Chairman Pamela Ball

TOWN OF LEDYARD
CONNECTICUT

LEDYARD FARMERS' MARKET COMMITTEE
SPECIAL MEETING

HYBRID FORMAT
~ MINUTES~

741 Colonel Ledyard Highway
Ledyard, CT 06339
http://www.ledyardct.org
Roxanne M. Maher
(860) 464-3203

Wednesday, March 6, 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 | 7:05 pm |
| Ellin Grenger | Committee Member | Present | In-Person | 5:30 pm | 7:05 pm |
| Sarah Martic | Recording Secretary | Present | In-Person | 5;30 pm | 7:05 pm |
| Bill Thorne | Committee Member | Present | In-Person | 5:30 pm | 7:05 pm |
| Allison Troy | Committee Member | Absent | | | |
| Ehtan Foltz | Committee Member | Present | In-Person | 5:30 pm | 7:05 pm |
| Naomi Rodriguez | Town Council Chairman | Present | In-Person | 5:30 pm | 7:05 pm |

III. MEMBER COMMENTS

Ditty Bag, located in Mystic, inquired about having an Informational Booth at the Farmers Market.

IV. TREASURER REPORT

The following Financial Reports were provided. It was noted that there were no changes since the January Reports.

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

V. MARKET MANAGER REPORT –

Market Manager Pam Ball reported that they have received a lot of Vendor Applications. She noted there were 81 returning Vendors and 40 new Vendors were reached by email.

VI. APPROVAL OF MINUTES

MOTION to approve the Regular Meeting Minutes of February 1, 2024
Moved by Ms. Ball , 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"*.

Chairman ball noted in accordance with Chapter III; Section 5 of the Town Charter the Town Council scheduled a Public Hearing for March 13, 2024 to receive comments regarding the proposed Ordinance. She stated if the proposed Ordinance is approved that the Members would be comprised of Five Regular Members; and Four Alternate Members, noting that three Regular Members would be a quorum.

**RESULT: COMPLETED**

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

Chairman Pro tem Ball noted that the Farmers Market's New Website was being done by Christie Kristie Lundgren and that it looked great.

**RESULT: COMPLETED**

VIII. NEW BUSINESS

1. MOTION to elect Pam Ball to serve as the Ledyard Farmers' Market Manager.
Moved by Mr. Thorne, seconded by Ms. Grenger
VOTE: 5 – 0 Approved and so declared

**RESULT: 5 – 0 - APPROVED [UNANIMOUS]**
**MOVER:** Bill Thorne**,** Committee Member
**SECONDER:** Ellin Grenger , Committee Member
**AYES:** Ball, Foltz, Grenger, Martic, Thorne
**ABSENT:** Troy

2. MOTION to close the following Purchase Orders:

- PO #20240326 Lauriann A. Hary
- PO #20240334 Ledyard Rotary
- PO #20240330 Jeremy Pognetti

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Moved by Ms. Ball, seconded by Mr. Thorne
Discussion: Ms. Ball noted that these Purchase Orders were no longer needed.
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
**ABSENT:** Troy

3. MOTION to open a new Purchase Order to R&B Apparel in the amount of $1,000 to purchase T-Shirts for Farmers Market Committee Members as well as any needed signs, banners, table covers, bags or other goods for market use.
for the upcoming 2024 Summer Market.
Moved by Ms. Ball, seconded by Mr. Thorne
Discussion: None.
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
**ABSENT:** Troy

4. Entertainment for the 2024 Farmers Market (entertainment, music, kids activities).

MOTION to appropriate $2,000 for kids activities which includes a PO for $1,000 for Allison Troy to buy supplies.
Moved by Mr. Thorne, seconded by Ms. Ball
VOTE: 5 – 0 Approved and so declared

**RESULT: 5 – 0 - APPROVED [UNANIMOUS]**
**MOVER:** Bill Thorne**,** Committee Member
**SECONDER:** Pam Ball, Committee Chairman
**AYES:** Ball, Foltz, Grenger, Martic, Thorne
**ABSENT:** Troy

5. Marking of the Pavilion.

The Committee discussed the need to develop a plan to mark the exterior bays for the Vendors to make the spots easy to locate.

