



**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 Gary St. Vil

MINUTES  
ADMINISTRATION COMMITTEE  
SPECIAL MEETING

Wednesday, January 28, 2026

5:30 PM

Town Hall Annex Building

- I. CALL TO ORDER – The Meeting was called to order by Committee Chairman 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
Bill Barnes	Town Councilor	Present	In-Person	5:30 pm	6:56 pm
April Brunelle	Town Councilor	Present	In-Person	5:30 pm	6:56 pm
Carmen Garcia-Irizarry	Committee Chairman	Present	In-Person	5:30 pm	6:56 pm
Gary St. Vil	Town Council Chairman	Present	Remote	5:30 pm	6:56 pm
Earl (Ty) Lamb	Town Councilor	Present	In-Person	5:30 pm	6:56 pm
Fred Allyn, III	Mayor	Present	In-Person	5:30 pm	6:56 pm
Christine Dias	Human Resources Director	Present	In-Person	5:30 pm	6:56 pm
Brandon Graber	Board of Education Member	Present	In-Person	5:30 pm	6:56 pm
Eric Treaster	Resident	Present	Remote	5:30 pm	6:56 pm
M. Dave Schroeder, Jr.	Resident	Present	In-Person	5:30 pm	6:56 pm
Yvonne Walsh	Resident	Present	Remote	5:30 pm	6:56 pm
Brandon Sabbag	Resident	Present	Remote	5:30 pm	6:56 pm
Roxanne Maher	Administrative Assistant	Present	In-Person	5:30 pm	6:56 pm

III. CITIZENS' COMMENTS

**Mr. Dave Schroeder, Jr.** 290 Whalehead Road, Gales Ferry, provided the following comments:

- Supported the proposed “*Ordinance Establishing a Town of Ledyard Code of Ethics and Ethics Commission*”. Mr. Schroeder provided some minor formatting and editorial corrections to the Draft Ordinance dated January 14, 2026.
- Expressed hope for the Town Council to separate the Planning & Zoning Commission into two separate Commissions. He suggested a subcommittee or working group be formed to examine this idea in a timely and deliberate way.

**Mr. Eric Treaster**, 10 Huntington Way, Ledyard, provided the following comments regarding the “*Ordinance Establishing a Town of Ledyard Code of Ethics and Ethics Commission*”:

- Supported the proposed “*Ordinance Establishing a Town of Ledyard Code of Ethics and Ethics Commission*”; and suggested the following additions:
  - ✓ Add to Section 3 “Definitions: “*Protected Person*”; *Protected Disclosure*” and “*Reprisal*”.
  - ✓ Add a new Section 10 “*Reprisals*” and renumber the following sections accordingly.
- Supported the separation of the Planning & Zoning Commission into two separate Commissions.

**Mr. Ty (Earl) Lamb**, 95 Lambtown Road, Ledyard, Town Councilor, noted New Business Item #1 regarding the appointment of Temporary Members Board of Education Members to the Permanent Municipal Building Committee (PMBC). He stated that based on *Ordinance #100-015 (rev. 1)* “*An Ordinance Establishing Permanent Municipal Building Committee for the Town of Ledyard For Board of Education projects, at least one of their two temporary members shall be the Board of Education Chairman or their designee*”.

IV. PRESENTATIONS/INFORMATIONAL ITEMS - None.

V. REVIEW AND APPROVAL OF PRIOR MEETING MINUTES

MOTION to approve the following Administration Committee Minutes

- Organizational Meeting Minutes of December 10, 2025
- Regular Meeting Minutes of December 10, 2025

Moved by Councilor Barnes, seconded by Councilor Brunelle

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

VI. OLD BUSINESS -

1. Continued discussion and possible action on the proposed “*Ordinance Establishing a Town of Ledyard Code of Ethics and Ethics Commission*”.

Councilor Garcia-Irizarry presented a draft Ethics Ordinance dated January 14, 2026 noting the “Key” at the top of the Ordinance indicated the origin of each of the proposed changes. She stated that some of the changes were provided at the Public Hearing, from the Town Clerk, and from the Director of Human Resources. She stated that she wanted to thank Town Clerk Patricia Riley for her efforts, noting that Mrs. Riley called the Town of Glastonbury and talked with their employees about their Ethics Ordinance.

Councilor Garcia-Irizarry provided an overview and explained the amendments to the proposed “*Ordinance Establishing a Town of Ledyard Code of Ethics and Ethics Commission*” for the Committee to discuss this evening.

