



TOWN OF LEDYARD CONNECTICUT

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

Administration Committee

~ AGENDA ~

Chairman Kevin J.
Dombrowski

Regular Meeting

Wednesday, November 8, 2023

5:30 PM

Town Hall Annex- Hybrid Format

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
- II. ROLL CALL
- III. RESIDENTS & PROPERTY OWNERS COMMENTS
- IV. PRESENTATIONS / INFORMATIONAL ITEMS
- V. APPROVAL OF MINUTES

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

Attachments: [ADMIN-MIN-2023-10-11.pdf](#)

VI. OLD BUSINESS

- 1. Discussion and possible action to revisit the

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

Attachments: [Youth Service Coordinator - DRAFT-2023-10-11.doc](#)

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

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.

Attachments: [APPOINT APPL-MIELLO-PLANNING & ZONING-2023-09-14.pdf](#)
[PLANNING & ZONING-2023-09-18.pdf](#)

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.

Attachments: [PLANNING & ZONING-2023-09-18.pdf](#)
[APPOINT APPLICATION J-BAUDRO-PLANNING & ZONING-2023-10-17.pdf](#)

3. Discussion and possible action regarding the transition of outstanding/unfinished business items to be forwarded to the incoming Administration Committee.
- 4.. Any other New Business proper to come before the Committee.

IV ADJOURNMENT

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



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 23-2221

Agenda Date: 11/8/2023

Agenda #:

MINUTES

Minutes:

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



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, October 11, 2023

5:30 PM

Town Hall Annex Building

DRAFT

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

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

- II. **ROLL CALL-**

Attendee Name	Title	Status	Location	Arrived	Departed
Andra Ingalls	Committee Chairman	Present	In-Person	5:30 pm	6:09 pm
Whit Irwin	Town Councilor	Present	In-Person	5:30 pm	6:09 pm
Mary McGrattan	Town Councilor	Present	In-Person	5:30 pm	6:09 pm
Marisa Iannella- Rodriguez	Director Human Resources	Present	In-Person	5:30 pm	6:06 pm
Jennifer Smith	Library Director	Present	In-Person	5:30 pm	6:06 pm
Roxanne Maher	Administrative Assistant	Present	In-Person	5:30 pm	6:09 pm

- III. **CITIZENS COMMENTS** – None.

- IV. **RPRESENTATIONS/INFORMATIONAL ITEMS** – None.

- V. **REVIEW AND APPROVAL OF PRIOR MEETING MINUTES**

MOTION to approve the Special Meeting Minutes of September 13, 2023
Moved by Councilor Irwin, seconded by Councilor McGrattan

VOTE: 3 – 0 Approved and so declared

- VI. **OLD BUSINESS**

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

VII. NEW BUSINESS

1. MOTION to recommend the Town Council approve proposed updates to the Director of Finance Job Description as presented in the draft dated ~~September, 2021~~ **October 11, 2023**.

Moved by Councilor Irwin, seconded by Councilor McGrattan

Discussion: Director of Human Resources Marisa Iannella-Rodriguez explained that she was working to complete the process to have a number of job descriptions finalized and approved. She stated that most of the job descriptions that were being presented this evening were updated prior to her arrival in April, 2023 and were posted in a "Draft" format to advertise and fill positions. However, she stated that they were not forwarded to the Town Council at that time for their review and approval, which was the reason some of the Draft dates were from a year ago.

Councilor McGrattan noted that many of the "Director" positions were Mayor Appointments explaining that when a new Mayor was elected that they could remove those who were Department Directors, such as the Finance Director, Public Works Director, Town Clerk, and others to appoint the individuals that they would like to have on their staff. Therefore, she questioned whether this should be stated in the Job Description, so that those who were applying for a Director's position would know that upfront. Director of Human Resources Marisa Rodriguez noted that the positions that were the Mayor's direct appointments were addressed in Chapter VI of the Town Charter. She also explained that the job descriptions state that the Mayor was the Director's immediate Supervisor. Therefore, she suggested that rather than include language to address the hiring/appointing authority in the Job Descriptions that during the interview process they explain that the Director was an "At Will" position appointed by the Mayor.

Councilor Ingalls stated in reviewing the Job Descriptions that the formats were not consistent. Therefore, she stated that although she did not have any questions regarding the Finance Director's duties and responsibilities presented in the draft this evening that she would suggest that format for all the Job Descriptions being reviewed this evening be reformatted for consistency.

