



TOWN OF LEDYARD

Administration Committee

Meeting Minutes

741 Colonel Ledyard Highway
Ledyard, CT 06339
<http://www.ledyardct.org>

Chairman Gary St. Vil

Regular Meeting

Wednesday, December 10, 2025

5:30 PM

Town Hall Annex- Hybrid Format

In -Person: Council Chambers, Town Hall Annex Building

Remote Participation: Information Noted Below:

Join Zoom Meeting from your Computer, Smart Phone or Tablet:

<https://ledyardct.zoom.us/j/87178574568?pwd=Za6A6a2Bmc47tvyUtKJiA89aXNUkBb.1>

Or by Audio Only: Telephone: +1 646 558 8656; Meeting ID: 871 7857 4568; Passcode: 177322

I CALL TO ORDER

the Meeting was called to order by Committee Chairman Councilor Garcia-Irizarry at 5:30 p.m. at the Council Chambers, Town Hall Annex Building.

Councilor Garcia-Irizarry 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

Present: William Barnes
April Brunelle
Carmen Garcia-Irizarry

In addition, the following were present:

Gary St. Vil Town Council Chairman
Earl (Ty) Lamb Town Councilor
Fred Allyn, II Mayor
Christine Diaz Human Resources Director
Joe Gush Permanent Municipal Building Committee Chairman
Doug Kelley Historic District Commission
Nate Woody Planning & Zoning Commission
Eric Treaster Resident
Doug Kelley Historic District Commission

Anne Roberts-Pierson Resident
M. Dave Schroeder, Jr. Resident
LeeAnne Berry Resident
Brandon Sabbag Resident
Roxanne Maher Administrative Assistant

III. RESIDENTS & PROPERTY OWNERS COMMENTS

Mr. Ty (Earl) Lamb, 95 Lambtown Road, Ledyard, Town Councilor, stated as the former Historic District Commission Chairman that he submitted letters to support the reappointments of Mr. Doug Kelley and Mr. Ken Geer. He stated that he also wanted to express his support for moving Mrs. Rebecca Watford from an Alternate Member to a Regular Member on the Historic District Commission. He noted the Yuletide Celebration

that was held at the Nathan Lester House on December 7, 2025, stating that the Mr. Kelley and members of the Historic District Commission were instrumental in working with the Historical Society, to make it a great event. He went on to state that Mr. Geer has been a great consultant for the Commission and that Mrs. Watford and her family have been volunteering at the Nathan Lester House. He stated all three members were an asset to the Commission.

Mr. Doug Kelley, 40 Pinelock Drive, Gales Ferry, Historic District Commission Member, noted that he was present this evening to express his support for the appointment of Ms. Anne Roberts-Pierson to the Historic District Commission. He stated that Ms. Roberts-Pierson previously served on the Commission, and that she was a mentor for him when he initially joined the Commission. He stated that Ms. Roberts-Pierson served with great passion and provided a great deal of organization skills for the Commission. He stated that Ms. Roberts-Pierson has been an active member of the community noting that she has served on other community organizations such as the Avalonia Land Conservancy.

Mr. Joe Gush, 57 Town Farm Road, Ledyard, Permanent Municipal Building Committee (PMBC) Chairman, stated he was present this evening to address Item #3 on tonight's Agenda regarding the proposal to "*Establish an Ad Hoc Committee to Develop Process for Capital Improvement Building Projects*". He explained the reason the proposed Ad Hoc Committee was important was to develop a flow-path for the proposal, development and execution of building projects to provide new members of the Permanent Municipal Building Committee with a clear process. He stated that since the Ad Hoc Committee was proposed that Administrative Assistant Roxanne Maher provided him with the following documents that were developed years ago; however, he stated that it seemed that no one on the Permanent Municipal Boiling Committee knew about these documents:

- Process for Town and School Building Projects.
- Building Blocks and workflow for Building Projects.
- Building Projects - Municipal Check List -1990.

Mr. Gush continued by stating by having a flow-path in place there would not be a large learning curve for new members of the Permanent Municipal Building Committee (PMBC) in the future, because they would know what was required of them to ensure building projects went smoothly.

