



TOWN OF LEDYARD CONNECTICUT

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

Administration Committee

~ AGENDA ~

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
- 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 January 11, 2023

Attachments: ADMIN-MIN-2022-01-11.pdf

VI. OLD BUSINESS

- 1. 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 January 11, 2023.

Attachments: [Ord Combine PR SC -DRAFT 2023-01-11-ADMIN MTG.pdf](#)
[Ordinance Combine Parks & Recreation with Senior Citizens- e-mail 2023-01-12.pdf](#)
[Combine Senior Citizens Commission & Parks & Recreation Commission-ltr dated 2023-02-01.pdf](#)
[Sokolski-Combine Senior Commission & Parks & Recreation-e-mail-2022-12-14.pdf](#)
[Combine Parks & Recreation - Senior Citizens Commission- B. Love Comments-2022-12-20.pdf](#)
[Love-Ingalls -Combine Parks & Recreation - Senior Citizens Commission- B. Love Comments--E-Mail Thread-2023-01-04.pdf](#)

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

VII. NEW BUSINESS

1. MOTION to set a Hybrid (In-Person & Video Conference) Public Hearing date on February 22, 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.

Attachments: [Ord Combine PR SC -DRAFT 2023-01-11-ADMIN MTG.pdf](#)

2. 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.



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 23-1144

Agenda Date: 2/15/2023

Agenda #:

MINUTES

Minutes:

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



TOWN OF LEDYARD
 CONNECTICUT
 TOWN COUNCIL
 HYBRID FORMAT

741 Colonel Ledyard Highway
 Ledyard, CT 06339
<http://www.ledyardct.org>
 Roxanne M. Maher
 860 464-3203

Chairman Kevin J. Dombrowski

MINUTES
ADMINISTRATION COMMITTEE
REGULAR MEETING

Wednesday, January 11, 2023

5:30 PM

Town Hall Annex Building

DRAFT

- I. CALL TO ORDER – The Meeting was called to order by Councilor Ingalls at 5:30 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-

Attendee Name	Title	Status	Location	Arrived	Departed
Andra Ingalls	Committee Chairman	Present	In-Person	5:30 pm	5:49 pm
Whit Irwin	Town Councilor	Present	In-Person	5:35 pm	5:49 pm
Mary McGrattan	Town Councilor	Present	In-Person	5:30 pm	5:49 pm
Kevin Dombrowski	Chairman	Present	In-Person	5:30 pm	5:49 pm
S. Naomi Rodriguez	Town Councilor	Present	In-Person	5:30 pm	5:49 pm
Scott Johnson, Jr.	Director of Parks & Recreation and Senior Citizens	Present	Remote	5:30 pm	5:49 pm
Roxanne Maher	Administrative Assistant	Present	In-Person	5:30 pm	5:49 pm

- III. CITIZENS' COMMENTS – None.

- IV. INFORMATIONAL ITEMS

- 1. Mr. Love’s e-mail dated December 21, 2022 re: Proposal to combine the Parks and Recreation Commission and the Senior Citizens Commission.

- V. REVIEW AND APPROVAL OF PRIOR MEETING MINUTES

MOTION to approve the Regular Meeting Minutes of December 14, 2022
 Moved by Councilor McGrattan, seconded by Councilor Irwin

VOTE: 3 – 0 Approved and so declared

- VI. OLD BUSINESS

- 1. Proposed amendments to Ordinance #100-016 (rev 1) “An Ordinance Combining (or Merging) Parks And Recreation Commission and Senior Citizens Commission for the Town of Ledyard”.

Councilor Ingalls noted that she responded to Mr. Love’s e-mail dated December 21, 2022 in which he expressed concern that the joining of the two commissions would only benefit the Senior Citizens Commission.

The Administration Committee reviewed the proposed amendments to Ordinance #100-016 (rev 1) “*An Ordinance Combining (or Merging) Parks And Recreation Commission and Senior Citizens Commission For The Town of Ledyard*” as contained in draft dated December 14, 2022 and agreed to add clarifying language as noted in the draft dated January 11, 2023 below which included language to highlight the financial benefit to the town.

DRAFT: *1/11/2023*

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 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-Recurring Expense Fund for the Town of Ledyard.