The Administration Committee agreed that format of the Job Descriptions should be consistent noting the following:

- Headings be **Bold** and **CAPITALIZED**
- Bullets be used to note the "Essential Job Functions"
- Include the following two statements:

- (1) *******The duties listed above are intended only as illustrative of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. *******
- (2) *******This job description does not constitute an employment agreement or contract between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*******

VOTE: 3 - 0 Approved and so declared

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

2. MOTION to recommend the Town Council approve proposed updates to the Director of Human Resources Job Description as presented in the draft dated ~~January, 2023~~ **October 11, 2023**.

Moved by Councilor Irwin, seconded by Councilor McGrattan

Discussion: Director of Human Resources Marisa Iannella-Rodriguez explained that this was the draft Job Description that was posted when she applied to the Town for the position. She stated that she was not involved in updating the job description.

The Administration Committee agreed that they did not have any questions about the duties and responsibilities that were included in the draft Job Description. They noted one punctuation which was to add a comma to a paragraph in the *Essential Job Functions* Section as noted below:

ESSENTIAL JOB FUNCTIONS:

- *Manages and evaluates the Town's employee health, dental, life insurance and benefit programs, including retirement, employee assistance and wellness programs, and deferred compensation plans. **Where necessary, work in conjunction with outside consultants or legal counsel for support in these areas***

VOTE: 3 - 0 Approved and so declared

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

3. MOTION to recommend the Town Council approve proposed updates to the Administrator of Emergency Services Job Description as presented in the draft dated ~~February, 2021~~ **October 11, 2023**.

Moved by Councilor Irwin, seconded by Councilor McGrattan

Discussion: Councilor McGrattan provided some background regarding the establishment of the Administrator of Emergency Services position. She explained during Mayor Fred Allyn's, Jr., term that he found that the emergency services volunteers needed some assistance with the paperwork and other requirements associated with the operations of the Fire Departments, and at that time, the Ledyard Volunteer Emergency Squad (LVES-Ambulance); and therefore, he worked to establish the Administrator of Emergency Services. She noted the Administrator of Emergency Services would be a paid position and would act as a Liaison between the volunteers and the Mayor's Office. She stated initially the Emergency Services Volunteers were not happy with the decision. However, she stated they have finally settled down and the operations were running smoothly.

Administrative Assistant Roxanne Maher noted that Mr. Steve Holyfield was the Administrator of Emergency Services and that he supports both the Ledyard Center Fire Department and the Gales Ferry Fire Department with preparing and submitting grant applications, purchase orders, submitting Legislative Files to the Town Council, the management of their apparatus replacement schedule and many other administrative duties to both support and to relieve the volunteers from having to do this work.

Councilor Irwin provided clarification noting that the Administrator of Emergency position was not posted, stating that the position was currently filled; and they were just updating the Job Description.

Director of Human Resources Marisa Iannella-Rodriguez stated that the town's current Administrator of Emergency Services Steve Holyfield has been working under the Job Description as presented this evening. She noted that she did not make any edits to any of the job descriptions that were being presented this evening.

The Administration Committee agreed that they did not have any questions regarding the duties and responsibilities as presented in draft Administrator of Emergency Services Job Description.

VOTE: 3 - 0 Approved and so declared

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

4. MOTION to recommend the Town Council approve proposed updates to the Building Official as presented in the draft dated ~~January, 2023~~ *October 11, 2023*.
Moved by Councilor Irwin, seconded by Councilor McGrattan
Discussion: Councilor McGrattan noted recently the town has had difficulty hiring land use officials. Therefore, she questioned whether the draft Job Description included any special licenses or certifications that would be restrictive enough to prevent someone who may have the experience but not all of the certifications from being considered for the position.

Director of Human Resources Marisa Iannella-Rodriguez stated that the language in the proposed Job Description stated that they would “prefer” certain education and certifications, as not to be too restrictive in attracting a candidate pool. She stated it has been very challenging to fill the land use official positions in Southeastern Connecticut, explaining that there was a lack of interest in this field of work.

VOTE: 3 - 0 Approved and so declared

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

5. MOTION to recommend the Town Council approve proposed updates to the Zoning and Inland Wetland Official Job Description as presented in the draft dated ~~February, 2021,~~ **2023 October 11, 2023.**

Moved by Councilor McGrattan, seconded by Councilor Irwin

Discussion: Councilor McGrattan requested clarification noting that the Zoning and Inland Wetlands Official would be supervised by the Land Use Director. Therefore, she questioned whether Juliet Hodge was the Town Planner or the Land Use Director.

