



TOWN OF LEDYARD CONNECTICUT

741 Colonel Ledyard Highway
Ledyard, Connecticut 06339

Community Relations Committee

~ AGENDA ~

Chairman
Kevin J. Dombrowski

Regular Meeting

Wednesday, October 18, 2023

6:30 PM

Town Hall Annex - Hybrid Format

REMOTE MEETING INFORMATION

In -Person Location goes here

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

<https://us06web.zoom.us/j/82468853078?pwd=uSdCb9QONWb1e6wyNOrqiFBjbJBKV.1>

Or by Audio Only: Telephone: +1 646 558 8656; +Meeting ID: 824 6885 3078; Passcode: 518482

I CALL TO ORDER

II. ROLL CALL

III. RESIDENTS & PROPERTY OWNERS COMMENTS

IV. PRESENTATIONS / INFORMATIONAL ITEMS

1. Ms. Diaz email dated 10/13/2023 re: Suggestions and Ideas for Community Relations Committee Agenda Items.

Attachments: [Diaz emial-2023-10-0=13- Suggestions for Commuity Relations Cmt Mtg-2023-10-18.pdf](#)

V. APPROVAL OF MINUTES

(MOTION to approve the Community Relations Committee Minutes of September 20, 2023

Attachments: [COMM REL-MIN-2023-09-20.pdf](#)

VI. OLD BUSINESS

1. Discuss the 2024 Black History Activity/Contest.

2. Continued discussion and possible action draft a schedule for Public Information Forums to present to residents the types of services the town offers; how to access services and the authority residents should direct concerns regarding services.

Attachments: [Farmers Market Booths- Guest Schedule-2022-05-10.docx](#)

3. Continued discussion and possible action to identify various town venues to host “Informal Conversations in the Park” to engage residents in discussions regarding their concerns and their ideas for potential solutions.
4. Continued discussion regarding the possibility to schedule joint meetings with the Mashantucket Pequot Tribal Nation to discuss items of mutual interest.
5. Continued review of status regarding the progress of improvements at the Park on East Drive.

Discussion to help foster a dialogue to improve the relationship at the Kings Corner Senior Citizens Housing Facility.

Attachments: [HOUSING AUTHORITY-RECORDING EQUIPMENT-DIAZ-EMAIL-2023-10-05.pdf](#)
[OLR Report on Housing Authorities 8-11-2021.pdf](#)
[CGS 8-40- CREATING HOUSING AUTHORITY.docx](#)
[CGS 8-41- HOUSING AUTHORITY.docx](#)
[#2023 Updated LHA Lease 2021 BKE 7-6-21 approved final draft.pdf](#)
[#2023 Updated LHA Kings Corner Manor Rules Regulations BKE 7-6-21 approved final draft.pdf](#)
[LHA Smoking Flyer to tenants.docx](#)
[Kings Corner Manor Senior Housing-Lupienksi -Smoking Policy-dmail-2023-07-07.pdf](#)
[Kings Corner Manor Housing -Murray email 2023-09-12.pdf](#)
[ORD-#100-010 \(rev 1\)- An Ordinance Establishing A Housing Authority for the Town of Ledyard-2021-05-26.docx](#)
[ORD-#100-010- APPENDIX -Ordinance Establishing A Housing Authority for the Town of Ledyard-2021-26.docx](#)

6. Any other Old Business proper to come before the Committee

VII. NEW BUSINESS

Discussion and possible action regarding the transition of outstanding/unfinished business items to be forwarded to the incoming Community Relations Committee.

2. 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

File #: 23-2190

Agenda Date: 10/25/2023

Agenda #:

AGENDA ITEM
CORRESPONDENCE

Subject:

1. Ms. Diaz email dated 10/13/2023 re: Suggestions and Ideas for Community Relations Committee Agenda Items.

Correspondence List:

(type text here)

Roxanne Maher

From: Nina Diaz <ninadiaz24@yahoo.com>
Sent: Friday, October 13, 2023 6:55 PM
To: Roxanne Maher
Subject: Please fwd to community relations committee members

Good evening and happy Friday! I wanted to get this email out while the ideas were fresh in my head. I'll be at the meeting this week and maybe we could chat more then about it.

IDEAS

1. Some type of informal community meeting prior to the November elections where residents can either speak their 3min or ask a candidate a question. I feel this is important given there are options for Mayor this year.
2. Meeting with CRC and Housing authority as there still is no safe remedy for the smokers. One of which has almost gotten hit by both a town council member and a housing board member. I have tried to research grant info for them to help with recording equipment for meetings but feel like the safety really needs to be addressed.
3. For black history month. While I think the poster contest is good for the younger kids, not one high schooler participated last year. Can we collectively brainstorm something age appropriate for high school aged kids? As well as maybe switch up the judges to include teachers,paras and everyday community members of color?

Ok I think that's all of them for today.

Have a great weekend!!

Nina Diaz

[Sent from Yahoo Mail on Android](#)



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 23-2176

Agenda Date: 10/18/2023

Agenda #:

MINUTES

Minutes:

(MOTION to approve the Community Relations Committee Minutes of September 20, 2023



TOWN OF LEDYARD
CONNECTICUT
TOWN COUNCIL

741 Colonel Ledyard Highway
Ledyard, CT 06339
<http://www.ledyardct.org>
Roxanne M. Maher
860 464-3203

Chairman Kevin J. Dombrowski

HYBRID FORMAT
MINUTES
COMMUNITY RELATIONS COMMITTEE
REGUALR MEETING

Wednesday, September 20, 2023

6:30 PM

Town Hall Annex-Video Conference

DRAFT

- I. CALL TO ORDER – The Meeting was called to order by Councilor Paul at 6:30 p.m. at the Council Chambers - Town Hall Annex Building.

Councilor Paul welcomed all to the Hybrid Meeting. He stated for the Town Council Community Relations 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-Insite Meeting Portal.

- II. ROLL CALL-

| Attendee Name | Title | Status | Location | Arrived | Departed |
|--------------------|----------------------------|---------|-----------|---------|----------|
| Gary Paul | Committee Chairman | Present | In-Person | 6:30 pm | 7:54 pm |
| John Marshall | Town Councilor | Present | In-Person | 6:30 pm | 7:54 pm |
| Bill Saums | Town Councilor | Present | In-Person | 6:30 pm | 7:54 pm |
| Mary McGrattan | Town Councilor | Present | In-Person | 6:30 pm | 7:54 pm |
| S. Naomi Rodriguez | Town Councilor | Present | In-Person | 6:30 pm | 7:54 pm |
| Charles Duzy | Housing Authority Chairman | Present | In-Person | 6:30 pm | 7:54 pm |
| Paula Crocker | Housing Authority Member | Present | In-Person | 6:30 pm | 7:54 pm |
| Colleen Lauer | Housing Authority Director | Present | In-Person | 6:30 pm | 7:54 pm |
| Sheri Fernandez | Housing Authority Tenant | Present | In-Person | 6:30 pm | 7:54 pm |
| Susan Lipinski | Housing Authority Tenant | Present | Remote | 6:30 pm | 7:54 pm |
| Edward Murray | Resident | Present | In-Person | 6:30 pm | 7:54 pm |
| Eleanor Murray | Resident | Present | In-Person | 6:30 pm | 7:54 pm |
| Ginina Diaz | Resident | Present | In-Person | 6:30 pm | 7:54 pm |
| Sheila Vincent | Resident | Present | Remote | 6:30 pm | 7:54 pm |
| Tammy Jones | Resident | Present | Remote | 6:47 pm | 7:54 pm |
| Roxanne Maher | Administrative Assistant | Present | Remote | 6:30 pm | 7:54 pm |

- III. CITIZENS' COMMENTS

Mr. Edward Murray, 16 Chapman Lane, Ledyard, stated this was the fourth time he had the opportunity to speak at a public meeting regarding issues concerning the Kings Corner Manor Senior Citizens Housing Facility. He stated after the Housing Authority’s September 5, 2023 that the atmosphere at the Town Council’s September 13, 2023 meeting was very different noting Mr. Dombrowski had the entire Ordinance and associated documentation pertaining to the Kings Corner Manor Senior Citizens Housing

Facility from start to finish. He stated the conversation was not very friendly, and that it was made very clear that the Town Council could not, and would not, do anything about the issues regarding the Kings Corner Manor Senior Citizens Housing Facility that the residents had presented. Therefore, he questioned the purpose of tonight's meeting.

Mr. Murray went on to state when they opened the Agenda for tonight's Community Relations Committee meeting it looked like there was the history of the Housing Authority. However, he stated he did not understand the purpose of tonight's meeting.

Councilor Paul addressed Mr. Murray's question, explaining in hearing residents comments regarding the Kings Corner Manor Senior Citizens Housing Facility, at the August 26, 2023 Town Council meeting, that Chairman Dombrowski suggested the Community Relations Committee try to foster some dialogue. He went on to address to Chairman Dombrowski's comments at the September 13, 2023 Town Council meeting in which he tried to explain per the State Statutes that other than appointing members to the Housing Authority that the Town Council did not have any other authority pertaining to the Kings Corner Manor Senior Citizens Housing Facility. However, he stated the idea to refer the matter to the Community Relations Committee was to try to help foster some dialogue between the tenants and the Housing Authority. He stated the matter was on tonight's agenda under New Business, which the Committee would discuss later this evening.

Mr. Murray continued by stating his position, and the most important thing was that they could and should be doing better for the folks at Kings Corner Manor Senior Citizens Housing Facility. He stated that he understood the Housing Authority had their position, but that he still thought they could do a better job for the tenants.

Ms. Ginina Diaz, 1546 Route 12, Gales Ferry, stated "*The particular state of affairs in an area where there was potentially conflicting ethnic, religious, cultural, political, monolithic group live together. The social engineering, or mediating work between conflicting groups.*" She stated these statements were the definitions of *community relations*. She asked that the Committee keep these definitions at the forefront of their minds during tonight's meeting. She stated as many know, in recent months there has been an increase of residents comments and concerns at public meetings. She stated tonight she would focus on the safety and rights of our community's disabled and senior demographics. While the Ledyard Housing Authority had the right to create a smoke free property, that the State of Connecticut and the Department of Housing and Urban Development (HUD) set the standard at 25-50 feet from buildings, entrances, exits, common areas, and windows and it also suggested safe alternative smoking areas. Our disabled residents also have rights. Per the American Disabilities Act (ADA) disabled residents have the right to reasonable accommodations, allowing them to live in, utilize and enjoy housing as much as an able body resident. Recent responses from elected officials make it clear that the Town has nothing to do with the Housing Authority and show a clear annoyance when the topic was brought up by concerned residents at public meetings, to the point of some throwing their hands up as if they were disgusted. This was another missed chance for leaders to lead, for leaders to advocate for our senior's

safety, a chance to show a vulnerable demographic that at a minimum their safety and wellbeing meant something to the people who may have voted for them, a chance to lessen the confusion and frustration with regard to helping our seniors understand their rights. Instead, local leaders abandon them with a gross disregard and demoralizing negligence for their physical safety. She stated helping someone was free, being kind was free, sharing knowledge was free, being a voice for our vulnerable demographics was free. Throwing our hand up and abandoning tax paying residents was not only embarrassing, but it was inappropriate and inhumane. These were not the qualities and or behaviors that foster a positive climate. Thank you.

Councilor Paul thanked Ms. Diaz for her comments.

Mrs. Eleanor Murray, 16 Chapman Lane, Ledyard, stated she was surprised to see the encyclopedia of information that was being shared with the Committee for tonight's meeting, noting that she found it off-putting and slanted, she noted in particular an email dated September 9, 2023 that she sent to the Mayor. She stated that she was going to provide three more emails that she sent to the Mayor, and she asked that they also be included in the minutes. She stated that she had been trying to foster a relationship with the Mayor and that she asked the Mayor for his to help her get an audience at the Housing Authority's meeting, and that she thought that he did. She stated the last email she sent to the Mayor was the one that was included in the packet for tonight's meeting, noting at that point she was angry, she was upset, and she was terrified for the Kings Corner Manor Senior Housing Facility's tenants, particularly for the tenants who were in wheelchairs and needed oxygen. She stated a storm was coming and she stated if they had lost power that they could not share a generator in the middle of the Community Room, noting that they cannot get there, they cannot share it, they cannot carry their oxygenators.

Ms. Murray continued by noting that there was now a ramp at the end of the sidewalk for a double amputee who used a wheelchair that was inadequate. She stated when she addressed the Housing Authority at their meeting that the minutes were blank for a while, until she brought it up on Social Media and then suddenly the minutes appeared. She noted the minutes incorrectly stated that she got her information from one person. She stated at the Housing Authority's September 7, 2023 meeting that she clearly said that she got her information from a number of residents. She stated that she does not lie, noting that the minutes stated that they knew who she had talked to. She stated it was her understanding that punishment was metered out from that meeting. She stated there was punishment to the tenants if they criticized, if they complained, if they talked to authorities, if they called anyone, if they talked to her, or if they talked to Senator Cathy Osten. She stated the tenants were terrified.

Ms. Murray went on to state that the Health Insurance Portability and Accountability Act (HIPAA) Law was constantly being broken. She stated to the Community Relations Committee that she did not know if they knew what the HIPPA Law was, noting that if someone went to the doctors and then the nurse told her friend that you were there because you broke your leg, and then her friend told a neighbor, and so on, that it was a

violation of the HIPPA Law. She stated the HIPPA Law protected your personal information. She stated if anyone at the Kings Corner Manor Senior Housing Facility called Emergency 911 that the Dispatch Center then called the Housing Authority's Executive Director and tells her why the tenant called them, noting that was against the federal law to do that. She also noted that the Wage and Hour Law was being broken, as well as the Open Meeting Law, and she commented that we will see if the Housing Authority ever has another open meeting. She stated so far the Housing Authority has only had one open meeting out of every four meetings. She stated the Community Relations Committee knows the law, noting that closed meetings could be held if they needed to have a closed meeting; however, she stated there was no need to have as many closed meetings as they have. She stated that she would be going to every open meeting, commenting that she was sure that she would not be welcome, but that she would be there.

Ms. Murray stated that she was glad to be here this evening and she was glad to see that the Community Relations Committee was extending a hand to the Housing Authority, noting that she could assure the Committee that the tenants at the Kings Corner Senior Citizens Housing Authority were waiting for help. She stated the Lease, which used to be 22-pages was now 11-pages because the type was smaller and the Executive Director added a Handbook at the end, was all the same material. She stated if the Community Relations Committee read the Lease, which was quite a document, was looking for opportunities to punish, terrify, and threaten. She stated that she appreciated the time this evening and she stated that she wanted to politely thank them.

Councilor Marshall asked Ms. Murray to provide more information about the ramp for the tenant who was in the wheelchair. Ms. Murray stated until two weeks ago the ramp went down the driveway where the double amputee tenant could go down to the smoking area, when it was legal, or go to the Community Room, or go to the location where the van would pick her up to transport her to medical appointments, noting that tenant with the wheelchair does not drive and does not have a car. She stated the ramp has been demolished, and what now existed was a piece of blacktop located off the edge of sidewalk, which was not ADA Compliant, not the right grade and not wide enough, noting that the tenant was afraid to use the ramp. Ms. Murray stated that she no longer had anything to do with the handicapped tenant because the tenant was terrified to talk to her; and therefore, Mrs. Murray stated that she has not had anything to do with her. She stated the wheelchair was not designed to be used on the road, stating the wheels were not meant to be used on the road. She stated the tenant had to go over to the Stonington Institute Building to smoke. She stated although she has not talked to the handicapped tenant in weeks, that she was told that the current ramp was not going to be replaced, stating that she has had no email, no text, no nothing, since the tenant has been threatened with eviction.

Councilor Marshall stated there was construction work going on a that the Kings Corner Manor Senior Citizens Housing Facility, and that they would find out if the handicap ramp was going to be replaced.

Ms. Ginina Diaz stated she had photographs of the handicap ramp.

Councilor Paul stated this portion of the meeting was to receive Residents Comments and that residents could provide photographs and other documentation at the end of the meeting.

Councilor Paul asked if there was anyone else who would like to speak. Hearing no further public comments, he thanked the residents for their comments.

IV. INFORMATIONAL ITEMS – None.

IV. REVIEW AND APPROVAL OF MINUTES

MOTION to approve the Regular Meeting Minutes of August 16, 2023

Moved by Councilor Marshall, seconded by Councilor Saums.

VOTE: 3 - 0 Approved and so declared

VI. NEW BUSINESS

1. Discussion to help foster a dialogue to improve the relationship at the Kings Corner Senior Citizens Housing Facility.

Councilor Marshall stated in 2016 the State of Connecticut banned smoking in public buildings, noting that the grounds were a different situation. However, he stated per Ordinance #100-101 (rev. 1) “*Ordinance Establishing a Housing Authority for the Town of Ledyard and Payment in Lieu of Taxes Agreement for the Town of Ledyard*” which stated in accordance with CGS 128 Sections 8-40 and 8-41 that the Housing Authority had the authority to make policy. He stated currently the State of Connecticut does not ban smoking on their grounds; but that the Housing Authority had the power to implement a policy to ban smoking on the grounds. Therefore, he stated this was where they needed to find some common ground.

Ms. Diaz stated she went on the Housing Urban & Development (HUD) site which was where she found the information regarding the smoking ban, as she noted during her comments earlier this evening. She stated the carport, which was the Kings Corner Manor Senior Citizens Housing Facility’s former designated smoking area for many years, was at least 25-feet away from the buildings. She stated the other night that she drove to the abandoned Stonington Institute Building where the tenants were told they could smoke. She stated in turning off the headlights on her car that it was pitch black, noting that it was so dark she could not see her hand in front of her face. She stated that she had concerns that tenants going down the Kings Corner Manor Senior Citizens Housing Facility driveway and crossing the road to the area where they were told to smoke that someone was going to get hurt.

Councilor Paul stated that he believed the whole Town Council does appreciate their senior citizens. He stated his mother lives in a senior housing facility, and therefore, he knows what she goes through, and how it worked. He stated he believed in communication and that he has listened to what everyone has said. He stated communication and talking was the breadth that made everything work. He stated that he apologized if the residents felt that this Town Council did not care, noting that they really do care. However, he explained there were procedures providing a way to go about getting things done. He stated he was an ex-smoker, noting that he quit smoking seven-years ago; and so he had some sympathy for smokers.

Councilor Paul continued by stating that what was concerning to him regarding this matter was those who have been calling out people on social media sites, who had nothing to do with certain things. He stated he found doing so very disrespectful and it was disgusting. He stated Housing Authority Executive Director Colleen Lauer has been mentioned several times in the social media sites. He stated Ms. Lauer was hired by the Housing Authority to oversee the day-to-day operation of the Kings Corner Manor Senior Citizens Housing Facility. He stated Ms. Lauer does not set the policies, or make the rules, noting that there were procedures in-place. Therefore, he stated in order to create dialogue that they had to straighten a few things out first. He noted as an example if a Kings Corner Manor Senior Citizens Housing tenant had an issue with something that they could file a grievance, stating that there was a procedure in-place to do that. He stated if the tenant was not satisfied with the answer Ms. Lauer provided in working within the parameters of the rules or policies that were in place, that the tenant could take their issue to the Housing Authority.

Councilor Paul went on to address some of the issues that were raised at the Town Council's meetings of August 23, 2023; and September 13, 2023 which included cameras at the Kings Corner Manor Senior Citizens Housing Facility. He stated everywhere you go today that they have cameras for several reasons which included insurance, liability, safety, etc. He stated the company he worked for had cameras in the oil trucks, noting that his drivers could say that he wanted to spy on them. However, he stated from a business perspective that the cameras would help to protect the driver, and their liability should someone cut-off the driver, etc. He stated everywhere you go they have rules and policies, noting as an example, some stores say, "*No Shirt, No Shoes, No Service*" or in the COVID world "*Masks Required*". He stated if he did not want to wear a mask then he would not go to that business, noting that those business had the right to make their own rules and policies and it was their right to protect their employees. He stated all of this was no different from why they have elections and referendums, noting that although some people may complain about a budget, if it passes the budget was implemented.

Councilor Paul stated the Housing Authority was made up of five residents, with one being a tenant of the housing facility; and that their Job was to run the Kings Corner Manor Senior Citizens Housing Facility. He continued by addressing the *No Smoking Policy* and he questioned whether the residents who have spoken very elegantly at several meetings brought up their concerns or gave a presentation at the Housing Authority meetings when they were discussing the adoption of the *No Smoking Policy*; and whether they have gone through the processes in place.

Ms. Diaz stated that she did not know any of the Kings Corner Manor Senior Citizens Housing Facility tenants or anything about the No Smoking Policy until she saw the situation on social media. She stated when she attended a Housing Authority Meeting that she was appalled with the note passing between a resident and the Executive Director, laughing at the female tenants comments in which they “*asked if they could do something about how the maintenance man entered their apartment, noting that sometimes they were in their nightgown, and that they felt uncomfortable*”; or when a disabled tenant who had to go across the street in their wheelchair to smoke was “*accused of soliciting and exchanging money for sex because they heard it on the scanner*”.

Councilor Paul noted there were thirty-units at the Kings Corner Manor Senior Citizens Housing Facility; however, he has only seen a few tenants attend meetings and only one tenant has spoken about the *No Smoking Policy*. Ms. Diaz stated that three people spoke about the Smoking issue at the last Housing Authority Meeting; and she noted that during the Housing Authority meeting one tenant verbally attacked them, stared them down for the remainder of the meeting and accused them of taking money. She stated the tenant was screaming so much that her face turned bright red, and that it was allowed. She stated when Mr. Edward Murray stood up and said, “*Don’t talk to me that way*” that the Housing Authority Chairman yelled at him and told him “*to sit down and shut his mouth, that he would speak when he was spoken to*”. Housing Authority Member Paula Crocker stated what Ms. Diaz stated was not true, noting that she had an audio recording of the meeting. Councilor Paul stated that recording the meetings was much better than trying to summarizing.

Councilor Saums stated they need to have one person speak at a time. He stated Councilor Paul was the Chairman of this meeting. He stated that this was a “*Public Meeting, not a Meeting held in Public*” for everyone to yell at each other.

Councilor Rodriguez stated that because she first heard rumblings in July, 2023 that she attended the Housing Authority’s Special meeting on July 6, 2023, noting that Councilor McGrattan also attended. She stated at the meeting they were providing an update regarding the Kings Corner Manor Senior Citizens Housing Facility renovation project. She stated a number of tenants spoke to her that day complaining about the renovation work, which they could not do anything about. She stated Executive Director Colleen Lauer said the renovation work was scheduled to be completed in November, but that realistically the construction work would most likely not be completed until December, 2023, because of the demand in supplies, which they all understood.

Councilor Rodriguez went on to note at the July 6, 2023 Housing Authority meeting that several tenants also talked to her about their concerns regarding the *Smoking Policy*, which was going into effect in August, 2023; and their concerns. She stated because the July meeting was a special meeting they could only talk about the items that were listed on the agenda. She stated when tenants tried to speak the Housing Authority Chairman reiterated that because it was a special meeting they could only speak about the items listed on the agenda. She stated the Housing Authority did not hold a meeting in June, 2023 and that she did not know what happened at the April or May meetings, but that it was her understanding that the Housing Authority voted on the *No Smoking Policy* at their March 6, 2023, meeting with an implementation date of August 1, 2023. She stated that she knew that there were

procedures in place, noting that tenants could file a grievance, but that she did not know how many people did that. She stated the July 6, 2023 Housing Authority was the first that she caught wind of the *Smoking Policy*.

Councilor Rodriguez stated after the meeting that she drove by the Kings Corner Manor Senior Housing Facility during the rain, at night, and during the day. She stated she saw a tenant who was a double amputee in a wheelchair at the Stonington Institute Building and that she went and spoke to her. She stated while she was there she walked around the Housing Facility, and she stated the distance between the Housing Facility to the street was longer than 300-feet and that it was all downhill. She stated rain and snow was going to be a problem for anyone with ambulatory problems and in a wheelchair. She stated when she walked to the corner that it was all curbing, noting that there was no American Disabilities Act (ADA) approved ramp to get onto the town property that was next to the street, which was all grass. She stated there was no way for a person in a wheelchair to get in, noting the person would have to go down the hill, onto the street, then cross the street to get to the Stonington Institute Building which was overgrown. She stated this was not a good scenario and not safe. She stated she had concerns regarding safety and liability, noting at night she could barely see. She stated that she wished they had a plan set up for the safety of the tenants who cannot stop smoking so that they had a safe place to smoke. She stated she hoped in the future there could be some mediation through the Mayor and the Housing Authority to come up with a compromise or negotiation, with some input from the town. She stated the carport was 25-feet away from the Housing Authority apartment buildings. She stated beyond the carport that there was a fence and she suggested that perhaps they could make an overhang that would meet ADA approval so that a wheelchair could get in, which would cost about \$10,000. She stated that the appearance made them all look like they were cruel, noting that they were not. She stated she did not believe for one-minute that the Housing Authority or the Town Council or the people of Ledyard were cruel, we are not. However, she stated they have a situation in which she wished that all parties had come together to talk about smoking in a civil manner and that they did not have this discussion on social media. She stated the first time she saw the situation it made her cry. She stated this was a safety and liability concern and that she recommended mediation.

Mrs. Eleanor Murray stated there was not just one person at the Kings Corner Manor Senior Citizens Housing Facility that used a wheelchair. She stated that there were 2 tenants who used a wheelchair and 3 tenants who used scooters.

Councilor Marshall stated that they have identified the problems, and he explained to move forward that they need to work out solutions. He asked to hear from the Housing Authority members.

Mr. Edward Murray stated that he appreciated what Councilor Rodriguez stated, noting that there was an appearance here. He stated there was a diagnosis in one of the smoking manuals noting that there was a *Nicotine Use Disorder* that was generally found in all people.

Councilor Paul questioned Mr. Murray's involvement at the Kings Corner Manor Senior Citizens Housing Facility, noting that he did not live at the facility. Mr. Murray stated he and his wife moved to Ledyard about one-year ago. He stated that they like to get

involved in their town. He stated initially they had some difficulty because they did not know anyone in town. Councilor Paul questioned whether the Murray's was a friend with a tenant who lived at the Kings Corner Manor Senior Citizens Housing Facility. Mr. Murray stated that he would not call him a friend to the tenants, but that when they found from their standpoint, that there was not the compassion that he thought there should be for the people who were in a position, where they basically had no control, they got involved. He stated that he knows that the smokers were offered the opportunity to quit smoking. He stated in looking at the Center for Disease Control and Prevention (CDC) data it would tell them that about one-third of the people who try to quit smoking were able to do so. Councilor Paul stated that we all synthesize with the smokers to some degree.

Ms. Paula Crocker, Route 12, Gales Ferry, Housing Authority Member, stated her mother lived in the Kings Corner Manor Senior Citizens Housing Facility for seventeen years, stating at that time the tenants could smoke inside the apartments. She stated her mother was a smoker, and was on oxygen, and continued to smoke. She also stated at that time that she was also a smoker, noting that she quit smoking a week after her mother passed away. She stated her mother passed away at 91 years old and did not pass away from smoking. She stated it her two-weeks to clean her mother's apartment, noting that it was disgusting and that she believed that even after she cleaned the apartment that the Housing Authority had to do more work to clean the apartment. Therefore, she stated that she thought long and hard when the Housing Authority was going to vote on the *Smoking Policy*. She stated her reason for voting to put smoking off the Kings Corner Manor Senior Citizens Housing property was for the tenants who lived there that did not smoke. She stated you can smell cigarette smoke whether they smoked inside the apartments or not. She stated the smoke gets on everything and that was the reason she voted for no smoking on the property. She stated that she did feel sorry for the people who smoke, noting that it took her a long time to quit smoking. However, she stated the Smoking Policy was for the safety, health, and welfare of the entire Kings Corner Manor Senior Citizens Housing Community, not just for the five tenants who smoke.

