



TOWN OF LEDYARD

Administration Committee

Meeting Minutes

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

Chairman Gary St. Vil

Organizational Meeting

Wednesday, December 10, 2025

5:15 PM

Town Hall Annex- Hybrid Format

In -Person: Council Chambers, Town Hall Annex Building

Remote Participation: Information Noted Below:

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

[https://ledyardct.zoom.us/j/83668406669?](https://ledyardct.zoom.us/j/83668406669?pwd=frshgxkc3nYOY2DwZNxDZF49NKWhaK.1)

[pwd=frshgxkc3nYOY2DwZNxDZF49NKWhaK.1](https://ledyardct.zoom.us/j/83668406669?pwd=frshgxkc3nYOY2DwZNxDZF49NKWhaK.1)

Or by Audio Only: Telephone: +1 646 558 8656; Meeting ID: 836 6840 6669; Passcode: 649261

I CALL TO ORDER

the Meeting was called to order by Committee Chairman Councilor Garcia-Irizarry 5:15 p.m. p.m. at the Council Chambers Town Hall Annex Building.

Councilor Garcia-Irizarry welcomed all to the Hybrid Meeting. She stated for the Town Council Finance Committee and members of the Public who were participating via video conference that the remote meeting information was available on the Agenda that was posted on the Town's Website - Granicus-Legistar Meeting Portal.

II. ROLL CALL

Present: William Barnes
April Brunelle
Carmen Garcia-Irizarry

In addition, the following were present:

Earl (Ty) Lamb Town Councilor
Joe Gush Permanent Municipal Building Committee Chairman
Nate Woody Planning & Zoning Commission
M. Dave Schroeder, Jr. Resident
Roxanne Maher Administrative Assistant

III. BUSINESS OF THE MEETING

1. MOTION to set the Administration Committee's Regular Meeting schedule for the 2026 Calendar Year to be the second Wednesday of each month at 5:30 p.m. as follows:

January 14	February 11	March 11	April 8
May 13	June 10	July 8	August 12
September 9	October 14	November 11 [^]	December 9

January 14, 2026

[^] Denotes meeting cancelled due to holiday

* Denotes regular meeting date scheduled is different from regular schedule

Moved by Councilor Brunelle, seconded by Councilor Barnes

Discussion: Councilor Barnes noted that November 11, 2026 meeting would be cancelled due to the Veterans Day Holiday.

VOTE: 3- 0 Approved and so declared

2. Review the outstanding action items contained in the memo dated November 12, 2025 as forwarded by Administration Committee of the Twenty-seventh Town Council.

The Administration Committee reviewed the Outstanding/Unfinished Business as noted below:

- (1) Remove from the Table the

MOTION to recommend the Town Council appoint Mr. Joshua Mackin (U) 546 Colonel Ledyard Highway, Ledyard to the Planning & Zoning Commission as an Alternate Member to complete a two (2) year term ending December 31, 2026 filling a vacancy left by Mr. Woody.

- (2) Establish an Ad Hoc Committee to Develop Process for Capital Improvement Building Projects.

- (3) Establish Code of Ethics and Ethic Commission.

Councilor Garcia-Irizarry explained at the end of its term the Town Council and its Subcommittees have traditionally prepared a memo to forward outstanding items of business to the newly elected incoming Town Council.

In accordance with Roberts Rules of Order:

"After each annual meeting in such case, the board elects new officers and committees, the same as if the entire board had been re-elected.

All unfinished business falls to the ground when the new board is elected.

It is customary for the by-laws to require an annual report from the Board of Managers, which usually gives a brief account of its doings for the year with recommendations for the future."

Councilor Garcia-Irizarry noted that the Administration Committee would be discussing these items further at their Regular Meeting scheduled for 5:30 p.m. this evening:

RESULT: COMPLETED

V. COMMENTS OF COMMITTEE MEMBERS

None.

IV ADJOURNMENT

Councilor Garcia-Irizarry moved the meeting be adjourned, seconded by Councilor Bruno
VOTE: 3 - 0 Approved and so declared, the meeting was adjourned at 5:28 p.m.

Respectfully submitted,
Carmen Garcia-Irizarry.
Committee Chairman

Committee

Administration

DISCLAIMER: Although we try to be timely and accurate these are not official records of the Town.