Director of Human Resources Marisa Iannella-Rodriguez explained that Juliet Hodge's title was Land Use Director, noting that she was the Town Planner and provided supervision to the Zoning and Inland Wetlands Official and the Building Official.

Councilor Ingalls noted under section titled "*Experience and Training*" that the following language has been added to the Zoning and Inland Wetland Official Job Description:

Certification by the Connecticut Association of Zoning Enforcement Officers (C.A.Z.E.O) within 2 years of date of hire and certification by the Department of Environmental Protection (DEP) of having attended Inland Wetlands and Watercourses Commissioner/Agent Training - Segments I, II, III.

Councilor Ingalls noted in the past the person had to have their C.A.Z.E.O to be hired for the Zoning and Inland Wetland Official. However, she stated that the town can now hire an individual while they were in the process of obtaining their Certifications while they were working in field.

VOTE: 3 - 0 Approved and so declared

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

6. MOTION to recommend the Town Council approve proposed updates to the Youth Services Coordinator as presented in the draft dated ~~September 13, 2023~~ **October 11, 2023.**

Moved by Councilor Irwin, seconded by Councilor McGrattan

Discussion: Councilor Ingalls noted that the Supervisor of the Youth Services Coordinator was being changed from the Mayor to the Nursing Administrator.

Director of Human Resources Marisa Iannella-Rodriguez explained the Supervisor was changed from the Mayor to the Nursing Administrator to provide more focused oversight.

Councilor McGrattan stated with the discontinuation of the Ledyard Visiting Nurse Association that the town no longer had a Nursing Administrator. Ms. Rodriguez stated that Karen Goetchuis was the Nursing Administrator. Councilor McGrattan stated it was her understanding that Ms. Goetchuis was overseeing the School Nurses and that she was also the Municipal Agent for the Senior Citizens Center.

The Administration Committee reviewed the Job Description noting the following:

NATURE OF WORK

*This ~~is highly responsible, professional and administrative~~ work **includes** developing, implementing, supervising and evaluating education, counseling, and services for youth and their families. The Youth Services Coordinator ensures and provides counseling, therapy, and intervention services for “at-risk” (i.e. truant, delinquent, neglected, abused) children, youth, and their families*

Councilor McGrattan addressed the section titled “*Experience and Training*” and the requirement to have a Master’s Degree. She commented that the town may have difficulty replacing Youth Services Coordinator Kate Sikorski-Maynard, noting that she did not have a Master’s Degree when she began working for the town. She went on to note that the town had difficulty finding Counselors with a Bachelor’s Degree to fill the per diem positions that were added using the American Rescue Plan Act (ARPA) Funding. She suggested they strike the word “~~Possession of~~” and state the following: “*Master’s Degree is preferred*”.

Director of Human Resources Marisa Iannella-Rodriguez agreed that making those language changes would provide some flexibility in working to fill the position in the future.

Councilor Ingalls stated because of Ms. Sikorski-Maynard’s education the town has been able to utilize intern College Students who were in the Master’s Program because Ms. Sikorski-Maynard could supervise them. However, she stated someone with a lower qualification would not be able to provide that level of oversight; and therefore, Ledyard would lose out on that opportunity. She stated when she served on the Social Services Board, which was over ten-years ago, that Ms. Sikorski-Maynard had her Master’s Degree at that time and was supervising students who were working on their Internship. She stated that she agreed with the thought that requiring a Master’s Degree could potentially be too restrictive in trying to fill the position in the future. However, she stated, should the town lose Ms. Sikorski-Maynard that the town would have to reevaluate the service and the climate, noting that this would be true for any position. Councilor McGrattan stated that she agreed noting that many positions have evolved over time. Councilor Ingalls stated that she would agree with using the word “*preferred*” as noted below:

EXPERIANNCE AND TRAINING

*~~Possession of~~ a Master’s Degree **is preferred** in counseling, marriage and family therapy, psychology, social work, or a closely related field, and four years of full-time employment experience serving youth and families. Appropriate candidates will also hold a professional license in their professional field. In addition, candidates must have completed the Supervisor Education and Training required by their profession to provide supervision toward licensing of unlicensed staff and students”.*

Director of Human Resources Marisa Iannella- Rodriguez stated that the Administration Committee made some good points this evening. However, she stated that the town was not trying to recruit at this time, noting that they were working to clean-up the Job Description and finalize what they have in-place, stating that the proposed job description updates reflected what the town currently had. She stated when they have to recruit to fill this position that they could review the job description relative to the town’s needs at that time.