Ms. Colleen Lauer, 19 Nutmeg Drive, Gales Ferry, Housing Authority Executive Director, stated that she runs the day-to-day operations for the Kings Corner Manor Senior Citizens Housing Facility. She stated the facility has 31-tenants, with five tenants that smoke. She stated the Housing Authority has had to clean a couple apartments that were occupied by smokers. She stated the Housing Authority has done a lot of research and checked with other Housing Authorities noting that there were several Housing Authorities in the area that do not allow smoking on the property at all. She stated it has been their intention to put a smoking area down near the street, however, they learned that the area they were considering was actually the Housing Authority's property. She stated they have been talking with the Town to try to have a sidewalk installed to provide a safe area for the smokers to go to. However, she stated it was not something that was required, nor do they have to allow smoking, based on any State or American Disability Act (ADA) Ruling. She stated the Housing Authority did their research and made the decision to go Non-Smoking at their March 6, 2023 meeting. She stated that she walked around the facility to deliver the Notice to all the tenants. She stated that she specifically

spoke with one tenant who was very upset and got very vocal with her. She stated tenants attended the Housing Authority's April 3, 2023 meeting, noting that their meeting were open for tenants to attend, and she stated not one single tenant commented on the Smoking Policy. She stated there was some talk of a petition, that the smokers asked other tenants to sign that stated that they did not mind smoking, noting that she has never seen the petition. She stated the Housing Authority did not receive any documentation or correspondence prior to the August 1, 2023 implementation of the *Smoking Policy*.

Ms. Lauer addressed the comments regarding the sidewalk/ramp explaining that it was initially installed in 1986, and that it was not an American Disability Act (ADA) approved ramp. She stated the ramp that was currently there was a temporary asphalt ramp, explaining as part of the renovation work to the Kings Corner Manor Senior Citizens Housing Facility that the ramp has been redesigned for engineering and ADA compliance. She continued to explain that the new ramp would be regraded, the parking area would have a Handicap Parking spot painted hashmarks, stating that it would be appropriate.

Councilor Marshall questioned whether it was possible to Grandfather-In the five tenants who smoke for the remainder of their life in a designated area, and then going forward not allow any new tenants moving into the facility to smoke. Executive Assistant Colleen Lauer responded to Councilor Marshall's suggestion stating that would be the Housing Authority's decision, explaining that was not her decision. Councilor Marshall questioned whether this was something the Housing Authority would consider. Ms. Lauer stated the full Housing Authority was not present this evening; and she explained the Smoking Policy was on the Housing Authority's August 7, 2023 and September 5, 2023 Agendas, and that the Authority voted to keep the Smoking Policy as it was discussed and voted on at their March 6, 2023 meeting.

Councilor Marshall questioned the purpose of the cameras at the Kings Corner Manor Senior Citizens Housing Facility. Executive Assistant Colleen Lauer stated the cameras were to protect the property. She stated when she took the job that she talked with other Housing Authorities, and she stated that the majority of them have some type of security system. Therefore, the Housing Authority decided to put up cameras for insurance purposes. She stated god-forbid someone has fallen that they would have the security cameras footage. She stated they had an incident in which some children had damaged some items in the area of the path between Kings Corner Manor Senior Citizens Housing Facility and the Senior Citizens Facility, noting that they were able to catch the kids from the footage captured on the camera. Councilor Marshall questioned whether any of the cameras were pointing at the residences and if they could see inside the apartments. Ms. Laurer stated that the cameras were pointed toward the buildings but that they could not see inside the apartments. She stated the cameras only cover the area outside of the buildings, noting that they were not sophisticated stating that they only provided video and that they did not have audio. She stated that they also had one camera in the Community Room.

Ms. Susan Lipinski, 60 Kings Corner Manor, Apartment #1, attending remotely by phone, stated that she was sitting at the white building having a cigarette, because she wanted to show everyone how dark and dangerous it was there. The Community Relations Committee stated that they could hear Ms. Lipinski but that there was no video. Ms. Lipinski stated that she has been a resident at the Kings Corner Manor Senior Citizens Housing Facility for 23-years explaining that she moved to the housing facility after she was hit by a drunk driver, and she lost both of her legs. She stated that luckily she had a place to go, stating that she was grateful that there was a place for her to live. She stated that she never smoked in her apartment, and when the facility went non-smoking and provided a designed smoking area that she did not have a problem with that, but that a couple people did; and those people continued to smoke in their apartments. She stated they had Rules which stated if the tenant had three strikes that they would be evicted. She stated because the Housing Authority did not obey the Rule to evict one tenant continued to smoke in their apartment. She stated the Housing Authority spent about \$1,000 to help that person cleanup their apartment, but that the tenant continued to smoke in the apartment. She stated the Housing Authority should punish the one person who was not following the rules, not punish all of them. She stated they kept a clean smoking area, noting that she provided all of the ash trays, noting that not one cigarette but was found and that they were 25-feet away from the buildings. She stated the \$21,000 electric wheelchair she was in was not made for the street or road and it could only be replaced every five-years. She stated because of the constant back and forth on the street that the wear and tear on the wheelchair was a lot quicker than it should be. She stated that she was an outside person, noting that she was outside all the time, she smoked outside with her dog and that she did not bother anybody. She stated that she was the tenant that had the petition signed and that it was in her presence. She stated she spoke with Housing Authority Executive Director Colleen Lauer about her issues regarding the Smoking Policy and the tenant that did not follow the rules and that Ms. Lauer stated that she could not talk about another tenant; but if they could take care of the issue with the tenant that the Housing Authority was not going to make the tenants smoke off the property. Ms. Lipinski stated that she said to Ms. Lauer *that was good that they were going to take care of the one tenant because all of the others have been following the rules.*

Ms. Lipinski continued to state that she filled out the paperwork for “*Special Accommodations*” and that when they had bad weather that she would smoke out her window to make sure no smoke went into the apartment. She stated if it had bothered any of her neighbors that she would have moved. She stated with living at the Kings Corner Housing Facility for 23-years that the history she knew about the place was unbelievable. She stated the cameras did not save people’s lives. She stated because she was outside all the time that she saved six people’s lives, stating that she had the cards to prove it, noting they happened to get hurt outside in the middle of the night and she happened to be outside smoking. She stated the Housing Authority only knows of five-smokers, noting that people say they do not smoke but they do.

Ms. Lipinski addressed the issue regarding the cameras at the Kings Corner Senior Citizens Housing Facility. She stated one tenant met State Senator Cathy Osten at an event and they told her what was going on at the facility. She stated Senator Osten visited

the Housing Facility on a Sunday and the tenant walked her around the facility. She stated the next day (Monday) Executive Director Colleen Lauer knew that Senator Osten had visited the housing facility because their Tenant Commissioner, who was a friend of Ms. Lauer calls Ms. Lauer at her home all the time to report when the tenants were doing any kind of activity that was out of the ordinary, stating that they were not a prison. She stated when Ms. Lauer received the Tenant Member's telephone call stating that someone, who looked important, was walking around the property with another tenant that Ms. Lauer immediately got on her home telephone and looked at the cameras to see who the tenant was walking around with. She stated that was not what these cameras were for; and that she would swear by that to the day she dies. Ms. Lipinski stated the rules state that the tenants were supposed to vote-in the Tenant Member to serve on the Housing Authority, but that their Tenant Board Member was not voted in by the tenants, they were voted in by the Board. She stated she has lived in Ledyard since she was 12-years old and that she remembered when the Kings Corner Manor Senior Citizens Housing Facility was built. She stated that she knew for a fact that they have never had any break-ins; not even a car break-in at the housing property, noting that nobody bothers with them. She stated it was dark, it was lonely, and nobody came up there. She stated Ms. Lauer did a survey asking 125 Housing Authorities what their position was regarding smoking. She stated that 93% still smoke on housing property, but they do not smoke in their homes. Ms. Lipinski stated that she would provide a copy of the survey to whoever was in-charge there. She stated that she did not smoke in her apartment, and therefore, she questioned why she should be punished. She stated that she has also done some research and she stated that other Housing Authorities have the Board Members, before they join, do some kind of training. She stated the Board Members do not know the American Disabilities Act (ADA) Laws; they do not know the Roberts Rules of Order, noting that she knew them. She stated that she did not think they were trying to hurt the tenants in any way, but that she thinks that sometimes they just do not know. She stated she was glad to be at the Kings Corner Manor Senior Citizens Housing Facility and that she did not want to leave. She stated the renovation work was an inconvenience for all of them, including Ms. Lauer and the Board Members, but that she was glad the work was being done. She stated that she hoped they could come up with a solution so they could all live in harmony, noting there were only 31 tenants.

Councilor Paul thanked Ms. Lipinski for her comments.

Councilor Saums stated he wanted to address the suggestion that the Town Council does not care. He stated that he remembered Ms. Lipinski writing a letter to the Town Council and sending a photograph of a vine growing into her shower. He stated not too long ago the Housing Authority was replacing the windows, three at a time, because they did not have any money for capital improvements. He stated the one reason the Housing Authority did not have any money was because the former Executive Director never raised the rents. He stated while the rents at the Kings Corner Manor Senior Citizens Housing Facility were low they could not be as low as they were because if the Housing Authority cannot set-a-side funding for capital improvements they could not maintain the facility, which was why all this was happening and the reason a vine was growing in Ms. Lipinski's shower.

Councilor Saums continued by stating although the Town Council could not do anything with regard to the vine growing in the shower or for the replacement of windows because they do not have any authority; that what the Town Council was able to do was work with the Housing Authority to secure \$2.8 million of State Grant Funding through the Connecticut Housing Finance Authority (CHFA) and the Housing of Urban Development (HUD) for the extensive improvement/renovation work that was currently underway at the Kings Corner Manor Senior Citizens Housing Facility. He stated he realized that the current renovation work was inconvenient, but that it was \$2.8 million dollars of State Grant Funding the Housing Authority was able to get with the support of the Town Council. He stated the Town Council does care, noting that if the Town Council had not paid attention to the condition of the Kings Corner Manor Senior Citizens Housing Facility and they did not work with the Housing Authority the apartments would still be in the state of disrepair like when Ms. Lipinski sent the Town Council the picture of the vine growing in her shower eight years ago. He stated that he hoped the residents could take this into perspective with regard to whether the Town Council cared or not.

Councilor Saums addressed the comments about all of the information that was provided for tonight's Community Relations Committee meeting. He stated the information was not intended to bore or to intimidate you, it was to provide the background and understanding of why the Town Council Chairman keeps saying that the Town Council cannot do anything, because they do not have any authority.

Councilor Saums questioned whether anyone has filed any grievances with the Connecticut Housing Finance Authority (CHFA) on behalf of the Kings Corner Manor Senior Citizens Housing Tenants. Ms. Diaz stated that she only received the information regarding the Connecticut Housing Finance Authority (CHFA) at last week's meeting. She stated that she has not filed any grievances, noting that she felt her position was to support the tenants, not to do it for them. She stated she had given to the Tenants the following information: (1) CHFA Grievance Process; and (2) Tenants Rights to Reasonable Accommodations. Ms. Lipinski stated that she filed a Grievance with the CHFA. Councilor Saums stated that this was the proper process to file their complaints. He went on to note as Councilor Paul stated this evening, that this Committee was trying to help them establish a dialogue. He stated the Committee understands everything they were saying and they understand there was a lot of disagreement about what was being said; however, he stated were still not going to do anything about it. He stated that they would do what they could to support, but that they do not have the authority.

Councilor Paul stated that it was getting late, and what Councilor Saums said was correct. However, he stated as they wrap-up tonight's discussion regarding the Kings Corner Manor Senior Citizens Housing Facility, with the Tenants and the Housing Authority that he would like to note the following:

- Importance to follow procedures in order to move forward in the right direction.
 - ✓ Grievance – The Housing Authority had a grievance process. Councilor Paul stated tenants could file a grievance. The Executive Director would try to resolve the issue. He stated if the Director was not able to resolve the matter in fifteen

days, that it would be submitted to the Housing Authority to make a decision regarding the grievance. He stated should the tenant did not agree with the Housing Authority's decision that they had the opportunity to have another hearing.

- Renovation/Improvement Project – Councilor Paul stated they all recognized that the construction work has been inconvenient for everyone. However, he stated the work was almost complete and that it was going to be a great improvement. He stated this was an incredible positive for the tenants and the Kings Corner Manor Housing Facility.
- Executive Director – Councilor Paul stated it was his opinion that the Director has done a great job managing the Renovation/Improvement Project.
- Social Media – Councilor Paul stated whether they liked the Executive Director or the Housing Authority Members that there was a proper way to go about addressing concerns. He stated going on social media or accusing one person was very disrespectful. He stated putting someone a Facebook Blast was absolutely wrong; and that he could not respect anyone who does that. He stated using social media was not the process to address issues at the Kings Corner Manor Senior Citizens Housing Facility.
- Housing Authority Meeting Location – Councilor Paul stated the meetings should be held at a location where the meetings could be video and audio recorded. He stated this would allow the Housing Authority to engage residents in a better format where residents could talk. He stated although he may not agree with what everyone had to say that he liked to listen, and that the tried to put himself in those people shoes.

Councilor Paul stated that he did not think the issues that they were discussing could be resolved this evening. However, he stated that he hoped tonight's discussion would help them start to think about how they could better communicate with the right people. He encouraged tenants to read the agendas, minutes, attend the meetings and speak when they had the opportunity to speak at the meetings.

Mrs. Eleanor Murray stated that she would like to leave the Community Relations Committee with one thought that she learned while she was doing this kind of work in New York, which was "*The rescuer becomes the victim*". She stated they were only here tonight because she blasted this on Facebook. She stated she listened to what the Kings Corner Manor Senior Citizens Housing Facility tenants were saying, she blasted it on Facebook, she made everybody angry and that was why they were here this tonight. She stated she went to the Town Council, she made a big deal about it, nothing that she was new here in Ledyard, and everybody told her that. She stated that was the only reason they were here tonight and why this dialogue was happening. She stated that they could scold her, they could be angry about it, but that these people were not being listened to, they just weren't. She stated don't scold her anymore, it was not fair.

Councilor Paul stated he was not scolding, however, he stated that there was a better mechanism to do that. Ms. Murray stated *there wasn't, there wasn't, there wasn't*. Councilor Paul stated by coming to the Town Council meeting that it allowed them to get this matter on the Community Relations Committee's agenda, where they could talk and begin a dialogue. He stated his point was that there were processes in place. He stated that he would make his comments about putting out a blast on social media to anyone. He stated he was not trying to call anyone out. He stated what he was saying was that there were mechanisms in place, and by coming to the Town Council that Chairman Dombrowski stated let's get some dialogue going with the Community Relations Committee, which turned into a positive. Therefore, he stated that they need to start on that note and say "*Going forward, we need to go through the channels that are there for us.*". He stated that he agreed with the comments that information was hard to find. However, he stated the town's Ordinance #100-101 (rev. 1) "*Ordinance Establishing a Housing Authority for the Town of Ledyard and Payment in Lieu of Taxes Agreement for the Town of Ledyard*" which was available on-line, pointed to the Housing Authority's governing State Statutes (CGS 128 Sections 8-40 and 8-41). He went on to state if they looked up the State Statutes that they could find everything pertaining to Housing Authorities.

Councilor Paul concluded by stating that they need to turn their attention from blame to what do they have to do to move forward. He stated ultimately the decisions concerning the Kings Corner Manor Senior Housing Facility were made by the Housing Authority, and that it was not the Executive Director's decision. He stated now that they have had some discussion that they were all aware of the grievance process. He stated they all cared about the senior citizens at the Kings Corner Manor Senior Housing Facility, including the smokers. He stated he did not want to see a smoker get hurt, and as a former smoker he understands that it was hard. He stated that he had friends that smoke and that he did not ostracize them; and that he hoped that this will be taken into consideration by the Housing Authority, because he wanted to see their senior citizens protected whether they were smokers or not smokers. He stated that he hoped everyone would hit the "*reset button*" and work to try to mend those relationships.

Ms. Diaz stated tonight's Community Relations Committee meeting was a much different environment than the Town Council meetings were. She stated we were having a conversation, and they do not all agree, but that they were having a dialogue. She stated they had a room full of people who were willing to listen, which made a big difference in a lot of things.

Councilor Paul addressed Ms. Diaz's comment regarding the difference in the environment between a Town Council meeting and the Community Relations Committee meeting. He explained during the Town Council meeting they had an agenda that they had to follow. He stated at the Town Council meetings that they receive Resident's comments, and that Chairman Dombrowski referred this matter to the Community Relations Committee because we do care.

Councilor Rodriguez stated during the Town Council meetings that they can only hear resident’s comments, explaining that they cannot say a word, which was the reason that it sometimes appeared that they did not care. However, she stated that they were all listening.

Councilor Saums stated that the members of the Town Council were not prevented from saying anything at their meetings. However, he stated as Councilor Paul explained, the Town Council had an agenda that they followed, which provided an opportunity for each resident to speak for 3-minutes, noting that they do not have a dialogue, and they do not have a discussion because everyone would like to be heard. He went on to explain that the Community Relations Committee had five more items on their agenda that they had to get to this evening, noting that he has been in meetings since 5:00 p.m. tonight, and that this Committee has not really started their agenda yet.

Ms. Crocker stated the Housing Authority has discussed moving their meeting to the Town Hall Annex Building. However, she stated some of the Kings Corner Manor Senior Citizens Housing tenants cannot get to the Town Hall for various reasons, which included that they do not drive at night. Councilor Paul stated if the Housing Authority used the Town Hall Annex Meeting Room that the meetings could be live streamed using Zoom so those who could not physically attend could attend remotely, like Ms. Lipinski did this evening.

Councilor Paul thanked each and every one who attended tonight's meeting and for their comments. He stated everyone who wanted to be heard was heard tonight. He stated that he hoped that they could continue to mend this relationship.

Ms. Diaz questioned whether the Town Council had a general email address. It was noted that residents could email the entire Town Council at: towncouncil@ledyardct.org.

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| RESULT: DISCUSSED | Next Meeting: 10/18/2023 6:30 p.m. |
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2. Any new business proper to come before the Committee. – None.

VII. OLD BUSINESS

1. Black History Month 2024 Activity/Contest.

Councilor Rodriguez stated Councilor McGrattan told her that one of the Ledyard Librarians would like to get involved with the Black History Month program. She stated that she would contact the Librarian to exchange some ideas and would report back to the Committee.

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| RESULT: NO ACTION | Next Meeting: 10/18/2023 6:30 p.m. |
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2. Schedule for Public Information Forums to present to residents the types of services the town offers; how to access services, and the authority residents should direct concerns regarding services.

Councilor Paul stated the Community Relations Committee had some great success at the Farmers' Markets this summer. He stated unfortunately the September 13, 2023 "Hometown Heros" Farmers' Market was cancelled due to weather. He stated the Community Relations Committee had planned to participate at the event to thank and to bring awareness to the work and dedication of our First Responders (Fire Departments and Police Department) as well as the over 200 community volunteers who serve on the Town's Committees/Commissions/Boards, noting that they were all instrumental in how our town works. He stated that he was thankful for the people who were willing to participate in the event, noting that it was unfortunate that the weather did not cooperate.

Administrative Assistant Roxanne Maher stated the Ledyard Beautification Committee was at the Farmers' Market this evening. She stated when Committee Chairman Jennifer Eastbourne picked up the Town of Ledyard tent that she was willing to bring the flyers and other information the Community Relations Committee had prepared to handout at the September 13, 2023 Farmers Market for interested residents to learn how they could volunteer to serve on a town committee. Councilor Paul stated the materials also included a QR Code for residents to scan to bring them to the new portal where they could submit their Appointment Application on-line.

Councilor Paul went on to state the Community Relations Committee participated with Ledyard Libraries at the August 30, 2023 Farmers Market, noting that the theme was "Back to School". He stated it was great to see the Library Staff interact with the kids He stated the Library was also planning to hold a presentation later this Fall. However, he stated because they were short-staffed they decided to postpone the presentation until they were back to being fully staffed.

Councilor Paul noted tonight was the last Farmers Market for the 2023 Summer Season. Councilor Marshall questioned whether there was going to be a Winter Market this year. Councilor Paul stated that there would not be a Winter Farmers' Market.

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| RESULT: CONTINUED | Next Meeting:10/18/2023 6:30 p.m. |
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3. Identify various town venues to host "Informal Conversations in the Park" to engage residents in discussions regarding their concerns and their ideas for potential solutions.

Councilor Paul noted that the Committee discussed hosting an Informal Gathering at the new Lantern Hill Waterfront Park, which was the property Mr. and Mrs. Graham donated to the town (leased for \$10 per year) . However, he stated he has not been able to reach out to anyone to try to coordinate an event.

Councilor Rodriguez stated that she thought the Committee also discussed working with Parks & Recreation to schedule a tour to visit all of the town's recreational parks.

Councilor Paul stated that they have been discussing a tour of all the parks in town. However, he stated that he has not heard from the Director of Parks, Recreation, & Senior Citizens Commission, noting that the newly combined Commission held their first regular meeting on September 19, 2023.

Councilor Rodriguez, Liaison to the Parks, Recreation, & Senior Citizens Commission, stated that the Park Tour was on their Agenda last night. However, the Commission received a presentation regarding the State Park from a Boy Scout and that two residents talked about Pickleball. Therefore, she stated there were some items on the agenda that the Commission was not able to get to.

RESULT: CONTINUED

Next Meeting: 10/18/2023 6:30 p.m.

4. Joint meetings with the Mashantucket Pequot Tribal Nation

Councilor Saums stated that he has not had any communication with his Mashantucket Pequot Tribal Council contact.

RESULT: CONTINUED

Next Meeting: 10/18/2023 6:30 p.m.

5. Review status update regarding the progress of improvements at the Park on East Drive.

Councilor Paul stated he has been waiting for the Parks, Recreation, & Senior Citizens Commission to schedule the tour of the town's parks, noting that he had hoped the tour would begin at the Park on East Drive. He stated that he has not heard that there were any recent issues at the Park.

Councilor Rodriguez stated that she spoke with Mrs. Jamison about a month ago, and she noted that Mrs. Jamison stated that they did not have any complaints and that they were happy with the new lights and other work that was done. Councilor Rodriguez stated that the Park on East Drive was a beautiful park.

Councilor Paul expressed his appreciation to Chief Rich and the Police Department for their diligence, to Parks & Recreation, the Public Works Department and the residents in the area for their concerted efforts to make the Park improvements happen, noting that this was a good example of a community-team effort.

RESULT: CONTINUED

Next Meeting: 10/18/2023 6:30 p.m.

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

VIII. ADJOURNMENT

VOTE: Councilor Paul moved the meeting be adjourned, seconded by Councilor Marshall.
3 – 0 Approved and so declared. The meeting was adjourned at 7:54 p.m.

Respectfully submitted,

Gary Paul
Committee Chairman
Community Relations Committee



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 22-103

Agenda Date: 10/18/2023

Agenda #: 1.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

Discuss the 2024 Black History Activity/Contest.

Background:

(type text here)

Meeting Action Detail:

Community Relations Cmt Meeting 05/17/2023

File #: [22418](#) Version: 3

Type: General Discussion

Title: Black History Month 2024 Activity/Contest

Action: No Action

Minute Note:

No Action



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 22-105

Agenda Date: 10/18/2023

Agenda #: 2.

AGENDA REQUEST GENERAL DISCUSSION ITEM

Subject:

Continued discussion and possible action draft a schedule for Public Information Forums to present to residents the types of services the town offers; how to access services and the authority residents should direct concerns regarding services.

Background:

(type text here)

Department Comment/Recommendation:

Meeting Action Detail:

Community Relations Committee Meeting 04/19/2023

File #: [22105](#) Version: 1

Type: General Discussion

Title: Continued discussion and possible action draft a schedule for Public Information Forums to present to residents the types of services the town offers; how to access services and the authority residents should direct concerns regarding services.

Action: Continued

Meeting Note:

Councilor Paul stated the Community Relations Committee had previously agreed that they would like to host a Booth at three Farmers' Market's this summer as follows:

- ***June 21, 2023 or July 19, 2023 - Mental Health Awareness***
- ✓ Brian Dagle Healing Hearts Foundation
- ✓ Home heating fuel through Thames Valley Council for Community Action (TVCCA) and other assistance programs.

- ✓ Utilities - Electric/Water Assistance.
- ✓ Homeowners Assistance program that provided no interest loans to help people replace their furnace, roof or septic system, etc.
- ✓ Home meal delivery available for those who cannot get out to grocery shop through Thames Valley Council for Community Action (TVCCA)
- ✓ The Linda C. Davis Food Pantry located in Ledyard Center.
- ✓ United Way located in Gales Ferry was a great resource.
- ✓ Connecticut's Paid Family Medical Leave Program
- ✓ Police Department "*Green and/or Blue Envelope*" for drivers with Autism or Hearing Impaired.

Councilor Rodriguez stated that she reached out to President Anne Dagle to see if she would be available for either of the two dates the Committee would like to feature Mental Health Awareness. She stated that she has not heard back from Ms. Dagle yet and would reach out to her again and report back to the Committee.

- ***August 30, 2023 - Library Services***

Councilor Paul stated Library Director Jennifer Smith attend the Community Relations Committee's March 15, 2023 meeting and that she was on-board with the Committee's ideas to feature the Library Services as follows:

- ✓ Community Relations Committee to host a Booth at the August 30, 2023 Farmers Market's noting that the Market Theme that week was "***Back to School***" and that the Committee felt that the Library services would be in-keeping with the Market Theme. At their Booth the Community Relations Committee would provide literature regarding the services the Library offered and refer residents to stop by the Library Open House.
- ✓ Open House - The Library would hold an Open House at the same time the Community Relations Committee was hosting a booth at the Farmers Market. When the Farmers' Market ended at 7:00 p.m. there would be an Informal Gathering at the Bill Library during which time Library Director Jennifer Smith would give a short presentation and then provide a tour of the Library to bring awareness to the many programs, services and resources the Library had to offer.

Councilor Paul stated the Community Relations Committee was hoping to broadcast live Library Presentation and Tour using Zoom. He stated although the Informational Presentations have not been well attended in the past, that residents could view the zoom video recording at any time, noting it would be posted on the town's website, as they did with the Public Works Department Presentation.

- ***September 19, 2023 First Responders - Volunteers "Home Town Heroes"***

Councilor Paul stated the Farmers Market Theme for September 19, 2023 was "***Home Town Heroes***". Therefore, he suggested that the Community Relations Committee use that week to promote the many organizations and committees that are operated with volunteers from the community. He stated that perhaps they could provide information on how people could get involved and volunteer to serve on the Ledyard or Gales Ferry Fire Department, or on a town committee/commission or board or become a Police Officer, etc.

