



**TOWN OF LEDYARD**  
CONNECTICUT  
TOWN COUNCIL

741 Colonel Ledyard Highway  
Ledyard, CT 06339

860 464-3203  
Roxanne Maher

Chairman Gary St. Vil

**MINUTES**  
**LAND USE/PLANNING/PUBLIC WORKS COMMITTEE –**  
**ORGANIZATIONAL MEETING**

Monday, December 8, 2025

5:45 PM

Town Hall Annex Building

- I. **CALL TO ORDER** – The Land Use/Planning/Public Works Committee Organizational Meeting was called to order by Committee Chairman Thompson Paul at 5:45 p.m.

Councilor Thompson welcomed all to the Hybrid Meeting noting for the Town Council Land Use/Planning/Public Works 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
Jessica Buhle	Town Councilor	Present	In-Person	5:45 pm	5:50 pm
Ty (Earl) Lamb	Town Councilor	Present	In-Person	5:45 pm	5:50 pm
James Thompson	Committee Chairman	Present	In-Person	5:45 pm	5:50 pm
Elizabeth Burdick	Director of Land Use/Town Planner	Present	In-Person	5:45 pm	5:50 pm
Karen Parkinson	Historic District Commission	Present	In-Person	5:45 pm	5:50 pm
Doug Kelley	Historic District Commission	Present	In-Person	5:45 pm	5:50 pm
Bruce Garstka	Agricultural Commissions Chairman	Present	In-Person	5:45 pm	5:50 pm
Roxanne Maher	Administrative Assistant	Present	Remote	5:45 pm	5:50 pm

III. **BUSINESS OF MEETING**

1. **MOTION** to set the Land Use/Planning/Public Committee's Regular Meeting date for the 2026 Calendar Year to be the first Monday of the month at 6:00 p.m. in the Town Hall Annex Building as noted below:

**Land Use/Planning/Public Works Committee (1<sup>st</sup> Monday, Annex Building 6:00 p.m.)**

January 5	February 2	March 2	April 6
May 4	June 12	July 6	August 3
September 14*	October 5	November 2	December 7
January 4, 2027			

^ Denotes meeting cancelled due to holiday

\* Denotes regular meeting date scheduled is different from regular schedule

Moved by Councilor Buhle, seconded by Councilor Lamb

**VOTE:** 3 – 0 Approved and so declared

**RESULT: 3 – 0 APPROVED [UNANIMOUS]**

**MOVER:** Jessica Buhle, Town Councilor

**SECONDER:** Ty (Earl) Lamb, Town Councilor

**AYES:** Jessica Buhle, Ty Lamb, James Thompson

2. Review of outstanding action items as forwarded in Land Use/Planning/Public Works Committee's memo dated November 12, 2025.

The Land Use/Planning/Public Works Committee reviewed the Outstanding/Unfinished Business as noted below:

- (1) Process to designate the Spicer Ruins, within the Clark Farm property, as a Registered Historical Site.
- (2) Agricultural Commission List of Criteria for the Leasing of Town-Owned Land such as Clark Farm and former Norwich State Hospital Property to encourage the properties continue to be used for Agricultural purposes,
- (3) Progress of enforcing regulations to address blight issues.

It was noted that at the end of its term the Town Council and its Subcommittees have traditionally prepared a memo to forward outstanding items of business to the newly elected incoming Town Council.

In accordance with Roberts Rules of Order:

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

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

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

Councilor Buhle noted that the Land Use/Planning/Public Works Committee would be discussing these items further at their Special Meeting scheduled for 6:00 this evening:

**RESULT: COMPLETED**

### III. COMMENTS OF COMMITTEE MEMBERS

Councilor Lamb stated that he was excited to work with the members of the Land Use/Planning/Public Works Committee. He suggested this Committee work with the Public Works Director/Town Engineer Steve Masalin and Director of Land Use/Town Planner Elizabeth to develop a Capital Improvement Plan for all Town Facilities. He noted as an example, the work the Board of Education's Facilities Committee has done to develop a Capital Plan for the school facilities.

Councilor Buhle stated that during the 2023-2025 Town Council term that she served on the LUPPW Committee for a short-time before being moved to the Administration Committee. Therefore, she stated that she was excited about coming back to the LUPPW Committee, noting that she proposed the Sustainable CT initiative and that she was eager to get to work on the Sustainable CT project.

Councilor Thompson stated he looked forward to serving with his fellow Councilors on the Land Use/Planning/Public Works Committee.

### V. ADJOURNMENT

MOTION to adjourn at 5:50 p.m.

Moved by Councilor Buhle, seconded by Councilor Lamb.

VOTE: 3 - 0 Approved and so declared.

Respectfully submitted,

James Thompson  
Committee Chairman  
Land Use/Planning/Public Works Committee