She explained when the town advertised a job opening that they could change the education or other requirements in the description, while they were working to develop the formal job description.

Councilor Irwin stated he agreed with the using the word “*preferred*” noting that an individual could have many years of experience that would equate to being able to supervise, and all the other functions. He noted the importance of having a balance between work experience and education.

The Administration Committee agreed to the changes they noted this evening (see above) as “*friendly amendments*”.

VOTE: 3 - 0 Approved and so declared

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

7. MOTION to recommend the Town Council approve Assistant Librarian I- Adult Services job description as presented in the draft dated ~~March, 2023~~ *October 11, 2023*.
Moved by Councilor Irwin, seconded by Councilor McGrattan
Discussion: Library Director Jennifer Smith stated the Library has been working to update the Job Descriptions to clarify the title of the positions because they were all very similar noting that they had:

- Librarian Assistants
- Assistant Librarians

Ms. Smith stated the proposed Job Description update was to change the name of the position to better reflect the job.

Councilor Ingalls addressed the section titled “*Physical Demands*” noting the following paragraph:

“The employee must be free from mental and physical disorders which would interfere with performance of duties as described and have the ability to maintain composure with the public and coworkers in everyday stressful and emergency situations.”

Councilor McGrattan stated suppose a person does have mental health issues, but was on medication and was controlled.

Director of Human Resources Marisa Iannella-Rodriguez stated the language Councilor Ingalls noted was antiquated, and she explained under the American with Disabilities Act (ADA) if someone could perform the essential duties of the position with or without an accommodation that they have to be considered for employment, which was what the town followed.

Library Director Jennifer Smith stated that the language was in place from the existing job description; and she suggested the language be consistent and in compliance with American with Disabilities Act (ADA). Ms. Iannella-Rodriguez stated it would make more sense to include language pertaining to the employees “*ability to maintain composure with the public and coworkers in everyday stressful and emergency situations.*” on the town’s employment website and not necessarily within all of the job descriptions.

The Administration Committee agreed to strike the following paragraph:

~~“The employee must be free from mental and physical disorders which would interfere with performance of duties as described and have the ability to maintain composure with the public and coworkers in everyday stressful and emergency situations.”~~

VOTE: 3 - 0 Approved and so declared

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

8. MOTION to recommend the Town Council approve the Library Associate job description as presented in the draft dated ~~March 2023~~ **October 11, 2023**.
Moved by Councilor McGrattan, seconded by Councilor Irwin
Discussion: Councilor Irwin questioned the difference between the role of the two Library Job Descriptions presents this evening.

Library Director Jennifer Smith explained the following:

- Assistant Librarians were often in-charge during her absence.
- Library Associates were part-time non-union employees who typically work 7 – 14 hours per week.

Ms. Smith stated that the main change to the Job Description was to change the name of the position, noting that it was being updated from Library Assistant to Library Associate.

The Administration Committee agreed to strike the following paragraph:

~~“The employee must be free from mental and physical disorders which would interfere with performance of duties as described and have the ability to maintain composure with the public and coworkers in everyday stressful and emergency situations.”~~

VOTE: 3 - 0 Approved and so declared

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

It was noted that although some of the Job Descriptions that were addressed this evening did not have any substantive changes, they would all be dated *October 11, 2023* because the formatting would be adjusted to provide consistency.

Councilor Ingalls thanked Ms. Rodriguez and Ms. Smith for attending tonight's meeting.

Ms. Iannella-Rodriguez and Ms. Smith left the meeting at 6:06 p.m.

9. MOTION to recommend the Town Council reappoint Mr. Eric Treaster (R) 10 Huntington Way, Ledyard, to the Board of Assessment Appeals for a four-year term ending December 5, 2027.

Moved by Councilor Irwin, seconded by Councilor McGrattan

Discussion: Councilor Ingalls stated that Mr. Treaster was interested in continuing to serve on the Board of Assessment Appeals and his reappointment was endorsed by the Board and his respective party.

Councilor Ingalls went on to note that Ms. Jennifer Lineweaver was also due for reappointment. However, she stated that Ms. Lineweaver was not interested in continuing to serve, and that she informed the Board's Chairman that she would step down at the end of her term, which was December 5, 2023.