Councilor Saums suggested the Community Relations Committee invite the following to attend their Booth that day:

- ✓ Representative from the Police Department
- ✓ Representative from the Ledyard Center Fire Company
- ✓ Representative from the Gales Ferry Fire Company
- ✓ Chairman from each of the town's committees/commissions/boards.

Councilor Saums stated that this would provide residents the opportunity to talk to someone from the Organization they were interested in to find out what that organization did, the time commitment, and how they could get involved.

- **Land Use Processes** - Councilor Paul commented on the Committee's interest to provide information to the community regarding the Land Use Process. He noted at their February 15, 2023 meeting the Community Relations Committee discussed with Land Use Director Juliet Hodge scheduling an Informational Forum to present to residents the Land Use processes relative to the approval of applications, in an effort to help residents understand the complexities involved as they relate to Regulatory, State Statutes, and the Plan of Conservation & Development (POCD), etc. He stated because the Land Use Department has been short staffed that the Land Use Informational Presentation would be deferred until Ms. Hodge could work it into her schedule.

Councilor Paul concluded by stating that he would like to have a confirmation from the Brian Dagle Foundation regarding the date they could participate before he reached out to others such as Chief Rich and Farmers' Market Committee Chairman Lauriann Hary to reserve space for a Booth on the dates the Community Relations Committee has targeted as noted above.

Community Relations Committee Meeting 03/15/2023

File #: [22105](#) Version: 1

Type: General Discussion

Title: Continued discussion and possible action draft a schedule for Public Information Forums to present to residents the types of services the town offers; how to access services and the authority residents should direct concerns regarding services.

Action: Continued

Meeting Note:

Councilor Paul noted that the Committee has been discussing the following topics for Informational Forums:

- **Land Use Processes** - Councilor Paul noted at the LUPPW Committee's March 6, 2023 that the Committee agreed to move this initiative to the Community Relations Committee.

Councilor Paul went on to note at their February 15, 2023 meeting the Community Relations Committee discussed with Land Use Director Juliet Hodge scheduling an Informational Forum to present to residents the Land Use processes relative to the approval of applications, in an effort to help residents understand the complexities involved as they relate to Regulatory, State Statutes, and the Plan of Conservation & Development (POCD), etc.

Councilor Paul suggested the Committee defer this discussion until Ms. Hodge was able to work the Informational Forum into her schedule.

- **Library Services** - Councilor Paul thanked Library Director Jennifer Smith for attending tonight's meeting. He provided some background explaining that after he met with her and learned about the many services the Library provided to the community that he wanted to help the Library get this information out to residents.

Councilor Paul stated the Community Relations Committee discussed hosting a booth to feature the Library Services at the August 30, 2023 Farmers' Market, noting that the Market Theme that week was "*Back to School*" and that the Committee felt that the library services would be in-keeping with the Market Theme. He also noted that because it was a fifth Wednesday of the month that the Town Council/Sub Committees would not have any meetings that night.

Councilor Paul went on to note that during the Committee's February 15, 2023 meeting that Councilor Saums suggested the Library hold an Open House at the same time the Community Relations Committee was hosting a booth at the Farmers Market. He stated the Community Relations Committee could provide some literature regarding the Library at their booth and then refer residents to stop by the Library Open House. He went on to note that once the Farmers' Market ended at 7:00 p.m. that perhaps they could go to the Library for an Informal Gathering to tour the Library and to bring awareness to the many programs, services and resources the Library had to offer. He stated that they would also like to broadcast the Informal Presentation using Zoom. He stated although the Informational Presentations have not been well attended, that residents could view the zoom video recording at any time, noting it would be posted on the town's website.

Library Director Jennifer Smith stated that the Library would be happy to participate in the event as Councilor Paul described, noting that she appreciated their efforts to bring awareness to the many programs and services the Library provided. She stated that the Children's Librarian has hosted a table at the Farmers' Market in the past, noting that they had tried to use their cell phones as a hot spot to issue Library Cards, however, they had issues connecting to their system due to internet. Councilor Rodriguez noted that because there was a dead spot in the area of the Town Green that the town allocated American Recovery Plan Act (ARPA) Funding to provide internet for the Food Pantry and the upper and lower Town Green. Therefore, she stated that should have good internet connection this year.

Ms. Smith stated in past years the Children's Librarian has hosted a table at the Farmers Market at the beginning of the season and again at the end of the season to bring awareness to the children programs that families could participate in during the summer vacation such as the summer reading program, story-time, 1,000 books before Kindergarten which was a free program that ran all year, and to also provide information regarding the resources and programs that were available once the kids were back in school. She also noted that the Library had a number of on-going adult programs. Councilor Paul stated that he was sorry that he was not able to attend the Star Wars Trivia Night, noting that the Library also offered many other Trivia nights. It was noted that the Events Magazine Publication, that was mailed to everyone in town, listed the many programs the Library offered such as the Seed Library and Cooking Club. Ms. Smith stated that the Library also had an electronic monthly newsletter that was e-mailed to all library card holders.

Councilor Paul asked whether the Library would have literature available regarding the Bill Library and the Gales Ferry Library for residents to pick-up. Ms. Smith stated that the Library would provide literature for folks to pick-up. However, she stated rather than telling residents about the resources the Library offered that hosting a table at the Farmers Market was also a good opportunity for the Library to ask residents about the types of programs or services they were interested in and then they could tell them about resources they offered pertaining to their interest.

Councilor Marshall questioned whether the Library sponsored day trips. Ms. Smith stated that the Library has gone off-site to places such as the Historic Up-Down Sawmill where they would provide a program and a tour of the Sawmill.

Councilor Paul thanked Ms. Smith attending tonight's meeting, noting that the Committee looked forward to working with her in preparation for this summer's Farmers' Market and the Informational Presentation later this summer.

Library Director Ms. Smith left the meeting at 7:01 p.m.

The Community Relations Committee continued to discuss their upcoming schedule for Public Information Forums and agreed that they would like to target three Farmers' Markets this summer to feature the following programs:

- ***June 21, 2023 or July 19, 2023 - Mental Health Awareness***
- ✓ Brian Dagle Healing Hearts Foundation
- ✓ Home heating fuel through Thames Valley Council for Community Action (TVCCA) and other assistance programs.
- ✓ Utilities - Electric/Water Assistance.
- ✓ Homeowners Assistance program that provided no interest loans to help people replace their furnace, roof or septic system, etc.
- ✓ Home meal delivery available for those who cannot get out to grocery shop through Thames Valley Council for Community Action (TVCCA)
- ✓ The Linda C. Davis Food Pantry located in Ledyard Center.
- ✓ United Way located in Gales Ferry was a great resource.
- ✓ Connecticut's Paid Family Medical Leave Program
- ✓ Police Department "*Green and/or Blue Envelope*" for drivers with Autism or Hearing Impaired.

Councilor Paul asked Councilor Rodriguez to contact the Brian Dagle Healing Hearts Foundation to invite them to participate at the Community Relations Committee's Farmers' Market Booth and to check on their availability.

- ***August 30, 2023 - Library Services "Back to School"***(as discussed earlier this evening- see above).
- ***September 19, 2023 First Responders "Home Town Heroes"***

Councilor Paul stated perhaps they could have a kid's activity and set up a table for them to draw a picture of their hero. He stated that a kid's hometown hero could be a Police Officer, Teacher, Firefighter, or Nurse, etc. Councilor Rodriguez offered to talk to Farmers' Market Committee Chairman Lauriann Hary about Councilor Paul's idea.

Councilor Paul stated that the Committee would continue to discuss coordinating their Schedule for Public Information Forums at their April 19, 2023 meeting.

Action: Continued

Community Relations Committee Meeting 02/15/2023

File #: [22105](#) Version: 1

Type: General Discussion

Title: Continued discussion and possible action draft a schedule for Public Information Forums to present to residents the types of services the town offers; how to access services and the authority residents should direct concerns regarding services.

Action: Continued

Meeting Note:

The Committee discussed the following topics for Informational Forums:

- **Land Use Processes** - The Community Relations Committee discussed with Land Use Director Juliet Hodge the scheduling an Informational Forum in April or May, 2023 to present to residents the Land Use processes relative to the approval of applications, in an effort to help residents understand the complexities involved as they relate to Regulatory, State Statutes, and the Plan of Conservation & Development (POCD), etc.

Councilor Paul noted that the Community Relations Committee has been discussing the format of the Informational Forum and that they would like to include a segment addressing *Frequently Asked Question* (FAQ) that would answer general/common land use questions such as: “*what the process was to build a deck, put in a swimming pool, put on an addition*”, etc. He went on to note that the Community Relations Committee would also like to include some FAQ about the approval process for commercial development as well. He stated as they did with the Public Works Informational Presentation, that they would like to post the Land Use Presentation video and FAQ Sheet on the town’s website, the meeting portal, and that it could also be linked to social media pages. Councilor Marshall noted by recording the Informational Forums that the Committee would be creating a video library that residents could view when they had questions.

The Committee and Land Use Director Juliet Hodge noted residents often ask questions such as why the town cannot attract a Trader Joes or Starbucks; or why they let the Dollar General Store open in Gales Ferry, noting the importance for residents to understand the land use process. They also discussed the limited availability of commercial property, low traffic count for marketing, proximity/location bordering the Thames River, etc.

The Group also discussed with Land Use Director Juliet Hodge the importance to publicize the Informational Forum and to ask people to submit questions in advance so that they can be addressed during the Informational Forum.

Councilor Paul suggested in preparation for the Land Use Informational Forum that they use the Community Forum to ask residents what land use questions they had.

The Committee agreed that they would like to provide the Land Use Informational Presentation in April or May, 2023.

The Committee thanked Land Use Director Juliet Hodge for attending tonight’s meeting.

Ms. Hodge left the meeting at 6:58 p.m.

- **Fraud Presentation-** The Committee noted at their January 18, 2023 meeting they had discussed inviting Sergeant McKinney to give a Presentation regarding Fraud Prevention and Awareness at their March 16, 2023 meeting.

Councilor Saums noted that the Committee also discussed holding the Fraud Prevention and Awareness at the Senior Citizens Center. However, he stated because the presentation was already given at the Senior Citizens Center, and because the location was hard to get to, the Committee planned to look for another location.

Councilor McGrattan stated Our Lady of Lourdes Ladies Guild would be sponsoring a Fraud Prevention and Awareness Presentation on Monday, February 20, 2023 at 6:30 p.m. in the Church Hall. The Guest Speaker would be Ledyard Police Sergeant Michael McKinney.

The Committee agreed to reschedule the March 16, 2023 Fraud Awareness Presentation to sometime later in the year.

- **Library Services** - Councilor Paul stated at during their January 18, 2023 meeting that the Community Relations Committee discussed doing something with the Library. He stated that they talked about hosting a booth at the Farmers' Market that would feature the Library and the many community services that they provide. He went on to note that Councilor Saums suggested the Library hold an Open House at the same time the Community Relations Committee was hosting a booth at the Farmers Market. He stated the Community Relations Committee could provide some literature regarding the Library at their booth and then refer residents to stop by the Library Open House.

Councilor McGrattan, Library Commission Liaison, suggested the Committee Relations Committee host an Informational Forum at the Library, noting by bringing residents into the Library that they could see all the different services and programs the Library had to offer.

Councilor Rodriguez questioned whether the Library had the equipment, such as the Owl HQ system to live stream their meetings/presentations. Administrative Assistant Roxanne Maher noted that she had provided the information to purchase the Owl and related equipment to the Library but did not know if they had purchased the equipment. Councilor McGrattan stated the Library Commission meetings were currently being held in-person. Ms. Maher stated that perhaps there was some grant opportunities to help the Library purchase the Owl HQ system, noting that the Library offered a number of educational programs, which may qualify for some type of educational grants. She went on to state that the MIS Department has been hesitant to move the Owl HQ system between different facilities.

The Committee discussed featuring the Library at one of the Farmers' Market's this summer and to coordinate this with the Library by having an Open House for that same evening. Councilor Paul stated the Farmers' Market ended at 7:00 p.m. and that perhaps they could go to the Library after the Farmers Market to host an Informal Gathering to bring awareness to the many things the Library had to offer. Councilor McGrattan noted that the Gales Ferry Library had a new Children's Section; and therefore, she suggested that the Community

Relations Committee also plan to hold an Informal Gathering at the Gales Ferry Library at another time.

The Committee reviewed the Farmers' Market schedule and noted that featuring the Library earlier in the Summer Market Season may help families become aware of the many programs the Library offered, including Children Programs, that they may like to bring their families to during the summer school vacation.

The Community Relations Committee reviewed the Farmers' Market Summer Season Schedule as follows to try to coordinate the Programs that they plan to feature with the Farmers' Market weekly scheduled themes as follows:

| <i>June 2023</i> | <i>July, 2023</i> | <i>August 2023</i> | <i>September 2023</i> |
|--|--|--|--|
| ✓ 7 th - "MEAT" You at the Market | ✓ 5 th Red, White and Berry | ✓ 2 nd Bubbles & Blooms | ✓ 6 th Simply Sweet |
| ✓ 14 th All American Artisans | ✓ 12 th Backyard BBQ | ✓ 9 th Farm Fresh | ✓ 13 th Hometown Heroes |
| ✓ 21 st Summer Solstice | ✓ 19 th Christmas in July | ✓ 16 th Beach Blanket Bingo | ✓ 20 th "SEA" You Next Year |
| ✓ 28 th CREAM of the Crop | ✓ 26 th "Bee" Your Best | ✓ 23 rd Bark' N Brew | |
| | | ✓ 30 th Back to School | |

Councilor Saums stated the Farmers Market was open from 4:00 p.m. - 7:00 p.m. and he stated that although a lot of people arrive at the Market early that some people pick-up dinner and go home, but that there was also a group of people who pick-up dinner and look for places to sit down and eat at the Farmers' Market. Therefore, he stated that was the group of people who would most likely walk up to the Library after they eat. He suggested the Library host an Open House until 7:00 p.m. and then provide a Presentation starting at 7:00 p.m. after the Farmers' Market was closed. He stated during the Community Relations Committee's Booth that they could direct residents to the Library's Open House and tell them about the scheduled 7:00 p.m. Presentation.

Councilor Paul stated he would contact Library Director Jennifer Smith to talk about these ideas and that he would report back at the Community Relations Committee's March 15, 2023 meeting.

Councilor Paul continued by noting at their January 18, 2023 meeting that the Community Relations Committee discussed developing a calendar with the events that they would like to feature during the upcoming months. He stated by having a schedule in place that it would allow them to plan and coordinate with other departments/organizations/entities.

The Committee discussed possibly cancelling some of their meetings to host a Booth at the Farmers Market this summer.

Councilor Paul stated that he would like to see the Community Relations Committee host booths that featured the following services and that he would begin to contact the Organizations to coordinate the events:

- Library Services
- Mental Health Awareness
- First Responders

Action: Continued

Community Relations Committee Meeting 01/18/2023

File #: [22105](#) Version: 1

Type: General Discussion

Title: Continued discussion and possible action draft a schedule for Public Information Forums to present to residents the types of services the town offers; how to access services and the authority residents should direct concerns regarding services.

Action: Continued

Meeting Note:

The Committee discussed the following topics for Informational Forums:

- Land Use Processes - Councilor Paul noted that the Land Use Department was currently short-staffed; and due to vacation schedules he has not had the opportunity to meet with Land Use Director Juliet Hodge to talk about the details of holding an Informational Forum to present to residents the Land Use processes relative to the approval of applications, to help residents understand the complexities involved relative to Regulatory, the Plan of Conservation & Development (POCD), etc.

Councilor Paul went onto state that the Community Relations Committee had also discussed including a *Frequently Asked Question* (FAQ) Sheet as part of the Presentation that would answer general land use questions, noting the FAQ Sheet could be posted on the town's website, the meeting portal, and be linked to social media pages.

The Committee agreed that they would like to provide the Land Use Informational Presentation in April or May, 2023.

- Fraud Presentation- Sergeant McKinney gave a 30-minute presentation regarding Fraud at Saint David's Church in Gales Ferry. It was very informative, and the Committee discussed inviting Sergeant McKinney to give the Fraud Presentation at the Community Relations Committee's March 16, 2023 meeting. The Committee discussed the importance to get this type of information out to residents and especially to their Senior Citizens community.

Councilor Saums stated he just texted Sergeant McKinney about inviting him to give the Fraud Presentation at the Senior Citizens Center on March 16, 2023. He noted that Sergeant McKinney responded stating that the first Fraud Presentation he gave was at the Senior Citizens Center about a year ago. The Committee agreed to keep the Fraud Presentation on their schedule and to consider holding the event at a different location.

- Library Services - Councilor Paul stated rather than invite the Library to a Community Relations Committee meeting that the Committee work to do something with the Library. He suggested hosting a booth at the Farmers' Market that would feature the Library and the many community services that they provide. Councilor Saums suggested the Library host an Open House while the Community Relations Committee was hosting a booth at the Farmers Market. He stated they could provide some literature regarding the Library at their booth and then refer them to stop by the Library Open House.

Councilor Paul suggested at their February 15, 2023 meeting that the Community Relations Committee develop a calendar with the events that they would like to feature during the upcoming months. He stated having a schedule in place would allow them to plan and coordinate with other departments/organizations/entities that they would like to feature.

Community Relations Committee Meeting 12/21/2022

File #: [22105](#) Version: 1

Type: General Discussion

Title: Continued discussion and possible action draft a schedule for Public Information Forums to present to residents the types of services the town offers; how to access services and the authority residents should direct concerns regarding services.

Action: Continued

Meeting Note:

- Informational Presentation regarding the Land Use processes relative to the approval of applications, to help residents understand the complexities involved relative to Regulatory, the Plan of Conservation & Development (POCD), etc.

Councilor Paul stated based on some of the new developments in Gales Ferry such as the Dollar General Store and the Cashman Marine Dredging at the former Dow Chemical property, that residents have been questioning the Land Use process and approvals. He noted at their November 16, 2022 meeting the Community Relations Committee discussed working with the Land Use Departments to put together a presentation to help residents understand the Land Use processes relative to the approval of applications, etc. He noted the Informational Presentation that Public Works/Town Engineer Steve Masalin provided at the Committee's November 16, 2022 was awesome; and that it was unfortunate that it was not well attended. However, he stated the video was available on the town's website. He stated when residents raise questions regarding snowplowing or mailboxes and other Public Works matters that they could be directed to the video presentation on-line. He went on to state that the Committee could do something similar to assist the Land Use

Departments get information to residents pertaining to the structure and operations of the Town's Land Use process.

The Community Relations Committee discussed the complexities of Land Use stating that it involved Regulatory, State Statutes, the Plan of Conservation & Development (POCD), etc., noting that Land Use matters were not discretionary; an Application either met the Regulations or it did not meet the Regulations.

Councilor Saums suggested that the Land Use Informational Presentation be focused on the structure, process, and operation and that they not get into addressing address specific developments such as Dollar General Store and the Cashman Marine Dredging at the former Dow Chemical property. He stated the Presentation should help residents understand the process to put an addition on their home, build a deck, put in a new driveway, subdivisions, as well the process for how commercial businesses, in general, were approved.

Councilor Paul stated the video of the Land Use Informational Presentation along with a *Frequently Asked Question* (FAQ) Sheet to answer general land use questions could be posted on the town's website, the meeting portal, and it could also be linked to social media pages. He noted that the Land Use Department was currently short-staffed; and therefore, he suggested waiting until the after the holidays to begin working with Land Use Director Juliet Hodge on this initiative. The Committee agreed that they would like to provide the Land Use Informational Presentation before May, 2023.

Action: Continued

Community Relations Committee Meeting 11/16/2022

File #: [22105](#) Version: 1

Type: General Discussion

Title: Continued discussion and possible action draft a schedule for Public Information Forums to present to residents the types of services the town offers; how to access services and the authority residents should direct concerns regarding services.

Action: Continued

Meeting Note:

Councilor Paul stated he learned a lot from Public Works Director/Town Engineer Steve Masalin's presentation this evening. He stated that he yearned for more residents to attend the Community Relations Committee's meetings and their Informational Forums because they provide a lot of great information regarding the services to the community.

Chairman Dombrowski noted at their November 7, 2022 meeting the Land Use/Planning/Public Works Committee discussed working with the Land Use Departments to put together a presentation to help residents understand the Land Use processes relative to the approval of applications, etc. He noted the complexities of Land Use stating that it involved Regulatory, the Plan of Conservation & Development (POCD), etc., He stated Land Use matters were not discretionary, explaining that an Application either met the Regulations or it did not meet the Regulations.

Councilor Paul stated in-light of some of new developments in Gales Ferry such as the Dollar General Store and the Cashman Marine Dredging at the former Dow Chemical property, that residents have been questioning the Land Use

process and approvals. He noted the LUPPW Committee discussed ways to provide information to residents pertaining to the structure and operations of the Town's Land Use process which included posting a *Frequently Asked Question* (FAQ) Sheet and/or uploading short videos on the town's website which would answer land use questions and that could be linked to social media pages. He suggested the Community Relations Committee invite Land Use Director Juliet Hodge to give a presentation regarding the Land Use Departments in February or March, 2023.

Councilor Saums thanked the residents who attended tonight's meeting in-person at the Council Chambers to see the Public Works Department Presentation, noting that there were no residents in attendance on-line. He stated it was very informative and that he wished more residents could have seen the presentation.

Action: Continued

Community Relations Committee Meeting 10/19/2022

File #: [22105](#) Version: 1

Type: General Discussion

Title: Continued discussion and possible action draft a schedule for Public Information Forums to present to residents the types of services the town offers; how to access services and the authority residents should direct concerns regarding services.

Action: Continued

Meeting Note:

Councilor Paul stated he spoke with Public Works Director/Town Engineer Steve Masalin and that he was available to attend the Community Relations Committee November 16, 2022 meeting to provide a presentation/information regarding the services the Public Works Department provides to the town. He noted the importance to get information out to residents pertaining to Winter Operations relative parking bans during snow events and other snow removal policies before the snow started to fall. He stated Ledyard's Public Works Department does a lot of in town and that this would be a good opportunity for residents to ask questions.

Councilor Saums stated he would prepare a flyer to send to MIS Director Regina Brulotte to create a link on the town's website that Councilors could share on their facebook pages.

Community Relations Committee Meeting 9/21/2022

File #: [22105](#) Version: 1

Type: General Discussion

Title: Continued discussion and possible action draft a schedule for Public Information Forums to present to

residents the types of services the town offers; how to access services and the authority residents should direct concerns regarding services.

Action: Continued

Minute Note:

Councilor Paul stated he spoke with Public Works Director/Town Engineer Steve Masalin about scheduling a time to present information regarding the services the Public Works Department provides to the town. He noted the importance to get information out to residents pertaining to Winter Operations relative parking bans during snow events and other snow removal policies.

The Committee agreed to invite Public Works Director/Town Engineer Mr. Masalin to the Community Relations Committee November 16, 2022 meeting, noting that it was important to get this information out to residents before the snow started to fall.

Councilor Paul thanked Councilor Saums, Councilor Rodriguez other Councilors for their help in planning and staffing the Community Relations Committee table at the August 31, 2022 Farmers Market. He stated the “*Are You Ready for Winter*” event presented information regarding the many local and regional resources to help those struggling to manage mental health issues as well as assistance programs for those in-need. He stated in addition to the organizations that support mental health they also provided information regarding assistance programs which included home heating fuel, renters rebate, food pantry and many others.

Action: Continued

Community Relations Committee Meeting: 8/17/2022

File #: [22105](#) Version: 1

Type: General Discussion

Title: Continued discussion and possible action draft a schedule for Public Information Forums to present to residents the types of services the town offers; how to access services and the authority residents should direct concerns regarding services.

Action: Continued

Minute Note:

Councilor Paul stated the Community Relations Committee was currently scheduled to host a Booth at the August 31, 2022 Farmers’ Market to provide information regarding Mental Health services along with a number of other services that are available to the public. He stated the Community Relations Committee would discuss preparations for the August 31, 2022 Booth in more detail later this evening (Old Business Item #6).

Councilor Paul went on to note that he spoke with Public Works Director Steve Masalin about scheduling a time to present information regarding the services the Public Works Department provides to the town. He noted the importance to get information out to residents pertaining to things such parking regulations during snow events as well as mailboxes.

Action: Continued

Community Relations Committee
 Host Booths at
 Ledyard Farmers Market

| <i>Date of Market</i> | <i>Featured Services/Programs</i> | <i>Invited Guest</i> | <i>Confirmed Participation</i> |
|-----------------------|--|---|--------------------------------|
| 2023 | | | |
| July 19, 2023 | Mental Health Awareness | <ul style="list-style-type: none"> • Brian Dagle Healing Hearts Foundation; • Home heating fuel through Thames Valley Council for Community Action (TVCCA) and other assistance programs; • Utilities – Electric/Water Assistance; • Homeowners Assistance program that provided no interest loans to help people replace their furnace, roof or septic system, etc. • Home meal delivery available for those who cannot get out to grocery shop through Thames Valley Council for Community Action (TVCCA); • Linda C. Davis Food Pantry located in Ledyard Center; • United Way located in Gales Ferry was a great resource; • Connecticut’s Paid Family Medical Leave Program; • Police Department “<i>Green and/or Blue Envelope</i>” for drivers with Autism or Hearing Impaired • SERAC | |
| August 20, 2023 | Back-to-School | Library Services – Open House Bill Library & Short Presentation | |
| September 19, 2023 | First Responders - Home Town Heroes - Volunteers | <p>Provide information on how residents could volunteer & promote the many organizations and committees that are operated with volunteers from the community.</p> <ul style="list-style-type: none"> • Representative from the Police Department; • Representative from the Ledyard Center Fire Company; • Representative from the Gales Ferry Fire Company; • Chairman from each of the town’s committees/commissions/boards. | |



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 22-106

Agenda Date: 10/18/2023

Agenda #: 3.

AGENDA REQUEST GENERAL DISCUSSION ITEM

Subject:

Continued discussion and possible action to identify various town venues to host “*Informal Conversations in the Park*” to engage residents in discussions regarding their concerns and their ideas for potential solutions.

Background:

(type text here)

Department Comment/Recommendation:

Meeting Action Detail:

Community Relations Committee Meeting 04/19/2023

File #: [22106](#) Version: 1

Type: General Discussion

Title: Continued discussion and possible action to identify various town venues to host “*Informal Conversations in the Park*” to engage residents in discussions regarding their concerns and their ideas for potential solutions.

Action: Continued

Meeting Note:

Councilor Paul stated Park & Recreation has been discussing scheduling a tour to visit the many recreational parks in town in May, 2023. He stated that he would keep the Community Relations Committee informed as more information becomes available.

Councilor Paul noted that Councilor Saums was working with the Administrators of the Ledyard/Gales Ferry Forum on the idea of hosting a “*Whining Wednesday*” and a “*Thankful Thursday*”. Therefore, he suggested they defer this discussion to their next meeting, when Councilor Saums could provide an update.

Councilor Marshall suggested hosting an Informal Gathering/Conversation at the Town Green or at another Park some afternoon to talk with residents. He noted the event could be similar to the July 20, 2022 Informal

Gathering they had at the Park on East Drive. He stated the town had a lot of parks, and it would be good feature them, noting that the Parks were underutilized.

Action: Continued

Community Relations Committee Meeting 04/19/2023

File #: [22106](#) Version: 1

Type: General Discussion

Title: Continued discussion and possible action to identify various town venues to host “*Informal Conversations in the Park*” to engage residents in discussions regarding their concerns and their ideas for potential solutions.

