



# TOWN OF LEDYARD CONNECTICUT

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

## Administration Committee

### ~ AGENDA ~

Chairman S. Naomi  
Rodriguez

Regular Meeting

**Wednesday, January 10, 2024**

**5:30 PM**

**Town Hall Annex- Hybrid Format**

In -Person: Council Chambers, Town Hall Annex Building

Remote Participation Information is Noted Below:

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

**<https://us06web.zoom.us/j/82200729029?pwd=a7kAYvvih0A1m5FjunsTXhXUG1kGOk.1>**

**Or by Audio Only: Telephone: +1 646 558 8656; Meeting ID: 822 0072 902; Passcode: 471931**

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

MOTION to approve the following:

- Organizational Meeting Minutes of December 13, 2023
- Regular Meeting Minutes of December 13, 2023

**Attachments:** [ADMIN-MIN-2023-12-13-ORGANIZATIONAL MTG.pdf](#)  
[ADMIN-MIN-2022-12-13.pdf](#)

VI. OLD BUSINESS

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

VII. NEW BUSINESS

- 1. MOTION to appoint Mr. Ethan Foltz (D) 894 Colonel Ledyard Highway, Ledyard, to the Ledyard Farmers' Market Committee to complete a three (3) year term ending May 9, 2027; filling a vacancy left by Ms. Brunelle.

**Attachments:** [Appoint Application Foltz-Farmers Market Cmt-2023-12-13.pdf](#)  
[Farmers Market Roster](#)  
[Appointment](#)

2. MOTION to appoint the following Temporary Members to the Permanent Municipal Building Committee (PMBC) to serve as Representatives for Board of Education Projects in accordance with Ordinance #100-015 “An Ordinance Establishing A Permanent Municipal Building Committee for the Town of Ledyard:

- Ms. Kate DiPalma-Herb (D) 19 Meadow Drive Gales Ferry
- Ms. Jennifer Reguin (D) 6, Mill Cove Road, Gales Ferry

**Attachments:** [Appoint Board of Education Members to Permanent Municipal Building Cmt email-2023-12-27e.pdf](#)  
[Ordinance #001-015 “An Ordinance Establishing A Permanent Municipal Building Committee for the Town of Ledyard”](#)

3. Discussion and possible action on the MOTION to recommend the Town Council adopt a draft a “An Ordinance Establishing a Farmers Market for the Town of Ledyard” as presented in the draft dated December 22, 2023.

**Attachments:** [ORDINANCE FARMERS MARKET CMT 2023-12-22-Letter size .docx](#)  
[2019-10-09-Resolution Farmers Market Cmt.docx](#)  
[Legal Opinion - Draft Ordinance - Farmers Market Cmt email dated 12/20/2023](#)

4. MOTION to recommend the Town Council set a Hybrid (In-Person & Video Conference) Public Hearing date on February 28, 2024 at 6:30 p.m. to be held in the Council Chambers, 741 Colonel Ledyard Highway, to receive comments and recommendations regarding a proposed “An Ordinance Establishing a Farmers Market for the Town of Ledyard” as presented in the draft dated December 22, 2023.

5. 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

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**File #:** 24-0008

**Agenda Date:** 1/10/2024

**Agenda #:**

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## MINUTES

### **Minutes:**

MOTION to approve the following:

- Organizational Meeting Minutes of December 13, 2023
- Regular Meeting Minutes of December 13, 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 S. Naomi Rodriguez

**MINUTES**  
**ADMINISTRATION COMMITTEE**  
**ORGANIZATIONAL MEETING**

Wednesday, December 13, 2023

5:15 PM

Town Hall Annex Building

**DRAFT**

- I. **CALL TO ORDER** – The Administration Committee Organizational Meeting was called to order by Committee Chairman Garcia-Irizarry at 5:15 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	5:15 pm	5:18 pm
Kevin Dombrowski	Town Councilor	Present	In-Person	5:15 pm	5:18 pm
Carmen Garcia-Irizarry	Committee Chairman	Present	In-Person	5:15 pm	5:18 pm
S. Naomi Rodriguez	Town Council Chairman	Present	In-Person	5:15 pm	5:18 pm
Jessica Buhle	Town Councilor	Present	In-Person	5:15 pm	5:18 pm
Roxanne Maher	Administrative Assistant	Present	In-Person	5:15 pm	5:18 pm

- III. **BUSINESS OF MEETING**

1. **MOTION** to set the Administration Committee’s Regular Meeting schedule for the 2024 Calendar Year to be the second Wednesday of the month at 5:30 p.m. in the Town Hall Annex Building as noted below:

**Administration Committee (2nd Wednesday, Annex Building 5:30 p.m.)**

January 10	February 14	March 13	April 10
May 8	June 12	July 10	August 14
September 11	October 9	November 13	December 11
January 8, 2025			

Moved by Councilor Dombrowski, seconded by Councilor Brunelle  
Discussion: Councilor Garcia-Irizarry noted a draft 2024 meeting schedule for the Administration Committee has been provided this evening for review. She noted, if there were no objections, the Administration Committee would continue to meet on the second Wednesday of each month at 5:30 p.m. as noted above.

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

**RESULT: 3 – 0 APPROVED [UNANIMOUS]**

**MOVER:** Kevin Dombrowski, Town Councilor

**SECONDER:** April Brunelle, Town Councilor

**AYES:** April Brunelle, Kevin Dombrowski, Carmen Garcia-Irizarry

IV. COMMENTS OF COMMITTEE MEMBERS

Councilor Dombrowski stated that he looked forward to working with the members of the Administration Committee.

**RESULT: COMPLETED**

V. ADJOURNMENT

Councilor Dombrowski moved the meeting be adjourned, seconded by Councilor Brunelle  
VOTE: 3 - 0 Approved and so declared, the meeting was adjourned at 5:18 p.m.

Respectfully submitted,

Carmen Garcia-Irizarry  
Committee Chairman  
Administration Committee



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 S. Naomi Rodriguez

MINUTES  
ADMINISTRATION COMMITTEE  
REGULAR MEETING

Wednesday, December 13, 2023

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	5:41 pm
Kevin Dombrowski	Town Councilor	Present	In-Person	5:30 pm	5:41 pm
Carmen Garcia-Irizarry	Committee Chairman	Present	In-Person	5:30 pm	5:41 pm
S. Naomi Rodriguez	Town Council Chairman	Present	In-Person	5:30 pm	5:41 pm
Jessica Buhle	Town Councilor	Present	In-Person	5:30 pm	5:41 pm
Roxanne Maher	Administrative Assistant	Present	In-Person	5:30 pm	5:41 pm

- III. CITIZENS COMMENTS- None.

- IV. PRESENTATIONS/INFORMATIONAL ITEMS – None.

