



# TOWN OF LEDYARD CONNECTICUT

741 Colonel Ledyard Highway  
Ledyard, Connecticut 06339

## Ledyard Farmers Market Committee

### ~ AGENDA ~

Regular Meeting

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**Thursday, June 6, 2024**

**5:30 PM**

**Town Hall Annex - Hybrid Format**

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

Remote Participation Information Noted Below:

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

**<https://us06web.zoom.us/j/89886129298?pwd=a3MsoJmpfLAHoiCsFtIFda9JUDKh1m.1>**

**Or by Audio Only: Telephone: +1 646 558 8656; Meeting ID: 898 8612 9298; Passcode: 307757**

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

Financial Reports Fiscal Year 2023/2024

- Year to Date Report - May 30, 2024
- Purchase Orders Report - May 30, 2024

**Attachments:** [FM-YEAR-TO-DATE-REPORT-FYE-2024-05-30.pdf](#)  
[FM-PURCHASE ORDERS-FYE-2024-05-30.pdf](#)

- VII. APPROVAL OF MINUTES

MOTION to approve the Farmers Market Committee Special Meeting Minutes May 15, 2024

**Attachments:** [FARMERS-MIN-2024-05-15.pdf](#)

- VIII. BUSINESS OF THE MEETING

1. Review Summer 2024 Market Kick Off - June 5, 2024 and areas for improvement.
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2. MOTION to open new Purchase Orders for the upcoming 2024 Summer Market.

NEXT MEETING

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 #:** 24-0305

**Agenda Date:** 6/6/2024

**Agenda #:**

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## REPORT

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

Financial Reports Fiscal Year 2023/2024

- Year to Date Report - May 30, 2024
- Purchase Orders Report - May 30, 2024

# Town and Schools of Ledyard



## YTD REPORT -FARMERS MRKT-05/30/2024

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	17,109.56	8,720.00	FARMERS MARKET 25,829.56	8,050.26	9,974.74	7,804.56	69.8%
TOTAL FARMERS MARKET	17,109.56	8,720.00	25,829.56	8,050.26	9,974.74	7,804.56	69.8%
TOTAL DONATIONS/GRANTS EXPENSES	17,109.56	8,720.00	25,829.56	8,050.26	9,974.74	7,804.56	69.8%
TOTAL EXPENSES	17,109.56	8,720.00	25,829.56	8,050.26	9,974.74	7,804.56	

## YTD REPORT -FARMERS MRKT-05/30/2024

FOR 2024 12							
ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED	
17,109.56	8,720.00	25,829.56	8,050.26	9,974.74	7,804.56	69.8%	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	1,764.00	1,764.00	Farmers Mkt FY 23/24 R&	Posted
902139 COPY CATS INC	20240331	2024/01	2,234.91	2,234.91	Farmers Mrkt- FY 23/24	Posted
903136 PAMELA BALL	20240327	2024/01	1,553.50	1,553.50	Farmers Mrkt- P. Ball -	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	1,000.00	1,000.00	Farmers Mrkt A. Troy Mi	Posted
905458 KEVIN SALLEY	20243594	2024/11	125.00	125.00	2024 Farmers Mtk- Dr. K	Closed
905459 BRADLEY BENSKO	20243593	2024/11	150.00	150.00	2024 Farmers Mrkt- Brad	Closed
905460 BRANDED COUNTRY THAT ROCKS,	20243648	2024/11	300.00	300.00	Farmers Mrkt- Branded C	Closed
905463 AUSTIN L NEAL	20243665	2024/11	250.00	250.00	Farmers Mrkt- Austin Ne	Posted
905500 CORPAY INC	20243385	2024/10	1,596.09	1,596.09	Farmers Mrkt- Credit Ca	Posted
		ACCOUNT TOTAL	9,974.74	9,974.74		
	20810201	ORG TOTAL	9,974.74	9,974.74		



# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

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**File #:** 24-0452

**Agenda Date:** 6/6/2024

**Agenda #:**

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## MINUTES

**Minutes:**

MOTION to approve the Farmers Market Committee Special Meeting Minutes May 15, 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, May 15, 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	6:48 pm
Ellin Grenger	Committee Member	Present	In-Person	5:30 pm	6:48 pm
Sarah Martic	Committee Member	Late	Remote	5:45 pm	6:30 pm
Bill Thorne	Alternate Member	Present	In-Person	5:30 pm	6:48 pm
Allison Troy	Acting Recording Secretary	Absent			
Ehtan Foltz	Committee Member	Absent			
Naomi Rodriguez	Town Council Chairman	Present	In-Person	5:30 pm	6:48 pm

Chairman Ball noted that Alternate Member Bill Thorne would be seated as a voting member for tonight’s meeting.

- III. MEMBER COMMENTS

Mr. Thorne noted that the planning for 2024 Summer Market was going well.

