



**TOWN OF LEDYARD**  
CONNECTICUT  
TOWN COUNCIL  
HYBRID FORMAT

741 Colonel Ledyard Highway  
Ledyard, CT 06339  
860 464-3203  
<http://www.ledyardct.org>  
Roxanne M. Maher  
Administrative Assistant

Chairman S. Naomi Rodriguez

MINUTES  
ADMINISTRATION COMMITTEE  
REGULAR MEETING

Wednesday, June 12, 2024

5:30 PM

Town Hall Annex Building

**DRAFT**

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

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

II. ROLL CALL-

Attendee Name	Title	Status	Location	Arrived	Departed
April Brunelle	Town Councilor	Present	In-Person	5:30 pm	6:11 pm
Kevin Dombrowski	Town Councilor	Present	In-Person	5:42 pm	6:11 pm
Carmen Garcia-Irizarry	Committee Chairman	Present	In-Person	5:30 pm	6:11 pm
S. Naomi Rodriguez	Town Council Chairman	Present	In-Person	5:30 pm	6:11 pm
Kristen Chapman	Mayor’s Executive Assistant & Social Services Coordinator	Present	In-Person	5:30 pm	6:11 pm
Mary Harris	Board of Education Vice-Chairman	Present	In-Person	5:30 pm	6:11 pm
Earl Lamb	Board of Education Member	Present	In-Person	5:30 pm	6:11 pm
Branden Graber	Board of Education Member	Present	In-Person	5:30 pm	6:11 pm
Joanne Kelley	Board of Education Member	Present	In-Person	5:30 pm	6:11 pm
Carol Schneider	Resident	Present	Remote	5:30 pm	6:11 pm
Deborah Edwards	Resident	Present	Remote	5:30 pm	6:11 pm
Roxanne Maher	Administrative Assistant	Present	In-Person	5:30 pm	6:11 pm

III. CITIZENS COMMENTS

**Ms. Mary Harris**, Board of Education Vice-Chairman, 2 Whippoorwill Drive, Gales Ferry, stated she was present this evening to talk about the proposed changes to Ordinance #100-015 “*An Ordinance Establishing a Permanent Municipal Building Committee for the Town of Ledyard*”. She specifically noted the proposed change to hire an “*Owner’s Representative or Consulting Engineer for projects that exceed \$500,000*”. “She stated the requirement to hire such professionals would have the potential to increase the cost and delay the implementation of the School Facilities Projects, such as Roofing, Solar Panels, and Heating, Ventilation and Air Condition systems (HVAC). She requested that a Board of Education Member be included in the discussion and decision regarding this proposed change to the Ordinance.

Councilor Dombrowski explained in accordance with Chapter III of the Town Charter the Town Council was the authority to draft and approve Ordinances. He stated that others could provide comments and recommendations to the language and that they were welcome to do so. However, he stated that the Board of Education could not be an active participant in how the Ordinance was approved. Ms. Harris stated based on Councilor Dombrowski's comments that the Board of Education would submit the language they would like to see in Ordinance #100-015.

Councilor Garcia-Irizarry noted at the Board of Education's June 11, 2024 meeting that Ms. Joanne Kelley suggested the Administration Committee and the Board of Education hold a Joint Meeting to discuss the proposed amendments to Ordinance #100-015. Councilor Garcia-Irizarry stated that she would be open to scheduling a Joint Meeting, noting by having a joint discussion that they would be able to answer questions, and gain an understanding of the proposed amendments, etc. Ms. Harris stated that she believed the Board of Education would be agreeable to having a Joint Meeting, noting that they would also provide written comments.

MOTION to schedule a Joint Work Session between the Administration Committee and the Board of Education to discuss proposed amendments to Ordinance #100-015 "*An Ordinance Establishing a Permanent Municipal Building Committee for the Town of Ledyard*".

Moved by Councilor Brunelle, seconded by Councilor Garcia-Irizarry

Discussion: Councilor Garcia-Irizarry noted as Councilor Dombrowski explained, per the Town Charter, the Town Council was the authority to approve Ordinances. However, she stated that the Administration Committee would welcome comments from those who would be affected by the Ordinance.

**VOTE: 2- 0 – 1 Approved and so declared (Dombrowski abstained)**

<b>RESULT:</b>	<b>2- 0 -1APPROVED TO RECOMMEND</b>
<b>MOVER:</b>	April Brunelle, Committee Member
<b>SECONDER:</b>	Kevin Dombrowski, Committee Member
<b>AYES:</b>	April Brunelle, Carmen Garcia-Irizarry
<b>ABSTAIN:</b>	Kevin Dombrowski

**Mr. Earl (Ty) Lamb**, Board of Education Member, 95 Lambtown Road, Ledyard, stated that he was representing himself as a taxpayer this evening. He stated that he was pleased the Administration Committee was continuing their work to review Ordinance #100-015 "*An Ordinance Establishing a Permanent Municipal Building Committee for the Town of Ledyard*". He requested the language regarding the Committee's membership be clarified, noting that the current Ordinance called for the following:

- Five Regular Members: These members, to the extent possible, shall include those with experience in finance, engineering, architecture, project management, or the building trades.

