



TOWN OF LEDYARD CONNECTICUT

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

Administration Committee

~ AGENDA ~

Chairman
Kevin J. Dombrowski

Special Meeting

Wednesday, July 27, 2022

5:30 PM

Council Chambers, Town Hall Annex-
Hybrid Format

REMOTE MEETING INFORMATION

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

<https://us06web.zoom.us/j/85767231187?pwd=RFUxVENFT21QNTFYITI0TVNIam5hdz09>

Or by Audio Only: Telephone: +1 646 558 8656; Meeting ID: 857 6723 1187 ; Passcode: 463268

In -Person - Council Chambers- Town Hall Annex

- I CALL TO ORDER
- II. ROLL CALL
- III. CITIZENS COMMENTS
- IV. PRESENTATIONS / INFORMATIONAL ITEMS
- V. APPROVAL OF MINUTES

MOTION to approve the Administration Committee Regular Meeting Minutes of June 8, 2022.

Attachments: [ADMIN-MIN-2022-06-08.doc](#)

VII. BUSINESS OF THE MEETING

- 1. MOTION to appoint Mr. James Awrach (R) 1538 Route 12 Unite #30, Gales Ferry, to the Planning & Zoning Commission, as a Regular Member to complete a three (3) year term ending October 31, 2023 filling a vacancy left by Ms. Scanlon.

Attachments: [Resign- Scanlon-Planning & Zoning-Ltr-2022-07-14.pdf](#)

[PLANNING & ZONING ROSTER-2022-07-21.docx](#)

[Appoint Awrach -Planning & Zoning Regular Member-e-mail-2022-07-21.pdf](#)

[CGS 9-167a- MINOIRTY REPRESENTATION .docx](#)

- 2. MOTION to appoint Ms. Jessica Cobb (D) 7 Whipoorwill Drive, Gales Ferry, to the Planning & Zoning Commission, as an Alternate Member to complete a three (3) year term ending December 31, 2022 filling a vacancy left by Mr. Awrach.

Attachments: [DTC Endorse Appointment Applicaiton-Cobb-Planning & Zoning-2022-06-21.pdf](#)
[Appointment Application -Cobb- Planning & Zoning- DTC Nomination Cmt-2022-07-21.pdf](#)
[PLANNING & ZONING ROSTER-2022-07-21.docx](#)
[CGS 9-167a- MINOIRTY REPRESENTATION .docx](#)
[Resign- Scanlon-Planning & Zoning-Ltr-2022-07-14.pdf](#)
[Appoint Awrach -Planning & Zoning Regular Member-e-mail -2022-07-21.pdf](#)

IV ADJOURNMENT

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

The Agenda and Approved Minutes will be on file in the Town Clerk's Office.



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 22-110

Agenda Date: 7/27/2022

Agenda #:

MINUTES

Minutes:

MOTION to approve the Administration Committee Regular Meeting Minutes of June 8, 2022.



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, June 8, 2022

5:30 PM

Town Hall Annex Building

- I. CALL TO ORDER – The Meeting was called to order by Councilor Ingalls at 5:33 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 - ICompass Meeting Portal.

- II. ROLL CALL-

Attendee Name	Title	Status	Location	Arrived	Departed
Andra Ingalls	Committee Chairman	Present	In-Person	5:33 pm	6:00 pm
Whit Irwin	Town Councilor	Present	In-Person	5:33 pm	6:00 pm
Mary McGrattan	Town Councilor	Present	In-Person	5:33 pm	6:00 pm
Bill Saums	Town Councilor	Present	In-Person	5:33 pm	6:00 pm
S. Naomi Rodriguez	Town Councilor	Present	In-Person	5:33 pm	6:00 pm
Sheri Fernandez	Resident	Present	In-Person	5:33 pm	5:43 pm
Gay Son	Resident	Present	In-Person	5:33 pm	5:43 pm
Earl Lamb	Resident	Present	In-Person	5:33 pm	6:00 pm
Roxanne Maher	Administrative Assistant	Present	In-Person	5:33 pm	6:00 pm

- III. CITIZENS' COMMENTS

Councilor Ingalls noted before she opened the floor for Citizens Comments she wanted to remind people to keep their comments to three-minutes and to keep their comments civil.

Ms. Shari Fernandez, 60 Kings Highway, Unit #3; Gales Ferry, Kings Corner Manor, stated last month she received a notice about a Special Administration Committee Meeting. She stated on the Agenda was listed "*Discussion regarding Kings Corner Manor Tenant Letters Concerning the Housing Authority*". She stated seeing how she had filed a written complaint against a Board Member she attended the May 25, 2022 meeting. She was then blindsided when there was no discussion, but rather was informed by Councilor Ingalls that she had spoken to Housing Authority Chairman Charlie Duzy, the person whom she had filed a complaint about; Housing Authority Director Colleen Lauer of the facility at which she lived and where the incident occurred, and Councilor McGrattan, Housing Authority Liaison. She stated Councilor Ingalls stated after speaking

