



TOWN OF LEDYARD CONNECTICUT

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

Administration Committee

~ AGENDA ~

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?pwd=frshgxkc3nYOY2DwZNxDZF49NKWhaK.1>
Or by Audio Only: Telephone: +1 646 558 8656; Meeting ID: 836 6840 6669; Passcode: 649261

I CALL TO ORDER

II. ROLL CALL

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

Attachments: [MEETING SCHEDULE -2026-TOWN COUNCIL 2025-10-02-DRAFT](#)

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.

Attachments: [TRANSITIONAL MEMO-ADMINISTRATION COMMITTEE-202117](#)

V. COMMENTS OF COMMITTEE MEMBERS

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 #: 25-2835

Agenda Date: 12/10/2025

Agenda #: 1.

POLICY-PROCEDURE

Motion/Request:

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

Background:

In accordance with General State Statutes of Connecticut Section-1-225 schedules for the coming year must be filed in the Town Clerk's Office by January 31st of the coming year

Also the schedule must be a thirteen (13) month calendar; inclusive of January 2027.

Department Comment/Recommendation:

(type text here)

Mayor Comment/Recommendation:

(type text here)

Body:

(type text here)



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 25-2834

Agenda Date: 12/10/2025

Agenda #: 2.

POLICY-PROCEDURE

Motion/Request:

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

Background:

According to Roberts Rules, Article IX "*Committees and Boards*" *Unfinished business* from a committee generally dies when the committee's term ends, especially if a new board or committee is elected, unless the unfinished business was specifically deferred to a new committee with instructions.

Under Roberts Rules of Order when a committee's term ends or a new board is elected, it is correct that **Unfinished Business does not automatically carry over to the new board or committee**; it "falls to the ground" and dies unless a specific action is taken to save it. This means any pending motions that were not resolved before the term ended must be introduced as new business by the new body. The new board can decide to take up the matter again, but it does not inherit the previous business.

It has been the Town Council's practice to forward "*Unfished Business*" to the in-coming Members by providing the attached Transition Memo; as to save the Unfinished Items of Business.

Department Comment/Recommendation:

(type text here)

Mayor Comment/Recommendation:

(type text here)

Body:

(type text here)



TOWN OF LEDYARD

CONNECTICUT

TOWN COUNCIL

Chairman Gary St. Vil

741 Colonel Ledyard Highway
Ledyard, Connecticut 06339-1551
(860) 464-3230
council@ledyardct.org

MEMORANDUM

TO: Twenty- eight Town Council
FROM: Administration Committee, April Brunelle, Acting Committee Chairman *de ABW*
DATE: November 17, 2025
SUBJECT: Outstanding Items of Business

In an effort to provide for a seamless transition, the Administration Committee of the Twenty-seventh Ledyard Town Council is forwarding the following outstanding items of business:

- (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.

As these items continue to remain important outstanding/ongoing matters, the Land Use/Planning/Public Works Committee is hopeful that the information provided on the Granicus Meeting Portal will aid in the follow- up and the completion of these issues.

Should you have any questions or require additional background information regarding these issues or any other subjects, please do not hesitate to contact myself or any other members of the Administration Committee:

Jessica Buhle	(708) 307-6572
April Brunelle	(401) 316-7266
Kevin Dombrowski	(860)383-6463