(b) The purpose of Ledyard Parks and 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 Parks and Recreation and Senior Citizens Commission.

Section 3. Membership

The *Ledyard Parks and 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 and 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 and 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 and 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 *Parks and Recreation and Senior Citizens Commission’s* administrative control and oversight within the budgetary limits of said Commission.
7. The *Parks and 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

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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:

2023: 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.

The Committee noted that they would forward the draft Ordinance to Senior Citizens Commission and Parks and Recreation Commission for their review and input. The Committee also agreed to solicit ideas from the two Commission for the title of the combined Commission, noting that they would continue to discuss the proposal at their February 8, 2023 meeting.

Councilor Ingalls provided an overview of the process, noting that once the Administration Committee finalizes the language of the proposed Ordinance that they would recommend the Town Council schedule a Public Hearing to receive citizens comments prior to the Town Council's consideration to act on the proposal to combine the two Commission.

RESULT: CONTINUED

Next Meeting: 2/8/2023 5:30 p.m.

2. Any Old Business proper to come before the Committee. – None.

VII. NEW BUSINESS

1. No Action on the Discussion and possible action on the MOTION to set a Hybrid (In-Person & Video Conference) Public Hearing date on March 22, 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.

RESULT: NO ACTION

Next Meeting: 02/06/2023 6:00 p.m.

3. MOTION to recommend the Town Council reappoint the following members to the Retirement Board for a three (3) year term ending January 20, 2026:

- Mrs. Sharon Wadecki (D) 44 Fanning Road, Ledyard
- Mr. Daniel Panoski (R) 17 Chriswood Trace, Ledyard

Moved by Councilor Irwin, seconded by Councilor McGrattan

Discussion: Councilor Ingalls stated both of these Retirement Board members were interested in continuing to serve the town. She also stated that the members' respective parties have endorsed their reappointments and that the Board's Chairman noted that they were both good contributors at the meetings.

VOTE: 3 – 0 Approved and so declared

RESULT: 3– 0 APPROVED TO RECOMMEND

MOVER: Whit Irwin, Committee Member

SECONDER: Mary McGrattan, Committee Member

AYES: Andra Ingalls, Whit Irwin, Mary McGrattan

4. MOTION to recommend the Town Council reappoint the following members to the Ledyard Farmers' Market Committee for a three (3) year term ending February 26, 2026:

- Mr. William Thorne, (R) 3 Adios Lane, Ledyard
- Mr. Peter Hary (U) 973 Shewville Road, Ledyard

Moved by Councilor Irwin, seconded by Councilor McGrattan

Discussion: Councilor Ingalls stated both of these Farmers' Market Committee members were interested in continuing to serve on the Committee. She stated the Committee and the members' respective parties have endorsed their reappointment.

VOTE: 3 – 0 Approved and so declared

RESULT: 3– 0 APPROVED TO RECOMMEND
MOVER: Whit Irwin, Committee Member
SECONDER: Mary McGrattan, Committee Member
AYES: Andra Ingalls, Whit Irwin, Mary McGrattan

5. Any New Business proper to come before the Committee. – None.

VIII. ADJOURNMENT

Councilor Ingalls moved the meeting be adjourned, seconded by Councilor Irwin
VOTE: 3 - 0 Approved and so declared, the meeting was adjourned at 5:51 p.m.

Respectfully submitted,

Andra Ingalls
Committee Chairman



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 22-660

Agenda Date: 2/8/2023

Agenda #: 1.

ORDINANCE

Subject/Application:

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 January 11, 2023.

Background:

Town Council Meeting 10/13/2022: Mayor Allyn, III, requested the Town Council consider merging Ordinance #100-014 “*An Ordinance Establishing a Parks and Recreation Commission for the Town of Ledyard*” and Ordinance #100-016 “*An Ordinance Establishing a Senior Citizens Commission for the Town of Ledyard*”.

The Parks & Recreation Department has been operating in the building on Van Tassel Drive in Gales Ferry and working in tandem with the Senior Citizens Center providing oversight of the facility.

Mr. Scott Johnson, Jr. has been serving as the Director of both the Parks & Recreation and the Senior Citizens for the past few years.

Combining/Merging the duties of the Town Committees/Commissions/Boards that have similar interests into a single commission will minimize administrative support by reducing the number of Committees/Commissions/Boards in town.