- “**Employees**” - Insert “**Board of Education**” where it was missing  
Councilor Garcia-Irizarry noted that “**and Board of Education**” needed to be included in the following Sections: 2,4,5,8,9A. 9B, 9D, 10, 11; to provide

clarification that the Ordinance it was applying to both town *and Board of Education* employees.

Councilor Barnes suggested providing a description that would say “*the reference for town employee includes both employees of the Town and employees of the Board of Education*”. He stated that this description would eliminate having to repeatedly include the text throughout the Ordinance, stating that they would only have to put it in once. Councilor Garcia-Irizarry stated that she would prefer to add “*and Board of Education*” for consistency throughout the document, noting that they would not have to create any new language.

- ***Who the Ordinance should Apply to:***

Councilor Garcia-Irizarry noted at their December 10, 2025 meeting the Administration Committee discussed possibly starting with the Town Officials and the Regulatory Boards such as the *Planning & Zoning Commission, the Inland Wetlands and Water Courses Commission*. However, she stated in reviewing the all the Town’s Boards and Commissions on the Town’s website that she realized that there were other Boards that should be included such as: *Zoning Board of Appeals, Board of Assessment Appeals; Economic Development, Water Pollution Control Authority*”. She noted as an example that there could be a *Conflict of Interest* should a friend of a Member of Board of Appeals was seeking an adjustment to their Revaluation Assessment or their annual property assessment..

Councilor Barnes stated that he agreed with the additional Regulatory Boards and Commissions that Councilor Garacia-Irizarry mentioned. However, he stated that there were other Committees such as the Farmers Market Committee or the Beautification Committee noting that some volunteers have expressed concern that by volunteering to serve their Community they may be exposing themselves to accusations, that may or may not have merit, that they may be forced to defend. He stated because of this concern that some volunteers may choose not to volunteer. He stated the proposed “*Ordinance Establishing a Town of Ledyard Code of Ethics and Ethics Commission*” should include all Elected Officials and the Boards and Commissions that it would make sense for. However, he stated at this time, that he did not think that they should apply the proposed Ethics Ordinance across all of the Board of Education Employees and all Town Government Employees. He stated that they could create the Ethics Ordinance in such a way that they could identify who the Ethics Ordinance should apply to now, and as they learn from the process; they could decide whether or not to expand it. He stated that time would afford them the opportunity to include language in *Collective Bargaining Agreements*; and other things that would need to be considered. He stated that he did not feel comfortable with applying the proposed Ethics Ordinance to everyone to include all of their volunteers, noting that he has heard some volunteers say: “*If that was what they were subject too; that they might not choose to volunteer*”.

Councilor Garcia-Irizarry noted that she has thought about who the proposed Ethics Ordinance should include, noting that there were many other Boards and Commissions such as the Cemetery Committee, Conservation Commission, Beautification Committee, Library Commission that were not *Regulatory*.

Councilor Barnes stated that he would like to carve out the individuals, Boards, and Committees that they did not think the proposed Ethics Ordinance would be required for, at this time. He suggested that he would like to include language in the proposed “*Ordinance Establishing a Town of Ledyard Code of Ethics and Ethics Commission*” that would allow the Town Council to add to or modify the list or components of the Employees, that the proposed Ordinance would apply to. He stated for those who the proposed Ordinance would not

initially apply to; that the Town Council could add them when *Collective Bargaining Agreements*; or when a situation arises that they thought was a minimal risk, but it turned out to not be a minimal risk. He stated he was liberal on where the Administration Committee decided to draw that line. However, he asked that they provide that distinction.

Councilor Brunelle stated that she did not agree with only including certain individuals or Boards and Commissions. She stated that she did not see why they would have different levels of Ethics for their people, whether they were employees or volunteers. She stated that they were all here to put their best foot forward, noting that she had a hard time understanding why they would expect a higher level of Ethics from certain individuals, Boards and Commissions, and then say to others that they did not have to be Ethical.

Councilor Barnes stated that it was their nature to afford and expect higher levels of expectations from people throughout their society. He noted this would not be any different, stating that the Mayor, Board of Education, and Town Council were people who were elected and swore an Oath of Office; and therefore, they should be held to a higher standard. He questioned what the administrative responsibility was when they undertake extending the proposed “*Ordinance Establishing a Town of Ledyard Code of Ethics and Ethics Commission*” to people who feel uncomfortable with it. He stated if the proposed Ethics Ordinance reduced the volunteerism in their town, that it was a concern to him.

