



TOWN OF LEDYARD

Administration Committee

Meeting Minutes

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

Chairman Kevin J.
Dombrowski

Regular Meeting

Wednesday, November 9, 2022

5:30 PM

Town Hall Annex- Hybrid Format

In -Person: Council Chambers- Town Hall Annex Building

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

[https://us06web.zoom.us/j/82294797682?](https://us06web.zoom.us/j/82294797682?pwd=MHQwL1dUZ1QvcnVDS1lVVjFGeE9ZZz09)

[pwd=MHQwL1dUZ1QvcnVDS1lVVjFGeE9ZZz09](https://us06web.zoom.us/j/82294797682?pwd=MHQwL1dUZ1QvcnVDS1lVVjFGeE9ZZz09)

Or by Audio Only: Telephone: +1 646 558 8656; Meeting ID: 822 9479 7682; Passcode: 470644

I CALL TO ORDER

the Meeting was called to order by Councilor Irwin at 5:31 p.m. at the Town Hall Annex Building Meeting Room.

Councilor Irwin 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 remote meeting information was available on the Agenda that was posted on the Town's Website - Granicus-Legistar Meeting Portal

II. ROLL CALL

Present: Councilor Mary K. McGrattan
Councilor Whit Irwin

Excused: Councilor Andra Ingalls

In addition, the following were present:

Kevin Dombrowski, Chairman
S. Naomi Rodriguez, Town Councilor
Don Steinhoff, Administrator of Human Resources
Roxanne Maher, Administrative Assistant.

III. CITIZENS COMMENTS

None.

IV. PRESENTATIONS / INFORMATIONAL ITEMS

None.

V. APPROVAL OF MINUTES

Administration Committee Regular Meeting Minutes of October 12, 2022

Moved by Councilor McGrattan, seconded by Councilor Irwin
VOTE: 2 - 0 Approved and so declared

RESULT: APPROVED AND SO DECLARED

MOVER: Mary K. McGrattan

SECONDER: Whit Irwin

AYE: 2 McGrattan and Irwin

EXCUSED: 1 Ingalls

VI. OLD BUSINESS

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

None.

VII. NEW BUSINESS

1. MOTION to approve a proposed updated Maintenance Foreman job description as contained in the draft dated July 7, 2022.

Moved by Councilor McGrattan, seconded by Councilor Irwin

Discussion: Councilor Irwin noted that the Mechanic Job Description was being updated to reflect the current duties, responsibilities, and certifications required for the position.

Councilor McGrattan noted the skills and education requirements and she questioned whether the town was going to be able to find candidates who have the needed requirements; or whether the Public Works Department had anyone qualified on staff that could fill the position. She also questioned what the following language in the *Qualifications Profile* section meant: “Operate equipment in lower classification”.

Administrator of Human Resources Don Steinhoff stated they currently did not have anyone on staff with the required certifications that could fill the position. However, he stated that Public Works Director Steve Masalin has assured him that it would not be a problem to find candidates who would meet the requirements of the job. He went on to explain the language contained in the *Qualifications Profile* section was because they were

also looking for a person who would also be able to run the mower and other equipment, so if needed they could be assigned to other positions.
vote: 2 - 0 Approved and so declared

RESULT: RECOMMENDED FOR APPROVAL

MOVER: Mary K. McGrattan

SECONDER: Whit Irwin

AYE: 2 McGrattan and Irwin

EXCUSED: 1 Ingalls

- 2. MOTION to approve a proposed updated Mechanic job description as contained in the draft dated September 26, 2022.

Moved by Councilor Irwin, seconded by Councilor McGrattan
Discussion: Councilor McGrattan questioned whether the Maintenance Forman only supervised the Mechanic or whether they also did mechanic work.

Administrator of Human Resources Don Steinhoff explained the Maintenance Forman position was the head mechanic and that they also worked as a mechanic; however, he noted that the title of the position was "Maintenance Forman". He stated in addition to mechanic work that the Maintenance Forman would also handle some administration work related to sending a vehicle or piece of equipment out to a vendor for repair work, when required.

Mr. Steinhoff stated he would be coming back to the Administration Committee in December to present more job descriptions.

