



TOWN OF LEDYARD CONNECTICUT

Historic District Commission

~ AGENDA ~

Chairman Ty Lamb

Special Meeting

Monday, February 9, 2026

7:00 PM

Town Hall Annex -Hybrid Format

REMOTE MEETING INFORMATION

Zoom Meeting Link:

<https://ledyardct.zoom.us/j/83309670443?pwd=HZBmBsvHWiONzkwu5q5rczi15niqPe.1>

Meeting ID: 833 0967 0443

Passcode: 945343

One tap mobile:

+13052241968,,83309670443#,,,*945343# US

I. CALL TO ORDER

II. ROLL CALL

1. Election of Officers.

Chairman.

Vice-Chairman.

Clerk.

III. APPOINTMENT OF ALTERNATES

IV. RESIDENTS & PROPERTY OWNERS COMMENTS

V. REVIEW AND APPROVAL OF MINUTES

1. Motion to APPROVE the Regular Meeting Minutes from December 15, 2025, as written.

Attachments: [Historic 12-15-25 minutes](#)

VI. TOWN COUNCIL LIAISON REPORT

1. Town Council Liaison - Councilor Ty Lamb.

VII. CHAIRPERSON REPORT

1. General Report.

2. Financial Report.

741 Colonel Ledyard Highway
Ledyard, Connecticut 06339

Attachments: [Sawmill donation account report 1-21-26](#)
[Capital account YTD 1-21-26](#)
[General fund YTD 1-21-26](#)
[NLH donation account YTD report 1-21-26](#)

VIII. CORRESPONDENCE

1. Correspondence.

IX. COMMITTEE REPORT

1. Sawmill Committee.
2. Nathan Lester House - Mr. Kelley.
3. Research/Preservation - Ms. Chittim.
4. Center School - Mr. Geer.
5. Social Media - Ms. Lamb.

X. NEW BUSINESS

1. Review of the Historic District Commission's Rules of Procedure.

Attachments: [Historic Commission Rules of Procedure Adopted 11.21.2022](#)

XI. 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 #: 26-0067

Agenda Date: 2/9/2026

Agenda #: 1.

AGENDA REQUEST GENERAL DISCUSSION ITEM

Subject:

Election of Officers.
Chairman.
Vice-Chairman.
Clerk.

Background:

(type text here)

Department Comment/Recommendation:

(type text here)



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 26-0123

Agenda Date: 2/9/2026

Agenda #: 1.

AGENDA REQUEST GENERAL DISCUSSION ITEM

Subject:

Motion to APPROVE the Regular Meeting Minutes from December 15, 2025, as written.

Background:

(type text here)

Department Comment/Recommendation:

(type text here)



TOWN OF LEDYARD

Historic District Commission

Meeting Minutes

741 Colonel Ledyard Highway
Ledyard, Connecticut 06339

Chairman Ty Lamb

Regular Meeting

Monday, December 15, 2025

7:00 PM

Town Hall Annex -Hybrid Format

I. CALL TO ORDER

The Regular Meeting was called to order by Vice-Chairperson Parkinson at 7:00 p.m.

II. ROLL CALL

Present Commissioner Douglas Kelley
 Alternate Member Vincent Godino
 Commissioner Ammie Chittim
 Commissioner Karen Parkinson
 Alternate Member Rebecca Watford
 Commissioner Kenneth Geer
Excused Commissioner Kelly Lamb

III. APPOINTMENT OF ALTERNATES

Mr. Godino and Mr. Geer were appointed as voting members.

Also in attendance were Corey Watford, David Schroeder and Anne Pierson. Ms. Pierson was present to observe the meeting since she will be joining the Commission next month.

IV. RESIDENTS & PROPERTY OWNERS COMMENTS

Mr. Schroeder said he spoke with Nate Woody who recommended a pre-hearing regarding to start the process of recognizing Mount/Fort Decatur as a historic site. Vice-Chairperson Parkinson recommended that Mr. Schroeder starts with "Connecticut Chapter 97a Historic Districts and Historic Properties", which is the process she is following for the Spicer Ruins.

