



TOWN OF LEDYARD CONNECTICUT TOWN COUNCIL

741 Colonel Ledyard Highway
Ledyard, Connecticut 06339-1551
(860) 464-3203
towncouncil@ledyardct.org

Chairman Kevin J. Dombrowski

November 8, 2023

Ms. Carmen Garcia-Irizarry
58 Eagle Ridge Drive
Gales Ferry, Connecticut 06335

Dear Councilor Elect Carcia-Irizarry:

Congratulations on your election to the 27th Ledyard Town Council!

The Town Council's Organizational meeting is scheduled for Monday, December 4, 2023 at 7:00 p.m. This week you will begin to receive information regarding Town Council scheduled meetings.

The Town Council meets regularly on the second and fourth Wednesday of each month at 7:00 p.m. in the Council Chambers, Town Hall Annex. The meetings are also held in a Hybrid Format (in-person and remote) via Zoom Video Conference.

The Meeting Portal will aid you in preparation by providing meeting materials and supporting documentation, daily correspondence, committee, commission, and board membership listings, and other reference information. This technology has enabled the town to streamline processes and implement paperless meetings. In addition, the cloud based meeting portal provides video media live and on-demand by visiting: <https://www.ledyardct.org/> clicking on the "Agendas & Minutes" tab.

A town e-mail address will be assigned for you to electronically receive updates regarding daily correspondence and scheduled meetings. Please contact Town Council Administrative Assistant Roxanne Maher at (860) 464-3203 or e-mail: council@ledyardct.org to discuss your resource needs, user information for the meeting portal and to provide a telephone number where you can be reached during the day.

The following materials are provided for your reference:

- Town Council's Rules of Procedure
- List of Council Sub Committee and Liaison Assignments
- Policy #2022-03-23-02 "*Guidelines for Electronic Communication for Volunteer Town Officials*"
- Policy #2022-03-23-01 "*Guidelines for Remote Meeting Participation*".
- Town Charter

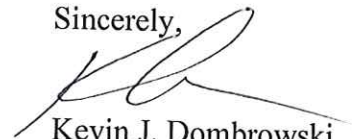
In accordance with Chapter III; Section 1; you will need to resign from the Commissions & Boards you are currently serving on prior to assuming your duties on the Town Council.

Town Hall hours are Monday thru Thursday 7:30 a.m. – 4:45 p.m. and closed on Friday. The Town Council Office e-mail address is council@ledyardct.org; and telephone (860) 464-2303 the e-mail address for distribution to the full Town Council is towncouncil@ledyardct.org

Please feel free to contact me at (860) 383-6463 if I can be of any assistance.

The Town Council looks forward to you joining the Team!

Sincerely,



Kevin J. Dombrowski
Chairman
Ledyard Town Council

cc: Town Clerk