Councilor Brunelle stated when she served on the Farmers Market Committee that she had to take an Oath of Office, noting that the same level of Ethics applied. She stated that she did not see people not volunteering because they were afraid they were going to be unethical. She stated if they were going to adopt a proposed “*Ordinance Establishing a Town of Ledyard Code of Ethics and Ethics Commission*” that she wanted everyone to be honest, transparent and ethical. She wanted to put everything in-place now, before there was an issue, so they would not have to go back to retrofit.

Councilor Barnes stated that once the proposed “*Ordinance Establishing a Town of Ledyard Code of Ethics and Ethics Commission*” was approved that he would be a firm supporter and advocate. He stated that he was only asking for the Town Council to have the authority to expand the scope. He stated by limiting the proposed “*Ordinance Establishing a Town of Ledyard Code of Ethics and Ethics Commission*” that they would afford the time to see the Administrative Monster that they may have created. He stated that he did not agree with the following comments: (1) The town did not need an Ethics Ordinance; and (2) That the Ethics Ordinance was going to cost the town a lot of money. However, he stated by limiting the initial scope that they would have the opportunity to validate the assumptions of what this would take; and the how much false claims may be raised.

Councilor Garcia-Irizarry suggested a compromise which would be to include everyone for now; and also take Councilor Barnes’ suggestion to include language that would give the Town Council the authority to modify proposed “*Ordinance Establishing a Town of Ledyard Code of Ethics and Ethics Commission*”. Administrative Assistant Roxanne Maher explained that to modify an Ordinance that it would require them to follow the process to amend an Ordinance, which would include going to a Public Hearing. She stated if they included an Appendix to list those that would be covered by the proposed Ethics Ordinance that the Town Council could modify the Appendix from time to time, as they recently did at their December 10, 2025 meeting when they “*Approved a revised Appendix A- Qualifying Income Schedule for the Filing Period of February 1, 2026 – May 15, 2026; in accordance with Ordinance #200-005 (rev. 1) “An Ordinance to Provide Property Tax Relief for Certain Homeowners Age Sixty-Five or Over or Permanently and Totally Disabled (rev.1)”*”.

Councilor Barnes stated the compromise Councilor Garcia-Irizarry suggested would acknowledge the “*Inclusions*” in the Appendix, and permit the Town Council to modify it. He stated that this would give the Town Council the authority to adjust the inclusions or exclusions based on the experience of Ethics Commission’s work; how many *complaints* they receive, how many *complaints* were valid, etc., and would provide the flexibility he was looking for.

Councilor Barnes stated that he was trying to avoid very minor issues from being brought forward to the Ethics Commission in an effort to shame someone. He stated that he was also trying to make sure they had an environment where they learned from neighboring towns that had abnormal publicity with not necessarily a positive outcome over things such as Board of Education Members and budgets, etc. He stated that during the Public Hearing regarding the proposed “*Ordinance Establishing a Town of Ledyard Code of Ethics and Ethics Commission*” that some Boards or Commissions could provide compelling reasons that they should be removed from the List of Boards and Commissions that the proposed Ethics Ordinance would apply to.

Councilor Garcia-Irizarry noted that the Town Council would be appointing the members to the Ethics Commission. Therefore, she stated that she would like to assume that when the Ethics Commission evaluated the evidence regarding a Complaint that they would be able to distinguish between a *Frivolous Complaint* and a *Valid Complaint*. She stated that was the reason she tried to keep everything confidential, until the point where it could not be.

Councilor Garcia-Irizarry provided a recap, noting that they were going to include an Appendix that would list everybody. She stated the Appendix would also specify the Groups that were “*Mandatory*” to be covered by the Ordinance.

The Administration Committee agreed clarify those that were Mandatory as follows:

- ***Consultants*** – Councilor Barnes noted the wide range of consultants. Councilor Garcia-Irizarry noted that Attorney Matt Ritter provided the following definition for “*Consultants*”; as follows: “***(i) attorney hired by the Town or the Board of Education to provide legal services; (ii) any engineer, architect or construction manager hired by the Town or the Board of Education to provide professional services related to construction projects; or (iii) any professional who is hired by the Town to provide professional advice or services related to land use matters. In addition, the definition of what constitutes a consultant shall be limited to an officer or an employee of any Town or Board of Education contractor who has managerial or discretionary responsibilities with respect to a Town or Board of Education contract***”.

Councilor Garcia-Irizarry noted that employees that have managerial authority should also be included under the Ethics Ordinance.