with these individuals that she found no evidence of verbal abuse, or reason to dismiss Mr. Duzy from his position on the Housing Authority. She stated at no time did anyone speak to her about the incident; or to any of the other residents who were present when the incident occurred. She stated even in a court of law both parties were allowed to present their evidence and witnesses. She stated she was not given this opportunity, and therefore, she found that the Councilor Ingalls' investigation was prejudicial and was sorely lacking in evidence. She stated that she ventured to guess that no one bothered to view the video from the Town Council's May 2021, when she first brought this matter to the attention of the Town Council. She stated if they had viewed meeting video they would have heard her clearly state that Charlie Duzy was yelling loudly, told her to shut up, told her she had no rights, told her that if she did not like it she could leave. She stated this behavior continued at the next two consecutive Housing Authority meetings. She stated that still they found no evidence of verbal abuse. She stated that Councilor Ingalls did admit that the three individuals she spoke to all stated that Mr. Duzy had raise his voice. She stated raising one's voice was considered unprofessional, and it also falls under the heading of misconduct. She stated by Councilor Ingalls' own admission that she believed that Mr. Duzy was guilty of misconduct. She stated that there were two sides of every story; and the truth can never be gleaned by listening to only one side. She stated there was no search for the truth in this matter and she was appalled by the lack of regard and respect that she was shown by this Committee. She concluded by stating that she wanted to leave them with the following question: *"Why is it that whenever people enter into the political or governing arena they seem to lose all sense of values, morals, principals"*.

Councilor Ingalls stated Ms. Fernandez three-minutes was up; and she asked her to stop because she moved into accusing character.

Councilor Ingalls stated they normally do not address Citizens Comments; however, she was going to address the following:

- Agenda Discussion Items – Councilor Ingalls stated when a discussion item was listed on the Agenda, that it did not mean that it was a public discussion, with back and forth between residents and members of the Committee. She explained that the discussion was among the appointed members of the Committee. Therefore, she stated the discussion was among Administration Committee Members: Councilor McGrattan, Councilor Irwin and herself. She stated the courtesy was often extend to other elected Councilors. She stated to clear up any confusion about what it meant that there was a *"Discussion"* that it did not mean there would be a back and forth.
- Discussions with Housing Authority Chairman Charlie Duzy, Housing Authority Director Colleen, and Councilor McGrattan – Councilor Ingalls stated she stood by the conversations she had with these individuals. She stated Councilor McGrattan was in attendance at all the meetings that Ms. Fernandez referenced. She stated that she trusted Councilor McGrattan's judgment; and that she saw no reason to dismiss Mr. Charlie Duzy. She went on to state if raising one's voice was grounds for dismissal that for goodness sakes, there would be nobody serving anywhere, ever. Ms. Fernandez stated that she did not say it was grounds for dismissal, she stated it was misconduct. Councilor Ingalls questioned whether Ms. Fernandez was looking for

Mr. Duzy to be dismissed from the Housing Authority. Ms. Fernandez stated she was not looking for Mr. Duzy to be dismissed. Councilor Ingalls questioned if the purpose of Ms. Fernandez complaint was not to dismiss Mr. Duzy, then what would she like the Administration Committee to do. Ms. Fernandez stated the purpose was to get people to hear her side of the story, nobody bothered to talk to her or to any of the tenants that heard what happened. Councilor Ingalls stated Mr. Fernandez's comments were on the record, noting that "*She found the incident prejudicial, she did not want Mr. Duzy removed*". Therefore, she stated there was no further point to this conversation.

RESULT: COMPLETED

IV. INFORMATIONAL ITEMS – None.

V. REVIEW AND APPROVAL OF PRIOR MEETING MINUTES

MOTION to approve the Special Meeting Minutes of My 25, 2022

Moved by Councilor Irwin, seconded by Councilor McGrattan

VOTE: 3 – 0 Approved and so declared

VI. OLD BUSINESS

RESULT: COMPLETED

1. Public Act 21-01- Legalization of Cannabis/Marijuana -Retail Stores and Micro-Cultivator.

Councilor Ingalls stated at the Administration Committee's May 25, 2022 Meeting the Committee approved to forward the following to the Town Council.

MOTION to recommend the Town Council submit the following question to the townspeople to be included on the ballot of the November 8, 2022 Election:

"Shall the sale of recreational marijuana be allowed in the Town of Ledyard?"

Councilor Ingalls went on to state the topic of tonight's discussion was to review the draft Information Sheet titled "*Facts to Know Regarding the Retail Sale of Adult Use of Cannabis (Senate Bill #1201)*". She explained in preparation for the November 8, 2022 Election the Land Use/Planning/Public Works Committee suggested the town provide information to the residents. She stated the *Fact Sheet* noted below was a good summary of Public Act #21-01. She went on to state that the *Fact Sheet* provided a link to Public Act #21-01 for those who were interested in reading the 300-page document. She suggested the *Fact Sheet* also include links to the following articles noting that there were also very informative:

Town and County Article – May 2022 Edition – The featured two opinions one for and one against.

Ledge Light Health District -PowerPoint

The Administration Committee reviewed the Information Sheet titled “*Facts to Know Regarding the Retail Sale of Adult Use of Cannabis* (Senate Bill #1201)” and agreed with Councilor Ingalls’ to add the two links. They also discussed publishing the *Fact Sheet* in the August 2022 Events Magazine, noting that it would be the last publication before the November 8, 2022 Election. The Committee also discussed putting the *Fact Sheet* and the links on the town’s website and contacting *The Day* to see if they would publish an article regarding the Public Act 21-01. Councilor Saums suggested the Events Magazine include the *Cannabis Fact Sheet* in all of their Municipalities August, 2022 publication, noting that the information provided was not town specific.