Action: Continued

Meeting Note:

Councilor Paul stated that he spoke with Director of Senior Citizens and Park & Recreation Scott Johnson, Jr., about touring/visiting the many recreational parks in town in May, 2023. He stated they could advertise that the Parks & Recreation Commission along with the Community Relations Committee would be conducting a tour of the Towns Recreational Parks:

- Aljen Heights Park - Councilor Saums stated noted that some residents had questions regarding the Park at Aljen Heights. He stated that he did not know if the questions were regarding the condition of the equipment or the condition of the field. He also noted that a new playscape was put in near the Community Center in Gales Ferry.
- Erickson Park
- Highlands Lake
- Bush Pond - Lantern Hill Waterfront Park (Graham Property)

Councilor Saums suggested because they would not know when they would be at each of the Parks that they could post on Facebook or other social media sites when they were heading to the next park location, for residents that would like to join them.

Councilor Paul stated visiting the Recreational Parks would be a good opportunity for residents to see the great Parks the town has; and for residents to ask questions or to bring issues of concern to the Community Relations Committee’s attention. He stated when they had the July 20, 2022 Informal Gathering at the Park on East Drive he was amazed to learn that a lot of residents did not know that they could contact the Parks & Recreation Director to discuss the issues at the Park such as the lighting or condition of the equipment, which was the reason residents were contacting the Mayor’s Office, the Town Council, and the Police Department.

Councilor Paul stated having the opportunity to talk to residents in-person and for residents to talk with their

elected officials in-person was a win-win. He stated that it gave them the opportunity to let residents know if they had concerns about what was happening at the Park that they had a great Parks & Recreation Director, who had also attended the July 20, 2023 Informal Gathering to hear the residents' concerns, suggestions, and to answer their questions. He stated that was what he believed the Community Relations Committee was about, to bring the community together and to help them by directing them to the appropriate department and staff that could address their concerns.

Councilor Paul stated if they could obtain comments on other topics that he would be open to hosting an Informal Gathering at other locations such as the Historic Up-Down Sawmill.

Action: Continued

Community Relations Committee Meeting 03/15/2023

File #: [22106](#) Version: 1

Type: General Discussion

Title: Continued discussion and possible action to identify various town venues to host “*Informal Conversations in the Park*” to engage residents in discussions regarding their concerns and their ideas for potential solutions.

Action: Continued

Meeting Note:

Councilor Paul noted that Councilor Saums was working with the Administrators of the Ledyard/Gales Ferry Forum on the idea of hosting a “*Whining Wednesday*” and a “*Thankful Thursday*”. Therefore, he suggested they defer this discussion to their next meeting, when Councilor Saums could provide an update.

Action: Continued

Community Relations Committee Meeting 02/15/2023

File #: [22106](#) Version: 1

Type: General Discussion

Title: Continued discussion and possible action to identify various town venues to host “*Informal Conversations in the Park*” to engage residents in discussions regarding their concerns and their ideas for potential solutions.

Action: Continued

Meeting Note:

Councilor Paul stated by scheduling the programs and services the Committee would like to highlight at the Farmers' Summer Market that it would enable them to target other topics that residents may be interested in talking about. He stated possibly bringing back something like a "*Whining Wednesday*" on the Ledyard-Gales Ferry Forum would help the Committee to solicit the types of topics that residents were interested in talking or learning about.

Councilor Saums stated that contacted the three Administrators of the Ledyard/Gales Ferry Forum and he noted that they indicated that they would be willing to field something like a "*Whining Wednesday*" and that they also suggested hosting a "*Thankful Thursday*". He stated the Administrators also suggested the format be like a Poll that would be open from 5: 00 p.m. to 8:00 p.m. and that they would manually turn off the comment period at 8:00 p.m.

Councilor Marshall stated that he liked the Ledyard/Gales Ferry Forum Administrator's suggestions.

Councilor Paul reviewed examples of some open-ended type of questions presenting one question each week, that would keep the comments on topic such as:

1. Where would you like to see Electric Vehicle Charging Stations located in Ledyard?
2. Do you think roadside trash in Ledyard is excessive?
3. Would you be interested in participating in a town-wide Earth Day Clean-up?
4. Did you know that the "Bottle Bill" (Public Act No. 21-58 - An Act Concerning Solid Waste Management") implemented a five-cent surcharge on any beverage container containing a spirit or liquor of fifty milliliters. Each quarter the surcharge fee is dispersed to the town in which the beverages were sold. Last quarter the Ledyard received \$13,027.06, which was for a total of 260,541 nip bottles that were sold during that quarter. The funds could only be used for the following purposes: (1) environmental measures intended to reduce the generation of solid waste; and (2) reduce the impact of litter caused by such solid waste, including, but not limited to, the hiring of a recycling coordinator, (3) the installation of storm drain filters designed to block solid waste and beverage container debris or (4) the purchase of a mechanical street sweeper, vacuum or broom that removes litter, including, but not limited to, such beverage containers and other debris from streets, sidewalks and abutting lawn and turf.
5. What town services would you like to know more about?
6. Would you be interested in participating in informal discussions regarding town issues?
7. What town issues would you like to discuss?
8. If you are a new Ledyard Resident why did you choose to move to Ledyard?
9. What would you like to see change in our community?

10. Do you use any of the town's parks, and if so, which parks do you like best and why?
11. Do you Love Ledyard and Why?

Councilor Saums stated the hope was to engage and obtain input from residents on topics that they would like to discuss. He noted the safety concerns at the Park on East Drive were brought to their attention by a resident. He stated with the Community Relations Committee's involvement and thru a concerted effort of several Town Departments that they were able to address the concerns. He stated the Community Relations Committee did a mailing to the residents in the area of the Park on East Drive and they received a good turnout at the July 20, 2022 Informal Gathering, noting that it was a positive result and experience.

Councilor Saums suggested the Committee forward the list of questions to the Ledyard/Gales Ferry Forum Administrators and ask them to consider putting one or two questions into a Poll per week.

Councilor Paul addressed how the Poll Question should be presented, questioning whether it should be phased: "*The Town Council's Community Relations Committee would like to know.....(Poll Question)*". The Committee agreed that presenting the Poll Question as Councilor Paul suggested would provide transparency and validation to residents.

Councilor Saums stated that he would work with the Ledyard/Gales Ferry Forum Administrators to post these questions in the format of a Poll on *Whining Wednesday* and *Thankful Thursday*.

Councilor Paul stated this initiative was a great way to engage residents and for any of any of the town's leaders to get residents' temperature on specific issues/topics.

Action: Continued

Community Relations Committee Meeting 01/18/2023

File #: [22106](#) Version: 1

Type: General Discussion

Title: Continued discussion and possible action to identify various town venues to host "*Informal Conversations in the Park*" to engage residents in discussions regarding their concerns and their ideas for potential solutions.

Action: Continued

Meeting Note:

Councilor Paul noted at their December 21, 2022 meeting the Committee discussed launching something like a "*Whiney Wednesday*" on the Ledyard-Gales Ferry Forum to solicit topics that residents were interested in talking or learning about.

Councilor Saums stated that they would need to talk to the Forum's Administrators to see if they would be willing and able to field something that a *Whiney Wednesday*.

The Committee discussed crafting a general type of open-ended question to post on the Forum to engage residents and to learn about the topics regarding Ledyard that residents were interested in talking and learning about.

The Committee noted the Informal Gathering they held at the Park on East Drive on July 20, 2022 went well; and based on the residents feedback that some great improvements have been made to the Park (Christy Hill Park).

Action: Continued

Community Relations Committee Meeting 12/21/2022

File #: [22106](#) Version: 1

Type: General Discussion

Title: Continued discussion and possible action to identify various town venues to host "*Informal Conversations in the Park*" to engage residents in discussions regarding their concerns and their ideas for potential solutions.

Action: Continued

Meeting Note:

Councilor Paul suggested the Community Relations Committee develop a list of the types of programs they would like to inform residents about and then decide on a schedule of when they would like to present them. He stated having a schedule in place would allow them to coordinate with other departments/organizations/entities that they would like to feature.

The Committee discussed the success they had at the Farmers Market last summer and noted that the following topics for consideration the upcoming summer Market:

- The Brian Dagle Foundation for Suicide Prevention
- First Responders "Heroes" Police and Fire Departments
- ✓ Do a staged demonstrations such as the rescue of the man in the abandoned well
- Volunteer Table to talk to residents about how to get involved in their community and their local government.

Councilor Paul also noted that the Committee could host events at different town sites to expose residents the many great town-owned properties that were available to the public, and to engage with residents who may be already visiting the site such as:

- Up-Down Sawmill - The mill operated in the fall and would be a good opportunity to talk with residents after the Sawmill demonstration.

The Committee also discussed ways to obtain input from residents on issues of concern.

Councilor Saums noted the Ledyard/Gales Ferry Forum was a great opportunity to obtain feedback from residents. He noted at one time the Forum had a “*Whiney Wednesday*”.

The Committee agreed to launch something like a “*Whiney Wednesday*” on the Ledyard-Gales Ferry Forum in January, 2023.

Action: Continued

Community Relations Committee Meeting 11/16/2022

File #: [22106](#) Version: 1

Type: General Discussion

Title: Continued discussion and possible action to identify various town venues to host “*Informal Conversations in the Park*” to engage residents in discussions regarding their concerns and their ideas for potential solutions.

Action: Continued

Meeting Note:

Councilor Paul stated he learned a lot from Public Works Director/Town Engineer Steve Masalin’s presentation this evening. He stated that he yearned for more residents to attend the Community Relations Committee’s meetings and their Informational Forums because they provide a lot of great information regarding the services to the community.

Chairman Dombrowski noted at their November 7, 2022 meeting the Land Use/Planning/Public Works Committee discussed working with the Land Use Departments to put together a presentation to help residents understand the Land Use processes relative to the approval of applications, etc. He noted the complexities of Land Use stating that it involved Regulatory, the Plan of Conservation & Development (POCD), etc., He stated Land Use matters were not discretionary, explaining that an Application either met the Regulations or it did not meet the Regulations.

Councilor Paul stated in-light of some of new developments in Gales Ferry such as the Dollar General Store and the Cashman Marine Dredging at the former Dow Chemical property, that residents have been questioning the Land Use process and approvals. He noted the LUPPW Committee discussed ways to provide information to residents pertaining to the structure and operations of the Town’s Land Use process which included posting a *Frequently Asked Question (FAQ)* Sheet and/or uploading short videos on the town’s website which would answer land use questions and that could be linked to social media pages. He suggested the Community Relations Committee invite Land Use Director Juliet Hodge to give a presentation regarding the Land Use Departments in February or March, 2023.

Councilor Saums thanked the residents who attended tonight’s meeting in-person at the Council Chambers to see the Public Works Department Presentation, noting that there were no residents in attendance on-line. He stated it was very informative and that he wished more residents could have seen the presentation.

Action: Continued

Community Relations Committee Meeting 10/19/2022

File #: [22106](#) Version: 1

Type: General Discussion

Title: Continued discussion and possible action to identify various town venues to host “*Informal Conversations in the Park*” to engage residents in discussions regarding their concerns and their ideas for potential solutions.

Action: Continued

Meeting Note:

Councilor Paul stated he spoke with Public Works Director/Town Engineer Steve Masalin and that he was available to attend the Community Relations Committee November 16, 2022 meeting to provide a presentation/information regarding the services the Public Works Department provides to the town. He noted the importance to get information out to residents pertaining to Winter Operations relative parking bans during snow events and other snow removal policies before the snow started to fall. He stated Ledyard’s Public Works Department does a lot of in town and that this would be a good opportunity for residents to ask questions.

Councilor Saums stated he would prepare a flyer to send to MIS Director Regina Brulotte to create a link on the town’s website that Councilors could share on their facebook pages.

Action: Continued

Community Relations Committee Meeting 9/21/2022

File #: [22106](#) Version: 1

Type: General Discussion

Title: Continued discussion and possible action to identify various town venues to host “*Informal Conversations in the Park*” to engage residents in discussions regarding their concerns and their ideas for potential solutions.

Action: Continued

Councilor Paul stated as they were moving into the winter months that they would put conversations in the park off until the spring. Councilor Saums stated he agreed, noting with the shorter daylight hours and colder weather that it would be difficult to gather people outside.

Action: Continued

Community Relations Committee Meeting 9/21/2022

File #: [22106](#) Version: 1

Type: General Discussion

Title: Continued discussion and possible action to identify various town venues to host “*Informal Conversations in the Park*” to engage residents in discussions regarding their concerns and their ideas for potential solutions.

Action: Continued

Minute Note:

Councilor Saums stated the Community Forum Page was a great way to obtain ideas and feedback from residents. He stated a few years ago, when Ledyard Center School was sold, the Ledyard Fair was looking for ideas about what they should do. He stated the Ledyard Fair received over 500 comments from residents on the Community Forum, noting that there was a lot of interest in a Food Truck Fair. He stated the Parks & Recreation Commission held a Food Truck Fair at the Town Green on May 21, 2022.

Councilor Saums suggested the Community Relations Committee contact the Administrator of the Community Forum to post something to solicit topics or concerns that residents were interested in talking or learning about.

Councilor Saums stated the Community Forum Page was a great way to obtain ideas and feedback from residents. He stated a few years ago, when Ledyard Center School was sold, the Ledyard Fair was looking for ideas about what they should do. He stated the Ledyard Fair received over 500 comments from residents on the Community Forum, noting that there was a lot of interest in a Food Truck Fair. He stated the Parks & Recreation Commission held a Food Truck Fair at the Town Green on May 21, 2022.

Councilor Saums suggested the Community Relations Committee contact the Administrator of the Community Forum to post something to solicit topics or concerns that residents were interested in talking or learning about.

The Committee noted the Food Truck Fair was a great idea, noting that because so much was done in Ledyard Center that they would like to see an event such as a Food Truck Fair be held Gales Ferry. The Committee noted that the Sweet Hill Farm would be a great location for a Food Truck Fair. Councilor Paul noted that Economic Development Commission

Member Jessica Buhle did a great job in planning the *Regatta Day Festival* in June, 2022, noting that they used the Sweet Hill Farm and it was a great venue.

Action: Continued

Community Relations Committee Meeting 8/17/2022

File #: [22106](#) Version: 1

Type: General Discussion

Title: Continued discussion and possible action to identify various town venues to host “*Informal Conversations in the Park*” to engage residents in discussions regarding their concerns and their ideas for potential solutions.

Action: Continued

Meeting Note:

The Community Relations Committee discussed the following potential venues to engage residents about issues that are of concern to the Community.

- Nathan Lester House
- Up-Down Sawmill - The mill operated in the fall and would be a good opportunity to talk with residents after the Sawmill demonstration.

Councilor Saums commented on the good participation the Community Relations Committee received at the July 20, 2022 Informal Conversation with residents at the Park on East Drive. He stated that he believed the good turnout was because they had a topic for the discussion, noting that residents previously brought concerns regarding safety issues at the Park to the town’s attention. He also noted that letters were sent to the residents in the area of Park; and that the letters were followed-up with a mailing of flyers the week before the event.

Councilor Saums suggested in working to plan/schedule future Informal Conversations to engage residents that they identify the subject matter that would be the topic of conversation.

Action: Continued



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 22-107

Agenda Date: 10/18/2023

Agenda #: 4.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

Continued discussion regarding the possibility to schedule joint meetings with the Mashantucket Pequot Tribal Nation to discuss items of mutual interest.

Background:

During the meetings the previous Community Relations Committee had with the Mashantucket Pequot Tribal Council they had good participation from both sides, and they were good meetings.

Councilor Saums and Councilor Rodriguez reached out to Mashantucket Pequot Tribal Council Member Crystal Whipple on March 11, 2022 and they discussed the following:

- Scheduling informal get togethers between the Community Relations Committee and the Mashantucket Pequot Tribal Council similar to the meetings the former Community Relations Committee had with the MPTN (9/24/2020) at which they discussed the Police, Food Pantry and other issues. He noted that they discussed a goal of having at least two per year. He noted that they received some feedback from Ms. Whipple on how the Tribal Council felt things were going on these matters.
- Town Council attending the MPTN Council Swearing-In Ceremony - Councilor Rodriguez noted because of the Covid -19 pandemic gathering restrictions the Town Council and Mayor were not invited this past year.
- Organizing some informal activities at the Pequot Museum, between the Community Relations Committee and some members of Tribal Council. Ms. Whipple would be getting some potential dates.
- Having some informal activities between the Community Relations Committee and some members of Tribal Council over a meal, because sharing a meal stimulates community.

Meeting Action Detail:

Community Relations Committee Meeting 04/19/2023

File #: [22107](#) Version: 1

Type: General Discussion

Title: Continued discussion regarding the possibility to schedule joint meetings with the Mashantucket Pequot Tribal Nation to discuss items of mutual interest.

Action: Continued

Meeting Note:

Councilor Paul stated that Councilor Saums has been communicating with Mashantucket Pequot Tribal (MPTN) Council Member Crystal to schedule an Informal Gathering with the MPTN Council. He stated at their April 19, 2023 meeting the Community Relations Committee agreed that because they all had busy schedules the Informal Gathering could be something as simple as morning coffee. He suggested the Committee defer this discussion to their June 21, 2023 meeting to receive an update from Councilor Saums regarding the status of scheduling the Informal Gathering.

Action: Continued

Community Relations Committee Meeting 04/19/2023

File #: [22107](#) Version: 1

Type: General Discussion

Title: Continued discussion regarding the possibility to schedule joint meetings with the Mashantucket Pequot Tribal Nation to discuss items of mutual interest.

Action: Continued

Meeting Note:

Councilor Saums stated in communicating with Mashantucket Pequot Tribal (MPTN) Council Member Crystal Whipple that she was going to put out to the MPTN Secretary the Community Relations Committee's interest to schedule an Informal Gathering with the MPTN Council. However, Councilor Saums stated that he had not heard back from Ms. Whipple, noting that he would like to see them plan something in May, 2023. He stated that he would reach out to Ms. Whipple again.

Councilor Paul commented on all of their busy schedules and he suggested that the Informal Gathering could be something as simple as morning coffee.

Action: Continued

Community Relations Committee Meeting 03/15/2023

File #: [22107](#) Version: 1

Type: General Discussion

Title: Continued discussion regarding the possibility to schedule joint meetings with the Mashantucket Pequot Tribal Nation to discuss items of mutual interest.

Action: Continued

Meeting Note:

Councilor Paul noted that Councilor Saums was working to coordinate an Informal Gathering between the Mashantucket Pequot Tribal Council and the Town Council. Therefore, he suggested they defer this discussion to their next meeting, when Councilor Saums could provide an update.

Action: Continued

Community Relations Committee Meeting 02/15/2023

File #: [22107](#) Version: 1

Type: General Discussion

Title: Continued discussion regarding the possibility to schedule joint meetings with the Mashantucket Pequot Tribal Nation to discuss items of mutual interest.

Action: Continued

Meeting Note:

Councilor Saums stated he reached out to Mashantucket Pequot Tribal (MPTN) Council Member Crystal Whipple today to try to coordinate an Informal Gathering between the Mashantucket Pequot Tribal Council and the Town Council, possibly outdoors this spring or summer.

Councilor Rodriguez noted that Councilor Saums would most likely not receive a response from Ms. Whipple right away because she was on vacation and would be traveling for the next couple of weeks. Councilor Saums stated that he would ask Ms. Whipple to forward his e-mail to schedule the Gathering to their Public Affairs Director.

Councilor Rodriguez went on to note that she sent invitations to the Mashantucket Pequot Tribal (MPTN) Council inviting them to attend the February 19, 2023 Law Enforcement Appreciation Day at the Methodist Church. She suggested that it may be a good opportunity to connect with the MPTN - Tribal Council to try to schedule the Informal Gathering between the two Councils (Mashantucket Pequot Tribal Council and the Town Council).

Action: Continued

Community Relations Committee Meeting 01/18/2023

File #: [22107](#) Version: 1

Type: General Discussion

Title: Continued discussion regarding the possibility to schedule joint meetings with the Mashantucket Pequot Tribal Nation to discuss items of mutual interest.

Action: Continued

Minute Note:

Councilor Saums stated he would contact Mashantucket Pequot Tribal (MPTN) Council Member Crystal Whipple to try to coordinate an Informal Gathering between the Mashantucket Pequot Tribal Council and the Town Council.

Action: Continued

Community Relations Committee Meeting 12/21/2022

File #: [22107](#) Version: 1

Type: General Discussion

Title: Continued discussion regarding the possibility to schedule joint meetings with the Mashantucket Pequot Tribal Nation to discuss items of mutual interest.

Action: Continued

Meeting Note:

Councilor Saums stated he would contact Mashantucket Pequot Tribal (MPTN) Council Member Crystal Whipple to try to coordinate an Informal Gathering between the Mashantucket Pequot Tribal Council and the Town Council.

Action: Continued

Community Relations Committee Meeting 11/16/2022

File #: [22107](#) Version: 1

Type: General Discussion

Title: Continued discussion regarding the possibility to schedule joint meetings with the Mashantucket Pequot Tribal Nation to discuss items of mutual interest.

Action: Continued

Meeting Note:

Councilor Saums stated he did not have an update, noting that it was unfortunate that the previously scheduled had to be cancelled due to illness. He stated that he would continue to work with MPTN Council Member Crystal Whipple to discuss possible dates to reschedule their Informal Gathering.

Councilor Paul stated it was great to see all of the area First Responders from Ledyard, Gales Ferry and the Mashantucket Pequot Tribal Nation come together at the October 9, 2022 *First Responders Clam Chowder Fish Fry Community Event*.

Action: Continued

Community Relations Committee Meeting 10/19/2022

File #: [22107](#) Version: 1

Type: General Discussion

Title: Continued discussion regarding the possibility to schedule joint meetings with the Mashantucket Pequot Tribal Nation to discuss items of mutual interest.

Action: Continued

Meeting Note:

Councilor Saums stated he did not have an update, noting that he would communicate with MPTN Council Member Crystal Whipple to discuss possible dates to schedule their Informal Gathering.

Action: Continued

Community Relations Committee Meeting 9/21/2022

File #: [22107](#) Version: 1

Type: General Discussion

Title: Continued discussion regarding the possibility to schedule joint meetings with the Mashantucket Pequot Tribal

Nation to discuss items of mutual interest.

Action: Continued

Minute Note:

Councilor Paul noted that unfortunately due to illness they had to cancel their Informal Gathering with the Mashantucket Pequot Tribal (MPTN) that was scheduled for Thursday, September 8, 2022. illness.

Councilor Saums stated that he would communicate with MPTN Council Member Crystal Whipple to discuss possible dates to reschedule their Informal Gathering.

Action: Continued

Community Relations Committee Meeting 8/17/2022

File #: [22107](#) Version: 1

Type: General Discussion

Title: Continued discussion regarding the possibility to schedule joint meetings with the Mashantucket Pequot Tribal Nation to discuss items of mutual interest.

Action: Continued

Minute Note:

Councilor Saums stated he and Mashantucket Pequot Tribal (MPTN) Council Member Crystal Whipple have been communicating in an effort to identify potential dates for the Mashantucket Pequot Tribal Council and Town Council Community Relations Committee to get together. He stated Thursday, September 8, 2022 has been proposed and he questioned whether this date would work for the Community Relations Committee. Councilor Paul stated that he believed that September 8, 2022 would be a good date.

Councilor Saums stated Ms. Whipple would be sending an Invite to the Town Council for a “*Meet and Greet*” at the MTPN Community Center. He suggested during their Informal Gathering that it would be nice to share a meal; and he suggested the Community Relations Committee bring grinders.

**** POST MEETING NOTE 8/18/2022:**** Freedom of Information Act Tom Hennick regarding the posting of an Informal Social Gathering:

“From: Hennick, Thomas A <Thomas.Hennick@ct.gov>

Sent: Thursday, August 18, 2022 5:06 PM

To: Roxanne Maher <council@ledyardct.org>

Subject: RE: Town of Ledyard - Meeting Portal - Social Gathering Invite

Hello Roxanne,

Hope you are doing well.

I would suggest that while the *notes and questions council members type onto their copies of the online agendas would clearly be "public records"* under the definition in state statutes, *they also would likely be records that would not have to be released because they are personal notes, which can be withheld (see exemption below) under FOI.*

(b) Nothing in the Freedom of Information Act shall be construed to require disclosure of:

(1) Preliminary drafts or notes provided the public agency has determined that the public interest in withholding such documents clearly outweighs the public interest in disclosure;

As for the second issue, ***I don't believe that council members attending an event sponsored by the Mashantucket Pequot Tribal Council would be a meeting that needed to be noticed*** unless the council members sat down and conducted official council business. It doesn't sound like that's the case.

Feel free to follow up if needed.

Tom

From: Roxanne Maher <council@ledyardct.org <<mailto:council@ledyardct.org>>>

Sent: Thursday, August 18, 2022 12:50 PM

To: Hennick, Thomas A <Thomas.Hennick@ct.gov <<mailto:Thomas.Hennick@ct.gov>>>

Cc: Kristen Chapman <mayoral.asst@ledyardct.org <<mailto:mayoral.asst@ledyardct.org>>>; Roxanne Maher <council@ledyardct.org <<mailto:council@ledyardct.org>>>; Fred Allyn, III <mayor@ledyardct.org <<mailto:mayor@ledyardct.org>>>

Subject: Town of Ledyard - Meeting Portal - Social Gathering Invite

Good Afternoon Mr. Hennick:

I hope you are doing well and that you were enjoying the summer.

I am looking for guidance regarding the following two items:

- (1) Ledyard has transitioned to a new on-line meeting portal that allows Town Council Members and other Committee Members to review the on-line Agendas and to type a note or highlight text on attachments to remind themselves of questions they may like to ask during the Meeting. They would also be able to type the response to their question in the same place. These "Notes" would only be available to that person (Using their log-in & password).

The Question is whether these notes would be subject to a Freedom of Information Act Request (FOI).

Or would their notes be considered nothing more than if the person jotted down a note on a "sticky" or on their paper Agenda (if we were still using paper) and then throwing the note away after the meeting.

- (2) This is a somewhat of a repeat question. A few months ago, I asked you about the Town Council's Subcommittees hosting "Informal Conversation" at various venues (such as parks or the Town's historic

properties) to provide residents an opportunity to discuss any issues that were of concern to them. At that time you advised that the ***Informal Gathering*** would not need to be posted as a Meeting as long as they were not making any decisions.

The Question: Would the same apply, If the Mashantucket Pequot Tribal Council invited members of the Town Council or members of a subcommittee to an ***Informal Gathering*** at MPTN Community Center as a “Meet & Greet” more as a social event.

And if during their casual conversations with each other some ideas were exchanged regarding some areas they may want to consider working on jointly, would the town be required to post this as a meeting.

As always, I appreciate you taking the time to review our questions, and look forward to receiving your response/guidance.

Thank you,
Roxanne

Roxanne M. Maher

Administrative Assistant to

the Ledyard Town Council

(860) 464-3203

council@ledyardct.org <<mailto:council@ledyardct.org>>”

Action: Continued



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 22-260

Agenda Date: 10/18/2023

Agenda #: 5.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

Continued review of status regarding the progress of improvements at the Park on East Drive.