Director of Human Resources Christine Dias questioned whether Councilor Garcia-Irizarry was suggesting the following employees be included under the

proposed Ethics Ordinance: Department Heads, Supervisor’s Union, Police Sergeants that oversee Police Officers, noting for the Police that they were all part of one contracted labor group. Councilor Garcia-Irizarry stated that the employees that would be covered by the proposed Ethics Ordinance would be similar to how the Town Attorney defined “Consultant” noting that it would apply to employees that had managerial or discretionary responsibility. Ms. Dias noted as an example the structure of the Library employees. She explained that the Library Employees were covered by the Town Hall- Public Library Union Employees, noting that the Library Technician I oversees the part-time employees. She stated although they had supervisory responsibilities, that they were third tier down in the supervisory chain. She stated that she did not know the Board of Education’s structure. Councilor Barnes suggested the employees that were Mandatory were Department Heads, noting that they were overseeing and preparing large budgets.

The Administration Committee agreed that although the proposed Ethics Ordinance would apply to everyone serving/working for the town that they would like to provide the Town Council the authority to make changes to those who would be covered by the proposed Ordinance. They reviewed the List of Elected Officials and Employees; and noted that the elected officials, employees, and volunteer members of boards and commissions that were **Mandatory** were identified with a “M”.

Title	M/D	Title	M/D
• Mayor	M	• Consultants	M
• School Superintendent	M	• Planning & Zoning Commission	M
• Town Council	M	• Public Safety Commission	M
• Board of Education	M	• Economic Development Commission	M
• Ledyard Beautification Committee		• Retirement Board	
• Ledyard Farmers Market Committee		• Social Services Board	
• Ledge Light Health District		• Southeastern Connecticut Tourism District	
• Library Commission		• Southeastern Regional Resource Recovery Authority	M
• Agricultural Commission		• Southeastern Connecticut Water Authority	M
• Board of Assessment Appeals	M	• Historic District Commission	
• Building Code Board of Appeals	M	• Housing Authority & Staff	
• Parks, Recreation & Senior Citizens Commission	M	• Inland Wetland & Water Courses Commission	M
• Permanent Municipal Building Committee	M	• Inland Wetlands Enforcement Officer	M
• Cable Advisory Board		• Sustainable CT Ad Hoc Committee	M
• Cemetery Committee		• Water Pollution Control Authority	M
• Conservation Commission		• Zoning Board of Appeals	M

Councilor Barnes asked that they keep those who were **Mandatory** to a minimum number, and to let the Town Council decide on the others.

Councilor Lamb questioned whether the Administration Committee planned to send a letter to those Committees and Boards that were identified as “Mandatory” to see if they concurred with the Administration Committee and to obtain their feedback. Councilor Garcia-Irizarry stated that everyone was going to be included in the proposed Ethics Ordinance, noting that the Administration Committee was not excluding anyone from having to comply with the proposed Ethics Ordinance. She

stated before the Town Council would vote on the proposed Ethics Ordinance that they would schedule a Public Hearing, during which time everyone could provide their feedback.

Councilor Garcia-Irizarry went on to explain the purpose of the Appendix was to provide the Town Council the authority to modify those who were covered by the proposed Ethics Ordinance in the future. However, she stated the ones they designated as **Mandatory** could not be removed from being covered by the Ordinance.

Councilor Garcia-Irizarry stated that she would incorporate the changes the Administration Committee discussed and agreed upon this evening and send the proposed “*Ordinance Establishing a Town of Ledyard Code of Ethics and Ethics Commission*” to the Town Attorney for another review before they forward the proposal to a Public Hearing.

The Administration Committee also discussed the following:

- **Gifts \$100.00** – Councilor Barnes noted that the Federal Government’s Gift limit was \$50.00, noting that federal employees generally cannot accept gifts from prohibited sources (contractors, those seeking official action) valued over \$20 per occasion or \$50 total annually from a single source.

Councilor Garcia-Irizarry noted at the end of the School Year that teachers often receive gifts from their students; and sometimes the parents pooled money together to give a teacher or coach a gift, noting that teachers often buy supplies for their students out of their own pocket. Therefore, she stated that she would have a concern lowering the threshold to \$50.00. She also noted that the Ordinance included the following language: “*the gift value exceeds one hundred dollars (\$100.00) in any one (1) year from the same person*”. Councilor Barnes stated that a *pooled gift* would actually be the amount from each student/parent. Therefore, he stated if 10 parents pooled their \$100.00 gift that the nominal amount from each parent/student would be \$10.00. He stated that he was okay with the \$100.00 Gift Threshold.

