



# TOWN OF LEDYARD CONNECTICUT

741 Colonel Ledyard Highway  
Ledyard, Connecticut 06339

## Ledyard Farmers Market Committee

### ~ AGENDA ~

Special Meeting

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**Thursday, February 1, 2024**

**5:30 PM**

**Town Hall Annex - Hybrid Format**

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In-Person Location: 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/87644596973?pwd=qB7jbuLdba95kLMrV5T5Lllo9JshfV.1>**

**Or by Audio Only: Telephone: +1 646 558 8656; Meeting ID: 876 4459 6973; Passcode: 243875**

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

Financial Reports Fiscal Year 2023/2024

- Year to Date Report - January 25, 2024
- Purchase Orders Report - January 25, 2024

**Attachments:** [FM-YEAR-TO-DATE-REPORT-FYE-2024-01-25.pdf](#)  
[FM-PURCHASE ORDERS-FYE-2024-01-25.pdf](#)  
[Open & Closed PO-2024-01-25.pdf](#)  
[FM-YEAR-TO-DATE-REPORT-FYE-2023-12-28.pdf](#)  
[FM-PURCHASE ORDERS-FYE-2023-12-28.pdf](#)  
[FM-YEAR-TO-DATE-REPORT-FYE-2023-12-28.pdf](#)  
[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](#)

#### MARKET MANAGER'S REPORTS

#### VII. APPROVAL OF MINUTES

MOTION to approve the Farmers Market Minutes of January 4, 2024.

**Attachments:** [FARMERS-MIN-2024-01-04-DRAFT.pdf](#)

#### VIII. OLD BUSINESS

1. Update regarding the status of the proposed “An Ordinance Establishing a Farmers Market for the Town of Ledyard”.
2. Update regarding the interest of Civic Organizations (Ledyard Rotary, Ledyard Lions, etc.) to help facilitate the weekly Markets with set-up and break-down, parking, etc.
3. Update regarding the participation/involvement of Ledyard High School Ag-Science Students.
4. Update/status regarding access/update/management of the Farmers Market Website and email program.

#### IX. NEW BUSINESS

1. Discussion regarding the Parks & Recreation ability to provide support to the Farmers Market.
2. Discussion and possible action to set the 2024 Market Fees.
3. Discussion and possible action to set the Market Weekly Themes.
4. Discussion regarding the selection and scheduling of Entertainment for the 2024 Farmers Market.

5. Discussion and possible action regarding Farmers' Market T-Shirts.
6. Discussion regarding closing Purchase Orders that are no longer needed.
7. General discussion regarding other preparations for the 2024 Farmers' Market.
8. General discussion regarding proposed changes to market vendor and food truck application including content, taking applications from previous vendors and taking applications from new vendors.
9. General discussion of food truck participation.

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

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**File #:** 23-2004

**Agenda Date:** 11/1/2023

**Agenda #:**

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## REPORT

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

Financial Reports Fiscal Year 2023/2024

- Year to Date Report - January 25, 2024
- Purchase Orders Report - January 25, 2024

# 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
<b>54201 FARMERS MARKET</b>							
<b>24201 FARMERS MARKET</b>							
0208-00-1020-00000-54201 -24201			FARMERS MARKET				
	17,109.56	2,545.00	19,654.56	7,184.76	6,115.24	6,354.56	67.7%
TOTAL FARMERS MARKET	17,109.56	2,545.00	19,654.56	7,184.76	6,115.24	6,354.56	67.7%
TOTAL DONATIONS/GRANTS EXPENSES	17,109.56	2,545.00	19,654.56	7,184.76	6,115.24	6,354.56	67.7%
TOTAL EXPENSES	17,109.56	2,545.00	19,654.56	7,184.76	6,115.24	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	7,184.76	6,115.24	6,354.56	67.7%	

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

## 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	1,764.00	1,764.00	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	
		ACCOUNT TOTAL	6,115.24	6,115.24		
	20810201	ORG TOTAL	6,115.24	6,115.24		