- V. REVIEW AND APPROVAL OF PRIOR MEETING MINUTES

MOTION to approve the Regular Meeting Minutes of November 8, 2023  
Moved by Councilor Dombrowski, seconded by Councilor Brunelle

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

- VI. BUSINESS OF THE MEETING

1. MOTION to recommend the Town Council appoint Ms. Jessica Cobb (D) 7 Whippoorwill Drive, Gales Ferry, as a Regular Member to the Planning & Zoning Commission to complete a three (3) year term ending October 31, 2026; filling a vacancy left by Mr. St. Vil.  
Moved by Councilor Dombrowski, seconded by Councilor Brunelle

Discussion: Administrative Assistant Roxanne explained with Mr. St. Vil's election to the Town Council (November 7, 2023) he has stepped down from the Planning & Zoning Commission, in accordance with the Chapter III; Section 1; of the Town Charter. She stated Planning & Zoning Commission Chairman Capon has requested that Alternate Member Jessica Cobb be appointed as a Regular Member to fill Mr. St. Vil's vacancy.

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

2. MOTION to recommend the Town Council appoint Ms. Minna DeGaetano, (D) 10 Marla Avenue, Ledyard, as an Alternate Member to the Retirement Board as an Alternate Member to Retirement Board for a three year term ending August 26, 2026.

Moved by Councilor Dombrowski, seconded by Councilor Brunelle

Discussion: Councilor Dombrowski stated that Ms. DeGaetano had a background in finance and that she recently served on the Committee to Review the Budget Process. He stated that Ms. DeGaetano would be an asset to the Retirement Board.

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

3. Discussion regarding the proposed “*An Ordinance Establishing a Farmers Market for the Town of Ledyard*” as presented in the draft dated September 27, 2023.

Councilor Dombrowski provided some background explaining when the Ledyard Farmers Market Committee was originally established in 2018 it was done using a Resolution. However, he stated because the Farmers Market Committee has been very successful, that it was time to convert the authorizing document into an Ordinance. He explained the difference between the use of a Resolution and the use of an Ordinance as follows:

- **Resolutions** were used to establish short-term Committees for specific Projects, and therefore, the terms all end at the same time, which was when The project was completed.
- **Ordinances** were used for long-term ongoing Committees, which at this time, would be more appropriate for the Farmers Market Committee.

Administrative Assistant Roxanne Maher explained that the Farmers' Market Committee currently has nine Regular Members, but because they have had some issues regarding members' attendance that they have not been able to obtain a quorum at their meetings. Therefore, she stated the Farmers Market Committee has requested their membership structure be changed to call for five Regular Members and four Alternate Members, to make it easier to have a quorum at their meetings and to conduct business. She also noted that because there were farmers from neighboring communities that the Committee would like to involve to increase their volunteer workforce, that language was proposed (included) to provide for “*Friends of the Market*”. However, she explained per Section 9 of the Town Charter Members of Town Committees/Commissions **shall be electors** of the Town.

Councilor Dombrowski stated when the Ordinance was being drafted that Administrative Assistant Roxanne Maher discussed the language that was included in the proposed

Ordinance to provide for “*Friends of the Market*” and because members had to be electors of the town that he suggested the following language be reviewed by the Town Attorney:

*“In addition, the Farmers Market Committee may, by a two-thirds vote of the Committee, select and engage “Friends of the Market” who may not be electors of the town. “Friends of the Market” may attend and participate in Committee meetings, and at the Markets. “Friends of the Market shall not have any voting rights or carry any weight or influence the decisions of the Committee.”*”

Administrative Assistant Roxanne Maher explained that the Farmers Market Committee was not trying to circumvent the Town Charter but would like to have the ability to increase their volunteer workforce in putting on the weekly Farmers’ Market that takes place from June to September in Ledyard Center attracting over 1,200 visitors each week. Therefore, she stated language was included to clearly state that the “*Friends of the Market will not have any voting rights or influence the decisions of the Farmers Market Committee*”

Councilor Garcia-Irizarry questioned when they expected to receive a legal opinion from the Town Attorney. Councilor Dombrowski stated that they did not know how long it would take to hear back from the Town Attorney. Therefore, he suggested that the Administration Committee not take any action on the draft “*An Ordinance Establishing a Farmers Market for the Town of Ledyard*” this evening.

The Administration Committee, by consensus, agreed to defer action on the proposed “*An Ordinance Establishing a Farmers Market for the Town of Ledyard*” to their January 10, 2024 meeting; or until they receive the legal opinion.

**RESULT: DEFERRED**

**Next Meeting: 1/10/2023 5:30 pm**

4. No Action on the Discussion and possible action on the MOTION to recommend the Town Council set a Hybrid (In-Person & Video Conference) Public Hearing date on February 28, 2024 at 6:30 p.m. to be held in the Council Chambers, 741 Colonel Ledyard Highway, to receive comments and recommendations regarding the proposed “*An Ordinance Establishing a Farmers Market for the Town of Ledyard*” as presented in the draft dated September 27, 2023.

Councilor Dombrowski suggested that the Administration Committee not act to schedule a Public Hearing date until they have received the legal opinion and were ready to move the proposed “*An Ordinance Establishing a Farmers Market for the Town of Ledyard*” forward to the Town Council.

Administrative Assistant Roxanne Maher explained that in accordance with Chapter II; Section 5 of the Town Charter that a Public Hearing was required before the adoption of an Ordinance.

**RESULT: NO ACTION**

**Next Meeting: 1/10/2023 5:30 pm**



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

VII. ADJOURNMENT

VOTE: Councilor Dombrowski moved the meeting be adjourned, seconded by Councilor Brunelle.  
3 - 0 Approved and so declared, the meeting was adjourned at 5:41 p.m.

Respectfully submitted,

Carmen Garcia-Irizarry  
Committee Chairman  
Administration Committee



# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

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**File #:** 22-089

**Agenda Date:** 1/10/2024

**Agenda #:** 1.

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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 #:** 23-2345

**Agenda Date:** 1/10/2024

**Agenda #:** 1.

## APPOINTMENT

### **Motion/Request:**

MOTION to appoint Mr. Ethan Foltz (D) 894 Colonel Ledyard Highway, Ledyard, to the Ledyard Farmers' Market Committee to complete a three (3) year term ending May 9, 2027; filling a vacancy left by Ms. Brunelle.

### **Background:**

Mr. Foltz has expressed an interest in assisting the community with supporting the Ledyard Farmer's Market. He believes the Farmers' Market was an important event to maintain because it provides the general enrichment of the citizens, and promotes small local farmers and businesses.

Mr. Foltz is a 2017 Ledyard High School Graduate, and attended Three Rivers Community College; and later graduated from the Norwich American Professional Education Services for Emergency Medical Technician (EMT) in May, 2023. He is currently working through the steps to register with the National Registry of Emergency Medical Technicians (NREMT).

Mr. Foltz has been involved in the community in the past working Jim Sorensen to help move the Food Pantry from the Lower Level of the Town Hall to the Congregational Church which was later moved to its current location in the Red Barn, now known as the Linda C. Davis Food Pantry. (Please see attached Appointment Application)

### **Administrative Notes:**

The Farmers' Market Committee currently has nine Regular Members with four vacancies. (Please see attached Roster)

### **Nominating Committee Recommendation:**

DTC Nominating Committee approved on 12/17/23. SNR (see attached email)

### **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**

Ethan \_\_\_\_\_ D \_\_\_\_\_ Foltz \_\_\_\_\_  
 First Name Middle Initial Last Name

foltzethanlhs@gmail.com \_\_\_\_\_  
 Email Address

894 Colonel Ledyard Hwy \_\_\_\_\_  
 Home Address Suite or Apt

Ledyard \_\_\_\_\_ CT \_\_\_\_\_ 06339 \_\_\_\_\_  
 City State Postal Code

Home: (860) 501-5261 \_\_\_\_\_  
 Primary Phone Alternate Phone

**Which Boards would you like to apply for?**

Ledyard Farmers Market Committee: 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'm interested in assisting the community with supporting the Ledyard Farmer's Market. I think it's an important event to maintain and provide for the general enrichment of the citizens, as well as the promotion of small local businesses.