Mr. Nate Woody, 777 Long Cove Road, Gales Ferry, noted that the Planning & Zoning Commission was made aware that a document was submitted to the Administration Committee at their December 10, 2025 meeting which provided a list of suggested questions to ask a candidate applying to serve on the Planning & Zoning Commissioner, noting that some of the questions were a purity test for a particular Zoning Application. However, he stated it was reasonable to say what would make a good Planning & Zoning Commissioner. He stated that he has served on the Planning & Zoning Commission for a number of years, noting that he has seen some members succeed and some members fail. He stated therefore, they have learned about what it takes to make a good Planning & Zoning Commission Member. He suggested the Administration Committee consider the following prerequisites when considering Appointment Applications to the Planning & Zoning Commission:

1. **Experience Reading Maps or Plans** - The technical process of evaluating applications required reading and understanding maps describing topography, driveways, and drainage. Commissioners are expected to be able to accurately read and understand these documents. Prospective Commission Members would need to attend the UConn Land Use Academy Basic Training for an overview of the required skills - <https://clear.uconn.edu/lu-a-old/basic-old/>
2. **Experience in Land Use** - Candidates should expect to be able to document experience in a related field in order to demonstrate their ability to successfully execute the job of Commissioner. Relevant experience could include a wide range of applicable skills such as architecture, legal experience, engineering, or real estate. The Planning & Zoning Commission wants to have a diverse view point, homeowners, renters, members who were new to town, and members who have lived in town for 50 years.
3. **Time Commitment** - Prospective volunteers should expect to spend several hours (and sometimes more) preparing for each meeting. All Applications include significant documentation that Commissioners were expected to review prior to each meeting. While the Commission has regular meetings once a month, special meetings with higher frequency are not unusual. Commissioners should understand that the time commitment required more than a meeting once a month. They would be required to attend trainings, and review materials prior to the meetings, etc.
4. **A willingness to Learn** - Zoning is defined by State Statutes and Legal Precedent, both of which were constantly evolving. Commissioners were expected to not only complete mandatory training minimums, but to also be willing to stay up-to-date with this changing landscape. A successful Commissioner would need to keep an open mind to how these changes could affect Applications, Regulations, and the Town. Mr. Woody noted that just last week the laws changed again.

Mr. Woody concluded his comments by stating that he hoped these criteria might be helpful when the Administration Committee was considering Appointment Applications for the Zoning & Planning Commission, He stated he did not know if

Mr. Macklin was still interested in volunteering to serve on the Planning & Zoning Commission, however, he stated that if they applied these criteria to him that their conclusion may be fairly simple.

Mr. Woody went on to note that he also saw that Ms. Anne Roberts-Pierson was on tonight's Agenda to serve on the Historic District Commission. He stated although he and Ms. Roberts-Pierson have often disagreed; that he has not known anyone who has been more prepared for anything than Ms. Roberts-Pierson was. He stated that Ms. Roberts-Pierson would be an asset to any Commission she chooses to join.

Ms. LeeAnne Berry, 78 Military Highway, Gales Ferry, questioned whether it was necessary to fill the Alternate Member position on Planning & Zoning Commission so quickly. She noted the Administration Committee tabled the appointment of an Alternate Member at their November 12, 2025 meeting. She stated that she was wondering whether it would be beneficial to have more than one candidate for the position; so they would have some options.

Mr. Dave Schroeder, Jr. 290 Whalehead Road, Gales Ferry, stated that he appreciated and agreed with Mr. Woody's comments this evening. He noted the Administration Committee tabled the appointment of an Alternate Member at their November 12, 2025 meeting to provide more time to vet the candidate. He stated during the November 4, 2025 General Election that Councilor Parad and Councilor Lamb supported the idea of vetting candidates for the appointment to town committees.

Councilor Garcia-Irizarry thanked the residents for their comments. She stated that she hoped the Administration Committee would be able to answer some of their questions later this evening.

IV. PRESENTATIONS / INFORMATIONAL ITEMS

None.

V. APPROVAL OF MINUTES

MOTION to approve the Administration Committee Meeting Minutes of November 12, 2025

Moved by Councilor Brunelle, seconded by Councilor Barnes

VOTE: 3- 0 Approved and so declared

RESULT: APPROVED AND SO DECLARED

MOVER: April Brunelle

SECONDER: William Barnes

VI. OLD BUSINESS

Councilor Garcia-Irizarry explained that although the Administration Committee does have some old business items, as they reviewed during their Organizational Meeting earlier this evening. However, she explained because tonight was the first

Regular Meeting for this newly assigned Administration Committee all items would appear under New Business this evening.

VII. NEW BUSINESS

1. MOTION to remove from the Table the MOTION to recommend the Town Council appoint Mr. Joshua Mackin (U) 546 Colonel Ledyard Highway, Ledyard to the Planning & Zoning Commission as an Alternate Member to complete a two (2) year term ending December 31, 2026 filling a vacancy left by Mr. Woody.
A motion was made by Barnes, seconded by Brunelle, that this be Approved and so declared. The motion carried by the following vote:
2. MOTION to appoint Mr. Joshua Mackin (I) 546 Colonel Ledyard Highway, Ledyard to the Planning & Zoning Commission as an Alternate Member to complete a two (2) year term ending December 31, 2026 filling a vacancy left by Mr. Woody.