Combining/Merging the two Commissions would provide a financial benefit to the Senior Citizens Commission for Aging (or the Elderly) making available the funding of the conveyance tax that is set-aside in 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.

Mayor Recommendation:

Meeting Action Detail:

Town Council Meeting 01/25/2023

Minute Note:

Senior Citizens Commission Liaison Report:

Councilor Rodriguez stated at the Senior Citizens Commission meeting earlier today and they discussed the merger of the Senior Citizens Commission and the Parks and Recreation Commission. She stated an *informal* vote was taken on the proposal and that the majority were in-favor of the merger. She stated one member was against the proposal and two members said that they were on the fence but could vote either way. She stated the Senior Citizens Commission had some questions, noting that Chairman Norma Sokolski would be writing a letter to the Administration Committee with a copy to the Mayor.

Administration Committee Meeting 01/11/2023

File #: [22-418](#) Version: 1

Type: Ordinance

Title: Proposed amendments to Ordinance #100-016 (rev 1) “*An Ordinance Combining (or Merging) Parks And Recreation Commission and Senior Citizens Commission for the Town of Ledyard*”.

Action: Continued

Minute Note:

Proposed amendments to Ordinance #100-016 (rev 1) “*An Ordinance Combining (or Merging) Parks And Recreation Commission and Senior Citizens Commission for the Town of Ledyard*”.

Councilor Ingalls noted that she responded to Mr. Love’s e-mail dated December 21, 2022 in which he expressed concern that the joining of the two commissions would only benefit the Senior Citizens Commission.

The Administration Committee reviewed the proposed amendments to Ordinance #100-016 (rev 1) “*An Ordinance Combining (or Merging) Parks And Recreation Commission and Senior Citizens Commission For The Town of Ledyard*” as contained in draft dated December 14, 2022 and agreed to add clarifying language as noted in the draft dated January 11, 2023 below which included language to highlight the financial benefit to the town.

DRAFT: *1/11/2023*

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 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-Recurring Expense Fund for the Town of Ledyard.

- (b) The purpose of Ledyard Parks and 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 Parks and Recreation and Senior Citizens Commission.

Section 3. Membership

The *Ledyard Parks and 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 and 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 and 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 and 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 *Parks and Recreation and Senior Citizens Commission’s* administrative control and oversight within the budgetary limits of said Commission.
7. The *Parks and 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

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History:

2023: 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.

The Committee noted that they would forward the draft Ordinance to Senior Citizens Commission and Parks and Recreation Commission for their review and input. The Committee also agreed to solicit ideas from the two Commission for the title of the combined Commission, noting that they would continue to discuss the proposal at their February 8, 2023 meeting.

Councilor Ingalls provided an overview of the process, noting that once the Administration Committee finalizes the language of the proposed Ordinance that they would recommend the Town Council schedule a Public Hearing to receive citizens comments prior to the Town Council’s consideration to act on the proposal to combine the two Commission.

Administration Committee Meeting 12/14/2022

File #: [22660](#) Version: 1

Type: Ordinance

Title: 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 December 7, 2022.

Mover: Ingalls Seconded: Irwin

Action: Tabled

Minute Note:

Moved by Councilor Ingalls, seconded by Councilor Irwin

Discussion: Councilor Ingalls noted that the Town Council received an e-mail dated December 12, 2022 from Senior Citizens Commission Chair Norma Sokolski in which she stated that “*the Senior Citizens Commission would like to remain as a separate Commission and not be combined with the Parks and Recreation Commission.*”

Councilor McGrattan suggested the following revisions be added to the proposed Ordinance #100-016 (rev 1) “*An Ordinance Combining Parks And Recreation Commission and Senior Citizens Commission for the Town of Ledyard*”:

- Title of Ordinance: It was explained that the proposed draft included a few suggestions for the title of the combined Commission for the Administration Committee to consider as follows:
 - *Parks and Recreation Commission and Senior Citizens Commission*
 - *Parks and Recreation and Commission for Aging*
 - *Parks and Recreation and Commission for the Elderly*

Councilor McGrattan suggested not using “*Commission for Aging*” or “*Commission for the Elderly*”

- Section 1 Purpose
 - Paragraph 2 - add “administrative support *and provide services more effectively....*”
 - Paragraph 3 - add “financial benefit *for Senior Citizens programs because they would be*

eligible for funding under the”

In discussing whether language should be included in the Ordinance that required a certain number of members represent each of the groups (Senior Citizens and Parks and Recreation), that Councilor Ingalls noted that 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 agreed with Councilor Ingalls’ comment, noting that on the Cemetery Committee a certain number of members had to be Veterans per state statute.