**RESULT: CONTINUED** **Next Meeting: 4/3/2024: 5:30 pm**

6. MOTION to revise the Farmers' Market Committee's 2024 Regular Meeting Schedule to be the first Wednesday of each month at 5:30 p.m. as follows.

Ledyard Farmers' Market Committee (1st Wednesday; 5:30 p.m. Town Hall Annex Building)

| | | | | |
|---|---|---|---|---|
| April 3 | May 1 | June 6^ | July* | August* |
| September* | October 2 | November 6 | December 4 | |

January 8, 2025 (moved to second week due to New Year Day Holiday)

^ Denotes meeting scheduled on Thursday

* Denotes no meeting scheduled

Moved by Ms. Ball, seconded by Mr. Thorne

Discussion: Ms. Ball explained that due to Committee Members' commitments that the first Wednesday of each month would work better than the first Thursday of each month. She noted during the Summer Market that the Committee would not schedule regular meetings, noting that should they need to address an issue, they could schedule a special meeting. She went on to note at this time the Committee would meet on Thursday, June 6, 2024 to review the Summer Market June 5, 2024 Kick-Off with regard to whether any adjustments were needed.

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
**ABSENT:** Troy

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

The executive session to include all Farmers' Market Committee Members present and Town Council Chairman Rodriguez

Moved by Ms. Ball, seconded by Ms. Martic

VOTE: 5 – 0 Approved and so declared

**RESULT: 5 – 0 - APPROVED [UNANIMOUS]**
**MOVER:** Pam Ball**,** Committee Chairman
**SECONDER:** Sarah Martic, Committee Member
**AYES:** Ball, Foltz, Grenger, Martic, Thorne
**ABSENT:** Troy

Entered into executive session at: 6:05 p.m.
Came out of executive session at: 6:50 p.m.

8. MOTION to select all returning Vendors for the 2024 Summer Market.
Moved by Ms. Ball, seconded by Ms. Martic
VOTE: 5 – 0 Approved and so declared

**RESULT: 5 – 0 - APPROVED [UNANIMOUS]**
**MOVER:** Pam Ball**,** Committee Chairman
**SECONDER:** Sarah Martic, Committee Member
**AYES:** Ball, Foltz, Grenger, Martic, Troy
**ABSENT:** Troy

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

MOTION to select Bill Thorne as Treasurer with duties to be allocated as follows:

- As Treasurer Mr. Thorne would take on the responsibility for the cash box, checks, and payment of all invoices.

- Committee Chairman Ms. Ball would maintain the PayPal Account.

Moved by Ms. Ball, seconded by Ms. Martic
Discussion: None.
VOTE: 5 – 0 Approved and so declared

**RESULT: 5 – 0 - APPROVED [UNANIMOUS]**
**MOVER:** Pam Ball**,** Committee Chairman
**SECONDER:** Sarah Martic, Committee Member
**AYES:** Ball, Foltz, Grenger, Martic, Thorne
**ABSENT:** Troy

10. 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.

The Committee noted that the cutoff date for New Vendor Applications was Friday March 15, 2024. They agreed to schedule a Special Meeting on March 20, 2024 to review New Vendor Applications and Food Trucks.

**RESULT: CONTINUED** **Next Meeting: 4/3/2024: 5:30 pm**

IX. NEXT MEETING DATES

- March 20, 2024
- April 3, 2024

XII. ADJOURNMENT

MOTION to adjourn meeting at 7:05 p.m.
Moved by Ms. Martic, seconded by Mr. Thorne
VOTE: 5 - 0 Approved and so declared

Respectfully submitted,

Pamela Ball
Committee Chairman