



TOWN OF LEDYARD CONNECTICUT

741 Colonel Ledyard Highway
Ledyard, Connecticut 06339

Ledyard Beautification Committee

~ AGENDA ~

Chairman
Jennifer Eastbourne

SPECIAL MEETING

Tuesday, July 18, 2023

5:00 PM

Town Hall Annex - Hybrid Format

REMOTE MEETING INFORMATION

Meeting ID: 846 5439 0551

Passcode: 946823

Zoom Meeting link:

<https://us06web.zoom.us/j/84654390551?pwd=KzdlbmhvcE9MTnpBR2ZmdDJNT1BDUT09>

Dial by your location

+1 646 558 8656 US (New York)

I. CALL TO ORDER

II. ROLL CALL

III. REVIEW AND APPROVAL OF MINUTES

1. Motion to APPROVE Regular Meeting Minutes from June 6, 2023 as written.

Attachments: [LBC minutes 6-6-23](#)

IV. FINANCIAL REPORTS

1. Financial Reports.

Attachments: [LBC GL account detail donation 7-11-23](#)

[LBC budget report 7-11-23](#)

[LBC GL account detail 7-11-23](#)

[LBC budget report donation 7-11-23](#)

V. OLD BUSINESS

1. Event Banner discussion and vote.
2. Farmer's Market Discussion.

Dates:

July 19

August 16

September 13

Topics:

Coverage.
Activities.
Table & tent.
Anything additional that needs to be discussed regarding these events.

3. Holiday Pole banners.
Designs will be shared.

VI. NEW BUSINESS

1. New Secretary and Treasurer.
2. Future Projects.
The Gales Ferry School gardens need attention before school starts. The Committee should start cleaning the gardens in August and plant in the fall. Discussion of dates to begin.
3. The Ledyard Beautification Committee meetings are now monthly.
2023/24 meeting dates:

August 1
September 5
October 3
November 7
December 5
January 2, 2024

Attachments: [LBC amended meeting dates 2023-24](#)

VII. 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

File #: 23-1831

Agenda Date: 7/18/2023

Agenda #: 1.

MINUTES

Minutes:

Motion to APPROVE Regular Meeting Minutes from June 6, 2023 as written.



TOWN OF LEDYARD

Ledyard Beautification Committee

Meeting Minutes

741 Colonel Ledyard Highway
Ledyard, Connecticut 06339

Chairman
Jennifer Eastbourne

Regular Meeting

Tuesday, June 6, 2023

5:00 PM

Town Hall Annex - Hybrid Format

I. CALL TO ORDER

The Meeting was called to order by Chairperson Eastbourne at 5:05 p.m.

II. ROLL CALL

Present Chairman Carol Ann Schneider
Committee Member Jennifer Eastbourne
Committee Member Jennifer Holdsworth
Committee Member Kathrine Kohrs

Excused Committee Member Carol Christiansen
Committee Member Julie Brousseau
Committee Member Sheila Vincent

Kate Kohrs was late.

Also in attendance was Naomi Rodriguez, Town Council.

III. REVIEW AND APPROVAL OF MINUTES

1. Motion to APPROVE Regular Meeting Minutes from April 4, 2023, as written.

Kate Kohrs was not present for this vote.

RESULT: APPROVED AND SO DECLARED

MOVER: Jennifer Eastbourne

SECONDER: Carol Ann Schneider

AYE 3 Schneider Eastbourne Holdsworth

EXCUSED 4 Christiansen Brousseau Kohrs Vincent

IV. FINANCIAL REPORTS

1. Financial Reports

Two donations were received:

\$150.00

\$100.00

\$250.00 total

The gross profits for the breakfast fundraiser (after \$2.00 per person was given to the church) was approximately \$350.00.

RESULT: DISCUSSED

V. OLD BUSINESS

1. Discussion of possible Committee projects

Chairperson Eastbourne asked the Committee to start thinking of a new date for the Town clean-up day. She said the best months of the year to hold this event are April or November. She would like to have a November date in mind before the next meeting to start planning how to do the clean-up, possibly by neighborhood.

