



TOWN OF LEDYARD CONNECTICUT

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

Administration Committee

~ AGENDA ~

Chairman Gary St. Vil

Regular Meeting

Wednesday, August 12, 2026

5:30 PM

Town Hall Annex- Hybrid Format

In -Person Location goes here

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

<https://ledyardct.zoom.us/j/84629675025?pwd=0gFhkZflJ6MAhIgwQOnjXrtUtWXauu.1>

Audio Only: Telephone: +1 646 558 8656; Meeting ID: 846 2967 5025; Passcode: 424163

I. CALL TO ORDER

II. ROLL CALL

III. RESIDENTS & PROPERTY OWNERS COMMENTS

IV. PRESENTATIONS / INFORMATIONAL ITEMS

V. APPROVAL OF MINUTES

1. MOTION to approve the following Administration Committee Minutes:

- Regular Meeting Minutes of May 13, 2026
- Regular Meeting Minutes of June 10, 2026

Attachments: [ADMIN-MTG-2026-05-13](#)
[ADMIN-MTG-2026-06-10](#)

VI. OLD BUSINESS

1. Proposed amendments to Ordinance #300-029 (rev. 1) "An Ordinance Regarding Control of Alcoholic Beverages at Town of Ledyard Facilities".

Attachments: [ORD-#300-029-Ordinance Liquor Parks-Schools-Historic Property \(rev-2\) for Posting with Legal Notice](#)
[Mayor-Ordinance #300- Alcohol-Town Proeprty-email-2026-03-03](#)

2. Any Old Business proper to come before the Committee.

VII. NEW BUSINESS

1. MOTION to appoint Ms. Rhonda Spaziani (D) 9 Sunset Road, Gales Ferry to the Planning & Zoning Commission as a Regular Member to complete a three year term ending October 31, 2027 filling a vacancy left by Mr. Wood.

Attachments: [Planning & Zoning Spaziani to Regular Member-email-2026-07-16](#)
[Resignation letter- M-Wood-Planning & Zoningltr-2026-06-15](#)

2. MOTION to appoint Mr. James Rogers, (D) 1663 Center Groton Road, Ledyard to the Planning & Zoning Commission as an Alternate Member to complete a three year term ending October 31, 2027 filling a vacancy left by Ms. Spaziani.

Attachments: [Appoint Application -Rogers- Planning & Zoning-2026-07-18](#)
[DTC Appointment Recommendations- Rogers, Padin, N-Hellekson](#)
[Resume-Rogers-2026-07-18](#)
[PLANNING & ZONING-2026-08-04](#)

3. MOTION to appoint Mr. Steven Finegan (R) 131 Baldwin Hill Road, Gales Ferry, to the Library Commission to complete a two (2) year term ending November 7, 2026 filling a vacancy left by Ms. Nash.

Attachments: [RTC Appointmetn Applicaiton-Finegan- Library](#)
[Commisison-2024-11-04](#)
[RESIGN-GRENGER-LIBRARY COMMISISON-EMILA-2026-07-24](#)
[LIBRARY COMMISSION-2026-08-04](#)

4. MOTION to appoint Ms. Yvonne Walsh (U) 38 Fairway Drive Ledyard, o the Library Commission, for a two (2) year term ending November 7, 2027, filling a vacancy left by Ms. Grenger

Attachments: [Appoint Application-Walsh--2026-01-07](#)
[Walsh-Resume-Library-2026-01-07](#)
[RESIGN-GRENGER-LIBRARY COMMISISON-EMILA-2026-07-24](#)
[LIBRARY COMMISSION-2026-08-04](#)

5. MOTION to appoint Ms. Nancy Hellekson, (D) 14K Lakeside Drive, Ledyard, to the Library Commission, for a two (2) year term ending November 7, 2027, filling a vacancy left by Ms. Grenger.

Attachments: [Appoint Application-N-Hellekson-Library-2026-07-04](#)
[Resume-N-Hellekson-2026-07-04](#)
[DTC Appointment Recommendations- Rogers, Padin, N-Hellekson](#)
[LIBRARY COMMISSION-2026-08-04](#)

6. MOTION to l appoint Mr. Keith Padin (D) 193 Iron Street, Ledyard, to the Ledyard Farmers Market Committee as an Alternate Member for a three (3) year term ending May 9, 2029, filling a vacancy left by Ms. Hary.

Attachments: [PADIN-APPOINT APPLICATION-2026-06-22](#)
[DTC Appointment Recommendations- Rogers, Padin, N-Hellekson](#)
[FARMERS MARKET CMT-2026-07-07](#)

7. MOTION to recommend the Town Council appoint Ms. Nancy Hellekson, (D) 14K Lakeside Drive, Ledyard, , to the Ledyard Farmers Market Committee as an Alternate Member for a three (3) year term ending May 9, 2029, filling a vacancy left by Ms. Hary.

Attachments: [Appoint Application-N-Hellekson-Farmers Market Cmt-2026-07-04](#)
[Resume-N-Hellekson-2026-07-04](#)
[FARMERS MARKET CMT-2026-07-07](#)
[DTC Appointment Recommendations- Rogers, Padin, N-Hellekson](#)

8. Any 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 #: 26-1143

Agenda Date: 8/12/2026

Agenda #: 1.

MINUTES

Minutes:

MOTION to approve the following Administration Committee Minutes:

- Regular Meeting Minutes of May 13, 2026
- Regular Meeting Minutes of June 10, 2026



TOWN OF LEDYARD
CONNECTICUT
TOWN COUNCIL

741 Colonel Ledyard Highway
Ledyard, CT 06339
860

<http://www.ledyardct.org>

Roxanne M. Maher
Administrative Assistant

HYBRID FORMAT

Chairman Gary St. Vil

**MINUTES
ADMINISTRATION COMMITTEE
REGULAR MEETING**

Wednesday, May 13, 2026

5:30 PM

Town Hall Annex Building

DRAFT

- I. **CALL TO ORDER** – The Meeting was called to order by Committee Chairman Councilor Garcia-Irizarry at 5:31 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 Administration 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-**

Attendee Name	Title	Status	Location	Arrived	Departed
Bill Barnes	Town Councilor	Present	In-Person	5:31 pm	6:55 pm
April Brunelle	Town Councilor	Excused		5:31 pm	6:55 pm
Carmen Garcia-Irizarry	Committee Chairman	Present	In-Person	5:31 pm	6:55 pm
Ty (Earl) Lamb	Town Councilor	Present	In-Person	5:31 pm	6:55 pm
Christine Dias	Director of Human Resources	Present	In-Person	5:31 pm	6:55 pm
Scott Johnson, Jr.	Director-Parks, Recreation & Senior Citizens	Present	In-Person	5:31 pm	6:55 pm
Karen Parkinson	Historic District Commission Chairman	Present	Remote	5:31 pm	6:55 pm
Doug Kelley	Historic District Commission Vice Chairman	Present	In-Person	5:31 pm	6:55 pm
Pamela Ball	Farmers Market Committee Chairman	Present	Remote	5:31 pm	6:55 pm
Brandon Graber	Resident	Present	In-Person	5:31 pm	6:55 pm
Jeff Eilenberger	Resident	Present	In-Person	5:31 pm	6:55 pm
Victoria Ericson	Resident	Present	In-Person	5:31 pm	6:55 pm
Edwin Murray	Resident	Present	In-Person	5:31 pm	6:55 pm
Eleanor Murray	Resident	Present	Remote	5:31 pm	6:55 pm
Lee Ann Berry	Resident	Present	Remote	5:31 pm	6:55 pm
Brandon Sabag	Resident	Present	Remote	5:31 pm	6:55 pm
Colleen Lauer	Resident	Present	Remote	5:31 pm	6:55 pm
Roxanne Maher	Administrative Assistant	Present	In-Person	5:31 pm	6:55 pm

III. **CITIZENS' COMMENTS**

Mr. Earl (Ty) Lamb, 95 Lambtown Road, Town Councilor, commented on the number appointment applications received from residents interested in serving their community. He stated there were a number of new Appointments on tonight's Administration Committee noting the following:

- New Ad Hoc Committee to Evaluate Separate Planning Commission & Zoning Commission – Mr. Lamb noted that he supported the appointment of Mr. Kevin Dombrowski, Ms. Beth Ribe, Mr. M. Dave Schroeder, Jr., and Mr. Edwin Murray. He noted all of the candidates were great.
- Retirement Board – Mr. Lamb stated that Mr. Gruszkowski was a Program Manager for Huntington Ingalls Industries (HII) noting he worked onsite at Electric Boat/General Dynamics. He stated Mr. Gruszkowski recently retired and that he supported his appointment to the Retirement Board.
- Historic District Commission – Mr. Lamb noted that Ms. Kim Millar’s family has lived in Ledyard for many years. He also noted as the former Historic District Commission Chairman that he worked Ms. Victoria Ericson, noting that she made a great impact.

Mr. Lamb stated all the appointments on tonight’s Administration Committee Agenda were great candidates.

Mr. Doug Kelley, 40 Pinelock Drive, Gales Ferry, Historic District Commission Vice-Chairman, stated that he agreed with Mr. Lamb’s comments noting the Town was lucky to have the number of qualified candidates that were willing to volunteer to serve their community. He stated three appointment applications were received to fill one vacancy on the Historic District Commission. He stated earlier today Mr. Cory Watford withdrew his application. He stated the two remaining candidates would be an asset to the Commission.

Mr. Kelley went on to comment on the following candidates:

- Ms. Victoria Ericson – Mr. Kelley stated that he personally worked with Ms. Ericson to develop a budget, develop a fee schedule, draft a contract for event rentals at the Nathan Lester House museum, vision planning, and the exhibit design at the museum. He also noted that Ms. Ericson had a background in Historic Preservation. He stated that she worked at the Nathan Lester House Museum as an independent contractor performing Museum Director Services. She also volunteered on the Research Committee to design gardens; and that she created children’s programming for the Nathan Lester House weekly Storytime event, as well as a community Fourth of July Celebration, and Art Week at the museum.
- Ms. Kim Millar – Mr. Kelley stated that Ms. Millar was a native of Ledyard, noting that she rehabbed a Cape Cod house that was built in 1707 and has a passion for history. After retiring from her medical practice Ms. Millar organized, researched and documented several thousand photographs and memorabilia at the Yale compound in Gales Ferry.

Mr. Kelley went on to note that Historic District Commission Chairman Karen Parkinson asked that he pass along her comments, noting that all three applicants were viable candidates. Because the Historic District Commission's prided themselves on being a non-partisan group they needed to have representation from the Gales Ferry side of town, noting that currently all the Commission Members lived on the Ledyard side of town. Ms. Millar lives in Gales Ferry and she was a strong advocate for historic preservation and that the Commission has come to rely on her for research work.

Councilor Garcia-Irizarry thanked the residents for their comments.

IV. PRESENTATIONS/INFORMATIONAL ITEMS - None.

V. REVIEW AND APPROVAL OF PRIOR MEETING MINUTES

MOTION to approve the Administration Committee Minutes of April 8, 2026
Moved by Councilor Barnes, seconded by Councilor Garcia-Irizarry

VOTE: 2- 0 Approved and so declared

VI. NEW BUSINESS -

1. MOTION to adopt the proposed Social Services Coordinator job description as presented in the draft date May 5, 2026.
Moved by Councilor Barnes, seconded by Councilor Garcia-Irizarry
Discussion: Human Resources Director Christine Dias explained that the proposed Social Services Coordinator job description was a new non-union, part-time position. She stated this individual would work about 8 – 10 hours per week; or more depending on the time of year. She stated the Social Services Coordinator would work with the Linda C. Davis Food Pantry; handle the Holiday and Seasonal Programs such as the Backpack Program, Holiday Baskets, Toy Drives, and Adopt a Family. In addition they would work with Ledyard Inter-Church Emergency Fund (LICEAF), United Way, Thames Valley Council for Community Action (TVCCA), the Mayor, and others. She went on to note that this position would also serve as the Senior Citizens Municipal or the town, which was required by State Statute.

Councilor Garcia-Irizarry addressed the following:

- Age for Senior Citizens - Councilor Garcia-Irizarry noted the proposed job description stated that it was 60+. The Committee agreed to correct the Senior Citizens Age to 55+.
- Attend Meetings - Councilor Garcia-Irizarry stated that the proposed job description did not include attending the Social Services Board Meetings. Ms. Dias noted the "*Skills, Knowledge and Ability*" included the following language:

"Ability to regularly engage in activities necessitated by the position outside of normal business hours, i.e., evening meetings, emergencies, etc."

Ms. Dias went on to explain that the Mayor's Executive Assistant would handle the posting of the agenda and minutes.

Administrative Assistant Roxanne Maher explained by leaving the language general such as “*evening meetings*” that as the Senior Citizens Municipal Agent may asked to attend a Senior Citizens meeting; or other commission meetings.

Councilor Garcia-Irizarry noted that former Mayor Executive Assistant/Social Services Coordinator Kristen Chapman was handling all of this work, which was now taking three positions to do. She expressed her appreciation for all the work that Ms. Chapman did for the town while she was working for the Mayor.

VOTE: 2 – 0 Approved and so declared

RESULT:	2 – 0 APPROVED TO RECOMMEND
MOVER:	Bill Barnes, Committee Member
SECONDER:	Carmen Garcia-Irizarry, Committee Member
AYES:	Bill Barnes, Carmen Garcia-Irizarry
EXCUSED:	April Brunelle

2. MOTION to endorse the Parks, Recreation & Senior Citizens Commission’s proposal to dedicate the new pavilion at the Lantern Hill Road Park in the name of Janet Barnett (Janet Barnett Pavilion).

Moved by Councilor Garcia-Irizarry, seconded by Councilor Barnes

Discussion: Parks, Recreation, & Senior Citizens Director Scott Johnson, Jr., provided some background explaining that the Parks & Recreation Commission was building a new park at the Lantern Hill Valley Pond, which the Town was leasing for 99-years from Mr. and Mrs. Graham, to be used for public non-motorized passive recreation. He explained the new park would include a boat launch for non-motorized watercraft, two parking lots, a pavilion, and picnic tables.

Mr. Johnson continued by noting that Mrs. Sandy Fedors approached the Park, Recreation, & Senior Citizens Commission explaining that the JB Memorial Grant was created by monies that Ms. Janet Barnett left after her passing last year, to be used to create and support projects that enhance community spaces. He noted that Mrs. Fedors applied for and received \$5,000 from the JB Memorial Grant, which she has chosen to donate toward the purchase of the Lantern Hill Valley Park Pavilion. He noted because the Pavilion would be a short paddle on Long Pond to Ms. Barnett’s family’s cottage that had been part of her life since the 1940’s that the Parks, Recreation & Senior Citizens Commission agreed to install a plaque on the Lantern Hill Valley Park Pavilion to honor Janet Barnett and recognizing her generous donation.

Mr. Johnson stated that Ms. Barnett was a lifelong Ledyard resident and a strong community advocate, noting the many things she did were included in the letter that was attached to the agenda packet on the meeting portal. He stated Ms. Barnett gave a lot to the town, and was deserving of this dedication; and that he hoped the Town Council would agree. He stated a Ribbon Cutting and Dedication Ceremony would be held once the Pavilion and Park were completed.

VOTE: 2 – 0 Approved and so declared

RESULT: 2 – 0 APPROVED TO RECOMMEND
MOVER: Carmen Garcia-Irizarry, Committee Member
SECONDER: Bill Barnes, Committee Member
AYES: Bill Barnes, Carmen Garcia-Irizarry
EXCUSED: April Brunelle

3. MOTION to recommend the Town Council endorse the Parks, Recreation & Senior Citizens Commission's proposal to dedicate the Senior Center Fitness Room in the name of Paula Crocker (Paula Crocker Fitness Center).

Moved by Councilor Barnes, seconded by Councilor Garcia-Irizarry

Discussion: Parks, Recreation, & Senior Citizens Director Scott Johnson, Jr., provided some background explaining that American Rescue Plan Act (ARPA) Funding was specifically awarded to the Senior Center. He stated among the projects the Senior Center decided to use the funding for was to build a Fitness Center. He stated Commissioner Ms. Paula Crocker passed away on April 21, 2026, noting that she was a dedicated volunteer in serving on the Senior Citizens Commission. He stated that Ms. Crocker delivered TVCCA Meals on Wheels; helped Jimmy in the kitchen with meal preparations, she called bingo once a week and she actually bought the prizes too. He stated that it was Ms. Crocker's idea, along with Ms. Carol Schneider, to start the Senior Prom. He noted that Ms. Crocker understood the need to bring younger Senior Citizens into the Center and she was instrumental in advocating to build the Fitness Center. In addition, Ms. Crocker also served on the Housing Authority as their Recording Secretary and collaborated with the Beautification Committee to create teacup flowers for Valentine's Day, and wreaths for Christmas. He stated unfortunately Ms. Crocker was sorely missed, noting that it now takes seven volunteers to do the work Ms. Crocker did for the Senior Center and for the Town.

Mr. Johnson concluded by stating the Parks, Recreation, & Senior Citizens Commission believed that it was appropriate to dedicate the Fitness Center to Ms. Crocker; and that he hoped the Town Council would agree with naming it the *Paula Crocker Fitness Center*.

VOTE: 2 – 0 Approved and so declared

RESULT: 2 – 0 APPROVED TO RECOMMEND
MOVER: Bill Barnes, Committee Member
SECONDER: Carmen Garcia-Irizarry, Committee Member
AYES: Bill Barnes, Carmen Garcia-Irizarry
EXCUSED: April Brunelle

Councilor Garcia-Irizarry stated the Town Council received eight Appointment Applications from residents interested in serving on the newly established "*Ad Hoc Committee to Evaluate the Separation of the Planning Commission & Zoning Commission*". However, she stated that the Committee was only calling for a total of four members with specific qualifications; plus one member from the Town Council for a total of five members.

The Administration Committee agreed to review each of the following Applications and to narrow down the selection for tonight's Motion. The Candidates that were not being selected for appointment were ~~struck-out~~ as noted below:

- ***One Member from the Community-at-Large with Planning experience:***
~~Mr. Michael Cherry (U) 5 Whippoorwill Drive, Gales Ferry~~
Mr. Tony Capon (D) 37 Silas Deane Road, Ledyard
Mr. Capon previously served as the Planning & Zoning Commission Chairman.
~~Mr. Jeffrey Kulo (D) 39 Chriswood Trace, Ledyard~~
- ***One Member from the Community-at-Large with Zoning experience***
Mr. Kevin Dombrowski (R) 139 Meetinghouse Lane, Ledyard
Mr. Dombrowski was a former Town Council Chairman and also served as the Chairman of the Land Use/Planning/Public Works Committee, and he previously served as the Zoning Commission Chairman
~~Mr. Michael Cherry (U) 5 Whippoorwill Drive, Gales Ferry~~
~~Mr. Eric Treaster, (R) 10 Huntington Way, Ledyard~~
~~Mr. Tony Capon (D) 37 Silas Deane Road, Ledyard~~
~~Mr. Jeffrey Kulo (D) 39 Chriswood Trace, Ledyard~~
- ***One Member from the Planning & Zoning Commission***
Ms. Beth Ribe (U) 129 Rose Hill Road, Ledyard
Ms. Ribe was currently serving on the Planning & Zoning Commission and the Commission nominated Ms. Ribe to serve in this capacity.
- ***One Member from the Community-at-Large***
Mr. Milton (Dave) Schroder, Jr., (U) 290 Whalehead Road, Gales Ferry
Mr. Schroeder has been an active member in the community often speaking at meetings on topics such as the proposed Ethics Ordinance.
~~Mr. Edwin Murray (R) 26 Devenshire Drive, Gales Ferry~~
- One Member from the Town Council – Chairman St. Vill will forward a recommendation.

