

**TOWN OF LEDYARD  
CONNECTICUT  
OFFICE OF THE MAYOR**

Fred B. Allyn III  
Mayor

Kristen Chapman  
Executive Assistant to the Mayor

741 Colonel Ledyard Highway  
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(860) 464-3222  
FAX (860) 464-1126

November 30, 2023

John Procter  
35 Lake Street  
Ledyard CT, 06339

Dear Mr. Procter:

It is my pleasure to reappoint you as a regular member of the Zoning Board of Appeals, to complete a three-year term ending 12/6/2026.

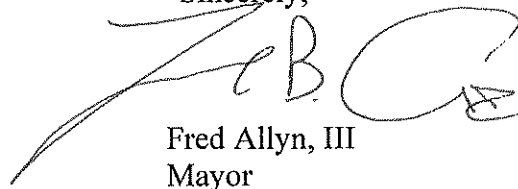
As you are aware, the Town's Meeting Portal (InSite) will aid you in preparation for the Zoning Board of Appeals meetings by providing materials and supporting documentation, daily and other reference information. This technology has enabled the town to streamline processes and implement paperless meetings. Each month you will be electronically notified of the Zoning Board of Appeals scheduled meeting. You can access this information by visiting the Town of Ledyard Website at: <https://www.ledyardct.org/> clicking on the "Agendas & Minutes" tab.

It is customary and traditional to be sworn-in by the Town Clerk prior to assuming your duties. Please bring a copy of this letter with you and try to have this accomplished as soon as possible. Town Hall business hours are Monday through Thursday, 7:30 a.m. to 4:45 p.m.

I would like to take this opportunity to thank you for your continuing willingness to volunteer for this board and for helping to make the Town of Ledyard a better place to live.

Please do not hesitate to contact me if there are any issues that you would like to discuss.

Sincerely,



Fred Allyn, III  
Mayor

cc: Town Clerk  
Town Council  
Zoning Board of Appeals