The Committee continued by discussing the timing for the Town Council to act on the “*Ballot Question*” to be included with the November 8, 2022 Election. It was noted that in accordance with CGS 9-370 that the Town Council must vote on the question to submit to the Town Clerk no later than 60 days prior to the election; and that the Town Clerk was required to file the question as it is to appear on the voting machine ballot labels at the election to the Office of the Secretary of the State at least 45 days prior to election.

Councilor McGrattan questioned the process if the townspeople do not approve the “*Ballot Question*”; and if they approve the question. She suggested they contact the Town Attorney to be sure the town was following the correct process.

The following processes would be required.

- Approve the Question – The Planning & Zoning Commission would be required to draft Zoning Regulation to designate the areas of town where the retail cannabis stores could be located; etc.
- Do not approve the Question – The Town Council would draft an Ordinance prohibiting retail cannabis stores in town. In addition, the Planning & Zoning Commission would also need to draft Zoning Regulations to do the same.

DRAFT: 3/30/2022 6/8/2022

On the November 8, 2022 Mid-Term Election the following question will be presented to Ledyard Voters:

“Shall the sale of recreational marijuana be allowed in the Town of Ledyard?”

Facts to Know Regarding the Retail Sale of Adult Use of Cannabis
(Senate Bill #1201)

On June 22, 2021 Governor Lamott signed Senate Bill #1201 “*An Act Concerning Responsible and Equitable Regulation of Adult-Use Cannabis*”. The Law is slated to become effective in stages.

Local referendum (Sections 83-84):

Effective July 1, 2021, if at least 10% of a municipalities electors petition for a vote to allow certain marijuana sales it must be done at least 60 days before a regular election. If met, the municipality must hold a referendum to determine whether to allow: (1) the recreational sale of marijuana in the municipality; or (2) the sale of marijuana in one or more of the cannabis establishment license types. The law specified specific language to be used in the referendum question.

Retail Sales:

Retail sales of cannabis is scheduled to begin in Connecticut by the end of 2022. The sale, manufacture, and cultivation of cannabis (aside from home grown) requires a license from the state. Products that contain delta-8-THC, delta-9-THC, or delta-10-THC are considered cannabis and may only be sold by licensed retailers. Individuals who are not licensed by the state may gift cannabis to others but may not sell it. Individuals may not gift cannabis to another individual who has "paid" or "donated" for another product.

For the first 30 days after cannabis retailers or hybrid retailers open, the law allows municipalities, to charge the retailer up-to \$50,000 for any necessary and reasonable municipal costs for public safety services related to the opening (such as for directing traffic).

Municipalities and Zoning:

Local officials will play an important role in the implementation of cannabis legalization. For example, local officials can control the number and locations of cannabis retailers through zoning. Municipalities can also determine where smoked or vaped cannabis can be consumed (e.g. in city parks or beaches, or on sidewalks or streets).

Until June 30, 2024, the bill prohibits municipalities from granting zoning approval for more retailers or micro-cultivators than a number that would allow for one retailer and one micro-cultivator for every 25,000 municipal residents as determined by the most recent decennial census.

Municipal Cannabis Tax (Sections 126—127):

The law imposes a 3% municipal sales tax (in addition to the state cannabis tax established at 6.35%) on the gross receipts from the sale of cannabis by a cannabis or hybrid retailer or micro-cultivator.

Under the law, "gross receipts" means the total amount received from cannabis sales by the retailer or micro-cultivator. The tax must be collected from consumers at the time of sale and be held in trust until remitted to the municipality. The law exempts from the

municipal sales tax: (a) cannabis for palliative use;(b) sales of cannabis by a delivery service to a consumer; and (c) the transfer of cannabis to a transporter for transport to any cultivator, micro-cultivator, food and beverage manufacturer, product manufacturer, product packager, dispensary regulating the delivery of cannabis of any form. In addition, the law prohibits municipalities from negotiating or entering into local host agreements.

Tax structure:

- (1) Includes a 3% municipal sales tax, which will be directed to the town or city where the retail sale occurred;
- (2) Includes a 6.35% state sales tax that will be based on the THC content of the product, which will be 2.75 cents per milligram of THC for cannabis edibles; 0.625 cents per milligram of THC for cannabis flower; and 0.9 cents per milligram of THC for all other product types. This means that Connecticut generally will have about a 4% lower tax rate than New York and about the same as Massachusetts.

Under the law, the sales tax remitted will become part of the municipality's general revenue and must be used for the following purposes:

- (a) Streetscape improvements and other neighborhood developments in communities where cannabis or hybrid retailers or micro-cultivators are located;
- (b) Education programs for youth, employment, and training programs in the municipality;
- (c) Services for individuals living in the municipality who were released from DOC custody, probation, or parole;
- (d) Mental health or addiction services; e) youth service bureaus and municipal juvenile.

The 6.35% State Sales Tax may be used to:

- (a) Support economic opportunities in targeted communities: Portions of the revenue obtained from retail sales of cannabis will be directed to communities that have been most negatively impacted by the war on drugs through the creation of the Social Equity and Innovation Fund. Funding from this account will be appropriated for use by the Social Equity Council to provide business capital, technical assistance for business start-ups and operations, workforce education, and community investments. These investments will not be limited to the cannabis market.
- (b) Support substance misuse prevention and recovery services: Portions of the revenue obtained from retail sales of cannabis will be directed to support substance misuse prevention, treatment, and recovery services through the creation of the Prevention and Recovery Services Fund. Connecticut's health agencies, including the Department of Public Health, Department of Mental Health and Addiction Services, and Department of Children and Families will launch new programs and initiatives regarding prevention, treatment, and recovery in regard to cannabis.
- (c) Prevent underage use: The law adapts the state's strong framework regarding preventing access to alcohol by minors in the context of cannabis. For example, it will be a Class A

misdeemeanor to sell or provide cannabis to a person under 21 years old. In addition, an individual allowing someone under 21 years old to loiter at a cannabis store will receive a \$1 ,000 fine on the first offense with subsequent offenses as a Class B misdemeanor. It will be a Class D misdemeanor for a person under the age of 21 to lie about their age or use a fake ID in an attempt to buy cannabis. Delivery services will be required to use online ID and age verification.