## 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	6,115.24	6,115.24	



## 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			6,115.24			

\*\* 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	6,115.24	6,115.24

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

**PURCHASE ORDERS JANUARY 25, 2024**

**Total Expended to Date \$7,148.76**

EFF DATE	PO #	AMOUNT PAID	VDR NAME/ITEM DESC
<b>Open Purchase Orders</b>			
12/26/2023	20240332	276.00	R & B APPAREL PLUS LLC
10/16/2023	20240327	250.00	PAMELA BALL
10/03/2023	20240321	142.66	CWPM LLC
09/06/2023	20240334	500.00	LEDYARD ROTARY
08/23/2023	20240323	275.00	NIANTIC CHILDREN'S MUSEUM
08/23/2023	20240321	212.00	CWPM LLC
08/23/2023	20240326	1,200.00	LAURIANN A. HARY
08/23/2023	20240332	460.00	R & B APPAREL PLUS LLC
07/13/2023	20240326	600.00	LAURIANN A. HARY
07/13/2023	20240321	169.10	CWPM LLC
07/26/2023	20240324	125.00	JPO PRODUCTIONS LLC

4,209.76

EFF DATE	PO #	AMOUNT PAID	VDR NAME/ITEM DESC
<b>Closed Purchase Orders</b>			
11/28/2023	20242159	225.00	WILLIAM J BRUNELLE
11/28/2023	20242159	-225.00	WILLIAM J BRUNELLE
10/30/2023	20240341	350.00	JAMES WILLIAM BRUNELLE
10/30/2023	20242159	225.00	WILLIAM J BRUNELLE
09/18/2023	20240324	125.00	JPO PRODUCTIONS LLC
09/06/2023	20240325	300.00	NICHOLAS JOSEPH ROBERT BOSSE
09/06/2023	20240341	350.00	JAMES WILLIAM BRUNELLE
09/06/2023	20240329	200.00	ANNA MAY THOMPSON
08/23/2023	20240322	250.00	DENISON PEQUOTSEPOS NATURE CENTER
08/23/2023	20240324	125.00	JPO PRODUCTIONS LLC
08/08/2023	20240341	350.00	JAMES WILLIAM BRUNELLE
08/08/2023	20240324	125.00	JPO PRODUCTIONS LLC
08/08/2023	20240330	100.00	JEREMY PONGETTI
07/13/2023	20240324	125.00	JPO PRODUCTIONS LLC
07/13/2023	20240329	200.00	ANNA MAY THOMPSON
07/13/2023	20240333	150.00	WILLIAM J. SANTORO

2,975.00

**Total Expended \$7,184.76**

# Town and Schools of Ledyard



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FOR 2024 12							
ACCOUNTS FOR: 20810201 DONATIONS/GRANTS EXPENSES	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
<b>54201 FARMERS MARKET</b>							
<b>24201 FARMERS MARKET</b>							
0208-00-1020-00000-54201 -24201			FARMERS MARKET				
	17,109.56	2,545.00	19,654.56	6,908.76	6,391.24	6,354.56	67.7%
TOTAL FARMERS MARKET	17,109.56	2,545.00	19,654.56	6,908.76	6,391.24	6,354.56	67.7%
TOTAL DONATIONS/GRANTS EXPENSES	17,109.56	2,545.00	19,654.56	6,908.76	6,391.24	6,354.56	67.7%
TOTAL EXPENSES	17,109.56	2,545.00	19,654.56	6,908.76	6,391.24	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	2,545.00	19,654.56	6,908.76	6,391.24	6,354.56	67.7%	

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

## 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	
		ACCOUNT TOTAL	6,391.24	6,391.24		
	20810201	ORG TOTAL	6,391.24	6,391.24		

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ACCOUNT/VENDOR	PO	YEAR/PER	OPEN LINE AMT	OPEN PO AMT	DESCRIPTION	STATUS
0208 DONATIONS AND GRANTS			FUND TOTAL	6,391.24	6,391.24	

# Town and Schools of Ledyard



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TOTAL EXPENSES	17,109.56	2,545.00	19,654.56	6,908.76	6,391.24	6,354.56	



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17,109.56	2,545.00	19,654.56	6,908.76	6,391.24	6,354.56	67.7%	
GRAND TOTAL							

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

# Town and Schools of Ledyard



## YTD REPORT -FARMERS MRKT-11/29/2023

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ACCOUNTS FOR: 20810201 DONATIONS/GRANTS EXPENSES	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
<b>54201 FARMERS MARKET</b>							
<b>24201 FARMERS MARKET</b>							
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	

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FOR 2024 12							
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17,109.56	2,545.00	19,654.56	6,683.76	6,616.24	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

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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			

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## SUMMARY OF FUNDS

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FUNDS	DESCRIPTION	PO TOTAL	GRAND TOTAL
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\*\* END OF REPORT - Generated by ROXANNE MAHER \*\*