VOTE: 2 - 0 Approved and so declared

RESULT: RECOMMENDED FOR APPROVAL

MOVER: Whit Irwin

SECONDER: Mary K. McGrattan

AYE: 2 McGrattan and Irwin

EXCUSED: 1 Ingalls

- 3. MOTION to adopt proposed amendments to Ordinance #300-027 (rev 2) "An Ordinance Regulating Parking And Other Activities In Town Roads And Rights-Of-Way And Providing Penalties For The Violation Thereof" as contained in draft dated October 13, 2022.

DRAFT: 10/13/2022

Ordinance: #300-027 (rev. 2)

AN ORDINANCE
REGULATING PARKING AND OTHER ACTIVITIES IN TOWN ROADS
AND RIGHTS-OF-WAY AND PROVIDING PENALTIES
FOR THE VIOLATION THEREOF

Be it ordained by the Town Council of the Town of Ledyard:

Section 1. Purpose

It is hereby declared to be in the best interests of the public safety, convenience and welfare of the Town to regulate and place restrictions on the parking of vehicles and other activities in Town rights-of-way within the control and limits of said Town, in general and during periods of snow emergencies, so as to preserve proper material condition of roads and rights-of-way and to not impede the transportation and movement of food, fuel, medical care, fire, health, police protection and other vital facilities of the Town.

Section 2. Definitions

For the purpose of this Ordinance, the following definitions shall apply:

The words "vehicle" shall be defined as in Connecticut Statutes Section 14-1(102).

b. The words "parked vehicle" shall be defined as in Connecticut General Statutes Section 14-1(66).

c. The word "street" shall mean any public highway, road or street in the Town of Ledyard.

d. The words "snow emergency" is hereby defined to be a period of time as forecast by a contracted weather service or the United States Weather Bureau, during which period vehicular and/or pedestrian traffic is expected to be hazardous or congested due to the elements, and during which period the parking of vehicles could hinder, delay or obstruct the safe flow of such traffic and/or the proper cleaning, clearing and making safe of the public highways of the Town.

e. *For the purpose of this Ordinance "commercial or industrial vehicle" means any vehicle the principal use of which is the transport of commodities, merchandise, produce, freight, and any vehicle used primarily in construction, industry, including but not limited to, bulldozers, backhoes, tractors, tow trucks, dump trucks, tractor trailers (cab and/or trailer), or trucks fitted with cranes, air compressors, welders, tanks or similar equipment. "Commercial or industrial vehicle" also includes nonmotorized dumpsters, storage units, open or utility trailers greater than six (6) feet in length and height, and tool lockers; taxicabs, limousines, and/or any passenger vehicle that is greater than eight (8) feet in height marked with a sign, letters, or emblem advertising a commercial enterprise.*

Section 3. General Restrictions

- a. No person, firm or corporation shall place any fixed obstruction, or object or drain any water or other substance, within, under, upon or over any Town road or right of way without the written permission of the Director of Public Works.
- b. In the case of clearing and handling leaves from and in proximity to private properties, no person, firm or corporation shall place or leave any leaves in the roadway or permanently place leaves on Town property. Residents who contract out leaf removal services at their property shall be liable also for violations of this provision of the party they hire.

- c. In the case of removing snow from private driveways and properties, no person, firm or corporation shall move snow across or leave any snow in the roadway. Residents who contract out snow removal at their property shall be liable also for violations of this provision of the party they hire.
- d. The Director of Public Works may remove or alter any such obstruction or drain, and the expense incurred by the Director in such removal or alteration shall be paid by the person, firm or corporation placing such obstruction or drain; provided, however, at the discretion of the Director of Public Works, any fixed obstruction or drain made or placed without a permit, or in violation of provisions of a permit shall be removed or altered by the person, firm or corporation making or placing the same within thirty (30) days from the date when said Director sends by registered or certified mail, postage prepaid, a notice to such person firm or corporation ordering such removal or alteration.