- **Use of Government Vehicles** – Councilor Barnes questioned whether they had the ability to have an Appendix regarding acceptable and unacceptable practices; should a situation arise that was in the best interest of the town.

Councilor Garcia-Irizarry noted that Section 5. Conflict of Interest Provisions; paragraph ( e) included language regarding the use of Government Vehicles and provides an exemption for specific people as follows:

*(e) Town officials and Town employees shall not use Town owned vehicles, equipment, facilities, materials, or property for personal convenience or profit. Personal convenience or profit refer to those matters that are not related to the individual’s official duties. This section does not apply to Town-owned vehicles issued to emergency responders who are authorized by the Mayor, Fire Chief or Police Chief to take their Town-owned vehicles home, or vehicles issued to employees who*

*are permitted to bring their Town-owned vehicles homes as part of an employment agreement or contract.*

Administrative Assistant Roxanne Maher noted that the Town had a number of Policies that covered subjects such as vehicle usage that would cover things that were outside of the proposed Ethics Ordinance.

Councilor Garcia-Irizarry stated that they would not want to include things in the proposed Ethics Ordinance that would negate the Town's Policies.

- **Conflict of Interest** - Councilor Barnes noted that Section 9 “*Disclosure and disqualifications*” addressed *Conflict of Interest*, noting that it included five items. However, he stated that the five items listed may not be the complete list and may not encompass all possible things. Therefore, he questioned whether they should have an Appendix to be able to increase the list for *Conflicts of Interests* that would be *other conditions* that the Town Council has determined were *unacceptable or acceptable*. Councilor Garcia-Irizarry stated that the public should have some input regarding what should be a *Conflict of Interest*. She also noted that the Section 14 “*Ethics Commission*” paragraph ( e ) (6) stated the following: “*The Ethics Commission has the power to review the Code of Ethics policies and procedures on an as-needed basis and will make recommendations to the Town Council regarding changes to the Code of Ethics policies and procedures.*” Councilor Barnes questioned should the Ethics Commission provide a recommendation to the Town Council for a particular behavior to be either *permitted or denied* for certain population of the town that were covered by the proposed Ethics Commission, how that would be addressed. He questioned whether they would need to go through the process to amend the Ordinance; or could they establish a mechanism to provide the ability for the Town Council to update the Ordinance by way of an Appendix for additional provisions. Councilor Brunelle stated because they do not know everything that was going to happen that they could not make every decision now; therefore, she suggested the Town Council could address what the Ethics Commission presented to them at that time. Councilor Garcia-Irizarry stated that something that was going to be consequential should be reviewed by the public. Councilor Barnes stated that it may be something trivial, such as allowing the five members of a certain group to use a chainsaw. He stated that going through the process of a legal review and public hearing to amend an Ordinance was a lot of effort to address something trivial.

Councilor Garcia-Irizarry stated in the interest of time, that the Committee move on to the New Business Items, noting that there was a Town Council Meeting scheduled for 7:00 p.m. this evening. She stated time permitting that they could come back to their Old Business items.

**RESULT: CONTINUED**

**Next Meeting:02/11/2026 5:30 p.m.**

2. Continued discussion and possible action to review and update the Res#001-2023/Feb 22 “*Resolution Establishing Administrator Department Head Benefits*”

Councilor Garcia-Irizarry noted at the Administration Committee's December 10, 2025 meeting that she noted the Resolution included the following:

- *“Employees shall be paid at the rate as designated by the Mayor or contractually negotiated. Increases in wages shall be effective on the first day of July; and continuing until June 30, 2025, wage increases may not be less than the percentage of the highest union contracted increase for that fiscal year.”*

However, Councilor Garcia-Irizarry stated that she believed this paragraph was in conflict with the Town Charter noting Chapter VI; Section 13 (page 27) as follows:

- **SECTION 13. SALARIES**  
*“Salaries of all directors and of all employees in the classified service of the Town shall be determined by the Town Council, in conformity with a systematic pay plan for the positions involved, upon recommendation of the Mayor, provided nothing herein shall be construed to limit the power of the Board of Education to fix compensation of the professional employees of the school system”.*

Councilor Garcia-Irizarry continued by questioning whether Human Resources Director Christine Dias had the opportunity to look into the language that she questioned.