State parks and beaches: Cannabis use is prohibited in state parks, state beaches, and on state waters.

Smoking Prohibited: The legislation has extended the same restrictions of smoking cigarettes to smoking cannabis as provided in CGS 19-341.

More Information can be found by visiting:

<https://www.cga.ct.gov/2021/BA/PDF/2021SB-01201-R02SS1-BA.PDF>

Town and County Article – May 2022 Edition

Ledge Light Health District

MOTION to forward to the Town Council for consideration and approval the “***Facts to Know Regarding the Retail Sale of Adult Use of Cannabis*** (Senate Bill #1201)” as presented in the draft dated June 8, 2022 in the August, 2022 to be included Events Magazine Publication in preparation for the November 8, 2022 “*Ballot Question*”.

Moved by Councilor Ingalls, seconded by Councilor McGrattan

Discussion: (See above)

VOTE: 3 – 0 Approved and so declared

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

2. ADJOURNMENT

Councilor Ingalls moved the meeting be adjourned, seconded by Councilor Irwin

VOTE: 3 - 0 Approved and so declared, the meeting was adjourned at 6:31 p.m.

Respectfully submitted,

Andra Ingalls
Committee



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 22-143

Agenda Date: 7/27/2022

Agenda #: 1.

APPOINTMENT

Motion/Request:

MOTION to appoint Mr. James Awrach (R) 1538 Route 12 Unite #30, Gales Ferry, to the Planning & Zoning Commission, as a Regular Member to complete a three (3) year term ending October 31, 2023 filling a vacancy left by Ms. Scanlon.

Background:

Ms. Scanlon resigned from the Planning & Zoning Commission, as she would be moving out of town (please see attached resignation letter dated 7/20/2022).

Administrative Notes:

The Planning & Zoning Commission currently has one Regular Member vacancy.(see attached Roster).

Mr. Awrach has been serving on the Planning & Zoning Commission as a Alternate Member. The Planning & Zoning Commission has requested Mr. Awrach be moved from an Alternate Member to a Regular Member to fill Ms. Scanlon's vacancy.

Nominating Committee Recommendation:

From: Capon, J Anthony <tcapon@pitt.edu>
Sent: Thursday, July 21, 2022 8:40 AM
To: Roxanne Maher <council@ledyardct.org>
Subject: Fw: PZC Vacancy

And Andra responded the same day and asked me if I had discussed it with Jim. I said I had.

TC

From: Capon, J Anthony <tcapon@pitt.edu>
Sent: Thursday, July 21, 2022 8:37 AM
To: Roxanne Maher <council@ledyardct.org>
Subject: Fw: PZC Vacancy

Hi Roxanne,

On June 22 I sent an email to Kevin and Andra recommending that Jim Awrach be appointed to fill Katie Scanlan's unexpired term as a regular member. I have forwarded the relevant part of that email.

Tony

From: Capon, J Anthony

Sent: Wednesday, June 22, 2022 9:37 AM

To: Kevin J. Dombrowski <KJDom@ledyardct.org>; Andra Ingalls <aingalls@ledyardct.org>

Subject: PZC Vacancy

Katie Scanlan is resigning from the commission after our July meeting because she and her husband are moving to East Lyme. Jim Awrach is the longest serving alternate and I recommend that he be appointed to fill the remainder of Katie's term as a regular member.

Tony

(Please see attached e-mail dated 7/21/2022)

Minority Representation - CGS 9-167a:

In accordance with Chapter IV; Section 8 of the Town Charter "Except as otherwise provided for in this Charter, the Town Council may appoint members to fill vacancies in other offices, boards, and commissions established by this Charter and by ordinance as vacancies may occur, and appointing members to such offices, boards, and commissions as may be created in the future. Such appointments shall be made by the Town Council for such terms and upon such conditions as provided in the respective ordinance".

Chapter IV, Section 9: "In making appointments and removals, the Town Council shall act by the affirmative votes of at least a majority of all its members.

All members of boards, commissions, and committees contained in this Charter, or subsequently created under this Charter, except members of the Building Code Board of Appeals, the Fire Marshal, and the Deputy Fire Marshal(s), shall be electors of the Town at the time of their appointment and during their terms of office."

Connecticut General Statutes

Sec. 9-167a. Minority representation. (a) (1) Except as provided in subdivision (2) of this subsection, the maximum number of members of any board, commission, legislative body, committee or similar body of the state or any political subdivision thereof, whether elective or appointive, who may be members of the same political party, shall be as specified in the following table:

Total Membership	Maximum from One Party
3	2
4	3
5	4
6	4
7	5
8	5
9	6
More than 9 Two-thirds of total membership	

(2) The provisions of this section shall not apply (A) to any such board, commission, committee or body whose members are elected wholly or partially on the basis of a geographical division of the state or political subdivision, (B) to a legislative body of a municipality (i) having a town meeting as its legislative body or (ii) for which the charter or a special act, on January 1, 1987, provided otherwise or (C) to the city council of an unconsolidated city within a town and the town council of such town if the town has a town council and a representative town meeting, the town charter provides for some form of minority representation in the election of members of the representative town meeting, and the city has a city council and a body having the attributes of a town meeting or (D) to the board of directors and other officers of any district, as defined in section 7-324, having annual receipts from all sources not in excess of two hundred fifty Thousand dollars.