# Town and Schools of Ledyard



## YTD REPORT - FARMERS MARKET 2024

FOR 2024 12							
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TOTAL FARMERS MARKET	17,109.56	2,545.00	19,654.56	6,333.76	6,966.24	6,354.56	67.7%
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TOTAL EXPENSES	17,109.56	2,545.00	19,654.56	6,333.76	6,966.24	6,354.56	



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FOR 2024 12							
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\*\* END OF REPORT - Generated by ROXANNE MAHER \*\*

# Town and Schools of Ledyard



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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 \*\*

## 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
<b>54201 FARMERS MARKET</b>							
<b>24201 FARMERS MARKET</b>							
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
<b>54201 FARMERS MARKET</b>							
<b>24201 FARMERS MARKET</b>							
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	
<b>54201 FARMERS MARKET</b>								
<b>24201 FARMERS MARKET</b>								
0208-00-1020-00000-54201 -24201			FARMERS MARKET					
	41,546.64	-15,262.91	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%	
GRAND TOTAL							

\*\* 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



# 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

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**File #:** 24-0081

**Agenda Date:** 2/1/2024

**Agenda #:**

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## MINUTES

**Minutes:**

MOTION to approve the Farmers Market Minutes of January 4, 2024.



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~

Thursday, January 4, 2024

5:30 PM

Annex Meeting Room- Annex Building

**DRAFT**

- I. CALL TO ORDER – The Meeting was called to order by Committee Chairman Pro-tem Allison Troy at 5:30 p.m.

Chairman Pro-tem Troy 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	6:33pm
Ellin Grenger	Committee Member	Present	Remote	5:30 pm	6:33pm
Sarah Martic	Recording Secretary/Committee Member	Present	In-Person	5:45 pm	6:33pm
Bill Thorne	Committee Member	Present	In-Person	5:30 pm	6:33pm
Allison Troy	Recording Secretary/Committee Member	Present	In-Person	5:30 pm	6:33pm
Naomi Rodriguez	Town Councilor	Present	In-Person	5:30 pm	6:33pm
Kristie Lundgren	Resident	Present	Remote	5:30pm	6:33pm
Ethan Foltz	Resident	Present	Remote	5:30pm	6:33pm

- III. RESIDENTS & PROPERTY OWNERS COMMENTS – None.

- IV. INFORMATIONAL ITEMS

Ms. Ball introduced Mr. Ethan Foltz, noting that he has submitted an Appointment Application to serve on the Farmers Market. She noted that Mr. Foltz understands the time commitment involved in serving on the Farmers Market Committee. She noted his background and ability to work with spreadsheets. She stated that Mr. Foltz would be a good addition to the Committee, and that they looked forward to the Town Council finalizing his appointment.

Ms. Ball introduced Kristie Lundgren stating that Ms. Lundgren has volunteered to help the Farmers Market Committee with email blast and the website, noting that they had 1,200 people signed up on their email list. She stated that Ms. Lundgren was very good with good with graphics, (photoshop, procreate, adobe exp).



## V. MEMBER COMMENTS

- **Farmers Market Email** - Ms. Ball stated that she received the log-in to access the Farmers Market email.
- **Farmers Market Website** – Ms. Ball stated to date she had not received the log-in information to access the Farmers’ Market website but did get access to BlueHost which hosts the site. She planned to contact the Town’s MIS Department to see if they could assist with accessing the Farmers’ Market Website.
- **Farmers Market Facebook Page** – Ms. Ball stated that she received the information to access the Farmers’ Market Facebook Page. She noted that they had ~8,000 members on Facebook.
- **Parks & Recreation Support** – Ms. Ball reported that she would be meeting with Parks & Recreation & Senior Citizens Director Scott Johnson, Jr. to talk about whether they could help the Farmers Market with Vendor Applications and Payment using their MyRec-Software.
- **Ag-Science Students** – Mr. Thorne stated he would be meeting with Ledyard High School Ag-Science Teacher Mrs. O’Keefe on January 22, 2024. He invited Ms. Ball to attend the meeting.
- **Set up & Take Down** – Mr. Thorne has contacted Ledyard Rotary Club and Ledyard Lyons to solicit their interest to help the Market with the work to set-up and take down the Market each week.
- **Graphic Materials** – Ms. Ball noted that former Farmers’ Market Committee Member Pete Hary provided her with the Farmers’ Market Graphic Materials.
- **Entertainment**- Ms. Martic has agreed to be the point of contact for the 2024 Entertainment.
- **Farmers Market Shopping Bags** - No need for new bags. Mr. Thorne stated he was storing three large Tupperware containers that were full of Farmers’ Market Shopping Bags.