Moved by Councilor Barnes, seconded by Councilor Brunelle

VOTE: 3 - 0 Approved to Remove from the Table

RESULT: APPROVED AND SO DECLARED

MOVER: William Barnes

SECONDER: April Brunelle

NAY: 3 Barnes, Brunelle and Garcia-Irizarry

Moved by Councilor Brunelle, seconded by Councilor Barnes

Discussion: Councilor Barnes noted that Mr. Mackin has withdrawn his Application.

Councilor Garcia-Irizarry stated this afternoon Mr. Mackin withdrew his Application citing personal reasons. However, she stated that Mr. Mackin noted that he was still interested in serving on the Planning & Zoning Commission, and would like to reapply again in the future.

Councilor Garcia-Irizarry continued by noting that she appreciated the questions Ms. LeeAnne Berry provided to the Administration Committee their November 12, 2025 meeting to ask residents who have submitted Applications to volunteer to serve on the Planning & Zoning Commission. She also noted that she appreciated Mr. Woody's perspective this evening as well.

Councilor Garcia-Irizarry noted the Administration Committee's process in making a recommendation to move an appointment forward to the Town Council, noting that the Committee reviewed the Candidate's Appointment Application and Resume. She stated that she would like to see the Applicants attend the Administration Committee's meeting at which they were going to be evaluated; so that the members of the Administration Committee would have the opportunity to ask them questions, etc., especially for the Regulatory Commissions such as the Planning & Zoning Commission and the Inland

Wetland & Water Courses Commission, because in the past few years the Planning & Zoning Commission's decision has affected every resident in the town.

Councilor Barnes stated that he agreed that there were some town commissions in which the skill set was broader than the information that was being solicited in the Appointment Application; or considered "*normal*" in a Resume'. He stated that he would look to the respective Commission's Leadership to help them define their role what should be added as supplemental content to the Appointment Application. He stated for those who were interested in serving their community that he hoped there was a path to get involved and gain the relevant experience needed to be a member of a commission. He stated that he agreed that the Administration Committee should know about the Applicant's skill set and experience before approving to move a nomination forward to the Town Council for appointment.

Councilor Garcia-Irizarry suggested the website include a description of what was required for each of the town's committees/commission/boards.

Administrative Assistant Roxanne Maher noted that the town's website currently provided a description for each of the town's commissions and boards. She noted the descriptions could be updated to provide more detail regarding the skill sets and experience required. She went on to explain when Appointment Applications were submitted/received using the on-line portal they were forwarded to their respective parties. She stated the role of the Nominating Committees was to interview and vet the Applicants to determine whether the Applicant had the skills and qualifications for the Committee they were interested in serving on, before forwarding a recommendation for appointment to the Administration Committee. However, she stated that Applicants that were registered Unaffiliated were not vetted by a party, noting that they go directly to the Administration Committee for their review and consideration.

Councilor Brunelle stated that she agreed with the comments made this evening; and she appreciated the residents questions. She suggested if they received an Unaffiliated/Independent Applicant that they should send them an email with some questions if they were not able to attend the Administration Committee meeting in-person. She stated it would be helpful if the Application included an area for the Applicant to indicate that if they did not have one of specific skill sets, and whether they would be willing to learn.

Councilor Barnes noted in reviewing the website that for the Planning & Zoning Commission that he did not think that the description spelled out the requirements and skills needed to serve on this Commission. He went on to express concern about the Party's Nominating Committee's vetting the candidates, noting that he did not know whether the RTC or DTC would have a consistent ability to know all of the requirements for each of the town's committees/commissions/boards. He stated his preference would be to modify the description of the commissions to include the skills they were looking for.

Councilor Garcia-Irizarry stated each of the Parties may evaluate the candidates a certain

way; noting that their evaluation process may not be the same. Therefore, she stated to be equitable and fair that they should have the same body, which was the Admiration Committee, to independently look at each of the candidates. She stated the more information that candidates provide the better for those making the decision.

VOTE: 0 - 3 Motion Failed

RESULT: MOTION FAILED

MOVER: April Brunelle

SECONDER: William Barnes

NAY: 3 Barnes, Brunelle and Garcia-Irizarry

3. Discussion and possible action to Establish an Ad Hoc Committee to Develop Process for Capital Improvement Building Projects.

Councilor Garcia-Irizarry provided some background that stating that based on some issues that occurred with the *Renovate As New - Schools Consolidation Projects* at the Middle School and Gallup Hill School, that Mayor Allyn, III proposed amending Ordinance #001-015 (Rev 1) “*An Ordinance Establishing a Permanent Municipal Building Committee for Town of Ledyard*” to include the hiring of an Owners Representative for projects that cost \$500,000 or more. She stated the proposed Ordinance amendments were adopted on November 13, 2024.