Section 4. Construction Regulations

- a. No person shall construct a new driveway or relocate an existing driveway leading from private property to a town street or conduct work (excepting lawn or grounds maintenance) in a town right-of-way (ROW) area, until a permit has been obtained from the Director of Public Works or his agent. Plans fully depicting the proposed driveway location and or work in town ROW area shall be submitted for review and approval prior to commencing work.
- b. In determining whether to issue a permit, the Director of Public Works shall give due consideration to the effect of the proposed approach upon public safety, sightline and drainage needs.
- c. For driveways, all paving, drainage pipes, culverts, headwalls, catch basins, or ditches deemed necessary by the Director of Public Works or his agent must be installed at the owner's expense. The construction shall meet the requirements of the Road Ordinance, unless varied with the written permission of the Director of Public Works. For other work in town ROW areas, construction shall be conducted in accordance with the approved plans. As applicable, work shall meet the specifications of the Road Ordinance.
- d. The work shall be completed before a Certificate of Occupancy (CO) and a Certificate of Use and Compliance (CC), when applicable, are issued. If extenuating circumstances prevail, as deemed by the Director of Public Works, that prevent completion of work by the time all other CO and/or CC conditions are met, and unless waived by the Director of Public Works, the applicant shall deposit with the Town Treasurer security in the form of cash, -in such amount as may be required by the Director of Public Works sufficient to cover the satisfactory completion of all work, including work required to repair the town street or ROW area. The security shall not be less than \$1,000.
- e. For work not involving a CO or CC, the applicant shall deposit with the Town Treasurer security in the form of cash, in such amount as may be required by the Director of Public Works sufficient to cover the satisfactory completion of all work, including work required to repair the town street or ROW area.
- f. If work governed by this ordinance is not completed within twelve (12) months of approval, the Town may utilize all or any necessary portion of the posted security to effect satisfactory completion.

- g. The holder of this permit shall be responsible for any damage done to the town street or ROW area in the completion of said work.

Section 5. Declaration of "Snow Emergency"

A "snow emergency" shall be declared by the Mayor or his/her designee, either before, during or after a fall of snow, sleet or freezing rain, when in his/her sound judgement and discretion the circumstances warrant determination of such an emergency in the interest of safety upon the public roads of the Town.

The Mayor's Office shall cause public announcements of such determination of snow emergency prior to the time of becoming effective, after which time a snow emergency shall be in effect. The Mayor or his/her designee shall determine when such emergency no longer exists and shall make public announcement of the same.

Section 6. Parking Restrictions

No vehicle shall be permitted to remain parked on any street within the Town between the hours of 1:00 a.m. through 6:00 a.m. daily, during the period of December 1st through March 31st of each winter.

It shall be unlawful at any time during the period of any snow emergency under provisions of this Ordinance for the owner of a vehicle or person in whose name it is registered, to allow, permit or suffer said vehicle to remain parked on any street in the Town of Ledyard.

No vehicle shall be permitted to be parked on any street for a period of more than ten (10) consecutive days. After such period, such vehicle will be considered a fixed obstruction according to Section 3 Paragraph (a).

No person shall park or store any commercial or industrial vehicle on any public street or roadway within any residential district or in front of any property currently used residentially unless for the purpose of actively loading or unloading materials, or while actively engaged in providing commercial service at the premises; nor shall such vehicles be parked in a residential district or in front of an existing residence outside normal business hours unless on site for an emergency service call.

Section 7. Owner

In any prosecution or proceeding hereunder, the registration plate displayed on the vehicle shall constitute prima facie evidence that the owner of such vehicle was the person who parked such vehicle at the place where such violation occurred.

Section 8. Towing

~~Whenever any motor vehicle shall be found parked on any Town road during a period when parking is prohibited as herein set forth, such vehicle may be removed or conveyed under the direction of the Town Police Department by means of towing the same~~ *is found to be parked in violation of Section 6 of this ordinance, the motor*

vehicle may be removed (towed) at the owner's expense and/or a State of Connecticut Complaint Ticket (a parking ticket) shall be issued by the Ledyard Police Department. Each day that a violation continues shall be deemed a separate offense.

Such removal shall be at the risk of the owner, and such owner is subject to the terms of the towing company in retrieving the vehicle.

Section 9. Penalties

- a. Any person, firm or corporation violation any provisions of Sections 3 or 4 of this ordinance shall be fined not more than Two Hundred (\$200.00).
- b. Any person found in violation of the provisions of Section 6 of this ordinance will be subject to the issuance of an infractions summons and be subject to a fine in accordance with a schedule, which *may be amended from time to time with the approval of the Town Council. The fine schedule is hereby incorporated in this Ordinance as fully set forth herein. (Appendix A).* ~~in accordance with the State of Connecticut Superior Court schedule.~~
- c. *Payment of the fine(s) associated with the issue of any Ticket shall be in accordance with current Connecticut State Statutes.*

Section 10. 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 11. Effective Date

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

Amended and Adopted by the Ledyard Town Council on: _____

Kevin J. Dombrowski, Chairman

Fred B. Allyn, III, Mayor

Published on:

Effective date:

Patricia A. Riley, Town Clerk

Revisions: Ordinance #38 “*Ordinance Prohibiting Parking on Town Roads During Winter Storms and Providing Penalties for the Violation Thereof*” adopted July 27, 1987; Ordinance #75 “*An Ordinance Amending An. Ordinance Prohibiting The Placing of Obstructions or the Drainage of Water on Town Roads*” Adopted: June 9, 1999; Ordinance #100 “*An Ordinance Regulating Construction of Driveways to or Other Work Right-of-Way Areas of Any Street or Highway of the Town of Ledyard*” Adopted: February 8, 2006 .Ordinance #152 “*An Ordinance Regulating parking and Other Activities in town Roads and Rights-of-Way and Providing Penalties for the Violation Thereof*” Adopted August 8, 2018; Effective: September 4, 2018. Renumbered #300-027 on September 25, 2019. Amended on February 26, 2022 #300-027 (rev1); Effective: March 24, 2020.

History:

The Twenty-fourth Town Council (2017- 2019) Ordinance Update Initiative: Renumbered Ordinance #152 “*An Ordinance Regulating Parking and Other Activities in town Roads and Rights-of-Way and Providing Penalties for the Violation Thereof*” to Ordinance #300-027.

1999: Ordinance #38 “*An Ordinance Prohibiting the Placing of obstructions or the Drainage of Water on Town Roads*”. Section 1 added “*including portable or permanent basketball hoops*”

2018: Combined Ordinances #38, #75 & #100 because the subject matter of the three Ordinances dealt with the similar issue of the town right-of-way. Most of the language of the three ordinances did not change. Section 6 “*Parking Restrictions*”; added paragraph (c) *No vehicle shall be permitted to be parked on any street for a period of more than ten (10) consecutive days. After such period, such vehicle will be considered a fixed obstruction according to Section 3 Paragraph (a).* Updated State Statute numbers throughout the document. Section 3 “*General Restrictions*” paragraph (a) removed the following language “*including portable or permanent basketball hoops*”.

2019: Removed Section 11 “*Cancellation of Previous Ordinances*” - Per Town Attorney a “*Cancellation Section*” was not needed. The “*Revisions*” and “*History*” paragraphs indicate that the previous ordinance has been updated and replaced. Added new Section 11 “*Effective Date*” to be consistent with Town Ordinance format. No substantive changes were made to the ordinance.

2020 (rev.1): Section 3. General Restrictions: Inserted a new paragraph (b) as follows: “*In the case of clearing and handling leaves from and in proximity to private properties, no person, firm or corporation shall place or leave any leaves in the roadway or permanently place leaves on Town property. Residents who contract out leaf removal services at their property shall be liable also for violations of this provision of the party they hire*” and re-lettered the remaining paragraphs accordingly.

2022 (rev. 2): Updated in various places to incorporate prohibitions related to parking commercial and industrial vehicles in residential districts as follows:

Section 2 “Definitions” added subparagraph (e).

Section 6”Parking Restrictions” added subparagraph (d).

Section 8 “Towing” Reworded paragraph as follows: Whenever any motor vehicle ~~shall be found parked on any Town road during a period when parking is prohibited as herein set forth, such vehicle may be removed or conveyed under the direction of the Town Police Department by means of towing the same~~ *is found to be parked in violation of Section 6 of this ordinance, the motor vehicle may be removed (towed) at the owner's expense and/or a State of Connecticut Complaint Ticket (a parking ticket) shall be issued by the Ledyard Police Department. Each day that a violation continues shall be deemed a separate offense.*

Section 9 “Penalties”

Subparagraph (b) added the following language: may be amended from time to time with the approval of the Town Council. The fine schedule is hereby incorporated in this Ordinance as fully set forth herein. (Appendix A). Removed the following language. And removed the following language: “in accordance with the State of Connecticut Superior Court schedule”.

Added subparagraph (c)

Added Appendix - Fee Schedule

The 2022 changes noted above are further subject to the following background.

Sec. 7-148. Scope of Municipal Powers

Fine up to \$90 is considered an infraction. Fine above \$90.00 to \$250.00 is considered a “violation”. Both are enforceable on a state infraction ticket.

