



TOWN OF LEDYARD

Administration Committee

Meeting Minutes

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

Chairman Kevin J.
Dombrowski

Regular Meeting

Wednesday, February 8, 2023

5:30 PM

Town Hall Annex- Hybrid Format

In -Person Location Council Chambers Town Hall Annex Building

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

<https://us06web.zoom.us/j/81942776331?pwd=RVJidXhGY1FhckUxejEzOGJ1MDI4Zz09>

Or by Audio Only: Telephone: +1 646 558 8656; Meeting ID: 819 4277 6331 Passcode: 473028

I CALL TO ORDER

the Meeting was called to order by Councilor Ingalls at 5:35 p.m. at the Council Chambers Town Hall Annex Building.

Councilor Ingalls 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

Present: Councilor Andra Ingalls
Councilor Mary K. McGrattan
Councilor Whit Irwin

In addition, the following were present:

Kevin Dombrowski, Town Council Chairman
S. Naomi Rodriguez, Town Councilor
Scott Johnson, Jr. Director Parks & Recreation and Senior Citizens
Kenneth DiRicco, Parks and Recreation Commission Chairman
Roxanne Maher, Administrative Assistant

III. RESIDENTS & PROPERTY OWNERS COMMENTS

Mr. Eric Treaster, 10 Huntington Way, Ledyard, attending remotely, stated that he was present this evening to address the proposed amendments to Ordinance #100-016 (rev 1) "*An Ordinance Combining Parks And Recreation Commission and Senior Citizens Commission for the Town of Ledyard*". He stated he was opposed to combining the two Commissions for the following reasons:

- Benefits do not justify the disadvantages.
- Not sufficient commonality between the needs of the Senior Citizens and the Parks and Recreation. He was not a fan of single entities having conflicting missions.

Mr. Treaster questioned whether the fees collected for programs for each of the two Groups would be kept separate or whether they would all be deposited into the same account.

Mr. Treaster left the meeting at 5:37 p.m.

Councilor Ingalls asked Director of Parks and Recreation and Senior Citizens Scott Johnson, Jr. or Parks and Recreation Commission Chairman Kenneth DiRicco if they would like to address Mr. Treaster's question regarding the accounting for the Program Fees that were collected for each of the Groups (Parks & Recreation or the Senior Citizens)

Director of Parks and Recreation and Senior Citizens Scott Johnson, Jr. explained that currently each Group (Parks and Recreation and the Senior Citizens) had their own Special Revenue Accounts. He stated that currently the Senior Citizens Program Fees collected go into the General Fund; and the Program Fees collected for the Parks and Recreation go into their Special Revenue Account. However, he stated currently the Senior Citizens Programs were not self-sufficient explaining that the Senior Citizens programs were subsidized by taxpayers' dollars (budget was reduced from \$14,000 to \$10,000 per year); and therefore, they did not have the means to expand their programing. The cost of the Senior Citizens programs cost about \$14,000 per year.

Mr. Johnson continued to explain that the Parks & Recreation's programs were self-sufficient, with 80% of the program fees going to the instructor and 20% going to the Parks & Recreation. The 20% of the program fees had been being used to pay for the quarterly magazine that advertised their Programs. He explained because the quarterly magazine (Events Magazine) was now being paid for by the advertisements, that he proposed using the 20% collected from the Parks & Recreation programs to off-set the cost of the Senior Citizens programs that were currently not breaking even. Therefore, he stated that his thought was to keep the food separate, but to move the Senior Citizens Program Fee Revenues from the General Fund to the Parks and Recreation Special Revenue Account. He stated by doing this that it would hopefully make the Senior Citizens Programs self-sufficient. He stated some programs such as Soccer was a separate Organization from the Parks and Recreation Programs, explaining that the town was not involved with those types of organizations, and therefore, they do not collect the money for those organizations.

Chairman Dombrowski addressed the quarterly magazine, and he stated when the town decided to use the Events Magazine Publication that they removed the funding from all of the Department Budget's that were printing and mailing their own newsletters. Therefore, he questioned the funding that Mr. Johnson mentioned which was previously used for their newsletter and would now like to use to off-set the short-fall for the Senior Citizens Programs. Mr. Johnson stated the funding that he was referring to was not in the General Fund, and he explained that their Program Revenues go into the Parks and Recreation Special Revenue Account.

IV. PRESENTATIONS / INFORMATIONAL ITEMS

None.

