

RESOLUTION
ESTABLISHING A LEDYARD
FARMERS' MARKET COMMITTEE

WHEREAS: The Town Council supports creating, promoting, and operating a CT Grown (www.ctgrown.gov) farmers' market in 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;

WHEREAS: The Town Council recognizes that its citizens, community groups and organizations are a valuable asset to our town as they are instrumental in planning and participating in community events making Ledyard a great and place to live;

WHEREAS: The Town Council welcomes the talents of our residents who have expressed an interest in participating in the operation of a Farmers' Market in our community;

NOW, THEREFORE, BE IT RESOLVED: That there is hereby established a *Ledyard Farmers' Market Committee*, that will function with the support of the Parks and Recreation Commission. The Farmers Market Committee will be comprised of nine (9) members appointed by the Town Council. Members shall be electors of the town 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

Regular members shall be appointed by the Town Council for a term of three (3) years. Members shall commence to serve their terms immediately upon appointment and shall serve until their successor has qualified or are removed by the Town Council.

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, failure to act in the best interests of the Committee, or lack of sympathy with the stated purpose of the Committee. 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.

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

The regular members of the *Ledyard Farmers' Market Committee* shall annually elect a Market Manager, an Assistant Market Manager/Secretary and a Treasurer. Additional positions may be developed as needed. Any vacancy in any such office shall be absorbed by or distributed among the remaining members.

BE IT FURTHER RESOLVED: That the *Ledyard Farmers' Market Committee* shall be authorized to:

- 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;
- Arrange all meetings of the general membership;
- Administer the Committee's activities;
- Create and disband special sub-committees (e.g. market theme days, children's activities, fundraising, advertising, etc.) and appoint 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.

ADDITIONALLY: The *Ledyard Farmers' Market Committee* is authorized to accept Market Fees, gifts, or other monetary donations to further the mission of the Farmers' Market.

All 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 0208-24201. These funds shall be in the custody of the Town Treasurer. Annually, the Town Treasurer 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.

BE IT FURTHER RESOLVED: That within thirty (30) days of the appointment of this Committee that an Organizational Meeting of said Committee shall be held at which members shall choose a Market Manager, Assistant Market Manager/Secretary and Treasurer;

BE IT FURTHER RESOLVED: That said Committee shall provide a semi-annual report before the opening and at the closing of the market season; and provide an annual report to the Town Council.

Amended and Adopted by the Ledyard Town Council on: October 9, 2019

Linda C. Davis, Chairman

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Revisions: 2017-05-09 *Resolution Establishing a Ledyard Farmers' Market Committee* Adopted: May 9, 2018.

History: The Farmers Market Committee was established in 2018 to assist this non-profit organization with staff support, procedures and mechanisms to receive and expend funds to facilitate an Agricultural Market in Ledyard.

2019: Increased members from seven (7) to nine (9). Added language regarding attendance, resignation to be consistent with the town's committee, commission, board attendance requirements. Added the word "annually" regarding the election of officers.