



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 S. Naomi Rodriguez

MINUTES
ADMINISTRATION COMMITTEE
ORGANIZATIONAL MEETING

Wednesday, December 13, 2023

5:15 PM

Town Hall Annex Building

DRAFT

- I. CALL TO ORDER – The Administration Committee Organizational Meeting was called to order by Committee Chairman Garcia-Irizarry at 5:15 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 –

Attendee Name	Title	Status	Location	Arrived	Departed
April Brunelle	Town Councilor	Present	In-Person	5:15 pm	5:18 pm
Kevin Dombrowski	Town Councilor	Present	In-Person	5:15 pm	5:18 pm
Carmen Garcia-Irizarry	Committee Chairman	Present	In-Person	5:15 pm	5:18 pm
S. Naomi Rodriguez	Town Council Chairman	Present	In-Person	5:15 pm	5:18 pm
Jessica Buhle	Town Councilor	Present	In-Person	5:15 pm	5:18 pm
Roxanne Maher	Administrative Assistant	Present	In-Person	5:15 pm	5:18 pm

- III. BUSINESS OF MEETING

1. MOTION to set the Administration Committee’s Regular Meeting schedule for the 2024 Calendar Year to be the second Wednesday of the month at 5:30 p.m. in the Town Hall Annex Building as noted below:

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

January 10	February 14	March 13	April 10
May 8	June 12	July 10	August 14
September 11	October 9	November 13	December 11
January 8, 2025			

Moved by Councilor Dombrowski, seconded by Councilor Brunelle
Discussion: Councilor Garcia-Irizarry noted a draft 2024 meeting schedule for the Administration Committee has been provided this evening for review. She noted, if there were no objections, the Administration Committee would continue to meet on the second Wednesday of each month at 5:30 p.m. as noted above.

VOTE: 3 – 0 Approved and so declared

RESULT: 3 – 0 APPROVED [UNANIMOUS]

MOVER: Kevin Dombrowski, Town Councilor

SECONDER: April Brunelle, Town Councilor

AYES: April Brunelle, Kevin Dombrowski, Carmen Garcia-Irizarry

IV. COMMENTS OF COMMITTEE MEMBERS

Councilor Dombrowski stated that he looked forward to working with the members of the Administration Committee.

RESULT: COMPLETED

V. ADJOURNMENT

Councilor Dombrowski moved the meeting be adjourned, seconded by Councilor Brunelle
3 - 0 Approved and so declared, the meeting was adjourned at 5:18 p.m.

VOTE:

Respectfully submitted,

Carmen Garcia-Irizarry
Committee Chairman
Administration Committee