



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