



TOWN OF LEDYARD
CONNECTICUT
TOWN COUNCIL
HYBRID FORMAT

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

Chairman Kevin J. Dombrowski

MINUTES
ADMINISTRATION COMMITTEE
REGULAR MEETING

Wednesday, October 12, 2022

5:30 PM

Town Hall Annex Building

- I. CALL TO ORDER – The Meeting was called to order by Councilor Ingalls at 5:31 p.m. at the Town Hall Annex Building Meeting Room.

Councilor Ingalls welcomed all to the Hybrid Meeting. She stated for the Town Council Administration Committee and members of the Public who were participating via video conference that remote meeting information 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
Andra Ingalls	Committee Chairman	Present	In-Person	5:31 pm	5:42 pm
Whit Irwin	Town Councilor	Present	Remote	5:31 pm	5:42 pm
Mary McGrattan	Town Councilor	Present	In-Person	5:31 pm	5:42 pm
S. Naomi Rodriguez	Town Councilor	Present	In-Person	5:31 pm	5:42 pm
Don Steinhoff	Administrator of Human Resources	Present	In-Person	5:31 pm	5:36 pm
Roxanne Maher	Administrative Assistant	Present	In-Person	5:31 pm	5:42 pm

- III. CITIZENS' COMMENTS – None.

- IV. INFORMATIONAL ITEMS – None.

- V. REVIEW AND APPROVAL OF PRIOR MEETING MINUTES

MOTION to approve the Special Meeting Minutes of September 28, 2022
Moved by Councilor McGrattan, seconded by Councilor Irwin

VOTE: 3 – 0 Approved and so declared

- VI. OLD BUSINESS

1. Any Old Business proper to come before the Committee.

- VII. NEW BUSINESS

1. MOTION to recommend the Town Council approve a proposed job description for a Clinical Therapist/Outpatient Clinician as contained in draft dated September 19, 2022.
Moved by Councilor McGrattan, seconded by Councilor Irwin
Discussion: Councilor McGrattan stated the Youth & Social Services Board approved the proposed Job Description at their September 20, 2022 meeting and that Director of Youth Services Kate Sikorski-Maynard was satisfied with the proposal.

Administrator of Human Resources Don Steinhoff stated he worked with Director of Youth Services Kate Sikorski-Maynard to draft the proposed job description for a Clinical Therapist/Outpatient Clinician.

Councilor Ingalls stated the Clinical Therapist/Outpatient Clinician would be a 28-hour position under the supervisor of Director of Youth Services Kate Sikorski-Maynard.

Councilor Irwin questioned how the Clinician position would be paid for. Councilor Ingalls stated that during the appropriation of funding received from American Rescue Plan Act (ARPA) that \$190,000 was allocated to hire for a part-time (28 hours) Clinician for a three-year period.

Councilor Irwin questioned whether the town would be obligated to keep this Clinician position past the expiration of the ARPA funding. Councilor Ingalls explained that the Finance Committee agreed that it was problematic to hire positions based on short-term funds. However, she stated because mental health needs were exasperated by the Covid-19 Pandemic that it was agreed that using some of the ARPA funding to alleviate and remediate the need to provide mental health support was a good and appropriate use of the funds. She concluded by stating the town would not be obligated to keep this Clinician position once the ARPA Funding has been used.

VOTE: 3 – 0 Approved and so declared

RESULT:	3– 0 APPROVED TO RECOMMEND
MOVER:	Mary McGrattan, Committee Member
SECONDER:	Whit Irwin, Committee Member
AYES:	Andra Ingalls, Whit Irwin, Mary McGrattan

Councilor Ingalls thanked Administrator of Human Resources Don Steinhoff for attending tonight's meeting

Administrator of Human Resources Don Steinhoff left the meeting at 5:36 p.m.

2. MOTION to recommend the Town Council appoint Ms. Jessica Buhle, (D) 65 Pheasant Run Drive, Gales Ferry, to the Parks & Recreation Commission to complete a three-year (3) term ending December 29, 2023 filing a vacancy left by Ms. Leandri.
Moved by Councilor McGrattan, seconded by Councilor Irwin
Discussion: Councilor Ingalls provided an overview of the process for interested residents to serve on the town's various committees/commissions/boards. She that if the interested resident was affiliated with a political party that they would apply through their political party's leadership and if they were unaffiliated that the individual would apply directly to the Town Council Office.