(b) Prior to any election for or appointment to any such body, the municipal clerk, in cases of elections, and the appointing authority, in cases of appointments, shall determine the maximum number of members of any political party who may be elected or appointed to such body at such election or appointment. Such maximum number shall be determined for each political party in the following manner: From the number of members of one political party who are members of such body at the time of the election or appointment, subtract the number of members of such political party whose terms expire prior to the commencement of the terms for which such election or appointment is being held or made and subtract the balance thus arrived at from the appropriate number specified in column II of subsection (a) of this section.

Katie Scanlon
429 Colonel Ledyard Highway
Ledyard, CT 06339
July 14, 2022

Patty Riley
Town Clerk
Town of Ledyard
741 Colonel Ledyard Highway
Ledyard, CT 06339

Dear Ms. Riley:

It is with regret that I submit my resignation from the Ledyard Planning and Zoning Commission effective on July 22, 2022.

I am grateful for having had the opportunity to serve on the commission over the last few years, and although I am moving to East Lyme and starting my family, I will be interested to follow all the good work being done in Ledyard.

Sincerely,



Katie Scanlon
Vice-Chair, Planning and Zoning

CC:

Tony Capone, Chair of the Planning and Zoning Commission
Roxanne Maher, Admin. Assistant to the Town Council
Naomi Rodriguez, Chair of the Ledyard DTC

PLANNING & ZONING COMMISSION

	Name	Term Expiration
D	Vacant (Scanlon, M. Katie)	10/31/2023
D	Wood Marcelle (Marty) 11 South Glenwoods Road Gales Ferry, Connecticut 06335	10/31/2024
D	Capon, J.A. Tony (Chairman) 37 Silas Dean Road Ledyard, Connecticut 06339	12/31/2024
R	Baudro, Thomas 135 Whalehead Road Gales Ferry, Connecticut 06335	10/ 31/ 2022
R	Whitescarver, Paul 6 Stoddards View Gales Ferry, Connecticut 06335	12/ 31/ 2023

ALTERNATES

U	Craig, Howard 64 Stoddards View Gales Ferry, Connecticut 06335	10/31/2023
R	Awrach, James 1538 Route 12 – Unit #30 Gales Ferry, Connecticut 06335	12/31/2023
D	St. Vil Gary 2 Thomas Street Ledyard, Connecticut 06339	12/ 31/ 2022

Town Council Appointment	3 Year Term	5 Reg. Members 3 Alt. Members
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Zoning Citation Officer

Rowe, Frank (860) 464-7355
8 Ledyard Lane

Roxanne Maher

From: Capon, J Anthony <tcapon@pitt.edu>
Sent: Thursday, July 21, 2022 8:38 AM
To: Roxanne Maher
Subject: Fw: PZC Vacancy

Hi Roxanne,

On June 22 I sent an email to Kevin and Andra recommending that Jim Awrach be appointed to fill Katie Scanlan's unexpired term as a regular member. I have forwarded the relevant part of that email.

Tony

From: Capon, J Anthony
Sent: Wednesday, June 22, 2022 9:37 AM
To: Kevin J. Dombrowski <KJDom@ledyardct.org>; Andra Ingalls <aingalls@ledyardct.org>
Subject: PZC Vacancy

Katie Scanlan is resigning from the commission after our July meeting because she and her husband are moving to East Lyme. Jim Awrach is the longest serving alternate and I recommend that he be appointed to fill the remainder of Katie's term as a regular member.

Tony

Sec. 9-167a. Minority representation. (a)(1) Except as provided in subdivision (2) of this subsection, the maximum number of members of any board, commission, legislative body, committee or similar body of the state or any political subdivision thereof, whether elective or appointive, who may be members of the same political party, shall be as specified in the following table:

COLUMN I	COLUMN II
Total Membership	Maximum from One Party
3.....	2
4.....	3
5.....	4
6.....	4
7.....	5
8.....	5
9.....	6
More than 9.....	Two-thirds of total membership

(2) The provisions of this section shall not apply (A) to any such board, commission, committee or body whose members are elected wholly or partially on the basis of a geographical division of the state or political subdivision, (B) to a legislative body of a municipality (i) having a town meeting as its legislative body, or (ii) for which the charter or a special act, on January 1, 1987, provided otherwise, (C) to the city council of an unconsolidated city within a town and the town council of such town if the town has a town council and a representative town meeting, the town charter provides for some form of minority representation in the election of members of the representative town meeting, and the city has a city council and a body having the attributes of a town meeting, or (D) to the board of directors and other officers of any district, as defined in section 7-324, having annual receipts from all sources not in excess of two hundred fifty thousand dollars.