VOTE: 3 - 0 Approved and so declared

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

10. MOTION to recommend the Town Council reappoint the following members to the Library Commission for a two-year term ending November 7, 2025:

- Mr. John Bolduc (R) 14 Monticello Drive, Gales Ferry
- Ms. Ellin M. Grenger, (D) 15 Bittersweet Drive, Gales Ferry
- Ms. Barbara Candler (D) 3 Goulart Road, Ledyard
- Mr. Brian Cronin (U) 12 Erins Way, Ledyard
- Ms. Elizabeth Rumery (D) 2 Bluff Road, Gales Ferry

Moved by Councilor McGrattan, seconded by Councilor Irwin

Discussion: Councilor Ingalls noted all these members were interested in continuing to serve on the Library Commission and that their reappointments have been endorsed by the Commission and their respective parties.

Councilor McGrattan, Liaison to the Library Commission, noted that these members were active participants.

VOTE: 3 - 0 Approved and so declared

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

11. MOTION to recommend the Town Council appoint Ms. Carol Schnider (D) 101 Inchcliffe Drive, Gales Ferry, as an Alternate Member to the Parks, Recreation, & Senior Citizens Commission to complete a three-year term ending June 28, 2024 filling a vacancy left by Ms. Winslow.

Moved by Councilor Irwin, seconded by Councilor McGrattan

Discussion: Councilor Ingalls stated that Ms. Schneider served on the Senior Citizens Commission for many years; and was interested in continuing to serve. However, she explained in combining/merging the Parks & Recreation Commission with the Senior Citizens Commission that the number of members did not provide the ability for all of the members to move to the combined Commission. She went on to explain that because Ms. Marjorie Winslow was not comfortable driving to night meetings she resigned from the Parks, Recreation, & Senior Citizens Commission. Therefore, she stated that Ms. Schneider would be appointed to fill Ms. Winslow's alternate vacancy.

VOTE: 3 - 0 Approved and so declared

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

12. Any New Business proper to come before the Committee. – None

VIII. ADJOURNMENT

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

VOTE: 3 - 0 Approved and so declared, the meeting was adjourned at 6:09 p.m.

Respectfully submitted,

Andra Ingalls
Chairman
Administration Committee



File #: 23-2153

Agenda Date: 11/8/2023

Agenda #:

JOB DESCRIPTION

Motion/Request:

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

Background:

The Youth Services Coordinator job description was being updated to:

- Change Title of Job Description from *Youth Services Coordinator/Director* to *Youth Services Coordinator*/~~Director~~
- Changed the Supervisor from the ~~Mayor~~ to the *Nursing Administrator* (see track changes).

The Human Resources Department is looking to update the description to reflect the current staffing structure.

Department Comment/Recommendation:

(type text here)

Human Resources Comment/Recommendation:

It is the recommendation of Human Resources that these job description be approved and finalized.

Financial Information:

(type text here)

Mayor Comment/Recommendation:

(type text here)

**TOWN OF LEDYARD
YOUTH SERVICES COORDINATOR/~~DIRECTOR~~**

NATURE OF WORK:

This is highly responsible, professional and administrative work developing, implementing, supervising and evaluating education, counseling, and services for youth and their families. The Youth Services Coordinator ~~Director~~ ensures and provides counseling, therapy, and intervention services for “at-risk” (i.e. truant, delinquent, neglected, abused) children, youth, and their families.

This position requires the use of professional judgement and skills, as well as an educational background that supports the use of independent judgement and discretion in carrying out the responsibilities of the position.

SUPERVISION RECEIVED:

The Youth Services Coordinator receives general direction from the ~~Mayor~~ *Nurses Administrator*.

SUPERVISION EXERCISED:

Conducts clinical supervision for graduate student interns per agreement with the sponsoring College or University. Supervision is provided to unlicensed therapists. The *Coordinator* ~~Director~~ is responsible for completing regular evaluations of Interns and submitting them to the sponsoring college or university

Coordinates assignment of cases with all counselors and student interns.

~~Reviews and approves leave requests and time cards in the absence of the Social Services Director.~~

ESSENTIAL FUNCTIONS:

The following are illustrative of the duties and responsibilities associated with the position, but are not intended to be all-inclusive.

