



# TOWN OF LEDYARD

## Town Council

### Meeting Minutes

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

#### Special Meeting

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Wednesday, August 6, 2025

7:00 PM

Town Hall Council Chambers

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**In-Person: Council Chambers Town Hall Annex**

**Remote: Information noted below:**

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

**<https://us06web.zoom.us/j/84204926231?pwd=sRDaNHpRh64fsnVgF2jViuAB4nZtvp.1>**

**Audio Only: Telephone: +1 646 558 8656; Meeting ID: 842 0492 6231; Passcode: 007089**

**I. CALL TO ORDER**

Chairman Pro-tem Brunelle called the meeting to order at 7:00 p.m. at the Council Chambers, Town Hall Annex Building.

Chairman Pro-tem Brunelle welcomed all to the Hybrid Meeting. She stated for the members of the Town Council and 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. PLEDGE OF ALLEGIANCE**

**III. ROLL CALL**

**Present:** Councilor William Barnes  
Councilor April Brunelle  
Councilor Jessica Buhle  
Councilor Kevin Dombrowski  
Councilor Carmen Garcia-Irizarry  
Councilor Tim Ryan  
Councilor Tony Saccone  
Councilor Gary St. Vil

**IV. ELECTION OF CHAIRMAN**

Chairman Pro-tem Brunelle opened the floor for Nominations for Town Council Chairman:

MOTION to nominate Councilor Gary St. Vil for Chairman.

Moved by Councilor Dombrowski, seconded by Councilor Ryan

MOTION to close Nominations

Moved by Councilor Dombrowski, seconded by Councilor Buhle

**VOTE: 8 - 0 Approved to close nominations.**

Election of Chairman

Chairman Pro-tem Brunelle called for the vote on the Chairman.

**RESULT: APPROVED AND SO DECLARED**

**MOVER:** Kevin Dombrowski

**SECONDER:** Tim Ryan

**AYE:** 8 Barnes, Brunelle, Buhle, Dombrowski, Garcia-Irizarry, Ryan, Saccone, and St. Vil

**RESULTS OF VOTE:** Chairman Pro-tem Brunelle announced that Councilor St. Vil has been elected Chairman to finish out the term of the Twenty-seventh Town Council replacing former Chairman Rodriguez, who resigned because her family was being relocated out of state for her husband's work. She congratulated Chairman St. Vil and noted that she would turn the meeting over to him.

Chairman St. Vil stated if the Town Council was amicable that he would recommend that Chairman Pro-tem Brunelle continue to preside of this evening's meeting.

The members of the Town Council congratulated Chairman St. Vil and noted they did not object to Chairman St. Vil's request.

#### V. APPOINTMENT OF TOWN COUNCILOR

MOTION to appoint Ms. Adrienne L. Parad (D) 5 Birch Street, Ledyard, to the Town Council to fill a vacancy left by Chairman S. Naomi Rodriguez, in accordance with Chapter II Section 10 of the Town Charter.

Moved by Councilor Buhle, seconded by Councilor Garcia-Irizarry

Discussion: Councilor Garcia-Irizarry stated that Dr. Parad is a Primary Care Family Medical Physician. She also noted that Dr. Parad has done a wonderful job as the President of Ledyard Education Advancement Foundation (LEAF) and that she was involved in a number of town events. She stated that she endorsed Dr. Parad's appointment to the Town Council

Chairman Pro-tem Brunelle's noted Councilor Garcia-Irizarry's comments, and she stated that Dr. Parad has been involved in a number of town events and that she was always pleasant to work with.

Councilor Buhle stated that she agreed with both Councilor Garcia-Irizarry and Chairman Pro-tem Brunelle comments. She noted Dr. Parad's experience and insight that she would bring to the Town Council. She stated that she thought it was important for the Town Council to have a diverse group of opinions and experiences. She stated that she looked forward to all that Dr. Parad would bring to the Town Council.

Councilor Barnes stated that he echoed Councilor Buhle's comments, noting that he has had the pleasure of being Dr. Parad's neighbor for many years. He stated that he has enjoyed being in the community with her and to see the work she had done as President of Ledyard Education Advancement Foundation (LEAF). He stated this Town Council has a number of engineers, which was not uncommon with its proximity to Electric Boat/General Dynamics; however, he stated having someone from the medical profession on the Town Council would bring a diversity of thoughts.