**Community Involvement**

My only previous community involvement is the initial setup for the Ledyard Food Pantry, I assisted Jim Sorensen in moving the first wave of donations into the temporary home for the food pantry in front of the Ledyard Congregational Church.

**Educational Background**

I graduated from Ledyard High School in 2017, and attended courses at Three Rivers Community College over the course of 2019-2022, changing majors and focuses a few times before deciding to turn my attention towards becoming an EMT. I graduated from the Norwich American Professional Education Services course for EMTs in May of this year (2023) and am currently progressing through the steps to register with the NREMT.

860Kombucha \_\_\_\_\_ Brewer \_\_\_\_\_  
 Employer Job Title

## Party Affiliation

### Party Affiliation \*

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Democrat

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## 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

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**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.**

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I Agree

### Signature (type full name below)

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Ethan David Foltz

LEDYARD FARMERS' MARKET COMMITTEE

	Name	Term Expiration
R	Martic, Sarah 59R Long Pond Road, South Ledyard, Connecticut 06339	5/9/2024
D	Vacant (Brunelle)	5/9/2024
D	Ball, Pamela 674 Shewville Road Ledyard, Connecticut 06339	5/9/2024
R	Vacant (Favry)	5/9/2024
D	Grenger, Ellin 15 Bittersweet Drive Gales Ferry, Connecticut 06335	5/9/2024
D	Troy, Allison 548 Pumpkin Hill Road Ledyard, Connecticut 06339	5/9/2024
U	Vacant (Hary, Lauriann)	5/9/2024
R	Thorne, William 3 Adios Lane Ledyard, Connecticut 06339	2/26/2026
U	Vacant (Hary, Peter)	2/26/2026

Appointed by Town Council

3 Year Term

9 Members



## Roxanne Maher

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**From:** Roxanne Maher  
**Sent:** Sunday, December 17, 2023 1:44 PM  
**To:** So Rodriguez  
**Subject:** Re: Vacancy - Ledyard Farmers Market

Hi Naomi:

I will include on the Admin Cmt's January Agenda.

Roxanne  
Sent from my iPhone

On Dec 17, 2023, at 1:40 PM, So Rodriguez <ledyarddtdcnnaomi@comcast.net> wrote:

Hello Roxanne,

The DTC Nominating Committee has voted on 12/17/23 to forward/recommend Mr. Ethan Foltz to fill the open vacancy on the Ledyard Farmers Market Committee left by April Brunelle. Thank you.

Respectfully,

Naomi Rodriguez, Chair  
DTC Nominating Committee



# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

**File #:** 24-0009

**Agenda Date:** 1/24/2024

**Agenda #:** 2.

## APPOINTMENT

### **Motion/Request:**

MOTION to appoint the following Temporary Members to the Permanent Municipal Building Committee (PMBC) to serve as Representatives for Board of Education Projects in accordance with Ordinance #100-015 “*An Ordinance Establishing A Permanent Municipal Building Committee for the Town of Ledyard:*”

- Ms. Kate DiPalma-Herb (D) 19 Meadow Drive Gales Ferry
- Ms. Jennifer Reguin (D) 6, Mill Cove Road, Gales Ferry

### **Background:**

In accordance with Ordinance #100-015 “*An Ordinance Establishing A Permanent Municipal Building Committee for the Town of Ledyard*” (Section 3)

**“Temporary Members:** *For each municipal project, up to two (2) temporary members who are a member or representative of the Proposing Body **shall be appointed by the Town Council.***

*For Board of Education projects, at least one **temporary member** shall be a Board of Education member. Temporary members shall have the right to vote on the activities of the Permanent Municipal Building Committee only with respect to the particular project for which such members were appointed.”* (please see attached)

The Board of Education has selected and forwarded for appointment Ms. Reguin and Ms. DiPalma-Herb to serve as their Representatives. (Please see attached)

### **Administrative Notes:**

(type text here)

### **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.

## Roxanne Maher

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**From:** Roxanne Maher  
**Sent:** Wednesday, December 27, 2023 1:28 PM  
**To:** Jay Hartling  
**Cc:** arode@ledyard.net; Naomi Rodriguez; Lisa Sartori; garyjonschneider@comcast.net; Roxanne Maher; Carmen Garcia Irizarry  
**Subject:** RE: Members on the Permanent Municipal Building Committee \*\*Please Provide Names\*\*  
**Attachments:** ORD-#100-015-An Ordinance Establishing Permanent Municipal Building Committee for the Town of Leydard-2019-09-25-Highlighted.pdf

Good Morning Mr. Hartling:

Thank you for forwarding the names that the Board of Education would like to have appointed to serve as their Representatives on the PMBC

I will forward your email to the Administration Cmt and the Town Council for appointment in accordance with Ordinance #100-015 *"An Ordinance Establishing A Permanent Municipal Building Committee for the Town of Ledyard"* (Section 3) which states:

***"Temporary Members:*** *For each municipal project, up to two (2) temporary members who are a member or representative of the Proposing Body shall be appointed by the Town Council. For Board of Education projects, at least one temporary member shall be a Board of Education member. Temporary members shall have the right to vote on the activities of the Permanent Municipal Building Committee only with respect to the particular project for which such members were appointed."* (please see attached)

I appreciate your help,

Wishing you a Happy New Year!  
Roxanne

*Roxanne M. Maher*



*Administrative Assistant to*

*the Ledyard Town Council*  
*(860) 464-3203*  
*council@ledyardct.org*

**Town Hall Hours:**  
**Monday – Thursday 7:30 a.m. to 4:45 p.m.**  
**CLOSED FRIDAYS**

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**From:** Jay Hartling <jhartling@ledyard.net>  
**Sent:** Wednesday, December 27, 2023 11:56 AM  
**To:** Roxanne Maher <council@ledyardct.org>  
**Cc:** arode@ledyard.net; Naomi Rodriguez <NaomiR@ledyardct.org>; Lisa Sartori <town.clerk.asst@ledyardct.org>; garyjonschneider@comcast.net  
**Subject:** Re: Members on the Permanent Municipal Building Committee **\*\*Please Provide Names\*\***

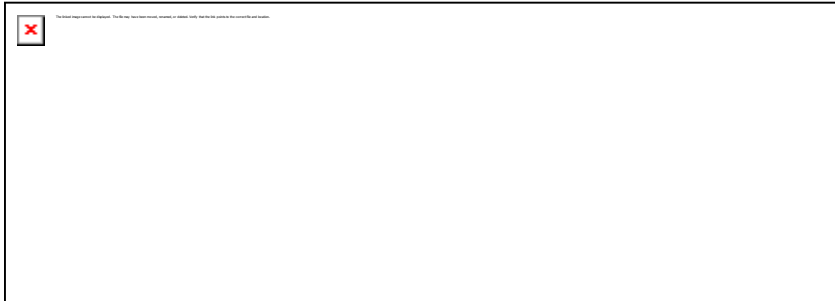
Roxanne,

I believe names were provided several weeks ago. Mr. Rode appointed Jennifer Reguin and reappointed Kate DiPalma-Herb.