V. REVIEW AND APPROVAL OF MINUTES

1. Motion to APPROVE the Regular Meeting Minutes from November 17, 2025, as written.

Approve as amended:

1. Remove Chairman description from titles for Kelly Lamb, Ammie Chittim, Doug Kelley and Karen Parkinson.
2. Change attendance to excuse Rebecca Watford.
3. Change "Farmers" to "Founders" in "Any other New Business to Come Before the Commission.

RESULT: APPROVED AND SO DECLARED

MOVER: Kenneth Geer

SECONDER: Ammie Chittim

AYE 6 Kelley Godino Chittim Parkinson Watford Geer

EXCUSED 1 Lamb

VI. TOWN COUNCIL LIAISON REPORT

1. Town Council Liaison - Councilor Ty Lamb.

Ty Lamb, Town Council Liaison gave his report.

- Councilor Lamb attended the Administration Committee meeting at which the Commission appointments were being approved. He said that Mr. Geer, Ms. Pierson and Ms. Kelley were approved. Ms. Watford was also approved as a Regular Member. The next step is that all the appointments will go to Town Council for Approval. He added that there were great comments from the Committee and that the Commission is well loved.

- Councilor Lamb attended the Land Use/Planning/Public Works Committee meeting where Vice-Chairperson Parkinson made a presentation on the Spicer Ruins. Councilor Lamb said at the next LUPPC meeting there will be a motion to "Motion to the Town Council to hereby appoint the Ledyard Historic District Commission to conduct a study of the proposed Spicer Homestead and follow all steps according to the State Statutes chapter 97a section 7-147q Procedures for establishment of historical properties". If the motion is passed by LUPPC then it will go to the Town Council for approval.

- Councilor Lamb said he gave Liz Burdick, Town Planner the A2A maps of the ruins, there is progress moving forward.

- Councilor Lamb and Mr. Godino are meeting with Mayor Fred Allyn III on January 6, 2025, at 10:00 a.m. to discuss the budget and/or Sawmill dam.

RESULT: DISCUSSED

VII. CHAIRMAN REPORT

1. General Report.

No report.

2. Financial Report.

Mr. Godino said in reviewing the accounts he noticed that there was a bit of a glitch in that the amounts in the Sawmill Maintenance account and the Nathan Lester House Operating account are reversed. He believes this would be an easy fix and will speak with Christina Hostetler, Town Hall Assistant and the Ian Stammel Assistant Finance Director to have this corrected. Mr. Godino was asked about the donations going into the wrong account, he explained that there were two Girl Scouts donations, one for the Sawmill, and one for the Sawmill and they went into the proper accounts. He added that there was a very nice thank you card addressed to the Sawmill. Mr. Godino said he will meet with Alan Ganong for Sawmill budget input and with

Doug Kelley for the Nathan Lester House budget input. There are smaller budgets for the Schoolhouse and Research/Preservation.

RESULT: DISCUSSED

VIII. CORRESPONDENCE

1. Correspondence.

None.

2. Sawmill Donation.

Mr. Godino discussed the donation and thank you card previously under Financial Reports. Vice-Chairperson Parkinson asked where the NLH donations came from and it was answered that most of it was the filming of the two Historical movies. Mr. Kelley before spending the donation funds it needs to be voted on by the Commission.

RESULT: DISCUSSED

IX. COMMITTEE REPORTS

1. Sawmill Committee.

Mr. Godino said he spoke with Mr. Gonang and reported that there is a purchase order in place for Mr. Kelley to do a preliminary design of the storage shed on the Sawmill property. Mr. Gonang also mentioned that there is a man in St. Louis that makes custom saw blades. It may be worthwhile to get two custom blades made for the Sawmill. Mr. Ganong believes it may cost approximately \$1,000 per blade but he is seeking more information. Vice-Chairperson Parkinson said maybe donations can be used to help with the blades. Mr. Godino said that wood from the Sawmill is sometimes "sold" as a donation leaving the amount up to the discretion of the purchaser.