- Two Temporary Members: Each municipal project, may have up to two (2) temporary members, who are a member or representative of the Proposing Body.
- For Board of Education projects, at least one of their two temporary members shall be a Board of Education member

Mr. Lamb stated the current language was unclear on who could and who could not be members. Therefore, he stated that he was pleased that they were going through this process.

**Mr. Branden Graber**, Board of Education Member, 42 Church Hill Road, Ledyard, stated the reason he was present this evening was to request the engagement of all parties who would be affected by Ordinance #100-015 “*An Ordinance Establishing a Permanent Municipal Building Committee for the Town of Ledyard*”. Therefore, he stated that he liked what he just saw tonight, that being the agreement to schedule a Joint Work Session between the Board of Education, Administration Committee, and Permanent Municipal Building Committee (PMBC) to discuss the proposed Ordinance Amendments. He stated it was important to the Board of Education that they get this right, however, he stated more importantly it was for the children and the facilities. He stated although the children do not pay the taxes, they attended the schools. He stated that he looked forward to working with the Administration Committee, the BOE Facilities Committee and the full Board of Education.

**Ms. Joanne Kelley**, Board of Education Member, 12 Thames View Pentway, Gales Ferry, stated that she was present to discuss the following two subjects: (1) Ordinance #100-015 “*An Ordinance Establishing a Permanent Municipal Building Committee for the Town of Ledyard*”; and (2) Ethics Commission.

- Ordinance #100-015: Ms. Kelley addressed the proposed amendments to Ordinance #100-015, noting that she did not know about the Permanent Municipal Building Committee (PMBC); other than during the School(s) Consolidation/Improvement Project(s) (Middel School & Gallup Hill School) there were a lot of *Lessons Learned*. Therefore, she stated the writing of a new ordinance was a good opportunity to take the *Lessons Learned* to come up with something that was going to work better for the future. She noted the main projects that would be affected by the new ordinance would most likely be the Board of Education Projects (schools). She stated during the June 11, 2024 Board of Education meeting they discussed the experience that Board of Education Facilities Committee and their Director of Facilities & Grounds Wayne Donaldson could offer. She noted although she had nothing to do with the Facilities Committee, and she did not know what the goal was, that during the Board of Education’s discussion those individuals expressed concern regarding the proposed amendments to Ordinance \$100-015 that was being circulated. She stated that they noted problems they had in the past with the current process that was in place; and she commented that perhaps their experience could be of help. She noted as an example the Joint Finance Committee Meetings between the Board of Education and Town Council during the Annual Budget Preparation each year; and the Budget Process Review Committee that both she and Councilor Dombrowski served on last

summer were productive, noting that she did not think that either of these efforts violated anything.

Councilor Dombrowski stated to clarify his comments, that the way the statement was put forward, was for a *Board of Education Member to be involved in approving this Ordinance*. Therefore, he stated that it would violate the Town Charter, because the approval of the Ordinance would have to be done by the Town Council or by Referendum, per the Town Charter. He stated it was the way the statement was presented, noting that he has never been opposed to comments coming from all the interested parties, whether it was the Board of Education, the Permanent Municipal Building Committee, or any residents. He stated he was all for any help anyone could give.

Ms. Kelley suggested they not rush through amending Ordinance #100-015 noting that it was complex. She stated that she was serving her third term on the Board of Education and that throughout this time the Permanent Municipal Building Committee has been a point of contention, with all of the Board of Education projects. She stated what they had in place was not working; or maybe it was, but there were some unintended consequences due to the process.

Councilor Dombrowski explained the proposed language regarding the *“Hiring of an Owner’s Representative or Consulting Engineer for projects that exceed \$500,000”* was suggested because of the issues they have experienced in past projects. He stated they have to recognize that the Permanent Municipal Building Committee (PMBC) was a group of volunteers, like they all were. He stated because they cannot be on-site day-in and day-out to watch the project, that this language was being added to have someone who would be working as a Representative for the Town on a day-to-day basis to make sure the project was being done as the PMBC would like it to be done. He stated whether this was the right language; was a question. Ms. Kelley stated that the Board of Education noted that perhaps the threshold should not be a dollar value, noting that perhaps each project should be evaluated on a case-by-case basis. Therefore, the Board of Education felt that they should take their time to gather all the input from over the years to make sure they get it right.

- Ethics Commission – Ms. Kelley stated she saw that the Administration Committee would be discussing an Ethics Commission this evening. She noted that she was surprised to learn that Ledyard was one of the twenty-four towns in the State that has not adopted a Code of Ethics. She stated that she read all of the attachments that were included in the Agenda packet on the meeting portal, noting that they were dated back to 2018 – 2019; and therefore, she was interested in learning about the background this evening. She stated there have been a lot of things happening in town, and comments about conflicted participants, and conflicts of interest. She stated revealing a Conflict of Interest was a matter of honesty, noting that the public needed to have confidence in the integrity of our town government. Therefore, she stated she was happy the Administration Committee was taking up this matter.

Administrative Assistant noted for clarification, that the Town Council adopted a Fraud Policy dated May 28, 2014.