Councilor Garcia-Irizarry went on to note that during the past year there were some issues with the Roof Replacement Projects at the Gales Ferry School and the Juliet W. Long School, which were still on-going. Therefore, she stated that former Board of Education Member Mr. Lamb suggested that the Town Council establish an Ad Hoc Committee to provide the end-to-end process for large Construction Projects to provide guidance to the Permanent Municipal Building Committee (PMBC). She also noted former Board of Education Chairman Anthony Favry’s October 20, 2025 email; and Permanent Municipal Building Committee Chairman Joe Gush October 22, 2025 letter in which they both expressed support to establish an Ad Hoc Committee.

Councilor Garcia-Irizarry continued by stating that she agreed that they needed to have a “*Lessons Learned*” and to “*Evaluate the Process*” to identify where things may have gone wrong. She stated a preliminary draft Resolution has been provided as a starting point for discussion this evening.

Councilor Barnes noted Permanent Municipal Building Committee Chairman Joe Gush’s comments earlier this evening, and that he was in-favor of the concept of having an *Ad Hoc Committee To Develop a Process For Capital Improvement Building Projects*. He stated in reviewing the preliminary draft Resolution that he liked the proposed composition of the Ad Hoc Committee noting that it would be comprised of the following:

- One member from the Permanent Municipal Building Committee
- One member from the Board of Education

- Board of Education Director Facilities
- Public Works Director/Town Engineer
- Finance Director
- One member from the Community-at-Large with Construction Management Experience
- One member from the Town Council

Permanent Municipal Building Committee Chairman Joe Gush stated that he had envisioned the Ad Hoc Committee to provide an Addendum to Ordinance #100-105 (Rev 1) “*An Ordinance Establishing a Permanent Municipal Building Committee for Town of Ledyard*” to provide the steps and guidelines for how to proceed with a Project; and to evaluate when to seek grant funding. He stated the Addendum could be updated from time-to-time, as needed, without having to change the Ordinance.

Mr. Gush went on to note the delay and increased cost for the Heating Ventilation and Air Conditioning (HVAC) project for the Juliet W. Long School. He stated to obtain the Grant Funding the project needed to be redesigned causing the cost of the project to increase by \$1.25 million and it significantly delayed the project by nearly two-years. He explained in seeking grant funding that the town was required to do certain things that would not have been otherwise required by state statute. He stated in some cases projects may cost the town less if the town did not seek grant funding and the townspeople paid 100% of the project cost.

In reviewing the proposed Resolution the Committee agreed that some additional clarification was needed. Councilor Lamb suggested the following words noted in *Blue Bold Italic font* be added to paragraph at the bottom of page 1 to provide clarification as follows:

*“Develop an **end-to- end** Process and Timeline/Schedule for assigned Municipal and Board of Education Capital Improvement Projects to include **but not be limited to** the following:*

For example:”

Councilor Garacia-Irizarry stated that she liked Mr. Gush’s suggestion to provide an Addendum to Ordinance #100-015 (Rev. 1) “*An Ordinance Establishing a Permanent Municipal Building Committee for Town of Ledyard*”; and Councilor Lamb’s additional wording to provide clarification. She stated that she would add the suggestions presented this evening to the draft Resolution in preparation for the Administration Committee’s January 14, 2026 meeting.

RESULT: CONTINUE

4. MOTION appoint Mechelle Barber (D) 20 Quakertown Meadows, Ledyard, to the Ledyard Beautification Committee to complete a three (3) year term ending October 26, 2028 filling a vacancy left by Ms. Brousseau.

Moved by Councilor Brunelle, seconded by Councilor Barnes

Discussion: Councilor Garcia-Irizarry noted that she read Ms. Barber's Application and that she did not have any concerns with Ms. Barber being appointed to the Beautification Committee.

VOTE: 3 - 0 Approved and so declared

RESULT: RECOMMENDED FOR APPROVAL

MOVER: April Brunelle

SECONDER: William Barnes

NAY: 3 Barnes, Brunelle and Garcia-Irizarry

5. MOTION to appoint Michelle Hagerty (D) 6 Greyston Court, Ledyard, to the Ledyard Beautification Committee to complete a three (3) year term ending October 26, 2027 filling a vacancy left by Ms. Holdsworth.

Moved by Councilor Barnes, seconded by Councilor Brunelle

Discussion: Councilor Garcia-Irizarry noted that she read Ms. Haggerty Application and that she did not have any concerns with Ms. Haggerty being appointed to the Beautification Committee.

VOTE: 3 - 0 Approved and so declared

RESULT: RECOMMENDED FOR APPROVAL

MOVER: William Barnes

SECONDER: April Brunelle

AYE: 3 Barnes, Brunelle and Garcia-Irizarry

6. MOTION to reappoint the following members to the Historic District Commission for a five (5) year term ending December 3, 2030.