Sec. 51-164p. Violations of municipal ordinances, regulations and bylaws. (a) Notwithstanding any provision of any special act, local law or the general statutes to the contrary, any violation of any ordinance, regulation or bylaw of any town, city or borough, except violations of building codes and the health code, for which the penalty does not exceed ninety dollars shall be an infraction as provided for in sections 51-164m and 51-164n.

(b) Notwithstanding any provision of any special act, local law or the general statutes, any violation of any ordinance, regulation or bylaw of any town, city or borough, except violations of building codes and the health code, for which the penalty exceeds ninety dollars but does not exceed two hundred fifty dollars shall be a violation as provided for in sections 51-164m and 51-164n.

(P.A. 75-577, S. 9, 126; P.A. 80-483, S. 133, 186; P.A. 06-185, S. 9.)

P.A. 80-483 specified that violations with penalties not exceeding \$90, rather than

\$100, are infractions; P.A. 06-185 designated existing provisions as Subsec. (a) and added Subsec. (b) re violation of municipal ordinance, regulation or bylaw with penalty between \$90 and \$250.

Cited. 9 CA 686.

Sec. 14-251. Parking vehicles. No vehicle shall be permitted to remain stationary within ten feet of any fire hydrant, or upon the traveled portion of any highway except upon the right-hand side of such highway in the direction in which such vehicle is headed; and, if such highway is curbed, such vehicle shall be so placed that its right-hand wheels, when stationary, shall, when safety will permit, be within a distance of twelve inches from the curb, except if a bikeway, as defined in section 13a-153f, or such bikeway's buffer area, as described in the federal Manual on Uniform Traffic Control Devices, is in place between the parking lane and the curb, such vehicle shall be so placed that its right-hand wheels, when stationary, shall, when safety will permit, be within a distance of twelve inches from the edge of such bikeway or buffer area.

No vehicle shall be permitted to remain parked within twenty-five feet of an intersection or a marked crosswalk at such intersection, except within ten feet of such intersection if such intersection has a curb extension treatment with a width equal to or greater than the width of the parking lane and such intersection is located in and comprised entirely of highways under the jurisdiction of the city of New Haven, or within twenty-five feet of a stop sign caused to be erected by the traffic authority in accordance with the provisions of section 14-301, except where permitted by the traffic authority of the city of New Haven at the intersection of one-way streets located in and comprised entirely of highways under the jurisdiction of the city of New Haven.

No vehicle shall be permitted to remain stationary upon the traveled portion of any highway at any curve or turn or at the top of any grade where a clear view of such vehicle may not be had from a distance of at least one hundred fifty feet in either direction. The Commissioner of Transportation may post signs upon any highway at any place where the keeping of a vehicle stationary is dangerous to traffic, and the keeping of any vehicle stationary contrary to the directions of such signs shall be a violation of this section. No vehicle shall be permitted to remain stationary upon the traveled portion of any highway within fifty feet of the point where another vehicle, which had previously stopped, continues to remain stationary on the opposite side of the traveled portion of the same highway.

No vehicle shall be permitted to remain stationary within the limits of a public highway in such a manner as to constitute a traffic hazard or obstruct the free movement of traffic thereon, provided a vehicle which has become disabled to such an extent that it is impossible or impracticable to remove it may be permitted to so remain for a reasonable time for the purpose of making repairs thereto or of obtaining sufficient assistance to remove it. Nothing in this section shall be construed to apply to emergency vehicles and to maintenance vehicles displaying flashing lights or to

prohibit a vehicle from stopping, or being held stationary by any officer, in an emergency to avoid accident or to give a right-of-way to any vehicle or pedestrian as provided in this chapter, or from stopping on any highway within the limits of an incorporated city, town or borough where the parking of vehicles is regulated by local ordinances. Violation of any provision of this section shall be an infraction.

Sec. 14-252. Parking so as to obstruct driveway. No person shall park or leave stationary on a public highway any vehicle in front of or so as to obstruct or interfere with the ingress to or egress from any private driveway or alleyway, except with the permission of the owner of such private driveway or alleyway. Such parking or stationary position of any vehicle with such permission shall be subject to existing parking regulations. Violation of any provision of this section shall be an infraction.

(1949 Rev., S. 2510; February, 1965, P.A. 448, S. 29; P.A. 75-577, S. 101, 126.)
History: 1965 act added provision requiring compliance with parking regulations when blocking drive or alley; P.A. 75-577 replaced provision for \$25 maximum fine with statement that violation of provisions is an infraction.