*Ms. Deborah Edwards*, 30 Bluff Road West, Gales Ferry, attending remotely, stated that she echoed Ms. Kelley’s comments regarding an Ethics Commission. She noted that she also read all of the attachments that were included in the Agenda Packet on the meeting portal. She stated it appeared that all the work was done, but that the ball was dropped in 2019 and an Ordinance was not passed to establish an Ethics Commission. She stated 2019 was the second time the town did not follow through with setting up an Ethics Commission, noting that the State had recommended that Municipalities establish an Ethics Commission. She stated that she was happy to see that this matter was being taken up again and that she hoped that it would move forward quickly.

Councilor Garcia-Irizarry thanked all of the residents for their comments this evening.

IV. PRESENTATIONS/INFORMATIONAL ITEMS – None.

V. REVIEW AND APPROVAL OF PRIOR MEETING MINUTES

MOTION to approve the Regular Meeting Minutes of May 8, 2024  
Moved by Councilor Brunelle, seconded by Councilor Dombrowski

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

VI. OLD BUSINESS

1. Continued discussion and possible action to amend Ordinance #100-015 “*An Ordinance Establishing a Permanent Municipal Building Committee for the Town of Ledyard*” as presented in the draft dated June 4, 2024.

Councilor Garcia-Irizarry noted at the Administration Committee’s May 8, 2024 meeting Permanent Municipal Building Committee (PMBC) Chairman Gary Schneider addressed the \$500,000 project threshold that would require an Owner Representative be hired. She stated in response to Mr. Schneider’s comments in which he suggested that they would probably not need to hire an Owners Representative when purchasing two Wastewater Treatment Plant Pumps that would cost over the proposed threshold dollar amount; the following language was added to the June 4, 2024 draft; in Section 2. Purpose (paragraph 6):

*“When a project involves the purchase of replacement equipment costing more than \$500,000, a waiver to bypass the solicitation of bids for the engagement of an Owner’s Representative or Consulting Engineer may be approved by the Town Council; and shall be requested by the Permanent Municipal Building Committee prior to purchase and installation of the equipment.”*

Councilor Dombrowski noted the Police Headquarters Facility Project cost \$6,750,000 (Approved 5/17/2013) and the School(s) Consolidation/Improvement Project(s) cost \$65,835,000 (Approved 1/20/2015); and the School Roof Projects cost \$8,550,000 (Approved 2/22/2022).

Councilor Garcia-Irizarry stated that she was pleased that Mayor Allyn, III, suggested updating Ordinance #100-015 “*An Ordinance Establishing a Permanent Municipal Building Committee for the Town of Ledyard*” because there were a number of items that the town needed to do to ensure they would receive the State Grant Reimbursement Funding. She went on to note for the School(s) Consolidation/Improvement Project(s) (Middle School & Gallup Hill School) there were several items that were not done properly, and therefore, it was difficult to obtain the grant funding from the State for those items. She stated having an Owners Representative, who would be well versed with the state requirements, and other procedures and process, as well as being physically on-site on a daily basis would make sense. She stated the volunteer Permanent Municipal Building Committee (PMBC) was currently meeting once a month, noting it was difficult for them to keep track. She addressed the School(s) Roof Projects, noting as an example the Projects were delayed because the town only received two Bids for the Owner Representative, and the Finance Committee did not grant them a Bid Waiver, so the PMBC had to go back out to bid which took more time than initially planned.

Councilor Dombrowski explained that part of the reason they were looking to add an Owners Representative was because there has been some work that was not done as expected, and it was not discovered until much later in the project. He stated at that point it became a who said/who said, and they then had to go back to look for the Change Order, etc. He stated all of these types of things would probably delay the project and increase the cost. He stated an Owner Representative would increase the cost of the project, however, he stated the Town would be better suited and covered to make sure that timelines were followed, problems that arise could be quickly adjudicated prior to “*It happened two-years ago; it is still under warranty, who has to pay to have the work done properly, etc.*” He stated having an Owners Representative would mitigate these types of things from happening; or would help to catch those things earlier, and in the long run would save the town money. He stated the benefits would outweigh the additional cost of the Owners Representative. He stated this was his opinion; and that he was hoping to hear others thoughts.

Councilor Brunelle stated her thoughts were along the same lines as Councilor Dombrowski’s, noting that if it was a project that cost a lot of money, then it was an important project. She stated whether the project was a school, a building, roofing, heating system, or aqueduct that they needed to have someone in charge to watch it. She stated they could not expect volunteers to do that because it was not fair, noting there were a lot of moving parts. She stated hiring an Owners Representative may cost money, but that they could potentially save money, time, and headaches, and prevent mistakes from happening, or prevent the project from being dragged out, and having to redo something, etc. She stated that sometimes they cannot just look at the money, noting that it has to be done right the first time.

