

TOWN OF LEDYARD CONNECTICUT

741 Colonel Ledyard Highway Ledyard, Connecticut 06339

Ledyard Farmers Market Committee ~ AGENDA ~

Regular Meeting

Wednesday, March 6, 2024

5:30 PM

Town Hall Annex - Hybrid Format

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

Remote Participation Noted Below:

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

https://us06web.zoom.us/j/84931005696?pwd=S4aelSus4Hm88PYXLaz0wHp1jv6yUg.1

Or by Audio Only: Telephone: +1 646 558 8656; Meeting ID: 849 3100 5696 ; Passcode: 829148

- 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 February 27, 2024
- · Purchase Orders Report February 27, 2024
- Open & Closed Purchase Order Report- February 27, 2024

Attachments: Open & Closed PO-2024-02-27.xlsx

FM-PURCHASE ORDERS-FYE-2024-02-27.pdf

FM-YEAR-TO-DATE-REPORT-FYE-2024-02-27pdf.pdf

VII. APPROVAL OF MINUTES

MOTION to approve the Farmers Market Minutes of February 1, 2024.

Attachments: FARMERS-MIN-2024-02-01-DRAFTpdf.pdf

VIII. MARKET MANAGER REPORT

IXI. OLD BUSINESS

- 1. Update regarding the status of the proposed "An Ordinance Establishing a Farmers Market for the Town of Ledyard"
 - 2. Update/status regarding access/update/management of the Farmers Market Website and email program.

X. NEW BUSINESS

- 1. MOTION to elect Market Manager.
- 2. Discussion regarding closing Purchase Orders that are no longer needed.
- 3. MOTION to open new Purchase Orders for the upcoming 2024 Summer Market.
- **4.** Discussion regarding the selection and scheduling of Entertainment for the 2024 Farmers Market.
- **5.** Discussion regarding the marking of the Pavilion.
- **6.** MOTION to revise the Farmers' Market Committee's 2024 Meeting Schedule.

Attachments: MEETING SCHEDULES 2024 -FARMERS- DRAFT-2023-10-22.pdf

- 7. MOTION to enter into executive session to review Vendor Applications and Contracts relative to selections for the 2024 Summer Market.
- **8.** MOTION to select returning Vendors for the 2024 Summer Market.
- **9.** General discussion regarding other preparations for the 2024 Farmers' Market.

X1. NEXT MEETING

Next Meeting date, Wednesday, April 3, 2024

XII. ADJOURNMENT

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



741 Colonel Ledyard Highway Ledyard, CT 06339-1511

File #: 23-2004 **Agenda Date: 3/6/2024** Agenda #:

REPORT

Staff/Committee Report: Financial Reports Fiscal Year 2023/2024

- Year to Date Report February 27, 2024Purchase Orders Report February 27, 2024
- Open & Closed Purchase Order Report- February 27, 2024

PURCHASE ORDERS FEBRUARY 27, 2024 Total Expended to Date \$7,148.76

EFF DATE	PO#		AMOUNT		VDR NAME/ITEM DESC				
			PAID						
Open Purchase Orders									
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	VDR NAME/ITEM DESC
			PAID	
		(Closed Purcha	se Orders
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

Total Expended

\$7,184.76

2,975.00



PURCHASE ORDERS BY GL ACCOUNT

YEAR/PERIOD: 2024/7 Amounts Include Unposted AP Invoice Liquidations

ACCOUNT/VENDOR	PO YEAR/I	PER OPEN LINE AMT	OPEN PO AMT DESCRIPTION	STATUS
20810201 DONATIONS/GRANTS EXPENSES				
20810201 54201 24201 FARMERS MARKET 900293 R & B APPAREL PLUS LLC	20240332 2024/0	1,764.00	1,764.00 Farmers Mkt F	Y 23/24 R& Posted
902139 COPY CATS INC	20240331 2024/0	2,500.00	2,500.00 Farmers Mrkt	- FY 23/24 Posted
902794 LEDYARD ROTARY	20240334 2024/0	100.00	100.00 Farmers 2023	Summer Mrk Printed
903136 PAMELA BALL	20240327 2024/0	250.00	250.00 Farmers Mrkt-	P. Ball - Posted
903512 JEREMY PONGETTI	20240330 2024/0	100.00	100.00 Farmers 2023	Summer Mrk Posted
904512 LAURIANN A. HARY	20240326 2024/0	200.00	200.00 Farmers Summe	r 2023 Mrk Posted
904608 CWPM LLC	20240321 2024/0	726.24	726.24 Farmers 2023	Summer M Posted
904707 NIANTIC CHILDREN'S MUSEUM	20240323 2024/0	275.00	275.00 Farmers 2023	Summer Mrk Posted
905089 ALLISON TROY	20240328 2024/0	200.00	200.00 Farmers Mrkt	A. Troy Mi Posted
	ACCOUNT TOTAL	6,115.24	6,115.24	
2083	10201 ORG TOTAL	6,115.24	6,115.24	