Human Resources Director Christine Dias stated at the request of Administration Committee that she reviewed the town’s governing documents relative to salaries and she noted the following:

Page 27 of the Town Charter; Chapter VI; Section 13 stated the following:

- **SECTION 13. SALARIES**  
*“Salaries of all directors and of all employees in the classified service of the Town shall be determined by the Town Council, in conformity with a systematic pay plan for the positions involved, upon recommendation of the Mayor, provided nothing herein shall be construed to limit the power of the Board of Education to fix compensation of the professional employees of the school system”.*

However, Ms. Dias went on to note that page 37 - Chapter VII; Section 2; which stated the following:

- **SECTION 2. THE CLASSIFIED SERVICE:**

*The Classified Service shall include all full and part-time employees of the Town of Ledyard, **except:** elected officers and persons appointed to fill elective office vacancies; officers appointed by the Town Council; Town Attorney; **those positions covered by the Town Council Resolution Establishing Administrator/Department Head Benefits;** all part-time, temporary or seasonal employees; persons employed in a professional capacity to make or conduct a temporary and special inquiry, study, or investigation; persons employed for a temporary and special inquiry, study, or investigation; and superintendents, principals, teachers, and all non-certified employees in the school system of the Town. All non-certified employees in the school system may be included in the classified service by request of the Board of Education and upon approval by the Town Council.*

***It shall be the duty of the Mayor to cause to be prepared annually as part of his budget submittal a pay plan for all positions not in the classified service.***

The Administration Committee agreed to continue to discuss the Res#001-2023/Feb 22 “*Resolution Establishing Administrator Department Head Benefits*” at their February 11, 2026 meeting.

Ms. Dias stated that she could attend the Administration Committee’s February 11, 2026 meeting.

Councilor Barnes noted this Resolution was last amended on February 22, 2023.

Administrative Assistant Roxanne Maher explained the “*Resolution Establishing Administrator Department Head Benefits*” called for the Document to be reviewed every three (3) years, noting the following language:

*“Triennial Review: The terms of this Resolution shall be reviewed and acknowledged every three (3) years from its adoption date by the Administrator/Department Heads and Town Council; and shall remain in place until further action is agreed upon by both parties”.*

Human Resources Director Christine Dias stated changes were needed to the titles of some positions, and some changes regarding the on-boarding of new employees, as well as other minor changes. She stated the current Resolution called out a specific date for the review of the document. She suggested removing the specific date be removed and to change it to the end of the fiscal year that the document was under review.

**RESULT: CONTINUED**

**Next Meeting:02/11/2026 5:30 p.m.**

3. “*Resolution Establishing an Ad Hoc Committee to Develop Process for Capital Improvement Building Projects*”.

MOTION to recommend the Town Council adopt the proposed “*Resolution Establishing an Ad Hoc Committee to Develop Process for Capital Improvement Building Projects*” as presented in the draft dated December 10, 2025.

DRAFT: 12/10/2025

**Res : 002-2026/xxxx**

RESOLUTION  
ESTABLISHING AN AD HOC COMMITTEE  
TO DEVELOP A  
PROCESS FOR CAPITAL IMPROVEMENT BUILDING PROJECTS  
FOR THE TOWN OF LEDYARD

WHEREAS: the Ledyard Town Council recognizes the Permanent Municipal Building Committee’s efforts to execute and supervise the design, construction, renovation,

demolition and removal of Town and Board of Education assigned buildings that fall within the approved budget, as well as any significant installation, renovation or upgrade of service equipment and major systems as assigned by the Town Council.

WHEREAS: The Permanent Municipal Building Committee and the Board of Education have requested the Town Council establish an Ad Hoc Committee comprised of key stakeholders that play a role in the building project process.

NOW, THEREFORE, BE IT RESOLVED, that there is hereby established an *Ad Hoc Committee to Develop A Process For Capital Improvement Building Projects for the Town of Ledyard* to be composed of seven (7) members appointed by the Ledyard Town Council.

Those members shall, as much as possible, be representative as follows:

- One member from the Permanent Municipal Building Committee
- One member from the Board of Education
- Board of Education Director Facilities
- Public Works Director/Town Engineer
- Finance Director
- One member from the Community-at-Large with Construction Management Experience
- One member from the Town Council

The Committee shall hold its Organizational Meeting no later than 30 days after its appointment and shall elect a Chairman, and Recording Secretary.

The Committee Members shall serve for a six (6) month term. Any vacancies on said committee shall be filled by the appointment of the Ledyard Town Council with priority given to maintaining as much as possible the structure above.

BE IT FURTHER RESOLVED, that said Ad Hoc Committee shall:

1. Review the process for Town and School Building Projects.
2. Review Building Blocks and workflow for Building Projects.
3. Review Building Projects - Municipal Check List -1990.
4. Review Ordinance #100-015(rev1) "*An Ordinance Establishing a Permanent Municipal Building Committee for the Town of Ledyard*"
5. Evaluate the effectiveness of the Permanent Municipal Building Committee and options for the Town and Board of Education to better facilitate Capital Improvement Building Projects.

BE IT FURTHER RESOLVED, that said Ad Hoc Committee is authorized to:

Develop an *end-to-end* Process and Timeline/Schedule for assigned Municipal and Board of Education Capital Improvement Projects to include *but not be limited to* the following:

*For example:*

- Preliminary Design and Cost Estimates for Project.
- Present Project to Town Council and request seed money for the town to hire Architects/Engineering Design Professionals.
- Prepare, Advertise, Evaluate, and Recommend Selection for Requests for Qualification/ Requests for Proposals (Architects/Engineering Design, Owners Representative, Construction Components, etc. to facilitate the project).
- Present proposed Project with cost estimates to the Town Council to request funding to support the Project (i.e. Bond/Borrowing Documentation and/or Grant Funding).
- If Bond/Borrowing is required work with Finance Department to provide information needed for Bond Council to prepare Bond Authorization documents.
- Work with Town Council and Departments to present the Project at a Special Town Meeting in preparation for Referendum, in accordance with Town Charter, Chapter VII: Section 9.
- Identify other funding sources such as Grant Funding.
- Work with Town and/or Board of Education and Professional Consultants to complete required Applications and Forms and to submit Grant Applications according to Grant Schedules.
- With the approval of funding proceed to execute and supervise the design, construction, renovation, demolition and removal of Town and Board of Education buildings that fall within the approved budget, as well as any significant installation, renovation or upgrade of service equipment and major systems to include the following:
- Work with Owners Representative, to provide oversight of construction and schedules to ensure work is progressing at a at school facilities was not being done while students were in the buildings.
- Work with contractors and staff to review and approve payment of invoices in a timely manner.
- Formally close out project with a letter to the Town Council and other stakeholders.
- Provide a final report to the Town Council.
- Develop a process for Problem Resolution for issues that arise during the construction such as non-performance, improper installation/work, and to address warranty items.

BE IT FURTHER RESOLVED, that said Ad Hoc Committee shall provide a report of their recommendations to the Town Council upon completion of their assignment, no later than six months from its Organizational Meeting.

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

\_\_\_\_\_  
Gary St. Vil, Chairman

Moved by Councilor Brunelle, seconded by Councilor Barnes

Discussion: Carman Garcia-Irizarry noted at the Administration Committee's December 10, 2025 meeting that Councilor Lamb suggested the following words noted in ***Blue Bold Italic font*** be added to paragraph at the bottom of page 1 to provide clarification as follows:

*“Develop an ***end-to-end*** Process and Timeline/Schedule for assigned Municipal and Board of Education Capital Improvement Projects to include ***but not be limited to*** the following:*

***For example:”***

Councilor Garica-Irizarry stated that the additional words have been added to the proposed “*Resolution Establishing an Ad Hoc Committee to Develop Process for Capital Improvement Building Projects*” as presented in the draft dated December 10, 2025 for review this evening.

The Administration Committee agreed that the additional words provided clarification.

**VOTE:**

**3 – 0 Approved and so declared**

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

## VII. NEW BUSINESS

1. MOTION to recommend the Town Council 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 (Rev. 1) “*An Ordinance Establishing A Permanent Municipal Building Committee for the Town of Ledyard:*

- Mr. Branden Graber (R) 42 Church Hill Road, Ledyard
- Mr. Alex Fritsch (D) 1 North Wind Circle, Ledyard

Moved by Councilor Brunelle, seconded by Councilor Barnes

Discussion: Councilor Lamb noted that he previously served on the Board of Education and that based on House Bill 5524, which became and effective on July 1, 2024; “*that Temporary Members of the Building Committee (PMBC) shall be the School Board Chair or a designee appointed by the Chair*”; as referenced below:

### § 168 — SCHOOL BUILDING COMMITTEE MEMBERSHIP

Requires that school building committees established to undertake a school building project as defined in Section 10-282 include the school board chair or a designee.

Councilor Lamb continued by stating that *”Ordinance #100-015 (rev. 1) An Ordinance Establishing Permanent Municipal Building Committee for the Town of Ledyard **For Board of Education projects, at least one of their two temporary members shall be the Board of Education Chairman or their designee**”*. He stated that he wanted to bring this to the Administration Committee’s attention because many of the School Projects were tied to Grant Reimbursement Funding from the State. Therefore, he stated the Board of Education Chairman had to designate which temporary member was going to represent the Chairman.