Councilor Garcia-Irizarry noted that she had the following questions pertaining to the draft Ordinance amendments:

Section 5 Power and Duties (Paragraph 2)

*The Permanent Municipal Building Committee is authorized to recommend to the Mayor to retain the services of architects and/or engineers for the purpose of planning, designing, building and administrating major capital projects. The process shall utilize a quality-based selection similar to that outlined in Section 2 for the Owner's Representative or Consulting Engineer. Such selection shall be based on experience, knowledge, capacity and expertise as well as the fee for performing such work.*

Councilor Garcia-Irizarry questioned what would happen if the Mayor does not agree with the Permanent Municipal Building Committee's (PMBC) recommendation.

Councilor Dombrowski explained that the Permanent Municipal Building Committee (PMBC) would need to follow Ordinance #200-001 "Purchasing Ordinance" which required a competitive bid process. He also stated in the event the Mayor did not agree with the PMBC recommendation that the Mayor would need to go back to the PMBC and tell them that he disagreed with their choice. However, he stated that he understood Councilor Garcia-Irizarry's question; that the proposed ordinance amendments did not provide the process should the Mayor disagree with the PMBC recommendation. He stated although he had not seen that happen, that it did not mean that it could not happen.

Councilor Garcia-Irizarry noted that the final decision for the hiring of the Owner Representative lied with the Town Council, but the for the Architects and Engineers it lied with the Mayor. Therefore, she questioned the difference in the hiring authority, stating it was not consistent. She noted the following:

Section 2. Purpose (Paragraph 5)

*The selection of the Owner's Representative or Consulting Engineer shall be awarded to the firm that provides the best value to the Town of Ledyard. The best value is defined as the firm providing the highest quality, expertise, and knowledge for the proposed project. This shall also include the quality of referrals from a minimum of three references provided by the proposers. It shall also consider the fee for the work; however, the fee shall not be the sole basis for award.*

Section 2 . Purpose. (Paragraph 8)

*The Permanent Municipal Building Committee shall make a written recommendation to the Town Council for the award of such services. The recommendation shall include a summary of proposers, a weighed ranking sheet for the selection, and reasons why the Permanent Municipal Building Committee is recommending such a firm. The final decision of award will lie with the Town Council. The Town Council possesses the authority to award to a different firm if it deems that such a firm is in the best interest of the Town of Ledyard.*

Section 5. Powers and Duties (paragraph 2)

*The Permanent Municipal Building Committee is authorized to recommend to the Mayor to retain the services of architects and/or engineers for the purpose of planning, designing, building and administrating major capital projects....."*

Councilor Garcia-Irizarry noted Section 5. Powers and Duties (Paragraph 4) as follows:

The Permanent Municipal Building Committee is authorized to develop schedules and ~~budgets cost estimates~~ for municipal building projects. *However, when an Owner's Representative is required, the Owner's Representative shall be responsible for drafting such schedules and budgets; and shall be approved by the Permanent Municipal Building Committee The Owner's Representative shall also be responsible for developing a project cash flow projection for review by the Town Director of Finance, as approved by the Permanent Municipal Building Committee.*

Councilor Garcia-Irizarry stated because they were spending the taxpayers money that she was not comfortable with leaving it to the Owner Representative to decide how to spend the money.

Councilor Dombrowski suggested the following language adjustments to provide more clarification:

*".....the Owner's Representative shall be responsible for drafting such schedules and budgets; and submit for ~~shall be approval ed~~ by the Permanent Municipal Building Committee...."*

Councilor Garcia-Irizarry noted that the Permanent Municipal Building Committee (PMBC) met on June 3, 2024; stating that after tonight's meeting she would forward this updated draft to them to provide comments and recommendations for discussion at their Joint Work Session scheduled for July 24, 2024.

**RESULT: CONTINUED**

**Next Meeting:06/24/2024 5:30 p.m.**

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

## VII. NEW BUSINESS

1. MOTION to recommend the Town Council reappoint Ms. Loretta Kent (U) 1363 Baldwin Hill Road, Gales Ferry, to the Parks, Recreation & Senior Citizens Commission, to complete a three (3) year term ending June 28, 2027.  
Moved by Councilor Brunelle, seconded by Councilor Dombrowski  
Discussion: The Committee acknowledged that Ms. Kent has been serving on the Parks & Recreation Commission for a number of years and they were pleased that she was interested in continuing to serve the community.

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



**RESULT:** 3- 0 APPROVED TO RECOMMEND  
**MOVER:** April Brunelle, Committee Member  
**SECONDER:** Kevin Dombrowski, Committee Member  
**AYES:** April Brunelle, Kevin Dombrowski, Carmen Garcia-Irizarry

2. MOTION to recommend the Town Council adopt a proposed “*An Ordinance Providing Tax Relief For Gold Star Families in the Town of Ledyard*” as presented in the draft dated May 14, 2024.

DRAFT: 5/14/2024

Ordinance #200-XXX

AN ORDINANCE  
PROVIDING TAX RELIEF FOR GOLD STAR FAMILIES  
IN THE TOWN OF LEDYARD

Be it ordained by the Town Council of the Town of Ledyard

Section 1: Authority

Pursuant to the authority of P.A. 17-65 enacted on October 1, 2017 “*An Act Concerning Municipal Option Property Tax Exemption for Gold Star Parents and Spouses*” there is hereby established “*An Ordinance Providing Tax Relief for Gold Star Families In the Town of Ledyard*”.