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PURCHASE ORDERS BY GL ACCOUNT

YEAR/PERIOD: 2024/7 Amounts Include Unposted AP Invoice Liquidations

ACCOUNT/VENDOR	P0	YEAR/PER	OPEN LINE AMT	OPEN PO AMT DESCRIPTION	STATUS
0208 DONATIONS AND GRANTS	FUND TOT	AL	6,115.24	6,115.24	



YTD REPORT -FARMERS MRKT-02/27/2024

FOR 2024 12						
ACCOUNTS FOR: 20810201 DONATIO ORIGINAL APPROP	NS/GRANTS EXPENSE: TRANS/ADJSMTS	S REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
54201 FARMERS MARKET						
24201 FARMERS MARKET						
0208-00-1020-00000-54201 -2420 17,109.56	2,545.00	FARMERS MARKE 19,654.56	T,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 EX 17,109.56	PENSES 2,545.00	19,654.56	7,184.76	6,115.24	6,354.56	67.7%
TOTAL EXP 17,109.56	PENSES 2,545.00	19,654.56	7,184.76	6,115.24	6,354.56	

Report generated: 02/27/2024 13:24 User: 6695rmah Program ID: glytdbud



YTD REPORT -FARMERS MRKT-02/27/2024

FOR 20	024 12						
	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
	GRAND 17,109.56	7 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 **

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741 Colonel Ledyard Highway Ledyard, CT 06339-1511

File #: 24-0211 **Agenda Date:** 3/6/2024 **Agenda #:**

MINUTES

Minutes:

MOTION to approve the Farmers Market Minutes of February 1, 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

HYBRID FORMAT ~ MINUTES~

Thursday, February 1, 2024

5:30 PM

Annex Meeting Room- Annex Building

DRAFT

I. CALL TO ORDER – The Meeting was called to order by Committee Chairman Pamela Ball at 5:30 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	6:50 pm
Ellin Grenger	Committee Member	Present	In-Person	5:30 pm	6:50 pm
Sarah Martic	Committee Member	Excused			
Bill Thorne	Committee Member	Present	In-Person	5:30 pm	6:50 pm
Allison Troy	Acting Recording Secretary	Present	In-Person	5:30 pm	6:50 pm
Ehtan Foltz	Committee Member	Present	In-Person	5:30 pm	6:03 pm
Naomi Rodriguez	Town Council Chairman	Present	In-Person	5:30 pm	6:50 pm
Scott Johnson, Jr.	Parks, Recreation & Senior Citizens Director	Present	In-Person	5:30 pm	6:50 pm

III. MEMBER COMMENTS – None.

IV. TREASURER REPORT

Farmers Market Fund 020810201-54201

Committee Treasurer Pam Ball noted that the Finances have not changed since their January 25, 2024 meeting. She noted the following Reports were attached to the Agenda packet on the Meeting Portal:

- Year to Date Report January 25, 2024 Current Balance \$12,970
- Purchase Orders Report January 25, 2024 To date 26 Purchase Orders had been opened to vendors
- Open-Closed Purchase Orders Report January 25, 2024 To date they had 11 open Purchase Orders and 15 Closed Purchase Orders.

Ms. Ball provided an overview noting the following: .

- ✓ \$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
- V. MARKET MANAGER REPORT None.
- VI. APPROVAL OF MINUTES

MOTION to approve the Regular Meeting Minutes of January 4, 2024 Moved by Ms. Grenger, seconded by Mr. Thorne

VOTE: 5-0 Approved and so declared

VII. OLD BUSINESS

1. Update regarding the status of the proposed "An Ordinance Establishing a Farmers Market for the Town of Ledyard".

Committee Chairman Ball noted that the Administration Committee would be addressing the proposed "An Ordinance Establishing a Farmers Market for the Town of Ledyard" as contained in the draft dated January 17, 2024 at their February 14, 2024 meeting. She explained that prior to the Town Council adopting the Ordinance that a Public Hearing would need to be held.