**VOTE: 8 - 0 Approved and so declared**

**RESULT: APPROVED AND SO DECLARED**

**MOVER:** Jessica Buhle

**SECONDER:** Carmen Garcia-Irizarry

**AYE:** 8 Barnes, Brunelle, Buhle, Dombrowski, Garcia-Irizarry, Ryan, Saccone, and St. Vil

Chairman Pro-tem Brunelle Congratulated Dr. Parad for her Appointment and she welcome her to the Town Council.

Members of the Town Council welcomed Dr. Parad aboard!

Chairman Pro-tem Brunelle invited Ms. Parad to join the Town Council on the dais; and ask that she visit the Town Clerk's Office to be sworn in as soon as possible. She note that Ms. Parad was welcome to participate in tonight's discussions, however, she would not be eligible to vote on items until she has taken the Oath of Office.

## VI. REVIEW AND APPROVAL OF MINUTES

MOTION to approve the following:

- Regular Meeting Minutes of July 9, 2025
- Special Meeting Minutes of July 23, 2025

Moved by Councilor Garcia-Irizarry, seconded by Councilor Buhle

**VOTE: 8 - 0 Approved and so declared**

**RESULT: APPROVED AND SO DECLARED**

**MOVER:** Carmen Garcia-Irizarry

**SECONDER:** Jessica Buhle

## VII. BUSINESS OF THE MEETING

### CONSENT CALENDAR

This was Approved and so declared.

#### **RESULT: APPROVED AND SO DECLARED**

\*1. MOTION to reappoint the following members the Agricultural Commission for a three (3) year term ending September 24, 2028:

- Ms. Allyson Angelini (U) 193 Iron Street, Ledyard (Regular Member)
- Ms. Katie Yuhas (U) 34 Meetinghouse Lane, Gales, Ferry (Regular Member)
- Mr. Steve Martic (R) 59R-2 Long Pond South, Ledyard (Alternate Member)

#### **RESULT: APPROVED AND SO DECLARED**

\*2. MOTION to reappoint Mr. Michael Cherry (U) 5 Whippoorwill Drive, Gales Ferry, as the Mayor's Representative to the Southeastern Connecticut Water Authority for a two (2) year term ending August 31, 2027.

#### **RESULT: APPROVED AND SO DECLARED**

\*3. MOTION to approve Standing Bid Waivers as follows:

- Vendors included in the Town of Ledyard Standing Bid Waiver List for FY 25/26,
- Capital Region Purchasing Council Bids,
- State of Connecticut bids,
- Other states' bids, purchasing cooperatives (i.e. Sourcewell) , and federal government bids.

Moved by Councilor Dombrowski, seconded by Councilor Saccone

Discussion: Although there is typically no discussion regarding Consent Calendar Items, as they are considered "*routine items of business*"; Councilor Ryan mentioned that the Standing Bid Waiver List has been reduced from previous years; and that it included two new vendors.

Councilor Ryan also noted that he was pleased to see Mr. Cherry was still interested in volunteering to serve the town. He stated that Mr. Cherry was a very good asset for the town.

Councilor Barnes suggested going forward that the Standing Bid Waiver List include the dollar amount that was spent the prior year for each of the Vendors listed; or that it provide a threshold such as over \$50,000 was spent the prior year. Councilor Ryan noted that Councilor Barnes was inferring that if the town was spending a significant amount of money with a particular vendor that the town may want to reconsider including that vendor on the Standing Bid Waiver List. He noted in past years the Standing Bid Waiver List only consisted of the first three columns, and that the last three columns have recently been added, which has provided more value. He stated Finance Director Matthew Bonin has been accommodating in adding more information to the Standing Bid Waiver List; noting that although adding the amounts spent for each of the vendors would involve more work that he did not think adding the dollar amount; or over a certain threshold, was out of reach.

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**VOTE:** 8 - 0 Approved and so declared

**RESULT:** APPROVED AND SO DECLARED

**MOVER:** Kevin Dombrowski

**SECONDER:** Tony Saccone

**AYE:** 8 Barnes, Brunelle, Buhle, Dombrowski, Garcia-Irizarry, Ryan, Saccone, and St. Vil

Finance Committee

4. MOTION to appropriate \$10,000 to Account #21020301-57300-G0015 (Fire Marshall - New Equipment - State Grant).

In addition, authorize the expenditure of up to \$10,000 to complete the upgrade to the Emergency Operations Center (EOC) for Emergency Management.

The funding source for this project is the Town of Ledyard's FY 2026 Nuclear Safety Emergency Program Funding Allocation.