Section 2: Purpose

To provide an exemption from property tax for property that is owned by a parent whose child was killed in action, or by the surviving spouse of a person who was killed in action, while performing active military duty with the Armed Forces, as such term is defined in Subsection (a) of Section 27-103 of the Connecticut General Statutes, as amended.

Section 3: Eligibility for Exemption

To be eligible any parent or surviving spouse of a service member killed in action while performing active military duty the following conditions must be met:

- (a) Application: Completed application shall be filed with the office of the Tax Assessor.
- (b) Residency: Persons qualified for a benefit under this Ordinance is a parent or surviving spouse who own real property located in the Town of Ledyard, or who are liable for the payment of taxes thereon under Section 12-48 of the General Statutes, and occupy the property as his or her principal residence at least 183 days of each year; and the time the application is made, and at all times during which the parent

or surviving spouse is receiving an exemption pursuant to this Ordinance, the parent or surviving spouse shall be living in the Town of Ledyard.

- (c) **Qualifying Income:** The parent's or surviving spouse's total adjusted gross income, as determined for purposes of the federal income tax, plus any other income not included in such adjusted gross income, shall not exceed the sum of the maximum qualifying income for individuals if unmarried, or jointly with spouse if married, as set forth in Section 12-811 of the Connecticut General Statutes.
- (d) **Surviving Spouses:** The surviving spouse must have been legally married to the person who was killed in action at the time of such person's death, in accordance with Title 46b; Chapter 815E, of the Connecticut General Statutes, as amended.
- (e) **Parents:** If both parents of any such child killed in action while performing active military duty with the Armed Forces are domiciled together, only one such parent shall be entitled to the exemption from property tax provided for under this section.

If both parents of any such child killed in action while performing active military service with the Armed Forces are not domiciled together, both parents shall be eligible to receive the exemption provided for under this section.

#### Section 4: Amount of Exemption; Certified List

- (1) The exemption of property shall be in an amount of up-to \$20,000, or 10% of the assessed value of the property owned by the surviving spouse or the parent(s) of a child who was killed in action.
- (2) The exemption provided under this Ordinance shall be in addition to any exemption to which an eligible parent or surviving spouse may be entitled under Section 12-81 of the Connecticut General Statutes, as amended.

No such eligible parent(s) or surviving spouse entitled to exemption under Section 12-81 or 12-81g of the Connecticut General Statutes and this section shall receive more than one such exemption.

- (3) The Assessor shall annually make a certified list of all such parents or surviving spouses who are found to be entitled to an exemption, which list shall be filed in the office of the Town Clerk in the Town of Ledyard.

#### Section 5: Application Procedure and Requirements.

- (1) Any parent whose child was killed in action or the surviving spouse of a person who was killed in action (the "applicant") submitting a claim for an exemption of property tax under this Ordinance shall submit an application, on a form prepared by the Tax Assessor, to the Tax Assessor's Office not later than October 1st (the "application").

The application shall include a copy of the two recorded affidavits described in Subsection 2(a)(b) of this Section, and the applicant's federal income tax return,

or in the event such a return is not filed, such evidence related to income, as may be required by the Tax Assessor, for the entire calendar year ending immediately prior to the October 1st in which the application for exemption is made.

- (2) The applicant shall also file with the office of the Town Clerk at least two affidavits, in such form as approved by the Tax Assessor, of two (2) different disinterested persons stating the following:
  - (a) The deceased child or spouse was killed in action while performing active duty with the Armed Forces, as defined in Section 27-103(a) of the Connecticut General Statutes; and
  - (b) That the applicant is the parent or surviving spouse of the person who was killed in action.
- (4) The affidavits shall be recorded in full in the office of the Town Clerk, free of charge, and such recording shall list the name of such parent or surviving spouse claiming the exemption.

No exemption shall be granted unless the affidavits have been recorded in the office of the Town Clerk; and until the application has been deemed complete by the Assessor's Office.

#### Section 6: Renewal and Termination of Exemption, Penalties.

- (1) The applicant shall be required to reapply for this exemption on a biennial basis. The failure of the applicant to reapply for this exemption on a biennial basis shall result in the termination of the applicant's exemption.
- (2) When an exemption has been granted, the applicant shall, in the assessment year immediately following the date of approval, be presumed qualified for such exemption.
- (3) On a biennial basis, during the year immediately following the approval of an applicant's exemption, the Tax Assessor may, by August 1st, notify each parent or surviving spouse presumed to be qualified for such exemption in writing, and if any applicant has income in excess of the maximum allowed under Section 3(b) this Ordinance, such applicant shall notify the Assessor on or before the next October 1st and shall be denied the exemption for the assessment year immediately following and for any subsequent year until such applicant has reapplied and again qualified for such exemption.

The failure of the Assessor's Office to send such notice by August 1st shall waive the requirements of this Section for that assessment year, and the applicants presumed to be qualified for the exemption shall continue to receive an exemption for such assessment year.

