



# TOWN OF LEDYARD

## Administration Committee

### Meeting Minutes

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

Chairman S. Naomi  
Rodriguez

#### Regular Meeting

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Wednesday, November 8, 2023

5:30 PM

Town Hall Annex- Hybrid Format

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In -Person Location goes here

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

**<https://us06web.zoom.us/j/83563832246?pwd=uNO6vBzzx2E2kl3JNe947LXAQgkZmv.1>**

**Or by Audio Only: Telephone: +1 646 558 8656; Meeting ID: 835 6383 2246; Passcode: 387753**

#### I CALL TO ORDER

the Meeting was called to order by Councilor Ingalls at 5:30 p.m.  
at the Council Chambers Town Hall Annex Building.

Councilor Ingalls welcomed all to the Hybrid Meeting. She stated for the Town Council Administration Committee and members of the Public who were participating via video conference that the remote meeting information was available on the Agenda that was posted on the Town's Website - Granicus-Legistar Meeting Portal.

**Present:** Councilor Andra Ingalls  
Councilor Mary K. McGrattan  
Councilor Whit Irwin

#### II. ROLL CALL

**Present:** Councilor Andra Ingalls  
Councilor Mary K. McGrattan  
Councilor Whit Irwin

In addition, the following were present:

S. Naomi Rodriguez Town Councilor  
Jessica Buhle Councilor Elect  
Karen & Keith Parkinson Residents  
Roxanne Maher Administrative Assistant

#### III. RESIDENTS & PROPERTY OWNERS COMMENTS

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

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

- (1) **Licensure** - Mrs. Parkinson stated that there appeared to be miscommunication and misinformation combined with misunderstanding of the scope of service and the required licensure. She stated without licensure, there was the red flag word called *Liability*, which has not been mentioned. She explained that this position *required a Masters Degree*, because the position required that "*Appropriate candidates must also have a professional license in their professional field*" She went on to explain that the candidate must have completed the *Supervisor Education and Training* required by their profession to provide supervision toward the licensing of unlicensed staff and students.

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

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

- (2) **Supervision After Hours** - Mrs. Parkinson stated to clarify a comment by the Mayor about supervision "*after hours*" that the current supervisor was available by phone in the evenings and even on her vacations for any issue of the practicing graduate student. "*On site presence*" of the supervisor was not required by the University.
- (3) **Mental Health Services** - Mrs. Parkinson stated that this was hardly the time to weaken Ledyard Youth and Family Services. She stated the town should be exploring ways to expand these services. She provided the article (below) that was published in the New London Day newspaper on Sunday, November 5, 2023 which reported that the Town of East Lyme was being pro-active to expand their Youth and Family Services as a matter of public safety. She stated that perhaps the next Town Council can initiate the action.

Councilor Ingalls thanked Mrs. Parkinson for her comments this evening and she explained although the Administration Committee has been requested to revisit the

proposed updates to the Youth Services Coordinator Job Description that the Administration Committee would be consider removing the job description from their agenda later this evening.

IV. PRESENTATIONS / INFORMATIONAL ITEMS

None.

V. APPROVAL OF MINUTES

MOTION to approve the Administration Committee Minutes of October 11, 2023.

Moved by Councilor Irwin, seconded by Councilor McGrattan

**VOTE: 3- 0 Approved and so declared**

**RESULT:** APPROVED AND SO DECLARED

**MOVER:** Whit Irwin

**SECONDER:** Mary K. McGrattan

VI. OLD BUSINESS

1. Discussion and possible action to revisit the

MOTION to Remove from the Table and Act on the

MOTION to withdraw and Remove from the Agenda the

MOTION to approve proposed updates to the Youth Services Coordinator as presented in the draft dated October 11, 2023.

Moved by Councilor Irwin, seconded by Councilor McGrattan

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

**VOTE: 3 - 0 Approved and so declared**

**RESULT:** APPROVED AND SO DECLARED

**MOVER:** Whit Irwin

**SECONDER:** Mary K. McGrattan

**AYE:** 3 Ingalls, McGrattan and Irwin

2. Any other Old Business proper to come before the Committee

None

## VII. NEW BUSINESS

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

Moved by Councilor Irwin, seconded by Councilor McGrattan

Discussion: Councilor Ingalls stated Mr. Miello mentioned on his Appointment Application that because he had some planning and zoning challenges, that he became interested in volunteering to serve on the Commission. She noted that the RTC has endorsed Mr. Miello's appointment to the Planning & Zoning Commission. Councilor Ingalls also noted that Mr. Baudro indicated that he would be stepping down from the Planning & Zoning Commission at the end of his term, which was October 31, 2023. She thanked Mr. Baudro for his many years of service to the town.

**VOTE: 3 - 0 Approved and so declared**

**RESULT:** RECOMMENDED FOR APPROVAL

**MOVER:** Whit Irwin

**SECONDER:** Mary K. McGrattan

**AYE:** 3 Ingalls, McGrattan and Irwin

2. MOTION to appoint Ms. Jacquelin Baudro (R) 135 Whalehead Road, Gales Ferry, to the Planning & Zoning Commission as an Alternate Member to complete a three-year term ending October 31, 2025 filling a vacancy left by Mr. St. Vil.

Moved by Councilor McGrattan, seconded by Councilor Irwin

Discussion: Councilor Ingalls stated that Ms. Baudro has been an active member in the community, and was looking to provide service to the town in different ways. She noted Ms. Baudro's background would be a good fit for the Planning & Zoning Commission. She stated that the RTC has endorsed Ms. Baudro's appointment to the Planning & Zoning Commission.

**VOTE: 3 - 0 Approved and so declared**

**RESULT:** RECOMMENDED FOR APPROVAL

**MOVER:** Mary K. McGrattan

**SECONDER:** Whit Irwin

**AYE:** 3 Ingalls, McGrattan and Irwin

3. Discussion and possible action regarding the transition of outstanding/unfinished business items to be forwarded to the incoming Administration Committee.

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

- 4.. Any other New Business proper to come before the Committee.

None

IV ADJOURNMENT

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

Councilor Ingalls moved the meeting be adjourned, seconded by Councilor McGrattan. **VOTE: 3 - 0 Approved and so declared**, the meeting was adjourned at 5:40 p.m.

Respectfully submitted,

Andra Ingalls  
Chairman  
Administration Committee

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