RESULT: DISCUSSED

2. Nathan Lester House - Mr. Kelley.

Mr. Kelley's report:

After a very busy Fall, we are closing out the year with a bang.

The end of November saw Ledyard's Scout Troop 16 doing their annual campout and Thanksgiving feast. The troop did a flag retirement ceremony as part of their event.

The Ledyard Historical Society resumed command of the traditional Yuletide event at the Lester House on December 7, drawing an overflow crowd. The performance by the Ledyard High School Carolers was much appreciated by attendees, as always. The Ledyard Garden Club decorated the house with fresh greenery on Saturday before the event. We appreciate these long partnerships which do so much to bring the house and grounds to life.

Although we have a quote for work to replace the oil tank as part of our capital projects, timing is such that we will tackle the project in the spring.

Also pending are projects to rehabilitate what will be the Children's Barn, and interior restoration. The interior work will commence this winter

RESULT: DISCUSSED

3. Research/Preservation - Ms. Chittim.

Ms. Chittim asked Councilor Lamb about the status of the Purchase order for archeological tool kit. Councilor Lamb said the Commission approved the spending but will need to get Purchase order created. Ms. Chittim said she would like to create a subcommittee to discuss the archeological dig plan. She added that she would like to create an electronic newsletter, with an eventual quarterly publication. Ms. Chittim would like it to be posted on the Commission's Facebook page and on the Town's website. Ms. Chittim said she will revisit the quotes for the tools kits now that process may have changed due to tariffs. Ms. Chittim will need to purchase from two different venues.

RESULT: DISCUSSED

4. Center School - Mr. Geer.

Mr. Geer said the school may need an extra \$500 next year. A new key may need to be made for the School House.

RESULT: DISCUSSED

5. Social Media - Ms. Lamb.

No report.

X. OLD BUSINESS

1. Any Other Old Business to Come Before the Commission.

Mr. Godino said the updated Rules and Procedure removed all language surrounding a fiscal agent role and the Commission may want to vote to put it back in place.

Motion to ADD back the previous language regarding the fiscal agent spot in the Commission's Rules and Procedures document.

RESULT: APPROVED AND SO DECLARED

MOVER: Doug Kelley

SECONDER: Ammie Chittim

AYE: 6 Kelley Godino Chittim Parkinson Watford Geer

EXCUSED: 1 Lamb

Ms. Chittim requested that the Commission reviews the exact wording at the next meeting to ensure that the language meets the Commission's needs. Vice-Chairperson Parkinson asked Ms. Chittim and Mr. Kelley if they would accept the special duty of reviewing the previous wording

of the fiscal role and bring back a clean copy for acceptance at the next meeting. They both agreed.

Motion to APPOINT Ms. Chittim and Mr. Kelley with the special duty of reviewing the previous Rules and Procedure wording for the fiscal agent role and to provide a copy for acceptance by the Commission.

RESULT: APPROVED AND SO DECLARED

MOVER: Karen Parkinson

SECONDER: Ammie Chittim

AYE 6 Kelley Godino Chittim Parkinson Watford Geer

EXCUSED 1 Lamb

XI. NEW BUSINESS

1. Election of Officers.

The Commission will vote in the January meeting for Chairman, Vice-Chairman and Clerk. The Commission will also review the Rules of Procedure in January.

Motion to AMEND the January agenda to add Election of Officers directly under Role Call.

RESULT: APPROVED AND SO DECLARED

MOVER: Karen Parkinson

SECONDER: Ammie Chittim

AYE 6 Kelley Godino Chittim Parkinson Watford Geer

EXCUSED 1 Lamb

2. 2027 Fiscal Year Budget Workshop.

No action. Committees will review their own expected budget items and will review them as a Commission in January.

RESULT: NO ACTION

3. Any Other New Business to Come Before the Commission.

None.

XII. ADJOURNMENT

Motion to ADJOURN the Regular Meeting at 8:16 p.m.

RESULT: APPROVED AND SO DECLARED

MOVER: Kenneth Geer

SECONDER: Ammie Chittim

AYE 6 Kelley Godino Chittim Parkinson Watford Geer

EXCUSED 1 Lamb

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TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 26-0105

Agenda Date: 2/9/2026

Agenda #: 1.