The Administration Committee commented on the difficulty to only select four members, noting that each of the Candidates had extensive qualifications and experience. By consensus the Administration Committee agreed to forward the following Appointment Applications as noted in the Motion below:

4. MOTION to recommend the Town Council appoint the following Members to the *“Ad Hoc Committee to Evaluate the Separation of the Planning Commission & Zoning Commission”* a for six-month term in accordance with Res#002-2026/Mar 25
 - ***One Member from the Community-at-Large with Planning experience:***
Mr. Tony Capon (D) 37 Silas Deane Road, Ledyard

- ***One Member from the Community-at-Large with Zoning experience***

Mr. Kevin Dombrowski (R) 139 Meetinghouse Lane, Ledyard

- ***One Member from the Planning & Zoning Commission***

Ms. Beth Ribe (U) 129 Rose Hill Road, Ledyard

- ***One Member from the Community-at-Large***

Mr. Milton (Dave) Schroder, Jr., (U) 290 Whalehead Road, Gales Ferry

- ~~***One Member from the Town Council***~~ (to be determined)

Moved by Councilor Garcia-Irizarry, seconded by Councilor Barnes

Discussion: Councilor Garcia-Irizarry noted the Administration Committee would address the Town Council Representative at their June 10, 2026 meeting. She stated it was exciting to have so many residents interested in serving their community.

VOTE:

2 – 0 Approved and so declared

RESULT: 2 – 0 APPROVED TO RECOMMEND

MOVER: Carmen Garcia-Irizarry, Committee Member

SECONDER: Bill Barnes, Committee Member

AYES: Bill Barnes, Carmen Garcia-Irizarry

EXCUSED: April Brunelle

5. MOTION to recommend the Town Council appoint Mr. David Gruszkowski (R) 26 Saw Mill Drive, Ledyard, to the Retirement Board to complete a three (3) year term ending January 20, 2029 filling a vacancy left by Ms. DeGaetano.

Moved by Councilor Barnes, seconded by Councilor Garcia-Irizarry

Discussion: Councilor Garcia-Irizarry stated with the appointment of Mr. Gruszkowski that there was still two Alternate Member vacancies for anyone who was interested in serving on the Retirement Board. She noted the importance of Alternate Members on the Town's Committees.

It was noted that the Retirement Board meets on the third Tuesday of each month at 10:00 a.m. in the Council Chambers.

Councilor Garcia-Irizarry stated with the appointment of Mr. Gruszkowski the Board would have four Republicans and one Democrat. Therefore, she questioned the membership breakdown to comply with the "*Minority Representation*"

Sec. 9-167a. Minority representation (a)(1) Except as provided in subdivision (2) of this subsection, the maximum number of members of any board, commission, legislative body, committee or similar body of the state or any political subdivision thereof, whether elective or appointive, who may be members of the same political party, shall be as specified in the following table:

“The maximum number of members of any board, commission, legislative body, committee or similar body of the state or any political subdivision thereof, whether elective or appointive, who may be members of the same political party, shall be as specified in the following table:

Total Membership	Maximum from One Party
3	2
4	3
5	4
6	4
7	5
8	5
9	6
More than 9 Two-thirds of Total Membership	

VOTE: 2 – 0 Approved and so declared

RESULT: 2 – 0 APPROVED TO RECOMMEND
MOVER: Bill Barnes, Committee Member
SECONDER: Carmen Garcia-Irizarry, Committee Member
AYES: Bill Barnes, Carmen Garcia-Irizarry
EXCUSED: April Brunelle

6. MOTION to recommend the Town Council appoint Mr. Gary Schneider (D) 101 Inchcliffe Drive, Gales Ferry to the *“Ad Hoc Committee to Develop a Process for Capital Improvement Building Projects for the Town of Ledyard”* as the Representative from the Community at Large with Construction Management Experience, for six-month term in accordance with Res#002-2026/Feb 11.

Moved by Councilor Garcia-Irizarry, seconded by Councilor Barnes

Discussion: Councilor Garcia-Irizarry noted the Administration Committee received two appointment applications (Items #6 & 7 on tonight’s Agenda) to serve on the *Ad Hoc Committee to Develop a Process for Capital Improvement Building Projects* as the Representative from the Community-at-Large. She stated Mr. Schneider was a current member of the Permanent Municipal Building Committee (PMBC) and that he was the Public Works Director for the Town of Waterford, noting that he has experience with projects.

Administrative Assistant Roxanne Maher noted at the Town Council’s April 22, 2026 meeting the following members were appointed to the *Ad Hoc Committee to Develop a Process for Capital Improvement Building Projects* in accordance with the membership structure.

- Mr. Joseph Gush, 57 Town Farm Road, Ledyard -Permanent Municipal Building Committee

- Mr. Brandon Graber, 42 Church Hill Road Ledyard - Board of Education
- Mr. Wayne Donaldson, Board of Education Director of Facilities
- Mr. Steve Masalin, Public Works Director/Town Engineer
- Mr. Matthew Bonin, Finance Director
- Mr. Ty (Earl) Lamb, 95 Lambtown Road, Ledyard, Town Council

Ms. Maher noted the position they were filling this evening was a Representative from the Community-at-Large with Construction Management Experience.

VOTE: 2 – 0 Approved and so declared

RESULT: 2 – 0 APPROVED TO RECOMMEND

MOVER: Carmen Garcia-Irizarry, Committee Member

SECONDER: Bill Barnes, Committee Member

AYES: Bill Barnes, Carmen Garcia-Irizarry

EXCUSED: April Brunelle

7. MOTION to recommend the Town Council to appoint Mr. Chuck Warrington (U) 1058 Long Cove Road, Gales Ferry, to the “Ad Hoc Committee to Develop a Process for Capital Improvement Budding Projects for the Town of Ledyard” as the Representative from the Community at Large, for six-month term in accordance with Res#002-2026/Feb 11.

Moved by Councilor Barnes, seconded by Councilor Garcia-Irizarry

Background: Mr. Warrington was a Licensed Civil Engineer in Connecticut and was employed as Regional Discipline Leader for Connecticut for Colliers Project Leader; working as an Owner’s Project Manager overseeing all of their services throughout Connecticut. His past work experience was with the State of Connecticut Department of Transportation (DOT); and Eastern Connecticut State University.

Discussion: Councilor Garcia-Irizarry noted that Mr. Warrington was currently working for Ledyard as the Owner Representative for the Juliet W. Long Heating, Ventilation & Air Condition System (HVAC) installation. She noted the Project would not be completed in the next few weeks, because there were a few issues that still needed to be addressed. Therefore, she expressed concern that there could be a Conflict of Interest for Mr. Warrington to serve on this new Ad Hoc Committee.

VOTE: 0 – 2 Motion Failed

RESULT: 0 – 2 FAILED

MOVER: Bill Barnes, Committee Member

SECONDER: Carmen Garcia-Irizarry, Committee Member

AYES:

NAYES: Bill Barnes, Carmen Garcia-Irizarry

EXCUSED: April Brunelle

8. MOTION to recommend the Town Council appoint Ms. Anne Roberts-Pierson (U) 4 Anderson Drive, Gales Ferry, as a Regular Member to the Historic District Commission, to complete a five (5) year term ending December 6, 2029; filling a vacancy left by Ms. Lamb.

Moved by Councilor Barnes, seconded by Councilor Garcia-Irizarry

Discussion: Councilor Garcia-Irizarry stated that Ms. Roberts-Pierson was currently serving as an Alternate Member on the Historic District Commission. She noted with the resignation of Ms. Kelly Lamb the Historic District Commission requested Ms. Roberts-Pierson be appointed as a Regular Member.

VOTE: 2 – 0 Approved and so declared

RESULT: 2 – 0 APPROVED TO RECOMMEND

MOVER: Bill Barnes, Committee Member

SECONDER: Carmen Garcia-Irizarry, Committee Member

AYES: Bill Barnes, Carmen Garcia-Irizarry

EXCUSED: April Brunelle

Withdrawn

9. Discussion and possible action on the MOTION to recommend the Town Council appoint Mr. Cory Watford (R) 429 Colonel Ledyard Highway, Ledyard, as an Alternate Member to the Historic District Commission, to complete a five (5) year term ending December 6, 2028; filling a vacancy left by Ms. Roberts-Pierson.

Councilor Garcia-Irizarry noted that Mr. Watford submitted an email earlier today withdrawing his Appointment Application.

RESULT: WITHDRAWN

10. MOTION to recommend the Town Council appoint Ms. Kim Millar (U) 6 Riverside Place, Gales Ferry, as an Alternate Member to the Historic District Commission, to complete a five (5) year term ending December 6, 2028; filling a vacancy left by Ms. Roberts-Pierson.

Moved by Councilor Barnes, seconded by Councilor Garcia-Irizarry

Discussion: Councilor Garcia-Irizarry noted they had two appointment applications to fill one vacancy on the Historic District Commission. She noted based on their education and experience that both candidates would be an asset to the Commission.

Councilor Barnes noted that Historic District Commission Chairman Parkinson mentioned that they did not have a member from the Gales Ferry District. He stated because Gales Ferry was a very historic part of their town that Chairman Parkinson thought that having a member from Gales Ferry would be a good addition. Therefore, he stated that he supported Ms. Millar's appointment to the Historic District Commission.

VOTE: 2 – 0 Approved and so declared

RESULT: 2 – 0 APPROVED TO RECOMMEND
MOVER: Bill Barnes, Committee Member
SECONDER: Carmen Garcia-Irizarry, Committee Member
AYES: Bill Barnes, Carmen Garcia-Irizarry
EXCUSED: April Brunelle

11. MOTION to recommend the Town Council appoint Ms. Victoria Ericson (R) 85 Lambtown Road, Ledyard, as an Alternate Member to the Historic District Commission, to complete a five (5) year term ending December 6, 2028; filling a vacancy left by Ms. Roberts-Pierson.

Moved by Councilor Garcia-Irizarry, seconded by Councilor Barnes

Background: Ms. Ericson demonstrated her interest to serve on the Historic District Commission, working at the Nathan Lester House and with Members of the Commission on initiatives such as: budget development, fee schedules, contracts for event rentals at the museum, created weekly children programming; and on vision planning; etc..

Discussion: Councilor Garcia-Irizarry noted as Historic District Commission Vice-Chairman Doug Kelley mentioned earlier this evening (see III Public Comments above) Ms. Ericson would be an asset to the Commission. However, she stated that they unfortunately only had one vacancy to fill this evening.

Councilor Garcia-Irizarry stated that Ms. Ericson's Appointment Application would be kept on-file, and that she hoped when another vacancy becomes available on the Historic District Commission that Ms. Ericson would still be interested in serving the town.

VOTE: 0 – 2 Motion Failed

RESULT: 0 – 2 FAILED
MOVER: Carmen Garcia-Irizarry, Committee Member
SECONDER: Bill Barnes, Committee Member
AYES:
NAYES: Bill Barnes, Carmen Garcia-Irizarry
EXCUSED: April Brunelle

12. MOTION to recommend the Town Council reappoint Ms. Sarah Martic (R) 59R Long Pond Road, South, Ledyard, to the Ledyard Farmers' Market Committee for a three (3) year term ending May 9, 2029.

Moved by Councilor Barnes, seconded by Councilor Garcia-Irizarry

Discussion: Councilor Garcia-Irizarry stated Ms. Martic has served on the Farmers Market Committee for many years, noting that both the Committee and her respective party have endorsed her reappointment.

VOTE: 2 – 0 Approved and so declared

RESULT: 2 – 0 APPROVED TO RECOMMEND
MOVER: Bill Barnes, Committee Member
SECONDER: Carmen Garcia-Irizarry, Committee Member
AYES: Bill Barnes, Carmen Garcia-Irizarry
EXCUSED: April Brunelle

13. MOTION to recommend the Town Council appoint Mr. Jeremy Norris (D) 12 Old Fort Lane, Ledyard, as an Alternate Member to the Ledyard Farmers' Market Committee to complete a three (3) year term ending February 26, 2029 filling a left by Mr. Hary. Moved by Councilor Barends, seconded by Councilor Garcia-Irizarry
Discussion: Councilor Garcia-Irizarry addressed the importance of Alternate Members, noting that Mr. Norris has expressed an interest in serving on the Farmers Market. She stated Mr. Norris was an active member of the community noting that he was currently serving on the Water Pollution Control Authority. She stated Mr. Norris' appointment has been endorsed by his respective party.

VOTE: 2 – 0 Approved and so declared

RESULT: 2 – 0 APPROVED TO RECOMMEND
MOVER: Bill Barnes, Committee Member
SECONDER: Carmen Garcia-Irizarry, Committee Member
AYES: Bill Barnes, Carmen Garcia-Irizarry
EXCUSED: April Brunelle

14. Any other New Business proper to come before the Committee – None.

VII. OLD BUSINESS -

1. Continued discussion and possible action regarding the proposed "*Ordinance Establishing a Town of Ledyard Code of Ethics and Ethics Commission*" as referred back to the Administration Committee at the Town Council's April 8, 2026 meeting.

Councilor Garcia-Irizarry stated at the Town Council's April 8, 2026 meeting they reviewed the comments that were provided during the March 25, 2026 Public Hearing. She stated because some of the changes were thought to be significant changes; that Chairman St. Vil referred the proposed Ordinance back to the Administration Committee to make all of the updates and to bring the Ordinance back to another Public Hearing. She noted that the draft Ordinance provided this evening included all of the changes discussed at the Town Council's April 8, 2026 meeting.

The Administration Committee reviewed the proposed "*Ordinance Establishing a Town of Ledyard Code of Ethics and Ethics Commission*" as presented in the draft dated April 8, 2026 and made a few more editorials as presented in the draft below dated May 13, 2026.

AN ORDINANCE ESTABLISHING A
TOWN OF LEDYARD CODE OF ETHICS AND ETHICS COMMISSION

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

Section 1. Authority.

In accordance with Chapter III of the Town Charter, there is hereby established a Town of Ledyard Code of Ethics and Ethics Commission.

Section 2. Declaration of Policy and Purpose.

The trust of the public is essential for government to function effectively. The proper operation of the Town government requires that Town and Board of Education officials, employees and consultants be independent, impartial and responsible to the people; that governmental decision and policies be made in the proper channels of governmental structure; that public office and employment not be used for beneficial and/or financial interest; and that the public has confidence in the integrity of its government.

Section 3. Definitions

As used in this ordinance, the following words or phrases shall have the meanings indicated below:

“Agency” is any board, commission, authority or committee of the Town, including the Town Council and Board of Education.

“Beneficial interest” means any nonfinancial interest or special treatment that is not common to other citizens of the Town.

“Business day” means a day other than a Saturday, Sunday or other day in which the office of the Ledyard Town Clerk is closed to the public for business.

“Complainant” means a person who files a complaint under penalties of false statement against an official, employee or consultant containing an allegation of prohibited activities under the Code of Ethics.

“Confidential Information” means information acquired by a Town or Board of Education official, employee or consultant in the course of and by reason of performing an individual’s official duties and which is not a matter of public record or public knowledge.

“Consultant” means (i) an attorney hired by the Town or the Board of Education to provide legal services; (ii) any engineer, architect or construction manager hired by

the Town or the Board of Education to provide professional services related to construction projects; or (iii)

any professional who is hired by the Town to provide professional advice or services related to land use matters. In addition, the definition of what constitutes a consultant shall be limited to an officer or an employee of any Town or Board of Education contractor who has managerial or discretionary responsibilities with respect to a Town or Board of Education contract.

“Employee” is any person receiving a salary, wages or a stipend from the Town or Board of Education for services rendered, whether full-time or part-time.

“Family” means the spouse, domestic partner, fiancé, fiancée, parents, daughter-in-law, son-in-law, mother-in-law, father-in-law, sister-in-law, brother-in-law, grandparents, great-grandparents, children, stepchildren, foster children, siblings and their children, stepsiblings and their children, and foster siblings and their children, of an official, employee, or consultant, or his/her spouse or domestic partner.

“Financial Interest” means any interest that has a: (i) monetary value of one hundred dollars (\$100.00) or more or generates a financial gain or loss of one hundred dollars (\$100.00) or more in a calendar year; (ii) and is not common to the other citizens of the Town.

“Gift” is a gift of more than one hundred dollars (\$100.00) in value. A gift includes, but is not limited to, entertainment, food, beverage, travel and lodging to the extent that the gift value exceeds one hundred dollars (\$100.00) in any one (1) year from the same person.

Gifts do not include:

- a. A political contribution that is otherwise reported in accordance with the law.
- b. A loan made on terms that are commercially reasonable and not more favorable than loans made in the ordinary course of business.
- c. Certificates, plaques or other ceremonial awards costing less than fifty dollars (\$50.00).
- d. A rebate or discount on the price of anything of value made in the ordinary course of business, without regard to that person’s status.
- e. Honorary degrees.
- f. Costs associated with attending a conference or business meeting and/or registration or entrance fee to attend such conference or business meeting in which the Town or Board of Education official or Town Board of Education employee participates in his/her official capacity.
- g. Any gift provided to a Town or Board of Education official or Town or Board of Education Employee or to a family member of a Town or Board of Education official or Town or Board of Education Employee for the celebration of a major life event provided any such gift provided to an individual does not exceed one thousand

dollars (\$1,000.00) in value. A major life event shall include, but not be limited to, a ceremony commemorating an individual's induction into religious adulthood such as a confirmation or bar mitzvah; a wedding; a funeral; the birth or adoption of a child; and retirement from public service or Town employment.

"Inquiry" means a complaint or allegation of a possible violation of the Code.

"Managerial or discretionary responsibilities with respect to a Town or Board of Education contract" means having direct, extensive, and substantive responsibilities with respect to the negotiation of the contract and not peripheral, clerical, or ministerial responsibilities.

"Official" is any person holding elective or appointive office in the government of the town and shall include, but not be limited to, the Town Council, Board of Education or any other agency as defined herein.

"Respondent" means a person who is the subject of a complaint.

Section 4. Confidential information and Withholding of Information.

Town and Board of Education officials, employees or consultants may not disclose or use any information or records that are not available to the public except in the performance of official duties or as required by law or court order. No Town or Board of Education official, employee or consultant may withhold information or make a dishonest or fraudulent statement with the intent to deceive or to misrepresent material facts in the performance of his or her official duties.

Section 5. Conflict of Interest Provisions and Other Prohibited Activities

- A. A Town or Board of Education official, employee or consultant has a conflict of interest when that individual engages in or participates in any contract, transaction, decision, employment or rendering of service in which the Town or Board of Education official, employee or consultant or any member of his family has a financial or beneficial interest. Notwithstanding anything contained in this ordinance to the contrary, a Town or Board of Education official, employee or consultant may enter into a contract with the Town or the Board of Education if the contract is (i) publicly quoted or bid; or (ii) the Town or Board of Education official, employee or consultant is not involved in the awarding of the contract. In addition, the provisions of this section shall not apply to any employment or consultant contracts in which a Town or Board of Education official, employee or consultant is hired by the Town or the Board of Education to perform necessary services, including, but not limited to recreational services.
- B. A financial interest or beneficial interest presents a conflict of interest that is incompatible with the proper discharge of official responsibilities in the public interest if the Town or Board of Education official or employee has reason to believe or expect that he/she or any member of his family will obtain, secure, or advance such interest by reason of his/her actions in performance or nonperformance of his/her official responsibilities.

- C. A Town or Board of Education official, employee or consultant does not have a financial interest or beneficial interest that is incompatible with the proper discharge of his/her official responsibilities in the public interest if the interest accrues to such individual or his/her family members as a member of a profession, occupation, or group to no greater extent that it accrues to any other member of the profession, occupation, or group with which he/she is affiliated as set forth in Section 7-148h(b) of the General Statutes.
- D. No Town or Board of Education official or employee may directly hire or supervise a member of his/her family except for temporary emergency situations, including, but not limited to, inclement weather and labor shortages.
- E. Town officials and employees shall not use Town owned or leased vehicles, equipment, facilities, materials or property for personal convenience or profit. This section does not apply to Town-owned vehicles issued to emergency responders who are authorized by the Mayor, Fire Chief or Police Chief to take their Town-owned vehicles home, or vehicles issued to employees who are permitted to bring their Town-owned vehicles home as part of an employment agreement or contract.
- F. No Town or Board of Education official, employee or consultant shall solicit or accept any gift from any person or entity who or which is interested directly or indirectly in any business transaction or pending matter that is within the purview of such official, employee or consultant. No Town or Board of Education official, employee or consultant shall accept, or knowingly seek or cause to be given to any member of his/her family, any valuable favor, treatment, consideration, or advantage beyond that which is generally available to the citizens of the Town from any person who, to the knowledge of the official, employee or consultant, is interested directly or indirectly in any business transaction or pending matter that is within the responsibilities of the official, employee or consultant. For purposes of this section, a pending matter includes, but is not limited to, any application to any agency, a bid for work to be performed, an application for employment, and any bid for the furnishing of supplies, equipment or services.