## VI. TREASURER REPORT

Committee Treasurer Ms. Ball noted the following Reports were provided for tonight’s meeting:

- **Year to Date Report – December 28, 2023** - Farmers Market Fund 020810201-54201-  
Finances have not changed since last the meeting.
- ✓ \$19,654 Beginning Balance (July 1, 2023)
- ✓ \$6,683 Expended to Date
- ✓ \$6,616 Encumbered – Open Purchase Orders
- ✓ \$6,354 available in the Account (December 28, 2023)  
\$6,616 Encumbered – Open Purchase Orders  
**\$12,970 Total Available Balance**

● **Purchase Orders Report – December 28, 2023**

Mr. Thorne noted that he was frustrated by the perceived lack of clarity with outstanding purchase orders.

Ms. Ball suggested that the solution would be to lower the dollar amount of the Purchase Orders to \$1.00 so they would not need to continuously open new purchase orders. She noted that currently they have ten open Purchase Orders totaling \$6,616. She explained that these Purchase Orders would be used to pay expenses for the preparation and expenses related to the June, 2024 Market. She explained the Purchase Orders would be closed on June 30, 2024 and the unused fund would remain in the Farmers’ Market Account. She stated that new Purchase Orders would need to be opened on July 1<sup>st</sup> to pay for expenses for the July, August, and September Markets and any other costs during the next Fiscal Year 2024/2025.

- ✓ Balance of Open Purchase Orders for Fiscal Year 2023/2024 – Ms. Ball stated that Town Treasurer Ian Stammel would provide a spreadsheet to track expenses and purchase order balances.
- ✓ Fiscal Year runs from July – June.

VII. MARKET MANAGER REPORT – None.

VIII. APPROVAL OF MINUTES

MOTION to approve the following:

- Regular Meeting Minutes of September 7, 2023
- Acknowledge Meeting Notes of November 1, 2023
- Acknowledge Meeting Notes of December 6, 2023

Moved by Mr. Thorne, seconded by Ms. Ball

VOTE: 5 - 0 Approved and so declared

IX. OLD BUSINESS

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

X. NEW BUSINESS

1. MOTION to elect a Pam Ball to serve as Chairman Pro-tem.

Moved by Ms. Martic, seconded by Mr. Thorne

Discussion: Ms. Ball agreed to serve as the Farmer’ Market Committee’s temporary Chairman.

VOTE: **5 - 0 Approved and so declared**

**RESULT: 5 – 0 - APPROVED [UNANIMOUS]**

**MOVER:** Sarah Martic, Committee Member

**SECONDER:** Bill Thorne, Committee Member

**AYES:** Ball, Grenger, Martic, Thorne, Troy

2. MOTION to recommend the Town Council adopt a proposed “*An Ordinance Establishing a Farmers Market for the Town of Ledyard*” as presented in the draft dated December 22, 2023.

DRAFT: 12/22/2023

Ordinance # 100-xxx

AN ORDINANCE  
ESTABLISHING A FARMERS MARKET 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)) 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?)

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

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.
- 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: \_\_\_\_\_

Approve/Disapprove on: _____	_____ S. Naomi Rodriguez, Chairman
Published on:	_____ Fred B. Allyn, III, Mayor
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 # \_\_\_\_\_

**12/22/2023:**  
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 *Resolution Establishing the Farmers’ Market Committee* with the following updates:

- Members – Reduce the members from the current nine members to five Regular Members and four Alternate Members.
- The following language has been added to Section 6:

*“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”.*

Moved by Mr. Thorne, seconded by Ms. Martic

Discussion: The Committee noted that the proposed Ordinance as presented in the draft dated December 22, 2023 provided for the five Regular Members, and four Alternate Members. This structure would require three Regular Members present for a quorum, but at the same time maintain a total of nine members to help with the planning, details, and work involved in putting on the weekly Markets.

Ms. Ball noted that the proposed Ordinance also included provisions Petty Cash to purchase items need for the day of the Market such as ice and other miscellaneous supplies.