AGENDA REQUEST GENERAL DISCUSSION ITEM

Subject:

Town Council Liaison - Councilor Ty Lamb.

Background:

(type text here)

Department Comment/Recommendation:

(type text here)



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 26-0108

Agenda Date: 2/9/2026

Agenda #: 1.

AGENDA REQUEST GENERAL DISCUSSION ITEM

Subject:

General Report.

Background:

(type text here)

Department Comment/Recommendation:

(type text here)



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 26-0110

Agenda Date: 2/9/2026

Agenda #: 2.

AGENDA REQUEST GENERAL DISCUSSION ITEM

Subject:

Financial Report.

Background:

(type text here)

Department Comment/Recommendation:

(type text here)

YEAR-TO-DATE BUDGET REPORT 1-21-26

FOR 2026 13								
ACCOUNTS FOR: 0208 DONATIONS AND GRANTS	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
20810201 DONATIONS/GRANTS EXPENSES								
20810201 54202 24202 SAWMILL DO	7,232	769	8,001	.00	.00	8,001.00	.0%	
TOTAL DONATIONS/GRANTS EXPENSES	7,232	769	8,001	.00	.00	8,001.00	.0%	
TOTAL DONATIONS AND GRANTS	7,232	769	8,001	.00	.00	8,001.00	.0%	
TOTAL EXPENSES	7,232	769	8,001	.00	.00	8,001.00		

YEAR-TO-DATE BUDGET REPORT 1-21-26

FOR 2026 13							
	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	7,232	769	8,001	.00	.00	8,001.00	.0%

** END OF REPORT - Generated by Christina Hostetler **

YEAR-TO-DATE BUDGET REPORT 1-21-26

FOR 2026 13								
ACCOUNTS FOR: 0210 CAPITAL & NON RECURRING	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
<u>21010103 HISTORIC DISTRICTS</u>								
21010103 54300 REP MAINT	18,579	0	18,579	.00	.00	18,579.00	.0%	
21010103 54500 BLDG MAINT	33,378	10,000	43,378	10,639.17	2,500.00	30,239.04	30.3%	
21010103 54500 G0014 BLDG MAINT	39,765	0	39,765	39,764.83	.00	.00	100.0%	
TOTAL HISTORIC DISTRICTS	91,722	10,000	101,722	50,404.00	2,500.00	48,818.04	52.0%	
TOTAL CAPITAL & NON RECURRING	91,722	10,000	101,722	50,404.00	2,500.00	48,818.04	52.0%	
TOTAL EXPENSES	91,722	10,000	101,722	50,404.00	2,500.00	48,818.04		

YEAR-TO-DATE BUDGET REPORT 1-21-26

FOR 2026 13							
	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	91,722	10,000	101,722	50,404.00	2,500.00	48,818.04	52.0%

** END OF REPORT - Generated by Christina Hostetler **

YEAR-TO-DATE BUDGET REPORT 1-21-26

FOR 2026 13								
ACCOUNTS FOR: 0101 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
10110103 HISTORIC DISTRICTS								
10110103 54500 BLDG MAINT	7,500	0	7,500	1,280.00	.00	6,220.00	17.1%	
10110103 54501 SML MAINT	3,151	864	4,015	.00	.00	4,015.00	.0%	
10110103 56100 OPERATING	4,015	-864	3,151	1,203.59	1,261.41	686.00	78.2%	
10110103 56101 SML OPERAT	1,605	0	1,605	628.37	306.63	670.00	58.3%	
10110103 58790 MISC EXP	1,500	0	1,500	.00	.00	1,500.00	.0%	
TOTAL HISTORIC DISTRICTS	17,771	0	17,771	3,111.96	1,568.04	13,091.00	26.3%	
TOTAL GENERAL FUND	17,771	0	17,771	3,111.96	1,568.04	13,091.00	26.3%	
TOTAL EXPENSES	17,771	0	17,771	3,111.96	1,568.04	13,091.00		

