



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~

Wednesday, May 7, 2025

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/Manager	Present	In-Person	5:00 pm	6:35 pm
Ellin Grenger	Committee Member	Present	Remote	5:00 pm	6:35 pm
Sarah Martic	Recording Secretary	Present	Remote	5:00 pm	6:35 pm
Bill Thorne	Alternate Member/Treasurer	Present	Remote	5:00 pm	6:35 pm
Allison Troy	Committee Member	Excused			
Ethan Foltz	Committee Member	Present	Remote	5:00 pm	6:35 pm
S. Naomi Rodriguez	Town Council Chairman	Present	In-Person	5:00 pm	6:35 pm
Michael Pfarr	Market Helper	Present	Remote	5:00 pm	6:35 pm

III. RESIDENTS & PROPERTY OWNERS COMMENTS – None.

IV. PRESENTATIONS

Town Council Chairman Rodriguez noted that April was Volunteer Appreciation Month and on behalf of the Town Council she expressed their appreciation and thanked the Farmers' Market Committee for all of their hard work during the year to prepare for putting on a great Farmers Market every week during the summer months.

V. MEMBER COMMENTS – None.

VI. TREASURER REPORT

Treasurer Mr. Thorne provided the following Financial Reports noting that they had an approximate balance of \$20,061.81 to start the 2025 Summer Market:

- Year to Date Report – May 1, 2025
- Purchase Orders Report – May 1, 2025

VII. MARKET MANAGER REPORT**Market Vendor Open House – May 21, 2025**

Committee Chairman Pam Ball announced that 2025 would be the Ledyard Farmers' Market 17th Season. She stated that an Open House for all vendors - old and new was scheduled for May 21, 2025 from 5:00 pm. – 7:00 p.m. at the Lower Town Green for Vendors to ask any questions in person, to check out the space, etc. She noted in past years that the new vendors found the Open House to be very helpful.

VIII. APPROVAL OF MINUTES

MOTION to approve the Meeting Minutes of April 2, 2025
Moved by Ms. Ball, seconded by Ms. Martic.

VOTE: 5 – 0 Approved and so declared

IX. OLD BUSINESS

1. Continue to discuss and finalize preparations for the June 4, 2025 Summer Market Kick off.

- ***Vendor Applications***

Committee Chairman Ball noted that Vendor Applications continue to come in.

- ***Marketing Materials***

MOTION to increase PO #2025-0065 to R & B Apparel from \$1,000 to \$1,500 for Farmers' Market T Shirts (Grey with Logo) to sell at the Market.

Moved by Ms. Ball, seconded by Ms. Grenger.

VOTE: 5 – 0 Approved and so declared

RESULT: APPROVED 5 – 0

MOVER: Pam Ball, Committee Chairman

SECONDER: Ellin Grenger, Committee Member

AYES: Pam Ball, Ethan Foltz, Ellin Grenger, Sarah Martic, Bill Thorne

EXCUSED: Allson Troy

- ***Website and Newsletter***

Ms. Ball noted that Paula Watkins would be helping with Social Media.

- *Children's Activities*

MOTION to increase PO #2025-0076 from \$200.00 to \$1,000 to purchase supplies for the Children's Activities.

Moved by Ms. Ball, seconded by Ms. Martic

VOTE: 5 – 0 Approved and so declared

RESULT: APPROVED 5 – 0
MOVER: Pam Ball, Committee Chairman
SECONDER: Sarah Martic, Recording Secretary
AYES: Pam Ball, Ethan Foltz, Ellin Grenger, Sarah Martic, Bill Thorne
EXCUSED: Allison Troy

- *Entertainment*

Treasurer Mr. Thorne noted that as the Entertainment Vendors Invoices are received that he would submit for payment to allow for the checks to be issued in time to pay the performers they day they were at the Market.

- *Parking* – No discussion

RESULT: CONTINUEUD	Next Meeting: 06/05/2025 5:30 p.m.
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2. Continued discussion regarding New Purchase Orders for 2025 Summer Market.

- Miscellaneous Supplies to support Weekly Market.

Treasurer Bill Thorne noted that they were considering a simpler process to pick-up miscellaneous supplies such as ice and water needed at the market each week instead of using petty cash and having to hang on to the receipts.

MOTION to authorize a PO in the amount of \$500.00 to purchase miscellaneous supplies from the Village Market to support the weekly markets.

Moved by Ms. Ball, seconded by Ms. Grenger

Discussion: Treasurer Bill Thorne planned to talk with Administrative Assistant Roxanne Maher about the best options (store gift card or store account) to purchase miscellaneous supplies such as ice and water from the Village Market.

VOTE: 5 – 0 Approved and so declared

RESULT: APPROVED 5 – 0
MOVER: Pam Ball, Committee Chairman
SECONDER: Ellin Grenger, Committee Member
AYES: Pam Ball, Ethan Foltz, Ellin Grenger, Sarah Martic, Bill Thorne
EXCUSED: Allison Troy

- ***Porta-Potty and Hand Washing Station***

Chairman Ball stated that an additional porta-potty would be delivered to the Lower Town Green during the summer months to support the Farmers Market. She noted that she would contact Parks, Recreation & Senior Citizens Director Scott Johnson, Jr. to talk about paying for the Farmer's Market share of those costs.

MOTION to open a PO to United Site Services in the amount of \$276 for the current Fiscal Year (June, 2025).

Moved by Mr. Thorne, seconded by Ms. Ball

Discussion: Mr. Thorne noted that he would work with Parks, Recreation & Senior Citizens Director Scott Johnson, Jr. to determine the Farmers Market costs for the months of July, August & September (next fiscal year 25/26) .

VOTE: 5 – 0 Approved and so declared

RESULT: APPROVED 5 – 0
MOVER: Bill Thorne, Treasurer
SECONDER: Pam Ball, Committee Chairman
AYES: Pam Ball, Ethan Foltz, Ellin Grenger, Sarah Martic, Bill Thorne
EXCUSED: Allson Troy

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

X. NEW BUSINESS

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

XI. NEXT MEETING

- June 5, 2025
- July 4, 2025 - cancelled.
- Next meeting will be after the Market Season

XII. ADJOURNMENT

MOTION to adjourn the meeting at 6:35 p.m.

Moved by Ms. Ball, seconded by Mr. Foltz

VOTE: 5 - 0 Approved and so declared

Respectfully submitted,
Pamela Ball
Committee Chairman