Background:

(type text here)

Department Comment/Recommendation:

Meeting Action Detail:

Community Relations Cmt Meeting 04/19/2023

File #: [22260](#) Version: 1

Type: General Discussion

Title: Review comments received at the July 20, 2022 Informal Conversation with residents at the Park on East Drive

Action: Continued

Meeting Note:

Councilor Paul stated in communicating with Police Chief John Rich that there has not been any new developments/complaints at the Park. However, he stated with the warmer weather that they would expect more activity at the Park.

Councilor Marshall stated with the improvements such as the lights, removing the brush to open up the entrance area, and more frequent police patrols that perhaps the Park has lost its appeal and that the problems have moved on.

Councilor Paul stated that he agreed with Councilor Marshall's comments, noting with the exposure of the

Park on East Drive that they were getting more people to use their underutilized Parks. He stated with more people using the Park that it was a good way to police the parks, noting that neighbors look out for their neighbors.

Action: Continued

Community Relations Cmt Meeting 04/19/2023

File #: [22260](#) Version: 1

Type: General Discussion

Title: Review comments received at the July 20, 2022 Informal Conversation with residents at the Park on East Drive

Action: Continued

Meeting Note:

Councilor Paul stated that he spoke with Director of Senior Citizens and Park & Recreation Scott Johnson, Jr., about the Parks & Recreation Commission holding one of their meetings at the Park on East Drive in May, 2023; which the Community Relations Committee could attend.

Councilor Paul went on to note at the July 20, 2022 Informal Gathering the Community Relations Committee told residents that they would follow-up with them about the park improvements. He stated the new lights looked great, the fields were looking great and that they have provided some other safety measures. He stated although they would not be able to stop all the illicit activities, that they would continue to remain vigilant.

Councilor Paul stated during the winter months there was not much activity at the Park, noting that Mr. Johnson stated that he had received some feedback from residents that they were pleased with the work that has been done at the Park. He stated as they were heading into Spring that activity at the Park would increase; and so, the Committee would keep this item on their agenda

Action: Continued

Community Relations Cmt Meeting 03/15/2023

File #: [22260](#) Version: 1

Type: General Discussion

Title: Review comments received at the July 20, 2022 Informal Conversation with residents at the Park on East Drive

Action: Continued

[Meeting Note](#)

Councilor Paul stated he did not have an update regarding the Park on East Drive. He stated that he would contact Parks and Recreation Director Scott Johnson, Jr., to discuss including the Parks and Recreation Commission members in the next Informal Gathering at the Park on East Drive.

The Committee discussed possibly doing a tour to visit all of the town's Parks.

The Community Relations Committee noted that they would like to schedule the Follow-up Informal Gathering in May, 2023.

Action: Continued

Community Relations Cmt Meeting 02/15/2023

File #: [22260](#) Version: 1

Type: General Discussion

Title: Review comments received at the July 20, 2022 Informal Conversation with residents at the Park on East Drive

Action: Continued

[Meeting Note](#)

Councilor Paul stated he did not have an update regarding the Park on East Drive. He stated that he would contact Parks and Recreation Director Scott Johnson, Jr., to discuss including the Parks and Recreation Commission members in the next Informal Gathering at the Park on East Drive.

Councilor Saums suggested that the interested residents come to a Community Relations Committee meeting to tell them how things were going at the Park rather than the Committee going to them. Councilor Paul stated Parks and Recreation Director Scott Johnson, Jr., mentioned that some residents have attended the Parks and Recreation Commission meetings. Councilor Saums stated that was great, noting at the July 20, 2022 Informal Gathering that the Community Relations Committee recommended the residents attend the Parks and Recreation Commission meetings because the Park on East Drive was under the Parks and Recreation Commission's Administrative Control.

The Committee noted the last incident that occurred at the Park was in October, 2022 and that the last communication the Town Council saw was from one resident in December, 2022 which was a police matter.

Councilor Paul went on to note that during the July 20, 2022 Informal Gathering at the Park on East Drive that

the Committee told the residents that they would host another Informal Gathering to follow-up on the actions that were taken to make safety and other improvements at the Park.

The Committee discussed possibly visiting all of the town's Parks.

The Community Relations Committee noted that they would like to hold the follow-up Informal Gathering in May, 2023.

Action: Continued

Community Relations Cmt Meeting 01/18/2023

File #: [22260](#) Version: 1

Type: General Discussion

Title: Review comments received at the July 20, 2022 Informal Conversation with residents at the Park on East Drive

Action: Continued

Meeting Note:

Councilor Paul stated he spoke to Chief Rich and Parks and Recreation Director Scott Johnson, Jr. about the activity at the Park; and that they both indicated that things have been going well.

Councilor Paul went on to note that during the July 20, 2022 Informal Gathering at the Park on East Drive that the Committee told the residents that they would host another Informal Gathering to follow-up on the actions that were taken to make safety and other improvements at the Park.

Councilor Paul continued by stating in speaking with Parks and Recreation Director Scott Johnson, Jr., that he asked him to invite the Parks and Recreation Commission members to the next Informal Gathering at the Park on East Drive, noting:

- The importance of the Parks and Recreation Commission's involvement.
- The importance for the residents to understand that the Park was under the Administrative Control of the Parks and Recreation Commission.
- That residents could attend the Parks and Recreation Commission's meetings.

Councilor Paul stated that Mr. Johnson would like to have the Informal Gathering at East Park in April or May

and that he would follow-up with him.

Action: Continued

Community Relations Cmt Meeting 12/21/2022

File #: [22260](#) Version: 1

Type: General Discussion

Title: Review comments received at the July 20, 2022 Informal Conversation with residents at the Park on East Drive

Action: Continued

Meeting Note

Councilor Paul stated he spoke to Chief Rich and Parks and Recreation Director Scott Johnson, Jr. about the activity at the Park; and that they both indicated that things have been going well.

Councilor Paul went on to note that during the July 20, 2022 Informal Gathering at the Park on East Drive that the Committee told the residents that they would host another Informal Gathering to follow-up on the actions that were taken to make safety and other improvements at the Park.

Councilor Paul continued by stating in speaking with Parks and Recreation Director Scott Johnson, Jr., that he asked him to invite the Parks and Recreation Commission members to the next Informal Gathering at the Park on East Drive, noting:

- The importance of the Parks and Recreation Commission’s involvement
- The importance for the residents to understand that the Park was under the Administrative Control of the Parks and Recreation Commission,
- That residents could attend the Parks and Recreation Commission’s meetings.

Councilor Paul stated that Mr. Johnson would like to have the Informal Gathering at East Park in April or May and that he would follow-up with him.

Action: Continued

Community Relations Cmt Meeting 12/21/2022

File #: [22260](#) Version: 1

Type: General Discussion

Title: Review comments received at the July 20, 2022 Informal Conversation with residents at the Park on East Drive

Action: Continued

Meeting Note:

Councilor Paul stated he did not have an update regarding the improvements at the Park, noting that the activity has been fairly quiet with the shorter days and colder temperatures. He noted that Mr. Jamieson has been communicating with Police Chief John Rich and Mayor Allyn, III to resolve an issue.

Councilor Saums commented on the good participation the Community Relations Committee received at the July 20, 2022 Informal Conversation with residents at the Park on East Drive. He stated that he believed the good turnout was because they had a topic for the discussion, noting that residents previously brought concerns regarding safety issues at the Park to the town's attention. He also noted that letters were sent to the residents in the area of Park; and that the letters were followed-up with a mailing of flyers the week before the event.

Councilor Paul stated during the July 20, 2022 Gathering the Committee told the residents that they would host another Informal Gathering to follow-up on the actions that were taken to make safety improvements at the Park. He stated although he has stopped by the Park on his own that he would like the Committee to host another Informal Gathering with the residents in the Spring, 2023. He stated that he has been communicating with Parks & Recreation Director Scott Johnson, Jr. on the progress of the improvements, noting that the lights were now working and looked great and that the wood chips for the playscape areas were delivered.

Community Relations Cmt Meeting 11/16/2022

File #: [22260](#) Version: 1

Type: General Discussion

Title: Review comments received at the July 20, 2022 Informal Conversation with residents at the Park on East Drive

Action: Continued

Meeting Note:

Councilor Rodriguez stated she spoke to a woman who lived on a street close to East Drive. She stated the woman noted that she was a lifetime Ledyard resident and that she provided positive comments regarding the improvements to the Park on East Drive.

Chairman Dombrowski stated Mr. Jamison has reached out to him a few times and he noted that Mr. Jamison had positive comments regarding the work that Parks & Recreation has done with the new lights, and the wood chips for the playscape areas, etc.

Councilor Paul stated he visited the Park on East Drive (Christy Hill Park), and he noted the lights and other improvements looked great. He thanked Parks & Recreation Director Scott Johnson, Jr. and the Parks & Recreation Department for the work they have done in the Park. He stated during the July 20, 2022 gathering members of the Town

Council had discussed following-up with residents and revisiting the Park once the improvements were completed. However, he stated with the shorter day light hours that they may need to wait until spring. He noted because some of the work took some time, that he wanted to also thank the residents for their patience.

Councilor Saums suggested inviting the residents in the East Drive Park area to a Community Relations Committee to follow up with them on the progress of the improvements and security issues.

Councilor Paul stated the Committee could invite the East Park Drive residents to their January or February, 2023 meeting.

Action: Continued

Community Relations Cmt Meeting 10/19/2022

File #: [22260](#) Version: 1

Type: General Discussion

Title: Review comments received at the July 20, 2022 Informal Conversation with residents at the Park on East Drive

Action: Continued

Minute Note:

Councilor Paul stated he visited the Park on East Drive (Christy Hill Park) today and he noted the lights looked great. He stated the railroad ties and wood chips have not been done yet, but that the improvements were progressing nicely. He stated that he would contact Parks & Recreation Director Scott Johnson, Jr. to discuss the status of the park improvements.

Councilor Paul continued by noting the e-mail received from Mr. Jamieson noting that the residents in the area were happy with the progress that has been made at the Park to date.

Action: Continued

Community Relations Cmt Meeting 9/21/2022

File #: [22260](#) Version: 1

Type: General Discussion

Title: Review comments received at the July 20, 2022 Informal Conversation with residents at the Park on East Drive

Action: Continued

Minute Note:

Councilor Paul noted he attended the Parks & Recreation Commission's September 20, 2022 meeting. He stated the

reason the Commission decided not to hold their meeting at the Park on East Street (which P&R refer to as the Christy Hill Park) was because they were still working with Eversource to have the light's that have been installed turned on. He stated Mr. Johnson was hoping to have the lights turned on by their October 18, 2022 meeting. However, Councilor Paul stated that if Eversource does not get the light's turned on soon that Mr. Johnson would like the members of the Community Relations Committee join him in an informal gathering to talk with the residents to follow-up on the status of work at the Park.

Councilor Paul went on to note that Mr. Johnson reported that the Parks & Recreation Department has been locking the Park every night. Also, the Department was continuing to clean up areas of the Park; and along with addressing other issues, they were working on the infields.

Councilor Rodriguez stated Ms. Jamieson reported that the residents were happy with lights that were installed and with the work that has been done in the Park. However, she noted that Ms. Jamieson stated the residents would still like to meet with the Parks & Recreation Commission. Councilor Rodriguez stated because the daylight hours were getting shorter that the Parks & Recreation Commission may not be able to hold a meeting at the Park; and therefore, she suggested that perhaps the residents could meet with Parks & Recreation Director Scott Johnson, Jr. Councilor Paul, and herself. She noted that Ms. Jamieson seemed to be pleased with holding such a meeting.

Councilor Saums suggested that residents could attend the Parks & Recreation Commission meetings, noting that they were open to the Public and they could express their concerns or just listen to the meeting. He stated the Parks & Recreation Commission meets on the third Tuesday of each month at 7:00 p.m. at the Parks & Recreation/Senior Citizens Center on Van Tassel Drive, in Gales Ferry.

Councilor Saums went on to state in reading the Parks & Recreation Commission minutes that they have been discussing the Park on East Drive, which the Commission referred to as "*Christy Hill Park*". He also noted the Parks & Recreation Director's Report was included as part of the Commission's Meeting Minutes and that Mr. Johnson has reported on the wood chips, the lights, Eversource, etc.

The Committee noted the Town Council received e-mail received from Mr. Jamieson earlier today regarding the Park on East Drive.

Action: Continued

Community Relations Cmt Meeting 8/17/2022

File #: [22260](#) Version: 1

Type: General Discussion

Title: Review comments received at the July 20, 2022 Informal Conversation with residents at the Park on East Drive

Action: Continued

Minute Note:

Councilor Saums complemented Councilor Paul for his organization of the Informal Conversation at the Park on East Drive that was held on July 20, 2022. He stated they had a great turn out and a good conversation with the residents, noting at times it was somewhat emotional, but all-in-all he believed everyone felt good about their conversation.

Councilor Paul stated about 15 residents attended the event along with many Town Councilors and Parks & Recreation Director Scott Johnson, Jr. He stated the idea was to discuss important issues regarding safety concerns at the Park. He

noted at times the conversation was a bit contentious, but overall, it turned out to be a positive event. He stated what he found interesting was that while the group was standing in a circle that people were raising their voices and that was when the conversation became contentious. However, he stated as they broke up and engaged one-on-one with each other the conversations became more civil. He stated they discussed a number of good ideas to bring back to their respective committees such as the possibility to install surveillance cameras. He stated neighbors were encouraged to continue to talk to each other and to become more involved in the process as well. He stated they learned a lot about the Park and a lot about each other.

Councilor Paul went on to note that the Public Works Department has done a lot of work at the Park on East Drive, however, he stated more work needed to be done. He also stated that he appreciated Parks & Recreation Director Scott Johnson, Jr. attending the event and for letting the residents know that he was available should they have questions or concerns. Councilor Paul stated he appreciated Mr. Johnson's his input, noting that Parks & Recreation would be holding their September 20, 2022 meeting at the Park.

The Community Relations Committee briefly discussed the suggestion to install surveillance cameras at the Park on East Drive relative to legal issues, requirements to monitor the cameras, and options such as posting signs to alert the public that surveillance cameras were in-use.

[Action:](#) Continued



File #: 23-2072

Agenda Date: 10/18/2023

Agenda #:

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

Discussion to help foster a dialogue to improve the relationship at the Kings Corner Senior Citizens Housing Facility.

Background:

See attached Documents:

- (1) Office of Legislative Research (OLR) Housing Authorities
- (2) CGS 8-40 - 8-41 Housing Authorities
- (3) LHA Lease
- (4) Rules & Regulations (Lease Addendums)
- (5) LHA Flyer regarding Smoking Policy
- (6) Ordinance #100-010 (rev 1) “ *Ordinance Establishing A Housing Authority And Payment In Lieu Of Taxes Agreement For The Town Of Ledyard*”

Town Council Meeting 8/23/2023- Residents Comments:

Mrs. Eleanor Murray, 16 Chapman Lane, Gales Ferry, stated she was present to talk about the Kings Corner Manor Senior Citizens Housing Facility. She stated if everything was great at the Senior Housing Facility State Senator Cathy Osten would not have visited the Facility four times in the past three months. She stated if they could have solved the problems and found any solutions for the issues Senator Osten would not have had to visit the property. She stated the issues were not really about the Smoking Policy, she stated the issues at the Senior Citizens Housing Facility were about a number of things which included: Tenants not being allowed to have six-foot sheds, now they can have three-foot sheds; the ramp where a woman with a wheelchair lived was being taken out; there were cameras out of every window of the Director’s Building and in the Community Room where the Director could spy on people, and Tenants now have to sign up to use the washer and dryer to do their laundry. She stated that she was only mentioning a few little things that have changed, noting that there were dozens of them. She noted the changes started the first year, and then the changes gained momentum, noting that the Tenants originally had a four-page lease which has become a twenty-page lease noting that it was picayune. She stated the Director of Kings Corner Manor came from H&R Block and she was now directing an Apartment Complex. Mrs. Murry suggested that the Director needed professional training in how to manage an apartment complex and how to treat human beings who were in her care. She stated it was an unhappy place and it was justifiable so. She stated that she was shocked, and that she did not blame the Kings Corner Manor Tenants for being unhappy, noting that she believed they were being treated terribly, noting that they had 10-20-years to live at the end of their lives. She stated the Tenants have been told if they did not like it, to move, and she rhetorically questioned where they could move to. She concluded by stating that she hoped

they could find a solution to help the Tenants at the Kings Corner Senior Housing Facility and that the Director could find some help to be a better manager. She stated that she would like to be part of the solution, noting that the Tenants cannot keep going to Senator Osten or calling the Connecticut Department of Housing; or the Department of Aging. Thank you,

Mr. Ed Murray, 16 Chapman Lane, Gales Ferry, noted that he and his wife moved to Ledyard about one-year ago, noting that they were hopeful and excited about moving to Ledyard. He stated during the past year his experience has found that Ledyard was more concerned about their Policies and Procedures than they were about the people. He stated the people always come second to whatever they were deciding to do. He stated although he has not spoken to the Town Council before, that he wanted to tell them that they have an amazing responsibility for 16,000 people who lived in town. He stated the Town Council had influence over other town organizations and they had other people who were in positions of authority and responsibility, who could put our people first. He stated the community he came from was about 20,000 people, however, he stated their organizations always put the people first. He noted that he has noticed things such as the Board of Education making a big issue about someone wanting to join the Robotics Team, but at the same time, they were allowing students from other schools to play on their sports teams, noting that making this a big issue did not make sense to him. He continued by addressing the Smoking Policy at the Kings Corner Manor Senior Citizens Housing Facility, noting that the Tenants were having to make their way down a 275- foot driveway to smoke on a corner, so they would not be on the Senior Housing Facility's property; and that someone called the Police and said the Tenants were panhandling. He stated that this was not something they wanted people to say about a citizen the town had responsible for. He stated the Town needed to take care of 16,000 residents first, noting that they have to understand the difference between what was fair and what was not. He stated, "*Society was remembered by how they take care of the least of us*". He stated he was not referring to those who had a good living and an exceptional family, and have had the opportunity to live the life they planned. He stated he was talking about the people who don't have those things; stating that they now have an opportunity to take care of those people, noting that it does not cost the community anything. He stated when he looked at issues in the community that the first thing he looked at was what does it do for the people, how does what they were trying to do it affect the people. He stated it makes sense to think of the people first, before they do anything else.

Ms. Nina Diaz, 1546 Route 12, Gales Ferry, attending remotely, addressed the Kings Corner Manor Senior Citizens Housing Facility Smoking Policy. She questioned possible solutions for the Tenants, noting that they have been pushed off the Kings Corner Manor Senior Citizens Housing Facility property and onto the road. She stated in talking with one of the Tenants yesterday, he explained that the town owned from the center line of the road to 25-feet into the shoulder/property line, noting that the Tenants were being forced to smoke on town property. She stated with the liability issues that she hoped that Town Officials could step-in to help create a solution that was safe for our elders. She stated although everyone could say that smoking was not good for your health, etc., and they should not be smoking, that none of us were in the Tenants position. She commented that these people have earned the right to do what they want to do in life. She stated instead of condemning them for having a bad habit that it was our responsibility to come up with a safe solution for our seniors. She noted with the snow, freezing rain, and other winter conditions that there was going to be some dangerous incidents if the Tenants have to continue to walk down the driveway and stand on the road/town property to smoke. She asked Town Officials to work with the community to find some suggestions together.

Ms. Sherry Fernandez, 60 Kings Corner, Gales Ferry, noted that she was a Tenant at the Kings Corner Senior Citizens Housing Facility. She stated that she agreed with Mr. and Mrs. Murry's comments this evening. She stated although she could also talk about how unsafe it was for seniors to walk down to the road to smoke that she was going to talk about one fact that she knew to be true, which was that the cigarette smokers were being discriminated against. She stated the cigarette smokers were being discriminated because there were other

Tenants who were allowed to have fire pits, tiki torches, and gas grills. She noted she had paperwork that stated the use of all these things were also health risks, noting that there were chemicals in gas grills, and that the tiki torch fuel was highly toxic, much more toxic than cigarette smoke, but that these Tenants were being allowed to keep these items. She stated she brought these issues up about one-year ago at one of the Housing Authority Board Meetings. She stated the Board's solution at that time was to Grandfather-in the Tenants with tiki torches and fire pits. She stated when she brought these issues up again at the Housing Authority's Board Meeting this month, she saw the Housing Authority's Chairman Charley Duzy roll his eyes, while she spoke. She stated Mr. Duzy then replied that the Smoking Policy stands as is; and did not mention any of the things she brought to the meeting. She concluded by stating that the Smoking Policy was discrimination and that if the Housing Authority was going to ban smoking at the Kings Corner Manor Senior Citizens Housing Facility that they would have to also ban it all; and that she planned to continue to pursue the matter.

Chairman Dombrowski stated although the town was limited on what they could do because the Kings Corner Manor Senior Housing Facility falls under the State Housing Authority, that he would ask the Community Relations Committee to help foster some dialogue to see if they could remediate some of the issues and concerns.

Additional Information:

Housing Authority Meeting 9/5/2023: Reconsidered Lease Addendum re: Smoking Policy and voted to uphold March 6, 2023 Decision.

Housing Authority Meeting 3/6/2023: Adopted Lease Addendum re: Smoking Policy to become Effective August 1, 2023

Roxanne Maher

From: Nina Diaz <ninadiaz24@yahoo.com>
Sent: Thursday, October 05, 2023 7:59 AM
To: Roxanne Maher; Town Council Group; Charles Duzy (duzycharles@gmail.com)
Cc: 'ledyard housing authority'; Justin Dube; Roxanne Maher
Subject: Re: Question - Housing Authority OWL

This is great! Thanks so much for getting back to me

[Sent from Yahoo Mail on Android](#)

On Thu, Oct 5, 2023 at 7:24 AM, Roxanne Maher <council@ledyardct.org> wrote:

Good Morning Nina:

The equipment used the Council Chambers to video and live stream the meetings is:

- Zoom License \$20.00 per month (\$240.00 annually)
- Meeting Owl Pro \$999.00
- Meeting HQ \$1,799 (Plus annual software subscription fee \$249.00)

In speaking to our IT Director Justin Dube, he explained that a laptop could be used in place of the Meeting HQ so this would be a cost savings should the Housing Authority be able to obtain grant funding to purchase the equipment.

Please see attached Invoice.

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

From: Nina Diaz <ninadiaz24@yahoo.com>

Sent: Wednesday, October 04, 2023 7:12 PM

To: Roxanne Maher <council@ledyardct.org>; Town Council Group <TownCouncil@ledyardct.org>

Subject: Question

Good evening, I attended the Housing authority meeting on 10/2/2023 and was pleased with what felt like small steps of progress. I am hoping that someone can tell me the name of the recording equipment used to record meetings in the annex? Mr.Druzy made a valid point regarding moving the meeting to the annex. Given that all residents coming from gales ferry would have to travel uphill in the winter which isn't ideal. However he did state that he wants meetings recorded both audio/video. I have reached out to the community engagement officer Terry Nash with CHFA regarding help with any grants that may be available as well. I did also speak with Colleen Lauer and let her know I was looking into grant and equipment info,in efforts to help the housing authority.

The community room at king's corner is half the size of the annex,so they wouldn't need anything as big as what the annex requires. My hope is to gather as much info as I can before speaking with CHFA.

I appreciate and anticipate your reply.

Nina Diaz

P.s if anyone has suggestions as to how we can help the housing authority obtain said equipment that'd be super helpful. My hope is that if they can compromise on allowing residents back under the carport, we could possibly use the 10k Naomi mentioned at the crc meeting." We could pour a slab,put an awning and make it ada compliant. Was the mayor's advice"

[Sent from Yahoo Mail on Android](#)

Housing Authorities

By: Shaun McGann, Legislative Analyst II
August 11, 2021 | 2021-R-0117

Issue

You asked for a summary of the statutes governing housing authorities in the state, including those (1) authorizing their creation, specifying their purpose, and detailing their governance through commissioners and (2) establishing commissioners' powers, responsibilities, and how they are chosen and removed. (This report updates OLR Report [2006-R-0555](#).)

Summary

State law establishes a housing authority in every municipality that (1) finds there is a specific need for one and (2) authorizes its existence, thus allowing the housing authority to operate. The law provides the housing authority with various powers, including the power to enter into contracts; make and repeal bylaws, rules, and regulations; and investigate housing conditions and the ways to improve those conditions in its area of operation. A housing authority's powers are vested in locally appointed commissioners who govern the authority. A certain number of commissioners must be "tenant commissioners," depending on the authority's total number of commissioners. The law specifies how commissioners are appointed, their responsibilities, and how and why they may be removed from office.

The law also requires housing authorities to assume financial liability for its commissioners and employees in certain legal situations and establishes provisions to avoid conflicts of interest.

Housing Authorities

Establishment

State law establishes a housing authority in every municipality. But a housing authority may only operate if the municipality's governing body declares by resolution that there is a need for the authority after finding there (1) are unsanitary or unsafe occupied apartments or homes in the municipality or (2) is a shortage of sanitary or safe affordable rental housing available to low- or moderate-income families ([CGS § 8-40](#)). In determining if housing is unsanitary or unsafe, the municipality may consider:

1. overcrowding;
2. the percentage of land coverage;
3. the light, air, space, and access available to occupants;
4. room size and arrangement;
5. sanitary facilities; and
6. fire hazards and other potential safety hazards.

The law also allows two or more municipalities' governing bodies to create a regional housing authority. Regional authorities act through a board of commissioners composed of two representatives, appointed for four years terms, from each participating municipality. (Currently, there are no regional housing authorities in the state, according to the Department of Housing.)

When the governing body of a municipality, other than a town, adopts a resolution to establish a housing authority, it must promptly notify the municipality's chief executive officer ([CGS § 8-41](#)).

Powers

A housing authority has all the powers necessary under the law to provide safe, sanitary affordable housing ([CGS § 8-44](#)). These include, among others, the power to:

1. sue and be sued, have perpetual succession, and enter into contracts;
2. **make and repeal bylaws, rules, and regulations;**
3. in its area of operation, (a) prepare, carry out, **acquire, lease, and operate housing projects** and (b) investigate housing conditions and ways to improve them;
4. **construct, reconstruct, improve, alter, or repair, either directly or indirectly by offering loans or assistance to developers, any housing project or any part of a project;**

5. convey or transfer (i.e., legally demise) any dwellings, houses, accommodations, lands, buildings, structures, or facilities included in a housing project;
6. establish and revise rents or charges;
7. (a) own, hold, and improve real or personal property; (b) buy, lease, or obtain options on it; or (c) acquire it, by gift, grant, bequest, devise or otherwise, following a public hearing that was advertised as required under the law;
8. insure its real or personal property or operations against risks or hazards and procure insurance guarantees from the federal government for debts secured by mortgages on any housing project property;
9. invest any funds held in reserves or sinking funds, or those not required for immediate disbursements;
10. (a) study where slum areas exist or where there is a shortage of decent, sanitary, and safe housing for low- and moderate-income families; (b) make related recommendations; and (c) cooperate with the municipality or the state to address these problems; and
11. promote the creation and preservation of housing for low-and moderate-income households, either directly or through an agency or instrumentality designated or appointed by the authority, by lending to developers or using proceeds from the sales of certain obligations.

By law, a housing authority's powers are vested in its commissioners, and an authority may delegate any of its powers and duties to one or more of its agents or employees ([CGS § 8-41](#)).

