



TOWN OF LEDYARD CONNECTICUT

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

Administration Committee ~ AMENDED AGENDA ~

Chairman Kevin J.
Dombrowski

Regular Meeting

Wednesday, March 8, 2023

5:30 PM

Town Hall Annex- Hybrid Format

In -Person Council Chambers - Town Hall Annex Building

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

<https://us06web.zoom.us/j/84893533664?pwd=c0ZRS2hOUklwamMzOWpUL0J3eFIVUT09>

Or by Audio Only: Telephone: +1 646 558 8656; Meeting ID: 848 9353 3664 Passcode: 758868

- I CALL TO ORDER
- II. ROLL CALL
- III. RESIDENTS & PROPERTY OWNERS COMMENTS
- IV. PRESENTATIONS / INFORMATIONAL ITEMS
- V. APPROVAL OF MINUTES

MOTION to approve the Administration Committee Regular Meeting Minutes of February 8, 2023

Attachments: [ADMIN-MIN-2022-02-08.pdf](#)

VI. OLD BUSINESS

- 1. Any other Old Business proper to come before the Committee

VII. NEW BUSINESS

- 1. MOTION to approve a revised job description for Management Information Systems Director as contained in the draft dated February 15, 2023.

Attachments: [MIS Director-DRAFT-2023-02.pdf](#)
[MIS Director1999-06-23.pdf](#)

- 2. MOTION to approve a revised job description for Management Information Systems Technician as contained in the draft dated February 15, 2023.

Attachments: [MIS JOB DESCRIPTION-DRAFT -2023-02-15x.pdf](#)
[MIS Technician OLD.doc](#)

- 3. MOTION to approve a revised job description for Administrative Assistant - Library as presented in the draft dated February 15, 2023.

Attachments: [2023.02 Library Administrative Assistant-2023-02-15.pdf](#)
[Library Secretary-Technical Services Assistant 12-2017.pdf](#)

4. MOTION to approve a revised job description for Library Technician II - Youth Services as presented in the draft dated February 15, 2023.

Attachments: [Library Technication- Youth Servcies-DRAFT-2023-02-15.pdf](#)
[Head of Technical Services 2017-12-13.pdf](#)
[Library Assistant I - Childrens 2017-12-13.pdf](#)

5. MOTION to appoint Mr. Earl Lamb (D) 95 Lambtown Road, Ledyard as a Regular Member on the Historic District Commission to complete a five (5) year term ending December 6, 2027 filling a vacancy left by Mr. Pealer.

Attachments: [Appointment -Historic Commission-Request Lamb to Regulat Member-e-mail-2023-02-14.pdf](#)
[HISTORIC DISTRICT COMMISSION-2023-02-21.pdf](#)

6. MOTION to Ms. Sheila Vincent (D) 19 Friar Tuck Drive, Gales Ferry, to the Ledyard Beautification Committee to complete a three (3) year term ending October 26, 2023 filling a vacancy left by Ms. Harris.

Attachments: [DTC Appointment Application -Vincent - Beautification Cmt-2023-02-23.pdf](#)
[LEDYARD BEAUTIFICATION COMMITTEE.-2023-02-23docx.pdf](#)

7. MOTION to reappoint the following members to the Cemetery Committee for a three (3) year term ending April 26, 2026:

- Mrs. Sheila Godino (D) 1906 Center Groton Road
- Mr. Vincent Godino (D) 1906 Center Groton Road.

Attachments: [Reappointment Endorsement- Cemetery Cmt0DTC-RTC-2023-02-21.pdf](#)

8. MOTION to appoint the following to the Cemetery Committee:
- Ms. Kimlyn Marshall (R) 987R Long Cove Road, as an Alternate Member to complete a three (3) year term ending April 26, 2025 to fill Mr. Krug's seat.

- Mr. Paul Krug (U) 67 Pheasant Drive, Gales Ferry, as a Regular Member to complete a three (3) year term ending April 26, 2026 to fill Ms. Marshall's seat.

Attachments: [Reappointment Endorsement- Cemetery Cmt0DTC-RTC-2023-02-21.pdf](#)

9. MOTION to reappoint the following members to the Permanent Municipal Building Committee for a three (3) year term ending March 26, 2026:

- Mr. Gary Schneider (D) 101 Inchcliffe Drive, Gales Ferry
- Ms. Elizabeth Peterson (D) 15 Browns Crossing Road, Gales Ferry.

Attachments: [Reappointment Endorsement- Permanent Municipal Buildign Cmt-DTC-RTC-2023-02-21.pdf](#)

10. MOTION to reappoint the following members to the Water Pollution Control Authority for a three (3) year term ending April 11, 2026:

- Mr. Stanley Juber (R) 13 Iron Street, Ledyard (Regular Member)
- Mr. Terry Jones, 27 Monticello Drive, Gales Ferry (Regular Member)
- Mr. Jeremy Norris (D) 12 Old Fort Lane, Ledyard (Alternate Member).

Attachments: [Reappointment Endorsement- Water Pollution Control Authority -DTC-RTC-2023-02-21.pdf](#)

11. MOTION to adopt a proposed “Resolution Establishing A Committee To Transform The Budget Process” as contained in the draft dated February 28, 2023.

Attachments: [Resolution Transform Budget Process Cmt--DRAFT-2023-02-28.pdf](#)
[Budget Transformation Committee 2016 Recommendations and Progress-2023-02-23.pdf](#)
[Budget Transformation Cmt Final Report-2016-10-16-3-FINAL.pdf](#)

12. Any other New Business proper to come before the Committee.

IV ADJOURNMENT

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