



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, November 8, 2023

5:30 PM

Town Hall Annex Building

DRAFT

- I. **CALL TO ORDER** – The Meeting was called to order by Councilor Ingalls at 5:30 p.m. at the Council Chambers Town Hall Annex Building.

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 the 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	5:30 pm	5:40 pm
Whit Irwin	Town Councilor	Present	In-Person	5:30 pm	5:40 pm
Mary McGrattan	Town Councilor	Present	In-Person	5:30 pm	5:40 pm
S. Naomi Rodriguez	Town Councilor	Present	In-Person	5:30 pm	5:40 pm
Jessica Buhle	Councilor Elect	Present	In-Person	5:30 pm	5:40 pm
Karen & Keith Parkinson	Residents	Present	In-Person	5:30 pm	5:40 pm
Roxanne Maher	Administrative Assistant	Present	In-Person	5:30 pm	5:40 pm

- III. **CITIZENS COMMENTS**

Mrs. Karen Parkinson, 55 Rose Hill Road, Ledyard, stated that she was present this evening as a follow-up to the Town Council’s October 25, 2023 meeting at which the proposed updates to change Youth Service Director/Coordinator Job Description was Tabled and sent back to the Administration Committee.

Ms. Parkinson continued by thanking the Administration Committee for the opportunity to provide additional comments on the discussion regarding the proposed changes to the Youth Service Director/Coordinator Job Description. She stated that she appreciated the Town Council's review and motion to send this matter back to the Administrative Committee for further discussion and recommendations. She provided the following comments:

- (1) **Licensure** – Mrs. Parkinson stated that there appeared to be miscommunication and misinformation combined with misunderstanding of the scope of service and the required licensure. She stated without licensure, there was the red flag word called *Liability*, which has not been mentioned. She explained that this position *required a Masters*

Degree, because the position required that "Appropriate candidates must also have a professional license in their professional field" She went on to explain that the candidate must have completed the *Supervisor Education and Training* required by their profession to provide supervision toward the licensing of unlicensed staff and students.

Mrs. Parkinson stated to be eligible for this type license, one *must* have a Masters Degree followed by supervised practice and exams. Therefore, she stated that she believed that it was totally in error that the wording was changed to "*preferred*." She stated without a "*license*" or working under "*licensed supervision*" that there could be no direct Counseling of Youth or Families, which was one of the major functions of their Youth Services. She stated to provide these services without the appropriate licensure, that the red flag word *liability* would appear.

Mrs. Parkinson stated the Licensure was there to protect the consumer, noting other professions such as licensed plumber, licensed electrician, licensed real estate agent, licensed nurse, licensed veterinarian, and licensed mental health practitioners.

(2) **Supervision After Hours** – Mrs. Parkinson stated to clarify a comment by the Mayor about supervision "*after hours*" that the current supervisor was available by phone in the evenings and even on her vacations for any issue of the practicing graduate student. "*On site presence*" of the supervisor was not required by the University.

(3) **Mental Health Services** – Mrs. Parkinson stated that this was hardly the time to weaken Ledyard Youth and Family Services. She stated the town should be exploring ways to expand these services. She provided the article (below) that was published in the New London Day newspaper on Sunday, November 5, 2023 which reported that the Town of East Lyme was being pro-active to expand their Youth and Family Services as a matter of public safety. She stated that perhaps the next Town Council can initiate the action.

Advanced Search

EL a step closer to establishing Youth, Family Services Dept.

By ELIZABETH REGAN Day Staff Writer

Issues, will be promoted to director of the new department.

Firmin said expanding the focus on youth to include residents of all ages will open up grant opportunities not now available to the town. She pointed to a Strategic Prevention grant from the state that could provide as much as \$375,000 a year and the federal Drug-Free Communities grant with a \$175,000 ceiling.

Neighboring Old Lyme and Lyme

share the Lymes' Youth Service Bureau. Director Mary Seidner said her group receives \$125,000 a year through the highly competitive Drug-Free Communities grant. A third of the nonprofit organization's total budget comes from taxpayers, with Old Lyme currently allocating \$99,000 and Lyme \$28,000.

The new commission would have seven members serving four-year terms, including at least one representative from the school system, police department, a private youthserving agency, a member younger than 21, a senior citizen and one person from the wider community. Someone from Salem and the director of the youth and family services department would be non-voting members.

The draft ordinance language specifies youth services are also open to children in Salem, which sends its students to East Lyme High School. Seery said expanding the current youth services' scope to

include Salem youths who aren't yet high school aged — and what a cost-sharing arrangement might look like — would have to be negotiated by the two towns.