YEAR-TO-DATE BUDGET REPORT 1-21-26

FOR 2026 13							
	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	17,771	0	17,771	3,111.96	1,568.04	13,091.00	26.3%

** END OF REPORT - Generated by Christina Hostetler **

YEAR-TO-DATE BUDGET REPORT 1-21-26

FOR 2026 13								
ACCOUNTS FOR: 0208 DONATIONS AND GRANTS	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
20810201 DONATIONS/GRANTS EXPENSES								
20810201 54203 24203 LESTER DON	13,556	375	13,931	3,300.00	.00	10,630.57	23.7%	
TOTAL DONATIONS/GRANTS EXPENSES	13,556	375	13,931	3,300.00	.00	10,630.57	23.7%	
TOTAL DONATIONS AND GRANTS	13,556	375	13,931	3,300.00	.00	10,630.57	23.7%	
TOTAL EXPENSES	13,556	375	13,931	3,300.00	.00	10,630.57		

YEAR-TO-DATE BUDGET REPORT 1-21-26

FOR 2026 13							
	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	13,556	375	13,931	3,300.00	.00	10,630.57	23.7%

** END OF REPORT - Generated by Christina Hostetler **



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 26-0109

Agenda Date: 2/9/2026

Agenda #: 1.

AGENDA REQUEST GENERAL DISCUSSION ITEM

Subject:

Correspondence.

Background:

(type text here)

Department Comment/Recommendation:

(type text here)



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 26-0111

Agenda Date: 2/9/2026

Agenda #: 1.

AGENDA REQUEST GENERAL DISCUSSION ITEM

Subject:
Sawmill Committee.

Background:
(type text here)

Department Comment/Recommendation:
(type text here)



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 26-0112

Agenda Date: 2/9/2026

Agenda #: 2.

AGENDA REQUEST GENERAL DISCUSSION ITEM

Subject:

Nathan Lester House - Mr. Kelley.

Background:

(type text here)

Department Comment/Recommendation:

(type text here)



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 26-0114

Agenda Date: 2/9/2026

Agenda #: 3.

AGENDA REQUEST GENERAL DISCUSSION ITEM

Subject:

Research/Preservation - Ms. Chittim.

Background:

(type text here)

Department Comment/Recommendation:

(type text here)



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 26-0117

Agenda Date: 2/9/2026

Agenda #: 4.

AGENDA REQUEST GENERAL DISCUSSION ITEM

Subject:

Center School - Mr. Geer.

Background:

(type text here)

Department Comment/Recommendation:

(type text here)



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 26-0116

Agenda Date: 2/9/2026

Agenda #: 5.

AGENDA REQUEST GENERAL DISCUSSION ITEM

Subject:

Social Media - Ms. Lamb.

Background:

(type text here)

Department Comment/Recommendation:

(type text here)



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 25-3034

Agenda Date: 2/9/2026

Agenda #: 1.

AGENDA REQUEST GENERAL DISCUSSION ITEM

Subject:

Review of the Historic District Commission's Rules of Procedure.

Background:

(type text here)

Department Comment/Recommendation:

(type text here)

LEDYARD HISTORIC DISTRICT COMMISSION
RULES OF PROCEDURE

1. MEETINGS

Regular meetings shall be held on the third Monday of each month at 7:00 P.M. When a regular meeting would fall on a state holiday, the meeting shall be rescheduled by the Chairman. Special meetings may be called by the Chairman, Vice-Chairman, or two other members of the Commission. A regular meeting may be cancelled by majority vote at the previous meeting. Executive meetings or sessions will be held only as permitted by Chapter 14, section 1-200 and 1-225 of the Connecticut General Statutes. All meetings, records, and proceedings of the Commission will conform to Chapter 14, Section 1-200 and 1-225.

2. ALTERNATES, QUORUM, VOTING

At the beginning of each meeting if regular Commission members are absent, a like number of alternates shall be selected to act for the absent members for the duration of the meeting. Alternates will be selected in rotation from a list arranged alphabetically. Alternates serving (acting) as members during any hearing shall continue to serve until the matter concerned has been disposed of. Four members (including alternates when acting) shall constitute a quorum.