Please let me know if I can be of further assistance. -Jay

**Jason S. Hartling**  
Superintendent  
Ledyard Public Schools

***“Believing in the unlimited potential of every student”***



On Wed, Dec 27, 2023 at 9:18 AM Roxanne Maher <[council@ledyardct.org](mailto:council@ledyardct.org)> wrote:

Good Morning Chairman Rode:

Please see messages below from the Permanent Municipal Building Committee Admin Assistant Lisa Sartori and

Town Council Chairman Rodriguez.

With both Ms. Kate DePalma-Herb and Mr. Stephen Munger no longer serving on the Board of Education, your assistance in providing the names to two residents (at least one Board of Education Member) to be appointed by the Town Council to Represent the Board of Education on the Permanent Municipal Building Committee would be greatly appreciated.

In speaking with Ms. Sartori this morning, the PMBC will need to cancel need to cancel their January meeting because they currently do not have any BOE Representatives.

Please see attached Ordinance #100-015 *An Ordinance Establishing A Permanent Municipal Building Committee for the Town of Ledyard*

Should you have any questions, please do not hesitate to contact Chairman Rodriguez or myself.

Thank you,

Roxanne

*Roxanne M. Maher*



*Administrative Assistant to  
the Ledyard Town Council*

(860) 464-3203

[council@ledyardct.org](mailto:council@ledyardct.org)

**Town Hall Hours:**

**Monday - Thursday 7:30 a.m. to 4:45 p.m.**

**CLOSED FRIDAYS**

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**From:** Lisa Sartori <[town.clerk.asst@ledyardct.org](mailto:town.clerk.asst@ledyardct.org)>

**Sent:** Tuesday, December 26, 2023 8:16 AM

**To:** Roxanne Maher <[council@ledyardct.org](mailto:council@ledyardct.org)>

**Subject:** Board of Ed members for PMBC

Good morning Roxanne – has the Town Council appointed new Board of Ed Members to PMBC?

Both of our BOE members are no longer BOE members, and we have a meeting on Tues 1/2/2023.

Lisa

Lisa D. Sartori  
Assistant Town Clerk, Town of Ledyard  
741 Colonel Ledyard Hwy.  
Ledyard, CT 06339  
Office: (860) 464-3257

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**From:** Naomi Rodriguez <[NaomiR@ledyardct.org](mailto:NaomiR@ledyardct.org)>

**Sent:** Tuesday, December 05, 2023 2:12 PM

**To:** [arode@ledyard.net](mailto:arode@ledyard.net)

**Cc:** Roxanne Maher <[council@ledyardct.org](mailto:council@ledyardct.org)>; [jhartling@ledyard.net](mailto:jhartling@ledyard.net)

**Subject:** Members on the Permanent Municipal Building Committee

Good Afternoon Chairman Rode,

Congratulations on your election as Board of Education Chairman!

With Ms. DiPalma-Herb and Mr. Munger not seeing re-election to the Board of Education their term as Temporary Members on the Permanent Municipal Building Committee has come to an end.

In accordance with Ordinance #100-015 “*An Ordinance Establishing A Permanent Municipal Building Committee for the Town of Ledyard*” (Section 3)

**“Temporary Members:** *For each municipal project, up to two (2) temporary members who are a member or representative of the Proposing Body **shall be appointed by the Town Council.***

*For Board of Education projects, at least one **temporary member** shall be a Board of Education member. Temporary members shall have the right to vote on the activities of the*



*Permanent Municipal Building Committee only with respect to the particular project for which such members were appointed.” (please see attached)*

Please forward the names of two individuals that the Board of Education would like to represent their interest regarding the School Projects to the Town Council for consideration and appointment.

Should you have any questions, please do not hesitate to contact me at (860) 910-9918.

I look forward to working with you.

Respectfully,

*S. Naomi Rodriguez, Chairman*

*Ledyard Town Council*

AN ORDINANCE ESTABLISHING  
A PERMANENT MUNICIPAL BUILDING COMMITTEE  
FOR THE TOWN OF LEDYARD

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

Section 1. Authority

Pursuant to Chapter IV, Section 5 of the Town Charter, a Permanent Municipal Building Committee is hereby established.

Section 2. Purpose

The Permanent Municipal Building Committee shall have continuing responsibility for the execution of major construction and maintenance projects for the Town of Ledyard. The Permanent Municipal Building Committee will oversee and supervise the design, construction, renovation, demolition and removal of Town and Board of Education buildings, as well as any significant installation, renovation or upgrade of service equipment and major systems as provided herein.

The Permanent Municipal Building Committee may have responsibility for the execution of buildings or infrastructure projects associated with the provisions of water and sewer, if deemed appropriate by the Town Council.

From time to time, the Permanent Municipal Building Committee may be asked to undertake certain studies or projects by the Town Council. In case of multiple projects, the Town Council may form a separate building committee for a particular project.

Section 3. Membership

The Permanent Municipal Building Committee shall consist of the following members appointed by the Town Council:

Regular Members: Five (5). These members, to the extent possible, shall include those with experience in finance, engineering, architecture, project management, or the building trades. They shall be appointed for a term of three (3) years.

Temporary Members: For each municipal project, up to two (2) temporary members who are a member or representative of the Proposing Body shall be appointed by the Town Council. **For Board of Education projects, at least one temporary member shall be a Board of Education member.** Temporary members shall have the right to vote on the activities of the Permanent Municipal Building Committee only with respect to the particular project for which such members were appointed.

Ex-Officio Members: The Town Finance Director, Board of Education Business Manager and/or his designee, Town Engineering Technician, Town Planner and the Permanent Municipal Building Committee's Town Council Liaison shall be non-voting ex-officio members. The Board of Education member and the Board of Education Business Manager may be excused from participating in non-Board of Education related matters.

Quorum: A quorum shall consist of a majority of voting members.

#### Section 4. Terms of appointment

Regular members shall be appointed by the Town Council for a term of three (3) years. 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 Town Council.

Any vacancy in the Permanent Municipal Building Committee other than by expiration of term shall be filled for the unexpired portion of the term by the Town Council. The Town Council may remove members for cause and fill the vacancy per Chapter IV, Section 6 of the Town Charter.

Cause for removal shall include, but is not limited to, unexcused absence from three (3) consecutive regular meetings and any intervening duly called special meeting.

Any member of the Permanent Municipal Building Committee who is absent from three (3) consecutive regular meetings and any intervening duly called special meetings shall be considered to have resigned from the Permanent Municipal Building Committee. The vacancy shall be filled as herein before provided. Additionally, the Permanent Municipal Building Committee 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 Permanent Municipal Building Committee to notify the Town Council when a member has not properly performed his duties.

