



TOWN OF LEDYARD CONNECTICUT

741 Colonel Ledyard Highway
Ledyard, Connecticut 06339

Ledyard Farmers Market Committee

~ AGENDA ~

Special Meeting

Wednesday, May 15, 2024

5:30 PM

Town Hall Annex - Hybrid Format

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

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

<https://us06web.zoom.us/j/88995699716?pwd=6Ifna3MBHPFuxvqYeQf1HKKTuNBS6P.1>

Meeting ID: 889 9569 9716 ; Passcode: 439649

- 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 - May 9, 2024
- Purchase Orders Report - May 9, 2024

Attachments: [FM-YEAR-TO-DATE-REPORT-FYE-2024-05-09.pdf](#)
[FM-YEAR-TO-DATE-REPORT-FYE-2024-05-09.pdf](#)

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

MOTION to approve the Farmers Market Committee Special Meeting Minutes of April 3, 2024

Attachments: [FARMERS-MIN-2024-04-03-DRAFT.pdf](#)

- IX. BUSINESS OF THE MEETING

1. General discussion regarding final preparations for the 2024 Farmers' Market June 5, 2024 Kick-Off.

2. MOTION to open new Purchase Orders for the upcoming 2024 Summer Market.
 3. Discussion and possible action to approve expenditures.
 4. Discussion regarding the marking of the Pavilion.
 5. MOTION to select Vendors for the 2024 Summer Market.
- X. NEXT MEETING
- 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 #: 24-0305

Agenda Date: 5/15/2024

Agenda #:

REPORT

Staff/Committee Report:

Financial Reports Fiscal Year 2023/2024

- Year to Date Report - May 9, 2024
- Purchase Orders Report - May 9, 2024

Town and Schools of Ledyard



YTD REPORT -FARMERS MRKT-05/09/2024

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	4,420.00	21,529.56	7,646.35	7,553.65	6,329.56	70.6%
TOTAL FARMERS MARKET	17,109.56	4,420.00	21,529.56	7,646.35	7,553.65	6,329.56	70.6%
TOTAL DONATIONS/GRANTS EXPENSES	17,109.56	4,420.00	21,529.56	7,646.35	7,553.65	6,329.56	70.6%
TOTAL EXPENSES	17,109.56	4,420.00	21,529.56	7,646.35	7,553.65	6,329.56	

Town and Schools of Ledyard



YTD REPORT -FARMERS MRKT-05/09/2024

FOR 2024 12							
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TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 24-0398

Agenda Date: 5/15/2024

Agenda #:

MINUTES

Minutes:

MOTION to approve the Farmers Market Committee Minutes Special Meeting Minutes of April 3, 2024



TOWN OF LEDYARD
CONNECTICUT

LEDYARD FARMERS' MARKET COMMITTEE
SPECIAL MEETING

741 Colonel Ledyard Highway
Ledyard, CT 06339

<http://www.ledyardct.org>

Roxanne M. Maher
(860) 464-3203

Chairman Pamela Ball

HYBRID FORMAT
~ MINUTES~

Wednesday, April 3, 2024

5:30 PM

Annex Meeting Room- Annex Building

- I. CALL TO ORDER – The Meeting was called to order by Committee Chairman Pamela Ball at 5:30 p.m.

Chairman Ball welcomed all to the Video Conference Meeting; and she noted that the remote meeting information for the Farmers Market Committee and members of the Public to participate in tonight’s meeting was available on the Agenda that was posted on the Town’s Website - Granicus-Legistar Meeting Portal.

- II. ROLL CALL –

Attendee Name	Title	Status	Location	Arrived	Departed
Pamela Ball	Chairman Pro-tem/Treasurer	Present	In-Person	5:30 pm	6:09 pm
Ellin Grenger	Committee Member	Present	In-Person	5:30 pm	6:09 pm
Sarah Martic	Committee Member	Present	In-Person	5:30 pm	6:09 pm
Bill Thorne	Alternate Member	Absent			
Allison Troy	Acting Recording Secretary	Absent			
Ehtan Foltz	Committee Member	Absent			
Naomi Rodriguez	Town Council Chairman	Present	In-Person	5:30 pm	6:09 pm

- III. MEMBER COMMENTS – None.