Ms. Ball continued by explaining that the proposed Ordinance would change the Committee's membership from nine Regular Members to five Regular Members and four alternate members. She suggested the Committee forward a recommendation to the Administration Committee with regard to which members would like to continue to serve as regular members and who would like to serve as alternate members. The Committee Members agreed to forward the following recommendation to the Administration Committee:

Regular Members:

- Pamela Ball (D) 674 Shewville Road, Ledyard
- Ethan Foltz (D) 894 Colonel Ledyard Highway, Ledyard
- Ellin Grenger (D) 15 Bittersweet Drive, Gales Ferry
- Sarah Martic (R) 59R Long Cove Road, Ledyard
- Allison Troy (D) 548 Pumpkin Hill Road Ledyard

Alternate Members

• William Thorne (R) 3 Adios Lane, Ledyard

Ms. Ball noted that she would send a memo to the Administration Committee regarding the reappointment of the Farmers' Market Committee Members, in accordance with the new structure provided in the proposed Ordinance.

RESULT: CONTINED Next Meeting: 03/06/2024; 5:30 p.m.

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.

Mr. Thorne stated that he would resend emails to Organizations to solicit their interest in helping at the Farmers Market this summer and to work on a schedule.

RESULT: COMPLETED

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

Mr. Thorne volunteered to work with the High School Ag-Science Students at the Farmers Market. He noted that he would email Ag-Science Teacher Mrs. O'Keefe to coordinate.

RESULT: COMPLETED

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

MOTION to open a Purchase Order to Pam Ball in the amount of \$1,000 to pay for the website host and other market expenses (PO Box, MailChimp, WIX).

Moved by Ms. Ball, seconded by Mr. Thorne

Discussion: Ms. Ball explained that the only payment available was on-line with a credit card. She stated that she would pay by credit card and would therefore need to be reimbursed for the cost.

VOTE:

5-0 Approved and so declared

RESULT: 5 – 0 - APPROVED [UNANIMOUS]

MOVER: Pam Ball, Committee Chairman

SECONDER: Bill Thorne, Committee Member

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

EXCUSED: Martic

VIII. NEW BUSINESS

- 1. Parks & Recreation ability to provide support to the Farmers Market.
 - Trash Collection Parks, Recreation & Senior Citizens Director Scott Johnson, Jr., stated that Parks & Recreation could provide a paid staff person to work during the Markets to empty trash cans and replace bags for the 2024 Summer Season.

• On-Line Vendor Applications - Mr. Johnson stated after further review that he did not think the MyRec software would work for the Farmers Market.

The Committee noted that GoogleForms might be a better solution.

RESULT: COMPLETED

2. Set the 2024 Market Fees.

The Committee agreed to keep the 2024 Summer Market Fees the same as last year as follows:

- ✓ Full-Time Fee: \$200 for one 10' x 10' space 9 to 15 markets
- ✓ Part-Time Fee: \$125 for one 10' x 10' space 6 to 8 markets
- ✓ One-Time Fee: \$25 for one 10' x 10' space 1- 5 markets

RESULT: COMPLETED

3. Set the Market Weekly Themes.

After much discussion, the following Themes were selected:

	June 2023		July, 2023		August 2023		September 2023	
✓	5 th Earth Day	✓	3 rd July Red-White & Blue	✓	7 th – 70's Hippies	✓	4th Back to School	
✓	12 th Stuffed Animal Parade	✓	10 th Bee Bubbly	✓	14 th Dog	✓	11 th Hometown Heroes	
✓	19 th Summer	√	24th Ocean/Beach	✓	24th Old Folks Day			
✓	26 th Halloween	√	31st "NASCAR	✓	28 rd Game Day			

RESULT: COMPLETED

4. Selection and scheduling of Entertainment for the 2024 Farmers Market.

MOTION to appropriate \$3,500 for Entertainment for the 2024 Farmers Market.

Moved by Ms. Ball, seconded by Mr. Thorne

Discussion: Ms. Ball noted in reviewing their entertainment costs last year that \$3,500 should be adequate.

VOTE: 5-0 Approved and so declared

RESULT: 5 – 0 - APPROVED [UNANIMOUS]

MOVER: Pam Ball, Committee Chairman **SECONDER:** Bill Thorne, Committee Member

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

EXCUSED: Martic

5. Discussion and possible action regarding Farmers' Market T-Shirts. – None.

RESULT: NO ACTION

6. Discussion regarding closing Purchase Orders that are no longer needed.

The Committee agreed to defer this item to their March 5, 2024 meeting

RESULT: DEFERRED

Next Meeting: 03/06/2024; 5:30 p.m.