- (4) Any notice under this section shall be deemed effective if it was mailed by regular mail to the applicant's last known address on file in the office of the Tax Collector.
- (5) If at any time it is determined that the applicant has obtained the exemption set forth in this Ordinance improperly, or was based on any misrepresentation or fraud, then upon discovery of such fact by the office of the Tax Assessor, the exemption shall be terminated immediately and the applicant shall make payment to the Town of Ledyard in the full amount of the property tax loss related to such exemption improperly taken within 30- days of such written demand from the Town of Ledyard.

Section 7. Severability

If any section, or part of a section, of this Ordinance shall be held by a court of competent jurisdiction to be invalid, such holding shall not be deemed to invalidate the remaining provisions hereof.

Section 8. Effective Date

In accordance with the Town Charter this ordinance shall become effective on the twenty-first (21st) day after such publication following its final passage.

Adopted by the Town Council on: \_\_\_\_\_

\_\_\_\_\_  
S. Naomi Rodriguez, Chairman

Approved / Disapproved on: \_\_\_\_\_

\_\_\_\_\_  
Fred B. Allyn, III., Mayor

Published on:

Effective Date:

\_\_\_\_\_  
Patricia A. Riley, Town Clerk

\*\*\*\*\*  
History: The State of Connecticut adopted Public Act #17-65 *“An Act Concerning a Municipal Option Property Tax Exemption for Gold Star Parents and Spouses”* in 2017. To provide families who lost a child or spouse in the line of duty with some tax relief the Town Council adopted the *“An Ordinance Providing Tax Relief for Gold Star Families In the Town of Ledyard”* on: \_\_\_\_\_

Moved by Councilor Dombrowski, seconded by Councilor Brunelle  
Discussion: Councilor Dombrowski stated the proposed draft *“An Ordinance Providing Tax Relief for Gold Star Families In the Town of Ledyard”*. mirrored the state statute. He stated it made sense and that he was in-favor of moving the proposal forward. The

Administration Committee noted that they would forward the proposed Ordinance to the Finance Committee for their review.

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

<b>RESULT:</b>	<b>3– 0 APPROVED TO RECOMMEND</b>
<b>MOVER:</b>	Kevin Dombrowski, Committee Member
<b>SECONDER:</b>	April Brunelle, Committee Member
<b>AYES:</b>	April Brunelle, Kevin Dombrowski, Carmen Garcia-Irizarry

- MOTION to recommend the Town Council adopt proposed amendments to Ordinance #100-0111 “An Ordinance Establishing ~~A Youth &~~ Social Services Board For the Town of Ledyard” as presented in the draft dated June 4, 2024.

**DRAFT: 6/4/2024**

Ordinance #100-011 (*rev. 2*)

AN ORDINANCE  
ESTABLISHING A ~~YOUTH &~~ SOCIAL SERVICES BOARD  
FOR THE TOWN OF LEDYARD

Be it ordained by the Town Council of the Town of Ledyard:

Section 1. Authority

Pursuant to ~~Chapter 164, Section 10-19m of~~ the General Statutes of the State of Connecticut, and Chapter IV, Section 9 of the Charter of the Town of Ledyard, there is hereby established a ~~Youth and~~ Social Services Board for the Town of Ledyard.

Section 2. Purpose

The Board shall be responsible for providing outreach and ~~community education,~~ *program direction in the delivery of human services* to meet the needs of ~~youth,~~ families and individuals in the Town of Ledyard.

Section 3. Duties

The Board will be responsible for receiving and reviewing ~~Youth and~~ Social Services Program reports to identify issues and trends and make recommendations. The Board shall perform community outreach and seek potential partnerships for the ~~Youth and~~ Social Services Program. The Board shall distribute ~~Youth and~~ Social Services Program materials to the community and work to identify ~~youth,~~ families and individuals in need.

#### Section 4. Fiscal Responsibilities

The Board shall annually review the ~~Youth and~~ Social Services Program budget and make recommendations as necessary prior to submission to the Mayor's Office.

*The Board shall make recommendations and promote fundraising efforts for Social Service Programs.*

#### Section 5. ~~Youth and~~ Social Services Board Membership

The ~~Youth and~~ Social Services Board shall be composed of not less than seven (7) members appointed by the Mayor, who *shall be electors of the Town of Ledyard*. ~~Said appointees shall all be Ledyard electors, and include at least one representative from the school system, police, a private youth-serving agency, a youth currently under the age of twenty-one (21) and a Community-at-large member.~~

The Board shall annually elect a Chairman and Recording Secretary from its membership. Regular meetings shall be held per the by-laws of the ~~Youth and~~ Social Services Board. Special meetings may be called by a majority of the members of the Board.

Membership on any other Board, Commission, or Committee of the Town of Ledyard shall not preclude membership on the ~~Youth and~~ Social Services Board.

*In making the original appointments under this ordinance, the Mayor shall designate (3) member to serve for three (3) years; 2 members to serve for two (2) years members; two (2) members to serve for one (1) year. Thereafter members shall commence to serve their terms immediately upon appointment and* shall serve until their successor has qualified or they have been reappointed or removed by the Mayor.