Annually, the regular members of the Permanent Municipal Building Committee shall elect a Chairman, Vice Chairman and Secretary. Any vacancy in any such office shall be filled by the Permanent Municipal Building Committee from its regular membership.

#### Section 5. Powers and Duties

The Permanent Municipal Building Committee is authorized to develop design plans and drawings for municipal building projects directed by the Town Council, primarily in accordance with the Town's Capital Improvements Projects List.

The Permanent Municipal Building Committee is authorized to interview architects and/or engineers for the purpose of planning, building and completing municipal building projects, and based on said interviews hire suitable candidates.

The Permanent Municipal Building Committee is authorized to develop schedules and cost estimates for municipal building projects.

The Permanent Municipal Building Committee is authorized to recommend to the Mayor the execution of municipal building project contracts as may be approved by the Town Council.

The Permanent Municipal Building Committee shall have authority over all change order requests. The Permanent Municipal Building Committee shall also coordinate all applications for grants and other financial assistance documents. The Permanent Municipal Building Committee shall submit change orders and grants/financial assistance documentation to the appropriate authority in a timely manner and with timely notification to the Town Council. The Town Council is the authority to modify or change the scope of the project.

The Permanent Municipal Building Committee shall at least quarterly report its activity to the Town Council and to the Proposing Body, if applicable; and shall submit a final report upon completion of each project.

The Permanent Municipal Building Committee is also authorized to conduct periodic reviews and audits of the physical condition of all municipal and school buildings and grounds, including service equipment and major systems and make recommendations to the Town Council for inclusion into the Town's Capital Improvements Projects List and should work with the Mayor's Office and the appropriate boards and commissions and agencies.

It is understood that the agencies assigned responsibility for specific buildings, grounds, capital, and facilities shall assess, prioritize, seek funding and actively support administration of projects assigned to the Permanent Municipal Building Committee.

The Permanent Municipal Building Committee shall, with assistance from the Proposing Body ensure that projects are completed, including close-out of required reports, in a timely manner.

#### Section 6. Spending Funds

The Permanent Municipal Building Committee may expend such funds as the Town Council, or if required the Town Meeting, may appropriate to carry out its duties as described herein. There shall be no intermingling of funding between projects.

#### Section 7. Definitions:

For the purpose of this Ordinance, the following definitions shall apply:

- 1) "Major maintenance" shall include capital building/improvement projects and projects that are capital in nature; that is, having a useful life of five or more years.

"Major maintenance" shall not include routine maintenance and upkeep of a building or other structures, or its service equipment, which is performed on a regular basis.

- 2) "Service equipment and major systems" shall include boilers, elevators, generators, HVAC systems, septic systems, fire alarms, electrical service including wiring and fixtures, major plumbing service, building skin (roofs, gutters, masonry, windows, exterior paint, floor covering, etc.) It shall not include information system technology (computers and computer systems).

- 3). "Proposing Body" means the Town of Ledyard appointed or elected board or commission sponsoring or requesting a construction or major maintenance project or for a project initiated by the Permanent Building Committee itself, the board or commission whose facility would be the recipient thereof.

#### Section 7. Severability

If any provision of this Ordinance shall be held invalid by a court having competent jurisdiction, such invalidity shall not affect any of the other provisions of this Ordinance that can be given effect without the invalid provision and for this purpose the provisions of the Ordinance are hereby declared severable.

#### 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, Adopted and Renumbered by the Ledyard Town Council on: September 25, 2019

\_\_\_\_\_  
Linda C. Davis, Chairman

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

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

Published on:

Effective Date:

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

\*\*\*\*\*

Revisions: Ordinance #119 *“An Ordinance Establishing a Permanent Municipal Building Committee for the Town of Ledyard”* Adopted March 26, 2008; Ordinance #138 *“An Ordinance Amending an Ordinance Establishing a Permanent Municipal Building Committee for the Town of Ledyard: Adopted June 24, 2015; Effective: July 31, 2015.*

History:

The Twenty-fourth Town Council (2017- 2019) Ordinance Update Initiative: Renumbered Ordinance #138 to Ordinance #100-015.

2015: Removed the project threshold of \$25,000 requiring all capital building/improvement projects and projects that are capital in nature; that is, having a useful life of five or more years be assigned to the Permanent Municipal Building Committee.

2019: Title – Removed *“Ordinance Amending”* – Per Town Attorney not required. Section 4 added language regarding members attendance relative to resignation/replacement. Removed Section 9 *“Cancellation”* - Per Town Attorney the *“Cancellation Section”* was not needed. The *“Revisions”* and *“History”* paragraph indicates that the previous ordinance has been updated and replaced. Added new Section 9 *“Effective Date”* to be consistent with Town Ordinance format



# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

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**File #:** 23-2138

**Agenda Date:** 1/4/2024

**Agenda #:** 3.

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## ORDINANCE

### **Motion/Request:**

Discussion and possible action on the MOTION to recommend the Town Council adopt a draft a “*An Ordinance Establishing a Farmers Market for the Town of Ledyard*” as presented in the draft dated December 22, 2023.

### **Background:**

Based on the Attorney’s comments (please see attached email dated 12/20/2023) the following language regarding “Friends of the Market” has been removed from the Draft Ordinance (please see updated draft of 12/22/2023) :

*“In addition, the Farmers Market Committee may, by a two-thirds vote of the Committee, select and engage “Friends of the Market” who may not be electors of the town. “Friends of the Market” may attend and participate in Committee meetings, and at the Markets. Friends of the Market shall not have any voting rights or carry any weight or influence the decisions of the Committee.”*

When the Ledyard Farmers Market Committee was originally established in 2018 it was done using a Resolution.

The Farmers Market Committee has been very successful and it was time to convert the authorizing document into an Ordinance.

**Resolutions** are used to establish short-term Committee for specific Projects, and therefore, terms all end at the same time, which was when The project was completed.

**Ordinances** are used for long-term ongoing Committees, which would be more appropriate for the Farmers Market Committee.

The proposed Ordinance mirrors the current Resolution with the following updates:

- Members - Reduce the members from the current nine members to five Regular Members and four Alternate Members.
- The following language has been proposed:

*In addition, the Farmers Market Committee may, by a two-thirds vote of the Committee, select and engage “Friends of the Market” who may not be electors of the town. “Friends of the Market” may attend and participate in Committee meetings, and at the Markets. “Friends of the Market shall not have any voting rights or*

*carry any weight or influence the decisions of the Committee.* (This language has been provided to enable the Market to include Farmers from neighboring communities as part of their workforce.

Per Section 9 of the Town Charter Members of Town Committees/Commissions shall be electors of the Town (please see below). The Farmers Market Committee is not trying to circumvent the Town Charter but would like to have the ability to increase their volunteer workforce in putting on the weekly Farmers' Market that takes place from June to September in Ledyard Center attracting over 1,200 visitors each week). Therefore, language was included to clearly state that the "Friends of the Market will not have any voting rights or influence the decisions of the Farmers Market Committee"

SECTION 8. OTHER OFFICES, BOARDS AND COMMISSIONS

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/or 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.

SECTION 9. APPOINTMENTS AND REMOVALS

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.