The Summer Farmer's markets start on June 7, 2023. Chairperson Eastbourne suggested having a booth at the market with a children's activity, maybe seed planting. She also suggested that the Committee talks about what they are working on and placing a donation cup on the table. Ms. Kohrs suggested having a drawing and making a planter to give-away for the prize. Chairperson Eastbourne said she would fill out the paperwork to request a table, she will also look at the different market themes and see which theme(s) would work best. There is a select amount of free tables for non-profit groups. The Committee would like to have a table two times during the Summer 2023 Farmer's Market season.

The seed papers handed out during the Memorial Day parade were a huge hit! Chairperson Eastbourne said SCRRRA will teach people how to make paper. She will reach out to SCRRRA and ask if they will help teach children this craft at one of the Committee's Farmer's market booths this summer.

A family Grab and go is another project idea, the bags could contain things like seeds, or rocks for painting. The bags could be picked up at one of the Town's Libraries or at the Farmer's Market booth. There is the possibility of collaborating with the Library's Summer reading program. Chairperson Eastbourne will reach out to the Children's Librarian Stacey Burt. Before the next meeting the members can research where to get the rocks for painting. The finished rock paintings could be displayed on Facebook, one of the Libraries, the Senior Center or placed around Town.

Ms. Kohrs suggested highlighting and giving prizes to children who are making Ledyard beautiful, possibly working with the Ledyard Schools to assist with promotion. Chairperson Eastbourne said a September/October time frame would be good for this contest.

Chairperson Eastbourne proposed having a special meeting before the next meeting in October. After discussion the members agreed that it would be beneficial for the Committee to meet monthly instead of quarterly.

Motion to APPROVE a special Ledyard Beautification Committee meeting on July 18, 2023, at 5:00 p.m.

RESULT: APPROVED AND SO DECLARED

MOVER: Jennifer Eastbourne
SECONDER: Jennifer Holdsworth
AYE: 4 Schneider Eastbourne Holdsworth Kohrs
EXCUSED 3 Christiansen Vincent Brousseau

Motion to APPROVE switching the Ledyard Beautification Committee's meetings from quarterly to monthly, keeping the meetings on the first Tuesday of the month at 5:00 p.m.

RESULT: APPROVED AND SO DECLARED

MOVER: Jennifer Eastbourne
SECONDER: Jennifer Holdsworth

AYE 4 Schneider Eastbourne Holdsworth Kohrs
EXCUSED 3 Christiansen Brousseau Vincent

2. Any Other Old Business to Come before the Committee.

The breakfast fundraiser held on June 3, 2023, went well. Chairperson Eastbourne, Ms. Christiansen, Ms. Schneider and Ms. Vincent were servers at the breakfast. There were 63 attendees.

The parade was successful. Ms. Kohrs' mother made a festive float decorated with daffodils. The Committee handed out seed paper and asked recipients to post pictures of their blooms on Facebook in hopes of getting community engagement. The Committee also handed out mini papers with the Committee's QR code so residents could like the Committee on Facebook and follow events. Ms. Kohrs said a banner would have been good to attach to the float. Chairperson Eastbourne agreed and added that the Committee could use a banner for several events. Chairperson Eastbourne has reached out to 31 Marketing and was told that they have a few options. One of the options costs approximately \$75.00. She will find out the exact dimensions and the cost so the Committee can vote on the banner purchase during the next meeting. All of the members present agreed with this idea.

RESULT: DISCUSSED

VI. NEW BUSINESS

1. Donations.

The thank you cards have been sent to the Garden Club and to Councilor Rodriguez for their donations.

RESULT: DISCUSSED

2. Pole Banner Photos for Town Website

The banners were received. Chairperson Eastbourne commented that they looked great although there was one misspelling - "vineyard" was missing the "E". The company was contacted and a

new banner will be shipped.