V. APPROVAL OF MINUTES

MOTION to approve the Administration Committee Regular Meeting Minutes of January 11, 2023

Moved by Councilor McGrattan, seconded by Councilor Irwin

VOTE: 3 - 0 Approved and so declared

RESULT: APPROVED AND SO DECLARED

MOVER: Mary K. McGrattan

SECONDER: Whit Irwin

AYE: 3 Ingalls, McGrattan and Irwin

VI. OLD BUSINESS

- MOTION adopt proposed amendments to Ordinance #100-016 (rev 1) "An Ordinance Combining Parks And Recreation Commission and Senior Citizens Commission for the Town of Ledyard" as contained in draft dated February, 8, 2023.

DRAFT: ~~January 11~~ 2/8/2023 Ordinance: # 100-016 (rev 1)

AN ORDINANCE COMBINING
PARKS AND RECREATION COMMISSION AND
SENIOR CITIZENS COMMISSION
FOR THE TOWN OF LEDYARD

Be it ordained by the Town Council of the Town of Ledyard there is hereby established a "*Parks, ~~and~~ Recreation, and Senior Citizens Commission.*"

Section 1. Purpose

(a) The purpose of this Ordinance is to formally combine the Senior Citizens Commission with the Parks and Recreation Commission in the Town of Ledyard. herein, to be known as Ledyard Parks, ~~and~~ Recreation, and Senior Citizens Commission.

Combining the duties of the Town Committees/Commissions/Boards that have similar interests into a single commission will provide a financial benefit to the town as it will minimize administrative support by reducing the number of Committees/Commissions/ Boards in town and provide services more effectively.

Combining the two Commissions will provide a financial benefit for Senior Citizens programs because they would be eligible for funding under the Parks & Recreation Capital Account Fund 203 (formerly Fund 8) established by Ordinance #200-009 "An Ordinance Providing for Transfer of Certain Revenue from Real Estate conveyance Tax to Special Town of Ledyard Funds; and in accordance with Ordinance #200-012 "An Ordinance Creating a Municipal Parks and Recreation Capital and Non Non-Recuring Expense Fund for the Town of Ledyard.

(b) The purpose of Ledyard Parks, Recreation, and Senior Citizens Commission is to provide services for the senior citizens within budgetary limits; and to provide recreational programs for the general population and manage properties under the administrative control of the Parks and Recreation Department.

Section 2. Authority and Establishment of Commissions

(a) Parks and Recreation Commission

Pursuant to the authority contained in Section 7-148, General Statutes of Connecticut, there is hereby created a Parks and Recreation Commission for the Town of Ledyard.

(b) Senior Citizens Commission

Pursuant to Chapter III, Section 4 of the Charter of the Town Ledyard, there is hereby established a Senior Citizens Commission.

Pursuant to Chapter III, Section 4, of the Town Charter, commencing on the nineteenth day after the effective date of this ordinance, the duties of the Senior Citizens Commission of the Town of Ledyard as set forth in Ordinance #100-016, shall be discharged in accordance with this Ordinance; and shall hereafter be known as the Ledyard Parks, Recreation, and Senior Citizens Commission.

Section 3. Membership

The *Ledyard Parks, Recreation, and Senior Citizens Commission* shall consist of *seven (7) regular members and two (2) alternate* members who shall be electors of the Town of Ledyard and who shall hold no salaried municipal office.

Membership on any other Board, Commission or Committee of the Town of Ledyard shall not preclude membership on the *Ledyard Parks and Recreation and Senior Citizens Commission*. —

In making the original appointments under this ordinance, the Town Council shall designate ***three (3) members to serve for three (3) years, three (3) members to serve for two (2) years; three (3) members to serve for one (1) year.*** Thereafter, vacancies shall be filled for a three (3) year term.

Section 4. Terms of Appointment

The members of the *Ledyard Parks, Recreation, and Senior Citizens Commission* shall be appointed for a three (3) year term by the Town Council.

Members shall commence to serve their terms immediately upon appointment and shall serve until their successor has qualified or they have been reappointed or removed by the Town Council.

As each of the terms of the members expire, the Town Council shall appoint a successor for a term of three (3) years to fill each vacant position.

Any vacancy on the Commission other than by expiration of term shall be filled for the unexpired portion of the term by the Town Council.

The Commission shall annually elect a Chairman and Secretary from its members. ***In accordance with General State Statutes of Connecticut Section-1-225 a Regular Meeting schedule shall be set and filed with the Town Clerk before January 31st; of the coming year, and shall be a thirteen (13) month calendar; inclusive of January of the following year.*** Special meetings may be called by a majority of the members of said Commission.