- Mr. Douglas Kelley (D) 40 Pinelock Drive, Gales Ferry (Regular Member)
- Mr. Kenneth Geer (U) 23 Thomas Road, Ledyard (Alternate Member)

Moved by Councilor Barnes, seconded by Councilor Brunelle

Discussion: Councilor Barnes stated that he previously served on the Historic District Commission and that these two gentleman were an asset to the Commission. He noted that Mr. Kelley was present this evening; and he stated the work that he has done at the Nathan Lester House was amazing, which including preparing the property the for the filming of the production movie "*The Fog of War*". He stated every year Mr. Kelley does something great, noting that he was the most qualified person in Ledyard to serve on the Historic District Commission.

Councilor Barnes continued by noting the things Mr. Geer does for the Town and for the Historic District Commission were incredible. He stated that Mr. Geer has tremendous insight and was a very skilled individual. He stated that Mr. Geer was involved with the repair/replacement of the tailrace which was an important component of the Historic Up-Down Sawmill. He stated the work that Mr. Geer did with what was left of the rock

formation was incredible, noting that he did not foresee that any additional repairs would be needed during his lifetime.

Councilor Garcia-Irizarry stated that she appreciated the work and service that Mr. Kelley does not only for the Historic District Commission, but also for the Gales Ferry District and for the Town. She stated based on both Mr. Kelley and Mr. Geer’s work that she was pleased that they were interested in continuing to serve the town.

VOTE: 3 - 0 Approved and so declared

RESULT: RECOMMENDED FOR APPROVAL

MOVER: William Barnes

SECONDER: April Brunelle

AYE: 3 Barnes, Brunelle and Garcia-Irizarry

- 7. MOTION to appoint Ms. Rebecca Watford (R) 429 Colonel Ledyard Highway, Ledyard as a Regular Member to the Historic District Commission to complete a five (5) year term ending December 6, 2027 filling a vacancy left by Mr. Lamb.

Moved by Councilor Barnes, seconded by Councilor Brunelle

Discussion: Councilor Garcia-Irizarry noted that earlier this year the Town Council appointed Ms. Watford as an Alternate Member to the Historic District Commission. She stated that Ms. Watford would be moving to a Regular Member status to fill a vacancy left by Mr. Lamb, who was elected to the Town Council during the November 4, 2025 General Election. She stated that she appreciated Mr. Lamb’s recommendation; and she thanked Mr. Lamb for his service on the Historic District Commission. She stated that she appreciated it when residents attend the Administration Committee to endorse candidates, because it helped the Committee to learn more about the candidates.

Councilor Barnes stated prior to being appointed to the Historic District Commission that Ms. Watford was the Tenant/Caretaker of the Nathan Lester House. He stated in that capacity that he had the opportunity to work with Ms. Watford, noting she helped his son with his Eagle Scout Project, stating that she was very helpful. He stated that Ms. Watford was a force with anything that she volunteered to do, especially events that have food, noting that she always exceeded expectations. He stated that Ms. Watford knows a lot about the Nathan Lester House and the Historic District Commission was lucky to have her.

VOTE: 3 - 0 Approved and so declared

RESULT: RECOMMENDED FOR APPROVAL

MOVER: William Barnes

SECONDER: April Brunelle

AYE: 3 Barnes, Brunelle and Garcia-Irizarry

- 8. MOTION to appoint Ms. Anne Roberts-Pierson (U)) 4 Andersson Drive, Gales Ferry as an Alternate Member to the Historic District Commission to complete a five (5) year term ending December 6, 2028 filling a vacancy left by Ms. Watford.

Moved by Councilor Barnes, seconded by Councilor Brunelle
Discussion: Councilor Garcia-Irizarry noted she has not had the opportunity to work with Ms. Roberts-Pierson on an Commission. However, she stated when Ms. Roberts-Pierson speaks at a Town Council meeting that she was always prepared.

Councilor Barnes stated that he has had some wonderful conversations with Ms. Roberts-Pierson when she has attended events at the Nathan Lester House. He stated it was clear that she had a sense of the history of the Nathan Lester House and an interest in preserving it. He noted as others have commented that they were fortunate to have someone like Ms. Roberts-Pierson volunteering to serve the town.

VOTE: 3 - 0 Approved and so declared

RESULT: RECOMMENDED FOR APPROVAL

MOVER: William Barnes

SECONDER: April Brunelle

AYE: 3 Barnes, Brunelle and Garcia-Irizarry

9. MOTION to reappoint Ms. Sharon Wadecki (D) 44 Fanning Road, Ledyard, to the Retirement Board for a three (3) year term ending January 20, 2029.

Moved by Councilor Brunelle, seconded by Councilor Barnes
Discussion: Councilor Garcia-Irizarry noted that Ms. Wadecki has been serving on the Retirement Board for some time, noting that tonight's recommendation was for reappointment. She stated the Retirement Board Chairman highly recommended her reappointment and that the DTC Nominating Committee also endorsed her reappointment.

Councilor Barnes stated that he has known Ms. Wadecki for many years. He stated the town was fortunate to have her do anything she wanted to do. He stated that he supported her reappointment to the Retirement Board.