Ms. Ball reported that the Ledyard Farmers Market ranked well in the Best of Connecticut Magazine again this year.

- IV. TREASURER REPORT

Treasurer Mr. Thorne noted the following Financial Reports were provide for tonight’s meeting:

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



Mr. Thorne also provided the following update:

- \$4,865 received and deposited from checks.
- \$2,000 received through PayPal and transferred into the Farmers Market Account.

**RESULT: DISCUSSED**

**Next Meeting: 6/6/2024 5:30 p.m.**

V. MARKET MANAGER REPORT – None.

VI. APPROVAL OF MINUTES

MOTION to approve the following:

Special Meeting Minutes of April 3, 2024

Moved by Ms. Ball, seconded by Mr. Thorne

VOTE: 3 – 0 Approved and so declared

VII. BUSINESS OF THE MEETING

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

- Access to Lower Level Town Green - Construction of Multi-Use Pathway and Sewer Line Extension Construction Projects - Ms. Ball noted that she has been communicating with the Mayor to ensure Vendors and visitors would be able to easily access the Lower Town Green. She stated that they would plan to use the Fairground Driveway for the entrance and exit for the season, unless they find that they were overlapping with the path construction. She stated that this information would be posted on their Facebook page.
- Open House – May 30, 2024 – Ms. Ball stated an Open House has been scheduled for new vendors to visit the site and see how things were going work.
- Sanitation and Trash pick up - Mr. Thorne stated that Parks, Recreation, & Senior Citizens Director Scott Johnson, Jr. was coordinating these services. He stated that he would contact Mr. Johnson about the payment for services and whether the Farmers Market would need to open a Purchase Order.

**RESULT: COMPLETED**

2. Authorize New Purchase Orders for the 2024 Summer Market.

MOTION to increase Purchase Order #2024-0327 from \$500 to \$1,000 to reimburse Ms. Ball for the payment of the Best of Connecticut Magazine 2024 Advertisement.

Moved by Mr. Thorne, seconded by Ms. Grenger

Discussion: Best of Connecticut Magazine – Ms. Ball noted that submitted and paid for the Farmers' Market Advertisement in the Magazine for this summer.

VOTE: 4 – 0 Approved and so declared

**RESULT: 4 – 0 - APPROVED [UNANIMOUS]**  
**MOVER:** Bill Thorne, Committee Member  
**SECONDER:** Ellin Grenger, Committee Member  
**AYES:** Ball, Grenger, Thorne, Martic,  
**ABSENT:** Foltz, Troy

3. Expenditures and possibility of refunds.

MOTION to approve the following payment of Invoices:

- Austin Neal – Entertainment June 5, 2024 \$ 250.
- Branded Country That Rocks, Inc., June 12, 2024 \$300.00
- Kevin Salley – Entertainment June 19, 2024 \$125.00
- Bradley Bensko – Entertainment Juen 26, 2024 \$150.00

Moved by Mr. Thorne, seconded by Ms. Grenger

VOTE: 4 – 0 Approved and so declared

**RESULT: 4 – 0 - APPROVED [UNANIMOUS]**  
**MOVER:** Bill Thorne, Committee Member  
**SECONDER:** Ellin Grenger, Committee Member  
**AYES:** Ball, Grenger, Thorne, Martic,  
**ABSENT:** Foltz, Troy

4. Marking of the Pavilion

Mr. Thorne noted that the Numbers to mark the Pavilion have arrived.

The Committee discussed the map layout for the Vendors for each week.

**RESULT: COMPLETED**

5. Vendors for the 2024 Summer Market.

- New Vendors and Entertainment – Ms. Ball reported that a number of new vendors and new food trucks, and new musicians have been added to this years schedule.

**RESULT: DISCUSSED**

**Next Meeting: 06/06/2024 6:00 p.m.**

VIII. NEXT MEETING

Next Meeting Date Thursday, June 6, 2024

XII. ADJOURNMENT

MOTION to adjourn meeting at 6:48 p.m.  
Moved by Ms. Ball, seconded by Mr. Thorne  
3 - 0 Approved and so declared

VOTE:

Respectfully submitted,  
Pamela Ball  
Committee Chairman Pro tem



# TOWN OF LEDYARD

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**File #:** 24-0451

**Agenda Date:** 6/6/2024

**Agenda #:** 1.

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AGENDA REQUEST  
GENERAL DISCUSSION ITEM

**Subject:**

Review Summer 2024 Market Kick Off - June 5, 2024 and areas for improvement.

**Background:**

(type text here)

**Department Comment/Recommendation:**

(type text here)



# TOWN OF LEDYARD

741 Colonel Ledyard  
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**File #:** 24-0213

**Agenda Date:** 6/6/2024

**Agenda #:** 2.

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## FINANCIAL BUSINESS REQUEST (FBR)

**Motion/Request:**

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

**Background:**