Moved by Councilor Buhle, seconded by Councilor Ryan

Discussion: Director of Emergency Management/Fire Marshall Jim Mann, attending remotely via Zoom, explained that every year the town was eligible to receive grant funding through the Nuclear Safety Emergency Program to provide improvements to the Emergency Operations Center (EOC), which was located in the basement of the High School. He stated this year Ledyard was eligible to receive \$16,000 from the Nuclear Safety Emergency Program and that the funds would be used for: (1) Radio upgrades to continue their work to switch over to the State-wide 4T and 2T on the 800 mg ban; and (2) Complete the Communication Upgrade at the Police Department. He stated once they spend the money that the State would fully reimburse the town.

**VOTE:** 8 - 0 Approved and so declared

**RESULT:** APPROVED AND SO DECLARED

**MOVER:** Jessica Buhle

**SECONDER:** Tim Ryan

**AYE:** 8 Barnes, Brunelle, Buhle, Dombrowski, Garcia-Irizarry, Ryan, Saccone, and St. Vil

5. MOTION to recommend Mayor Fred B. Allyn III execute "Standard Fast Track and Study Process Generator Interconnection Agreement" and "Contingent Approval for INT-109249" between The Connecticut Light and Power Company d/b/a Eversource Energy for INT-109249 - Juliet Long School\_Ledyard Board of Education.

In addition, authorize payment of \$1972.00 to Eversource Energy for Meter Cost - INT-109249 - Juliet Long Elementary School\_Ledyard Board of Education - Netting Non-Residential (NRES) - 165.6kW.

Moved by Councilor Ryan, seconded by Buhle

Discussion: Mayor Allyn, III explained with the completion of the solar array installation at the Juliet W. Long School that the next step was to enter into the *Generator Interconnection Agreement with Eversource*. He stated once the Agreement was in place Eversource could turn the solar energy system on. He stated the town expects to save about \$4,000 per month in electric costs with the solar array panels on the Juliet W. Long School. He noted that a solar array system would also be installed at the Gales Ferry School once the roof has been completed, stating that the Gales Ferry School would have a larger solar array.

Mayor Allyn continued by explaining the meter would show the amount of energy that was being generated by the solar array system versus the amount of energy that was being provided by Eversource. He stated the Agreement that it would allow Eversource to turn on the solar array system to enable the solar energy for the town to start earning dividends.

Councilor Garcia-Irizarry questioned how long it was going to take for Eversource to turn the solar array system on. Mayor Allyn stated if the Town Council provides authorization this evening that he would sign the Agreement tomorrow. He stated in speaking with Board of Education Director of Facilities and Grounds Wayne Donaldson that it should only take a couple of weeks for Eversource to turn the solar array system on.

Councilor Ryan stated within the first month that the \$1,972 cost to purchase the meter would be more than offset by the anticipated savings in their electric bill. He questioned whether there would be a Ribbon Cutting Ceremony when Eversource flips the switch to turn on the solar array system.

**VOTE: 8 - 0 Approved and so declared**

**RESULT: APPROVED AND SO DECLARED**

**MOVER:** Tim Ryan

**SECONDER:** Jessica Buhle

**AYE:** 8 Barnes, Brunelle, Buhle, Dombrowski, Garcia-Irizarry, Ryan, Saccone, and St. Vil

Administration Committee

6. MOTION to approve proposed Assistant to the Director of Land Use & Planning Job Description as presented in the draft dated June 10, 2025.

Moved by Councilor Dombrowski, seconded by Councilor Buhle

Discussion: Councilor Buhle noted that there were three job descriptions on tonight's agenda that were presented by Human Resources Director Christine Dias. She explained that each of the job descriptions were being updated to reflect the current duties that were being performed.

Councilor Dombrowski stated three job descriptions they were addressing this evening would not be creating any new positions, noting that all of these positions were currently filled. He stated as Councilor Buhle stated they were codifying the current roles and responsibilities into the job descriptions. He stated that the town was not hiring any additional individuals. However,

he stated should they need to fill the positions in the future that the job description would accurately reflect the requirements of the positions.

**VOTE: 8 - 0 Approved and so declared**

**RESULT: APPROVED AND SO DECLARED**

**MOVER:** Kevin Dombrowski

**SECONDER:** Jessica Buhle

**AYE:** 8 Barnes, Brunelle, Buhle, Dombrowski, Garcia-Irizarry, Ryan, Saccone, and St. Vil

7. MOTION to approve proposed updates to the Office Assistant II - Mayor's Office job description as presented in the draft dated June 24, 2025.