Section 6. Disclosure and Disqualification.

- A. Any Town or Board of Education official, employee or consultant who has a conflict of interest, financial interest, or beneficial interest, direct or indirect, in any contract, transaction or decision within the purview of his/her official responsibilities shall disclose that conflict of interest in accordance with the provisions of this ordinance. Such disclosure shall disqualify the official, employee or consultant from participation in the matter, transaction or decision.
- B. No Town or Board of Education official, employee or consultant shall appear on behalf of any private person or party before any agency in connection with any cause, proceeding, application or other matter in which he/she has financial interest or beneficial interest without first disclosing such interest to the agency, which shall record such disclosure in the record of the agency's proceeding. This

Code shall not prohibit any current or former Town or Board of Education official, employee or consultant from appearing before any agency on his/her own behalf.

- C. If there is an uncertainty whether a Town or Board of Education official, employee or consultant has a conflict of interest, financial interest, or beneficial interest that could disqualify that individual from participation in a matter, such individual may request an advisory opinion from the Ethics Commission pursuant to this ordinance.
- D. Nothing in the Code shall be interpreted to authorize conduct restricted or prohibited by any provision of the Connecticut General Statutes including, but not limited to, Sections 8-11, 821 and 22a-42(c) of the Connecticut General Statutes that restrict conduct of members of municipal zoning and planning authorities and members of Inland, Wetlands and Watercourses commissions.

Section 7. Required Filings for Certain Town and Board of Education Officials.

The Mayor and the members of the Town Council and the Board of Education shall, on or before January 1st each year, file with the Town Clerk, on a form to be prepared by the Town Attorney, a statement, under oath, containing the following information:

- A. All real estate located within the Town of Ledyard owned by such official or held under lease for a term exceeding five years, excluding, however, his/her principal residence. The foregoing shall also apply to real estate in the Town of Ledyard owned or leased, by a corporation, trust or partnership in which any such official is the legal or equitable holder of at least five (5) percent of the legal or equitable interest in said corporation, trust, or partnership.
- B. The names of any firm, proprietorship, partnership or corporation of which said official is an employee or in which such official holds at least a five (5) percent interest; and if applicable, whether such firm, proprietorship, partnership or corporation has sold or supplied goods or services in excess of ten thousand dollars (\$10,000.00) per annum to the Town of Ledyard during the two (2) years immediately preceding such official's election to office, *and while in office.*
- C. Any income, fees, salary or wages, directly or indirectly, received by such official from the Town of Ledyard during the two (2) years immediate ~~preceding~~ *preceding* such official's election to public office, *and while in office.*

Section 8. Acknowledgment forms

- A. The Town Clerk shall provide a copy of the Code of Ethics to every Town and Board of Education official. Every Town official, including members of the Board of Education, shall sign and file with the Town Clerk an acknowledgement form, prepared by the Town Attorney, indicating his/her awareness of the provisions of

this Code. The Superintendent of Schools shall sign and file with the Board of Education Human Resources Director an acknowledgement form, prepared by the Town attorney, indicating his/her awareness of the provisions of this Code. The Human Resources Directors of both the Town and Board of Education, respectively, shall: (i) provide current Town and Board of Education employees a copy of the Code of Ethics within one-hundred-twenty (120) business days of its effective date; and (ii) provide a copy of the Code of Ethics to every Town and Board of Education employee within sixty (60) business days of employment. Copies of the Code of Ethics may be sent to officials and employees electronically.

- B. Within ten (10) business days of the effective date of this ordinance, the Code of Ethics shall be incorporated by reference into all prospective contracts entered into by the Town of Ledyard and the Board of Education with a consultant. The Human Resources Directors of both the Town and Board of Education, respectively, shall provide current Town and Board of Education consultants a copy of the Code of Ethics within thirty (30) business days of its effective date. Copies of the Code of Ethics may be sent to consultants electronically.
- C. The Mayor and Superintendent of Schools shall develop a protocol for periodic training of employees concerning the Code of Ethics. The Commission shall develop a protocol for periodic training of officials.
- D. The Town Council shall approve a procedure for monitoring compliance with this section and approve the training protocols specified in subsection (c).

Section 9. Establishment and Qualifications of Ethics Commission.

- A. Structure. The Ethics Commission shall be comprised of five (5) regular members and two (2) alternate members. All regular members and alternate members of the Ethics Commission shall be electors of the Town. No more than two (2) of the regular members may be affiliated with any one political party. At all times, at least one regular member shall be unaffiliated with any political party. Both alternate members may not be affiliated with the same political party.
- B. Member and alternate member qualifications. No regular member or alternate members shall:
 - i. be currently employed by the Town or Board of Education;
 - ii. have been employed by the Town or Board of Education for a period of two years prior to being appointed to the Ethics Commission;
 - iii. hold any elective Town office or have been elected to any elective Town office for a period of two years prior to being appointed to the Ethics Commission;
 - iv. be a current member of the Board of Education or have been elected to the Board of Education for a period of two years prior to being appointed to the Ethics Commission;

- v. serve as a member of another Town agency; *or have served as a member of another Town agency for a period of two (2) years prior to being appointed to the Ethics Commission.*
- vi. hold office in a political party or political committee; *or have held office in a political party or political committee for a period of two (2) years prior to being appointed to the Ethics Commission.*
- vii. have been found in violation of any state, local or professional code of ethics.

If a current member of the Ethics Commission files to run for any elective Town office or for the Board of Education, such member shall resign from the Ethics Commission within seven (7) days of said filing.

- C. Compensation Members will not be compensated for their service on the Commission.
- D. Organizational Meeting Within thirty (30) days of the appointment of the Ethics Commission, an organizational meeting shall be held at which members shall choose a Chair, Vice-Chair and a Secretary.
- E. Method and Terms of appointment The Town Council shall appoint the Ethics Commission members in the manner provided in the Town Charter. Members of the Ethics Commission shall be appointed by a minimum of (7) seven affirmative votes of the Town Council. Members shall be appointed for a term of three (3) years. If a member is appointed to fill an unexpired term, then that member's term ends at the same time as the term of the person being replaced. In making the original appointments under this ordinance, the Town Council shall designate two (2) regular members to serve for three (3) years, two (2) regular members to serve for two (2) years; one (1) regular member to serve for (1) year; one (1) alternate member to serve for three (3) years and one (1) alternate member to serve for two (2) years. Thereafter, vacancies shall be filled for a three (3) year term. Inaugural members shall be eligible to serve two (2) additional three (3) years term beyond his/her initial appointment. No member may serve more than three (3) terms total.
- F. Removal The Town Council may remove members for cause and fill the vacancy in accordance with the Town Charter. Cause for removal shall include, but is not limited to, an unexcused absence from three (3) consecutive meetings. It shall be the responsibility of the Chairman of the Ethics Commission to notify the Town Council when a member has not properly performed his/her duties.

Section 10. Powers and Duties of Ethics Commission.

- A. The Ethics Commission shall be authorized to consult with the Town Attorney or another attorney hired by the Commission if so authorized by the Town Council. The Ethics Commission shall be authorized to request that the Town Attorney provide advisory opinions.

- B. The Ethics Commission may render advisory opinions to any Town or Board of Education official, employee or consultant on whether conduct by that person would constitute a violation of the Code of Ethics. The Ethics Commission will make advisory opinions available to the public unless doing so would violate the confidentiality provisions of this Code of Ethics or is otherwise prohibited by law.
- C. The Ethics Commission may examine complaints and to make a determination of probable cause pursuant to the procedures outlined herein. The Ethics Commission may hold hearings concerning alleged violations of the code, may administer oaths, and may compel attendance of witnesses by subpoena to the extent permitted by law.
- D. The Ethics Commission may review the Code of Ethics policies and procedures on an as needed basis and may make recommendations to the Town Council regarding changes to the Code of Ethics policies and procedures. The Ethics Commission may take action to increase public awareness of the Code of Ethics.

Section 11. Ethics Commission Rules of Procedure.

- A. Advisory opinions. Any current, former or prospective Town of Ledyard or Board of Education employee, official or consultant may request an advisory opinion from the Ethics Commission as to whether conduct by that person or entity would violate the Code of Ethics. Any current Town or Board of Education official also may request an advisory opinion concerning the activities of any department over which he/she has jurisdiction or agency on which he/she serves.

Individuals initiating a request for an advisory opinion must do so by completing a form available through the Ledyard Town Clerk's Office or through the Town's website www.ledyardct.org. The form must contain a statement setting forth the advice requested and the relevant facts known to the individual making the request so that the Ethics Commission can reasonably be expected to understand the nature of the request.

The individual making the request must sign and date the form. Requests must be addressed in a sealed envelope to the Ethics Commission, c/o The Ledyard Town Clerk, 741 Colonel Ledyard Highway, Ledyard, CT 06339-1511 who will date stamp the envelope and forward the sealed envelope promptly to the chair or vice-chair of the Ethics Commission. Within five (5) business days that said request is received by the Town Clerk, the Town Clerk or his/her representative shall notify the chair or vice-chair of the Ethics Commission, or both, of same. The date the request is received by the Town Clerk will mark the official date of receipt for purpose of deadlines for decisions. The chair or vice-chair of the Ethics Commission shall sign a form, provided by the Town Clerk, acknowledging the receipt of the request.

The chair will present the request to the Ethics Commission at its next regular meeting or at a special meeting at an executive session, except upon the request

of the individual that is seeking the advisory opinion to present the request in open session.

Advisory opinions will be made by a majority of the Ethics Commission members voting at a meeting at which a quorum is present. The Ethics Commission will issue an advisory opinion as expeditiously as possible but in any event within ninety (90) business days from the day it first considers the request. The Ethics Commission may extend the time for a decision for up to an additional thirty (30) business days. All advisory opinions must be in writing and communicated to the individual making the request.

The Ethics Commission may decline to render an advisory opinion if (1) the subject matter is not covered by the Code of Ethics, (2) the known facts are incomplete or incorrect, and the omission or misstatements are material to the advisory opinion requested, or (3) other reasonable grounds exist for not taking action. If the Ethics Commission decides to so act, it shall state its reasons.

B. Complaints.

- i. Filing of a Complaint. A complaint alleging any violation of the Code of Ethics shall be made on a form prescribed by the Ethics Commission available at the Town's website www.ledyardct.org or through the Town's Clerk office, and signed under penalty of false statement. The form shall be delivered to the Town Clerk in a sealed envelope who will date stamp the envelope and forward the sealed envelope promptly to the chair or vice-chair of the Ethics Commission. On the day the sealed envelope is received by the Town Clerk, the Town Clerk or his/her representative shall notify the chair or vice-chair of the Commission, or both, and the respondent within five (5) business days of receipt of the complaint. The chair or vice-chair of the Ethics Commission shall sign a form, provided by the Town Clerk, acknowledging the receipt of the complaint. The Ethics Commission shall also notify the respondent that a complaint was received and that it will conduct a probable cause determination and invite the respondent to provide any information the respondent deems relevant to the Ethics Commission's determination of probable cause. No complaint may be made under the Code of Ethics unless it is filed with the Ethics Commission within three (3) years after the violation alleged in the complaint has been committed.

The Complaint shall include the: (i) the name of the person accused (respondent); (ii) name of the person filing the complaint; and (iii) the specific acts alleged to constitute a violation of the Code of Ethics and when said actions occurred.

- ii. Probable Cause Determination
Within sixty (60) business days of the receipt of a complaint by the Chair or Vice-Chair, the Ethics Commission shall review and determine whether there is probable cause that a violation of the Code of Ethics has occurred. A finding of probable cause means that based on a review of the available information, *and any additional information the Ethics Commission deems relevant*, the Ethics

Commission determines that reasonable grounds exist to believe that the respondent engaged in prohibited conduct by the Code of Ethics. If the Ethics Commission does not make a finding of probable cause, the complaint shall be dismissed, and a copy of its decision shall be mailed to both the complainant and the respondent. Unless the Ethics Commission makes a finding of probable cause, a complaint alleging a violation of this Code of Ethics shall be confidential except upon the request of the respondent.

If the Ethics Commission makes a finding of probable cause, which shall require three (3) affirmative votes, it shall so advise both the complainant and the respondent and begin a formal investigation.

iii. Hearings

If the Ethics Commission decides that probable cause of a violation of the Code of Ethics exists, it will conduct a public hearing to determine whether or not a violation occurred in accordance with Uniform Administrative Procedure Act (“UAPA”) (See Chapter 54 of the Connecticut General Statutes). At the hearing, the respondent will have the right to be represented by legal counsel; to present evidence and witnesses and compel the attendance

of witnesses; to produce books, documents, records and papers; to examine and cross-examine witnesses; and to inspect and copy relevant and material records, papers and documents. Hearings are not governed by the legal rules of evidence and any information

relevant to the matter may be considered. The Ethics Commission will respect the rules of privilege recognized by the law. Not later than ten business (10) days before the start of the hearing, the Ethics Commission will provide the respondent with a list of its intended witnesses. The Ethics Commission will make a record of the proceedings.

iv. Final Decisions

Decisions by the Ethics Commission that a person is in violation of the Code of Ethics must result from the concurring vote of ~~three (3)~~ *four (4)* of its members. The Ethics Commission must render its decision within sixty business (60) days of the closing of the hearing. Such finding and memorandum will be deemed to be the final decision of the Ethics Commission for the purposes of the UAPA. The respondent may appeal to the superior court in accordance with the provisions of Section 4-183 of the Connecticut General Statutes. If the Ethics Commission determines that the Code of Ethics was violated, it will provide the respondent, the Mayor, the Ledyard Town Council and the Board of Education (if applicable) with a copy of its findings and memorandum within ten (10) business days after its decision. It will also advise the respondent of his/her right to appeal the decision pursuant to Section 4-183 of the Connecticut General Statutes.

v. Penalties for Violations of the Code of Ethics

A violation of the Code of Ethics may lead to any one or a combination of the following penalties:

- a. order to cease and desist the violation;
- b. pay a civil penalty of up to the maximum amount permitted by State law;
- c. censure;
- d. suspension without pay;
- e. demotion;
- f. termination of employment or contract; and
- g. Restitution of any benefits received because of the violation committed.

Penalties will be determined by a vote *of seven (7) members* ~~majority~~ of the Town Council within sixty (60) business days after receipt of the finding and memorandum of Ethics Commission.

The remedies and procedures specified in any applicable statutory and Charter provisions, personnel rules, contract grievance rules, or other work rules, policies, and procedures, shall be followed in the enforcement of this section.

Section 12. Effective Date.

The provisions of this Ordinance shall become effective six months after the Ethics Commission's Organizational Meeting.

Section 13 2. Severability.

If any part of this Code of Ethics or Ordinance shall be held by a court of competent jurisdiction to be invalid, such holding shall not be deemed to invalidate the remaining provisions hereof.

Signed/Certified on: _____
Gary St. Vil, Chairman

Approve/Disapprove on: _____
Fred B. Allyn, III, Mayor

Published on: _____
Patricia A. Riley, Town Clerk

Effective Date: _____

.....
History: Based on the public's interest to establish standards of ethical conduct for all town officials and town employees and for those who serve or conduct business with the Town of Ledyard. This Code of Ethics and Ethics Commission was developed to establish guidelines for the conduct of those in public service; and to establish a procedure to be followed by the Ethics Commission in receiving, adjudicating, and reporting on alleged violations of the

The Administration Committee's agreed to send the draft Ordinance to the Town Council to review to be sure everyone's comments were captured before sending the draft Ordinance to the Town Attorney for a final review; prior to setting another Public Hearing.

RESULT: CONTINUED

Next Meeting:06/10/2026 5:30 p.m.

- No Action on the
2. Continued discussion and possible action regarding proposed amendments to Ordinance #300-029 (rev. 1) "*An Ordinance Regarding Control of Alcoholic Beverages at Town of Ledyard Facilities*" as presented at the April 8, 2026 Public Hearing.

Parks, Recreation, & Senior Citizens Director Scott Johnson, Jr., asked that the Administration Committee defer action on the Ordinance #300-029 (rev. 1) "*An Ordinance Regarding Control of Alcoholic Beverages at Town of Ledyard Facilities*". He stated that he and Farmers Market Committee Chairman Pam Ball have discussed the Vendors selling "*Spirits*" and selling products in glass containers. He explained that Section 1 of the Ordinance stated: "*the use, consumption, possession, sale or purchase of **alcoholic liquor**, as defined in C.G.S. § 30-1; therefore, he stated they were going to allow "*Spirits*" under the definition of "*Alcoholic liquor*". He also stated that he would be providing a letter authorizing products to be sold at the Farmers Market that were packaged in glass and ceramic containers. He stated that he planned to work with Police Chief John Rich to thoroughly review Ordinance #300-029 (rev. 1) to make sure it addressed some of the State's Alcoholic Liquor Licenses, noting that they have five different manufacturer licenses, which could provide 25-off-site licenses. He stated that they would also use this opportunity to update some of the "*Administrative Control*" assignments noting that the Parks & Recreation was combined with the Senior Citizens Commission, since the Ordinance was last updated.*

Councilor Barnes noted that Farmers Market Committee Chairman Pam Ball was attending tonight's meeting remotely via Zoom; and he asked whether she would like to provide any comments.

Ms. Pam Ball, 674 Shewville Road, Ledyard, Farmers Market Committee Chairman, stated that she and Mr. Johnson met to discuss the upcoming 2026 Farmers Market. She noted that Mr. Johnson emailed her stating that the Farmers Market would be allowed to have all three types of alcohol (Beer, Wine, Spirits). She stated that she appreciated Mr. Johnson help, noting in three weeks they were going to have 1,000 people at the Lower Town Green to kick off the Farmers Market 2026 Season.

RESULT: NO ACTION

Next Meeting:06/10/2026 5:30 p.m.

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

VIII. ADJOURNMENT

Councilor Barnes moved the meeting be adjourned, seconded by Councilor Garcia-Irizarry

VOTE: 2 - 0 Approved and so declared, the meeting was adjourned at 6:55 p.m.

Respectfully submitted,

Carmen Garcia-Irizarry
Committee Chairman
Administration Committee



Chairman Gary St. Vil

TOWN OF LEDYARD

CONNECTICUT
TOWN COUNCIL

HYBRID FORMAT

MINUTES ADMINISTRATION COMMITTEE REGULAR MEETING

741 Colonel Ledyard Highway

Ledyard, CT 06339

860 464-3203

<http://www.ledyardct.org>

Roxanne M. Maher
Administrative Assistant

Wednesday, June 10, 2026

5:30 PM

Town Hall Annex Building

DRAFT

- I. CALL TO ORDER – The Meeting was called to order by Committee Chairman Councilor Garcia-Irizarry at 5:31 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 Administration 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-

Attendee Name	Title	Status	Location	Arrived	Departed
Bill Barnes	Town Councilor	Present	In-Person	5:31 pm	5:52 pm
April Brunelle	Town Councilor	Present	In-Person	5:31 pm	5:52 pm
Carmen Garcia-Irizarry	Committee Chairman	Present	In-Person	5:31 pm	5:52 pm
Ty (Earl) Lamb	Town Councilor	Present	In-Person	5:31 pm	5:52 pm
Etic Treaster	Resident	Present	In-Person	5:31 pm	5:52 pm
Joe Gush	Permanent Municipal Building Cmt Chairman	Present	Remote	5:31 pm	5:52 pm
Roxanne Maher	Administrative Assistant	Present	In-Person	5:31 pm	5:52 pm

III. CITIZENS' COMMENTS

Mr. Eric Treaster, 10 Huntington Way, Ledyard, addressed the proposed *Ordinance Establishing a Town of Ledyard Code of Ethics and Ethics Commission* as presented in the draft dated May 13, 2026, noting that it included a new Section 12 “Effective Date” which stated the following:

“The provisions of this Ordinance shall become effective six months after the Ethics Commission’s Organizational Meeting”.