(b) Prior to any election for or appointment to any board, commission, legislative body, committee or similar body of the state or any political subdivision thereof, the municipal clerk, in cases of elections, and the appointing authority, in cases of appointments, shall determine the maximum number of members of any political party who may be elected or appointed to such body at such election or appointment. Such

maximum number shall be determined for each political party in the following manner: From the number of members of one political party who are members of such body at the time of the election or appointment, subtract the number of members of such political party whose terms expire prior to the commencement of the terms for which such election or appointment is being held or made and subtract the balance thus arrived at from the appropriate number specified in column II of subsection (a) of this section.

(c) In the case of any election to any such body, the winner or winners shall be determined as under existing law with the following exception: The municipal clerk shall prepare a list of the candidates ranked from top to bottom according to the number of votes each receives; when the number of members of any one political party who would be elected without regard to this section exceeds the maximum number as determined under subsection (b) of this section, only the candidates of such political party with the highest number of votes up to the limit of such maximum shall be elected, and the names of the remaining candidates of such political party shall be stricken from the list. The next highest ranking candidates shall be elected up to the number of places to be filled at such election.

(d) If an unexpired portion of a term is to be filled at the same time as a full term, the unexpired term shall be deemed to be filled before the full term for purposes of applying this section. At such time as the minority representation provisions of this section become applicable to any board, commission, committee or body, any vacancy thereafter occurring which is to be filled by appointment shall be filled by the appointment of a member of the same political party as that of the vacating member.

(e) Nothing in this section shall be construed to repeal, modify or prohibit enactment of any general or special act or charter which provides for a greater degree of minority representation than is provided by this section.

(f) Nothing in this section shall deprive any person who is a member of any such body on July 1, 1960, of the right to remain as a member until the expiration of his term.

(g) For the purposes of this section, a person shall be deemed to be a member of the political party on whose enrollment list his name appears on the date of his appointment to, or of his nomination as a candidate for election to, any office specified in subsection (a) of this section, provided any person who has applied for erasure or transfer of his name from an enrollment list shall be considered a member of the party from whose list he has so applied for erasure or transfer for a period of three months from the date of the filing of such application and provided further any person whose candidacy for election to an office is solely as the candidate of a party other than the party with which he is enrolled shall be deemed to be a member of the party of which he is such candidate.

(h) For the purposes of this section, the appointing authority for any member of any board or commission shall notify all other appointing authorities for members of such board or commission of each appointment made, including the name, town of residence and political affiliation of the person appointed, not later than five calendar days after such appointment. Such notification may be transmitted by electronic means.

(1959, P.A. 665; 1963, P.A. 592; P.A. 76-173, S. 1; P.A. 77-245, S. 4; P.A. 85-333, S. 1, 2; P.A. 86-400, S. 1, 2; P.A. 87-498, S. 1, 2; P.A. 89-370, S. 14, 15; P.A. 97-154, S. 8, 27; P.A. 16-185, S. 15.)

History: 1963 act added new Subsec. (g) setting forth how membership in a political party is determined for purposes of the section; P.A. 76-173 in Subsec. (d) deleted reference to vacancies to be filled by election, in Subsec. (e) added nothing to “prohibit enactment of” to repeal or modify, and added “charter” to general or special act providing for greater degree of minority representation; P.A. 77-245 changed “town” to “municipal” clerk where appearing; P.A. 85-333 applied section to municipal legislative bodies, except for a municipality having a town meeting as the legislative body, effective January 1, 1986, and applicable to elections held on or after that date; P.A. 86-400 restructured Subsec. (a) to place exceptions in a separate subdivision and added exception for town and city councils in unconsolidated cities within towns under stated circumstances; P.A. 87-498 added, in Subsec. (a)(2), “or (ii) for which the charter or a special act, on January 1, 1987, provided otherwise”; P.A. 89-370 exempted board of directors and other officers of any district, as defined in Sec. 7-324, having annual receipts from all sources not in excess of \$250,000 from provisions of section; P.A. 97-154 amended Subsec. (g) by changing period during which applicant for erasure or transfer shall be considered a party member, from six months to three months from application filing date, effective July 1, 1997; P.A. 16-185 amended Subsecs. (a)(2), (b) and (c) to make technical changes and added Subsec. (h) re notification by appointing authority of each appointment made, effective June 7, 2016.



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 22-144

Agenda Date: 7/27/2022

Agenda #: 2.

APPOINTMENT

Motion/Request:

MOTION to appoint Ms. Jessica Cobb (D) 7 Whippoorwill Drive, Gales Ferry, to the Planning & Zoning Commission, as an Alternate Member to complete a three (3) year term ending December 31, 2022 filling a vacancy left by Mr. Awrach.

Background:

Ms. Cobb has been an active member of the community, serving on the Parks & Recreation Commission.

Ms. Cobb has expressed an interest in serving on the Planning & Zoning Commission. She has a Bachelors of Science in Geosciences, Certificate of Achievement in Inland Wetland Agency Comprehensive Training Program and a Certificate in Web Development (see attached Resume').

Administrative Notes:

Ms. Scanlon resigned from the Planning & Zoning Commission, as she would be moving out of town (please see attached resignation letter dated 7/14/2022).

The Planning & Zoning Commission recommended Alternate Member James Awrach be moved to a Regular Member to fill Ms. Scanlon's vacancy leaving ; leaving an Alternate Member Vacancy on the Commission.