See Sec. 14-107 re liability of owner, operator or lessee of vehicle.

Ordinance # 300-027

APPENDIX A

**AN ORDINANCE REGULATING PARKING OF
COMMERCIAL VEHICLES ON PUBLIC STREETS IN RESIDENTIAL ZONES
AND/OR IN FRONT OF RESIDENTIALLY USED PROPERTIES**

***ALL BELOW FINES ARE IN ADDITION TO THE SURCHARGE REQUIRED BY
THE STATE OF CONNECTICUT**

First Offense (Infraction): \$90
Subsequent Offense (Violation): \$200

Adopted by the Ledyard Town Council on: _____

**_____
Kevin J. Dombrowski, Chairman**

Sec. 7-148. Scope of municipal powers

VIOLATION OF MUNICIPAL PARKING ORDINANCES

The complaint ticket may be used for violations of municipal parking ordinances where the amount of the penalty established by the ordinance is \$250.00 or less.

When computing the "Total Amount Due" begin with the ordinance penalty amount. Where the ordinance penalty amount is \$90.00 or less, add to that amount the fee amount which is equal to one dollar for each \$8.00 or fraction thereof on the first

\$88.00 of the ordinance penalty amount. To this sum, add a surcharge of \$20.00 if the Ordinance penalty amount is less than \$35.00. If the Ordinance penalty amount is \$35.00 or more add a surcharge of \$35.00. Where the ordinance penalty amount exceeds \$90.00 but does not exceed \$250.00, the "Total Amount Due" is equal to the ordinance penalty amount.

STATUTE. NO.

7-148* Municipal PARKING ordinance where the amount of the penalty is \$90.00 or less. (See Examples 1 and 2 Below)

7-148PK91-250 Municipal PARKING ordinance where the amount of the penalty is greater than \$90.00 but not more than \$250.00. (See Example 3 Below)

EXAMPLES: 1. Ordinance Penalty Amount \$29.00; Total Amount Due = \$53.00 (\$29.00 +\$4.00 (Fee) + \$20.00 (Surcharge))

2. . Ordinance Penalty Amount \$35.00; Total Amount Due = \$75.00 (\$35.00 +\$5.00 (Fee) + \$35.00 (Surcharge))

3. Ordinance Penalty Amount \$100.00; Total Amount Due = 100.00

Moved by Councilor McGrattan, seconded by Councilor Irwin

Discussion: Councilor McGrattan explained that the Land Use/Planning/Public Works Committee had presented a draft New Ordinance to address the parking of commercial vehicles on residential and town road, which the Administration Committee reviewed at their September 28, 2022 meeting and forwarded to the Town Council for approval. However, she stated in talking to Public Works Director Steve Masalin it was suggested that rather than create a new separate ordinance for the commercial vehicle parking that the proposed ordinance language be incorporated into an existing ordinance. Therefore, she stated the language the Administration Committee previously approved for a commercial vehicle parking ordinance has been added to Ordinance #300-027 (rev 2) "*An Ordinance Regulating Parking and Other Activities in Town Roads and Rights-of-Way and Providing Penalties for the Violation Thereof*". She also noted per the Administration Committee's September 28, 2022 recommendation the Fees were taken out of the body of the Ordinances and attached as Appendix A to allow the Fees to be updated as needed without having to amend the Ordinance each time.

Chairman Dombrowski stated in working to prepare letters to notify the residents about the Public Hearing regarding the proposed draft "*An Ordinance Regulating Parking of Commercial Vehicles on Public Streets in Residential Zones and/or In Front of Residentially Used Properties*" that he spoke with Public Works Director/Town Engineer Steve Masalin about whether one of the streets from which residents had expressed concerns regarding the commercial vehicles was a town road. He stated during their discussion Mr. Masalin suggested rather than create a separate ordinance that they consider adding the commercial vehicle language to Ordinance #300-027 (rev 2) "*An Ordinance Regulating Parking and Other Activities in Town Roads and Rights-of-Way and Providing Penalties for the Violation Thereof*". Therefore, he noted as Councilor McGrattan explained, the same language that was previously reviewed and approved by the LUPPW Committee and Administration

Committee was incorporated into Ordinance #300-027 (rev 2) “An Ordinance Regulating Parking and Other Activities in Town Roads and Rights-of-Way and Providing Penalties for the Violation Thereof”.