Administrative Assistant Roxanne Maher stated that Mrs. Wadecki was a Certified Public Accountant (CPA) and served on the Town Council for 14-years. She stated during her time on the Town Council that Ms. Wadecki served as the Finance Committee Chairman. She noted that the Retirement Board Chairman John Rodolico stated that Ms. Wadecki was an asset to the Board.

VOTE: 3 - 0 Approved and so declared

RESULT: RECOMMENDED FOR APPROVAL

MOVER: William Barnes

SECONDER: April Brunelle

AYE: 3 Barnes, Brunelle and Garcia-Irizarry

10. MOTION to reappoint Mr. Greg Lockhart, (D) 30 Tanager Lane, Gales Ferry, as an Alternate Member, to the Planning & Zoning Commission for a three (3) year term ending December 31, 2028.

Moved by Councilor Barnes, seconded by Councilor Brunelle

Discussion: Councilor Garcia-Irizarry stated Planning & Zoning Commission Chairman Marty Wood has endorsed Mr. Lockhart's reappointment to the Commission. She stated Chairman Wood noted that Mr. Lockhart's experience in the area of construction operations was an asset to the Commission. She stated that DTC Nominating Committee also endorsed Mr. Lockhart's reappointment.

VOTE: 3 - 0 Approved and so declared

RESULT: RECOMMENDED FOR APPROVAL

MOVER: William Barnes

SECONDER: April Brunelle

AYE: 3 Barnes, Brunelle and Garcia-Irizarry

11. MOTION to appoint Councilor Jessica Buhle (D) 65 Pheasant Run Drive, Gales Ferry, as the Land Use/Planning/Public Works Committee Member to the Sustainable CT Ad Hoc Committee to complete a two (2) year term ending December 15, 2027 filling a vacancy left by Councilor Garcia-Irizarry.

Moved by Councilor Brunelle, seconded by Councilor Barnes

Discussion: Councilor Garcia-Irizarry stated the "*Town of Ledyard Resolution Supporting the Participation in the Sustainable CT Municipal Certification Program*"; called for a member of the Town Council's Land Use/Planning/Public Works Committee to serve on

the Ad Hoc Committee. She explained when appointments were initially made she was a member of the Land Use/Planning/Public Works Committee and was appointed as the Town Council's Representative. However, she stated with the November 4, 2025 General Election and the new Committee assignments she was no longer a member of the LUPPW Committee; therefore, she submitted her resignation letter from the Sustainable CT Ad Hoc Committee. She stated with Councilor Buhle's assignment to the LUPPW Committee that Chairman St. Vil has recommended she be appointed to serve on the Ad Hoc Committee.

VOTE: 3 - 0 Approved and so declared

RESULT: RECOMMENDED FOR APPROVAL

MOVER: April Brunelle

SECONDER: William Barnes

AYE: 3 Barnes, Brunelle and Garcia-Irizarry

12. Discussion and possible action to review and update the Res#001-2023/Feb 22 "Resolution Establishing Administrator Department Head Benefits"

Administrative Assistant Roxanne Maher explained that the "*Resolution Establishing Administrator Department Head Benefits*" has been in effect since 1989 and provided the terms of the benefits such as compensation/wages, insurance, and other things for the Department Heads who were not covered by a labor contract; and for benefits which were not covered in the Employee Handbook. She noted during the 2023 revision that

the following language was added requiring the Resolution to be reviewed every three (3) years in February for the upcoming annual budget preparation:

“Triennial Review: The terms of this Resolution shall be reviewed and acknowledged every three (3) years from its adoption date by the Administrator/Department Heads and Town Council; and shall remain in place until further action is agreed upon by both parties”.

Councilor Garcia-Irizarry questioned other than the Department Heads whether there were any other employees that were not covered by “*Resolution Establishing Administrator Department Head Benefits*” or another contract/agreement. Human Resources Director Christine Dias explained that the town had some non-union part-time/per diem employees that were not covered by a labor contract, however, she stated that they were covered by the provisions in the Employee Handbook. She went on to note that the non-union part-time/per diem employees do not receive benefits.

Councilor Garcia-Irizarry noted that the Resolution included the following:

- *“Employees shall be paid at the rate as designated by the Mayor or contractually negotiated. Increases in wages shall be effective on the first day of July; and continuing until June 30, 2025, wage increases may not be less than the percentage of the highest union contracted increase for that fiscal year.”*

However, Councilor Garcia-Irizarry stated that she believed this paragraph was in conflict with the Town Charter noting Chapter VI; Section 13 (page 27) as follows:

SECTION 13. SALARIES

“Salaries of all directors and of all employees in the classified service of the Town shall be determined by the Town Council, in conformity with a systematic pay plan for the positions involved, upon recommendation of the Mayor, provided nothing herein shall be construed to limit the power of the Board of Education to fix compensation of the professional employees of the school system”.