Mr. Thorne suggested the Committee separate the Chairman and Market Manager to ease the load of both jobs, noting that he planned to bring this proposal forward when the Committee drafted their Rules of Procedure.

**VOTE: 5 - 0 Approved and so declared**

**RESULT: 5 – 0 - APPROVED [UNANIMOUS]**

**MOVER:** Bill Thorne, Committee Member

**SECONDER:** Sarah Martic, Committee Member

**AYES:** Ball, Grenger, Martic, Thorne, Troy

3. MOTION to set the Ledyard Farmers’ Market Committee 2024 Meeting schedule to be the first Thursday of each month at 5:30 p.m. as follows:

Ledyard Farmers’ Market Committee (1<sup>st</sup> 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

Moved by Mr. Thorne, seconded by Ms. Martic

Discussion: Ms. Ball noted for the upcoming year that all the meetings would be on

Thursday, explaining that switching from Wednesday during the winter and to Thursday during the summer, as they did last year, became a challenge in working to coordinate multiple zoom meetings at the same time, as well as the availability of meeting rooms.

**VOTE: 5 - 0 Approved and so declared**

**RESULT: 5 – 0 - APPROVED [UNANIMOUS]**

**MOVER:** Bill Thorne, Committee Member

**SECONDER:** Sarah Martic, Committee Member

**AYES:** Ball, Grenger, L. Hary, P. Hary, Martic, Thorne, Troy

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

- MOTION to allocate \$400 for mail chimp.  
Moved by Ms. Ball, seconded Mr. Thorne

**VOTE: 5 - 0 Approved and so declared**

**RESULT: 5 – 0 - APPROVED [UNANIMOUS]**

**MOVER:** Pam Ball, Chairman Pro-Tem / Treasurer

**SECONDER:** Bill Thorne, Committee Member

**AYES:** Ball, Grenger, L. Hary, P. Hary, Martic, Thorne, Troy

- MOTION to adjust the 2024 Market Season from 16 Markets to 15 Markets.  
Moved by Mr. Thorne, seconded by Ms. Grenger  
Discussion: The Committee agreed that by having 16 Markets that they were going too late into September.

The Market Dates would be every Wednesday from 4-p.m. – 7-p.m.; beginning Wednesday June 5, 2024 and ending Wednesday September 11, 2024.

**VOTE: 5- 0 Approved and so declared**

**RESULT: 5 – 0 - APPROVED [UNANIMOUS]**

**MOVER:** Bill Thorne, Committee Member

**SECONDER:** Ellin Grenger, Committee Member

**AYES:** Ball, Grenger, L. Hary, P. Hary, Martic, Thorne, Troy

## XI. NEXT MEETING

Next Meeting Date Thursday, February 1, 2024



XII. ADJOURNMENT

MOTION to adjourn meeting at 6:33 p.m.  
Moved by Ms. Troy, seconded by Mr. Thorne

**VOTE: 5- 0 Approved and so declared**

Respectfully submitted,

Allison Troy  
Committee Chairman Pro-tem



# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

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**File #:** 24-0072

**Agenda Date:** 2/1/2024

**Agenda #:** 2.

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AGENDA REQUEST  
GENERAL DISCUSSION ITEM

**Subject:**

Update regarding the interest of Civic Organizations (Ledyard Rotary, Ledyard Lions, etc.) to help facilitate the weekly Markets with set-up and break-down, parking, etc.

**Background:**

**Farmers Mrkt Mtg 1/4/2024 :** Mr. Thorne reported that contacted Ledyard Rotary Club and Ledyard Lyons to solicit their interest to help the Market with the work to set-up and take down the Market each week.

**Department Comment/Recommendation:**

(type text here)



# TOWN OF LEDYARD

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**File #:** 24-0073

**Agenda Date:** 2/1/2024

**Agenda #:** 3.

---

AGENDA REQUEST  
GENERAL DISCUSSION ITEM

**Subject:**

Update regarding the participation/involvement of Ledyard High School Ag-Science Students.

**Background:**

**Farmers Mrkt Mtg 1/4/2024:** Mr. Thorne reported that he would be meeting with Ledyard High School Ag-Science Teacher Mrs. O'Keefe. He invited Ms. Ball to attend the meeting.

**Department Comment/Recommendation:**

(type text here)



# TOWN OF LEDYARD

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**File #:** 24-0074

**Agenda Date:** 2/1/2024

**Agenda #:** 4.

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AGENDA REQUEST  
GENERAL DISCUSSION ITEM

**Subject:**

Update/status regarding access/update/management of the Farmers Market Website and email program.