Alternate members shall attend all meetings, take part in all discussions, and be assigned Committee responsibilities, but shall not be allowed to move, second, or vote unless acting as a regular member. No regular member or alternate shall participate in any hearing or decision on any matter in which he has a personal, financial, or other interest. In the event of such disqualification, it shall be entered upon the record of the meeting. The Chairman shall make the final decision as to the disqualification.

Regular members and alternates shall inform the Chairman or Clerk of any absence before a scheduled meeting. Failure to do so, on two consecutive occasions, will result at the discretion of the Chairman, in a letter from the Commission reminding them of their responsibilities to the Commission.

Any alternate or regular member who misses five (5) or more scheduled meetings in one (1) year shall, at the discretion of the Chairman, be notified of their absenteeism and asked to reconsider their commitment to the Commission.

3. COMMITTEES AND LIAISON ASSIGNMENTS

a. Standing Committees and Liaison Assignments

There shall be standing Committees for the purposes enumerated below:

Nathan Lester House Committee

The Nathan Lester House Committee is responsible for the operation, maintenance, and upkeep of the buildings and grounds in the Nathan Lester House District. Specific duties include the determination of visiting hours, and liaison with the tenants and caretakers. The Committee

shall make recommendations to the Commission on operation and capital budgets, use policies, and new programs.

Sawmill Liaison

The Sawmill Committee is responsible for the operation, maintenance, and upkeep of the buildings and grounds in the Sawmill District. Specific duties include the determination of visiting hours, and liaison with other Commissions having facilities in the district. The Committee shall make recommendations to the Commission on operation and capital budgets, use policies, new programs, agreements with other Commissions or caretakers and the selection of sawmill operations.

Research & Preservation Liaison

The Research & Preservation Liaison is responsible for directing a program of research to document accurately the history and growth of the town. The Research & Preservation Liaison may assist property owners in researching the origins of their property and buildings. The Liaison shall administer a program of placing identification plaques on thoroughly researched structures and shall set criteria for the awarding of plaques. The Research & Preservation Liaison is responsible for promoting the preservation of town landmarks, buildings of historic significance and their environs. Included in its duties shall be liaison with other land use Commissions, providing historical input to town plans and zoning regulations, and identification of possible new historic districts. The Research & Preservation Liaison shall serve as study committee for proposed historic districts, and nominations for the National Register of Historic Places and National Historic Landmarks.

Center School Liaison

The Center School Liaison is responsible for the operation, upkeep and maintenance of the Center School building and property. The Center School Liaison shall schedule tours of the schoolhouse as appropriate. The Liaison shall make recommendations to the Commission on operation and budgets.

Social Media Liaison

The Social Media Liaison shall act as an administrator for all Social Media accounts administered on behalf of town properties under the purview of the Historic District Commission. The Social Media Liaison shall adhere to the Town of Ledyard Management Information Systems (MIS) Social Media Policy updated November 2019.

b. Special Committees and Special Liaison Assignments

The Commission may establish such special committees or liaisons as are found necessary to carry out its duties and programs. Such Committees or liaisons may be established by a majority vote at any meeting.

c. Membership of Committees and Liaison Assignments, Method of Appointments

All Committees shall consist of at least one Commission member but not more than two regular Commissions members or alternates. Committees may also consist of community members at large as deemed appropriate for such Committee. Committee appointments shall be made by the Commission Chairman. Each Committee shall elect a Chairman, Clerk and such other officers as they deem necessary. Liaison Assignments shall consist of no more than one Commission member. Liaison Assignments shall be made by the Commission Chairman.

d. General Committee Responsibilities

Reporting: All Committees and Liaisons shall submit a report to the Commission at each regular meeting on Committee activities.

Budget Funds: Committees and Liaisons shall make budget recommendations to the Historic District Commission by the November meeting each year.