Mr. Treaster stated that he thought six months was too long to delay the effective date of the proposed Ordinance. He stated by the time they have their Organizational Meeting that the Commission would be fully manned; and therefore, there was no reason they could not immediately jump into the business. He also noted the Organizational Meeting could be postponed indefinitely. He stated in looking at other town’s Ethics Ordinance that he only found one that delayed the effective date by 45 days after its final approval by the Town Council. He stated that he thought although 45 days was a little long that it would be better than six months. He suggested the Administration Committee consider shortening the six months period before they set a Public Hearing date later this evening to make the Ordinance effective much sooner.

IV. PRESENTATIONS/INFORMATIONAL ITEMS - None.

V. REVIEW AND APPROVAL OF PRIOR MEETING MINUTES

Councilor Garcia-Irizarry noted because she did not have time to review the May 13, 2026 Minutes that she would like to defer action on them to their August 12, 2026 meeting. The Administration Committee agreed to defer the approval of the Minutes to their next meeting.

VI. OLD BUSINESS

1. Continued discussion and possible action regarding proposed amendments to Ordinance #300-029 (rev. 1) "*An Ordinance Regarding Control of Alcoholic Beverages at Town of Ledyard Facilities*" as presented at the April 8, 2026 Public Hearing.

Councilor Garcia-Irizarry noted that based on Parks, Recreation & Senior Citizens Director Scott Johnson's, Jr. comments at the Administration Committee's May 13, 2026 meeting, that he would like to meet with the Police Chief and Captain to ensure the language in the Ordinance was correct, before he submitted a new draft to the Administration Committee. Therefore, she stated that she was interested in the Committee's feedback on whether they should keep this item on their Agenda; or remove it from Agenda until Mr. Johnson was ready to bring a new draft "*Ordinance Regarding the Control of Alcoholic Beverages*" forward.

Councilor Barnes noted when the proposed Ordinance Amendments were initially submitted to the Administration Committee at their March 11, 2026 meeting there was some concern about getting the appropriate provisions in-place for the Farmers Market to sell "*Spirits*" and to also sell products in glass containers, noting over the winter the crisis was that they would not be ready for the Farmers Market Season. However, he stated that they have since learned that the sale of "*Spirits*" was permitted. However, he stated it was not clear to him if the initial need has been fulfilled. He stated if that was the case he would agree to remove the proposed "*Ordinance Regarding the Control of Alcoholic Beverages*" from the Agenda, noting that they could bring it back when it was ready.

Councilor Garcia-Irizarry stated the Farmers Market kicked-off their 2026 Season on June 3, 2026. She stated it was her understanding that Parks, Recreation & Senior Citizens Director Scott Johnson, Jr., and Farmers Market Chairman Pam Ball have met and worked out the concerns for this season. Councilor Barnes suggested that they keep it on their Agenda for one more meeting, noting that if they did not have Mr. Johnson's update by their next meeting that they could make a decision at that time, noting that they would have been waiting for two-months.

RESULT: CONTINUED

Next Meeting: 07/0/2026 5:30 p.m.

2. MOTION to recommend the Town Council adopt the proposed “*Ordinance Establishing a Town of Ledyard Code of Ethics and Ethics Commission*” as presented in the draft dated May 13, 2026.

DRAFT: **05/13/2026**

Ordinance # _____

AN ORDINANCE ESTABLISHING A
TOWN OF LEDYARD CODE OF ETHICS AND ETHICS COMMISSION

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

Section 1. Authority.

In accordance with Chapter III of the Town Charter, there is hereby established a Town of Ledyard Code of Ethics and Ethics Commission.

Section 2. Declaration of Policy and Purpose.

The trust of the public is essential for government to function effectively. The proper operation of the Town government requires that Town and Board of Education officials, employees and consultants be independent, impartial and responsible to the people; that governmental decision and policies be made in the proper channels of governmental structure; that public office and employment not be used for beneficial and/or financial interest; and that the public has confidence in the integrity of its government.

Section 3. Definitions

As used in this ordinance, the following words or phrases shall have the meanings indicated below:

“**Agency**” is any board, commission, authority or committee of the Town, including the Town Council and Board of Education.

“**Beneficial interest**” means any nonfinancial interest or special treatment that is not common to other citizens of the Town.

“**Business day**” means a day other than a Saturday, Sunday or other day in which the office of the Ledyard Town Clerk is closed to the public for business.

“**Complainant**” means a person who files a complaint under penalties of false statement against an official, employee or consultant containing an allegation of prohibited activities under the Code of Ethics.

“**Confidential Information**” means information acquired by a Town or Board of Education official, employee or consultant in the course of and by reason of performing an individual’s official duties and which is not a matter of public record or public knowledge.

“Consultant” means (i) an attorney hired by the Town or the Board of Education to provide legal services; (ii) any engineer, architect or construction manager hired by the Town or the Board of Education to provide professional services related to construction projects; or (iii)

any professional who is hired by the Town to provide professional advice or services related to land use matters. In addition, the definition of what constitutes a consultant shall be limited to an officer or an employee of any Town or Board of Education contractor who has managerial or discretionary responsibilities with respect to a Town or Board of Education contract.

“Employee” is any person receiving a salary, wages or a stipend from the Town or Board of Education for services rendered, whether full-time or part-time.

“Family” means the spouse, domestic partner, fiancé, fiancée, parents, daughter-in-law, son-in-law, mother-in-law, father-in-law, sister-in-law, brother-in-law, grandparents, great-grandparents, children, stepchildren, foster children, siblings and their children, stepsiblings and their children, and foster siblings and their children, of an official, employee, or consultant, or his/her spouse or domestic partner.

“Financial Interest” means any interest that has a: (i) monetary value of one hundred dollars (\$100.00) or more or generates a financial gain or loss of one hundred dollars (\$100.00) or more in a calendar year; (ii) and is not common to the other citizens of the Town.

“Gift” is a gift of more than one hundred dollars (\$100.00) in value. A gift includes, but is not limited to, entertainment, food, beverage, travel and lodging to the extent that the gift value exceeds one hundred dollars (\$100.00) in any one (1) year from the same person.

Gifts do not include:

- a. A political contribution that is otherwise reported in accordance with the law.
- b. A loan made on terms that are commercially reasonable and not more favorable than loans made in the ordinary course of business.
- c. Certificates, plaques or other ceremonial awards costing less than fifty dollars (\$50.00).
- d. A rebate or discount on the price of anything of value made in the ordinary course of business, without regard to that person’s status.
- e. Honorary degrees.
- f. Costs associated with attending a conference or business meeting and/or registration or entrance fee to attend such conference or business meeting in which the Town or Board of Education official or Town Board of Education employee participates in his/her official capacity.

- g. Any gift provided to a Town or Board of Education official or Town or Board of Education Employee or to a family member of a Town or Board of Education official or Town or Board of Education Employee for the celebration of a major life event provided any such gift provided to an individual does not exceed one thousand dollars (\$1,000.00) in value. A major life event shall include, but not be limited to, a ceremony commemorating an individual's induction into religious adulthood such as a confirmation or bar mitzvah; a wedding; a funeral; the birth or adoption of a child; and retirement from public service or Town employment.

"Inquiry" means a complaint or allegation of a possible violation of the Code.

"Managerial or discretionary responsibilities with respect to a Town or Board of Education contract" means having direct, extensive, and substantive responsibilities with respect to the negotiation of the contract and not peripheral, clerical, or ministerial responsibilities.

"Official" is any person holding elective or appointive office in the government of the town and shall include, but not be limited to, the Town Council, Board of Education or any other agency as defined herein.

"Respondent" means a person who is the subject of a complaint.

Section 4. Confidential information and Withholding of Information.

Town and Board of Education officials, employees or consultants may not disclose or use any information or records that are not available to the public except in the performance of official duties or as required by law or court order. No Town or Board of Education official, employee or consultant may withhold information or make a dishonest or fraudulent statement with the intent to deceive or to misrepresent material facts in the performance of his or her official duties.

Section 5. Conflict of Interest Provisions and Other Prohibited Activities

- A. A Town or Board of Education official, employee or consultant has a conflict of interest when that individual engages in or participates in any contract, transaction, decision, employment or rendering of service in which the Town or Board of Education official, employee or consultant or any member of his family has a financial or beneficial interest. Notwithstanding anything contained in this ordinance to the contrary, a Town or Board of Education official, employee or consultant may enter into a contract with the Town or the Board of Education if the contract is (i) publicly quoted or bid; or (ii) the Town or Board of Education official, employee or consultant is not involved in the awarding of the contract. In addition, the provisions of this section shall not apply to any employment or consultant contracts in which a Town or Board of Education official, employee or consultant is hired by the Town or the Board of Education to perform necessary services, including, but not limited to recreational services.
- B. A financial interest or beneficial interest presents a conflict of interest that is incompatible with the proper discharge of official responsibilities in the public interest if the Town or Board of Education official or employee has reason to believe or expect that he/she or any member of his family will obtain, secure, or

advance such interest by reason of his/her actions in performance or nonperformance of his/her official responsibilities.

- C. A Town or Board of Education official, employee or consultant does not have a financial interest or beneficial interest that is incompatible with the proper discharge of his/her official responsibilities in the public interest if the interest accrues to such individual or his/her family members as a member of a profession, occupation, or group to no greater extent that it accrues to any other member of the profession, occupation, or group with which he/she is affiliated as set forth in Section 7-148h(b) of the General Statutes.
- D. No Town or Board of Education official or employee may directly hire or supervise a member of his/her family except for temporary emergency situations, including, but not limited to, inclement weather and labor shortages.
- E. Town officials and employees shall not use Town owned or leased vehicles, equipment, facilities, materials or property for personal convenience or profit. This section does not apply to Town-owned vehicles issued to emergency responders who are authorized by the Mayor, Fire Chief or Police Chief to take their Town-owned vehicles home, or vehicles issued to employees who are permitted to bring their Town-owned vehicles home as part of an employment agreement or contract.
- F. No Town or Board of Education official, employee or consultant shall solicit or accept any gift from any person or entity who or which is interested directly or indirectly in any business transaction or pending matter that is within the purview of such official, employee or consultant. No Town or Board of Education official, employee or consultant shall accept, or knowingly seek or cause to be given to any member of his/her family, any valuable favor, treatment, consideration, or advantage beyond that which is generally available to the citizens of the Town from any person who, to the knowledge of the official, employee or consultant, is interested directly or indirectly in any business transaction or pending matter that is within the responsibilities of the official, employee or consultant. For purposes of this section, a pending matter includes, but is not limited to, any application to any agency, a bid for work to be performed, an application for employment, and any bid for the furnishing of supplies, equipment or services.

Section 6. Disclosure and Disqualification.

- A. Any Town or Board of Education official, employee or consultant who has a conflict of interest, financial interest, or beneficial interest, direct or indirect, in any contract, transaction or decision within the purview of his/her official responsibilities shall disclose that conflict of interest in accordance with the provisions of this ordinance. Such disclosure shall disqualify the official, employee or consultant from participation in the matter, transaction or decision.

- B. No Town or Board of Education official, employee or consultant shall appear on behalf of any private person or party before any agency in connection with any cause, proceeding, application or other matter in which he/she has financial interest or beneficial interest without first disclosing such interest to the agency, which shall record such disclosure in the record of the agency's proceeding. This Code shall not prohibit any current or former Town or Board of Education official, employee or consultant from appearing before any agency on his/her own behalf.
- C. If there is an uncertainty whether a Town or Board of Education official, employee or consultant has a conflict of interest, financial interest, or beneficial interest that could disqualify that individual from participation in a matter, such individual may request an advisory opinion from the Ethics Commission pursuant to this ordinance.
- D. Nothing in the Code shall be interpreted to authorize conduct restricted or prohibited by any provision of the Connecticut General Statutes including, but not limited to, Sections 8-11, 821 and 22a-42(c) of the Connecticut General Statutes that restrict conduct of members of municipal zoning and planning authorities and members of Inland, Wetlands and Watercourses commissions.

Section 7. Required Filings for Certain Town and Board of Education Officials.

The Mayor and the members of the Town Council and the Board of Education shall, on or before January 1st each year, file with the Town Clerk, on a form to be prepared by the Town Attorney, a statement, under oath, containing the following information:

- A. All real estate located within the Town of Ledyard owned by such official or held under lease for a term exceeding five years, excluding, however, his/her principal residence. The foregoing shall also apply to real estate in the Town of Ledyard owned or leased, by a corporation, trust or partnership in which any such official is the legal or equitable holder of at least five (5) percent of the legal or equitable interest in said corporation, trust, or partnership.
- B. The names of any firm, proprietorship, partnership or corporation of which said official is an employee or in which such official holds at least a five (5) percent interest; and if applicable, whether such firm, proprietorship, partnership or corporation has sold or supplied goods or services in excess of ten thousand dollars (\$10,000.00) per annum to the Town of Ledyard during the two (2) years immediately preceding such official's election to office, *and while in office*.
- C. Any income, fees, salary or wages, directly or indirectly, received by such official from the Town of Ledyard during the two (2) years immediate *preceding* ~~proceeding~~ such official's election to public office, *and while in office*.

Section 8. Acknowledgment forms

- A. The Town Clerk shall provide a copy of the Code of Ethics to every Town and Board of Education official. Every Town official, including members of the Board of Education, shall sign and file with the Town Clerk an acknowledgement form, prepared by the Town Attorney, indicating his/her awareness of the provisions of this Code. The Superintendent of Schools shall sign and file with the Board of Education Human Resources Director an acknowledgement form, prepared by the Town attorney, indicating his/her awareness of the provisions of this Code. The Human Resources Directors of both the Town and Board of Education, respectively, shall: (i) provide current Town and Board of Education employees a copy of the Code of Ethics within one-hundred-twenty (120) business days of its effective date; and (ii) provide a copy of the Code of Ethics to every Town and Board of Education employee within sixty (60) business days of employment. Copies of the Code of Ethics may be sent to officials and employees electronically.
- B. Within ten (10) business days of the effective date of this ordinance, the Code of Ethics shall be incorporated by reference into all prospective contracts entered into by the Town of Ledyard and the Board of Education with a consultant. The Human Resources Directors of both the Town and Board of Education, respectively, shall provide current Town and Board of Education consultants a copy of the Code of Ethics within thirty (30) business days of its effective date. Copies of the Code of Ethics may be sent to consultants electronically.
- C. The Mayor and Superintendent of Schools shall develop a protocol for periodic training of employees concerning the Code of Ethics. The Commission shall develop a protocol for periodic training of officials.
- D. The Town Council shall approve a procedure for monitoring compliance with this section and approve the training protocols specified in subsection (c).

Section 9. Establishment and Qualifications of Ethics Commission.

- A. Structure. The Ethics Commission shall be comprised of five (5) regular members and two (2) alternate members. All regular members and alternate members of the Ethics Commission shall be electors of the Town. No more than two (2) of the regular members may be affiliated with any one political party. At all times, at least one regular member shall be unaffiliated with any political party. Both alternate members may not be affiliated with the same political party.
- B. Member and alternate member qualifications. No regular member or alternate members shall:
 - i. be currently employed by the Town or Board of Education;
 - ii. have been employed by the Town or Board of Education for a period of two years prior to being appointed to the Ethics Commission;
 - iii. hold any elective Town office or have been elected to any elective Town

office for a period of two years prior to being appointed to the Ethics Commission;

- iv. be a current member of the Board of Education or have been elected to the Board of Education for a period of two years prior to being appointed to the Ethics Commission;
- v. serve as a member of another Town agency; *or have served as a member of another Town agency for a period of two (2) years prior to being appointed to the Ethics Commission.*
- vi. hold office in a political party or political committee; *or have held office in a political party or political committee for a period of two (2) years prior to being appointed to the Ethics Commission.*
- vii. have been found in violation of any state, local or professional code of ethics.

If a current member of the Ethics Commission files to run for any elective Town office or for the Board of Education, such member shall resign from the Ethics Commission within seven (7) days of said filing.

- C. Compensation Members will not be compensated for their service on the Commission.
- D. Organizational Meeting Within thirty (30) days of the appointment of the Ethics Commission, an organizational meeting shall be held at which members shall choose a Chair, Vice-Chair and a Secretary.
- E. Method and Terms of appointment The Town Council shall appoint the Ethics Commission members in the manner provided in the Town Charter. Members of the Ethics Commission shall be appointed by a minimum of (7) seven affirmative votes of the Town Council. Members shall be appointed for a term of three (3) years. If a member is appointed to fill an unexpired term, then that member's term ends at the same time as the term of the person being replaced. In making the original appointments under this ordinance, the Town Council shall designate two (2) regular members to serve for three (3) years, two (2) regular members to serve for two (2) years; one (1) regular member to serve for (1) year; one (1) alternate member to serve for three (3) years and one (1) alternate member to serve for two (2) years. Thereafter, vacancies shall be filled for a three (3) year term. Inaugural members shall be eligible to serve two (2) additional three (3) years term beyond his/her initial appointment. No member may serve more than three (3) terms total.
- F. Removal The Town Council may remove members for cause and fill the vacancy in accordance with the Town Charter. Cause for removal shall include, but is not limited to, an unexcused absence from three (3) consecutive meetings. It shall be the responsibility of the Chairman of the Ethics Commission to notify the Town Council when a member has not properly performed his/her duties.

Section 10. Powers and Duties of Ethics Commission.

- A. The Ethics Commission shall be authorized to consult with the Town Attorney or another attorney hired by the Commission if so authorized by the Town Council. The Ethics Commission shall be authorized to request that the Town Attorney provide advisory opinions.
- B. The Ethics Commission may render advisory opinions to any Town or Board of Education official, employee or consultant on whether conduct by that person would constitute a violation of the Code of Ethics. The Ethics Commission will make advisory opinions available to the public unless doing so would violate the confidentiality provisions of this Code of Ethics or is otherwise prohibited by law.
- C. The Ethics Commission may examine complaints and to make a determination of probable cause pursuant to the procedures outlined herein. The Ethics Commission may hold hearings concerning alleged violations of the code, may administer oaths, and may compel attendance of witnesses by subpoena to the extent permitted by law.
- D. The Ethics Commission may review the Code of Ethics policies and procedures on an as needed basis and may make recommendations to the Town Council regarding changes to the Code of Ethics policies and procedures. The Ethics Commission may take action to increase public awareness of the Code of Ethics.

Section 11. Ethics Commission Rules of Procedure.

- A. Advisory opinions. Any current, former or prospective Town of Ledyard or Board of Education employee, official or consultant may request an advisory opinion from the Ethics Commission as to whether conduct by that person or entity would violate the Code of Ethics. Any current Town or Board of Education official also may request an advisory opinion concerning the activities of any department over which he/she has jurisdiction or agency on which he/she serves.

Individuals initiating a request for an advisory opinion must do so by completing a form available through the Ledyard Town Clerk's Office or through the Town's website www.ledyardct.org. The form must contain a statement setting forth the advice requested and the relevant facts known to the individual making the request so that the Ethics Commission can reasonably be expected to understand the nature of the request.

The individual making the request must sign and date the form. Requests must be addressed in a sealed envelope to the Ethics Commission, c/o The Ledyard Town Clerk, 741 Colonel Ledyard Highway, Ledyard, CT 06339-1511 who will date stamp the envelope and forward the sealed envelope promptly to the chair or vice-chair of the Ethics Commission. Within five (5) business days that said request is received by the Town Clerk, the Town Clerk or his/her representative shall notify the chair or vice-chair of the Ethics Commission, or both, of same. The date the request is received by the Town Clerk will mark the official date of receipt for purpose of deadlines for decisions. The chair or vice-chair of the Ethics

Commission shall sign a form, provided by the Town Clerk, acknowledging the receipt of the request.

The chair will present the request to the Ethics Commission at its next regular meeting or at a special meeting at an executive session, except upon the request of the individual that is seeking the advisory opinion to present the request in open session.

Advisory opinions will be made by a majority of the Ethics Commission members voting at a meeting at which a quorum is present. The Ethics Commission will issue an advisory opinion as expeditiously as possible but in any event within ninety (90) business days from the day it first considers the request. The Ethics Commission may extend the time for a decision for up to an additional thirty (30) business days. All advisory opinions must be in writing and communicated to the individual making the request.