- IV. TREASURER REPORT

Chairman Ball noted that the following Financial Reports were provided:

- Year to Date Report – March 26, 2024
- Purchase Orders Report – March 26, 2024
- Open-Closed Purchase Orders Report – March 26, 2024

Ms. Ball also noted the following revenues were received:

- \$1,875 Vendor Checks; with an additional \$1,000 expected to come in
- \$100 Garden Club Donation that would be used for the Kids Activities.

- V. MARKET MANAGER REPORT – None.

VI. APPROVAL OF MINUTES

MOTION to approve the following:

- Regular Meeting Minutes of March 6, 2024
 - Special Meeting Minutes of March 20, 2024
- Moved by Ms. Martic, seconded by Ms. Grenger

VOTE: 3 – 0 Approved and so declared

VII. BUSINESS OF THE MEETING

1. General discussion regarding other preparations for the 2024 Farmers’ Market.

The Committee noted the following:

- Need new road signs for the 2024 Summer Market. Ms. Ball noted that a Purchase Order has been opened to Copy Cats.

RESULT: CONTINUED	Next Meeting: 05/15/2024; 5:30 p.m.
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2. Authorize New Purchase Orders for the 2024 Summer Market. – None

RESULT: NO ACTION	Next Meeting: 05/15/2024; 5:30 p.m.
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3. Discussion and possible action to approve expenditures. – None.

RESULT: NO ACTION	Next Meeting: 05/15/2024; 5:30 p.m.
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4. Marking of the Pavilion. None.

RESULT: NO ACTION	Next Meeting: 05/15/2024; 5:30 p.m.
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5. MOTION to enter into executive session to review Vendor Applications and Contracts relative to selections for the 2024 Summer Market.

Moved by Ms. Ball, seconded by Ms. Grenger

The Executive Session to include all Farmers’ Market Committee Members present and Town Council Chairman Rodriguez

VOTE: 3– 0 Approved and so declared

RESULT: 3 – 0 - APPROVED [UNANIMOUS]
MOVER: Pam Ball, Committee Chairman
SECONDER: Ellin Grenger, Committee Member
AYES: Ball, Grenger, Martic
ABSENT: Foltz, Troy

Entered into executive session at: 5:35 p.m.

Came out of executive session at: 6:02 p.m.

6. MOTION to accept the following Vendors for the 2024 Summer Market:

- ✓ Bee Love Creations
- ✓ Custom License Plates
- ✓ Home Prep Products
- ✓ Boy Scouts for Pinewood Derby
- ✓ Mushroom Vendor
- ✓ Yalla

Moved by Ms. Ball, seconded by Ms. Grenger

VOTE: 3– 0 Approved and so declared

RESULT: 3 – 0 - APPROVED [UNANIMOUS]
MOVER: Pam Ball, Committee Chairman
SECONDER: Ellin Grenger, Committee Member
AYES: Ball, Grenger, Martic
ABSENT: Foltz, Troy

VIII. NEXT MEETING

Next Meeting Date Wednesday May 15, 2024

XII. ADJOURNMENT

MOTION to adjourn meeting at 6:09 p.m.

Moved by Ms. Grenger, seconded by Ms. Ball

VOTE: 3 - 0 Approved and so declared

Respectfully submitted,

Pamela Ball
Committee Chairman

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TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 24-0080

Agenda Date: 5/15/2024

Agenda #: 1.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

General discussion regarding final preparations for the 2024 Farmers' Market June 5, 2024 Kick-Off.

Background:

(type text here)

Department Comment/Recommendation:

(type text here)



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 24-0213

Agenda Date: 5/15/2024

Agenda #: 2.

FINANCIAL BUSINESS REQUEST (FBR)

Motion/Request:

Discussion and possible action to authorize New Purchase Orders for the 2024 Summer Market.

Background:



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 24-0303

Agenda Date: 5/15/2024

Agenda #: 3.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

Discussion and possible action to approve expenditures.

Background:

(type text here)

Department Comment/Recommendation:

(type text here)



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 24-0214

Agenda Date: 5/15/2024

Agenda #: 4.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

Discussion regarding the marking of the Pavilion.

Background:

(type text here)

Department Comment/Recommendation:

(type text here)



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 24-0224

Agenda Date: 5/15/2024

Agenda #: 5.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

MOTION to select Vendors for the 2024 Summer Market.

Background:

(type text here)

Department Comment/Recommendation:

(type text here)