7. General discussion regarding other preparations for the 2024 Farmers' Market. – None.

RESULT: NO ACTION

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.

Committee Chairman Ball reported that she has been sending Applications to their previous vendors, noting that the Open Application period was from February 2, 2024 – February 23, 2024. She stated that she has received a number of Applications back and that she was expecting that more would be coming in.

RESULT: CONTINUED

Next Meeting: 03/06/2024; 5:30 p.m.

9. General discussion of food truck participation. - None.

RESULT: NO ACTION

IX. NEXT MEETING

Next Meeting Date Thursday, March 6, 2024

XII. ADJOURNMENT

MOTION to adjourn meeting at 6:50 p.m.

Moved by Ms. Grenger, seconded by Mr. Thorne (Foltz, away)

VOTE: 4 - 0 Approved and so declared

Respectfully submitted,

Pamela Ball Committee Chairman Pro tem



741 Colonel Ledyard Highway Ledyard, CT 06339-1511

File #: 24-0074 Agenda Date: 3/6/2024 Agenda #: 2.

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:



741 Colonel Ledyard Highway Ledyard, CT 06339-1511

File #: 24-0212 **Agenda Date: 3/6/2024** Agenda #: 1.

APPOINTMENT

Motion/Request: MOTION to elect Market Manager.

Background:



741 Colonel Ledyard Highway Ledyard, CT 06339-1511

File #: 24-0082 Agenda Date: 3/6/2024 Agenda #: 2.

AGENDA REQUEST GENERAL DISCUSSION ITEM

Subject:

Discussion regarding closing Purchase Orders that are no longer needed.

Background:

(type text here)

Department Comment/Recommendation:



741 Colonel Ledyard Highway Ledyard, CT 06339-1511

File #: 24-0213 **Agenda Date:** 3/6/2024 **Agenda #:** 3.

FINANCIAL BUSINESS REQUEST (FBR)

Motion/Request:

MOTION to open new Purchase Orders for the upcoming 2024 Summer Market.

Background:



741 Colonel Ledyard Highway Ledyard, CT 06339-1511

File #: 24-0078 Agenda Date: 3/6/2024 Agenda #: 4.

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:



741 Colonel Ledyard Highway Ledyard, CT 06339-1511

File #: 24-0214 Agenda Date: 3/6/2024 Agenda #: 5.

AGENDA REQUEST GENERAL DISCUSSION ITEM

Subject:

Discussion regarding the marking of the Pavilion.

Background:

(type text here)

Department Comment/Recommendation:



741 Colonel Ledyard Highway Ledyard, CT 06339-1511

File #: 23-2201 Agenda Date: 3/6/2024 Agenda #: 6.

AGENDA REQUEST GENERAL DISCUSSION ITEM

Subject:

MOTION to revise the Farmers' Market Committee's 2024 Meeting Schedule.

Background:

Due to schedule conflict regarding Thursdays the Committee will consider changing the Regular Meeting schedule for 2024 Calendar Year.

Department Comment/Recommendation:



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-1225

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 Wednesday 5:30 p.m. Town Hall Annex Building)				
January 3	February 7	March 6	April 3			
May 1	October 2	November 6	December 4			
Ledyard Farmers' June 6 January 2, 2025	Market Committee (1st July 6	Thursday, 5:30 August 3	p.m. Town Hall Annex Building) September 7			

Thank you, Roxanne



741 Colonel Ledyard Highway Ledyard, CT 06339-1511

File #: 24-0223 Agenda Date: 3/6/2024 Agenda #: 7.

AGENDA REQUEST GENERAL DISCUSSION ITEM

Subject:

MOTION to enter into executive session to review Vendor Applications and Contracts relative to selections for the 2024 Summer Market.

Background:

(type text here)

Department Comment/Recommendation:



741 Colonel Ledyard Highway Ledyard, CT 06339-1511

File #: 24-0224 Agenda Date: 3/6/2024 Agenda #: 8.

AGENDA REQUEST GENERAL DISCUSSION ITEM

Subject:

MOTION to select returning Vendors for the 2024 Summer Market.

Background:

(type text here)

Department Comment/Recommendation:



741 Colonel Ledyard Highway Ledyard, CT 06339-1511

File #: 24-0080 **Agenda Date:** 3/6/2024 **Agenda #:** 9.

AGENDA REQUEST GENERAL DISCUSSION ITEM

Subject:

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

Background:

(type text here)

Department Comment/Recommendation: