



TOWN OF LEDYARD

CONNECTICUT

TOWN COUNCIL

741 Colonel Ledyard Highway
Ledyard, Connecticut 06339-1551
(860) 464-3203
towncouncil@ledyardct.org

August 7, 2025

Ms. Adrienne Parad
5 Birch Street
Ledyard, Connecticut 06339

Dear Ms. Parad:

Welcome! The Town Council was pleased to appoint you as a member of the Town Council at its meeting on August 6, 2025, to fill a vacancy left by Ms. S. Naomi Rodriguez.

The Town Council meets regularly on the second and fourth Wednesday of each month at 7:00 p.m. The Town Council meetings are held in a hybrid format providing access both in-person and remotely via Zoom Video Conference. The in-person meetings will be held at the Town Hall Annex in the Council Chambers.

The Meeting Portal will aid you in preparation by providing meeting materials and supporting documentation, committee, commission, and board membership listings, and other reference information. This technology has enabled the town to streamline processes and implement paperless meetings. In addition, the cloud-based meeting portal provides visual media both live and on-demand by visiting: <https://www.ledyardct.org/> clicking on the "Agendas & Minutes" tab.

A town e-mail address will be assigned for you to electronically receive updates regarding various correspondence and scheduled meetings. Please contact me at (860) 464-3203 or e-mail: council@ledyardct.org to discuss your resource needs, the meeting portal, and to provide a telephone number where you can be reached during the day.

The following materials are provided for your reference:

- Town Council's Rules of Procedure
- List of Council Sub Committee and Liaison Assignments
- Policy Guidelines for Electronic Communication for Volunteer Town Officials
- Town Council's Policy Guidelines for Remote Meeting Participation.
- Town Charter
- Fiscal Year 2025/2026 Budget

Town Hall hours are Monday thru Thursday 7:30 a.m. – 4:45 p.m. and closed on Friday. The Town Council Office e-mail address is council@ledyardct.org and the e-mail address for distribution to the full Town Council is towncouncil@ledyardct.org

Please feel free to contact me if can be of any assistance.

The Town Council looks forward to you joining the Team!

Sincerely,

Roxanne M. Maher
Administrative Assistant
Ledyard Town Council

cc: Town Clerk