- Plans, organizes, and directs the Town of Ledyard’s Youth Services Bureau.
- Prepares and administers the departmental budget. Works with State agencies to seek grants and other funding to support the program and special projects.
- Conducts intake assessments involving interviewing children and/or the family.
- Provides individual, couple, family and group therapy.
- Will provide appropriate referrals to support services when needed.
- Facilitates support groups and parenting programs.
- Provides emergency crisis intervention services as needed, including the reporting of suspected abuse or neglect situations to the appropriate authorities.
- Organizes and participates in educational and prevention services designed to help children and youth build character and develop positively.

- Participates in Planning & Placement Team (PPT's) and Student Study Team (SST) meetings within the Ledyard school system as an advocate for current clients.
- Provides consultation to schools and the police in preventive measures.
- Maintains liaison with groups and agencies concerned with the municipalities youth. Works with the school system, police department, juvenile court system and business and non-profit corporations on program development and individual cases.
- Reviews all intakes and referrals to ensure that LYS is the appropriate resource for each case.
- Assigns cases to Youth and Family Counselors (includes contractual counselor and students).
- Coordinates requests from residents and local agencies (i.e., schools, churches, etc.) for support groups/workshops and matches therapists to meet those needs.
- Serves as the Case Manager for the Ledyard Juvenile Review Board, community-based Diversion Program, which aims to divert youth ages 12-17 from Juvenile Court System.
- Prepares and distributes narrative and statistical reports as needed (i.e., schools).
- Provides orientation for counselors, undergraduate and graduate student interns.
- Maintains accurate, detailed, case records and related files with absolute confidentiality.
- Keeps current with professional programs and services through review of literature and publications and attendance at professional meetings and conferences.
- Attends and is active at appropriate monthly meetings to stay informed of community needs and resources.
- Provides weekly supervision to unlicensed staff and students and schedules peer supervision groups for all counseling staff.
- The Ledyard YSB is the Community Hub for truancy related cases. Cases are evaluated by the Coordinator/~~Director~~ to determine family needs and referrals are provided.
- Regular attendance is a requirement of this position.

Additional Duties:

Performs related work, as required.

******* The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. *******

QUALIFICATIONS PROFILE

Knowledge, Skills And Ability:

Considerable knowledge, skills, and ability in direct counseling, group process, family dynamics, clinical supervision and the ability to gain and maintain the respect of youth and adults.

Advanced knowledge of youth counseling principles and practices, family and group therapy.

Ability to follow written and oral instructions and to organize and express thoughts and ideas, orally and through written communication; present oral and written reports with clarity; and to plan, prepare and make presentations.

Considerable ability to relate to and communicate with youths and adults on an individual and group basis; youth services agencies; educational facilities; state officials; service organizations; clergy; police and court officials. Ability to act as a liaison between the youth and/or the family and applicable agencies.

Considerable ability to establish and maintain effective working relationships with associates; co-workers; supervisors; youth; the general public; and a variety of public, private, and social agencies, including Human Services agencies, schools, police, court, local and state government systems.

Ability to ensure confidentiality and protect the integrity of the Town of Ledyard.

Possess qualities of flexibility, independence, resourcefulness and motivation.

Excellent working knowledge of the needs of child and adolescent population.

The employee must be able to read and interpret professional journals and governmental regulations, write standard reports and correspondence, and effectively present information in one-on-one and small group situations.

Education, Experience and Training

~~Possession of~~ a Master's Degree *preferred* in counseling, marriage and family therapy, psychology, social work, or a closely related field, and four years of full-time employment experience serving youth and families. Appropriate candidates will also hold a professional license in their professional field. In addition, candidates must have completed the Supervisor Education and Training required by their profession to provide supervision toward licensing of unlicensed staff and students.

Physical and psychological examinations, as may be required during employment.
Drug screening may be required.

OTHER:

Criminal background and driving record checks required prior to employment.

Reliable means of transportation.

PHYSICAL AND MENTAL DEMANDS:

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function.

While performing the duties of this job, the employee works predominantly in an office setting. The noise level in the work environment is usually quiet in the office.

While performing the duties of this job, the employee is frequently required to: talk; hear; speak; stand; walk; bend; twist; stoop or crouch; lift and carry up to 30 lbs.; sit; climb stairs to various levels; use hands, fingers, wrist for repetitive motion; handle/feel objects; reach; drive; get in and out of vehicles; tolerate exposure to weather and environmental allergens. Continuous visual acuity including close vision and the ability to adjust focus and normal audio ability to perform client assessments and provide technical care.

