmers' Market Committee* shall be authorized to:

- Oversee the operation of the market, and set policy for the Committee, including but not limited to:
- Establish Market Rules and Guidelines;

- Establish, review, and approve/disapprove applications for Vendor(s) and Community Organization(s) interested in participating in the Farmers' Market
- Establish and collect Market Fees;
- Handle immediate situations concerning the market, including resolving conflicts among members/vendors, and resolving consumer complaints;
- Ensure the market area stays clean and vendors abide by market rules;
- Assist vendors in compliance with all State and Federal rules and regulations;
- Arrange all meetings of the general membership;
- Administer the Committee's activities;
- Create and disband special sub-committees (e.g. market theme days, children's activities, fundraising, advertising, etc.) and appoint leads as necessary;
- Investigate any suspicion of questionable practices or violation of market rules employed by any seller. If verified, the Committee is authorized to immediately enforce corrective action as necessary, up to and including revoking vendor's authorization to participate in the Farmers' Market without refund of Market Fees.

ADDITIONALLY: The *Ledyard Farmers' Market Committee* is authorized to accept Market Fees, gifts, or other monetary donations to further the mission of the Farmers' Market.

All monies received by the Town of Ledyard, from whatever source and by whatever means (e.g. Market Fees, gifts, donation, etc.) shall be deposited into a Farmers Market Fund 0208-24201. These funds shall be in the custody of the Town Treasurer. Annually, the Town Treasurer shall submit to the *Farmers' Market Committee* and the Legislative Body of the Town a complete and detailed report of the Farmers' Market Fund.

Upon the *Farmers' Market Committee's* authorization, money that has been received may be expended directly from this fund for the operation, development, promotion, and marketing of the Farmers' Market within the community. Funds that were designated for a specific purpose when received must be expended for that specific purpose.

BE IT FURTHER RESOLVED: That within thirty (30) days of the appointment of this Committee that an Organizational Meeting of said Committee shall be held at which members shall choose a Market Manager, Assistant Market Manager/Secretary and Treasurer;

BE IT FURTHER RESOLVED: That said Committee shall provide a semi-annual report before the opening and at the closing of the market season; and provide an annual report to the Town Council.

Amended and Adopted by the Ledyard Town Council on: October 9, 2019

Linda C. Davis, Chairman

.....

Revisions: 2017-05-09 *Resolution Establishing a Ledyard Farmers' Market Committee* Adopted: May 9, 2018.

History: The Farmers Market Committee was established in 2018 to assist this non-profit organization with staff support, procedures and mechanisms to receive and expend funds to facilitate an Agricultural Market in Ledyard.

2019: Increased members from seven (7) to nine (9). Added language regarding attendance, resignation to be consistent with the town's committee, commission, board attendance requirements. Added the word "annually" regarding the election of officers.



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 23-2139

Agenda Date: 11/1/2023

Agenda #: 3.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

Review and vote on the Farmers' Market Committee 2024 Meeting Schedule.

Background:

In accordance with General State Statutes of Connecticut Section-1-225 it is time to file your meeting dates for the coming year.

The schedule must be a thirteen (13) month calendar; inclusive of January 2025.

2024 CALENDAR MEETING SCHEDULE

Ledyard Farmers' Market Committee (1st Thursday, 5:30 p.m. Town Hall Annex Building)

January 4	February 1	March 7	April 4	May 2
June 6	July 4 ^	August 1	September 5	October 3
November 7	December 5	January 2, 2025		

Department Comment/Recommendation:

(type text here)



TOWN OF LEDYARD CONNECTICUT TOWN COUNCIL

741 Colonel Ledyard Highway
Ledyard, Connecticut 06339-1551
(860) 464-3203
FAX (860) 464-1485
council@ledyardct.org

Chairman Kevin J. Dombrowski

TO: Chairman Ledyard Farmers' Market Committee
FROM: Roxanne M. Maher, Administrative Assistant
DATE: October 22, 2023
SUBJECT: 2024 Calendar Meeting Dates

RE: General State Statutes of Connecticut Section-1-225

In accordance with the above Statute; it is time to file your meeting dates for the coming year.

You may want to note if your meeting falls on a Monday please check the calendar for the legal holidays, in which case you might want to cancel or change the meeting date. Also the schedule must be a thirteen (13) month calendar; inclusive of January 2025.

Please review the attached schedule for your commission/committee meeting dates for accuracy and changes.

Please initial your schedule and return to me at the Town Council Office by November 6, 2023 so that I may be able to file your schedule with the Town Clerk in a timely fashion to comply with the January 31st requirement.

2024 CALENDAR MEETING SCHEDULE

Ledyard Farmers' Market Committee (1st Thursday, 5:30 p.m. Town Hall Annex Building)

January 4	February 1	March 7	April 4	May 2
June 6	July 4 ^	August 1	September 5	October 3
November 7	December 5	January 2, 2025		

- ^ Denotes meeting cancelled due to holiday
- * Denotes regular meeting date scheduled is different from regular schedule

Thank you,
Roxanne



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 22-536

Agenda Date: 12/6/2023

Agenda #: 4

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)