The Ethics Commission may decline to render an advisory opinion if (1) the subject matter is not covered by the Code of Ethics, (2) the known facts are incomplete or incorrect, and the omission or misstatements are material to the advisory opinion requested, or (3) other reasonable grounds exist for not taking action. If the Ethics Commission decides to so act, it shall state its reasons.

B. Complaints.

- i. Filing of a Complaint. A complaint alleging any violation of the Code of Ethics shall be made on a form prescribed by the Ethics Commission available at the Town's website www.ledyardct.org or through the Town's Clerk office, and signed under penalty of false statement. The form shall be delivered to the Town Clerk in a sealed envelope who will date stamp the envelope and forward the sealed envelope promptly to the chair or vice-chair of the Ethics Commission. On the day the sealed envelope is received by the Town Clerk, the Town Clerk or his/her representative shall notify the chair or vice-chair of the Commission, or both, and the respondent within five (5) business days of receipt of the complaint. The chair or vice-chair of the Ethics Commission shall sign a form, provided by the Town Clerk, acknowledging the receipt of the complaint. The Ethics Commission shall also notify the respondent that a complaint was received and that it will conduct a probable cause determination and invite the respondent to provide any information the respondent deems relevant to the Ethics Commission's determination of probable cause. No complaint may be made under the Code of Ethics unless it is filed with the Ethics Commission within three (3) years after the violation alleged in the complaint has been committed.

The Complaint shall include the: (i) the name of the person accused (respondent); (ii) name of the person filing the complaint; and (iii) the specific acts alleged to constitute a violation of the Code of Ethics and when said actions occurred.

ii. Probable Cause Determination

Within sixty (60) business days of the receipt of a complaint by the Chair or Vice-Chair, the Ethics Commission shall review and determine whether there is probable cause that a violation of the Code of Ethics has occurred. A finding of probable cause means that based on a review of the available information, *and any additional information the Ethics Commission deems relevant*, the Ethics Commission determines that reasonable grounds exist to believe that the respondent engaged in prohibited conduct by the Code of Ethics. If the Ethics Commission does not make a finding of probable cause, the complaint shall be dismissed, and a copy of its decision shall be mailed to both the complainant and the respondent. Unless the Ethics Commission makes a finding of probable cause, a complaint alleging a violation of this Code of Ethics shall be confidential except upon the request of the respondent.

If the Ethics Commission makes a finding of probable cause, which shall require three (3) affirmative votes, it shall so advise both the complainant and the respondent and begin a formal investigation.

iii. Hearings

If the Ethics Commission decides that probable cause of a violation of the Code of Ethics exists, it will conduct a public hearing to determine whether or not a violation occurred in accordance with Uniform Administrative Procedure Act (“UAPA”) (See Chapter 54 of the Connecticut General Statutes). At the hearing, the respondent will have the right to be represented by legal counsel; to present evidence and witnesses and compel the attendance

of witnesses; to produce books, documents, records and papers; to examine and cross-examine witnesses; and to inspect and copy relevant and material records, papers and documents. Hearings are not governed by the legal rules of evidence and any information relevant to the matter may be considered. The Ethics Commission will respect the rules of privilege recognized by the law. Not later than ten business (10) days before the start of the hearing, the Ethics Commission will provide the respondent with a list of its intended witnesses. The Ethics Commission will make a record of the proceedings.

iv. Final Decisions

Decisions by the Ethics Commission that a person is in violation of the Code of Ethics must result from the concurring vote of ~~three (3)~~ *four (4)* of its members. The Ethics Commission must render its decision within sixty business (60) days of the closing of the hearing. Such finding and memorandum will be deemed to be the final decision of the Ethics Commission for the purposes of the UAPA. The respondent may appeal to the superior court in accordance with the provisions of Section 4-183 of the Connecticut General Statutes. If the Ethics Commission determines that the Code of Ethics was violated, it will provide the respondent, the Mayor, the Ledyard Town Council and the Board of Education (if applicable) with a copy of its findings and memorandum within ten (10) business days after its decision. It will also advise the respondent of his/her right to appeal the decision pursuant to Section 4-183 of the Connecticut General Statutes.

v. Penalties for Violations of the Code of Ethics

A violation of the Code of Ethics may lead to any one or a combination of the following penalties:

- a. order to cease and desist the violation;
- b. pay a civil penalty of up to the maximum amount permitted by State law;
- c. censure;
- d. suspension without pay;
- e. demotion;
- f. termination of employment or contract; and
- g. Restitution of any benefits received because of the violation committed.

Penalties will be determined by a vote *of seven (7) members* ~~majority~~ of the Town Council within sixty (60) business days after receipt of the finding and memorandum of Ethics Commission.

The remedies and procedures specified in any applicable statutory and Charter provisions, personnel rules, contract grievance rules, or other work rules, policies, and procedures, shall be followed in the enforcement of this section.

Section 12. Effective Date.

The provisions of this Ordinance shall become effective six months after the Ethics Commission's Organizational Meeting.

Section *13* ~~2~~. Severability.

If any part of this Code of Ethics or Ordinance shall be held by a court of competent jurisdiction to be invalid, such holding shall not be deemed to invalidate the remaining provisions hereof.

Signed/Certified on: _____
Gary St. Vil, Chairman

Approve/Disapprove on: _____
Fred B. Allyn, III, Mayor

Published on: _____
Patricia A. Riley, Town Clerk

Effective Date: _____

.....
History: Based on the public's interest to establish standards of ethical conduct this Code of Ethics and Ethics Commission was developed to establish guidelines for the conduct of those in public service; and to establish a procedure to be followed by the Ethics Commission in receiving, adjudicating, and reporting on alleged violations of the Code of Ethics. The drafting of this Ordinance took over three-years and multiple reviews by the Town Attorney and four Public Hearings.

Moved by Councilor Barnes, seconded by Councilor Brunelle

Discussion: Councilor Garcia-Irizarry noted after incorporating the residents comments at their May 13, 2026 Administration Committee meeting, she forwarded the proposed Ethics Ordinance to Attorney Ritter for a final review. She stated that she specifically asked Attorney Ritter to review new Section 12 to provide an “*effective date to be six months after the Commission’s Organizational Meeting*” to be sure it was not in violation of the Town Charter. She noted that Attorney Ritter’s email responding to her questions was attached to the Agenda packet on the Meeting Portal. She stated that Attorney Ritter stated that the new Section 12 was fine; and he provided some minor spacing corrections, which were made to the May 13, 2026 draft.

Councilor Garcia-Irizarry continued by addressing Mr. Treaster’s comments from earlier this evening regarding the addition of Section 12. “*Effective Date*” as follows: ***“The provisions of this Ordinance shall become effective six months after the Ethics Commission’s Organizational Meeting”***; Councilor Garcia-Irizarry went on to noting that Mr. Treaster also stated that the Organizational Meeting could be postponed indefinitely. Therefore, she questioned whether they could introduce something to address when the Organizational Meeting would need to be held.

Administrative Assistant Roxanne Maher directed the Committee to Section 9. “*Establishment and Qualifications of Ethics Commission*”.

Councilor Garcia-Irizarry noted Section 9. “*Establishment and Qualifications of Ethics Commission*” paragraph D “*Organizational Meeting*” stated the following:

“Within thirty (30) days of the appointment of the Ethics Commission, an organizational meeting shall be held.....”

Administrative Assistant Roxanne Maher explained the objective for the six month lead time was to give the Ethics Commission time: (1) To review and understand what the Ordinance was authorizing them to do; (2) Review all the Forms, Filing Requirements, and to also draft the necessary Forms as required by the Ordinance; (3) Allow the Commission to meet during that six month period to do this work; and understand the Procedures; and (4) To allow a period of time where the public could ask questions to understand what would and would not qualify for an Ethics Complaint, and for the Commission to be able to respond, which may involve some research, etc. She noted that the six month effective date would essentially provide the Commission and the Public a grace period to fully understand their role and responsibilities; as well as what would be considered an ethics complaint. She also explained that they do not know how long it was going to take to find candidates that would qualify to serve on the Ethics Commission, based on the parameters spelled out in the Ordinance; and that once an Ethics Complaint was filed the clock would start for the number of days to notify certain parties, the number of days for the Commission to hold a meeting regarding the Complaint, etc.

Councilor Barnes stated that six months may be longer than other towns that had an effective date of 45 days, and it may be longer than Mr. Treaster would like. However, he stated based on the Organizational Meeting being held within 30 days of he

members appointment that the time was not unlimited. Administrative Assistant Roxanne Maher stated this time would also give the Town Clerk and the Human Resources Director time to send out all the forms and to get them back, and to make sure everything was in-place and that they were doing it right, based on the amount of work involved.

Councilor Barnes commented on the importance to take the time to make sure they do things right, noting that they would not be doing anything helpful for the town if they rush.

Councilor Brunelle stated she did not have a problem with an effective date of six months after the Organizational meeting.

VOTE: 3 – 0 Approved and so declared

RESULT:	3 – 0 APPROVED TO RECOMMEND
MOVER:	Bill Barnes, Committee Member
SECONDER:	Carmen Garcia-Irizarry, Committee Member
AYES:	Bill Barnes, April Brunelle, Carmen Garcia-Irizarry

VII. NEW BUSINESS

1. MOTION to recommend the Town Council set a Public Hearing (Hybrid Format - Video Conference and In-Person) Public Hearing date on July 8, 2026 at 6:00 p.m. to be held in Council Chambers, Town Hall Annex, 741 Colonel Ledyard Highway, Ledyard, Connecticut, to receive comments and recommendations regarding a proposed *“An Ordinance Establishing a Town of Ledyard Code of Ethics and Ethics Commission”*.

Moved by Councilor Brunelle, seconded by Councilor Barnes

Discussion: Councilor Garcia-Irizarry stated in accordance with the Town Charter; Chapter III; Section 5; a Public Hearing shall be held by the Town Council before any ordinance can be passed. She stated this item was to set the Public Hearing date. She noted this would be the fourth Public Hearing the Town Council would hold regarding the proposed Ethics Ordinance.

VOTE: 3 – 0 Approved and so declared

RESULT:	3 – 0 APPROVED TO RECOMMEND
MOVER:	April Brunelle, Committee Member
SECONDER:	Bill Barnes, Committee Member
AYES:	Bill Barnes, April Brunelle, Carmen Garcia-Irizarry

2. MOTION to recommend the Town Council appoint Councilor Carmen Garcia-Irizarry (D) 58 Eagle Ridge Drive, Gales Ferry, to the *“Ad Hoc Committee to Evaluate the Separation of the Planning Commission & Zoning Commission”* a for six-month term in accordance with Res#002-2026/Mar 25.

Moved by Councilor Brunelle, seconded by Councilor Barnes

Discussion: The Committee noted that Councilor Garcia-Irizarry was a great choice to serve on this Ad Hoc Committee, as the Town Council’s representative.

Councilor Garcia-Irizarry noted that the Town Council's Representative was the last appointment remaining for this Ad Hoc Committee. She stated that the Organizational Meeting would be scheduled soon.

VOTE: 2 – 0 – 1 Approved and so declared (Garcia-Irizarry Abstained)

RESULT: 2 – 0 – 1 APPROVED TO RECOMMEND
MOVER: April Brunelle, Committee Member
SECONDER: Bill Barnes, Committee Member
AYES: Bill Barnes, April Brunelle
ABSTAIN: Carmen Garcia-Irizarry

3. MOTION to recommend the Town Council reappoint the following Members to the Parks, Recreation & Senior Citizens Commission for three (3) year term ending June 28, 2029:

- Ms. Carol Schneider (D) 101 Inchcliffe Drive, Gales Ferry
- Ms. Lucrezia Finegan (R) 1331 Baldwin Road, Gales Ferry
- Mr. Kenneth DiRico (U) 8 Melanie Lane, Gales Ferry

Moved by Councilor Barnes, seconded by Councilor Brunelle

Discussion: Councilor Garcia-Irizarry noted that all of these Commission Members were interested in continuing to serve the town; and their reappointments have been endorsed by the Commission and their respective parties.

Councilor Barnes noted during the last term he was the Liaison to the Parks, Recreation & Senior Citizens Commission, noting that they were a great group.

VOTE: 3 – 0 Approved and so declared

RESULT: 3 – 0 APPROVED TO RECOMMEND
MOVER: Bill Barnes, Committee Member
SECONDER: April Brunelle, Committee Member
AYES: Bill Barnes, April Brunelle, Carmen Garcia-Irizarry

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

VIII. ADJOURNMENT

Councilor Garcia-Irizarry moved the meeting be adjourned, seconded by Councilor Barnes

VOTE: 3 - 0 Approved and so declared, the meeting was adjourned at 5:52 p.m.

Respectfully submitted,

Carmen Garcia-Irizarry
Committee Chairman
Administration Committee



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 26-0325

Agenda Date: 7/8/2026

Agenda #: 1.

ORDINANCE

Motion/Request:

Proposed amendments to Ordinance #300-029 (rev. 1) “*An Ordinance Regarding Control of Alcoholic Beverages at Town of Ledyard Facilities*”.

Background:

The following amendments were being proposed to Ordinance #300-029 (rev. 2) “*An Ordinance Regarding Control of Alcoholic Beverages at Town of Ledyard Facilities*”

Section 2 Definitions

Ledyard Farmers Market: Ledyard Farmers Market or “LFM” refers to the Ledyard Farmers Market Commission and activities carried out in the normal course of operating the Farmers Market.

LFM Vendor: refers to any vendor accepted to the market, particularly for those vendors approved to sell alcoholic beverages made in the state of CT. The beverages may include, but are not limited to wines, ciders, meads, beer, and spirits.

Section 5. Authorization and Permit Procedure

a. Authorization

Authorization will allow vendors at the Ledyard Farmers Market to sell alcoholic beverages including, but not limited to wines, ciders, meads, beer, and spirits in closed containers for the Market Season.

Authorization will permit the offering for sale, glass or ceramic containers (filled with product or empty) and items at the Ledyard Farmers Market.

Department Comment/Recommendation:

(type text here)

Mayor Comment/Recommendation:

The Mayor’ Office heard from the Farmers Market Committee regarding the prohibition of glass containers at the facilities identified in Ordinance #300-029 (rev. 1) “*An Ordinance Regarding Control of Alcoholic Beverages at Town of Ledyard Facilities*”.

This prohibition represents an unreasonable burden in the Farmers Market case as it severely impacts those selling ceramics or jarred sauces, jams, jellies, wine, beer, ciders, etc. I support the change to this ordinance to permit these vendors to sell their product at our great market.

Body:

DRAFT: 3/3/2026

Ordinance: #300-029 (~~rev-1~~ 2)

AN ORDINANCE
REGARDING CONTROL OF ALCOHOLIC BEVERAGES AT
TOWN OF LEDYARD FACILITIES

Be it ordained by the Town Council of the Town of Ledyard Be it ordained by the Town Council of the Town of Ledyard: *“An Ordinance Regarding Control of Alcoholic Beverages at Town of Ledyard Facilities”* is hereby enacted.

Section 1. Purpose

To control the use, consumption, possession, sale or purchase of alcoholic liquor, as defined in C.G.S. § 30-1, at any Town facility, Town property or any school property under the Board of Education in the Town of Ledyard.

Section 2. Definitions

In accordance with C.G.S. § 30-1 as amended the following terms shall mean:

- a. Alcohol: the product of distillation of any fermented liquid, rectified either once or more often, whatever may be the origin thereof, and includes synthetic ethyl alcohol which is considered non-potable.
- b. Alcoholic liquor or alcoholic beverage: includes alcohol, beer, spirits and wine; and every liquid or solid, patented or not, containing alcohol, spirits, wine or beer and capable of being consumed by a human being for beverage purposes. Any liquid or solid containing more than one of the four varieties so defined is considered as belonging to that variety which has the higher percentage of alcohol, according to the following order: Alcohol, spirits, wine and beer. The provisions of this ordinance shall not apply to any liquid or solid containing less than one-half of one per cent of alcohol by volume.
- c. Beer: means any beverage obtained by the alcoholic fermentation of an infusion or decoction of barley, malt and hops in drinking water.
- d. Wine: means any alcoholic beverage obtained by the fermentation of the natural sugar content of fruits,

such as grapes or apples or other agricultural products, containing sugar, including fortified wines such as port, sherry and champagne.

- e. Minor: Any person under twenty-one (21) years of age.
- f. Person: Natural person including partners but shall not include corporations, limited liability companies, joint stock companies or other associations of natural persons.
- g. Ledyard Town Facility: "Town Facility" includes the following: town hall, municipal buildings, municipal school buildings, stadiums, any public playgrounds, public parks, any fire stations or clubhouses therein, police headquarters facility or on any public grounds and/or other places owned leased, maintained, operated and /or funded directly or indirectly by the Town of Ledyard.
- h. Ledyard Farmers Market: Ledyard Farmers Market or "LFM" refers to the Ledyard Farmers Market Commission and activities carried out in the normal course of operating the Farmers Market.*
- i. LFM Vendor: refers to any vendor accepted to the market, particularly for those vendors approved to sell alcoholic beverages made in the state of CT. The beverages may include, but are not limited to wines, ciders, meads, beer, and spirits.*

Section 3. Consumption of Alcoholic Beverages in Public Buildings, Parks, etc.

It shall be unlawful for any person to have in their possession, or to consume any alcoholic beverage in a town facility.

Section 4 Exceptions -Authorization and Permit Required

At the discretion of the Body who has Administrative Control of a town facility, the consumption of beer and wine may be permitted, as defined in C.G.S. § 30-1, as amended, during any public or private function, festival or celebration being conducted within a town facility pursuant to written authorization from the body who has Administrative Control of the property and upon written permit issued by the Chief of Police or their designee, authorizing the sale, service or distribution of alcoholic liquor at or in connection with such function, festival or celebration as follows:

Name of Facility	Location	Administrative Control Authorization & Address
------------------	----------	---

Any Parks & Recreation Area • DeMuria Pavilion/Colonel Ledyard Park • Perry Pavilion/Highlands Lake • Ledyard Town Green/Pole Barn / Holdridge Pavilion • Picnic areas along with picnic area at Erickson Park • Gales Ferry Community Center • Donahue Property • Sawmill Park/Picnic Area	Various 21 Blonder Boulevard, Ledyard 639 Shewville Road. Ledyard 728 Colonel Ledyard Highway, Ledyard 114 Military Highway. Gales Ferry 18 Hurlbutt Road, Gales Ferry 13 Winthrop Road, Gales Ferry 172 Iron Street, Ledyard	Parks & Recreation Director or Designee 12 Van Tassel Drive, Gales Ferry
Nathan Lester House & Garden	153 Vinegar Hill Road, Gales Ferry	Historic District Commission or his/her designee 741 Colonel Ledyard Highway, Ledyard (Town Hall)
Senior Citizens Center	12 Van Tassel Drive, Gales Ferry	Parks & Recreation Director or Designee 12 Van Tassel Drive, Gales Ferry or Senior Citizens Commission 12 Van Tassel Drive, Gales Ferry

Section 5. Authorization and Permit Procedure

b. Authorization

Written authorization from the Body or their designee who has Administrative Control of the town facility for which the Authorization was being sought must be obtained at least thirty (30) days prior to the start of the event.

Authorization will allow vendors at the Ledyard Farmers Market to sell alcoholic beverages including, but not limited to wines, ciders, meads, beer, and spirits in closed containers for the Market Season.

Authorization will permit the offering for sale, glass or ceramic containers (filled with product or empty) and items at the Ledyard Farmers Market.

c. Permit

Temporary Liquor Permit Application Forms and Instructions are available on line at <https://elicense.ct.gov/>, the Town Clerk's Office and the Police Department.

Written authorization from the Body who has Administrative Control of the town facility must be provided with the Application when obtaining local signatures, as required on the State of Connecticut Application for Temporary Liquor Permit Form.

Completed application and authorization of the Administrative Control Body shall be submitted to the Ledyard Police Department at least twenty (20) days prior to the start of the public or private function, festival or celebration being conducted within a town facility.