Any member of the Commission who is absent from three (3) consecutive regular meetings and any intervening duly called special meetings shall be considered to have resigned from the Commission and the vacancy shall be filled as hereinbefore provided, except that the Commission may vote to waive the requirements of the section in each case where illness or other extenuating circumstances make it impossible for a member to meet the attendance requirements of this section.

It shall be the responsibility of the Chairman of the Commission to notify the Town Council when a member has not properly performed his/her duties.

Appointment and removal of any member of the *Ledyard Parks and Recreation and Commission Senior Citizens* shall be as provided for in Chapter IV, Section 9, of the Town Charter.

Section 5. Implementation

Within two weeks after the adoption date of this ordinance, all current members of the Parks and Recreation Commission of the Town of Ledyard and the current members of the Senior Citizens Commission for the Town of Ledyard shall indicate to their respective chairman their desire to serve on the Ledyard Parks, ~~and~~ Recreation and Senior Citizens Commission.

The respective chairman shall thereafter report to the Town Council the desires of their members. In addition, the respective chairman shall make recommendations to the Town Council regarding present members to serve on the combined commission.

The Town Council shall appoint members to the Ledyard Parks, Recreation, and Senior Citizens Commission no later than the effective date of the Ordinance.

Section 6 Responsibilities and Duties

1. To annually prepare a budget containing its estimates of expenses and revenues to carry out its programs and the purposes of this Ordinance; and to submit the same to the Mayor for inclusion in the annual budget of the Town of Ledyard. When requested, and at least annually, *the Ledyard Parks, Recreation, and Senior Citizens Commission* shall make reports to the Town Council.
2. Shall adopt Rules of Procedure, and establish policies for programs and the operation and use of facilities under the Commission's jurisdiction.
3. To plan the development, improvement and expansion of park lands and recreation facilities and other facilities under the Commission's jurisdiction, including the acquisition, erection, installation, improvement, and replacement of park or recreation facilities and equipment.
4. To develop, establish, improve and coordinate *recreational* programs to benefit the *general* population in the Town of Ledyard. *Including* nutrition, health, social services, transportation and other concerns of Ledyard's senior citizens.
5. To seek federal, state and private funds and may accept any money, gifts or endowment and expend the same for its designated purpose, provided such conditions does not remove any portion of the Commission from the control of the facilities or programs; or in any manner limit the use of the facility or programs to further the purpose of the Commission.
6. To engage such employees as assigned by the Mayor and other contractors hired by the Town of Ledyard to provide programs and services, and to maintain facilities under the Ledyard Parks, ~~and~~ Recreation, *and Senior Citizens Commission's* administrative control and oversight within the budgetary limits of said Commission.
7. The *Ledyard Parks, Recreation, and Senior Citizens Commission* shall serve to

represent *senior citizens* at town meetings, before the Town Council or before its committees, and if required before other organizations.

Section 7. Severability

If any section, or part of a section, of this Ordinance shall be held by a court of competent jurisdiction to be invalid, such holding shall not be deemed to invalidate the remaining provisions hereof.

Section 8. *Cancellation and Amendment of Previous Ordinances*

- *This Ordinance cancels and supersedes Ordinance #100-016 “An Ordinance Establishing a Senior Citizens Commission for the Town of Ledyard”.*
- *This Ordinance amends Ordinance #100-014 “An Ordinance Creating A Parks and Recreation Commission for the Town of Ledyard”.*

Section 9. Effective Date

In accordance with the Town Charter this ordinance shall become effective on the twenty-first (21st) day after such publication following its final passage.

Adopted by the Ledyard Town Council on: _____

Kevin J. Dombrowski, Chairman

Approved / Disapproved on: _____
Fred Allyn, III, Mayor

Revisions:

Parks and Recreation Commission

Ordinance #12 “*Ordinance Creating a Parks and Recreation Commission for the Town of Ledyard*” Adopted by Town Meeting December 11, 1967; Ordinance #12 “*Ordinance Creating a Parks and Recreation Commission for the Town of Ledyard*” Amended and Adopted December 22, 1972; Ordinance # 137 “*An Ordinance Amending an Ordinance Creating A Parks and Recreation Commission for the Town of Ledyard*” adopted on October 22, 2014; ***Renumbered Ordinance #137 to #100-014 on September 25, 2019 as part of the Twenty-fourth Town Council 2017-2019 Ordinance Update Initiative Project.***

Senior Citizens Commission

Ordinance #58 “*An Ordinance Establishing a Permanent Commission for Senior Citizens for the Town of Ledyard,*” adopted on September 28, 2011 and overrode the Mayor’s disapproval/veto on October 12, 2011.—Ordinance #147 “*An Ordinance Amending an Ordinance Establishing a Senior Citizens Commission in the Town of Ledyard*” adopted December 13, 2017; **Renumbered Ordinance #134 to #100-016 on September 25, 2019 as part of the Twenty-fourth Town Council’s 2017-2019 Ordinance Update Initiative Project.**

History:

2022: Ordinance #100-014 “*An Ordinance Creating A Parks and Recreation Commission for the Town of Ledyard*” adopted on October 22, 2014; and Ordinance #100-106 “*An Ordinance Establishing a Senior Citizens Commission for the Town of Ledyard*” were combined. The duties of both Commissions remained in place and some minor editorials were made throughout the document creating a *Parks and Recreation and Senior Citizens Commission*.