Any member of the 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 Board. The vacancy shall be filled as herein before provided. Additionally, the Board may vote to waive the requirements of this section in each case where illness or other extenuating circumstances make it impossible for a member to meet the attendance requirements of this action.

It shall be the responsibility of the Chairman of the Board to notify the Mayor when a member has not properly performed his/her duties.

#### Section 6. *Implementation*

*Within two weeks after the adoption date of this ordinance, all current members of the Youth & Social Services Board for the Town of Ledyard shall indicate to the chairman their desire to serve on the Social Services Board.*

*The chairman shall thereafter report to the Mayor the desires of their members. In addition, the chairman shall make recommendations to the Mayor regarding present members to serve on the Social Services Board.*

*The Mayor shall appoint members to the Social Services Board no later than the 90 days from the effective date of the Ordinance.*

Section 7. Severability

If any section, or part of a section, of this Ordinance shall be held by a court of competent jurisdiction to be invalid, such holding shall not be deemed to invalidate the remaining provisions hereof.

Section 8. Effective Date

In accordance with the Town Charter this ordinance shall become effective on the twenty-first (21st) day after such publication following its final passage.

Amended and Adopted by the Town Council on: \_\_\_\_\_

\_\_\_\_\_  
S. Naomi Rodriguez, Chairman

Approved / Disapproved on: \_\_\_\_\_

\_\_\_\_\_  
Fred B. Allyn, III., Mayor

Published on:

Effective Date:

\_\_\_\_\_  
Patricia A. Riley, Town Clerk

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Revision: *Ordinance #47 “An Ordinance Establishing Youth Services for the Town of Ledyard”* Adopted: April 17, 1990; Amended and Adopted: on February 14, 2001; Effective: February 15, 2001. Amended and Renumbered on September 25, 2019; Effective: October 23, 2019. ***Amended and Renamed on XXX; Effective: XXX***

History:

The Twenty-fourth Town Council (2017-2019) Ordinance Update Initiative: Renumbered *Ordinance #47 “Amendment to Ordinance #47 An Ordinance Establishing Youth Services for the Town of Ledyard”* to Ordinance #100-011.

2019: Removed from Ordinance “*An Ordinance Amending*” per Town Attorney, the History paragraphs indicates that the Ordinance was “amended”. Section 4 “*Youth Advisory Committee*” added language regarding attendance and filling vacancies to be consistent with ordinances establishing committees. Added Section 5 “*Severability*” to be consistent with Town Ordinance format. Added Section 6 “*Effective Date*” to be consistent with Town Ordinance format.

2020: Title: Added “& Social Services”.

Section 1 Authority: Removed “an amendment to ordinance #47- Per Town Attorney this language was not needed, as the “History” paragraphs indicates that the document was amended.

Section 2 Purpose: Removed “This agency shall be responsible for providing opportunities and programs for positive youth development as well as evaluating, planning, coordinating, and implementing services for youth referred to it by schools, police, juvenile courts, local youth serving agencies, parents and self-referrals by youth” and replaced it with the following: “*This Board shall be responsible for providing outreach and community education to meet the needs of youth, families and individuals in the Town of Ledyard.*”.

Section 3 Duties: Removed: “The Youth Services of the Town of Ledyard shall be responsible for establishing the overall policy and program direction of youth services. This agency of the Town of Ledyard may provide, but shall not be limited to the delivery of, the following services: individual and family counseling; parent training and group therapy; crisis intervention; drug and alcohol awareness and prevention programs; dial-a-teen job placement; court advocacy; information and referral; and outreach programs to insure participation and planning by the entire community for the development of youth services. Such services shall be designed to meet the needs of youth by collaborating with other systems and agencies such as the justice system and schools as well as by the provision of opportunities for positive youth development”. Replaced it with “*This Board will be responsible for receiving and reviewing Youth and Social Services Program reports to identify issues and trends and make recommendations. The Board shall perform community outreach and seek potential partnerships for the Youth and Social Services Program. The Board shall distribute Youth and Social Services Program materials to the community and work to identify youth, families and individuals in need.*”

Added New Section 4 “Fiscal responsibilities”. Former Section 4 became Section 5. Updated Section Title deleting “Advisory” and adding “*and Social Services Membership*”. Removed “As part of Youth Services, a youth advisory” and replaced it with “*The Youth and Social Services Board shall be*”. Removed; “shall be”. Changed Term from two (2) year to “*three (3) year*”. Added; “*all be Ledyard electors, and*”. Removed “public health nursing agency and”. Added “*and a community-at-large member*”. Removed: “and provided further that one-third of the total membership shall consist of members who earn less than 50 percent of their wages or livelihood by delivering services to youths and their families, and who manifest an interest in youth services”. Added: “*The Board shall annually elect a Chairman and Recording Secretary from its membership. Regular meetings shall be held per the by-laws of the Youth and Social Services Board. Special meetings may be called by a majority of the members of the Board. Membership on any other Board, Commission, or Committee of the Town of Ledyard shall not preclude membership on the Youth and Social Services Board.*”



The word “Department” was replaced with “*Program*” throughout the document.