Councilor Garcia-Irizarry noted that the two Board of Education Members on tonight’s Agenda were designated by Board of Education Chairman Jennifer Reguin. She stated because Chairman Reguin designated these two Board of Education Members that at least one of them was supposed to represent her in the business of the Permanent Municipal Building Committee. She stated when Anthony Favry was serving as the Board of Education’s Chairman that the two Board of Education Members that were serving on the Permanent Municipal Building Committee were Jennifer Reguin and Kate DiPlamer-Herb.

Board of Education Member Brandon Graber stated it was his understanding that the Board of Education appointed the two Temporary Members to the Permanent Municipal Building Committee (PMBC) and that it did not require the Town Council’s vote, noting that the Board of Education Members were the Chairman’s choice. He stated the Ordinance also stated for each project they could have different Temporary Members, noting that he was not sure that it was in-line with the State.

Councilor Garcia-Irizarry noted that the question of the appointing authority has been discussed in the past. She explained that the Board of Education chooses their Representatives, but that the Town Council appointed them.

Councilor Barnes stated when *“Ordinance #100-015 (rev. 1) An Ordinance Establishing Permanent Municipal Building Committee for the Town of Ledyard”* was amended on November 13, 2024 that one of the changes was in *Section 3: “Membership”* noting the following language was *added: “...**For Board of Education projects, at least one of their two temporary members shall be the Board of Education Chairman or their designee. Also, the following language was added for clarification: **Board of Education Temporary Members shall be appointed by the Town Council****”*

Councilor Barnes stated that the Town Council’s role was to appoint the two Board of Education’s Members to the Permanent Municipal Building Committee, based on Board of Education Chairman Reguin’s recommendation. He stated that Chairman Reguin would decide who was in each capacity.

Councilor Lamb stated for clarification that perhaps they could ask Board of Education Chairman Reguin who was her Designee.

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

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

2. MOTION to recommend the Town Council appoint Ms. Yvonne Walsh (U) 38 Fairway Drive, Ledyard, to the Ledyard Beautification Committee to complete a three (3) year term ending October 26, 2026 filling a vacancy left by Ms. Bingham.  
Moved by Councilor Brunelle, seconded by Councilor Barnes  
Discussion: Councilor Garcia-Irizarry noted that Ms. Walsh was attending tonight’s meeting remotely via Zoom and she invited Ms. Walsh to say a few words.

Ms. Walsh, attending remotely via Zoom, stated that she has been a Ledyard resident since 1999. She stated that she had two grown children and that she now had some free time to give to her community. She stated that she currently volunteers in a Community Outreach Program through her employer Charter Oak Federal Credit Union, explaining that they do Financial Literacy at the High School. She noted that she recently began volunteering for the Library and that she was excited to be a part of her community.

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

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

3. MOTION to recommend the Town Council appoint Mr. James Harwood (D) 10 Eska Drive, Ledyard to the Sustainable CT Ad Hoc Committee to complete a two (2) year term ending December 15, 2027.  
Moved by Councilor Barnes, seconded by Councilor Brunelle  
Discussion: Councilor Garcia-Irizarry stated the Sustainable CT Ad Hoc Committee recently held their Organizational Meeting on December 9, 2025, noting that the Sustainable CT Ad Hoc Committee was a short-two-year assignment. She stated in accordance with Res #004-2025/Jan 25 the Ledyard Sustainable CT Ad Hoc Committee shall be comprised of five members appointed by the Ledyard Town Council with the following representatives:

- One member from the Planning & Zoning Commission or Inland Wetlands & Water Courses Commission
- One member from the Economic Development Commission or Conservation Commission
- One member from the Town Council Land Use Committee
- Two members from the Community-at-Large

Councilor Barnes stated that Mr. Harwood has a background in Chemistry, Biology, and Biochemistry and that he was now retired. She noted that Mr. Harwood was currently a member of the Conservation Commission and the Inland Wetlands and Water Courses

Commission; and that he has expressed an interest in also serving on the Sustainable CT Ad Hoc Committee. She stated that Mr. Harwood would be serving as a member from the Community-at-Large

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

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

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

#### VIII. ADJOURNMENT

Councilor Barnes moved the meeting be adjourned, seconded by Councilor Brunelle

**VOTE: 3 - 0 Approved and so declared,** the meeting was adjourned at 6:56 p.m.

Respectfully submitted,

Carmen Garcia-Irizarry  
Committee Chairman  
Administration Committee