Written approval or denial of the Permit should be issued to the Applicant within seven days of receipt of the Permit Application and a copy of the approved or denied Permit Application shall be forwarded to the Body who has Administrative Control of the town facility for which the Temporary Liquor Permit was sought.

Section 6. Professional Catered Events/ Licenses and Insurance Required

a. Caterer Liquor Permit

For events at which professional catering services are provided, the caterer shall provide proof that a “caterer liquor permit” has been obtained in accordance with C.G.S. § 30-37J.

b. Insurance

The Caterer shall procure and shall pay all premiums for comprehensive general liability insurance coverage for the town facility for which they are serving food, beverages and alcoholic beverages, in the amount of no less than \$2 million and shall provide certificates of such insurance indicating coverage is in effect.

Additionally, the Caterer shall list the Town of Ledyard as an additional insured on all forms of insurance.

The caterer shall also provide proof of liquor liability coverage as part of the application.

Section 7. Serving Alcoholic beverages to Minors

It shall be unlawful for any person to sell or serve beer, wine or other alcoholic beverages to any person under the age of 21 at any public or private function, festival or celebration being conducted within a town facility.

In accordance with CGS § 30-86, a person may be fined, imprisoned up to 18 months, or both, for giving alcohol to someone under 21 years of age.

Section 8. Violations

- a. In addition to State imposed fines any person violating this Ordinance shall be fined not more than \$100.00 for each offense.
- a. Any person violating this Ordinance shall also be subject to immediate removal from the area, park or district and be subject to denial of future entry into such town facility.

Section 9. Severability.

If any section, or part of a section, of this Ordinance shall be held by a court of competent jurisdiction to be invalid, such holding shall not be deemed to invalidate the remaining provisions hereof.

Section 10 . Effective Date

This Ordinance shall take effect on the twenty-first (21st) day after publication in accordance with Chapter III, Section 5 of the Charter of the Town of Ledyard.

Amended and Adopted by the Town Council on: _____

Gary St. Vil, Chairman

Approved / Disapproved on: _____

Fred B. Allyn, III., Mayor

Published on:

Patricia A. Riley, Town Clerk

Effective Date:

Revision: Ordinance #34 "An Ordinance Regarding Control of Alcoholic Liquor in Parks & Recreation Areas, School Property and the Historic District" Adopted: April 9, 1986; Effective: May 27, 1986; Renumbered and Adopted: 9/25/2019; *Rewritten (Rev. 1) and Adopted September 9, 2020..*

History: The Twenty-fourth Town Council (2017- 2019) Ordinance #34 "An Ordinance Regarding Control of Alcoholic Liquor at Parks & Recreation Areas, School Property and the Historic District" was renumbered to Ordinance #300-029

2020: The Ordinance was totally rewritten to allow for the consumption of beer and wine at additional town owned facilities and town-owned properties; as listed in Table. Also, the following documentation requirements were added to the Ordinance (1) Authorization from the Body who has Administrative Control of the facility/property, and (2) Written permit from the Chief of Police. The Ordinance added provisions for catered events requiring the caterer to provide proof of liquor license and insurance.

2026: Ordinance amended to allow vendors at the Farmers Market to sell spirits. It was also amended to allow glass and ceramic containers and items at the market as prohibiting these containers and items would not allow vendors to sell pickles, candles, sauces, wines, meads, ciders, spirits, sodas or other non-alcoholic beverages, relishes, jams, jellies, flowers, seasonings, or pottery. Authorization was extended for the entire Market Season

AN ORDINANCE
REGARDING CONTROL OF ALCOHOLIC BEVERAGES AT
TOWN OF LEDYARD FACILITIES

Be it ordained by the Town Council of the Town of Ledyard Be it ordained by the Town Council of the Town of Ledyard: *“An Ordinance Regarding Control of Alcoholic Beverages at Town of Ledyard Facilities”* is hereby enacted.

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- b. Alcoholic liquor or alcoholic beverage: includes alcohol, beer, spirits and wine; and every liquid or solid, patented or not, containing alcohol, spirits, wine or beer and capable of being consumed by a human being for beverage purposes. Any liquid or solid containing more than one of the four varieties so defined is considered as belonging to that variety which has the higher percentage of alcohol, according to the following order: Alcohol, spirits, wine and beer. The provisions of this ordinance shall not apply to any liquid or solid containing less than one-half of one per cent of alcohol by volume.
- c. Beer: means any beverage obtained by the alcoholic fermentation of an infusion or decoction of barley, malt and hops in drinking water.
- d. Wine: means any alcoholic beverage obtained by the fermentation of the natural sugar content of fruits, such as grapes or apples or other agricultural products, containing sugar, including fortified wines such as port, sherry and champagne.
- e. Minor: Any person under twenty-one (21) years of age.

- f. Person: Natural person including partners but shall not include corporations, limited liability companies, joint stock companies or other associations of natural persons.
- g. Ledyard Town Facility: “Town Facility” includes the following: town hall, municipal buildings, municipal school buildings, stadiums, any public playgrounds, public parks, any fire stations or clubhouses therein, police headquarters facility or on any public grounds and/or other places owned leased, maintained, operated and /or funded directly or indirectly by the Town of Ledyard.
- h. *Ledyard Farmers Market: Ledyard Farmers Market or “LFM” refers to the Ledyard Farmers Market Commission and activities carried out in the normal course of operating the Farmers Market.*
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Name of Facility	Location	Administrative Control Authorization & Address
Any Parks & Recreation Area	Various	Parks & Recreation Director or Designee
• DeMuria Pavilion/Colonel Ledyard Park	21 Blonder Boulevard, Ledyard	12 Van Tassel Drive, Gales Ferry
• Perry Pavilion/Highlands Lake	639 Shewville Road. Ledyard	
• Ledyard Town Green/Pole Barn / Holdridge Pavilion	728 Colonel Ledyard Highway, Ledyard	
• Picnic areas along with picnic area at Erickson Park	114 Military Highway. Gales Ferry	

• Gales Ferry Community Center • Donahue Property • Sawmill Park/Picnic Area	18 Hurlbutt Road, Gales Ferry 13 Winthrop Road, Gales Ferry 172 Iron Street, Ledyard	
Nathan Lester House & Garden	153 Vinegar Hill Road, Gales Ferry	Historic District Commission or his/her designee 741 Colonel Ledyard Highway, Ledyard (Town Hall)
Senior Citizens Center	12 Van Tassel Drive, Gales Ferry	Parks & Recreation Director or Designee 12 Van Tassel Drive, Gales Ferry or Senior Citizens Commission 12 Van Tassel Drive, Gales Ferry

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Written approval or denial of the Permit should be issued to the Applicant within seven days of receipt of the Permit Application and a copy of the approved or denied Permit Application shall be forwarded to the Body who has Administrative Control of the town facility for which the Temporary Liquor Permit was sought.

Section 6. Professional Catered Events/ Licenses and Insurance Required

a. Caterer Liquor Permit

For events at which professional catering services are provided, the caterer shall provide proof that a “caterer liquor permit” has been obtained in accordance with C.G.S. § 30-37J.

b. Insurance

The Caterer shall procure and shall pay all premiums for comprehensive general liability insurance coverage for the town facility for which they are serving food, beverages and alcoholic beverages, in the amount of no less than \$2 million and shall provide certificates of such insurance indicating coverage is in effect.

Additionally, the Caterer shall list the Town of Ledyard as an additional insured on all forms of insurance.

The caterer shall also provide proof of liquor liability coverage as part of the application.

Section 7. Serving Alcoholic beverages to Minors

It shall be unlawful for any person to sell or serve beer, wine or other alcoholic beverages to any person under the age of 21 at any public or private function, festival or celebration being conducted within a town facility.

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- a. In addition to State imposed fines any person violating this Ordinance shall be fined not more than \$100.00 for each offense.
- b. Any person violating this Ordinance shall also be subject to immediate removal from the

area, park or district and be subject to denial of future entry into such town facility.

Section 9. Severability.

If any section, or part of a section, of this Ordinance shall be held by a court of competent jurisdiction to be invalid, such holding shall not be deemed to invalidate the remaining provisions hereof.

Section 10. Effective Date

This Ordinance shall take effect on the twenty-first (21st) day after publication in accordance with Chapter III, Section 5 of the Charter of the Town of Ledyard.

Amended and Adopted by the Town Council on: _____

Signed/Certified on: _____

Gary St. Vil, Chairman

Approved / Disapproved on: _____

Fred B. Allyn, III., Mayor

Published on: _____

Patricia A. Riley, Town Clerk

Effective Date: _____

Revision: Ordinance #34 "An Ordinance Regarding Control of Alcoholic Liquor in Parks & Recreation Areas, School Property and the Historic District" Adopted: April 9, 1986; Effective: May 27, 1986; Renumbered and Adopted: 9/25/2019; **Rewritten (Rev. 1) and Adopted September 9, 2020.**

History: The Twenty-fourth Town Council (2017- 2019) Ordinance #34 "An Ordinance Regarding Control of Alcoholic Liquor at Parks & Recreation Areas, School Property and the Historic District" was renumbered to Ordinance #300-029

2020: The Ordinance was totally rewritten to allow for the consumption of beer and wine at additional town owned facilities and town-owned properties; as listed in Table. Also, the following documentation requirements were added to the Ordinance (1) Authorization from the Body who has Administrative Control of the facility/property, and (2) Written

permit from the Chief of Police. The Ordinance added provisions for catered events requiring the caterer to provide proof of liquor license and insurance.

2026: Ordinance amended to allow vendors at the Farmers Market to sell spirits. It was also amended to allow glass and ceramic containers and items at the market as prohibiting these containers and items would not allow vendors to sell pickles, candles, sauces, wines, meads, ciders, spirits, sodas or other non-alcoholic beverages, relishes, jams, jellies, flowers, seasonings, or pottery. Authorization was extended for the entire Market Season

DRAFT

Roxanne Maher

From: Fred Allyn, III
Sent: Tuesday, March 3, 2026 3:46 PM
To: Roxanne Maher
Subject: Ordinance update for alcohol on town properties
Attachments: LFM Comments V2 ORD-#300-029-Ordinance Liquor Parks-Schools-Historic Property (rev-1) 2020-09-09 (002) Mayor edits.docx

Roxanne,

I've reviewed the ordinance and heard from the Farmers Market Committee regarding the prohibition of glass containers at the facilities identified in the ordinance. It represents an unreasonable burden in the Farmers Market case as it severely impacts those selling ceramics or jarred sauces, jams, jellies, wine, beer, ciders, etc. I support the change to this ordinance to permit these vendors to sell their product at our great market.

I've attached an edited version for review by the Admin Committee.

Best,

Fred

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



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 26-1149

Agenda Date: 8/12/2026

Agenda #: 1.

Roxanne Maher

From: Nate Woody <natewoody7@gmail.com>
Sent: Thursday, July 16, 2026 10:23 AM
To: Roxanne Maher; Anna Wynn
Subject: PZC Opening

Roxanne,

With Martys resignation and my being Vice Chair, I'll be acting chair until the PZC elects a new chairperson. Therefore, I'd like to nominate Rhonda Spaziani (current alternate member) to the open regular member position and open a new alternative position. Let me know when this makes it on the admin calendar and I will be present to provide any background and answer any questions.

Best,
Nate

11 South Glenwoods Road
Gales Ferry, CT 06335
June 15, 2026

Ledyard Town Council
Gary St. Vil, Chair, Town Council of Ledyard CT

Dear Mr. St. Vil,

I am writing to formally resign from my position on the Planning and Zoning Commission, as well as my role as Chair of the Commission, effective July 10, 2026. Select members of the Town Staff and commissioners have been aware of this impending decision.

Serving as a volunteer on the Planning and Zoning Commission has been a truly rewarding experience. I have greatly enjoyed collaborating with fellow members and contributing to the growth and development of our community. However, after careful consideration, I have decided that it is time for me to step down.

I appreciate all the support and camaraderie I have received from the Town Council, Town Staff, Planning and Zoning Commissioners and residents during my tenure. I am committed to ensuring a smooth transition and am happy to assist in any way possible during this time.

Thank you for the opportunities I have had while serving, and I look forward to seeing the ongoing progress and future successes of the Commission and Ledyard.

Sincerely,

A handwritten signature in black ink, appearing to read "Marty Wood". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Marty Wood, Chair, Ledyard, Planning and Zoning Commission

Cc: Ms. Roanne Maher, Assistant to The Ledyard Town Council
Ms. Liz Burdick, Director, Land Use and Planning, Town of Ledyard



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 26-1148

Agenda Date: 8/12/2026

Agenda #: 2.

Application Form

Profile

James

First Name

A

Middle
Initial

Rogers

Last Name

jimigrr@yahoo.com

Email Address

1663 Center Groton Rd

Home Address

Suite or Apt

Ledyard

City

CT

State

06339

Postal Code

Home: (912) 322-1658

Primary Phone

Business: (860) 433-3792

Alternate Phone

Which Boards would you like to apply for?

Planning & Zoning Commission: Submitted

Education & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board or commission?

I'd like to get involved in the town, having just moved here in November. I spoke with Gary St. Vil, and he let me know there was a vacancy in the planning and zoning committee, and I think that's a great place to start; getting involved with our town and how it grows.

Community Involvement

My wife and I are doing the Run to Home Base next weekend. As a Veteran who served for 25 years in the Navy, I always try to pay it forward for the troops.

Educational Background

I have a Bachelor's Degree from Thomas Edison State University in Nuclear Engineering Technology. I've applied to UCONN's Engineering Graduate Program (MEng) hoping to start working on that this fall. I've just completed a PMP Prep course and will be looking to take my PMP certification exam shortly.

General Dynamics Electric
Boat

Employer

Test Engineer, Specialist

Job Title

GDEB_Resume_2026_J_Rogers.docx

Upload a Resume

Party Affiliation

Party Affiliation *

☒ Democrat

Disclaimer & FOIA Information

Your attendance and active participation is important for the Committee to conduct its business. Any member of a Committee/Commission/Board who is absent from three (3) consecutive regular meetings and any intervening duly called special meetings shall be considered to have resigned from the Committee and the vacancy shall be filled, except that the Committee may vote to waive attendance requirements in each case where illness or other extenuating circumstances make it impossible for a member to meet the attendance requirements. It shall be the responsibility of the Chairman of the Committee to notify the Town Council or Mayor's office when a member has not properly performed his/her duties.

Please Agree with the Following Statement

If selected as a board member, I understand that information on this application is subject to the Freedom of Information Act (FOIA) and may be disclosed to anyone requesting this information.

☒ I Agree

Signature (type full name below)

James Anthony Rogers

Roxanne Maher

From: Craig Breverman <cbreverman@gmail.com>
Sent: Thursday, August 6, 2026 1:13 PM
To: Roxanne Maher
Subject: Fwd: Nominating Catch up

Roxanne, good afternoon,

The following nomination have been accepted and approved by the Ledyard DTC.

Please let me know if I need to follow up with signed applications.

Thank you,
Craig

----- Forwarded message -----

From: **Chairman, DTC Nominating Committee** <ledyarddtcnominatingcommittee@gmail.com>

Date: Thu, Aug 6, 2026 at 11:50 AM

Subject: Nominating Catch up

To: Jacob Hurt <jacob.d.hurt2@gmail.com>, Wendy Hellekson <whellekson.dtc@gmail.com>, April Kneads Dough <april@aprilkneadsdough.com>, sarah anders <evans24sa@comcast.net>, Jennifer Reguin <jreguin0126@gmail.com>, <cbreverman@gmail.com>, <gstvil@alum.rpi.edu>

Again, thank you for your patience ~

First order of business:

A. Nomination of Keith Padin for Farmer's Market - comments that he has a love for the Ledyard community and the farmer's market is close to him as his wife is the farmer/owner of Full Heart Farm
APPROVED

B. Nomination of Nancy Hellekson for Farmer's Market - comments simply that she enjoys community involvement. I think everyone knows Nancy at this point.
Nancy applied after Keith, so would fill the role after another opening was generated.
APPROVED

C. Nomination of Nancy Hellekson for Library Committee - again, same comments, although it should be noted that Nancy has a Master's in Library Science.
APPROVED

D. Nomination of James Rogers for Planning and Zoning committee, - Comments include recently moving here, wants to be involved in the community. Holds a BS in Nuclear Engineering Technology, applying to UCONN MEng program, completed their PMP courses and going to take the certification exam.
APPROVED

/s/

Craig M. Breverman, Chair, Ledyard DTC Nominating Committee

SKILLS/EXPERIENCE:

- Reactor plant operation, supervision, and testing on multiple platforms
- Reactor plant maintenance and planning
- Nuclear shipyard operations in multiple submarine and larger ship yards
- Qualified Engineering Watch Supervisor on multiple submarine platforms
- Qualified Engineering Officer of the Watch on a Nuclear Prototype platform
- Seventeen years of experience on submarines as an Electrician's Mate
- Electrical Division LCPO on one submarine
- Generator, Motor, and Motor Controller maintenance
- Power Conversion Module operations and testing
- Excellent written and verbal communication skills
- Strong organizational and workload prioritization skills
- Ability to work quickly and effectively under pressure
- Ability to solve problems without an obvious answer
- Strong time management skills

EMPLOYMENT HISTORY

GENERAL DYNAMICS ELECTRIC BOAT

8/22-PRESENT

TEST ENGINEER SPECIALIST

Responsible for supporting a wide range of electrical systems and equipment in the following areas: steam and electric plant systems, power distribution equipment and systems, and advanced power electronics. Supports all fleet submarines, including Los Angeles, Ohio, Seawolf, and Virginia Classes; training platforms including S5W/S6G Moored Training Ships at NPTU Charleston, SC and the S8G Prototype at Kesselring, NY.

- Responsibilities include initial system and/or component design, ship alteration upgrades, and life cycle support.
- Functions as a project engineer overseeing all aspects of engineering tasks including overall technical quality, working in a team

- environment, maintaining schedules, awareness of budgets, and interfacing with Design and other organizations and disciplines.
- Required to evaluate and provide technical resolution to system and component related questions and problems from Naval Shipyards, Navy forces afloat, land based prototypes, reactor plant prime contractors, and NAVSEA engineering and program offices.
- Performing Type Commander duties for 3M and Calibration for NPTU Charleston, SC.

US NAVY

8/97-8/22

USS Spruance DDG-111 *Maintenance Coordinator* 4/19-PRESENT

Managed and administered the command's preventative and corrective maintenance program; training and qualifying over 300 Sailors, Chiefs, and Officers in preventative and corrective maintenance procedures and instructions.

- Command Drug and Alcohol advisor; trains newly incoming personnel in the Navy's policies regarding drugs and alcohol and screens personnel with potential issues, forwarding those personnel to Navy SARP for professional screening and treatment.
- Departmental Leading Chief Petty Officer: three divisional Chiefs report to me, and forward all correspondence through me to the Department Head (Navigation Officer).
- I provide departmental inputs to the Command Master Chief (Senior Enlisted Advisor to the CO) for any and all taskings and sit all boards for advancement and recognition.

Assault Craft Unit 4 *Chief Petty Officer* 3/17-4/19

Responsible for administration and management of: Tool issue program, Lockout/Tagout program, Fall Protection program, Micro-Miniature repair program, Calibration program, and the navigation/comms suite and all electrical for 32 LCAC (hover craft) at the command.

- Trained, mentored, and qualified 35 Sailors/Chiefs in 5 different work centers.
- Ran the annual recognition program for the Sailors; Sailor of the Quarter/Year; ensuring motivated and highly qualified Sailors were recognized and awarded, and potentially meritoriously advanced.

USS San Antonio LPD-17 *Electrical Division Leading Chief Petty Officer* 3/15-3/17

Responsible for maintaining and safely operating all electrical distribution equipment in the ship's propulsion plant. Trained, mentored, and qualified all Electrician's Mates, and also the new combined work center (EE07) with Electronics Technicians, and Interior Communications Electricians, and an Information Systems Technician.

- Managed the ships' lockout/Tagout program. Ships' electrical safety officer, ensuring only qualified personnel dealt with electrical safety maintenance and qualifications.