Moved by Councilor McGrattan, seconded by Councilor Irwin

Discussion: Councilor Ingalls stated at the Administration Committee’s January 11, 2023 meeting that clarifying language was added to the proposed Ordinance #100-016 (rev 1) “*An Ordinance Combining (or Merging) Parks And Recreation Commission and Senior Citizens Commission for the Town of Ledyard*” as presented in the draft this evening.

Councilor Ingalls noted Senior Citizens Commission Chairman Norma Sokolski responded to the Administration Committee’s January 12, 2023 e-mail in which both the Parks and Recreation Commission and the Senior Citizens Commission were asked for their input on the proposed Ordinance itself; and asked to provide suggestions for the title of the combined commissions.

The Administration Committee reviewed and considered the concerns provided in Ms. Sokolski’s letter as follows:

- ***Members of the Senior Commission recognize the financial benefits of the merger. However, we have some concerns that need to be addressed.***
- ***Equal representation on the new Commission.***

The Administration Committee noted that they understood the Senior Citizens concerns. However, they agreed that the intent was for all residents to be fairly represented. Councilor Ingalls stated past experience found that the town has had difficulty filling positions on Commissions when they had too many restrictions on who could serve. Councilor McGrattan stated the current Ordinance establishing the Senior Citizens Commission did not require members to be a senior citizen or to be of a certain age to serve. It was also cautioned that requiring members to be of a certain age to serve could be viewed as discriminatory. The Committee noted Section 5 of the proposed Ordinance relative to both Commissions being represented on the Combined Commission as follows:

“*Section 5. Implementation*”

Within two weeks after the adoption date of this ordinance, all current members of the Parks and Recreation Commission of the Town of Ledyard and the current members of the Senior Citizens Commission for the Town of Ledyard shall indicate to their respective chairman their desire to serve on the Ledyard Parks, Recreation and Senior Citizens Commission.

The respective chairman shall thereafter report to the Town Council the desires of their members. In addition, the respective chairman shall make recommendations to the Town Council regarding present members to serve on the combined commission.

The Town Council shall appoint members to the Ledyard Parks, Recreation, and Senior Citizens Commission no later than the effective date of the Ordinance.

- ***Commission should meet during the day as most Seniors are reluctant to drive at night.***

The Administration Committee noted that the Ordinance did not speak to the meeting time, location, etc. The Combined Commission would set their meeting schedule at their Organizational Meeting; at which time they would choose the dates and times they would like to meet. It was also noted that with technology and hybrid meetings that members could attend meetings remotely, if they did not want to drive at night.

Councilor Rodriguez, Senior Citizens Liaison, stated some seniors did not have the capability to attend meetings remotely. The Administration Committee noted that during the summer months it stayed light outside until 7:00 p.m. - 8:00 p.m. Also, the Commission could choose to set their schedule to meet earlier in the day during the winter months and later in the day during the summer months.

- ***Meetings should be held at the Senior Center so Seniors can advise the Commissioners of any concerns.***

The Administration Committee stated the Ordinance did not speak to meeting time, location, etc. It was noted that both the Senior Citizens Commission and Parks and Recreation Commission currently meet at the Facility on Van Tassell Drive (Senior Citizens Center). However, the Combined Commission would decide on their meeting location when they set their annual meeting schedule at their Organizational Meeting.

- ***Establish a Senior Advisory Board that reports to the Commission.***

Councilor Rodriguez, Senior Citizens Liaison, stated the Senior Citizens wanted to have more than two members represent the seniors on the Combined Commission. Therefore, she explained that their idea of having an Advisory Board was that they could meet quarterly and then report to the Combined Commission.

The Administration Committee stated establishing an Advisory Board would require additional administrative support, for the posting of the agendas and minutes, etc. noting that one of the purposes for combining the two Commission was to minimize the administrative work. It was also mentioned that all town committee/commission/board meetings were open to the public and that residents could attend meetings or write a letter or an e-mail to propose an idea or to voice a concern to a Commission. Senior Citizens views, comments, ideas, etc. could be brought to the Combined Commission anytime, without having an Advisory Board.