~~The employee must be free from mental and/or physical disorders which would interfere with performance of duties as described, and have the ability to maintain his/her composure with the public and co-workers in everyday, stressful and emergency situations. Employee may occasionally be required to function in situations where subjected to aggressive physical and/or verbal behavior.~~

******* This job description does not constitute an employment agreement or contract between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change. *******

LICENSE OR CERTIFICATE

Must have and retain a valid Motor Vehicle Operator’s license.

Adopted by Ledyard Town Council on _____

Kevin J. Dombrowski, Chairman



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 22-089

Agenda Date: 11/8/2023

Agenda #: 2.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

Any other Old Business proper to come before the Committee

Background:

(type text here)

Department Comment/Recommendation:

(type text here)



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 23-2093

Agenda Date: 11/8/2023

Agenda #: 1.

APPOINTMENT

Motion/Request:

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.

Background:

Mr. Miello has a Bachelor of Science and Master of Science in mechanical engineering.

During the past year Mr. Miello has attended the Planning & Zoning Commission meetings and has expressed an interest in serving on the Commission.

Mr. Miello has been an active member in the community coaching Tee Ball.

Administrative Notes:

The Planning & Zoning Commission currently had two Alternate Member vacancies. (Please see attached roster).

Mr. Baudro indicated that he would step off the Planning & Zoning Commission at the end of his term - October 31, 2023

Republican Nominating Committee Recommendation:

(type text here)

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.

Application Form

Profile

Matthew

First Name

D

Middle Initial

Miello

Last Name

mmiello002@gmail.com

Email Address

12 Cardinal Lane

Home Address

Suite or Apt

Gales Ferry

City

CT

State

06335

Postal Code

Mobile: (516) 983-5632

Primary Phone

Home: (860) 381-5111

Alternate Phone

Which Boards would you like to apply for?

Planning & Zoning Commission: Submitted

Education & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board or commission?

My wife and I, over the last year, got more involved in the planning and zoning process as we were impacted by decisions made for the town and wanted to make sure our opinions were heard and documented. With this, I became interested in the process by which decisions are made and feel my involvement could provide a differing point of view that will benefit the town and it's residents.

Community Involvement

Tee ball coach for son's team.

Educational Background

BS and MS in mechanical engineering

Electric Boat

Employer

Principal Engineer

Job Title

Upload a Resume

Party Affiliation

Party Affiliation *

Republican

Disclaimer & FOIA Information

Your attendance and active participation is important for the Committee to conduct its business. Any member of a Committee/Commission/Board who is absent from three (3) consecutive regular meetings and any intervening duly called special meetings shall be considered to have resigned from the Committee and the vacancy shall be filled, except that the Committee may vote to waive attendance requirements in each case where illness or other extenuating circumstances make it impossible for a member to meet the attendance requirements. It shall be the responsibility of the Chairman of the Committee to notify the Town Council or Mayor's office when a member has not properly performed his/her duties.

Please Agree with the Following Statement

If selected as a board member, I understand that information on this application is subject to the Freedom of Information Act (FOIA) and may be disclosed to anyone requesting this information.

I Agree

Signature (type full name below)

Matthew Miello

PLANNING & ZONING COMMISSION

	Name	Term Expiration
D	St. Vil, Gary 2 Thompson Street Ledyard, Connecticut 06339	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
U	Craig, Howard 64 Stoddards View Gales Ferry, Connecticut 06335	10/31/2025
R	Whitescarver, Paul 6 Stoddards View Gales Ferry, Connecticut 06335	12/ 31/ 2023

ALTERNATES

R	Baudro, Thomas (plans to step down serving At the end of his term in October) 135 Whalehead Road Gales Ferry, Connecticut 06335	10/31/2023
D	Cobb, Jessica 7 Whippoorwill Drive Gales Ferry, Connecticut 06335	12/31/2023
D	Vacant (St. Vil Gary)	12/31/2025

Town Council Appointment

3 Year Term

5 Reg. Members

3 Alt. Members

Zoning Citation Officer

Eric Treaster

10 Huntington Way

Ledyard, Connecticut 06339

Email: bsaofnl-eric@yahoo.com

Cell Phone: (203) 536-9896

Blight Enforcement Officer

Eric Treaster



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 23-2222

Agenda Date: 11/8/2023

Agenda #: 2.

APPOINTMENT

Motion/Request:

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.