Councilor Irwin noted that the role of the two Commissions (Senior Citizens and Parks & Recreation) seem to be significantly different. Therefore, he questioned how much overlap they had.

Parks and Recreation/Senior Citizens Commission Director Scott Johnson, Jr., explained the following benefits to combing the two Commissions:

- 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.
- 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.

Mr. Johnson explained because the quarterly 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. He stated by using 20% collected from the Parks & Recreation programs for the Senior Citizens programs that the \$10,000 of taxpayer dollars could be used to expand other programs/services for the Senior Center.

Councilor McGrattan noted that she took Tia-Chi thru the Senior Citizens programs, noting that it was the same instructor and same program offered by the Parks & Recreation Department. However, she stated there was a difference of the cost of the program, noting that the Senior Citizens Class cost less than the Parks & Recreation Class.

Mr. Johnson agreed with Councilor McGrattan’s comments regarding the cost difference between the Senior Citizens Programs and the Parks & Recreation Programs. He explained as noted above, that they would be able to continue to keep the Senior Programs cost down and make them self-sufficient by using the 20% collected from the Parks & Recreation Programs.

- Senior Citizens Transportation - Mr. Johnson explained that the funding approach he has been describing this evening would free up the \$10,000 of taxpayer dollars in the General Fund that was currently being used to subsidize the Senior Citizens Programs to now be used to increase transportation services for the Seniors. He stated the Senior Center was having difficulty keeping Van Drivers because the hourly wage was not competitive. Therefore, he stated they increased the hourly wage from \$14.00 per hour to \$18.000 per hour. He stated the Senior Citizens Center now had four Van Drivers, which would allow them to efficiently operate their transportation services

and to provide essential services, while also expanding programs for the Senior Citizens.

- Senior Citizens Center Facility Capital Needs - Mr. Johnson stated Parks & Recreation also used the Senior Citizens facility for programs. He stated a significant benefit of combing the Senior Citizens Commission with the Parks & Recreation Commission would allow the funding received from the conveyance tax, in accordance with Ordinance #200-009 “*An Ordinance Proving for the Transfer of Certain Revenues from Real Estate Conveyance Tax to Special Town of Ledyard Funds*” : and Ordinance #200-012 “*An Ordinance Creating a Municipal Parks and Recreation Capital and Non-Recurring Expose Fund for the Town of Ledyard*” to be used to make improvements and maintain the Senior Citizens Center Facility. He noted as an example they could add a gym at the back of the Senior Citizens Center, which would be used by both Senior Citizens Programs and Parks & Recreation Programs in the evening.

Councilor Ingalls stated that the Administration Committee would incorporate Councilor McGrattan’s suggestions, as noted above, and would solicit comments and recommendations from both the Senior Citizens Commission and the Parks and Recreation Commission. She stated the Committee would continue to discuss the proposal to combine the two Commissions (Senior Citizens and Parks & Recreation) at their January 11, 2023 meeting.

MOTION to Table the

MOTION to recommend the Town Council 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 December 7, 2022.

Moved by Councilor Ingalls, seconded by Councilor Irwin

VOTE: 3 - 0 Approved to Table

Action: Tabled

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 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 and 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 Parks and Recreation and Senior Citizens Commission.

Section 3. Membership

The *Ledyard Parks and 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 and 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 and 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 and 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 *Parks and Recreation and Senior Citizens Commission’s* administrative control and oversight within the budgetary limits of said Commission.
7. The *Parks and 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*.