Moved by Councilor Buhle, seconded by Councilor Saccone

Discussion: Councilor Dombrowski stated that they were updating the Office Assistant II - Mayor's Office Job Description; as described in Item # 5 above.

**VOTE: 8 - 0 Approved and so declared**

**RESULT: APPROVED AND SO DECLARED**

**MOVER:** Jessica Buhle

**SECONDER:** Kevin Dombrowski

**AYE:** 8 Barnes, Brunelle, Buhle, Dombrowski, Garcia-Irizarry, Ryan, Saccone, and St. Vil

8. MOTION to approve proposed updates to Executive Assistant to the Mayor job description as presented in the draft dated June 24, 2025.

Moved by Councilor Dombrowski seconded by Councilor Buhle

Discussion: Councilor Dombrowski stated as described in Items #5 & #6 they were simply updating the Executive Assistant to the Mayor Job Description; as described above.

**VOTE: 8 - 0 Approved and so declared**

**RESULT: APPROVED AND SO DECLARED**

**MOVER:** Kevin Dombrowski

**SECONDER:** Jessica Buhle

**AYE:** 8 Barnes, Brunelle, Buhle, Dombrowski, Garcia-Irizarry, Ryan, Saccone, and St. Vil

9. MOTION to appoint Mr. James Philopena (D) 80 Avery Hill Road, Ledyard, to the Board of Assessment Appeals to complete a four (4) year term ending December 5, 2027 to fill a vacancy left by Ms. Lineweaver.

Moved by Councilor Buhle, seconded by Councilor Dombrowski

Discussion: None.

**VOTE: 8 - 0 Approved and so declared**

**RESULT:** APPROVED AND SO DECLARED

**MOVER:** Jessica Buhle

**SECONDER:** Kevin Dombrowski

**AYE:** 8 Barnes, Brunelle, Buhle, Dombrowski, Garcia-Irizarry, Ryan, Saccione, and St. Vil

**10.** MOTION to appoint Ms. Jennifer Bingham (D) 826 West Drive, Gales Ferry, as an Alternate Member to the Board of Assessment Appeals to complete a four (4) year term ending August 26, 2028 to fill a vacancy left by Mr. Nelson.

Moved by Councilor Dombroski, seconded by Councilor Saccione

Discussion: None.

**VOTE:** **8 - 0 Approved and so declared**

**RESULT:** APPROVED AND SO DECLARED

**MOVER:** Kevin Dombrowski

**SECONDER:** Tony Saccione

**AYE:** 8 Barnes, Brunelle, Buhle, Dombrowski, Garcia-Irizarry, Ryan, Saccione, and St. Vil

**11.** MOTION to appoint Mr. Greg Lockhart (D) 30 Tanger Lane, Gales Ferry, to the Planning & Zoning Commission, as an Alternate Member to complete a three (3) year term ending December 31, 2025 to fill a vacancy left by Mr. Harwood.

Moved by Councilor Buhle, seconded by Councilor Dombrowski

Discussion: None.

**VOTE:** **8 - 0 Approved and so declared**

**RESULT:** APPROVED AND SO DECLARED

**MOVER:** Jessica Buhle

**SECONDER:** Kevin Dombrowski

**AYE:** 8 Barnes, Brunelle, Buhle, Dombrowski, Garcia-Irizarry, Ryan, Saccione, and St. Vil

## VIII. ADJOURNMENT

Councilor Pro-tem Brunelle stated before they adjourn, she wanted to mention that because there was some concern as to whether they would have a quorum for their August 13, 2025 meeting; tonight's Special Meeting was called. Therefore, she stated the August 13, 2025 and their August 27th (as agreed upon for our Summer Meeting Schedule) meetings will be canceled unless some urgent business comes up.

Councilor Buhle moved to adjourn, seconded by Councilor Dombrowski

**VOTE:** **8 - 0 Approved and so declared.** The meeting adjourned at 7:21 p.m.

Transcribed by Roxanne M. Maher  
Administrative Assistant to the Town Council

I, April Brunelle, Chairman Pro-tem of the Ledyard Town Council,  
hereby certify that the above and foregoing is a true and correct copy of  
the minutes of the Special Town Council Meeting held on August 6, 2025

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April Brunelle, Chairman Pro-tem

**DISCLAIMER:**

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

The Town Council's Official Agenda and final Minutes will be on file in the Town Clerk's Office.