RESULT: DISCUSSED

3. Discussion and possible Motion regarding Holiday Banners

The wreathes the Committee uses had to be disposed of due to poor condition. The Town has money earmarked for holiday banners (instead of wreathes). The designs that have been viewed for the new holiday banners are not ideal. Chairperson Eastbourne asked Ms. Kohrs if she could work with Kristen Chapman, Mayoral Assistant, with a design for the banners. Ms. Kohrs suggested using a winter design instead of a Holiday design so it could be kept displayed longer. Chairperson Eastbourne said that is a possibility to discuss with Ms. Chapman. She added that Ms. Chapman said the Town may also want to purchase patriotic banners to be kept up from Memorial Day to through the 4th of July. The Holiday banner design will need to be completed by the first week of July.

The ribbons that were going to be donated could be used with to hang on the poles under the banners instead of being placed on the wreathes.

Motion to APPOINT Kate Kohrs to work with Kristen Chapman, Mayoral Assistant, to aid in the design of the Town's Holiday banners.

RESULT: APPROVED AND SO DECLARED

MOVER: Jennifer Eastbourne

SECONDER: Carol Ann Schneider

AYE 4 Schneider Eastbourne Holdsworth Kohrs

EXCUSED 3 Christiansen Brousseau Vincent

4. Any Other New Business to Come before the Committee.

Ms. Kohrs created a new Facebook page for the Committee. The new Facebook page is called "The Ledyard Beautification Committee". The Committee's events/news will be posted on this page.

RESULT: DISCUSSED

VII. ADJOURNMENT

Motion to ADJOURN the Regular Meeting at 5:47 p.m.

RESULT: APPROVED AND SO DECLARED

MOVER: Jennifer Eastbourne

SECONDER: Carol Ann Schneider

AYE 4 Schneider Eastbourne Holdsworth Kohrs

EXCUSED 3 Christiansen Brousseau Vincent

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TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 23-1707

Agenda Date: 6/6/2023

Agenda #: 1.

REPORT

Staff/Committee Report:
Financial Reports.

Town and Schools of Ledyard

G/L ACCOUNT DETAIL

Org: 2081020 Object: 48002 Project: 24200
DONATIONS 0208-00-1010-00000-48002 -24200

YEAR	PER	JOURNAL	EFF DATE	SRC	TR	PO/REF2	REFERENCE	AMOUNT	POSTED
2023	10	570	04/10/2023	CRP	1	22503		-250.00	Y
2023	05	624	11/09/2022	CRP	1	21474		-100.00	Y
2023	03	711	09/21/2022	CRP	1	21178		-100.00	Y

Total Amount: -450.00

** END OF REPORT - Generated by Christina Hostetler **

YEAR-TO-DATE BUDGET REPORT 7-11-23

FOR 2023 13								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT	
0208 DONATIONS AND GRANTS	APPROP	ADJSTMTS	BUDGET			BUDGET	USED	
20810201 DONATIONS/GRANTS EXPENSES								
20810201 53999 24200 BEAUT	0	2,328	2,328	1,455.00	.00	873.07	62.5%	
TOTAL DONATIONS/GRANTS EXPENSES	0	2,328	2,328	1,455.00	.00	873.07	62.5%	
TOTAL DONATIONS AND GRANTS	0	2,328	2,328	1,455.00	.00	873.07	62.5%	
TOTAL EXPENSES	0	2,328	2,328	1,455.00	.00	873.07		

YEAR-TO-DATE BUDGET REPORT 7-11-23

FOR 2023 13								
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
GRAND TOTAL	0	2,328	2,328	1,455.00	.00	873.07	62.5%	
** END OF REPORT - Generated by Christina Hostetler **								

G/L ACCOUNT DETAIL

Org: 20810201 Object: 53999 Project: 24200
BEAUTIFICATION 0208-00-1020-00000-53999 -24200

YEAR	PER	JOURNAL	EFF DATE	SRC TR	PO/REF2	REFERENCE	AMOUNT	POSTED
2023	10	613	04/26/2023	API 1	20233550	W 050423T	1,455.00	Y