- ***Request a 9-Person Commission with 2 Alternates verse a 7-Person Commission with 2 Alternates.***

Councilor Ingalls stated both the Senior Citizens Commission and the Parks and Recreation Commission currently had 9 members for a total of 18-members between the two Commissions. Councilor Rodriguez stated that the Senior Citizens Commission currently had one vacancy.

The Administration Committee noted the challenge in filling Commissions, noting that an 11-member commission would be quite large (9-regular members and 2-alterante members). They also discussed that the larger the Commission the more difficult it was to ensure that they would meet a quorum. They stated by having a total of 9-members (7-regular members and 2-alternate members) that should someone be absent from a meeting that one of the alternates would be seated.

Councilor Rodriguez, Senior Citizens Liaison, suggested they try starting off with 9-regular members and 2-alternate members (total of 11 members); and if they found in a year or two that it was not working that they could change the Ordinance to scale the membership back to 7-regular members and 2-alternate members.

Councilor Irwin responded to Councilor Rodriguez's suggestion regarding the proposed number of members, and he suggested that they could start with 7-regular members and 2-alternate members; and if they found that it untenable that they could then increase the number of members. He stated his experience has been that the more people you have the less that gets done. He stated he would prefer to have a smaller Commission rather than larger, from a sense of a quorum, getting things done, and in filling the seats, etc.

Councilor McGrattan stated that she understood the Senior Citizens Commission's concern. However, she stated that once the Combined Commission gets up and operating that she believed that most of their concerns would be addressed, once the Seniors see that they were welcome to attend the meetings, they could have input, like Mr. Treaster did earlier tonight, and that their opinions were listened too.

The Administration Committee also discussed "Ex-Officio Members" and agreed that although they were welcome to participate in the discussions that unless specified they carried no weight; and therefore, Ex-Officio Members were not needed. Parks and Recreation Director Scott Johnson, Jr. questioned whether staff could be included in executive sessions if they were not an Ex-Officio Member. It was explained that the Commission could invite anyone into their executive session, as long as they name them in the minutes as participating in the executive session. The following example was noted: "*Motion to enter into executive session, to include all Commission members present, and Director Scott Johnson, Jr.*"

The Administration Committee stated that the name of the Combined Commission in the proposed Ordinance was quite lengthy, however, neither the Senior Citizens Commission or the Parks and Recreation Commission provided any suggestions for the name of the Combined Commission. The Administration Committee edited the title of the Combined Commission as follows: "... to be known as **Ledyard Parks, ~~and~~ Recreation, and Senior Citizens Commission**". Councilor McGrattan stated that they were looking for a title that was a little Jazzy, but that this would work.

The Administration Committee agreed to update the title of the Commission throughout the draft Ordinance as noted above as a "*friendly amendment*". It was noted that they would be acting on the updated draft dated **February 8, 2023** this evening.

VOTE: 3 - 0 Approved and so declared

RESULT: RECOMMENDED FOR APPROVAL

MOVER: Mary K. McGrattan

SECONDER: Whit Irwin

AYE: 3 Ingalls, McGrattan and Irwin

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

None.

VII. NEW BUSINESS

1. MOTION to set a Hybrid (In-Person & Video Conference) Public Hearing date on April 12, 2023 at 6:30 p.m. to be held in the Council Chambers, 741 Colonel Ledyard Highway, to receive comments and recommendations regarding a proposed amendments to Ordinance #100-016 (rev 1) An Ordinance Combining Parks And Recreation Commission and Senior Citizens Commission For The Town Of Ledyard" as contained in draft dated December 14, 2022.

Moved by Councilor Irwin, seconded by Councilor McGrattan

Discussion: Councilor Ingalls provided an overview of the process, noting that in accordance with Chapter III, Section 5 "*Public Hearing on and Passage of Ordinances*" of the Town Charter; a public hearing was required to be held prior to the adoption of an Ordinance/Ordinance Amendments.

VOTE: 3 - 0 Approved and so declared

RESULT: RECOMMENDED FOR APPROVAL

MOVER: Whit Irwin

SECONDER: Mary K. McGrattan

AYE: 3 Ingalls, McGrattan and Irwin

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

None.

IV ADJOURNMENT

Councilor Ingalls moved the meeting be adjourned, seconded by Councilor Irwin
VOTE: 3 - 0 Approved and so declared, the meeting was adjourned at 5:59 p.m.

Respectfully submitted,

Andra Ingalls
Committee Chairman

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