**Background:**

**Farmers Market Mtg: 1/4/2024**

- ***Farmers Market Website*** - Ms. Ball stated to date she had not received the log-in information to access the Farmers' Market website. She planned to contact the Town's MIS Department to see if they could assist with accessing the Farmers' Market Website.
- ***Farmers Market Facebook Page*** - Ms. Ball stated that she received the information to access the Farmers' Market Facebook Page. She noted that they had ~8,000 members on Facebook.
- ***Farmers Market Email*** - Ms. Ball stated that she received the log-in to access the Farmers Market email.

Ms. Ball introduced Kristie stating that Kristie has volunteered to help the Farmers Market Committee with email blast and the website, noting that they had 1,200 people signed up on their email list. She stated that Kristi was tattoo artist by trade and was very good with good with graphics, (photoshop, procreate, adobe exp).

**Department Comment/Recommendation:**

(type text here)



# TOWN OF LEDYARD

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**File #:** 24-0075

**Agenda Date:** 2/1/2024

**Agenda #:** 1.

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AGENDA REQUEST  
GENERAL DISCUSSION ITEM

**Subject:**

Discussion regarding the Parks & Recreation ability to provide support to the Farmers Market.

**Background:**

(type text here)

**Department Comment/Recommendation:**

(type text here)



# TOWN OF LEDYARD

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**File #:** 24-0076

**Agenda Date:** 2/1/2024

**Agenda #:** 2.

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AGENDA REQUEST  
GENERAL DISCUSSION ITEM

**Subject:**

Discussion and possible action to set the 2024 Market Fees.

**Background:**

(type text here)

**Department Comment/Recommendation:**

(type text here)



# TOWN OF LEDYARD

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**File #:** 24-0077

**Agenda Date:** 2/1/2024

**Agenda #:** 3.

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AGENDA REQUEST  
GENERAL DISCUSSION ITEM

**Subject:**

Discussion and possible action to set the Market Weekly Themes.

**Background:**

(type text here)

**Department Comment/Recommendation:**

(type text here)



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**File #:** 24-0078

**Agenda Date:** 2/1/2024

**Agenda #:** 4.

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AGENDA REQUEST  
GENERAL DISCUSSION ITEM

**Subject:**

Discussion regarding the selection and scheduling of Entertainment for the 2024 Farmers Market.

**Background:**

(type text here)

**Department Comment/Recommendation:**

(type text here)





# TOWN OF LEDYARD

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**File #:** 24-0079

**Agenda Date:** 2/1/2024

**Agenda #:** 5.

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AGENDA REQUEST  
GENERAL DISCUSSION ITEM

**Subject:**

Discussion and possible action regarding Farmers' Market T-Shirts.

**Background:**

(type text here)

**Department Comment/Recommendation:**

(type text here)



# TOWN OF LEDYARD

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**File #:** 24-0082

**Agenda Date:** 2/1/2024

**Agenda #:** 6.

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AGENDA REQUEST  
GENERAL DISCUSSION ITEM

**Subject:**

Discussion regarding closing Purchase Orders that are no longer needed.

**Background:**

(type text here)

**Department Comment/Recommendation:**

(type text here)



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**File #:** 24-0080

**Agenda Date:** 2/1/2024

**Agenda #:** 7.

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AGENDA REQUEST  
GENERAL DISCUSSION ITEM

**Subject:**

General discussion regarding other preparations for the 2024 Farmers' Market.

**Background:**

(type text here)

**Department Comment/Recommendation:**

(type text here)



# TOWN OF LEDYARD

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**File #:** 24-0085

**Agenda Date:** 2/1/2024

**Agenda #:** 8.

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AGENDA REQUEST  
GENERAL DISCUSSION ITEM

**Subject:**

General discussion regarding proposed changes to market vendor and food truck application including content, taking applications from previous vendors and taking applications from new vendors.

**Background:**

(type text here)

**Department Comment/Recommendation:**

(type text here)



# TOWN OF LEDYARD

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**File #:** 24-0086

**Agenda Date:** 2/1/2024

**Agenda #:** 9.

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AGENDA REQUEST  
GENERAL DISCUSSION ITEM

**Subject:**

General discussion of food truck participation.

**Background:**

(type text here)

**Department Comment/Recommendation:**

(type text here)