Roxanne Maher

From: Roxanne Maher
Sent: Thursday, January 12, 2023 11:55 AM
To: Kenneth DiRico; Norma Sokolski (nsokolski@sbcglobal.net); Scott Johnson
Cc: Andra Ingalls; Mary K. McGrattan; Whit Irwin; Roxanne Maher
Subject: Proposal to Combine Parks & Recreation Commission and Senior Citizens Commission
Attachments: Ord Combine PR SC -DRAFT 2023-01-11-ADMIN MTG.docx

Tracking:	Recipient	Read
	Kenneth DiRico	
	Norma Sokolski (nsokolski@sbcglobal.net)	
	Scott Johnson	Read: 1/12/2023 12:17 PM
	Andra Ingalls	Read: 1/12/2023 9:08 PM
	Mary K. McGrattan	Read: 1/12/2023 12:21 PM
	Whit Irwin	
	Roxanne Maher	

Good Morning:

As you are aware the Administration Committee has been working to draft an Ordinance to combine the Parks and Recreation Commission and the Senior Citizens Commission.

As they work thru this process the Administration Committee is interested in obtaining your Commission's input regarding the proposal.

Please find attached a draft Ordinance dated January 11, 2023 for your Commission's review.

The Administration Committee would also like to solicit your ideas for the title of this combined Commission.

The Administration Committee's next meeting is Scheduled for Wednesday, February 8, 2023 and They plan to discuss your suggestions and recommendations at that time.

Please do not hesitate to contact members of the Administration Committee should you have any questions.

Thank you,
Roxanne Maher
Roxanne M. Maher



*Administrative Assistant to
the Ledyard Town Council
(860) 464-3203
council@ledyardct.org*

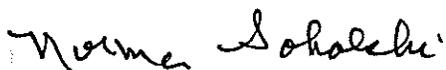
Town Hall Hours:
Monday - Thursday 7:30 a.m. to 4:45 p.m.
CLOSED FRIDAYS

To whom it may concern,

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
- Commission should meet during the day as most seniors are reluctant to drive at night.
- Meetings should be held at the senior center so seniors can advise the commissioners of any concerns
- Establish a senior advisory board that reports to the commission.
- Request a 9-person commission with 2 alternates verse a 7-person commission with 2 alternates.

Sincerely,

A handwritten signature in cursive script that reads "Norma Sokolski".

Norma Sokolski

Senior Commission Chair

Roxanne Maher

From: Naomi Rodriguez <naocry@comcast.net>
Sent: Wednesday, December 14, 2022 9:07 AM
To: Roxanne Maher
Cc: Naomi Rodriguez
Subject: Fwd: Ordinance

From: Norma Sokolski <nsokolski@sbcglobal.net>
Date: December 12, 2022 at 10:26:44 AM EST
To: naocry@comcast.net
Subject: Ordinance

Hi Naomi,

I can not come to council meeting on Wednesday. We have some concerns the commission would like to be separate from the parks and rec commission perhaps we could meet jointly on a quarterly basis. It is difficult to get the small things taken care of we have items dating back to July of 2021 and March of 2022. Scott works very hard but has a

on his plate and day to day things for the safety and concerns of the seniors don't get resolved in a timely fashion.

We would like to have a person dedicated to the center even on a part time basis. Could you help us with this?

Norma Sokolski

Sent from my iPad

My Name is Brian Love and I live at 1 Little John CT, gales ferry, CT 06335

I am opposed to the Parks and Recreation and Senior Citizens Merger proposed by the Mayor and town Council as the senior citizens program is the only one that will see benefits of the merger.

Mayor Allyn cited the following benefits:

1. He stated Parks and Recreation has been operating in the building on Van Tassel Drive in Gales Ferry and working in tandem with the Senior Citizens Center providing oversight of the facility. From a budgetary perspective, the care and maintenance of the senior citizens center is not paid for by parks and rec or the senior citizens. It's in public work's budget. So there is no benefit from either group on this.

2. He noted Mr. Scott Johnson, Jr. has been serving as the Director of both the Parks & Recreation and the Senior Citizens for the past few years and he stated that it may be time to combine the two Commissions. This only continues to benefit the senior citizens' budget as they get a director for free.

3. He explained Ordinance #200-009 Ordinance providing for the Transfer of Revenue from the Real Estate Conveyance Tax to the Park and Recreation Capital and Non-Recurring Expense Fund", calls for forty percent (40%) of the revenue received from conveyance tax to be deposited into the Parks and Recreation Capital and Non-Recurring Expense Fund. He stated by merging the Senior Citizens Commission with the Parks & Recreation Commission that both groups could benefit from these funds. Parks and Rec is already getting the %40 percent and has asked for \$241,732 in capital improvements so how do they gain money by absorbing the senior citizens' budget and providing them access to it?