Commissioners

Appointment and Make-up

By law, a municipality's chief executive officer or town's governing body (i.e., appointing authority) appoints housing authority commissioners ([CGS § 8-41](#)). Commissioners (1) must be residents of the municipality or town where the housing authority is located and (2) cannot hold public office in the municipality for which the authority is created. Additionally, a specified number of commissioners must be "tenant commissioners." These commissioners must (1) reside in housing the authority owns or manages or (2) receive housing assistance under a housing program the authority administers (e.g., Section 8 recipients renting from private landlords).

Table 1 shows the maximum number of commissioners in towns and other municipalities, the appointing authority, and the selection method.

Table 1: Housing Authority Commissioners

| | |
|---|---|
| Towns | <p>Governing body appoints five commissioners and may appoint two more as necessary to achieve compliance with federal rules and state law.</p> <p>If there are five commissioners, at least one must be a tenant commissioner who may be elected; if there are seven, at least two must be tenant commissioners who may be elected.</p> |
| Other municipalities where housing authority operates 3,000 or fewer units | <p>Chief executive officer appoints five commissioners and may appoint two more as necessary to achieve compliance with federal rules and state law.</p> <p>If there are five commissioners, at least one must be a tenant commissioner who may be elected; if there are seven, at least two must be tenant commissioners who may be elected.</p> |
| Other municipalities where housing authority operates more than 3,000 units | <p>Chief executive officer appoints five commissioners and may appoint two more.</p> <p>At least two must be tenant commissioners who may be elected.</p> |

Tenant Organizations and Commissioners

Recognized Jurisdiction-Wide Tenant Organizations

The law allows tenants to establish a recognized jurisdiction-wide tenant organization. A housing authority must recognize a jurisdiction-wide tenant organization if it determines that (1) the governing board members were elected through a jurisdiction-wide election and (2) with one exception, it satisfies the U.S. Department of Housing and Urban Development (HUD) regulations for elected jurisdiction-wide resident councils. The exception allows tenants who receive state or federal assistance, not just those who receive federal assistance, to vote for, and be, jurisdiction-wide tenant organization members.

Tenant Commissioner Selection

By law, a housing authority must notify its tenants and any existing tenant organizations no later than 60 days before a tenant commissioner (1) appointment or (2) term expiration, whichever is sooner. This notice must include information on how tenants may petition for an election. Following this notice, tenants have up to 30 days to petition for an election. Ten percent of the tenants or 75, whichever is less, must sign the petition. At least 30 days before an election, the housing authority must provide written notice to all housing authority tenants. It must use its best efforts (in agreement with the recognized jurisdiction-wide tenant organization, to the extent practicable) to arrange for an impartial entity to administer the election. In the event of a dispute over election

procedures or results, the act specifies that anyone may petition the entity administering the election for a resolution.

If tenants do not petition for an election, the recognized jurisdiction-wide tenant organization, if any, must select the tenant commissioner according to its adopted by-laws. Among other things, the method may include (1) a fair election by authority tenants or (2) selection by the organization's governing board. If a tenant commissioner is not elected or chosen under the law's provisions within 90 days after the housing authority notice, then the appointing authority must make the appointment by considering tenants that any tenant organization suggests.

When a tenant commissioner is elected to a five-member board, in either a town or other municipality, the law authorizes the housing authority to set the qualifications for a second tenant commissioner to achieve compliance with (1) federal rules specifying that a board must have at least one resident board member who directly receives federal assistance from the housing authority (i.e., no state assistance) and (2) state minority representation requirements, which restrict the number of members of one political party who can serve on certain state and municipal boards and commissions.

Terms

The law sets commissioners' service terms. A municipality or town must designate the first commissioners to serve terms of one to five years. For authorities with five commissioners, only one commissioner's term can end each year. A commissioner's term begins on the first day of the month after his or her appointment date. After the first commissioners are in place, commissioners thereafter must be appointed annually to serve for five years. Any vacancy that occurs because a commissioner moves to another town, is removed from office, resigns, or dies must be filled for the remainder of the term.

If a municipality or town increases the number of housing authority commissioners, the governing body must, by resolution, establish five-year terms for each additional member.

Chair, Vice-Chair, Executive Director, and Employees

The appointing authority chooses a commissioner to be the housing authority's first chairman. When this position becomes vacant, the housing authority selects one of its commissioners to be chair. A chairman's term is three years. An authority must also select a vice chairman from its commissioners.

The law allows the housing authority to employ a secretary, who becomes the executive director, and technical experts and other officers, agents, and employees as necessary. Employees may be permanent or temporary and the housing authority must determine their qualifications, duties, and compensation. In municipalities with a civil service law, all appointments and promotions, except that of the secretary, must be based on examinations given and lists prepared under that law. The municipality's civil service law and regulations apply to the housing authority and its personnel.

The housing authority may also employ its own counsel and legal staff for the legal services it requires.

Quorum and Voting

Under the law, (1) three commissioners constitute a quorum if the authority consists of five commissioners and (2) four commissioners constitute a quorum if the authority consists of more than five commissioners. To take action, a majority of the commissioners who are present must vote, unless the authority's bylaws require a larger number.

Additional Requirements and Duties

After a commissioner has taken an oath as prescribed by law, a certificate of the appointment or reappointment must be filed with the town clerk. The certificate is proof of the commissioner's legal appointment.

A commissioner must hold office until his successor has been appointed and qualified. A commissioner, or any employee of the authority who handles its funds, must furnish an adequate bond.

Compensation

Commissioners serve without compensation but are entitled to reimbursement for actual and necessary expenses incurred while performing their official duties.

Removal of a Commissioner

An appointing authority may remove a commissioner for inefficiency, neglect of duty, or misconduct in office ([CGS § 8-43](#)). The appointing authority must provide the commissioner the opportunity to be heard in person, or by counsel, before the removal. Additionally, the commissioner must receive a copy of the charges against him or her at least 10 days before the hearing. In the event of a commissioner's removal, a record of the proceedings, charges, and findings, must be filed in the town clerk's office.

Under the law, an appointing authority may subpoena any books, papers, records, accounts, contracts, deeds, regulations, or documents in the process of removing a commissioner. Anyone who willfully refuses to produce these materials is subject to a fine of up to \$5000, imprisonment up to six months, or both.

Legal Liability and Conflicts of Interest

Housing authorities must assume liability for its commissioners and full- or part-time staff for any financial loss and expense, including legal fees and costs, that arise from any claim, demand, suit, or judgment for alleged (1) negligence or (2) infringement of anyone's civil rights while a commissioner or employee is acting in an official capacity ([CGS § 8-41a](#)).

Additionally, the law seeks to avoid a conflict of interest with housing authority commissioners or employees by prohibiting them from acquiring interest in authority properties, requiring disclosure of any existing interests, and setting a grace period before a commissioner may be hired as an authority employee ([CGS § 8-42](#)).

Specifically, the law prohibits a housing authority commissioner or an executive or managerial employee from acquiring any interest, direct or indirect, (1) in any housing project or in any property included, or planned to be included, in any project and (2) in any contract or proposed contract for materials or services for any housing project. The law requires a commissioner or employee who owns or controls an interest, direct or indirect, in any property included or planned to be included in any housing project, to immediately disclose that fact, in writing, to the authority. The disclosure must be entered into the authority's minutes. Failure to disclose an interest constitutes misconduct in office (a removable offense). Occupying a housing authority unit or being enrolled in a housing authority assistance program for low-income families in private housing is not considered a conflict of interest.

The law prohibits a housing authority from employing anyone who served as one of its commissioners for at least two years after leaving office, with one exception. The law allows a housing authority that does not have an executive director to immediately hire (i.e., without the two-year grace period) a commissioner who served for more than 20 years for a housing authority.

SM:kl

Sec. 8-40. Creation of housing authorities. In each municipality of the state there is created a public body corporate and politic to be known as the “housing authority” of the municipality; provided such authority shall not transact any business or exercise its powers hereunder until the governing body of the municipality by resolution declares that there is need for a housing authority in the municipality, provided it shall find (1) that insanitary or unsafe inhabited dwelling accommodations exist in the municipality or (2) that there is a shortage of safe or sanitary dwelling accommodations in the municipality available to families of low income at rentals they can afford or (3) that there is a shortage of safe or sanitary dwelling accommodations in the municipality available to families of moderate income at rentals they can afford. In determining whether dwelling accommodations are unsafe or insanitary, said governing body may take into consideration the degree of overcrowding, the percentage of land coverage, the light, air, space and access available to the inhabitants of such dwelling accommodations, the size and arrangement of the rooms, the sanitary facilities and the extent to which conditions exist in such buildings which endanger life or property by fire or other causes. The governing bodies of two or more municipalities may create a regional housing authority, which shall have all the powers, duties and responsibilities conferred upon housing authorities by this chapter and chapter 130. The area of operation of such authority shall include the municipalities for which such authority is created. Such authority shall act through a board of commissioners composed of two representatives from each municipality appointed for terms of four years in the manner provided in section 8-41.

(1949 Rev., S. 925; 1949, S. 437d.)

Cited. 133 C. 546. Hartford Housing Authority is a distinct corporate entity and the city is not responsible for its debts. 143 C. 338. Cited. 208 C. 161; 213 C. 354; 216 C. 112.

Cited. 38 CA 175.

Cited. 11 CS 465. Local housing authorities are corporations established pursuant to state statutes, with delegated authority to regulate rent subsidy programs; activities of landlord of low cost housing development constitute “state action” re federal constitution; informal hearing required before summary process eviction may be instituted. 33 CS 15.



ANNUAL RENEWABLE LEASE HOUSING AUTHORITY OF THE TOWN OF LEDYARD, CT.

Kings Corner Manor

This Lease Agreement (hereinafter referred to as "Lease") is made this XX day of MONTH, YEAR, by and between THE HOUSING AUTHORITY OF THE TOWN OF LEDYARD, (hereinafter referred to as "Owner"), and TENANT NAME, (hereinafter referred to as "Tenant").

1. PREMISES. In consideration of the payment by Tenant of the rental payments required to be paid hereunder as and when the same shall become due and the performance of all other covenants and conditions to be kept, performed, and observed by Tenant under this Lease and attached addendums executed simultaneously and incorporated herein, Owner hereby leases the following Premises to Tenant:

Location: ADDRESS OF APARTMENT

2. TERM. The term of this Lease shall commence on MM/DD/YYYY and shall expire on MM/DD/YYY. This lease shall be automatically renewed annually pending an annual income recertification until terminated as hereinafter described. Either party may terminate this Lease by giving the other thirty (30) days' written notice prior to expiration of the term.

3. PRO-RATA RENT. It is further understood and agreed that the Lessee is taking possession of Apartment on MM/DD/YYYY and shall pay the sum of TOTAL DOLLAR AMOUNT 00/100 Dollars (\$XXX.XX) as pro-rata Rent for the period MM/DD/YYYY through MM/DD/YYYY. Thereafter Rent in the amount of TOTAL DOLLAR AMOUNT Dollars (\$XXX.XX) will be due and payable on the FIRST day of each month. Owner reserves the right to require that all rental payments be made by certified check or money order only.

THIS IS A LEGAL BINDING DOCUMENT, READ ENTIRE CONTRACT AND ADDENDUMS BEFORE SIGNING.

THE HOUSING AUTHORITY OF THE TOWN OF LEDYARD, CT.

| | | |
|-----|---|-------|
| BY: | _____ | _____ |
| | Owner Representative, Ledyard Housing Authority | Date |
| | _____ | _____ |
| | Tenant | Date |
| | _____ | _____ |
| | Tenant | Date |

4. TENANT QUALIFICATIONS. It is understood by the Tenant and any person signing on behalf of the Tenant that the requirements to sign this Lease are:

- That the Tenant qualifies as a low-income senior, age 62 or older, or is an adult who has been certified by the Social Security Board as being totally disabled under the Federal Social Security Act or certified by any other federal board or agency as being totally disabled.



- b. That the Tenant must document his or her gross annual income and assets prior to signing this Lease and must re-document annually by providing documentation requested by Owner such as but not limited to SSA or SSI records, documentation of assets, payroll records, and income tax records.
 - c. The Tenant's gross annual income may not exceed the max income limits as adjusted for family size, as published annually and determined by the Department of Housing and Urban Development at the time of initial occupancy.
 - d. The Tenant by signing this Lease certifies that the above requirements have been met.
5. APPLICATION. If any information given by Tenant in Tenant's application or verification is false, incomplete or misleading, it shall be a default by Tenant under this Lease, and Owner will terminate this lease and commence an eviction action.
6. MOVE-IN-DATE. **The move-in date is/was MM/DD/YYYY.** Tenant's possession of the Premises prior to the term of this Lease as defined in subsection 2 above, shall in no way affect the term of this Lease.
7. OCCUPANCY. Only those person(s) whose names appear on the face of this Lease may occupy the Premises. If Tenant will be absent for more than seven (7) consecutive days, Tenant must notify Owner. Guests who remain within the premises for a period in excess of forty-eight (48) hours should register with the Management Office. Tenant agrees not to permit guests, friends or relatives to remain more than fourteen (14) days in the Apartment without prior written permission. Tenant will restrict guests and visitors to a reasonable number, frequency and times.
8. SECURITY DEPOSIT. Upon signing this Lease, Tenant shall deposit with Owner the total sum of \$400 as a Security Deposit to be held by Owner as security for the performance of this Lease, including the payment of Tenant's rent, late charges, key charges, utilities, cable, if applicable, and for damage occasioned to the Premises. The Owner may, but shall not be obligated to, apply all or any part of the security deposit to the cost of curing any default by the Tenant, or to fulfill Tenant's obligations hereunder. In the event of such application of the security deposit, the Tenant shall, upon notice hereof, immediately restore the security deposit to its original amount.
9. LATE FEES. All rent is due and payable on the first day of the month to the Ledyard Housing Authority. A late fee of \$25.00 will be assessed for any rental payment received after the tenth (10th) day of the month. Partial rent payments are accepted, but if the balance is received after the tenth (10th), it is subject to the \$25.00 late fee. If Tenant's checks are returned for insufficient funds Tenant will be responsible for a \$25.00 fee related to the returned check. After two checks have been returned for insufficient funds, Owner will not accept Tenant's personal check and rent will have to be paid with a money order or certified check. Cash will only be accepted with Ledyard Housing Authority prior approval.
10. RECEIPT OF MONIES BY OWNER. Tenant and Owner hereby agree that all monies received by the Owner or his agents shall be first applied to any and all charges due other than rent and the balance of any monies received shall be applied toward rent due.
11. CHRONIC LATE PAYMENT OF RENT. Notwithstanding above, the Owner may terminate this lease if Tenant is chronically late with rent payments. Chronic late payment is defined as accruing three (3) late fees within any twelve (12) month period.
12. PET DEPOSIT. Should a Tenant desire to bring a pet into the Premises, in addition to the rent and the Security Deposit provided for herein, Tenant agrees to pay a Pet Deposit of \$100.00. This fee shall be payable upon the signing of this lease if the pet is to be kept in or about the Premises at the beginning of Tenant's occupancy of the Premises. If Tenant brings a pet into the Premises after the initial occupancy of the Premises the Tenant shall pay the Pet Deposit prior to bringing the animal into the Premises. An executed "Pet Agreement" Lease Addendum is required to maintain a pet on the premises. Limitations on pets are as follows: One (1) common indoor house cat is allowed per household. Two (2) birds of small common household type are allowed per household. Fish, tropical/goldfish that can be restrained in one tank with a capacity not to exceed 10 gallons allowed per household. No dogs allowed. Tenant shall take adequate precautions to eliminate any pet odor within the apartment and maintain sanitary conditions at all times. Tenants must be able to take care of the pet, if it is determined that adequate care is no longer possible the owner must

relinquish the right to keep the pet or move out of the apartment. If any insect manifestations in the pet owner's apartment or an adjacent apartment occur the pet owner will bear all financial responsibility to correct the issue. At the time of occupancy, management should be advised about your cat, bird or fish. Your cat must be spayed/neutered and have rabies' shots and any required vaccinations at the time of occupancy with proof provided. This also applies to existing tenants who get a new cat during occupancy. The pet owner will be informed in writing of alleged violation of the Pet Policy and given 30 days to correct the violation. Visiting pets must be leashed; waste disposed of appropriately and may not stay overnight.

13. UTILITIES. Tenant agrees to pay utility charges (including utility deposit) assessed by utility companies in connection with the use of all utility services provided to the Premises for the period of occupancy of the Premises. Water is provided. Tenant is required to maintain utilities at the Premises.

To the extent Tenant is responsible for payment of certain utilities, Tenant shall be responsible for the notification of appropriate utility companies on or before move-in for the purpose of having utilities turned on. Tenant's failure to notify the appropriate utility companies within three (3) days of move-in will result in Owner assessing as additional rent pro rata utility charges for the Tenant's portion of the period from move-in until such time as utilities are activated, together with the reasonable cost for determining such assessment.

The Owner provides access to cable and internet to the property via Xfinity/Comcast (800)266-2278. If the Tenant desires cable or internet in the Premises, it is the responsibility of the Tenant to contact Xfinity/Comcast for set up.

Owner shall furnish and install light bulbs and tubes of prescribed wattage for light fixtures located in the Premises; light bulbs for personal light fixtures are not provided.

14. SAFETY FEATURES. Owner has furnished smoke detectors and call for aid switches that are connected to the local fire department. Tenant is prohibited from disconnecting smoke detectors and call for aid switches and Tenant is liable to Owner for any losses, damages, or injuries which should arise due to disabling or damaging such systems. Owner is not liable for losses, damages or injuries caused by Tenant disabling, damaging, or failure to immediately report malfunction of smoke detectors or call for aid switches. Tenant must immediately report any malfunctions to Owner in writing.

Owner does not provide any security devices or security mechanisms for the purpose of protecting the Tenants; such services or mechanisms are provided solely for the protection of the Owner's property and not for the protection of any Tenants.

15. REPAIR AND MAINTENANCE. Tenant has examined and accepted the premises. Within 72 hours after move-in, Tenant shall report in writing any defects or damages to the Owner. Defects and damages not reported to Owner shall be presumed to have first occurred during Tenant's occupancy of the Premises. Tenant shall use reasonable diligence in the care of the Premises and shall maintain the Premises in a clean, sanitary and free of pests and to report the presence of the same immediately upon discovery to the Housing Authority. Do not accumulate papers, rags, boxes, etc. in your apartment. This is a fire hazard. The Ledyard Housing Authority inspects apartments annually but may inspect more often with a minimum of 48-hour notice.

Tenant must use plumbing fixtures and facilities, electrical systems and other mechanical systems and appliances in the manner designed. Any damage to the Premises caused by Tenant or Tenant's guests will be corrected, repaired or replaced at Tenant's expense immediately upon presentation of a statement of repair costs by the Owner.

Tenant acknowledges that the Premises is located in a climate conducive to the growth of mold and mildew, and that it is necessary to provide proper ventilation and dehumidification of the Premises to retard or prevent the growth of mold and mildew. Tenant agrees to be responsible for properly ventilating and dehumidifying the Premises and the contents to retard and prevent mold and mildew and the Owner or its agents shall not be liable for any damage to the Premises or personal property of the Tenant or for any bodily injury caused by mold and mildew.

Tenant must immediately notify Owner of any needed maintenance or repair in writing. Tenant must notify Owner of any water damage within twelve hours of damage.

If damages are such that occupancy can be continued, Owner shall make repairs as needed with reasonable promptness and rents shall not abate during the period of such repairs. If, in Owner's opinion, the Premises are so damaged as to be unfit for occupancy, and Owner elects to make such repairs, the rent provided in this lease will abate during the period of time when the Premises are not fit for occupancy, but in all other respects the terms and provisions hereto shall continue. In the event that the Premises are so damaged or destroyed as to be, in the sole opinion of the Owner, incapable of being satisfactorily repaired, then at the option of Owner, (i) this lease shall terminate and Tenant shall be liable only for rental payments up to the date of such damage or destruction; or (ii) Tenant may be offered a comparable apartment if one is available at that time for the remaining term of this lease.

16. FIRE HAZARDS. The Tenant will not allow any explosives, gasoline, fireworks or other combustible materials to be kept on Premises or permit or do anything, which would increase the rate of insurance upon the Premises.
17. USE OF FACILITIES. Owner sets aside a part of the building and grounds for laundry, parking and recreational facilities for the convenience of the Tenants. Tenants may, at Tenant's sole risk, use said facilities. Tenant assumes all risks of loss or damage to articles or things while in transit to and from said facilities, including any injuries suffered by the Tenant and Tenant's guests. Tenant shall keep or cause to be kept all doors leading from and to the community building closed at all times when not in use. Tenant will not prop open exterior doors or otherwise interfere with or disable, in any manner, any locking device on any exterior door.

All persons shall be properly attired when appearing in the common areas, patios, and any other public spaces in the community, shirts and shoes are required.

18. AUTOMOBILES. Tenants are allowed to have one (1) vehicle parked on the Premises. Tenant must register with the Owner any automobile parked on the Premises. Automobiles must have current license plates, be registered, be insured and be in proper operating condition. Any vehicle located on the property which is not in proper operating condition, will be towed away at the Owners own risk and expense and without prior notice. One (1) additional vehicle, properly registered and insured may be kept with prior permission from the Housing Authority.
19. ALTERATIONS. No holes shall be drilled into walls, woodwork, or floors and no antenna installations, direct satellite systems, additional cable outlets or stringing of wires, or alarm systems, or change of locks or additional locks shall be permitted except by Owner's prior written consent. Tenant will not place or install contact mirrors or contact paper in or on any part of the Premises. Tenant will not remove Owner's fixtures, furniture, and/or furnishings from the Premises for any purpose. Tenant shall be responsible for expenses incurred to repair or replace.
20. ASSIGNMENT OR SUBLETTING. Tenant may not assign this lease or sublet all or part of the Premises.
21. MOVE-OUT NOTICE. Tenant may cancel Tenant's obligation under this Lease by delivering to Owner in writing a notice of Tenant's intention to cancel this Lease by:
 - a. Giving Owner thirty (30) days written notice; and
 - b. Payment of all monies due through the date of termination of this lease.

Tenant's move-out notice will not terminate the lease sooner than the end of the lease term or renewal period. Verbal move-out notice is not sufficient. If Tenant fails to give thirty (30) days written notice or if Tenant moves out without rent being paid in full for the entire lease term or renewal period, Tenant will be liable for all unpaid rent plus an additional cost of breaching the lease in the amount of two (2) full month's rent.

22. NON-PERFORMANCE OR DEFAULT BY TENANT. If Tenant fails to pay rent immediately as required, or if Tenant or an occupant of the Premises engages in criminal activity in or on the Premises, or otherwise or if Tenant fails to comply with any term, condition, obligation, or agreement in this Lease, or the Addendums, or if the representations contained in Tenant's Lease application are incorrect, misleading or untrue, then Owner, may either give Tenant notice to correct such breach or, in the alternative, take immediate action to terminate Tenant's lease in accordance with state law. If Owner elects to give such notice and such violation is not promptly corrected by Tenant in accordance with state law, this Lease will be terminated and Owner will effect Tenant's removal as provided by state law. In any case, Tenant will

be responsible for paying attorney's fees and court costs for the enforcement of this lease, including but not limited to collections for unpaid rent and eviction. If, after Owner notifies Tenant, Tenant fails to pay any unpaid rents or unpaid damages, Owner may report such unpaid charges to the local credit bureau for recordation in Tenant's credit record.

23. DRUG ACTIVITY. Tenant shall not allow or permit controlled dangerous substances (ILLEGAL DRUGS) except those obtained by legal prescriptions, to be on or in the Premises or on the common areas of the building. With respect to this paragraph, Tenant assumes full responsibility for the actions for guests and agrees that Tenant's lack of consent or lack of knowledge of drug possession or activity on behalf of guests while on the Premises shall not constitute a defense to the breach of this paragraph. Nonsmoking will include: tobacco cigarettes, smoking of marijuana, vaping, pipes, cigars, and chewing tobacco.
24. REMEDIES. If Tenant fails to comply with or breach this lease or relevant law, Owner will terminate the lease.
25. FAILURE TO VACATE AFTER NOTICE. If Tenant gives notice to vacate the Premises and fails to completely vacate prior to the expiration of the notice, Tenant shall pay for each day Tenant remains in the Premises, unless prohibited by law, a sum equal to two (2) times the daily market rate for the premises, or the maximum sum as provided for by state law, whichever is less. The daily market rate for the premises shall be calculated by dividing the monthly market rate rent by the number of days in the applicable month.
26. HOLDING OVER. If Tenant fails to deliver all keys and vacate the premises on or before the termination of this Lease, Tenant shall pay for the period of holdover a sum equal to two (2) times the daily market rate for the premises, or the maximum sum as provided for by state law, whichever is less. The daily market rate for the premises shall be calculated by dividing the monthly market rate rent by the number of days in the applicable month.
27. RULES AND REGULATIONS. Tenant and Tenant's guests shall obey all laws and ordinances applicable to the Premises and to engage in no activities in or on the Premises of an illegal nature, purpose or intent. Tenant further agrees that his/her guests shall never be disorderly, boisterous, or unlawful and shall not disturb the rights, comforts and conveniences of other Tenants of the Premises or neighborhood. The Tenant Rules and Regulations Handbook, as revised, is made a part of this lease.
28. REIMBURSEMENT BY TENANT. Except for those conditions caused by the negligence of the Owner or an act of God, Tenant has the duty to pay for repair of the following conditions, among other conditions, that may occur during an initial lease term, renewal term or extension term: (1) damage from wastewater stoppages caused by foreign or improper objects in lines that serve Tenant's dwelling; (2) damage to doors, windows, screens; (3) damage from windows or doors left open; and (4) damage caused by smoke. Such reimbursement shall be due immediately upon demand by Owner. Owner's failure or delay in demanding damage reimbursements, late-payment charges, returned check charges, or other sums due from Tenant, shall not be deemed a waiver thereof, and Owner may demand same at any time, including upon move-out.
29. OWNERS LIABILITY. Owner shall not be liable to Tenant, or Tenant's agents, invitees, or employees, for any damages or losses to person or property caused by other Tenants or persons on the Premises. Tenant agrees to indemnify and hold Owner harmless from and against any and all claims for damages to property or person arising from Tenant's use of the Premises, or from any activity, or work done, permitted or suffered by Tenant in or about the Premises. Owner shall not be liable for personal injury or damage or loss of Tenant's personal property (furniture, jewelry, clothing, etc.) from theft, vandalism, fire, water, rain storms, smoke, explosions, sonic booms or other causes whatsoever, unless the same is due to the negligence of Owner.
30. RENTER'S INSURANCE. It shall be the option of the Tenant to obtain and maintain a Renter's insurance policy, which provides public liability coverage and also provides for the protection of Tenant's personal property. The Housing Authority strongly encourages tenant to obtain renter's insurance.
31. RIGHT OF ENTRY. The Owner may enter the Premises (a) in the case of an emergency; (b) to make necessary or agreed repairs, decorations, alterations or improvements, or for preventative maintenance, pest control, inspection or to supply necessary or agreed services; (c) to exhibit the Premises to prospective Tenants or, workmen and contractors; (d) to exhibit the premises for purposes of promoting the housing program; (e) when the Tenant has abandoned or

surrendered the Premises or to determine if Tenant has abandoned the Premises; or (f) pursuant to court order. Any such entry by Owner shall be after the Owner has given Tenant reasonable notice of intent to enter as defined by applicable local or state law, with entrance during normal operating hours except in the case of an emergency.