Non-Budget Funds: Funds accrued from operations of the districts and any monetary gifts shall be placed in special bank accounts accountable to the Town Treasurer. Such funds may be expended by the Historic District Commission for operating, maintenance, and miscellaneous purposes.

e. Non-Monetary Gifts

Acceptance of gifts other than money shall be made by vote of the Commission after recommendation by the cognizant Committees or Liaisons. Gifts may require approval of the Finance Committee and Town Council as defined in the Town of Ledyard General Government Grant Application Policy and Procedures.

4. OFFICERS

The Commission shall elect annually at the January meeting a Chairman, Vice Chairman and Clerk. These officers shall be regular Commission members. Officer vacancies as a result of resignation may be filled as needed by a Commission vote. Specific duties are:

Chairman

The Chairman shall preside at all meetings of the Commission, appoint all Committee members; be an ex officio member of all Committees and be responsible for the proper functioning of each. He shall prepare an agenda for each meeting and cause notice to be given of each meeting as specified in Chapter 14, Section 1-200 and 1-225 inclusive of Connecticut General Statutes. He shall initiate purchase order requests, authorize payment of invoices, report Commission finances at each regular meeting, prepare Annual Report during July, submit year's meeting schedule to Town Clerk in November, prepare proposed budget requests during December/January.

Vice Chairman

The Vice Chairman shall assume the duties of the Chairman during his absence or when requested by the Chairman.

Clerk

The clerk shall keep minutes and records of all Commission meetings and hearings in compliance with Chapter 14, Section 1-200 and 1-225 of the Connecticut General Statutes.

5. CERTIFICATE OF APPROPRIATENESS, HEARING

No building or structures shall be erected, altered, restored, moved or demolished within an historic district until after an application for a certificate of appropriateness as to exterior architectural features (as defined in the statutes) has been submitted to the Commission and approved by said Commission. Applications for certificates of appropriateness shall be submitted on Commission prescribed forms by the Committee or Liaison responsible for operation and maintenance of the District. Such application must contain:

1. Names of Commission member making application.
2. Building or structure affected.
3. A written description of work to be done including the materials to be used.
4. Drawings or plans of the work to be done or photographs showing work to be reproduced.
5. Approximate dates of commencement and completion.

The Commission member making the application shall submit the same to the next regular meeting of the Commission at which time the Commission shall decide if a hearing is required and if so set a date for a hearing on the application. Such hearing shall be held within forty days of the Meeting at which the application is received. The Commission shall cause a notice of the hearing to be published in a newspaper having circulation in the town not more than fifteen (15) days nor less than five (5) days before the date of the hearing. Such notice shall contain the name of the property under consideration, a description of the proposed work, and the date, time and place of the hearing.

6. DECISIONS

The Commission shall render a decision on the certificate of appropriateness within forty-five (45) days of the hearing if held. In passing upon appropriateness, the Commission shall consider, in addition to any other pertinent factors, the historical and architectural value and significance, architectural style, general design, arrangement, size, mass, scale, texture and material of the architectural features involved and the relationship thereof to the exterior anticultural style. A Certificate of Appropriateness may be refused for any building or structure, the erection, reconstruction, restoration, alteration or razing of which, in the opinion of the Commission, would be detrimental to the interest of the Historic District. All decisions granting or refusing a certificate of appropriateness shall be in writing and a copy shall be sent to the Building Official.

7. REVIEW AND AMENDMENT

These rules shall be reviewed annually at the November meeting. Amendments to or repeal of any or all sections may be voted by a four fifths majority at any meeting provided the proposed amendment or repeal has been entered into the record of the previous meeting.

8. AUTHORITY

These rules are established in accordance with a Ledyard Town Ordinance entitled "An Ordinance Establishing a Historic District Commission for the Town of Ledyard" as provided for under the Connecticut General Statutes, Chapter 97, Section 7-147a through k inclusive as attached. No portion of these rules may supersede or conflict with the above-mentioned ordinance or statutes.

Adopted by vote of the Ledyard Historic District Commission on June 19, 1978. Amended by vote of the Ledyard Historic District Commission on April 16 and June 18, 1984, on March 18, 1985, on February 23, 2004, on November 21, 2005, on November 17, 2008, on December 17, 2012, on February 25, 2019 and on November 21, 2022.