Background:

Ms. Baudro has a background and Certificate in Financial Services; Certificate in Human Resources L..E.A.D Academy Leadership Program. (see attached Appointment Application)

Ms. Baudro has been an active member of the Community volunteering at the Ledyard Center Fire Department since 1999, Treasurer Ledyard Regional Visting Nurses Association (LVNA), a member of the JuBellation Bell Choir at St. Davids Church. She also participates in Community Events such as the United Way Mobile Food Pantry, etc.

Administrative Notes:

The Planning & Zoning Commission currently has two Alternate Member vacancies. (Please see attached roster).

Mr. St. Vil was amoved from an Alternate Member to a Regular member.

Republican Nominating Committee Recommendation:

(type text here)

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

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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.

PLANNING & ZONING COMMISSION

	Name	Term Expiration
D	St. Vil, Gary 2 Thompson Street Ledyard, Connecticut 06339	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
U	Craig, Howard 64 Stoddards View Gales Ferry, Connecticut 06335	10/31/2025
R	Whitescarver, Paul 6 Stoddards View Gales Ferry, Connecticut 06335	12/ 31/ 2023

ALTERNATES

R	Baudro, Thomas (plans to step down serving At the end of his term in October) 135 Whalehead Road Gales Ferry, Connecticut 06335	10/31/2023
D	Cobb, Jessica 7 Whippoorwill Drive Gales Ferry, Connecticut 06335	12/31/2023
D	Vacant (St. Vil Gary)	12/31/2025

Town Council Appointment

3 Year Term

5 Reg. Members

3 Alt. Members

Zoning Citation Officer

Eric Treaster

10 Huntington Way

Ledyard, Connecticut 06339

Email: bsaofnl-eric@yahoo.com

Cell Phone: (203) 536-9896

Blight Enforcement Officer

Eric Treaster

Application Form

Profile

Jackie _____ Baudro _____
 First Name Middle Initial Last Name

jbaudro@gmail.com _____
 Email Address

135 Whalehead Road _____ Suite or Apt _____
 Home Address

Gales Ferry _____ CT _____ 06335 _____
 City State Postal Code

Mobile: (860) 705-7262 _____
 Primary Phone Alternate Phone

Which Boards would you like to apply for?

Planning & Zoning Commission: Submitted

Education & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board or commission?

I would like to be an active participant in helping our town be the best it can be.

Community Involvement

Ledyard Fire Company - 1999 to present. Life member and Treasurer Ledyard Regional Visiting Nurses Association Board Member - served many years as board member and secretary. (recently disbanded) JuBellation Bell Choir - St. David's Church Community events through my employer & United Way: Mobile Food Pantry, Day of Caring

Educational Background

High School Graduate - Fitch Senior High School College - UCONN, Avery Point (have not completed degree) Ongoing Education - Center for Financial Training - Certificate in Financial Services, Certificate in Human Resources L.E.A.D Academy - Leadership Program through my employer (currently enrolled)

Dime Bank _____ Corporate Officer, Payroll & Benefits Administrator _____
 Employer Job Title

Upload a Resume _____

Party Affiliation**Party Affiliation ***

Republican

Disclaimer & FOIA Information

Your attendance and active participation is important for the Committee to conduct its business. Any member of a Committee/Commission/Board who is absent from three (3) consecutive regular meetings and any intervening duly called special meetings shall be considered to have resigned from the Committee and the vacancy shall be filled, except that the Committee may vote to waive attendance requirements in each case where illness or other extenuating circumstances make it impossible for a member to meet the attendance requirements. It shall be the responsibility of the Chairman of the Committee to notify the Town Council or Mayor's office when a member has not properly performed his/her duties.

Please Agree with the Following Statement

If selected as a board member, I understand that information on this application is subject to the Freedom of Information Act (FOIA) and may be disclosed to anyone requesting this information.

I Agree

Signature (type full name below)

Jackie Baudro



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 23-2223

Agenda Date: 11/8/2023

Agenda #: 3.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

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

Background:

To provide for a seamless transition and for continuity the Town Council and its Subcommittees have traditionally identified and forwarded to the incoming Committee business items they believed warranted additional attention/action.

Department Comment/Recommendation:

(type text here)



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 22-090

Agenda Date: 11/8/2023

Agenda #: 4..

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

Any other New Business proper to come before the Committee.

Background:

(type text here)

Department Comment/Recommendation:

(type text here)