USS Scranton SSN-756 *Electrical Division Leading Chief Petty Officer* 11/11-2/15

Responsible for maintaining and safely operating all electrical distribution equipment in the submarine propulsion plant, as well as maintaining all equipment on the submarine that had electricity going to it. Trained, mentored, and qualified all Electrician's Mates on the ship. (12)

NPTU Charleston

Student Training Coordinator/Chief

11/08-11/11

Petty Officer

Responsible for managing a strict training schedule for 6 classes of 50 to 60 Nuclear Trainees (Enlisted and Officer), ensuring they met all required timelines, attended required simulator events (which I ran with the Civilian Senior Instructor of Training), and had all required prerequisites to complete Nuclear Operator Trainee qualifications.

- Qualified Nuclear Engineering Officer of the Watch, managing the operating nuclear reactor and all subordinate watch standers in the plant.
- Advanced to Chief Petty Officer 16 SEP 2011

USS Florida SSGN-728

Engineering Logroom Yeoman

10/06-11/08

Responsible for the operation and maintenance of ship's service electrical distribution equipment. Maintained Engineering Department Publication/Instruction update program and watch stander log sheets.

- Assisted in mentoring and administratively preparing sailors and ensuring all eligible sailors completed the Navy wide rating exams.
- Promoted to take on Watch Supervisor duties over more senior sailors

USS(PCU) Texas-SSN 775 *Petty Officer First Class*

11/01-10/06

Responsible for proper operation and maintenance of the ship's electrical distribution system, initial waterborne operations, post-core hot operations testing of the reactor plant, system and space inspection and turnover and crew trainings.

- Oversaw training and watch standard qualifications for the crew to ensure proper operation and maintenance of the ships electrical distribution system.
- Administrator and manager of the ship's Emblematic Sales Program.
- Prepared and converted data for the Electrical Division Training Program
- Assisted fellow sailors to bring awareness to the crew for college courses, programs and options for pursuing higher learning.

USS Georgia SSBN 729

Vibrations Analysis Petty Officer

3/99-10/01

Responsible for

- Responsible for identifying machinery noise of offenders, pump controllers, stern diving hydraulic plant and 2 major propulsion plant circuit breakers

EDUCATION:

Thomas Edison State University

BSAST Nuclear Engineering Technology, 2018

COMPUTER SKILLS:

Microsoft Office, Word, Powerpoint, Excel, Project

MILITARY TRAINING:

- ❖ Nuclear Field Electrician "A" School
- ❖ Nuclear Field Power School
- ❖ Nuclear Propulsion Plant Operator School (Electrician)
- ❖ Structureborne Noise Vibration Monitoring
- ❖ Noise Reduction School
- ❖ Electrical Equipment Refresher
- ❖ Woodward Electrical Governor
- ❖ Proportional Controllers
- ❖ Advanced Noise Attenuation School
- ❖ Static Device Theory
- ❖ Circuit D System (Submarines)
- ❖ Submarine electrical Control and distribution devices
- ❖ 500 KW Motor Generator Maintenance
- ❖ Advanced Submarine Battery
- ❖ Nuclear Design School for Virginia Class Submarine
- ❖ Nuclear Trained Leading Chief Petty Officer Course
- ❖ Leading Chief Petty Officer Maintenance Management
- ❖ Fleet Quality Assurance Inspector
- ❖ Fleet Quality Assurance Officer/Supervisor

PLANNING & ZONING COMMISSION

	Name	Term Expiration
R	Miello, Matthew 12 Cardinal Lane Gales Ferry, Connecticut 06335	10/31/2026
D	Vacant (Wood Marcelle (Marty))	10/31/2027
U	Ribe, Beth 129 Rose Hill Road Ledyard, Connecticut 06339	10/31/2027
U	Woody, Nathaniel 770 Long Cove Road Gales Ferry, Connecticut 06339	10/31/2027
D	Harwood, James 10 Eska Drive Ledyard, Connecticut 06339	12/ 31/ 2026

ALTERNATE MEMBERS

D	Spaziani, Rhonda 9 Sunset Road Gales Ferry, Connecticut 06335	10/31/2026
U	Vacant (Woody, Nathaniel)	12/31/2026
D	Lockhart, Greg 30 Tanger Lane Gales Ferry, Connecticut 06335	12/31/2028

Town Council Appointment

3 Year Term

5 Reg. Members
3 Alt. Members



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 24-0924

Agenda Date: 8/12/2026

Agenda #: 3.

APPOINTMENT

Motion/Request:

MOTION to appoint Mr. Steven Finegan (R) 131 Baldwin Hill Road, Gales Ferry, to the Library Commission to complete a two (2) year term ending November 7, 2026 filling a vacancy left by Ms. Nash.

Background:

Mr. Finegan is currently employed at Pfizer as an Inspection Readiness Lead. He has a Bachelor of Science in Microbiology and a Masters in Biology-MBA.

Mr. Finegan has been a member of the United States Coast Guard Auxiliary in New London since 2003. He has held various Flotilla Staff Officer positions and was currently serving as the Flotilla Commander for the New London Flotilla with his term ending at the end of this calendar year (2024) promoting boating safety to the general public through organizing and teaching boating safety courses, manning public awareness booths at boat shows, and interfacing with boaters at marinas and boat ramps regarding safety equipment required by law to operate a vessel in CT waters.

Mr. Finegan is a proponent of public libraries and would like to give back to the town by serving on the Library Commission. (see attached).

Administrative Notes:

Ms. Rebecca Nash has submitted her resignation from the Library Commission effective 11/7/2024 (see attached)

With Ms. Nash's resignation the Library Commission has one vacancy. (see attached roster).

Nominating Committee Recommendation:

9/11/2024 - The Republican Nominating Committee endorsed the appointment of Ms. Thorne to the Library Commission. (see attached).

Minority Representation - CGS 9-167a:

In accordance with Chapter IV; Section 8 of the Town Charter "Except as otherwise provided for in this Charter, the Town Council may appoint members to fill vacancies in other offices, boards, and commissions established by this Charter and by ordinance as vacancies may occur, and appointing members to such offices, boards, and commissions as may be created in the future. Such appointments shall be made by the Town Council for such terms and upon such conditions as provided in the respective ordinance".

Chapter IV, Section 9: “In making appointments and removals, the Town Council shall act by the affirmative votes of at least a majority of all its members.

All members of boards, commissions, and committees contained in this Charter, or subsequently created under this Charter, except members of the Building Code Board of Appeals, the Fire Marshal, and the Deputy Fire Marshal(s), shall be electors of the Town at the time of their appointment and during their terms of office.”

Connecticut General Statutes

Sec. 9-167a. Minority representation. (a) (1) Except as provided in subdivision (2) of this subsection, the maximum number of members of any board, commission, legislative body, committee or similar body of the state or any political subdivision thereof, whether elective or appointive, who may be members of the same political party, shall be as specified in the following table:

Total Membership	Maximum from One Party
3	2
4	3
5	4
6	4
7	5
8	5
9	6
More than 9 Two-thirds of total membership	

(2) The provisions of this section shall not apply (A) to any such board, commission, committee or body whose members are elected wholly or partially on the basis of a geographical division of the state or political subdivision, (B) to a legislative body of a municipality (i) having a town meeting as its legislative body or (ii) for which the charter or a special act, on January 1, 1987, provided otherwise or (C) to the city council of an unconsolidated city within a town and the town council of such town if the town has a town council and a representative town meeting, the town charter provides for some form of minority representation in the election of members of the representative town meeting, and the city has a city council and a body having the attributes of a town meeting or (D) to the board of directors and other officers of any district, as defined in section 7-324, having annual receipts from all sources not in excess of two hundred fifty Thousand dollars.

(b) Prior to any election for or appointment to any such body, the municipal clerk, in cases of elections, and the appointing authority, in cases of appointments, shall determine the maximum number of members of any political party who may be elected or appointed to such body at such election or appointment. Such maximum number shall be determined for each political party in the following manner: From the number of members of one political party who are members of such body at the time of the election or appointment, subtract the number of members of such political party whose terms expire prior to the commencement of the terms for which such election or appointment is being held or made and subtract the balance thus arrived at from the appropriate number specified in column II of subsection (a) of this section.

Roxanne Maher

From: Corey Watford <cowboysr9@gmail.com>
Sent: Monday, November 4, 2024 10:00 AM
To: Roxanne Maher
Cc: Sharon Pealer
Subject: Re: FW: Appoint Application -Finegan - Library-Request RTC Recommendation
Attachments: image002.png

Good morning. We recommend regarding Mr. Finegan. To the library

On Mon, Nov 4, 2024, 9:34 AM Roxanne Maher <council@ledyardct.org> wrote:



Good Morning Cory:

I will be posting the Administration Committee Agenda this week and

Have not received the RTC recommendation regarding Mr. Finegan.

Please see email below.

Thank you,

Roxanne

From: Roxanne Maher <council@ledyardct.org>
Sent: Tuesday, October 15, 2024 7:03 AM
To: Cory Watford <cowboysr9@gmail.com>
Cc: Sharon Pealer <pealerl@att.net>; Roxanne Maher <council@ledyardct.org>
Subject: Appoint Application -Finegan - Library-Request RTC Recommendation

Good Morning Cory:

Please find attached the following Appointment Application for the RTC to provide their recommendation/endorsement:

- Steven Finegan – Library Commission

Please let me know if you have any questions.

Thank you,

Roxanne

Roxanne M. Maher

Administrative Assistant to

The Ledyard Town Council

(860) 464-3203

council@ledyardct.org

Town Hall Hours:

Monday – Thursday 7:45 a.m. – 4:45 p.m.

Closed on Friday

Application Form**Profile**

Steven

First Name

M

Middle
Initial

Finegan

Last Name

stevenmfinegan@gmail.com

Email Address

1331 Baldwin Hill Road

Home Address

Suite or Apt

Gales Ferry

City

CT

State

06335

Postal Code

Mobile: (860) 961-4833

Primary Phone

Alternate Phone

Which Boards would you like to apply for?

Library Commission: Submitted

Education & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board or commission?

I am a strong proponent of public libraries and would like to give back to the town by serving on the Library Commission.

Community Involvement

I have been a member of the United States Coast Guard Auxiliary in the New London flotilla since 2003. I have been an active member of the Auxiliary promoting boating safety to the general public through organizing and teaching boating safety courses, manning public awareness booths at boat shows, and interfacing directly with boaters at marinas and boat ramps regarding the safety equipment required by law to operate a vessel in CT waters. I have held various Flotilla Staff Officer positions and am currently serving as the Flotilla Commander for the New London flotilla with my term ending at the end of 2024.

Educational Background

BS - Microbiology MA - Biology MBA

Pfizer

Employer

Inspection Readiness Lead

Job Title

[S_M_Finegan_resume_2024.docx](#)

Upload a Resume

Steven M Finegan

Party Affiliation**Party Affiliation ***

☒ Republican

Disclaimer & FOIA Information

Your attendance and active participation is important for the Committee to conduct its business. Any member of a Committee/Commission/Board who is absent from three (3) consecutive regular meetings and any intervening duly called special meetings shall be considered to have resigned from the Committee and the vacancy shall be filled, except that the Committee may vote to waive attendance requirements in each case where illness or other extenuating circumstances make it impossible for a member to meet the attendance requirements. It shall be the responsibility of the Chairman of the Committee to notify the Town Council or Mayor's office when a member has not properly performed his/her duties.

Please Agree with the Following Statement

If selected as a board member, I understand that information on this application is subject to the Freedom of Information Act (FOIA) and may be disclosed to anyone requesting this information.

☒ I Agree

Signature (type full name below)

Steven McGuire Finegan

Roxanne Maher

From: Roxanne Maher
Sent: Tuesday, October 15, 2024 7:03 AM
To: Cory Watford
Cc: Sharon Pealer; Roxanne Maher
Subject: Appoint Application -Finegan - Library-Request RTC Recommendation
Attachments: APPOINT APPLICATION - FINEGAN-LIBRARY -2024--10-111.pdf

Good Morning Cory:

Please find attached the following Appointment Application for the RTC to provide their recommendation/endorsement:

- Steven Finegan – Library Commission
-

Please let me know if you have any questions.

Thank you,
Roxanne

Roxanne M. Maher
Administrative Assistant to
The Ledyard Town Council
(860) 464-3203
council@ledyardct.org

Town Hall Hours:
Monday – Thursday 7:45 a.m. – 4:45 p.m.
Closed on Friday



Roxanne Maher

From: Ellin Grenger <egrenger@gmail.com>
Sent: Friday, July 24, 2026 11:06 AM
To: Town Council Group
Cc: Fred Allyn, III; John Bolduc; Wendy Hellekson
Subject: Library Commission resignation - effective immediately

Good morning, Town Councilors:

Please accept this letter as my resignation from the Ledyard Library Commission, effective immediately.

Serving on the Commission has been a privilege. As both a resident and longtime library supporter, I have appreciated the opportunity to contribute to an institution that is such an important part of our community. I remain committed to supporting the Library and its mission, and my resignation should not be interpreted otherwise.

Unfortunately, after considerable thought, I have concluded that I can no longer effectively serve on the Commission under the current administrative leadership. Over time, I have become increasingly concerned that important operational matters are not being addressed in a timely or collaborative manner. Despite my efforts to work constructively within the Commission, I no longer believe I can be an effective member under these circumstances.

My concerns are not limited to my role as a Commission member but also as a professional well-versed in volunteer organizations, stewardship, and planned giving. I do not intend to engage in personnel matters or public criticism. Rather, I believe it is appropriate simply to acknowledge that I no longer feel I can serve effectively in my volunteer role given the background and context. If you would like additional information of course you are welcome to contact me.

I remain grateful to my fellow Commission members for their dedication and friendship, and I sincerely appreciate the many staff members and volunteers whose hard work makes the Library such a valuable community resource. I will continue to support the Library as a donor and through occasional volunteering at friends activities, and I hope the Commission will be successful in advancing the Library's mission in the years ahead.

Thank you,

Ellin Grenger

LIBRARY COMMISSION

	Name	Term Expiration
U	Bolduc, John (Chairman) 14 Monticello Drive Gales Ferry, Connecticut 06335	11/07/2027
D	Vacant (Grenger, Ellin M.)	11/ 07/ 2027
R	Thorne, Gillian 3 Adios Lane Ledyard, Connecticut 06339	11/ 07/2027
D	Wright, Cynthia 6 Laurel Leaf Drive Gales Ferry, Connecticut 06335	11/ 07/ 2027
D	Hightower, Ralph 1-0 Lakeside Drive Ledyard, Connecticut 06335	11/ 07/ 2026
U	Racich, Rolf 18 Brewster Drive Gales Ferry, Connecticut 06335	11/ 07/ 2026
D	Hellekson, Wendy 14L Lakeside Drive Ledyard, Connecticut 06335	11/ 07/ 2026
U	Diette, Peter 15 Hyde Park Gales Ferry, Connecticut 06335	11/ 07/ 2026
D	Rumery, Elizabeth (Vice-Chairman) 22 Bluff Road Gales Ferry, Connecticut 06335	11/ 07/ 2027

Town Council Appointment

2 Year Term

9 Members



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 26-1144

Agenda Date: 8/12/2026

Agenda #: 4.

APPOINTMENT

Motion/Request:

MOTION to appoint Ms. Yvonne Walsh (U) 38 Fairway Drive, Ledyard, to the Ledyard Beautification Committee to complete a three (3) year term ending October 26, 2026 filling a vacancy left by Ms. Bingham.

Background:

Ms. Walsh attended Eastern Connecticut State University and Three Rivers Community College She is currently employed as a Manager at Charter Oak Federal Credit Union.

Ms. Walsh currently volunteers her time in Community Outreach through her employer and also on the *Committee for Together We Give*.

Ms. Walsh had been a Ledyard resident, and now that her children have grown she has time and would like to become involved in her community.

Administrative Notes:

Ledyard Beautification Committee currently has four vacancies; with two Applications being presented at the Town Council's January 14, 2026 meeting.

Please see Ledyard Beautification Committee Roster

Nominating Committee Recommendation:

Minority Representation - CGS 9-167a:

In accordance with Chapter IV; Section 8 of the Town Charter "Except as otherwise provided for in this Charter, the Town Council may appoint members to fill vacancies in other offices, boards, and commissions established by this Charter and by ordinance as vacancies may occur, and appointing members to such offices, boards, and commissions as may be created in the future. Such appointments shall be made by the Town Council for such terms and upon such conditions as provided in the respective ordinance".

Chapter IV, Section 9: "In making appointments and removals, the Town Council shall act by the affirmative votes of at least a majority of all its members.

All members of boards, commissions, and committees contained in this Charter, or subsequently created under this Charter, except members of the Building Code Board of Appeals, the Fire Marshal, and the Deputy Fire Marshal(s), shall be electors of the Town at the time of their appointment and during their terms of office."

Connecticut General Statutes

Sec. 9-167a. Minority representation. (a) (1) Except as provided in subdivision (2) of this subsection, the maximum number of members of any board, commission, legislative body, committee or similar body of the state or any political subdivision thereof, whether elective or appointive, who may be members of the same political party, shall be as specified in the following table:

Total Membership	Maximum from One Party
3	2
4	3
5	4
6	4
7	5
8	5
9	6
More than 9 Two-thirds of total membership	

(2) The provisions of this section shall not apply (A) to any such board, commission, committee or body whose members are elected wholly or partially on the basis of a geographical division of the state or political subdivision, (B) to a legislative body of a municipality (i) having a town meeting as its legislative body or (ii) for which the charter or a special act, on January 1, 1987, provided otherwise or (C) to the city council of an unconsolidated city within a town and the town council of such town if the town has a town council and a representative town meeting, the town charter provides for some form of minority representation in the election of members of the representative town meeting, and the city has a city council and a body having the attributes of a town meeting or (D) to the board of directors and other officers of any district, as defined in section 7-324, having annual receipts from all sources not in excess of two hundred fifty Thousand dollars.

(b) Prior to any election for or appointment to any such body, the municipal clerk, in cases of elections, and the appointing authority, in cases of appointments, shall determine the maximum number of members of any political party who may be elected or appointed to such body at such election or appointment. Such maximum number shall be determined for each political party in the following manner: From the number of members of one political party who are members of such body at the time of the election or appointment, subtract the number of members of such political party whose terms expire prior to the commencement of the terms for which such election or appointment is being held or made and subtract the balance thus arrived at from the appropriate number specified in column II of subsection (a) of this section.

Application Form

Profile

Yvonne Walsh
First Name Middle Initial Last Name

walsh@cofcu.com
Email Address

38 Fairway Dr Unit 4
Home Address Suite or Apt

Ledyard CT 06339
City State Postal Code

Mobile: (860) 808-6488
Primary Phone Alternate Phone

Which Boards would you like to apply for?

Library Commission: Submitted

Education & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board or commission?

I have lived in Ledyard for several years and with my children now grown I would like to be more involved in our community.

Community Involvement

I am involved in community outreach with my current employer. I am on the voting committee for Together We Give.

Educational Background

I am a graduate of Fitch HS and attended ECSU. I have recently taken some courses at Three Rivers Community College.

Charter Oak Federal Credit Union Manager
Employer Job Title

Yvonne_Walsh_Resume.docx
Upload a Resume

Party Affiliation

Party Affiliation *

☒ Democrat

Disclaimer & FOIA Information

Your attendance and active participation is important for the Committee to conduct its business. Any member of a Committee/Commission/Board who is absent from three (3) consecutive regular meetings and any intervening duly called special meetings shall be considered to have resigned from the Committee and the vacancy shall be filled, except that the Committee may vote to waive attendance requirements in each case where illness or other extenuating circumstances make it impossible for a member to meet the attendance requirements. It shall be the responsibility of the Chairman of the Committee to notify the Town Council or Mayor's office when a member has not properly performed his/her duties.

Please Agree with the Following Statement

If selected as a board member, I understand that information on this application is subject to the Freedom of Information Act (FOIA) and may be disclosed to anyone requesting this information.