*"The market may also keep a small cash reserve on hand to make change for donations, make change for vendors, issue payouts for small expenses such as water, ice, etc.*

*In addition, upon the annual approval of the Farmers Market Committee, stipends may be issued to the Market Manager and Committee Members. The Committee shall annually determine and approve the amount of the stipends.*

*Other than In-Kind services provided by the town, the Farmers Market Committee shall not receive an operating budget supported by town funds.*

**Ordinance:**  
**DRAFT: 12/22/2023**

Ordinance # 100-xxx

AN ORDINANCE  
ESTABLISHING A FARMERS MAREKT COMMITTEE  
FOR THE TOWN OF LEDYARD

Be it Ordained by the Town Council of the Town of Ledyard the Ledyard Farmers' Market Committee is

hereby established.

Section 1. Authority

Pursuant to Chapter IV, Section 5 of the Town Charter, there is hereby established a Farmers Market Committee for the Town of Ledyard.

Section 2. Purpose

The purpose of this Ordinance “*An Ordinance Establishing a Farmers Market for the Town of Ledyard*” is to is to codify, update and facilitate the “*Resolution Establishing a Farmers Market Committee*” adopted by the Town Council on May 9, 2018 and amended and adopted on October 10, 2019.

Section: 3. Objective

The Farmers’ Market is to create, promote, and operate a CT Grown ([www.ctgrown.gov](http://www.ctgrown.gov) <<http://www.ctgrown.gov>>) Farmers’ Market in the Town of Ledyard that will provide residents access to fresh, nutritious food, encourage community activity in Ledyard, and stimulate public interest and awareness in local farm products, thereby supporting local agricultural producers and rural life in Ledyard, Connecticut. (what if something changes and we are not certified?)

The Farmers Market Committee will function with the support of the Parks and Recreation Commission.

Section 3. Membership

The Farmers Market Committee shall consist of five (5) regular members and four (4) alternate members who shall be electors of the town and appointed by the Town Council; and to the extent possible be representative of a broad cross section of the community which it serves, including but not limited to:

- CT Grown producer(s)
- Community Artisan(s)
- Community-at-Large

Quorum: A quorum shall consist of a majority of voting members.

Section 4. Terms of Appointment

Members shall be appointed by the Town Council for a term of three (3) years and shall commence to serve their terms immediately upon appointment and shall serve until they have been reappointed, their successor has qualified; or are removed by the Town Council.

Thereafter, vacancies shall be filled for a three (3) year term.

Any vacancy on the Committee, other than by expiration of term, shall be filled for the unexpired portion of the term by the Town Council with priority given to maintain the structure above.

The Town Council may remove members for cause and fill the vacancy per Chapter IV, Section 6 of the



Town Charter. Cause for removal shall include, but is not limited to, unexcused absence from three (3) consecutive regular meetings and any intervening duly called special meeting.

Any member of the Committee who is absent from three (3) consecutive regular meetings and any intervening duly called special meetings shall be considered to have resigned from the Commission and the vacancy shall be filled as hereinbefore provided, except that the Commission may vote to waive the requirements of the 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 Committee to notify the Town Council when a member has not properly performed his duties.

The regular members of the *Farmers Market Committee* shall elect a Chairman, Vice Chairman, Secretary and Treasurer. Any vacancy in any such office shall be filled from its membership.

#### Section 5. Implementation

With the adoption of this Ordinance current members of the Farmers' Market Committee shall be reappointed to designate regular members, alternate members and to adjust terms to provide continuity and eliminate all terms ending on the same date.

- Two Regular Members shall be appointed for three (3) years
- One Regular Member shall be appointed for two (2) years
- One Regular Member shall be appointed for one (1) year
- One Alternate Members shall be appointed for two (2) years
- One Alternate Member shall be appointed for one (1) year

Thereafter, vacancies shall be filled for a three (3) year term.

#### Section 5. Powers and Duties

- Oversee the operation of the market, and set policy for the Committee, including but not limited to:
  - Establish Market Rules and Guidelines;
  - Establish, review, and approve/disapprove applications for Vendor(s) and Community Organization(s) interested in participating in the Farmers' Market;
  - Establish and collect Market Fees;
  - Handle immediate situations concerning the market, including resolving conflicts among members/vendors, and resolving consumer complaints;
  - Ensure the market area stays clean and vendors abide by market rules;

- Assist vendors in compliance with all State and Federal rules and regulations;
- Establish and adopt Committee Rules of Procedure.
  
- Arrange all meetings of the general membership;
- Administer the Committee's activities;
- Create working group assignments (e.g., market theme days, children's activities, fundraising, advertising, etc.) and designate leads as necessary;
- Investigate any suspicion of questionable practices or violation of market rules employed by any seller. If verified, the Committee is authorized to immediately enforce corrective action as necessary, up to and including revoking vendor's authorization to participate in the Farmers' Market without refund of Market Fees.

#### Section 6. Revenue, Funding, and Monetary Gifts

The *Ledyard Farmers' Market Committee* is authorized to accept Market Fees, gifts, or other monetary donations to further the mission of the Farmers' Market.

Monies received by the Town of Ledyard, from whatever source and by whatever means (e.g., Market Fees, gifts, donation, etc.) shall be deposited into a Farmers Market Fund 020810201-54201-24201. These funds shall be in the custody of the Town Treasurer. Annually, the Town Treasurer annually shall submit to the *Farmers' Market Committee* and the Legislative Body of the Town a complete and detailed report of the Farmers' Market Fund.

Upon the *Farmers' Market Committee's* authorization, money that has been received may be expended directly from this fund for the operation, development, promotion, and marketing of the Farmers' Market within the community. Funds that were designated for a specific purpose when received must be expended for that specific purpose.

*The market may also keep a small cash reserve on hand to make change for donations, make change for vendors, issue payouts for small expenses such as water, ice, etc.*

*In addition, upon the annual approval of the Farmers Market Committee, stipends may be issued to the Market Manager and Committee Members. The Committee shall annually determine and approve the amount of the stipends.*

*Other than In-Kind services provided by the town, the Farmers Market Committee shall not receive an operating budget supported by town funds.*

#### 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 Ledyard Town Council on: \_\_\_\_\_

\_\_\_\_\_  
, Chairman

Approve/Disapprove on: \_\_\_\_\_

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

Published on:

Effective Date:

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

\*\*\*\*\*

Revisions: Initially established under the *Resolution Establishing a Farmers Market Committee for the Town of Ledyard*” on May 9, 2018; Amended on October 9, 2019 to increase membership from seven members to nine members.

