



TOWN OF LEDYARD

Administration Committee

Meeting Minutes

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

Chairman Gary St. Vil

Regular Meeting

Wednesday, September 10, 2024

5:30 PM

Town Hall Annex- Hybrid Format

WORKING DRAFT

In -Person: Council Chambers, Town Hall Annex Building

Remote Participation: Information Noted Below:

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

<https://us06web.zoom.us/j/86519026631?pwd=6bU6XH8NZzYbYOkmR2JX1fa8dhcGKz.1>
Or by Audio Only: Telephone: +1 646 558 8656; Meeting ID: 865 1902 6631; Passcode: 901865

I CALL TO ORDER

the Meeting was called to order by Councilor Buhle at 5:30 p.m. at the Council Chambers Town Hall Annex Building.

Councilor Buhle 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

Gary St. Vil Town Council Chairman
Carmen Garcia-Irizarry Town Councilor
Bill Barnes Town Councilor
Tim Ryan Town Councilor
Fred Allyn, II Mayor
Christine Diaz Human Resources Director
Patricia Riley Town Clerk
M. Dave Schroder, Jr Resident
Joanne Kelley Resident
Eric Treaster Resident
Whit Irwin Resident
Deborah Edwards Resident
Sharon Pealer Resident
Jay Pealer Resident
Dan Pealer Resident
Jeff Ellingberg Resident

Anne Roberts-Pierson Resident
Steve Munger Resident
Angeal Cassidy Resident
Wendy Hellekson Resident
Allyssa Siegel-Miles Resident
Roxanne Maher Administrative Assistant

Present: Kevin Dombrowski
Jessica Buhle
April Brunelle

III. RESIDENTS & PROPERTY OWNERS COMMENTS

Mr. Milton Dave Schroeder, Jr., 290 Whalehead Road, Gales Ferry,

Mr. Whit Irwin, 2 Winfield Way, Ledyard

Ms. Jeff Ellingburger, 2 Village Drive, Ledyard

Mr. Steve Munger, 12 Nutmeg Drive, Ledyard

Ms. Joanne Kelley, 12 Thames View Pentway, Ledyard

Mayor Fred Allyn, III

Ms. Deborah Edwards, 30 Bluff Road - West, Gales Ferry,

Councilor Ryan

Ms. Wendy Hellekson, 14 L Lakeside Drive, Ledyard

Ms. Andela Cassidy, 62 Hurlbut Drive, Gales Ferry

IV. PRESENTATIONS / INFORMATIONAL ITEMS

None.

V. APPROVAL OF MINUTES

MOTION to approve the Administration Committee Meeting Minutes of August 6, 2025

RESULT: APPROVED AND SO DECLARED

MOVER: Kevin Dombrowski

SECONDER: April Brunelle

VI. OLD BUSINESS

1. MOTION to adopt a proposed "An Ordinance Establishing a Town of Ledyard Code of

Ethics and Ethics Commission, as presented in the draft dated September 10, 2025.

RESULT: RECOMMENDED FOR APPROVAL

MOVER: Jessica Buhle

SECONDER: April Brunelle

AYE: 2 Buhle and Brunelle

NAY: 1 Dombrowski

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

None.

VII. NEW BUSINESS

1. MOTION to set a Public Hearing (Hybrid Format - Video Conference and In-Person) Public Hearing date to be held on September 24, 2025 at 5:00 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” as presented in the draft dated September 10, 2025 .

RESULT: RECOMMENDED FOR APPROVAL

MOVER: Jessica Buhle

SECONDER: April Brunelle

AYE: 2 Buhle and Brunelle

NAY: 1 Dombrowski

2. MOTION to approve the proposed revisions to the Library Administrative Assistant & Head of Technical Services job description as presented in the draft dated September 2025.

RESULT: RECOMMENDED FOR APPROVAL

MOVER: April Brunelle

SECONDER: Kevin Dombrowski

AYE: 3 Dombrowski, Buhle and Brunelle

3. MOTION to approve the proposed revisions to the Library Technician I – Youth Services job description as presented in the draft dated September 2025.

RESULT: RECOMMENDED FOR APPROVAL

MOVER: Kevin Dombrowski

SECONDER: April Brunelle

AYE: 2 Buhle and Brunelle

NAY: 1 Dombrowski

4. MOTION to reappoint the following members the Inland Wetland & Water Courses Commission for a two (2) year term ending October 31, 2027:

- Mr. Michael Marelli (D) 4 Lee Brook Drive 193 Iron Street, Ledyard
- Mr. Justin DeBrodt (U) 5 Erins Way, Ledyard.

RESULT: RECOMMENDED FOR APPROVAL

MOVER: April Brunelle

SECONDER: Kevin Dombrowski

AYE: 3 Dombrowski, Buhle and Brunelle

5. MOTION to appoint Mr. James Thompson (D) 6 Pennywise Lane, Ledyard, to the Inland Wetland & Water Courses Commission to complete a two (2) year term ending October 31, 2026 filling a vacancy left by Ms. Lynmarie Thopmpson.

RESULT: RECOMMENDED FOR APPROVAL

MOVER: Kevin Dombrowski

SECONDER: April Brunelle

AYE: 3 Dombrowski, Buhle and Brunelle

6. MOTION to reappoint the following members to the Library Commission for a two (2) year term ending November 7, 2027:

- Mr. John Bolduc (U) 14 Monticello Drive, Gales Ferry
- Ms. Ellin M. Grenger (D) 15 Bittersweet Drive, Gales Ferry
- Ms. Cynthia Wright (D) 6 Larule Leaf Drive, Gales Ferry
- Ms. Elizabeth Rumery (D) 2 Bluff Road, Gales Ferry.

RESULT: RECOMMENDED FOR APPROVAL

MOVER: April Brunelle

SECONDER: Kevin Dombrowski

AYE: 3 Dombrowski, Buhle and Brunelle

7. Any New Business proper to come before the Committee
None.

IV ADJOURNMENT

Councilor Brunelle moved the meeting be adjourned, seconded by Councilor Dombrowski.

VOTE: 3 - 0 Approved and so declared, the meeting was adjourned at 6:25 p.m.

Respectfully submitted,
Jessica Buhle
Committee Chairman
Administration Committee

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