The only other towns in New London County without human services departments are Salem, Sprague and Lisbon, according to Firmin. All three towns have populations of less than 5,000, while East Lyme's is 18,693.

The new commission would have

seven members serving four-year terms, including at least one representative from the school system, police department, a private youth-serving agency, a member younger than 21, a senior citizen and one person from the wider community. Someone from Salem and the director of the youth and family services department would be non-voting members.

A public hearing will be held at 7 p.m. Nov. 15 at the East Lyme Town Hall, 108 Pennsylvania Ave.

Councilor Ingalls thanked Mrs. Parkinson for her comments this evening and she explained although the Administration Committee has been requested to revisit the proposed updates to the Youth Services Coordinator Job Description that the Administration Committee would be consider removing the job description from their agenda later this evening.

IV. PRESENTATIONS/INFORMATIONAL ITEMS – None.

V. REVIEW AND APPROVAL OF PRIOR MEETING MINUTES

MOTION to approve the Special Meeting Minutes of October 11, 2023

Moved by Councilor Irwin, seconded by Councilor McGrattan

VOTE: 3 – 0 Approved and so declared

VI. OLD BUSINESS

1. MOTION to Remove from the Table act on the
MOTION to withdraw and remove from the Agenda the
MOTION to approve proposed updates to the Youth Services Coordinator Job Description
as presented in the draft dated October 11, 2023.

Moved by Councilor Irwin, seconded by Councilor McGrattan

Discussion: Councilor Ingalls noted at the Town Council’s October 25, 2023 meeting the
proposed updates to the Youth Services job description were sent back to the Administration
Committee to revisit. She explained that there were some reasons to make some short-term
changes; however, the changes did not need to be in the job description. She stated the town
was not posting the job, noting that the updates were presented for housekeeping purposes.
Therefore, she suggested the Committee remove the job description from the Administration
Committee until such a time it would make sense to more fully address it.

VOTE: 3 - 0 Approved and so declared

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

2. Any Old Business proper to come before the Committee. – None.

VII. NEW BUSINESS

1. MOTION to recommend the Town Council appoint Mr. Matthew Miello (R) 12 Cardinal
Lane, Gales Ferry, to the Planning & Zoning Commission as an Alternate Member to
complete a three-year term ending October 31, 2026 filling a vacancy left by Mr. Baudro.

Moved by Councilor Irwin, seconded by Councilor McGrattan

Discussion: Councilor Ingalls stated Mr. Miello mentioned on his Appointment
Application that because he had some planning and zoning challenges, that he became
interested in volunteering to serve on the Commission. She noted that the RTC has
endorsed Mr. Miello’s appointment to the Planning & Zoning Commission.

Councilor Ingalls also noted that Mr. Baudro indicated that he would be stepping down
from the Planning & Zoning Commission at the end of his term, which was October 31,
2023. She thanked Mr. Baudro for his many years of service to the town.

VOTE: 3 - 0 Approved and so declared

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

2. MOTION to recommend the Town Council appoint Ms. Jackie Baudro (R) 135 Whalehead Road, Gales Ferry, to the Planning & Zoning Commission as an Alternate Member to complete a three-year term ending December 31, 2025 filling a vacancy left by Mr. St. Vil. Moved by Councilor McGrattan, seconded by Councilor Irwin
Discussion: Councilor Ingalls stated that Ms. Baudro has been an active member in the community, and was looking to provide service to the town in different ways. She noted Ms. Baudro's background would be a good fit for the Planning & Zoning Commission. She stated that the RTC has endorsed Ms. Baudro's appointment to the Planning & Zoning 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. Transition of outstanding/unfinished business items to be forwarded to the incoming Administration Committee.

Councilor Ingalls stated the Administration Committee did not have any unfinished business items to forward to the incoming Town Council.

RESULT: COMPLETED

4. Any New Business proper to come before the Committee. None

VIII. ADJOURNMENT

Councilor Ingalls stated tonight's meeting would conclude the work of the Twenty-sixth Town Council Administration Committee. She thanked Councilor McGrattan and Councilor Irwin for their insight and contributions as the Committee addressed many different subject matters and types of administrative documents for the town. She stated the Committee worked well together and it was her pleasure to work with each of them.

Councilor Ingalls moved the meeting be adjourned, seconded by Councilor McGrattan.

VOTE: 3 - 0 Approved and so declared, the meeting was adjourned at 5:40 p.m.

Respectfully submitted,

Andra Ingalls
Chairman
Administration Committee