The word “Committee” was replaced with “*Board*” throughout the document to be consistent with the Town Charter.

*2024: Ordinance #100-011 “An Ordinance Establishing a Youth & Social Services Board for the Town of Ledyard” amended to remove ~~and Youth~~ throughout the document.*

*Section 1: “authority” Removed ~~Chapter 164, Section 10-19m of.~~ and updated Chapter IV, Section 9.*

*Section 2: “Purpose” Paragraph 1 Removed ~~community education,;~~—Also added program direction in the delivery of human services.*

*Section 4: “Fiscal Responsibilities” Paragraph 2 added The Board shall make recommendations and promote fundraising efforts for Social Service Programs.*

*Section 5: “Social Services Board Membership”*

*Paragraph 1 Replaced ~~Said appointees shall all be Ledyard electors, and include at least one representative from the school system, police, a private youth serving agency, a youth currently under the age of twenty one (21) and a Community at large member. with shall be electors of the Town of Ledyard.~~*

*Paragraph 4 Added the following language: In making the original appointments under this ordinance, the Mayor shall designate (3) member to serve for three (3) years; 2 members to serve for two (2) years members; two (2) members to serve for one (1) year. Thereafter members; Also removed ~~shall commence to serve their terms immediately upon appointment and.~~*

*Section 6: “Implementation” Added paragraphs 1-3.*

Moved by Councilor Brunelle, seconded by Councilor Dombrowski

Discussion: Councilor Dombrowski stated he understood the reason to amend *Ordinance #100-011*. However, he questioned the reason the following language was changes in Section 2. Purpose: Replace ~~community education,~~ with *program direction in the delivery of human services.*

Executive Assistant to the Mayor & Social Services Coordinator Kristen Chapman explained that the Youth Services Office closed mid-April, 2024 with the resignation of the Youth Services Coordinator and the departure of the Interns. She stated the outstanding cases were referred/absorbed by the School Based Health Center that was being overseen by Child & Family Agency. She stated Clinicians that would be servicing those cases were being paid with the ARPA Funding (American Rescue Plan Act) that was earmarked to provide clinician for mental health/counseling services. Therefore, she noted the approved of the Fiscal Year 2024/2025 did not provide funding to support the Youth Services Coordinator position.

Administrative Assistant Roxanne Maher explained the reason the language ~~community education~~, was replaced with *program direction in the delivery of human services*, was because the Town was not actually providing services to the residents, but instead was directing them to providers of the services they were in-need of such as home heating fuel assistance, the Linda C. Davis Food Pantry, Thames Valley Council for Community Action (TVCCA), assistance for utilities (electricity, water) , etc.

Ms. Chapman noted the only other changes to the draft Ordinance was the to remove the language that was specific to Youth Services.

**VOTE:**

**3 – 0 Approved and so declared**

<p><b>RESULT:</b> 3– 0 APPROVED TO RECOMMEND <b>MOVER:</b> April Brunelle, Committee Member <b>SECONDER:</b> Kevin Dombrowski, Committee Member <b>AYES:</b> April Brunelle, Kevin Dombrowski, Carmen Garcia-Irizarry</p>
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Administrative Assistant Roxanne Maher noted that a Public Hearing was required prior to the Town Council adopting the Ordinances the Administration Committee approved to move forward this evening. Therefore, she questioned whether the Committee wanted to wait to set the Public Hearing date until after the Finance Committee reviewed the proposed “*An Ordinance Providing Tax Relief For Gold Star Families in the Town of Ledyard*” so that they could present the following two Ordinances at one Public Hearing. The Administration Committee agreed to wait and set one Public Hearing date for the following two proposals:

- Proposed New Ordinance “*An Ordinance Providing Tax Relief For Gold Star Families in the Town of Ledyard*”
- Proposed Amendments to Ordinance #100-0111 “*An Ordinance Establishing ~~A Youth~~ & Social Services Board For the Town of Ledyard*”

4. Discussion and possible action to create an Ethics Commission for the Town of Ledyard.

Councilor Garcia-Irizarry noted that she reviewed the work regarding an Ethics Commission that was included with the Agenda Packet on the meeting portal, which had been done by previous Town Councils. She stated that she was in-favor of first creating a Code of Ethics, and then creating an Ethics Commission. She stated the 2019 Draft Ordinance included what the State recommended; however, she stated it did not address how they would form the Commission or the number of members, and who those members would be, procedures for investigation, etc. She noted the Town of Monroe’s Code of Ethics included provisions for the members and procedure for investigations, etc. She stated that she would prefer to see all this information in one document.

The Committee noted that they would continue to work on drafting a Ethics Commission and a Code of Ethics.

**RESULT: CONTINUED**

**Next Meeting:07/24/2024 5:30 p.m.**

3. Any other Business proper to come before the Committee. – None.

VIII. ADJOURNMENT

**VOTE:** Councilor Dombrowski moved the meeting be adjourned, seconded by Councilor Brunelle.  
**3 - 0 Approved and so declared**, the meeting was adjourned at 6:18 p.m.

Respectfully submitted,

Carmen Garcia-Irizarry  
Committee Chairman  
Administration Committee