32. OWNER'S OBLIGATIONS. Owner agrees to maintain the Premises to comply with the requirements of applicable building, housing and health codes, to make all reasonable repairs (subject to notification by Tenant in writing of the need for such repairs and Tenant's obligation to pay for damages caused by Tenant, or Tenant's guests, invitees or employees), and to comply with all applicable state and local laws. Notwithstanding the foregoing, Owner is not responsible to Tenant for conditions created or caused by the wrongful or negligent act or omission of Tenant, Tenant's agents, invitees, employees, or any other Tenants. Unless authorized by state law, Tenant has no right to abate, withhold, or escrow rental payments.
33. GENERAL. No oral agreements have been entered into with respect to this Lease. This Lease shall not be modified unless by an instrument in writing signed by Tenant and the agent for the Owner. In the event of more than one Tenant, each Tenant is jointly and severally liable for each provision of this Lease. Each Tenant states that he or she is of legal age to enter into a binding Lease for housing. Any member of Tenant's family, guest or a former occupant who has permanently moved out, is (at Owner's option) no longer entitled to occupancy or keys. All obligations hereunder are to be performed in the county and state where the Premises is located.
34. SEVERABILITY. If any clause or provision of this lease is illegal, invalid or unenforceable under present or future laws effective during the term hereof, then it is the intention of the parties hereto that the remainder of this lease shall not be affected thereby, and it is also the intention of the parties to this lease that in lieu of each clause or provision that is illegal, invalid or unenforceable, there be added as a part of this lease a clause or provision as similar in terms to such illegal, invalid or unenforceable clause or provision as may be possible and to be legal, valid and enforceable.
35. TENANT REPRESENTATIVE. The Tenant hereby designates (Name) _____
(Address) _____ (Phone#) _____
as his/her personal representative and authorizes said designee to vacate the leased premises in the event the Tenant becomes ill, incapacitated or disabled for a period of not less than one (1) month or becomes deceased, and the Tenant agrees that all charges in connection with the storage and removal of his/her property be paid by his/her personal representative or his/her estate.
36. COUNTERPARTS. This lease is executed in multiple counterparts, with one copy to be furnished to Tenant and the other copy to be retained by Owner.
37. ADDITIONAL AGREEMENTS. By signing this Lease Tenant acknowledges receipt of the additional agreements attached as addendums listed below and that, except as modified by this lease or an addendum to this lease, Tenant agrees to abide by the policies outlined in each, which policies may be reasonably modified and/or changed at the option of the Owner, and shall be in writing and distributed to all Tenants and will become part of this lease.

- Addendum A – Mold/Mildew Agreement
- Addendum B – Smoke-Free Housing Agreement
- Addendum C – Smoke Detector, Carbon Monoxide, Fire Sprinkler
- Addendum D – Pet Agreement

| | | | |
|--------------------|-------|-------|----------------------------------|
| Apartment Key | _____ | _____ | If key is not returned \$100 fee |
| Community Room Key | _____ | _____ | If key not returned \$5 fee |
| Mailbox Key | _____ | _____ | If key is not returned \$25 fee |

Addendum A – Mold/Mildew Agreement

THIS ADDENDUM IS HEREBY ATTACHED TO AND PART OF THE RESIDENTIAL LEASE DATED AND SIGNED BY THE UNDERSIGNED PARTIES.

Mold. Mold consists of naturally occurring microscopic organisms which reproduce by spores. Mold breaks down and feeds on organic matter in the environment. The mold spores spread through the air and the combination of excessive moisture and organic matter allows for mold growth. Not all, but certain types and amounts of mold can lead to adverse health effects and/or allergic reactions. Reducing moisture and proper housekeeping significantly reduces the chance of mold and mold growth.

Climate Control. Tenant(s) agree to use all air-conditioning and heating systems in a reasonable manner. OWNER RECOMMENDS THAT AIR CONDITIONING BE SET AT OR BELOW 74 DEGREES.

Tenant(s) agree to:

1. Take measures to reduce moisture in the premises. The following is a list of ways to help reduce moisture in a home:
 - a. Use exhaust fans while bathing/showering and leave on for 20 minutes after the bath/shower is complete to remove moisture from the air.
 - b. Wipe down bathroom after bathing/showering to reduce standing water.
 - c. Leave bathroom door and shower curtain open after use to allow the air to flow. Use ceiling fans, if present, to promote air flow.
 - d. Keep the premises properly ventilated by periodically opening windows to allow circulation of fresh air during dry weather only.
 - e. Do not “hang-dry” clothes indoors, as this will increase moisture in the home.
 - f. Regularly empty dehumidifier (if used).

Tenant(s) will report in writing:

1. Visible or suspected mold or mildew, including discoloration of walls, baseboards, doors, window frames, ceilings.
2. Leaky faucets, tubs, and toilets; and loose, missing or failing grout or caulk around tubs, toilets, showers or sinks.
3. Moisture dripping from A/C units.
4. All A/C or heating problems.

Violation of this Addendum. If Tenant(s) fail to comply with this Addendum, Tenant(s) can be held responsible for property damage to the dwelling and any health problems that may result. Noncompliance includes but is not limited to Tenant(s) failure to notify Owner of any mold, mildew or moisture problems immediately in writing. Violation shall be deemed a material violation under the terms of the lease, and owner or agent shall be entitled to exercise all rights and remedies it possesses against Tenant(s) at law or in equity and Tenant(s) shall be liable to Owner for damages sustained to the leased Premises. Tenant(s) shall hold Owner harmless for damage or injury to person or property as a result of Tenant(s) failure to comply with the terms of this addendum.

HOUSING AUTHORITY OF THE TOWN OF LEDYARD, CT.

Owner Representative, Ledyard Housing Authority

Date

Tenant

Date

Addendum B – Smoke-Free Housing Policy Lease Addendum

Tenants and all members of Tenant’s household are parties to a written Lease Agreement with the Ledyard Housing Authority (henceforth known as the Housing Authority). The Addendum states the following additional terms, conditions, and rules are incorporated into the Lease Agreement and supersedes previous versions of the Smoke-Free Housing Policy and any language contrary in the Lease Agreement.

1. Purpose of Policy.

This smoke-free policy is intended to benefit the Housing Authority and all of its tenants, visitors, and staff by mitigating:

- (A) The irritation and known adverse health effects of secondhand smoke;
- (B) The increased maintenance, cleaning, and redecorating costs from smoking;
- (C) The increased risk of fire from smoking; and
- (D) The higher costs of fire insurance for a non-smoke free building.

2. Definitions.

“Smoking” means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated tobacco or plant product intended for inhalation, including hookahs and marijuana, whether natural or synthetic, in any manner or in any form. “Smoking” also includes the use of an electronic smoking device which creates an aerosol or vapor, in any manner or in any form.

“Electronic Smoking Device” means any product containing or delivering nicotine or any other substance intended for human consumption that can be used by a person in any manner for the purpose of inhaling vapor or aerosol from the product. The term includes any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, e-hookah, or vape pen, or under any other product name or descriptor.

3. All Buildings To Be Smoke-Free.

All buildings and grounds will be smoke free effective August 1, 2023. Smoking is prohibited in all apartments, including any associated decks or patios, apartment entryways including, but not limited to: bedroom, hallway, kitchens bathroom, and in the common areas of the Housing Authority buildings including but not limited to: community room, community bathroom, lobby, laundry room, office, maintenance room, shed and gazebo.

4. Smoking on Grounds of the Housing Authority.

Smoking is prohibited anywhere on the grounds, entryways, patios, and yards or on the grounds adjoining housing and office buildings effective August 1, 2023.

5. Applicability of Policy.

This Policy is applicable to all Tenants, Housing Authority employees, visitors, contractors, volunteers, and vendors.

6. Responsibilities of Tenants.

Tenants shall inform their guests and visitors of the smoke-free policy. Further, a Tenant shall promptly give the Housing Authority a written statement of any incident where tobacco or marijuana smoke, or vapor from an electronic cigarette, is migrating into the Tenant’s apartment from sources outside the Tenant’s apartment.

7. Housing Authority to Promote Smoke-Free Policy.

The Housing Authority shall post no-smoking signs in conspicuous places on the grounds and administrative office buildings. In addition, the Housing Authority shall provide copies of this Policy to all Tenants and prospective Tenants.

8. Other Tenants are Third-Party Beneficiaries of the Policy.

Tenant agrees that the other Tenants on the Premises are third-party beneficiaries of the Smoke-Free Housing Policy. A Tenant may bring legal action against another Tenant related to this smoke-free policy, but a Tenant shall not have the right to evict another Tenant. Any legal action between Tenants related to this Policy shall not create a presumption that the Housing Authority breached the Lease.

9. Violations of Policy.

A violation of this smoke-free Policy shall be considered a material breach of the Tenant’s Lease and grounds for enforcement actions, including eviction, by the Housing Authority. A Tenant who violates the Policy shall also be liable to the Housing Authority for the costs of repair to the Tenant’s apartment due to damage from smoke odors or residue.

10. Housing Authority Not Guarantor of Smoke-Free Environment.

The Housing Authority’s adoption of this smoke-free Policy does not make the Housing Authority or any of its officers, employees, or agents, the guarantor of the health of any Tenant or of the smoke-free condition of the portions of its properties in which smoking is prohibited under the Policy. However, the Housing Authority will take reasonable steps to enforce the Policy. The Housing Authority is not required to take steps in response to smoking in violation of this Policy unless the Housing Authority either has actual knowledge of the smoking and the identity of the responsible Tenant or has been given written notice of the smoking.

11. Housing Authority Disclaimer.

The Housing Authority’s adoption of this smoke-free Policy does not in any way change the standard of care that the Housing Authority would have to render buildings and premises designated as smoke-free any safer, more habitable, or improved in terms of air quality standards than any other rental premises. The Housing Authority specifically disclaims any implied or express warranties that the building, common areas, or tenants’ premises will have any higher or improved air quality standards than any other rental property. The Housing Authority cannot and does not warrant or promise that the rental premises or common areas will be free from secondhand smoke or vapor. The Housing Authority’s ability to police, monitor, or enforce the provisions of this Policy is dependent in significant part on voluntary compliance by tenants and their guests/visitors. Tenants with respiratory ailments, allergies, or any other physical or mental condition relating to smoke are put on notice that the Housing Authority does not assume any higher duty of care to enforce this Policy than any other Housing Authority obligation under the Tenants’ Lease Agreement. Action will be taken for non-compliance.

12. Effect on Tenants.

Tenant acknowledges that the Housing Authority retains the right to install devices that have the ability to detect cigar, cigarette or any other tobacco product in any apartment where the tenant is or may be suspected of smoking. Additionally, the Housing Authority has the right to conduct inspections and assessments of apartments with proper notice to the Tenant. Failure to adhere to the Smoke-Free Housing Policy is cause for further legal proceedings up to and including eviction.

13. Waivers.

There will be no waivers.

I have read and been informed about the content of the Smoke-Free Housing Policy Lease Addendum for tenants at Ledyard Housing Authority and I have received a copy of the policy. I understand that if I have questions, at any time, regarding the Smoke-Free Housing Policy Lease Addendum, I can contact the office of the Ledyard Housing Authority.

Owner Representative, Ledyard Housing Authority

Date

Tenant

Date

Addendum C – Smoke Detector, Carbon Monoxide & Fire Sprinkler

In accordance with Connecticut General Statute’s 47a-3f:

This letter is to inform you that your apartment is **NOT** equipped with an automatic fire suppression system.

The Smoke Detector, Carbon Monoxide, Fire Sprinkler Lease Addendum is attached and made part of the Lease Agreement by and between Ledyard Housing Authority and **TENANT NAME** at the premises 60 Kings Hwy Apt **XX**, Gales Ferry, CT 06335 in the Kings Corner Manor apartments.

The tenant understands that the owner’s property insurance does not include or extend to the tenant, tenant’s personal property, or tenant’s guests. Therefore, the owner recommends that the tenant obtain his/her own renter’s insurance coverage against all risk to personal harm and property damage.

1. Acknowledgement of installation of operating Smoke Detector
 - a. Tenants and Occupants acknowledge that Housing Authority has equipped the premises with a smoke detector hard wired to emergency 911. In case of electric outages, the detector has a battery backup. The tenant does not touch detector, if it beeps for low battery, call for maintenance. If you are a smoker and detector is malfunctioning due to smoking inside the apartment you will be billed for a new detector. The cost of the detector is about \$75
2. Acknowledgement of operating Carbon Monoxide Detector
 - a. Tenants and Occupants acknowledge that the Housing Authority has not equipped the premises with an operable Carbon Monoxide Detector.
3. Acknowledgement of operating Fire Sprinkler System
 - a. Tenants and Occupants acknowledge that the Housing Authority has not equipped the premises with an operable Fire Sprinkler System.
4. Acknowledgement of Maintenance Responsibilities
 - a. Tenants and Occupants acknowledge that they are barred from disabling the smoke detector at any time and must promptly report any malfunctions of detector to management.

Owner Representative, Ledyard Housing Authority

Date

Tenant

Date

Addendum D – Pet Agreement

Pets of any type are not allowed on the Premises at Ledyard Housing Authority (LHA) without the approval of the Owner, a pet vaccination or health certificate (whichever applies), a paid \$100.00 Pet Deposit, and an executed Pet Agreement.

By signing this agreement, the Tenant acknowledges the following:

1. Tenant understands that a pet is a major responsibility. Taking care of the pet in a manner that is consistent with Federal and State laws regarding the humane treatment of animals is mandatory. Owner will contact the appropriate authorities if they become aware of any mistreatment of pets.
2. Tenant agrees to provide proof of vaccination every year at lease signing. Failure to vaccinate pet(s) is a violation of this agreement.
3. The limitations on pets are as follows:
 - a. Cats – one indoor per household and cannot exceed 20 pounds
 - b. Birds – two per household
 - c. Fish – tank limited to a 10-gallon capacity
 - d. Dogs – NO DOGS ALLOWED
4. Tenant will keep the pet from causing any annoyance or discomfort to others and to immediately remedy any complaints concerning the pet.
5. Should the Tenant fail to comply with any part of this pet agreement, the Owner reserves the right to revoke permission to keep the pet. In such event, the Tenant agrees to permanently remove the pet from the property within 72 hours of receiving written notice from the Owner.
6. Tenant agrees to accept financial responsibility for the entire amount of any damages or injury to persons or property that may occur because of a pet.
7. Tenant understands that violation of these rules may be grounds for removal of the pet and/or termination of the lease agreement.

HOUSING AUTHORITY OF THE TOWN OF LEDYARD, CT.

Owner Representative, Ledyard Housing Authority

Date

Tenant

Date



Welcome to Kings Corner Manor Town of Ledyard Housing Authority

Tenant Rules & Regulations Handbook

The Ledyard Housing Authority has a Smoke Free Policy

The Ledyard Housing Authority (LHA) retains full authority over all matters concerning the management of Kings Corner Manor (KCM). Read the following information carefully. Thank you for your cooperation and compliance.

Important Telephone Numbers:

Ledyard Housing Authority Office: (860) 464-7365
After Hours Maintenance Emergency/Executive Director: (860) 884-5824 / (860) 464-8966
Ledyard Police or Fire: 911
Ledyard Police/Fire (Non-Emergency): (860) 464-6400
Ledyard Senior Center: (860) 464-0471

Note: Check the Bulletin Boards in the Community Building for important notices

Tenant(s) telephone numbers will be published in the LHA in-house directory unless a tenant requests Management not to publish their number.

Tenant Responsibilities

Lease, Regulations, Rent

The Tenant(s) and members of his/her household, guests and employees of LHA shall comply with all laws and town ordinances affecting the use or occupation of the premises and with all reasonable rules or regulations now or hereafter adopted by LHA for the safety, comfort and welfare of the occupants of Kings Corner Manor.

Your lease is your agreement with the Housing Authority. Please read it carefully and thoroughly so that you understand it. Please adhere to your lease and follow the rules and regulations listed therein. Violations of any provision of the lease or regulations may be cause for eviction. If you have any questions, check with the Housing Authority Office.

The tenant(s) agree to cooperate with Management in all Landlord-Tenant related matters and tenant(s) agree not to interfere with the management of the development. Cooperation includes, but is not limited to, signing all forms in the time frame required which relate to eligibility and continued residency, appearing at the scheduled time for interviews, re-certifications and other housing related appointments and answering all questions that are related to eligibility determination. Tenant represents that all the information contained in his/her/their application and subsequent income/financial statements is true. Failure to cooperate with Management shall be considered material noncompliance with the lease and is grounds for termination of assistance or termination of the lease. Improper behavior to other tenant(s) or staff, such as abusive or threatening language or actions, is not permitted.



The Director or a LHA representative shall have the right to enter the tenant(s) apartment during all reasonable hours to inspect the same and/or make such repairs, additions or alterations as may be deemed necessary for the preservation thereof. Notice will be provided except in an emergency situation. Tenant will cooperate with the Housing Authority's reasonable efforts and procedures for safe and effective repairs, renovations, insect/pest control procedures, including but not limited to following reasonable instructions of the Housing Authority regarding preparation of the apartment for such repairs, renovations and procedures (for example removing all items from areas to be worked on, placing all food in the refrigerator or removing it temporarily from the apartment, cleaning the areas to be worked on, etc.), and vacating the apartment temporarily to allow such work to be done safely, provided at least 48 hours advance notice is given. An annual inspection of each dwelling will be conducted by the Director or a representative of the LHA. These inspections will be scheduled with reasonable notice and by appointment in advance of the inspection. Tenant will be notified of any conditions, fixtures, alterations or additions to the premises which are in violation of the tenant's lease or of these Rules and Regulations and will be required to remove or correct any such conditions or violations within 10 days of such notice.

If the tenant fails to or refuses to allow personnel or contractors hired on behalf of the Housing Authority into the apartment for repairs, renovation or insect/pest control, including inspections or if the tenant refuses to vacate the apartment temporarily so that such work can be done without reasonable risk to the tenant(s) health or safety the tenant shall be liable for charges assessed against the Housing Authority.

The Housing Authority shall have the right, in accordance with State law, to dispose of any personal property left on premises, or in the project, by the tenant after tenant vacates the premises or otherwise abandons the premises. The tenant shall be deemed to have abandoned the apartment when you have vacated the apartment without notice to the Housing Authority and you do not intend to return, which intention may be evidenced by removal by you or an agent of substantially all of your possessions and personal effects for the apartment or for nonpayment of rent for more than two months.

The tenant designates (Name) _____ (Phone) _____ as his/her personal representative and authorizes this representative to vacate the apartment and remove the property of the tenant from said apartment if the tenant becomes ill, incapacitated or disabled for a period of not less than one month or becomes deceased. The tenant agrees that all charges in connection with the storage and removal of his/her property be paid by his/her personal representative or his/her estate.

You pay rent on the day you sign your lease and on or before the 10th of every month thereafter. (Rent for new tenants will be pro-rated, monthly rent divided by days of the month not occupied; if tenant does not move in by the 1st.) Rental payments can be made at Centreville Bank, the Housing Office located in the Community Building by check or money order, electronic payments are appreciated and **cash will only be accepted with prior LHA Approval.** Rent is due on the 1st of the month and should be paid no later than the 10th of the month. Your rental payment is to be made out to the Ledyard Housing Authority. A late fee of \$25.00 will be assessed for any rental payment received after the 10th day of the month. The Owner may terminate the lease if Tenant is chronically late with rent payments. Chronic late payment is defined as accruing three (3) late fees within any twelve (12) month period.

Any criminal offense under the law committed by a tenant or a tenants' guest(s), which impairs the physical and/or social environment, occurring on the properties of LHA, shall be cause for management to immediately implement the eviction procedure. In addition, when any tenant is incarcerated for any

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criminal act deemed to be of a potentially threatening nature to the community shall be cause for Management to begin legal action for eviction.

You have been assigned an apartment. Roomers, boarders and lodgers **are not allowed**. Apartments may not be sublet. Tenant will not allow anyone not listed in the Dwelling Lease, to use his/her unit when tenant is not on premises nor allow anyone to use his/her address for the receipt of mail.

Tenant is responsible for the actions of friends/relatives/visitors while they are on premises. Guests and visitors are expected to follow all rules and regulations. Tenant is responsible for informing friends/relatives/visitors and guests of the rules and regulations. Any violation of the rules as stated in the Lease and any addendum to Lease, by such visitors, friends, relatives, etc., with or without tenant's permission, will be considered as material non-compliant and tenant accepts responsibility whether or not tenant is on the premises at the time of such violations. All guests should be informed not to park in areas designated for tenants unless picking up or dropping off. Visitors must park in designated Visitor Parking Spots/Visitor Parking Area.

Overnight Guests: All Lessee's guests or visitors who remain within the premises for a period in excess of forty-eight (48) hours should register with the Management Office. If overnight guests become an issue Ledyard Housing Authority reserves the right to address this on a case by case basis, including denial of visitation. All overnight visitors must have their own separate legal residence.

Handicap Accessible Apartments: When an accessible apartment becomes vacant, before offering such apartment to a non-disabled applicant Ledyard Housing Authority must offer such apartments: First to a current tenant of another apartment who has a disability that requires the special features of the vacant apartment and is occupying an apartment not having such features, or if no such occupants exist then: Second to an eligible qualified applicant on the waiting list having a disability that requires the special features of the vacant apartment.

Sidewalks and entry areas shall not be obstructed, nor used for any purpose other than ingress and egress to and from the dwelling.

Tenants

You are not allowed to make physical alterations to your apartment. All alterations, repairs and painting will be conducted by the Ledyard Housing Authority. Tenants are not allowed to install additional or different locks or gates on any door or window of the apartment without written consent of the Housing Authority.

You must immediately report to the appropriate health authority (Ledge Light Health District (860) 448-4882) any case of serious infectious or contagious disease occurring on the premises, such as COVID 19.

We are a neighborhood that looks out for each other. If you will be gone more than 7 days, you must notify the office. This notification is needed in case of an emergency.

You will not play loud music/TV or disturb other tenants after 10pm.

If you have an issue with another neighbor, please try to resolve any issues one on one. If there is a belief that laws are being broken, any tenant's recourse is to go to law enforcement officials. The housing authority should not be involved in neighbor disputes unless you believe that the housing authority rules, regulations & policies are not being followed.

All concerns must be submitted in writing to the office, the Tenant Concern Form is available in the community building.

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Adopted 7/6/2021 Updated 8/1/2023

The laundry room is for exclusive use of the Kings Corner Manor tenants. Monday – Friday from 8am-4pm there is a sign up for laundry. All other times are first come first serve to use the machines.

Effective August 1, 2023 all buildings, administrative offices and grounds of the Ledyard Housing Authority are smoke free

Inside the Apartment

1. In the event of a fire, the Fire Alarm in your unit will directly contact Emergency Services. In the event of a medical emergency, pull the emergency cord in the bedroom or bathroom or call 911. The emergency cord notifies Emergency Services. If you pull the cord by mistake, immediately call 860-464-6400 to tell them it was a mistake, then call the Director so that the system can be reset. During office hours 860-464-7365 after hours 860-884-5824.
2. The Ledyard Housing Authority does not insure nor is liable for personal property damage. All tenants are strongly encouraged to obtain Renter's Insurance coverage through a private insurance company. The Housing Authority shall not be responsible for articles left with an employee.
3. Tenant has examined and accepted the premises. Within 72 hours after move-in, Tenant shall report in writing any defects or damages to the Owner. Defects and damages not reported to Owner shall be presumed to have first occurred during Tenant's occupancy of the Premises. Tenant shall keep the apartment clean, sanitary and free of pests and to report the presence of the same immediately upon discovery to the Housing Authority. Do not accumulate trash, papers, rags, boxes, etc. in the apartment, this is a fire hazard. The Ledyard Housing Authority inspects apartments annually but may inspect more often with a minimum of 48-hour notice. Any violations are subject to fees for replacement and/or repair.
4. Exits must be kept clear for ease of entry for both tenants and emergency personnel.
5. The tenant must immediately report to the Office any damage to water pipes, toilets, drains or fixtures, electric wires or fixtures or other property of the Landlord and all breakage damage, or loss of any kind. If you experience a maintenance issue, requiring immediate attention when the Office (860)464-7365 is closed, please contact the Director (860) 884-5824 / (860)464-8966. Personal injury, no matter how minor, must be promptly reported
6. Tenants may not disconnect smoke detectors, remove batteries where applicable or cover detectors at any time. If a detector malfunctions or fails to operate, please notify the Office immediately. Anyone who removes, turns off or tampers in any way with the Fire Alarm/Call for Aid System will be in non-compliance of their lease and legal action can be taken.
7. Tenants shall take care to prevent fires. Do not keep flammable materials, such as (gasoline, diesel, propane, kerosene or any other type of fuel) in your apartment. You may also not store any vehicle or machinery i.e., motorcycle, moped, four-runner, boat motor, lawn mower, or gas engines of any type in your apartment. This is a fire hazard. The tenant will not use any method of heating other than that supplied by the landlord, the use of space heaters/gas portable generators are not allowed.
8. The burning of candles is not permitted in any part of the apartment.
9. Tenants are not permitted to display or use any firearms, BB guns, pellet guns, slingshots, or other weapons (toy or otherwise) on the premises.



10. Tenants shall abide by the directions of the LHA or its designee for the proper operations of heat, ventilation and air-conditioning.
11. Only the customary bed and furniture are permitted. No water beds or gel beds, portable washing machines, portable dishwashers or any similar type of furniture are permitted.
12. One (1) common indoor house cat is allowed per household. Two (2) birds of small common household type are allowed per household. Fish, tropical/goldfish that can be restrained in one tank with a capacity not to exceed 10 gallons allowed per household. No dogs allowed. Tenant shall take adequate precautions to eliminate any pet odor within the apartment and maintain sanitary conditions at all times. Tenants must be able to take care of the pet, if it is determined that adequate care is no longer possible the owner must relinquish the right to keep the pet/move out of the apartment. If any insect manifestations in the pet owner's apartment/adjacent apartment occur the pet owner will bear all financial responsibility to correct the issue. At the time of occupancy, management should be advised about your cat, bird or fish. Your cat must be spayed/neutered and have rabies' shots and any required vaccinations at the time of occupancy with proof provided. This also applies to existing tenants who get a new cat during occupancy. Cat Deposit Fee: A deposit of \$100.00 is required. The Housing Authority will make payment arrangements, if needed.
 - a. The pet owner will be informed in writing of any alleged violation of the Pet Policy and given 30 days to correct the violation.
 Visiting pets must be leashed, waste disposed of appropriately and may not stay overnight.
13. Do not discard garbage, paper towels, flushable wipes or other objects in to the toilets. Overflows are inconvenient, unsanitary and cause damage to our facilities. Do not use deodorant blocks that hang on the lip of the bowl, they can be bumped into the bowl and may cause a blockage. If this happens, you will be charged for the repair.
14. Only proper picture hanger fasteners are to be used on interior walls. Televisions are not allowed to be mounted to the wall unless advanced prior approval is given by LHA. No tacks, nails or other fasteners/cement shall be used in laying carpets/rugs/linoleum. No tacks, nails or other fasteners shall be used in kitchen cabinets, counters, tops, backsplashes or doors.