The Democratic Nominating Committee has recommended the appointment of Ms. Jessica Cobb to fill the vacancy on the Planning & Zoning Commission

Nominating Committee Recommendation:

From: So Rodriguez <ledyarddtcncnaomi@comcast.net>

Sent: Thursday, July 21, 2022 8:59 AM

To: Roxanne Maher <council@ledyardct.org>

Subject: P & Z Candidate for Opening Vacancy

Good Morning Roxanne,

The DTC Nominating Committee has voted on 7/20/22 to forward/recommend Jessica Cobb fill the open vacancy left by Katie Scanlon for the Planning and Zoning Commission. Attached please find Jessica Cobb's application, resume and a certificate. Thank you.

Respectfully,

Naomi Rodriguez, Chair

DTC Nominating Committee

(Please see attached e-mail dated 7/21/2022)

Minority Representation - CGS 9-167a:

In accordance with Chapter IV; Section 8 of the Town Charter “Except as otherwise provided for in this Charter, the Town Council may appoint members to fill vacancies in other offices, boards, and commissions established by this Charter and by ordinance as vacancies may occur, and appointing members to such offices, boards, and commissions as may be created in the future. Such appointments shall be made by the Town Council for such terms and upon such conditions as provided in the respective ordinance”.

Chapter IV, Section 9: “In making appointments and removals, the Town Council shall act by the affirmative votes of at least a majority of all its members.

All members of boards, commissions, and committees contained in this Charter, or subsequently created under this Charter, except members of the Building Code Board of Appeals, the Fire Marshal, and the Deputy Fire Marshal(s), shall be electors of the Town at the time of their appointment and during their terms of office.”

Connecticut General Statutes

Sec. 9-167a. Minority representation. (a) (1) Except as provided in subdivision (2) of this subsection, the maximum number of members of any board, commission, legislative body, committee or similar body of the state or any political subdivision thereof, whether elective or appointive, who may be members of the same political party, shall be as specified in the following table:

Total Membership	Maximum from One Party
3	2
4	3
5	4
6	4
7	5
8	5
9	6
More than 9 Two-thirds of total membership	

(2) The provisions of this section shall not apply (A) to any such board, commission, committee or body whose members are elected wholly or partially on the basis of a geographical division of the state or political subdivision, (B) to a legislative body of a municipality (i) having a town meeting as its legislative body or (ii) for which the charter or a special act, on January 1, 1987, provided otherwise or (C) to the city council of an unconsolidated city within a town and the town council of such town if the town has a town council and a

representative town meeting, the town charter provides for some form of minority representation in the election of members of the representative town meeting, and the city has a city council and a body having the attributes of a town meeting or (D) to the board of directors and other officers of any district, as defined in section 7-324, having annual receipts from all sources not in excess of two hundred fifty Thousand dollars.

(b) Prior to any election for or appointment to any such body, the municipal clerk, in cases of elections, and the appointing authority, in cases of appointments, shall determine the maximum number of members of any political party who may be elected or appointed to such body at such election or appointment. Such maximum number shall be determined for each political party in the following manner: From the number of members of one political party who are members of such body at the time of the election or appointment, subtract the number of members of such political party whose terms expire prior to the commencement of the terms for which such election or appointment is being held or made and subtract the balance thus arrived at from the appropriate number specified in column II of subsection (a) of this section.

Roxanne Maher

From: So Rodriguez <ledyarddtcncnaomi@comcast.net>
Sent: Thursday, July 21, 2022 8:59 AM
To: Roxanne Maher
Subject: P & Z Candidate for Opening Vacancy
Attachments: JessCobbApp.jpeg; Jessica Cobb Cert.jpeg; Jessica Cobb Resume.jpeg

You don't often get email from ledyarddtcncnaomi@comcast.net. [Learn why this is important](#)

Good Morning Roxanne,

The DTC Nominating Committee has voted on 7/20/22 to forward/recommend Jessica Cobb fill the open vacancy left by Katie Scanlon for the Planning and Zoning Commission. Attached please find Jessica Cobb's application, resume and a certificate. Thank you.

Respectfully,

Naomi Rodriguez, Chair
DTC Nominating Committee

LEDYARD TOWN COMMITTEE APPLICATION

FROM:

☒ DTC

☐ RTC

☐ OTHER

SUBJECT: RECOMMENDATION FOR APPOINTMENT

Planning and Zoning Commission

TO FILL VACANCY LEFT BY: Katie Scallion/James Awack

FOR A PERIOD ENDING: 10/31/23

NAME: Jessica Cobb

ADDRESS: 7 Whippoorwill Dr, Gales Ferry

HOW LONG 4 1/2 YEARS

TELEPHONE: 951-212-8477

PARTY AFFILIATION: ☒ D ☐ R ☐ U (CIRCLE ONE)

INTERVIEWED BY: Naomi Rodriguez DATE: 7/20/22

BACKGROUND/ QUALIFICATIONS:

Bachelor's in Geosciences w/ GIS 2022

RESUME ATTACHED: ☒ YES ☐ NO

LETTER RECOMMENDATION ATTACHED: YES

☒ NO

Jessica Cobb

7 Whippoorwill Dr. Gales Ferry, CT 06335 • (951) 212-8477

jessilynn.p.cobb@gmail.com • <https://sketch.maps.arcgis.com/>

I have completed a degree in Geosciences with a Concentration in GIS. I am seeking work in conservation, energy, or resource management. Coursework related to the GIS concentration includes Intro to GIS, Remote Sensing, Geospatial Programming, and Spatial Analysis. Major coursework completed includes Chemistry, Physics and Geology and the associated labs, Atmospheric Science, Earth Systems Science, Geo-statistics, Geosciences Methodologies, Natural Resources, Ethics and Leadership in the Geosciences, Python for ArcGIS, and Geohazards. Coursework has included preparing map analysis, environmental proposals, educational materials, and research projects. I am always looking for a challenge and thrive when learning new things, and I am eager to start gaining experience in the environmental field.