Councilor Garcia-Irizarry suggested the “*Resolution Establishing Administrator Department Head Benefits*” be amended to mirror the language provided in the Town Charter as follows:

“Salaries of all directors and of all employees in the classified service of the Town shall be determined by the Town Council, with the recommendation of the Mayor”.

Councilor Barnes asked Human Resources Director Christine Dias for her perspective on the proposed language. Ms. Dias stated that she would like to review the information and get back to the Administration Committee. Councilor Garcia-Irizarry noted that the Committee would not be voting on the “*Resolution Establishing Administrator*

Department Head Benefits” this evening, noting that they were just in the discussion phase.

Councilor Garcia-Irizarry questioned whether Mayor Allyn, III or Human Resources Director Christine Dias had any changes they would like to make to the “*Resolution Establishing Administrator Department Head Benefits*”. Mayor Allyn noted the paragraph regarding “*Compensatory Time*” stating as currently written that employees had three-months to use their Compensatory Time. However, he explained that the past practice, going back to before his Administration, has given employees to the end of the fiscal year (June 30th) to use the compensatory time. Therefore, he suggested this language be updated to reflect the current practice, which has been working. Councilor Garcia-Irizarry asked Mayor Allyn, III and Ms. Dias to send the wording regarding their proposed amendments for the “*Resolution Establishing Administrator Department Head Benefits*” to the Administration Committee for their January 14, 2026 meeting.

RESULT: CONTINUE

13. Discussion and possible action on the proposed “*Ordinance Establishing a Town of Ledyard Code of Ethics and Ethics Commission*”.

Councilor Barnes stated that he has shared some of his suggestions regarding the “*Ordinance Establishing a Town of Ledyard Code of Ethics and Ethics Commission*” with Chairman St. Vil as well as with several members of the Town Council. He stated although he would not go through all of his suggestions this evening that he would like to mention the following:

- The Appointment of members to the Ethics Commission would require the vote of seven (7) members of the Town Council. Councilor Barnes noted as currently proposed the Ordinance was calling for the vote of six (6) members of the Town Council.

Councilor Barnes stated since their last Public Hearing regarding the proposed “*Ordinance Establishing a Town of Ledyard Code of Ethics and Ethics Commission*” that he believed they were close to having a product. However, he stated at the same time they had some valid feedback from town staff, directors that would be involved, town committee members, and a number of concerned citizens. Therefore, he stated that he would be supportive of an having an Ad Hoc Committee that would involve town employees and the public who would want to participate in refining the current draft Ordinance further.

Councilor Brunelle stated that she had no problem having an Ad Hoc Committee that would involve town employees and the public to participate in refining the current draft Ordinance further, because with their involvement there would be less questions and less doubt regarding the initiative.

Councilor Garcia-Irizarry addressed Councilor Barnes’ suggestion to require the vote of seven (7) members of the Town Council for the appointment of members to the Ethics

Commission. She noted in reviewing the Town of Glastonbury's Ethics Commission Ordinance that they also required the vote of seven (7) members of the Town Council for the appointment of members to the Ethics Commission. However, she explained the reason she changed Ledyard's proposed "*Ordinance Establishing a Town of Ledyard Code of Ethics and Ethics Commission*" to only require the vote of six (6) members of the Town Council for the appointment of members to the Ethics Commission, was because she interpreted Glastonbury's requirement of seven (7) members to be their *Super Majority*. Therefore, she stated for Ledyard's Town Council that a *Super Majority* would be a vote of six (6) members. She stated that subsequently she learned that Glastonbury also had nine members on their Town Council. Therefore, she was not opposed to changing Ledyard proposed "*Ordinance Establishing a Town of Ledyard Code of Ethics and Ethics Commission*" to require the vote of seven (7) members of the Town Council for the appointment of members to the Ethics Commission.

Councilor Garcia-Irizarry went on to state that Councilor Buhle forwarded the following items to her on Monday December 8, 2025, noting that she has not had time to review them:

- Language to include a *Code of Ethics* in the proposed "*Ordinance Establishing a Town of Ledyard Code of Ethics and Ethics Commission*"
- Attorney Matt Ritter's feedback, which included a recommendation not to include "*Campaigning*" as a definition in the proposed Ordinance. Councilor Garcia-Irizarry noted that Attorney Ritter explained that excluding a candidate from serving on the Ethics Commission would be getting into First Amendment and Free Speech territory.