Outside the Apartment

15. Seed, suet and hummingbird bird feeders are permitted. Never feed wild or stray domestic animals. Do not leave bread or any other food item(s) out for the health and safety of all tenants. Effective August 1, 2023 no window feeders will be allowed. There will be a fee for non-compliance.
16. All trash, garbage and other waste, shall be bagged and disposed of in a clean/safe manner and immediately deposited in the appropriate receptacle(s) as provided by LHA. Individual trash and garbage containers are not permitted in public, outside the buildings. Bulk trash is the responsibility of the tenant. Items such as furniture, televisions, etc must be properly disposed of within 5 days. You can contact: Willimantic Waste (860) 423-4527 bulk pickup is \$150 + \$50 per item picked up. Items can be taken to the Ledyard Transfer Station located at 889 Colonel Ledyard Hwy in Ledyard, fees may apply.
17. Tenants are obligated to comply with all local recycling laws. Recyclables are not to be bagged when disposed of.
18. One weatherproof horizontal/vertical plastic storage shed is permitted, but the size and location must be approved in advance by LHA. If advanced approval is not obtained and the shed is deemed too large it must be removed immediately.

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Adopted 7/6/2021 Updated 8/1/2023

19. Tenants will abide by all rules pertaining to the community building, such as hours of operations for laundry room, kitchen and community room. No unaccompanied guest(s) may be in the community building without permission.
20. The tenant shall not carry on any business whatsoever. No signs, notices or advertising are permitted on any part of the apartment or building. No equipment, furniture, tools or any other objects are to be attached to the exterior of the buildings.
21. Exterior grounds and any public area within the development shall be kept neat and free of debris of unsightly accumulation. Any personal property (including furniture, doormats, flower pots, ornamental figures or any other object) shall not be placed in a manner to disrupt the maintenance procedures: i.e., lawn mowing and snow removal or access to your neighbor. LHA is not responsible for damages due to the tenants' negligence during maintenance procedures, or by other person(s) or acts of nature. This does not include insurance claims. LHA provides lawn maintenance and snow removal therefore tenants may not use electric/gas powered equipment on the premises.
22. Tenants may plant/maintain a small flower garden in the front of their apartment no more than 30" away from the foundation, plants and shrubs should not be in contact with the building. The tenant must maintain the flower bed/plantings to ensure that they are free of weeds and overgrowth in a defined area. A community garden is located at the Community Building.
23. Tenants and guests will be properly attired when in common areas shirts & shoes required.
24. Tenants are allowed to have a gas grill with a propane tank/charcoal grill, however, when the grill is ignited/during cooking, the grill must be 10 feet from the building. Also, keep in mind that they should be placed so that smoke does not blow into another tenant's apartment that may cause another tenant distress or activate the fire alarm. Fire Pits and open flame citronella candles/torches are not allowed.

Vehicle Policy

25. The Tenant will be assigned ONE reserved parking space. One vehicle per tenant is allowed. One (1) additional vehicle, properly registered and insured may be kept onsite with prior permission from LHA. At admission and recertification, tenants must show proof of ownership, insurance and registration in the State of Connecticut. The owner of any unused and/or unregistered vehicle will be given notice to remove the vehicle from the premises or the vehicle will be towed/stored at the owner's expense. No mopeds, boats, campers, camp trailers, tractors, trailers, utility trailers, RV's, all-terrain vehicles or other machinery are allowed on the property. Overnight parking will be limited to tenants and authorized visitors. Driving or parking on the lawn is expressly forbidden.
26. The vehicle must be kept in proper repair. Watch for leaks from your car. Damages arising from leaks will be charged to the tenant.
27. Auto repairs are not allowed on the premises (i.e. oil changes, tune-ups, radio installations, etc.) The washing of automobiles is not allowed on the premises. Tenants shall not waste, nor unreasonably use water.
28. Tenants are responsible for moving their cars during snowstorms to the visitor spaces or area advised by Management. Tenants are also responsible for cleaning snow or ice from their vehicle. If you are going away during the winter, LHA management will advise you where to park your car as to not hamper clean-up after winter storms.



29. If you are unable to clean or move your car per the Inclement Weather Policy, you must make arrangements with another tenant or family member in order to abide by the policy.

Smoking

30. August 1, 2023 there will be no smoking anywhere on property. Smoking is prohibited in all apartments, including any associated decks or patios, apartment entryways including, but not limited to: bedroom, hallway, kitchens bathroom, and in the common areas of the LHA buildings including but not limited to: community room, community bathroom, lobby, laundry room, office, maintenance room, shed and gazebo.
31. Smoking is prohibited anywhere on the grounds, entryways, patios, and yards or on the grounds adjoining housing and office buildings.
32. For the first lease violation of the Smoke-Free Housing Policy, a tenant will receive a Lease Violation and Notice to Cure Violation. For the second violation of the Smoke-Free Housing Policy, the tenant will receive a Lease Violation and Notice to Cure Violation and a \$100.00 fine. For the third violation the tenant will receive a Lease Violation and Notice to Cure Violation and a \$250.00 fine and be subject to eviction. The fourth violation will be eviction. Additionally, staff will schedule an inspection with a third-party contractor to assess the apartment for damages from smoke odors and/or residue. The tenant will be liable to LHA for the costs of the estimate and the repairs to the apartment due to damage from smoke odors and/or residue. Further violations will make the tenant subject to eviction.

Vacating the Apartment

33. A 30-day written notice is required in the event a tenant chooses to vacate the apartment.
34. Any notice given after the first day of the month does not begin until the first of the following month. Example: When a notice is given on March 10th, the 30-day notice begins April 1st and will take effect on May 1st. (April's rent must be paid).
35. Clean the apartment thoroughly, including appliances before turning in your keys. You will be charged rent until your apartment has been inspected and your keys returned.

Fees

36. Late Fee for rent: A late fee of \$25.00 will be assessed for any rental payment received after the 10th day of the month.
37. Insufficient funds charge: A fee of \$25.00 will be assessed for any returned check.
38. Lockout Fee: If you are locked out of your apartment more than once, during nonworking hours and the Director or maintenance has to be called, you will be assessed a fee of \$20.00.
39. Lock Change Fee: If you request that your locks be changed for any reason, you will be assessed a \$100.00 fee for parts and labor.
40. Cat Deposit Fee: A deposit of \$100.00 is required. LHA will make payment arrangements, if needed.
41. Damage Fees: Any damage caused by the tenant will result in a fee based on materials and labor costs.



42. Community Room Rental Fee: When reserving the Community Room for parties, a \$50.00 deposit will be required. If the Community Room is left clean and in its original condition, the deposit will be refunded. If there are any damages and the LHA cost exceeds the \$50.00 deposit, the tenant will be assessed a fee for materials and labor costs payable immediately, or the tenant will be subject to legal action.
43. Apartment Transfer Fee: If you request an apartment transfer, you will be charged a fee of \$300.00, the transfer is at the discretion of the Executive Director of LHA.
44. Key Fees: If your apartment keys are not returned you will be charged a \$100 fee, if your community room key is not returned you will be charged a \$5 fee & if your mailbox key is not returned you will be charged a \$25 fee.
45. Stove reflector pans: \$5.00 small / \$8.00 large
46. Mini Blind Replacement, when damaged by tenant: replacement cost of the blind.
47. Refrigerator/Stove/Storm-Screen door repair/replacement due to tenant damage – retail replacement costs.
48. Heat pump & heat pump remote due to damage/loss – retail cost/installation
49. Cleaning charges for occupied/vacant units:
 - \$25.00 per hour
 - \$125.00 per dump truck load
 - \$20.00 per disposal of 1 mattress/1 box spring
 - \$25.00 per disposal of 1 air conditioner
50. Legal Charges - Tenant is responsible for all legal fees as stated in the lease

| | | |
|-----------------------------|-------|--|
| KAPPA | \$125 | |
| Notice to Quit | | \$100 |
| Summons & Complaint | \$125 | |
| Each Additional Count | \$50 | |
| More than one defendant | \$50 | |
| Court Entry | | \$175 |
| Reply to Special Defense | \$125 | |
| Motion to Default | | \$125 |
| Execution | | \$125 |
| Court Appearance | | \$200 |
| Affidavit of Non-Compliance | | \$125 |
| Marshal Fees | | In accordance with CT General Statute 52-261 |
51. All fees are subject to change upon notice from the Housing Authority.

Management may terminate this lease for serious or repeated violations or material non-compliance to the terms of the lease such as failure to fulfill the tenant obligations set forth in your lease or for other good cause or any felony. Such violations of material terms or felony shall include but not be limited to:

- A. The unlawful use, sale or possession of drugs or drug paraphernalia in the apartment and/or seizure of drugs in the apartment by a Law Enforcement Officer.
- B. Conviction of any person(s) for felony or Drug-Free Housing Policy, of a crime related to illegal use, possession or trafficking of drugs while on the premises or within 1,000 feet of a school. (Premises



- include individual apartments, public areas, grounds, and facilities held out for use by tenants, generally throughout the development).
- C. Conviction of any sexual offense.
 - D. Conviction of any serious injury to any person.
 - E. Conviction of any death to any person.
 - F. A fire or damage to the property resulting from carelessness, negligence, or unattended cooking (any fire directly caused by action(s) of tenant(s)).
 - G. Harboring person(s) wanted by any Law Enforcement Officials for criminal acts, which would be deemed to be of a potentially threatening nature to the community.

If a tenant receives three (3) or more Lease Violation and Notice to Cure Violation for violations of any sections of these policies it shall be considered a substantial disregard of said policies and an eviction warning will be issued.

I have read and have been informed about the Rules & Regulations for tenants at Ledyard Housing Authority and I have received a copy of the Rules & Regulations.

Tenant Signature

Date

Tenant Printed Name



Town of Ledyard Guide to Recycling (NO TRASH)

ACCEPTABLE ITEMS



COMMON MISTAKES



RECYCLING INFORMATION

The Town of Ledyard has a recycling program. Recycling is collected every other week.

Acceptable Materials & Preparation

FOOD & BEVERAGE

Aluminum Beverage Containers Examples: Soda & Beer cans

- Rinse clean
- Do not flatten or crush cans
- Self-opening attached tabs acceptable

Aluminum Foil Examples: Aluminum foil wrap, take-out aluminum foil food containers

- Rinse clean
- Fold flat
- Free of other materials

Aseptic Packaging Examples: Milk & Juice cartons, small single-serve milk & juice boxes

- Up to 3 liters or 1 gallon in size
- Remove straws & plastic spout caps
- Do not flatten or crush cartons

Glass Food & Drink Examples: Soda, liquor, wine & juice bottles, jelly jars

- Clear, brown & green bottles
- Rinse clean
- Place lids, caps, broken glass or dishes with refuse
- Labels need not be removed

Metal Food & Drink Examples: Soup, vegetable, juice, cookie tins, pet food cans, kitchen spray cans, bulk size vegetable containers



- Rinse clean
- Clean metal lids acceptable
- No. 10 size cans acceptable
- Empty aerosol cans previously containing non-hazardous substances.

PLASTIC

Plastic Containers – Pet & HDPE (Coded with “1” or “2” on the bottom)

Examples: Water Bottles, soda, juice, dish detergent bottles

- Rinse clean
- Containers previously containing hazardous materials are not unacceptable (no empty motor oil containers)
- Discard caps & lids in refuse
- Labels & neck rings need not be removed

PAPER

Office Paper (Not Shredded)

Examples: White & colored paper, note pad paper (no backing), loose leaf, computer paper (continuous-form perforated white bond or green-bar paper)

Junk Mail (Not Shredded)

Examples: Catalogs, flyers, brochures, envelopes & envelopes with windows

- Tie securely with string or place in brown paper bag (**plastic bags are unacceptable**).
- No need to separate junk mail from newspapers.

BOXBOARD & CARDBOARD

Boxboard Examples: Cereal boxes, cracker boxes, shoe boxes, beer cartons, & six-pack holders

- Dry food & cereal boxes must have inside bag removed.
- Wax or plastic coating not acceptable
- Boxboard contaminated by food not acceptable

Corrugated Cardboard Examples: Kraft paper shipping boxes in all sizes

- Cut/fold to a max size of 18” x 12”
- No Asian cardboard (wax or plastic coating)

ADDITIONAL RECYCLING

Clothing/Shoes

- “Kiducation” containers are located in the parking lot at the corner of Christy Hill and Route 12, the Gales Ferry Commons at 1649 Route 12 and CVS in Gales Ferry 1657 Route 12. There are also containers at the Groton Square Shopping Center at 222 Route 12, Stop & Shop overflow parking lot.

Electronics

- Televisions, VCR’s, computer equipment, etc. may now be recycled. Collection container is located at the Ledyard Transfer Station.

Miscellaneous

- Ledyard Transfer Station – Car batteries, Ni-cad cell phone batteries
- Staples – Cell phones, ink and toner cartridges

Ledyard Transfer Station
 889 Colonel Ledyard Hwy
 Ledyard, CT 06339
 (860)464-9227
 Hours: Tuesday/Wednesday/Saturday 9:00am – 3:30pm



Roxanne Maher

From: Roxanne Maher
Sent: Wednesday, August 16, 2023 2:56 PM
To: Town Council Group
Subject: FW: Ledyard senior housing

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

From: Naomi Rodriguez <NaomiR@ledyardct.org>
Sent: Wednesday, August 16, 2023 2:43 PM
To: Roxanne Maher <council@ledyardct.org>
Cc: Naomi Rodriguez <NaomiR@ledyardct.org>
Subject: Fw: Ledyard senior housing

Hi Roxanne,

This letter was sent to me last month by Susan Lupiensi and now she would like her letter to be sent to the whole Town Council. Thank you for your time.

Respectfully,

Naomi Rodriguez

From: Susan E. Lupiensi <slupiensi@gmail.com>
Sent: Friday, July 7, 2023 10:58 PM
To: Naomi Rodriguez <NaomiR@ledyardct.org>
Subject: Ledyard senior housing

[You don't often get email from slupienski@gmail.com. Learn why this is important at <https://aka.ms/LearnAboutSenderIdentification>]

Hello Naomi,

My name is Susan Lupienski and I met you yesterday at the meeting in Senior housing last night. I was the woman in a wheelchair with my dog Pebbles.

First of all I would like to thank you for taking an interest in our well-being through these trying times we are subjected to. Most of the residents here have been making phone calls and sending emails to anyone we can think of looking for help on our behalf since the new director Colleen took over. We all realized very quickly that she has never had any experience in the field for which she was hired. We want to know how one person with no experience who is constantly violating our rights as tenants and constantly changing the rules and regulations that affect us all in such negative ways continuously keeps getting away with it?

I have been a resident here for 23 years and I have seen board members with such big egos come and go here. This is by far the worse board yet. Not one of them even knew the Roberts Rules of Order. They didn't even know what their rules were as far as serving on a town committee as board members and the rules they did know they were just ignored.

Quick example: 2 board members talking to each other privately on the phone or meeting up for coffee. Voting in our tenant commissioner themselves instead of the tenants voting them in. Our Director having a personal relationship with our tenant commissioner so she can get them to vote on a matter in her favor instead of the tenants she is supposed to be representing. Putting up cameras saying they are for security purposes but actually using them to see what we are doing and with whom we are doing it with. She has an arrangement where our tenant commissioner, Dana (apt. 10) will call or text Colleen to let her know who has a visitor and what they are doing. Then Colleen will check the cameras on her cellphone to see what is going on with the tenants and the visitors.

Colleen has also told Charlie (the president of the board) that if he does not follow her lead and vote yes for her new rules she will quit. A few of us tenants have heard her tell Charlie that on several occasions. Like her wanting to change the smoking policy again. A few years ago housing tried to go non-smoking but because we are not run by the State, HUD, the Town nor the Government the attorney that was brought in was explained how nobody owns this and they never received a notice by the state, town or government that we have to be a smoke-free facility. He informed us and the board that the board could not vote or make a property they don't own non-smoking. He said otherwise it would be based on a bias opinion of a board member. Especially if none of the board members are not smokers. He said it would be an unfair vote and we would be discriminated against. However because we were going to be getting renovations done in the near future we agreed on not smoking in our apartments instead of fighting on this matter. So Charlie and Tom (vice president) talked it over with us smokers and told us we could smoke anywhere outside as long as it doesn't bother neighbors. If it did we would just move to another location. I never smoked in my apartment so that wasn't a hard transition for me but for others it was very difficult but we all honored our agreement but one tenant.

The Colleen was hired as the new Director. She immediately put the cameras up even though we never had any issues with break-ins. She even put a camera in our community room. That room is supposed to be for us. The 2nd thing she did was raise our rents and change the base rent which double my rent in one year and tripled it by the 2nd year. The 3rd thing she did was assign us two designated smoking areas even though the board had an arrangement with us. That is when she started threatening Charlie she will quit if he doesn't support her rule changes. However we all decided not to fight that and just smoke in the smoking areas provided to us. Now she decided to make us smoke off grounds and make this property non-smoking. She completely misinformed the board and told them that all senior housing in CT are going smoke-free and it will be cheaper on the insurances. Which is not true. Yes most senior housing went non-smoking inside their units but they provide smoking areas in covered safe places on the property.

That day, the three board members that voted were three non-smokers, and our tenant commissioner did not vote on our behalf so as of August 1 all the seniors and handicapped has to go onto Kings Highway and have a cigarette. There are no street lights, no curbs to get up off the street. Not to mention the cars flying through that stop sign, and not all the smokers can make it that far. What about in bad weather, I can't take my electric wheelchair down that far in the rain or the 4-6 residents that use walkers to get around. Also the amount of vehicles and big trucks we have coming and going up and down our road and parking lots. Somebody is bound to get hit.

Plus, why would they take our smoking away during all this chaos going on doing the renovations? We are dealing with unpredictable unreasonable changes and the noise levels are through the roof every day from 8 to 5 with no end in sight. It is causing so much stress on all of us. We need to have stress relievers and for us smoking is our pacifier.

As a handicap individual life is already hard enough just to go out in the world and the last thing you want is to be more stressed and incredibly unhappy with such rules that have been extremely controlling for us.

We need help. We need someone to finally hear us and be our advocate and let others know whats really going on here. For now I would like to keep me anonymous untilFor now I would like to keep me anonymous until the time is needed. I have so much more to share and the proof to back it up. I'm not sure what you can do for us but I let the residents know that I would reach out to you and ask you to help us in anyway you can. The smoking issue is such a safety issue and not because it's just the things I mentioned but also the wildlife we have walking around here especially at night. People are going to get hurt and I'm afraid for that.

Thank you for your time,

Susan Lupiensi, 60 King Highway, Apt. 2 Gales Ferry, CT
860-941-9601

Sent from Susan Lupiensi's iPhone

Roxanne Maher

From: Roxanne Maher
Sent: Tuesday, September 12, 2023 2:26 PM
To: Town Council Group
Subject: FW: Safety - Eleanor Murray Kings Corner Manor

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

From: Fred Allyn, III <mayor@ledyardct.org>
Sent: Tuesday, September 12, 2023 2:20 PM
To: Kristen Chapman <mayoral.asst@ledyardct.org>
Cc: Roxanne Maher <council@ledyardct.org>
Subject: FW: Safety

For Council correspondence.

Fred B. Allyn III



Mayor, Town of Ledyard, CT
741 Colonel Ledyard Hwy.
Ledyard, CT 06339
Tel (860) 464-3221
www.ledyardct.org

NOTICE* Effective June 11, 2018
Town Hall hours are 7:30AM-4:45PM Mon-Thurs
CLOSED FRIDAYS

From: Eleanor Murray <eleanor.murray06@gmail.com>
Sent: Monday, September 11, 2023 8:51 PM
To: Fred Allyn, III <mayor@ledyardct.org>
Subject: Safety

Hurricane Lee may get close enough Sept 13-15 to cause wind damage and power outages.

Imagine for a moment power is out, your wheelchair won't charge and you are a double amputee living in Ledyard Housing Authority without a generator you wanted to buy yourself but COLLEEN SAID NO!

Also NO to people there with 40 lb oxygenators

Oh well. Colleen and the Board will be home and safe

Mayor: it is only a matter of time before one or another of Colleen's poor judgments causes irreparable harm to somebody.

Please intercede. Help her stop the domination and unstoppable harassment of these senior and disabled folks. The hypocrisy of her membership in the Rotary is outrageous as they say they serve the people. A tour here is in order.

The ADA is likely to be the first investigations to happen. They won't be the last. Withholding services from the disabled for reporting ADA issues compounds the violations.

AN ORDINANCE
ESTABLISHING A HOUSING AUTHORITY
AND PAYMENT IN LIEU OF TAXES AGREEMENT
FOR THE TOWN OF LEDYARD

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

Section 1. Purpose

The purpose of this “*Ordinance Establishing a Housing Authority for the Town of Ledyard*” is to codify, update and facilitate the “*Resolution Re: Activation of a Housing Authority*” adopted by the Town Council on February 22, 1978; pursuant to the provisions of Connecticut General Statutes Chapter 128 Sections 8-40 and 8-41.

Section 2. Authority

The Housing Authority shall constitute a public body corporate and politic, exercising public powers and having all the powers necessary or convenient to carry out the purposes and provisions of Chapter 128 of the Connecticut General Statutes, including other enumerated powers granted by any provision of the General Statutes.

The Housing Authority shall promote, preserve and oversee the operation, management and maintenance of their housing complexes within the Town of Ledyard designed for the elderly and disabled, who have qualified under the low income provisions as defined by HUD in the New London-Norwich region.

Section 3. Membership

The Housing Authority shall consist of five (5) members appointed by the Town Council who are electors of the town, each of whom shall serve for a term of five (5) 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.

As the terms of the current members expire, the Town Council will reappoint them, or appoint a successor, each of whom shall serve a term of five (5) years.

At least one member of the Authority shall be a tenant who lives in the housing owned or managed by such Authority and has resided in such housing for more than one (1) year. This member shall not have the authority to vote on any matter concerning the establishment or revision of the rents to be charged in any housing owned or managed by such Authority.

Members shall serve without compensation but may be reimbursed for expenses incurred in the furtherance of business of the Housing Authority.

No member of the Authority shall hold any elected public office in the municipality for which the Authority is created.

A Certificate of Appointment or Reappointment shall be filed with the Town Clerk.

Appointment of terms shall be established such that not more than one of the appointed members' terms shall expire in the same calendar year; in accordance with CGS Section 8-41.

The Town Council may remove members for cause and fill the vacancy per Chapter IV, Section 9 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 Housing Authority who is absent from three (3) consecutive regular meetings and any intervening duly called special meetings shall be considered to have resigned from the Housing authority. The vacancy shall be filled as herein before provided. Additionally, the Housing Authority 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 Authority to notify the Town Council when a member has not properly performed his duties. The provisions of C.G.S § 8-43 shall apply to any removal proceedings.

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

A quorum shall consist of three (3) members.

Section 4. Duties and Responsibilities

In addition to the powers and authority provided in CGS Chapter 128, the Housing Authority shall have the following duties and responsibilities:

- A. To establish polices for the operations, management and maintenance of housing complexes under the control of the Housing Authority designed for the elderly and disabled who have qualified under the low income provisions as defined by HUD in the New London-Norwich region.
- B. To develop, prepare and adopt an annual budget to provide for the operations, services, activities and work to be accomplished at the housing complexes under the control of the Housing Authority during the ensuing year.
- C. To review an account designated for “*Retained Earnings Appropriated for Repairs, Maintenance and Replacements*”.
- D. To annually designate an independent public accountant or a firm of independent public accountants to audit the books and accounts of the Housing Authority.
- E. To annually review, revise and adopt Bylaws of the Housing Authority.
- F. To engage such employees as necessary to carry out said purposes within the budgetary limits of said Housing Authority.
- G. To communicate on a regular basis with the Town Council Liaison and other persons or agencies that advocate for the elderly or disabled persons relative to federal, state, local, private programs and regulations that affect housing complexes designed for the elderly or disabled.
- H. To accept gifts or other monetary donations, including real or personal property, for the improvement or welfare of the tenants and/or housing complex to which the gift was given, upon the approval of the Housing Authority.

Section 5. Spending Funds

The Housing Authority may expend such funds in accordance with their approved annual budget, and may make special appropriations from time to time to carry out its purposes, as approved by the Housing Authority.

Section 6. Payment In Lieu of Taxes

In accordance with CGS § 8-58 the property of an Authority, any Agency or instrumentality designated or appointed by an authority shall be exempt from all local and municipal taxes. A municipality may fix a sum, that shall be Payment in Lieu of Taxes (PILOT) and paid to the Town annually by the Housing Authority.

6.1 Optional Tax Abatement/Pilot Provisions

Per CGS § 8-215 all or part of the PILOT on the Ledyard Housing Authority, Kings Corner Manor, may be abated. The abatement must be made by a PILOT Agreement between the Town and the Housing Authority and must specify how the savings will be used.

The PILOT Agreement (Appendix A) as may be amended from time to time, by the approval of the Town Council and the Housing Authority, is hereby incorporated in this Ordinance as though fully set.

This Ordinance amends and supersedes the "Payment In Lieu of Taxes (PILOT) Agreement" contained "Resolution Appropriating Advance Funds for and Authorizing Execution of Cooperation Agreement with Housing Authority" adopted on January 12, 1983.

A copy of the approved PILOT Agreement shall be filed with the Town Clerk.

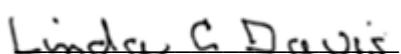
Section 7. Conflict with Other Laws or Regulations

If any section of this ordinance shall be declared invalid by a court of competent jurisdiction, such invalidity shall not affect the entire ordinance.

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 and Adopted by the Ledyard Town Council on: May 26, 2021


Linda C. Davis., Chairman

Approve/Disapprove on: _____

Fred B. Allyn, III Mayor

Published on:

Effective Date:

Patricia A. Riley, Town Clerk

Revisions: Ordinance #136 "An Ordinance Establishing A Housing Authority For The Town Of Ledyard" Adopted: October 22, 2014; Effective: December 5, 2014. Renumbered from Ordinance #136 to Ordinance #100-010 on September 25, 2020. Amended and Adopted Ordinance #100-010 "An Ordinance Establishing a Housing Authority for the Town of Ledyard and Payment In Lieu of Taxes And Payment In Lieu of Taxes Agreement for the Town of Ledyard" on May 26, 2021.

History:

The Twenty-fourth Town Council (2017- 2019) Ordinance Update Initiative: Renumbered Ordinance #136 to Ordinance #100-010.

2014: “*Ordinance Establishing a Housing Authority for the Town of Ledyard*” was adopted to codify, update and facilitate the “*Resolution Re: Activation of a Housing Authority*” adopted by the Town Council on February 22, 1978; pursuant to the provisions of Connecticut General Statutes Chapter 128 Sections 8-40 and 8-41.

2019: Section 3 “Membership” added language regarding member attendance relative to being considered resigned. Added Section 7 “Effective Date”. To b consistent with Town Ordinance format.

2020: Added New Section 6 “*Payment in Lieu of Taxes*” and renumbered following sections accordingly.



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 22-091

Agenda Date: 10/18/2023

Agenda #: 6.

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 #: 23-2165

Agenda Date: 10/18/2023

Agenda #:

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

Discussion and possible action regarding the transition of outstanding/unfinished business items to be forwarded to the incoming Community Relations Committee.

Background:

(type text here)

Department Comment/Recommendation:

(type text here)



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 22-092

Agenda Date: 10/18/2023

Agenda #: 2.

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)