Councilor Ingalls went on to explain that the Appointment Application process asks for some basic background information and a resume'. She stated information for all of the Appointment Applications on tonight's agenda were attached to the meeting packet on the Granicus/Legistar Meeting Portal. She stated Ledyard was fortunate to have great volunteers in town.

Councilor McGrattan noted that Ms. Buhle has been an active member of the community serving on the Economic Development Commission, the Ledyard Beautification Committee and as an Alternate Member of the Conservation Commission.

VOTE: 3 – 0 Approved and so declared

RESULT: 3– 0 APPROVED TO RECOMMEND
MOVER: Mary McGrattan, Committee Member
SECONDER: Whit Irwin, Committee Member
AYES: Andra Ingalls, Whit Irwin, Mary McGrattan

3. MOTION to recommend the Town Council reappoint the following members to the Agricultural Commission for a three-year (3) term ending September 24, 2025:

- Ms. Allison Angelini (U) 193 Iron Street Ledyard (Regular Member)
- Ms. Katie Yuhas (U) 34Meetinghouse Lane, Ledyard (Regular Member)
- Mr. Steve Martic (R) 59 R-2 Long Pond South, Ledyard (Alternate Member)

Moved by Councilor McGrattan, seconded by Councilor Irwin

Discussion: Councilor Ingalls stated these members of the Agricultural Commission were all interested in continuing to serve the town. She provided an overview of process explaining as members terms come due to expire the Commission and the members' respective parties are asked to provide a recommendation/endorsement regarding their reappointment. She stated the Agricultural Commission and the members' respective parties have provided reappointment recommendations/endorsements.

VOTE: 3 – 0 Approved and so declared

RESULT: 3– 0 APPROVED TO RECOMMEND
MOVER: Mary McGrattan, Committee Member
SECONDER: Whit Irwin, Committee Member
AYES: Andra Ingalls, Whit Irwin, Mary McGrattan

3. MOTION to recommend the Town Council reappoint the following members to the Library Commission for a two-year (2) term ending November 7, 2024:

- Ms. Carol Ganz (U) 184 Avery Hill Road, Ledyard
- Mr. Ralph Hightower (D) 1-O Lakeside Drive, Ledyard
- Ms. Rebecca Nash (D) 8 Osprey Drive, Gales Ferry

Moved by Councilor McGrattan, seconded by Councilor Irwin

Discussion: Councilor McGrattan, Library Commission Liaison, stated these Library Commission Members were faithful and have expressed an interest in continuing to serve the town.

Councilor McGrattan noted although Ms. Winston was also due for reappointment that because she would be moving out of State, that she was not seeking reappointment to the Commission.

VOTE: 3 – 0 Approved and so declared

RESULT: 3– 0 APPROVED TO RECOMMEND
MOVER: Mary McGrattan, Committee Member
SECONDER: Whit Irwin, Committee Member
AYES: Andra Ingalls, Whit Irwin, Mary McGrattan

4. MOTION to approve the Administration Committee 2023 Meeting Schedule to meet on the second Wednesday of each month at 5:30 p.m. as follows:

Administration Committee (2nd Wednesday, Annex Building 5:30 p.m.)

January 11	February 8	March 8	April 12
May 10	June 14	July 12	August 9
September 13	October 11	November 8	December 13
January 10, 2024			

Moved by Councilor McGrattan, seconded by Councilor Irwin

Discussion: Councilor Ingalls stated in accordance with CGS 1-225 each Committee must file its meeting schedule for the coming year in the Town Clerk's Office. She stated if there were no objections that the Administration Committee would continue to meet on the second Wednesday of each month.

VOTE: 3 – 0 Approved and so declared

RESULT: 3– 0 APPROVED TO RECOMMEND
MOVER: Mary McGrattan, Committee Member
SECONDER: Whit Irwin, Committee Member
AYES: Andra Ingalls, Whit Irwin, Mary McGrattan

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

VIII. ADJOURNMENT

Councilor Ingalls moved the meeting be adjourned, seconded by Councilor Irwin
3 - 0 Approved and so declared, the meeting was adjourned at 5:42 p.m.

VOTE:

Respectfully submitted,

Andra Ingalls
Committee Chairman