Volunteer

April 2018- January 2020	Soccer coach- Ledyard Soccer Club
June 2020- Present	Commission member – Ledyard Parks and Recreation Commission

Education

BS in Geosciences w/ Conc in GIS
May 2018-December 2021, SNHU

Certificate in Web Development
May 2013 – December 2015, Tidewater Community College

BFA Entertainment Art/ Animation Aug 2002-
May 2008, California State University, Fullerton

Technical Experience

Platforms: Macintosh, PC, Linux, iOS, Android

Code/CMS: HTML/CSS, Drupal, Wordpress, Python

Software: Adobe Suite; Microsoft Office Suite; Google Suite; Atlassian Jira, Bitbucket; Autodesk Maya, AutoCAD Civil 3d; Sketch; Balsamiq Mockups; ArcGIS Pro, ArcMap, ESRI Story Maps, ArcGIS Online

Work experience

Jan '22 – Present	<u>Contractor - Project Administrator</u>
Docko, Inc.	As a project administrator, I support the Principal Engineer in preparing application packets for clients and bid packets for building contractors.
Jan '12- Sept '18	<u>Owner, Freelance Media Design and Web Development</u>
Sketch Fin Media Services	As a QA tester/ UX designer I have written manual testing scripts for over 20 individual projects in Drupal, Meteor, and mobile platforms for post-update regression tests. I reported errors and reproduction steps with supporting screenshots or video.
Feb '08- Feb '10	<u>Scuba Charters Coordinator, Sales Associate, Scuba and Bicycle Departments</u>
Sport Chalet Mira Loma, CA	As a sales associate in the scuba and bicycle departments I had technical knowledge of products and services provided by Sport Chalet and performed technical tasks with shop equipment. I earned a promotion to Scuba Charters Coordinator where I held simultaneous responsibilities for scheduling dive trips on 5-7 vessels, communicating availability with 47 stores, and assisting coordination between Sport Chalet corporate managers, the professional scuba training staff, and vessel operators via telephone and email. While there, I was able to automate the process for sending out the daily availability report.
Jan '06 – Feb '07	<u>Sales Associate and Framer</u>
Aaron Brothers Art and Framing, Orange, CA	Retail associate and Custom framing
Summers '05- '08	<u>Lifeguard II (Instructor) '05-06, Lifeguard III (Supervisor)'07, Aquatics Manager '08</u>
City of Norco, Parks and Rec Department Norco, CA	As a lifeguard, I always ensured the safety of pool patrons and staff in addition to providing swim lessons. As a supervisor, I oversaw the staff, facility operations, and customer service. As aquatics director, I did scheduling, discipline and budgeting.

Certifications: Driver's license, PADI Divemaster, DEEP CPWO, FAA TRUST

CERTIFICATE OF ACHIEVEMENT

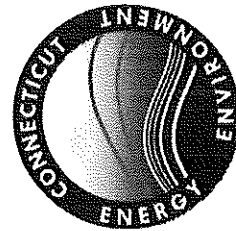
is hereby awarded pursuant to CGS section 22a-39(n) to

Jessica Cobb

for successfully completing the CT DEEP online training course titled

The Municipal Inland Wetlands Agency
Comprehensive Training Program

awarded February 28, 2022



Connecticut Department of
ENERGY AND ENVIRONMENTAL
PROTECTION
79 Elm Street
Hartford, CT 06106-5127
www.ct.gov/deep

Katherine S. Dykes
Commissioner

Katie Scanlon
429 Colonel Ledyard Highway
Ledyard, CT 06339
July 14, 2022

Patty Riley
Town Clerk
Town of Ledyard
741 Colonel Ledyard Highway
Ledyard, CT 06339

Dear Ms. Riley:

It is with regret that I submit my resignation from the Ledyard Planning and Zoning Commission effective on July 22, 2022.

I am grateful for having had the opportunity to serve on the commission over the last few years, and although I am moving to East Lyme and starting my family, I will be interested to follow all the good work being done in Ledyard.

Sincerely,



Katie Scanlon
Vice-Chair, Planning and Zoning

CC:

Tony Capone, Chair of the Planning and Zoning Commission
Roxanne Maher, Admin. Assistant to the Town Council
Naomi Rodriguez, Chair of the Ledyard DTC

Roxanne Maher

From: Capon, J Anthony <tcapon@pitt.edu>
Sent: Thursday, July 21, 2022 8:38 AM
To: Roxanne Maher
Subject: Fw: PZC Vacancy

Hi Roxanne,

On June 22 I sent an email to Kevin and Andra recommending that Jim Awrach be appointed to fill Katie Scanlan's unexpired term as a regular member. I have forwarded the relevant part of that email.

Tony

From: Capon, J Anthony
Sent: Wednesday, June 22, 2022 9:37 AM
To: Kevin J. Dombrowski <KJDom@ledyardct.org>; Andra Ingalls <aingalls@ledyardct.org>
Subject: PZC Vacancy

Katie Scanlan is resigning from the commission after our July meeting because she and her husband are moving to East Lyme. Jim Awrach is the longest serving alternate and I recommend that he be appointed to fill the remainder of Katie's term as a regular member.

Tony