Councilor Garcia-Irizarry continued by addressing Councilor Barnes' suggestion to set up an Ad Hoc Committee that would involve town employees and the public who would want to participate in refining the current draft Ordinance further. She stated that two-years ago when they began working on this initiative that she would have been in-favor of having an Ad Hoc Committee for to receive additional input regarding the proposed "*Ordinance Establishing a Town of Ledyard Code of Ethics and Ethics Commission*". However, she stated she was not in-favor of doing that now, noting that the Town Attorney has reviewed the proposed "*Ordinance Establishing a Town of Ledyard Code of Ethics and Ethics Commission*" and that he seemed to be satisfied with the last version, with some changes. She stated that the Administration Committee could add Attorney Ritter's suggested changes plus the changes the public suggested. She stated none of these changes do not significantly change the document. She stated the document they now have was much better than what they previously had. She stated that they still had to review the document for typos and punctuation, noting with these final changes that she believed they could go to the finish line with the proposed "*Ordinance Establishing a Town of Ledyard Code of Ethics and Ethics Commission*".

Councilor Barnes stated given Councilor Garcia-Irizarry's preference to proceed with the proposed "*Ordinance Establishing a Town of Ledyard Code of Ethics and Ethics Commission*"; and not to have Ad Hoc Committee to involve town employees and the

public to participate in refining the current draft Ordinance further, that there were some structural additions that he and Councilor Garcia-Irizarry discussed off-line prior him becoming a member of the administration Committee, and he noted the following.

- Add the following language:

“The authority of this Ordinance shall be limited to the Mayor, Town Council, Board of Education, and Regulatory Commissions those being Planning & Zoning Commission, the Inland Wetlands and Water Courses Commission, and other Quasi-Legislative Boards, as well as any other groups that the Town Council determined appropriate.”

Councilor Barnes stated that it was his opinion that applying the Ordinance to all town personnel and volunteer members of the town’s other committees/commissions/boards was too broad. He suggested that they start with this structure,

noting that they would most likely learn a lot from the process. He stated the language proposed above would allow the Town Council to add to the population structure that the Ordinance would apply to, as they learned from the experience of the Ethics Commission.

- Provide an Addendum to the Code of Ethics to provide the following:

“As we learn through the experience from the Ethics Commission, to be able to modify to add additional activities that would either be Acceptable or Unacceptable.”

Councilor Barnes stated adding the language he suggested, as noted above would allow the proposed Ordinance to stand on its own; and it afforded the town the ability to modify or increase the scope, and provide clarity based on their experience; and the experience of their neighboring towns. He stated for these reasons that he believed having an Ad Hoc Committee to include town staff and the public to review such recommendations would be beneficial. He stated during the last year the Administration Committee/Town Council has failed to give the town employees the chance to have a detailed voice in the drafting of the proposed “*Ordinance Establishing a Town of Ledyard Code of Ethics and Ethics Commission*”.

Councilor Garcia-Irizarry addressed Councilor Barnes’ suggestions and comments as follows:

- ***Feedback/Involvement of Town Staff*** - Councilor Garcia-Irizarry noted that the Human Resources Director and Town Clerk provided feedback to Councilor Buhle in an email, which she just received on Monday, along with the Town Attorney’s recommendations, as she previously noted.
- ***Limit the authority of the proposed “Ordinance Establishing a Town of Ledyard***

Code of Ethics and Ethics Commission” to “the Mayor, Town Council, Board of Education, and Regulatory Commissions those being Planning & Zoning Commission, the Inland Wetlands and Water Courses Commission, and other Quasi-Legislative Boards, and their staff. Councilor Garcia-Irizarry stated that she was not opposed to this language. However, she stated that she would like to also include some staff. Councilor Barnes stated that his point was for the proposed Ordinance not to apply to everybody. He suggested they apply the proposed Ordinance to the areas where they thought the risk was the highest, to learn from the experience to determine whether they had a good foundation, before they create what could be a monster of a process. Councilor Garcia-Irizarry stated that she would be interested in hearing which employees should be included in the proposed Ordinance.

- *“Allow Town Council to expand to include other groups as appropriate.”* - Councilor Garcia-Irizarry noted that she liked this proposed language that Council Barnes’ suggested.

Councilor Garcia-Irizarry stated that she would incorporate all of the recommendations provided by Attorney Matt Ritter, Town Clerk Patricia Riley, Councilor Barnes, as well as what Human Resources Director Christine Diaz would be sending to her for the Administration Committee’s review at their January 14, 2026 meeting. She asked that Councilor Barnes and Councilor Brunelle forward any additional suggestions to Administrative Assistant Roxanne Maher, who would then forward them on to her.

RESULT: CONTINUE

- 14.. Any New Business proper to come before the Committee
None.

VIII. ADJOURNMENT

Councilor Barnes moved the meeting be adjourned, seconded by Councilor Brunelle
VOTE: 3 - 0 Approved and so declared, the meeting was adjourned at 6:50 p.m.

Respectfully submitted,
Carmen Garcia-Irizarry
Committee Chairman
Administration Committee

DISCLAIMER: Although we try to be timely and accurate these are not official records of the Town.