History:

“*Resolution Establishing a Farmers Market Committee for the Town of Ledyard*” was replaced by Ordinance # \_\_\_\_\_

12//22/2023: The proposed Ordinance mirrors the *Resolution Establishing the Farmers’ Market Committee* with the following updates:

- Members - Reduce the members from the current nine members to five Regular Members and four Alternate Members.
- The following language has been included in Section 6:

*“The market may also keep a small cash reserve on hand to make change for donations, make change for vendors, issue payouts for small expenses such as water, ice, etc.*

*In addition, upon the annual approval of the Farmers Market Committee, stipends may be issued to the Market Manager and Committee Members. The Committee shall annually determine and approve the amount of the stipends.*

*Other than In-Kind services provided by the town, the Farmers Market Committee shall not receive an*

*operating budget supported by town funds”.*

**Mayor Comment/Recommendation:**

(type text here)

**Body:**

(type text here)

RESOLUTION  
ESTABLISHING A LEDYARD  
FARMERS' MARKET COMMITTEE

WHEREAS: The Town Council supports creating, promoting, and operating a CT Grown ([www.ctgrown.gov](http://www.ctgrown.gov)) farmers' market in Ledyard that will provide residents access to fresh, nutritious food, encourage community activity in Ledyard, and stimulate public interest and awareness in local farm products, thereby supporting local agricultural producers and rural life in Ledyard, Connecticut;

WHEREAS: The Town Council recognizes that its citizens, community groups and organizations are a valuable asset to our town as they are instrumental in planning and participating in community events making Ledyard a great and place to live;

WHEREAS: The Town Council welcomes the talents of our residents who have expressed an interest in participating in the operation of a Farmers' Market in our community;

NOW, THEREFORE, BE IT RESOLVED: That there is hereby established a *Ledyard Farmers' Market Committee*, that will function with the support of the Parks and Recreation Commission. The Farmers Market Committee will be comprised of nine (9) members appointed by the Town Council. Members shall be electors of the town and to the extent possible be representative of a broad cross section of the community which it serves, including but not limited to:

- CT Grown producer(s)
- Community Artisan(s)
- Community-at-Large

Regular members shall be appointed by the Town Council for a term of three (3) years. Members shall commence to serve their terms immediately upon appointment and shall serve until their successor has qualified or are removed by the Town Council.

Any vacancy on the Committee, other than by expiration of term, shall be filled for the unexpired portion of the term by the Town Council with priority given to maintain the structure above.

The Town Council may remove members for cause and fill the vacancy per Chapter IV, Section 6 of the Town Charter. Cause for removal shall include, but is not limited to, unexcused absence from three (3) consecutive regular meetings and any intervening duly called special meeting, failure to act in the best interests of the Committee, or lack of sympathy with the stated purpose of the Committee. It shall be the responsibility of the Chairman of the Committee to notify the Town Council when a member has not properly performed his duties.

Any member of the Committee who is absent from three (3) consecutive regular meetings and any intervening duly called special meetings shall be considered to have resigned from the Commission and the vacancy shall be filled as hereinbefore provided, except that the Commission may vote to waive the requirements of the section in each case where illness or other extenuating circumstances make it impossible for a member to meet the attendance requirements of this action

The regular members of the *Ledyard Farmers' Market Committee* shall annually elect a Market Manager, an Assistant Market Manager/Secretary and a Treasurer. Additional positions may be developed as needed. Any vacancy in any such office shall be absorbed by or distributed among the remaining members.

BE IT FURTHER RESOLVED: That the *Ledyard Farmers' Market Committee* shall be authorized to:

- Oversee the operation of the market, and set policy for the Committee, including but not limited to:
- Establish Market Rules and Guidelines;

- Establish, review, and approve/disapprove applications for Vendor(s) and Community Organization(s) interested in participating in the Farmers' Market
- Establish and collect Market Fees;
- Handle immediate situations concerning the market, including resolving conflicts among members/vendors, and resolving consumer complaints;
- Ensure the market area stays clean and vendors abide by market rules;
- Assist vendors in compliance with all State and Federal rules and regulations;
- Arrange all meetings of the general membership;
- Administer the Committee's activities;
- Create and disband special sub-committees (e.g. market theme days, children's activities, fundraising, advertising, etc.) and appoint leads as necessary;
- Investigate any suspicion of questionable practices or violation of market rules employed by any seller. If verified, the Committee is authorized to immediately enforce corrective action as necessary, up to and including revoking vendor's authorization to participate in the Farmers' Market without refund of Market Fees.

ADDITIONALLY: The *Ledyard Farmers' Market Committee* is authorized to accept Market Fees, gifts, or other monetary donations to further the mission of the Farmers' Market.

All monies received by the Town of Ledyard, from whatever source and by whatever means (e.g. Market Fees, gifts, donation, etc.) shall be deposited into a Farmers Market Fund 0208-24201. These funds shall be in the custody of the Town Treasurer. Annually, the Town Treasurer shall submit to the *Farmers' Market Committee* and the Legislative Body of the Town a complete and detailed report of the Farmers' Market Fund.

Upon the *Farmers' Market Committee's* authorization, money that has been received may be expended directly from this fund for the operation, development, promotion, and marketing of the Farmers' Market within the community. Funds that were designated for a specific purpose when received must be expended for that specific purpose.

BE IT FURTHER RESOLVED: That within thirty (30) days of the appointment of this Committee that an Organizational Meeting of said Committee shall be held at which members shall choose a Market Manager, Assistant Market Manager/Secretary and Treasurer;

BE IT FURTHER RESOLVED: That said Committee shall provide a semi-annual report before the opening and at the closing of the market season; and provide an annual report to the Town Council.

Amended and Adopted by the Ledyard Town Council on: October 9, 2019

---

Linda C. Davis, Chairman

.....

Revisions: 2017-05-09 *Resolution Establishing a Ledyard Farmers' Market Committee* Adopted: May 9, 2018.

History: The Farmers Market Committee was established in 2018 to assist this non-profit organization with staff support, procedures and mechanisms to receive and expend funds to facilitate an Agricultural Market in Ledyard.

2019: Increased members from seven (7) to nine (9). Added language regarding attendance, resignation to be consistent with the town's committee, commission, board attendance requirements. Added the word "annually" regarding the election of officers.

## Roxanne Maher

---

**From:** Roxanne Maher  
**Sent:** Friday, December 22, 2023 3:42 AM  
**To:** nemmrac@netscape.net; april@aprilkneadsdough.com; Kevin J. Dombrowski  
**Cc:** Allison Troy; Bill Thorne; Ellin Grenger (egrenger@gmail.com); Pam Ball; Roxanne Maher; Sarah Martic; Naomi Rodriguez  
**Subject:** FW: Draft Ordinance Farmers Market - Request Legal Review

Tracking:	Recipient	Read
	nemmrac@netscape.net	
	april@aprilkneadsdough.com	
	Kevin J. Dombrowski	
	Allison Troy	
	Bill Thorne	
	Ellin Grenger (egrenger@gmail.com)	
	Pam Ball	
	Roxanne Maher	
	Sarah Martic	
	Naomi Rodriguez	Read: 12/23/2023 11:48 PM

Hello Administration Committee:

Please see the legal opinion below regarding the proposed *Ordinance Establishing a Ledyard Farmers Market Committee*.

Based on the Attorney's comments the following language regarding "Friends of the Market" will have to be removed:

***"In addition, the Farmers Market Committee may, by a two-thirds vote of the Committee, select and engage "Friends of the Market" who may not be electors of the town. "Friends of the Market" may attend and participate in Committee meetings, and at the Markets. Friends of the Market shall not have any voting rights or carry any weight or influence the decisions of the Committee."***

I will prepare an updated Draft Ordinance to remove this language for your review and consideration for the January 10, 2024 Meeting.