Per the towns budget for 2023, the senior center programs are allotted \$97,182. Parks and Rec is allotted \$464,467. On July 6th the state Senate appropriations committee sent a letter to Mr. Scott showing the state was making 26 million dollars in grants available to senior programs around the state. This money will only be allowed for senior programs, so our kids will not benefit from this. If we combine it will be very easy to move money from the higher budget to the lower budget especially when one organization's money comes from taxes vs grants.

Councilor Rodriguez provided the following comment to the mayor's request:

1. She stated combining the two groups would be a positive step forward for the Senior Center, noting that it would attract a higher percentage of residents to attend the Center's programs. There is no mention of how this will benefit parks and Rec and clearly, the senior citizen program is the priority in this town, even though out of a population of 15,413; 3,853 are under 18(25%) and 2,311 are over 65(15%).

That's why I urge the commission to reject the merger.

Thank you.

Roxanne Maher

From: Andra Ingalls
Sent: Wednesday, January 04, 2023 12:18 PM
To: Brian Love; Scott Johnson
Cc: Roxanne Maher; Mary K. McGrattan; Whit Irwin
Subject: Re: Parks & Rec and Senior commission merger comments

Mr. Love,

This is Andra Ingalls, the Chair of the Administration Committee. Thank you for taking the time to submit your comments. It's helpful.

Just a minor clarification - the Administration Committee does not ultimately make the decision. It considers the matter and makes a recommendation to the full Council. The full Council vote is ultimately the deciding vote.

Again, thank you for sharing your concerns.

Andra Ingalls

Town Councilor
Administration Committee Chair
Finance Committee Member
(860) 961-2414

From: Brian Love <blove577@gmail.com>
Sent: Tuesday, December 20, 2022 9:44 PM
To: Scott Johnson <Scott@ledyardrec.org>
Cc: Roxanne Maher <council@ledyardct.org>; Andra Ingalls <aingalls@ledyardct.org>; Mary K. McGrattan <MKMcG@ledyardct.org>; Whit Irwin <wirwin@ledyardct.org>
Subject: Parks & Rec and Senior commission merger comments

Some people who received this message don't often get email from blove577@gmail.com. [Learn why this is important](#)

Scott,

Attached are my remarks from tonight about the P&R merger.

I CC'd the Administration Committee as you mentioned they were the ones who would ultimately make the decision here.

Once again Thank you for the opportunity to speak tonight and participate in tonight's meeting.

Thank you,
Brian Love
941-467-4433



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 22-089

Agenda Date: 2/8/2023

Agenda #: 2.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

Any other Old Business proper to come before the Committee

Background:

(type text here)

Department Comment/Recommendation:

(type text here)



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 22-896

Agenda Date: 2/8/2023

Agenda #: 1.

ORDINANCE

Subject/Application:

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 January 11, 2023.

Background:

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.

Mayor Recommendation:

Meeting Action Detail:

Administration Committee Meeting 01/11/20232

File #: [22896](#) Version: 1

Type: General Discussion

Title: MOTION to set a Hybrid (In-Person & Video Conference) Public Hearing date on February 22, 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 7, 2022.

Action: No Action

Minute Note:

Next Meeting 02/08/2023

Administration Committee Meeting 12/14/2022

File #: [22896](#) Version: 1

Type: General Discussion

Title: MOTION to set a Hybrid (In-Person & Video Conference) Public Hearing date on February 22, 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 7, 2022.

Action: No Action

Minute Note:

Next Meeting 01/11/2023

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 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 and 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 Parks and Recreation and Senior Citizens Commission.

Section 3. Membership

The *Ledyard Parks and 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 and 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 and 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 and 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 *Parks and Recreation and Senior Citizens Commission’s* administrative control and oversight within the budgetary limits of said Commission.
7. The *Parks and 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*.



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 22-090

Agenda Date: 2/8/2023

Agenda #: 2.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

Any other New Business proper to come before the Committee.

Background:

(type text here)

Department Comment/Recommendation:

(type text here)