Total Amount: 1,455.00

** END OF REPORT - Generated by Christina Hostetler **

YEAR-TO-DATE BUDGET REPORT 7-11-23

FOR 2023 13								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD	EXPENDED	ENCUMBRANCES	AVAILABLE	PCT
0208 DONATIONS AND GRANTS	APPROP	ADJSTMTS	BUDGET				BUDGET	USED
2081020 DONATIONS/GRANTS REVENUES								
2081020 48002 24200 DONATIONS	0	0	0	-450.00		.00	450.00	100.0%
TOTAL DONATIONS/GRANTS REVENUES	0	0	0	-450.00		.00	450.00	100.0%
TOTAL DONATIONS AND GRANTS	0	0	0	-450.00		.00	450.00	100.0%
TOTAL REVENUES	0	0	0	-450.00		.00	450.00	

YEAR-TO-DATE BUDGET REPORT 7-11-23

FOR 2023 13								
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
GRAND TOTAL	0	0	0	-450.00	.00	450.00	100.0%	
** END OF REPORT - Generated by Christina Hostetler **								



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 23-1827

Agenda Date: 7/18/2023

Agenda #: 1.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

Event Banner discussion and vote.

Review the size and cost of banner which will be used for future events.

Background:

Department Comment/Recommendation:

(type text here)



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 23-1825

Agenda Date: 7/18/2023

Agenda #: 2.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

Farmer's Market Discussion.

Dates:

July 19

August 16

September 13

Topics:

Coverage.

Activities.

Table & tent.

Anything additional that needs to be discussed regarding these events.

Background:

Department Comment/Recommendation:

(type text here)



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 23-1829

Agenda Date: 7/18/2023

Agenda #: 3.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

Holiday Pole banners.
Designs will be shared.

Background:

Katherine Kohrs sent some designs to Kristen Chapman, Mayoral Assistant.

Department Comment/Recommendation:

(type text here)



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 23-1826

Agenda Date: 7/18/2023

Agenda #: 1.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

New Secretary and Treasurer.

Background:

Jen Holdsworth is resigning.

Department Comment/Recommendation:

(type text here)



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 23-1828

Agenda Date: 7/18/2023

Agenda #: 2.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

Future Projects.

The Gales Ferry School gardens need attention before school starts. The Committee should start cleaning the gardens in August and plant in the fall. Discussion of dates to begin.

Background:

Jen Holdsworth reached out to the School Principal, the Board of Education and the Ledyard Garden Club regarding this project.

Department Comment/Recommendation:

(type text here)



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 23-1830

Agenda Date: 7/18/2023

Agenda #: 3.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

The Ledyard Beautification Committee meetings are now monthly.
2023/24 meeting dates:

August 1
September 5
October 3
November 7
December 5
January 2, 2024

Background:

On June 6, 2023 the Committee voted to change the meetings from quarterly to monthly.

Department Comment/Recommendation:

(type text here)



TOWN OF LEDYARD CONNECTICUT

741 Colonel Ledyard Highway
Ledyard, Connecticut 06339-1551
(860) 464-3220
FAX (860) 464-1126
mayor.clerk@ledyardct.org

TO: Town Clerk

FROM: Christina Hostetler, Town Hall Assistant

DATE June 7, 2023

SUBJECT: 2023 Ledyard Beautification Committee Amended Calendar Meeting dates

During their regular meeting on June 6, 2023, the Ledyard Beautification Committee voted to change their meetings from quarterly meetings to monthly meetings. There are no changes to the time or the meeting location.

2023 LEDYARD BEAUTIFICATION COMMITTEE **AMENDED CALENDAR MEETING DATES**

Ledyard Beautification Committee (Meet Monthly 1st Tuesday 5:00 p.m. Town Hall Annex Building)

August 1	September 5	October 3	November 7	December 5
January 2, 2024				

Thank you,

Christina Hostetler