Thank you,  
Roxanne

Roxanne M. Maher



*Administrative Assistant to  
the Ledyard Town Council  
(860) 464-3203  
council@ledyardct.org*

**Town Hall Hours:**  
**Monday – Thursday 7:30 a.m. to 4:45 p.m.**  
**CLOSED FRIDAYS**

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**From:** Kristen Chapman <mayoral.asst@ledyardct.org>  
**Sent:** Thursday, December 21, 2023 8:43 AM  
**To:** Roxanne Maher <council@ledyardct.org>  
**Cc:** Fred Allyn, III <mayor@ledyardct.org>  
**Subject:** FW: Draft Ordinance Farmers Market - Request Legal Review

Roxanne,

Please see below from the Town Attorney.

Regards,  
Kristen

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**From:** Ritter, Matthew D. <MRitter@goodwin.com>  
**Sent:** Wednesday, December 20, 2023 1:24 PM  
**To:** Kristen Chapman <mayoral.asst@ledyardct.org>  
**Cc:** Fred Allyn, III <mayor@ledyardct.org>  
**Subject:** RE: Draft Ordinance Farmers Market - Request Legal Review

Thanks, Kristen.

Mayor – I think this proposal has a few issues.

For starters, the ability to “attend and participate” in committee meetings is essentially being an ad hoc member of the committee. An ad hoc member is still a member of the committee and you need to comply with the Town Charter and state law in that regard (including minority representation).

I think there is a far simpler way to approach this – they should reduce the size to 5 members and simply invite the public/interested farmers to attend their meetings. At each meeting they can have “Public Discussion” on the agenda and committee members and anyone from the public can discuss various matters. This informal approach meets their goals and avoids any state law or Charter issues.



I also question the ability of the Committee to “invite” (i.e. appoint) any members since that authority also rests with the Town Council.

Let me know your thoughts please. Thanks, Matt



**Matthew D. Ritter**  
Shipman & Goodwin LLP  
Partner  
One Constitution Plaza  
Hartford, CT 06103-1919

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*Shipman & Goodwin LLP is a 2022 Mansfield Certified Plus Firm*

Disclaimer: Privileged and confidential. If received in error, please notify me by e-mail and delete the message.

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**From:** Kristen Chapman <[mayoral.asst@ledyardct.org](mailto:mayoral.asst@ledyardct.org)>  
**Sent:** Wednesday, December 20, 2023 10:06 AM  
**To:** Ritter, Matthew D. <[MRitter@goodwin.com](mailto:MRitter@goodwin.com)>  
**Cc:** Fred Allyn, III <[mayor@ledyardct.org](mailto:mayor@ledyardct.org)>  
**Subject:** FW: Draft Ordinance Farmers Market - Request Legal Review

**\*EXTERNAL EMAIL\***

Good morning Matt,

We are working to create a new Ordinance governing The Ledyard Farmers Market Committee. We are seeking a Legal opinion to allow for “Friends of the Market” in regards to Chapter IV; Section 9 of the Town Charter and Connecticut General Statute 9-167a. Minority Representation. Please let me know if you require any further information from the Town.

Kind Regards,  
Kristen

*Kristen Chapman*



Executive Assistant to the Mayor/  
Social Services Coordinator  
Town of Ledyard  
741 Colonel Ledyard Highway  
Ledyard, CT 06339  
860-464-3222  
[mayoral.asst@ledyardct.org](mailto:mayoral.asst@ledyardct.org)

**Town Hall Hours:**  
**Monday – Thursday 7:30 a.m. to 4:45 p.m.**  
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**From:** Roxanne Maher <[council@ledyardct.org](mailto:council@ledyardct.org)>  
**Sent:** Thursday, December 7, 2023 9:20 AM  
**To:** Kristen Chapman <[mayoral.asst@ledyardct.org](mailto:mayoral.asst@ledyardct.org)>  
**Cc:** Roxanne Maher <[council@ledyardct.org](mailto:council@ledyardct.org)>; Pam Ball <[kpsoap@earthlink.net](mailto:kpsoap@earthlink.net)>; Fred Allyn, III <[mayor@ledyardct.org](mailto:mayor@ledyardct.org)>; Carmen Garcia Irizarry <[CGIri@ledyardct.org](mailto:CGIri@ledyardct.org)>; [nemmrac@netscape.net](mailto:nemmrac@netscape.net); [april@aprilkneadsdough.com](mailto:april@aprilkneadsdough.com); Kevin J. Dombrowski <[KJDom@ledyardct.org](mailto:KJDom@ledyardct.org)>; Naomi Rodriguez <[NaomiR@ledyardct.org](mailto:NaomiR@ledyardct.org)>; Roxanne Maher <[council@ledyardct.org](mailto:council@ledyardct.org)>  
**Subject:** Draft Ordinance Farmers Market - Request Legal Review

Good Morning Kristen:

As you are aware we are working to help the Farmers Market Committee continue their work by addressing some of the issues they have been faced with in trying to have a quorum at their meetings and in having volunteers help them to put-on the Farmers Market each week from June thru September, which has been drawing over 1,200 each week.

The Committee involves a lot of hands-on work and after Committee Members/Volunteers experience the commitment and the amount of work involved some stop showing up at meetings.

In trying to help alleviate this issue we will be changing their Membership from nine (9) Regular Members  
To five (5) Regular Members and four (4) Alternate Members; which would make having a quorum more obtainable.

In addition, there are Farmers from neighboring communities that are interested and would be of help to the Ledyard Farmers Market Committee. However, per Chapter IV; Section 9 of the Town Charter: *"Members of Town Committees/Commissions shall be electors of the Town"*. (see attached)

Therefore, we are looking to provide for **"Friends of the Market"** who **may not** be electors of the Town, and would like to include the following language in the Ordinance to allow for this idea.

***"In addition, the Farmers Market Committee may, by a two-thirds vote of the Committee, select and engage "Friends of the Market" who may not be electors of the town. "Friends of the Market" may attend and participate in Committee meetings, and at the Markets. Friends of the Market shall not have any voting rights or carry any weight or influence the decisions of the Committee."***

The Farmers Market Committee is not trying to circumvent the Town Charter but would like to have the ability to increase their Volunteer Workforce to help with putting on the weekly

Farmers' Markets, which has become a fantastic event, being listed in the Connecticut Magazine as being in the Top Three Farmers Market in the State.

Could you please forward this language (see attached draft Ordinance 9/27/2023) to the Town Attorney for their review and legal opinion/recommendation. The language of most concern is as follows: *or carry any weight or influence the decisions of the Committee.* The Committee believes that "**Friends of the Market**" being involved in the Committee discussions would be of help in identifying areas for improvement that they may come across during the Markets. However, all the decisions would be made by the appointed (electors of the town) Farmers' Market Committee.

Thanks so much for your assistance,  
Roxanne  
*Roxanne M. Maher*



*Administrative Assistant to  
the Ledyard Town Council  
(860) 464-3203  
[council@ledyardct.org](mailto:council@ledyardct.org)*

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# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

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**File #:** 22-090

**Agenda Date:** 1/10/2024

**Agenda #:** 5.

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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)