☒ I Agree

Signature (type full name below)

Yvonne S Walsh

YVONNE WALSH

38 FAIRWAY DR UNIT 4 LEDYARD, CT 06339

PH: 860-808-6488

EMAIL: Y.WALSH641@GMAIL.COM

Credit Union professional with 12 plus years of experience as a Branch Manager. Provided outstanding member services thanks to in depth knowledge of financial services offered by Charter Oak Federal Credit Union. Strong leadership skills to promote strong staff loyalty, communication is key. Knowledge of revenue, business development, finance, regulatory requirements, and general bank operations. Proficient multi-tasker and team leader with attention to details and sales oriented.

EXPERIENCE**JULY 2022-CURRENT****PROMOTED TO BRANCH OFFICER, CHARTER OAK CREDIT UNION**

- OVERSEEING SECOND HIGHEST VOLUME BRANCH IN CHARTER OAK FCU. IN THE 3RD QUARTER OF 2022 EXCEEDED BRANCH GOAL AT 122.96%. IN THE 4TH QUARTER OF 2022 EXCEEDED BRANCH GOAL AT 106.63%. IN THE 1ST Q OF 2023 MET OR EXCEED BRANCH GOAL IN ALL CORE PRODUCTS.

SEPTEMBER 2012-JULY 2022**BRANCH MANAGER, CHARTER OAK FEDERAL CREDIT UNION**

- Responsible for achieving Branch sales goals.
- Responsible for retention of sales goals through Huddles, Skills Coaching, Check-Ins, Skill Builders, and Sales Routines.
- Support growth in the Branch by identifying cross-sell opportunities, deepening relationships and increasing member retention.
- Effectively manage existing relationships in order to sustain growth.
- Utilized relationship management by networking to achieve growth and meet benchmarks.
- Continuously train and develop knowledge of Credit Union operations, compliance, procedure, and security.
- Train, coach and mentor employees through onboarding, APEX, policies and procedures.
- Provide construction feedback for team/employees through APEX routines and performance reviews.
- Promoting the Credit Union services to attract new members.
- Mentored and coached several Assistant Branch Managers to a higher level of management.

SKILLS

- Strong analytical skills necessary to evaluate credit union requests and prepare budgets.
- Demonstrated ability to work within and develop my team.
- Proven commitment to quality of member services
- Ability to proactively solicit new business.
- Thorough product knowledge to fit the needs of our membership
- Thorough knowledge of regulatory, policy and compliance issues
- Strong background in sales and sales management practices
- Ability to manage multiple tasks/projects and deadlines simultaneously.
- Ability to resolve complex problems with minimal guidance.
- Strong communication skills with members, team, and management.
- Knowing the strengths of each team/employee to appropriately delegate tasks or projects to accomplish in a timely manner.

CERTIFICATIONS, LICENSES, AND ACCOMPLISHMENTS

- Notary Public
- Medallion Certified up to \$250K.
- Licensed to sell life and disability on selective loans.
- Completed CT Credit Union League's Executive Education Program
- Completed CT Credit Union League Advance Supervisor Course
- Nationwide Multistate Licensing System NMLS
- Three out of six years on the Leadership Team of Business Networking International
- From 3rd Q of 2014 to 2nd Q of 2021, I averaged an overall of 115.73% of meeting Branch Sales Goal.
- 3rd Q of 2021 no goals due to pandemic.
- 4th Q of 2021 to 1st Q of 2023 met or exceed overall sales goals.

Roxanne Maher

From: Ellin Grenger <egrenger@gmail.com>
Sent: Friday, July 24, 2026 11:06 AM
To: Town Council Group
Cc: Fred Allyn, III; John Bolduc; Wendy Hellekson
Subject: Library Commission resignation - effective immediately

Good morning, Town Councilors:

Please accept this letter as my resignation from the Ledyard Library Commission, effective immediately.

Serving on the Commission has been a privilege. As both a resident and longtime library supporter, I have appreciated the opportunity to contribute to an institution that is such an important part of our community. I remain committed to supporting the Library and its mission, and my resignation should not be interpreted otherwise.

Unfortunately, after considerable thought, I have concluded that I can no longer effectively serve on the Commission under the current administrative leadership. Over time, I have become increasingly concerned that important operational matters are not being addressed in a timely or collaborative manner. Despite my efforts to work constructively within the Commission, I no longer believe I can be an effective member under these circumstances.

My concerns are not limited to my role as a Commission member but also as a professional well-versed in volunteer organizations, stewardship, and planned giving. I do not intend to engage in personnel matters or public criticism. Rather, I believe it is appropriate simply to acknowledge that I no longer feel I can serve effectively in my volunteer role given the background and context. If you would like additional information of course you are welcome to contact me.

I remain grateful to my fellow Commission members for their dedication and friendship, and I sincerely appreciate the many staff members and volunteers whose hard work makes the Library such a valuable community resource. I will continue to support the Library as a donor and through occasional volunteering at friends activities, and I hope the Commission will be successful in advancing the Library's mission in the years ahead.

Thank you,

Ellin Grenger

LIBRARY COMMISSION

	Name	Term Expiration
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D	Wright, Cynthia 6 Laurel Leaf Drive Gales Ferry, Connecticut 06335	11/ 07/ 2027
D	Hightower, Ralph 1-0 Lakeside Drive Ledyard, Connecticut 06335	11/ 07/ 2026
U	Racich, Rolf 18 Brewster Drive Gales Ferry, Connecticut 06335	11/ 07/ 2026
D	Hellekson, Wendy 14L Lakeside Drive Ledyard, Connecticut 06335	11/ 07/ 2026
U	Diette, Peter 15 Hyde Park Gales Ferry, Connecticut 06335	11/ 07/ 2026
D	Rumery, Elizabeth (Vice-Chairman) 22 Bluff Road Gales Ferry, Connecticut 06335	11/ 07/ 2027

Town Council Appointment

2 Year Term

9 Members



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 26-1145

Agenda Date: 8/12/2026

Agenda #: 5

Application Form

Profile

Nancy V Hellekson
First Name Middle Initial Last Name

nancy@hellekson.com
Email Address

14K Lakeside Dr.
Home Address Suite or Apt

Ledyard CT 06339
City State Postal Code

Mobile: (352) 460-2730
Primary Phone Alternate Phone

Which Boards would you like to apply for?

Library Commission: Submitted

Education & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board or commission?

I have just moved to Ledyard and would like to get involved in the community.

Community Involvement

Food Pantry

Educational Background

BA English MLS Library Science

retired
Employer Job Title

Resume - 2026.docx
Upload a Resume

Party Affiliation

Party Affiliation *

☒ Democrat

Disclaimer & FOIA Information

Your attendance and active participation is important for the Committee to conduct its business. Any member of a Committee/Commission/Board who is absent from three (3) consecutive regular meetings and any intervening duly called special meetings shall be considered to have resigned from the Committee and the vacancy shall be filled, except that the Committee may vote to waive attendance requirements in each case where illness or other extenuating circumstances make it impossible for a member to meet the attendance requirements. It shall be the responsibility of the Chairman of the Committee to notify the Town Council or Mayor's office when a member has not properly performed his/her duties.

Please Agree with the Following Statement

If selected as a board member, I understand that information on this application is subject to the Freedom of Information Act (FOIA) and may be disclosed to anyone requesting this information.

☒ I Agree

Signature (type full name below)

Nancy Hellekson

NANCY HELLEKSON

14K Lakeside Dr.
Ledyard, CT 06339
Nancy@Hellekson.com
352.460.2730

Skills Summary

My strengths are computer skills, research, and publishing.

Education

B.A. William Smith College (English)1967
M.L.S. University of Hawaii (Library Studies)1975

Experience

Retired Library Director charged with automating libraries.

After retirement:

In home computer tutor for 9 years.

Book publishing business – 4 yrs. and still doing books for repeat clients.

Work History:

1967(1) Reporter, *The Schenectady Gazette*, Schenectady, NY.

1968 (1.5) Librarian, Cleveland Heights.-University Heights. Public Library, Ohio.
Reference Librarian

1969 (5) Librarian, VITA (Volunteers in training for America), NY.

Cataloged ephemeral material.

1970(1) Professional, Girl Scouts of America, Syracuse, NY.

Organized volunteer leaders, edited publications.

1971 (1) Assistant to the Director, WMHT, public television, Schenectady, NY.

Researched material for programs, assisted in productions,
conducted on-air interviews and a weekly arts calendar.

1972 (1.5) Librarian, Cleveland Heights.-University Heights. Public Library, Ohio.
Reference Librarian.

1973 (1) Librarian (volunteer), Hawaii State Library System.
Reference Librarian
1975(3) Owner, Library Information Service, Honolulu, HI.
Business research
1980 (4) Substitute/Summer School Librarian & Teacher, Punahou School,
Honolulu, HI.
Taught K-8 grades. Replaced Elementary, Jr. High, and High
School Librarians.
1984 (3) Bibliographer, Univ. of Hawaii, College of Tropical Agriculture.
Using a computer, compiled the world's largest bibliography of
pineapple resources.
1985 Librarian (sabbatical replacement), Honolulu Community College.
Reference work at the college level.
1986 (5) Cataloger (maternity replacement), Punahou School, Honolulu, HI.
Automating the Library.
1987 (8) Librarian, Mid-Pacific Institute, Honolulu, HI.
See original resume.
1990 (5) Information Manager (summers), BHP, Honolulu, HI.
1995-2008 (14) Library Director, The Putney School, Putney, VT

AWARDS

National Honor Society of Librarians - Beta Phi Mu

Publications

MultiMedia Schools Sept. 1995 - Book Review of The Internet Resource Directory
for K-12 Teachers and Librarians, 94/95.

Computer Teaching 1994 - Connecting to Online Sources.

Roxanne Maher

From: Craig Breverman <cbreverman@gmail.com>
Sent: Thursday, August 6, 2026 1:13 PM
To: Roxanne Maher
Subject: Fwd: Nominating Catch up

Roxanne, good afternoon,

The following nomination have been accepted and approved by the Ledyard DTC.

Please let me know if I need to follow up with signed applications.

Thank you,
Craig

----- Forwarded message -----

From: Chairman, DTC Nominating Committee <ledyarddtcnominatingcommittee@gmail.com>

Date: Thu, Aug 6, 2026 at 11:50 AM

Subject: Nominating Catch up

To: Jacob Hurt <jacob.d.hurt2@gmail.com>, Wendy Hellekson <whellekson.dtc@gmail.com>, April Kneads Dough <april@aprilkneadsdough.com>, sarah anders <evans24sa@comcast.net>, Jennifer Reguin <jreguin0126@gmail.com>, <cbreverman@gmail.com>, <gstvil@alum.rpi.edu>

Again, thank you for your patience ~

First order of business:

A. Nomination of Keith Padin for Farmer's Market - comments that he has a love for the Ledyard community and the farmer's market is close to him as his wife is the farmer/owner of Full Heart Farm
APPROVED

B. Nomination of Nancy Hellekson for Farmer's Market - comments simply that she enjoys community involvement. I think everyone knows Nancy at this point.
Nancy applied after Keith, so would fill the role after another opening was generated.
APPROVED

C. Nomination of Nancy Hellekson for Library Committee - again, same comments, although it should be noted that Nancy has a Master's in Library Science.
APPROVED

D. Nomination of James Rogers for Planning and Zoning committee, - Comments include recently moving here, wants to be involved in the community. Holds a BS in Nuclear Engineering Technology, applying to UCONN MEng program, completed their PMP courses and going to take the certification exam.
APPROVED

/s/

Craig M. Breverman, Chair, Ledyard DTC Nominating Committee

LIBRARY COMMISSION

	Name	Term Expiration
U	Bolduc, John (Chairman) 14 Monticello Drive Gales Ferry, Connecticut 06335	11/07/2027
D	Vacant (Grenger, Ellin M.)	11/ 07/ 2027
R	Thorne, Gillian 3 Adios Lane Ledyard, Connecticut 06339	11/ 07/2027
D	Wright, Cynthia 6 Laurel Leaf Drive Gales Ferry, Connecticut 06335	11/ 07/ 2027
D	Hightower, Ralph 1-0 Lakeside Drive Ledyard, Connecticut 06335	11/ 07/ 2026
U	Racich, Rolf 18 Brewster Drive Gales Ferry, Connecticut 06335	11/ 07/ 2026
D	Hellekson, Wendy 14L Lakeside Drive Ledyard, Connecticut 06335	11/ 07/ 2026
U	Diette, Peter 15 Hyde Park Gales Ferry, Connecticut 06335	11/ 07/ 2026
D	Rumery, Elizabeth (Vice-Chairman) 22 Bluff Road Gales Ferry, Connecticut 06335	11/ 07/ 2027

Town Council Appointment

2 Year Term

9 Members



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 26-1146

Agenda Date: 8/12/2026

Agenda #: 6.

Application Form

Profile

Keith M Padin
First Name Middle Initial Last Name

keithpadin@gmail.com
Email Address

193 Iron Street
Home Address Suite or Apt

Ledyard CT 06339
City State Postal Code

Mobile: (203) 558-2073
Primary Phone Alternate Phone

Which Boards would you like to apply for?

Ledyard Farmers Market Committee: Submitted

Education & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board or commission?

I love the community of Ledyard and as the husband of a farmer, I want to help keep the best market around going.

Community Involvement

I have been active in event creation for decades. At Jones Family Farms in Shelton, CT one of the biggest hospitality farms in Fairfield County. Also Fort Hill Farms in Thompson CT. I was a community theater performer and director for over 30 years.

Educational Background

Schooling at UCONN and Post for Communications and Hospitality. I am currents the Event Director for the Mystic Chamber of Commerce after years as Director of Auxiliary Operations at Mitchell College. I know how to run, stage, and organize big events.

Greater Mystic Chamber of Commerce Event Director
Employer Job Title

Upload a Resume

Party Affiliation

Party Affiliation *

☒ Democrat

Disclaimer & FOIA Information

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Please Agree with the Following Statement

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☒ I Agree

Signature (type full name below)

Keith Padin

Roxanne Maher

From: Craig Breverman <cbreverman@gmail.com>
Sent: Thursday, August 6, 2026 1:13 PM
To: Roxanne Maher
Subject: Fwd: Nominating Catch up

Roxanne, good afternoon,

The following nomination have been accepted and approved by the Ledyard DTC.

Please let me know if I need to follow up with signed applications.

Thank you,
Craig

----- Forwarded message -----

From: Chairman, DTC Nominating Committee <ledyarddtcnominatingcommittee@gmail.com>

Date: Thu, Aug 6, 2026 at 11:50 AM

Subject: Nominating Catch up

To: Jacob Hurt <jacob.d.hurt2@gmail.com>, Wendy Hellekson <whellekson.dtc@gmail.com>, April Kneads Dough <april@aprilkneadsdough.com>, sarah anders <evans24sa@comcast.net>, Jennifer Reguin <jreguin0126@gmail.com>, <cbreverman@gmail.com>, <gstvil@alum.rpi.edu>

Again, thank you for your patience ~

First order of business:

A. Nomination of Keith Padin for Farmer's Market - comments that he has a love for the Ledyard community and the farmer's market is close to him as his wife is the farmer/owner of Full Heart Farm
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Nancy applied after Keith, so would fill the role after another opening was generated.
APPROVED

C. Nomination of Nancy Hellekson for Library Committee - again, same comments, although it should be noted that Nancy has a Master's in Library Science.
APPROVED

D. Nomination of James Rogers for Planning and Zoning committee, - Comments include recently moving here, wants to be involved in the community. Holds a BS in Nuclear Engineering Technology, applying to UCONN MEng program, completed their PMP courses and going to take the certification exam.
APPROVED

/s/

Craig M. Breverman, Chair, Ledyard DTC Nominating Committee

LEDYARD FARMERS' MARKET COMMITTEE

	Name	Term Expiration
R	Martic, Sarah 59R Long Pond Road, South Ledyard, Connecticut 06339	5/9/2029
D	Foltz, Ethan 894 Colonel Ledyard Highway Ledyard, Connecticut 06339	5/9/2028
D	Ball, Pamela 674 Shewville Road Ledyard, Connecticut 06339	5/9/2027
D	Grenger, Ellin 15 Bittersweet Drive Gales Ferry, Connecticut 06335	5/9/2027
D	Troy, Allison 147 Gallup Hill Road Ledyard, Connecticut 06339	5/9/2027

Alternate Members

	Vacant (Hary, Lauriann)	5/9/2029
R	Thorne, William 3 Adios Lane Ledyard, Connecticut 06339	2/26/2029
D	Norris, Jeremy 12 Old Fort Lane Ledyard, Connecticut 06339	2/26/2029

Appointed by Town Council 3 Year Term 5 Regular Members 3 Alternate Members



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 26-1147

Agenda Date: 8/12/2026

Agenda #: 7.

Application Form

Profile

Nancy

First Name

V

Middle
Initial

Hellekson

Last Name

nancy@hellekson.com

Email Address

14K Lakeside Dr.

Home Address

Suite or Apt

Ledyard

City

CT

State

06339

Postal Code

Mobile: (352) 460-2730

Primary Phone

Alternate Phone

Which Boards would you like to apply for?

Ledyard Farmers Market Committee: Submitted

Education & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board or commission?

I have just moved to Ledyard and would like to get involved in the community.

Community Involvement

Food Pantry

Educational Background

BA English MLS Library Science

retired

Employer

Job Title

[Resume - 2026.docx](#)

Upload a Resume

Party Affiliation

Party Affiliation *

☒ Democrat

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☒ I Agree

Signature (type full name below)

Nancy Hellekson

NANCY HELLEKSON

14K Lakeside Dr.
Ledyard, CT 06339
Nancy@Hellekson.com
352.460.2730

Skills Summary

My strengths are computer skills, research, and publishing.

Education

B.A. William Smith College (English)1967
M.L.S. University of Hawaii (Library Studies)1975

Experience

Retired Library Director charged with automating libraries.

After retirement:

In home computer tutor for 9 years.

Book publishing business – 4 yrs. and still doing books for repeat clients.

Work History:

1967(1) Reporter, *The Schenectady Gazette*, Schenectady, NY.

1968 (1.5) Librarian, Cleveland Heights.-University Heights. Public Library, Ohio.
Reference Librarian

1969 (5) Librarian, VITA (Volunteers in training for America), NY.

Cataloged ephemeral material.

1970(1) Professional, Girl Scouts of America, Syracuse, NY.

Organized volunteer leaders, edited publications.

1971 (1) Assistant to the Director, WMHT, public television, Schenectady, NY.

Researched material for programs, assisted in productions,
conducted on-air interviews and a weekly arts calendar.

1972 (1.5) Librarian, Cleveland Heights.-University Heights. Public Library, Ohio.
Reference Librarian.

1973 (1) Librarian (volunteer), Hawaii State Library System.

Reference Librarian

1975(3) Owner, Library Information Service, Honolulu, HI.

Business research

1980 (4) Substitute/Summer School Librarian & Teacher, Punahou School, Honolulu, HI.

Taught K-8 grades. Replaced Elementary, Jr. High, and High School Librarians.

1984 (3) Bibliographer, Univ. of Hawaii, College of Tropical Agriculture.

Using a computer, compiled the world's largest bibliography of pineapple resources.

1985 Librarian (sabbatical replacement), Honolulu Community College.

Reference work at the college level.

1986 (5) Cataloger (maternity replacement), Punahou School, Honolulu, HI.

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See original resume.

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D	Norris, Jeremy 12 Old Fort Lane Ledyard, Connecticut 06339	2/26/2029

Appointed by Town Council 3 Year Term 5 Regular Members 3 Alternate Members

Roxanne Maher

From: Craig Breverman <cbreverman@gmail.com>
Sent: Thursday, August 6, 2026 1:13 PM
To: Roxanne Maher
Subject: Fwd: Nominating Catch up

Roxanne, good afternoon,

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Craig

----- Forwarded message -----

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Date: Thu, Aug 6, 2026 at 11:50 AM

Subject: Nominating Catch up

To: Jacob Hurt <jacob.d.hurt2@gmail.com>, Wendy Hellekson <whellekson.dtc@gmail.com>, April Kneads Dough <april@aprilkneadsdough.com>, sarah anders <evans24sa@comcast.net>, Jennifer Reguin <jreguin0126@gmail.com>, <cbreverman@gmail.com>, <gstvil@alum.rpi.edu>

Again, thank you for your patience ~

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/s/

Craig M. Breverman, Chair, Ledyard DTC Nominating Committee