VOTE: 2 - 0 Approved and so declared

RESULT: RECOMMENDED FOR APPROVAL
MOVER: Mary K. McGrattan
SECONDER: Whit Irwin
AYE: 2 McGrattan and Irwin
EXCUSED: 1 Ingalls

It was noted for residents who would like to talk about parking that Public Works Director Steve Masalin would be giving a presentation at Community Relations Committee November 16, 2022 meeting which would include winter operations and parking bans along with the many other services the Public Works Department provides to the town. Also residents could ask questions such as “Why does my driveway get plowed in after I shoveled; or concerns regarding damaged mailboxes, etc.

- 4. MOTION to set a Hybrid (In-Person & Video Conference) Public Hearing date for December 14, 2022 at 6:00 p.m. to be held in the Council Chambers, 741 Colonel Ledyard Highway, to receive comments and recommendations regarding a proposed amendments to Ordinance #300-027 (rev 2) “An Ordinance Regulating Parking And Other Activities In Town Roads And Rights-Of-Way And Providing Penalties For The Violation Thereof” as contained in draft dated October 13, 2022.

Moved by Councilor Irwin, seconded by Councilor McGrattan
Discussion: None.
VOTE: 2 - 0 Approved and so declared

RESULT: RECOMMENDED FOR APPROVAL
MOVER: Whit Irwin
SECONDER: Mary K. McGrattan
AYE: 2 McGrattan and Irwin
EXCUSED: 1 Ingalls

- 5. MOTION to approve a proposed “Resolution Authorizing Term Adjustments For The Ledyard Beautification Committee” as contained in the draft dated October 19, 2022”.

DRAFT: 10/19/2022
Res. 003-2021/Jun 09

RESOLUTION
AUTHORIZING TERM ADJUSTMENTS
FOR THE
LEDYARD BEAUTIFICATION COMMITTEE

WHEREAS: The Ledyard Pride and Beautification Committee was initially established under the *Resolution Establishing a Pride and Beautification Committee for the Town of Ledyard* on August 10, 2016.

WHEREAS: With the committees success and its volunteers’ willingness and desire for the committee to become a long-term, on-going committee, the resolution was replaced with Ordinance #148 “*An Ordinance Establishing a Beautification Committee*” and the current Pride and Beautification Committee members were requested to continue to serve with the April 25, 2018 adoption of the Ordinance;

WHEREAS: Under the Town Council’s 2017 - 2019 *Ordinance Update Initiative*; Ordinance #147 was renumbered to Ordinance #100-008 “*An Ordinance Establishing a Beautification Committee for the Town of Ledyard*”;

WHEREAS: The Town Council recognizes the hardship caused by all of the members terms expiring on the same date;

BE IT RESOLVED: That the Town Council is hereby authorized to approve a one-time Administrative Adjustment to the terms of newly appointed members of the Ledyard Beautification Committee to provide continuity and eliminate all terms ending on the same date;

BE IT FURTHER RESOLVED: That the adjusted terms of the nine-member Committee shall be as follows:

- The terms of the current three (3) Committee Members, reappointed on September 28, 2022, shall expire on October 26, 2025;
- Three (3) newly appointed members terms shall expire on October 26, 2024; and
- Three (3) newly appointed members terms shall expire on October 26, 2023.

Thereafter, vacancies shall be filled for a three (3) year term in accordance with Ordinance #100-008 “*An Ordinance Establishing a Beautification Committee for the Town of Ledyard*”.

Adopted by the Ledyard Town Council on: _____

Kevin J. Dombrowski, Chairman

History:

2022: With the terms of the Beautification Committee all ending on October 26, 2022 six of the nine member Committee decided not to seek reappointment, leaving the Committee in a position of not having a quorum.

To resolve this issue, and to provide continuity of historical background on the Committee the Administration Committee proposed a one-time Administrative Adjustment to the terms of newly appointed members of the Ledyard Beautification Committee.

Moved by Councilor McGrattan, seconded by Councilor Irwin

Discussion: Councilor McGrattan provided some background, noting the Beautification Committee was initially established per a Resolutions, and therefore all the terms were due to expire at the same time. However, she stated because of the Committee's success and its volunteers' willingness and desire for the committee to become a long-term, on-going committee, the resolution was replaced with an Ordinance which called for the current members to continue to serve as previously appointed.

Councilor McGrattan went on to state with the terms of the Beautification Committee all ending on October 26, 2022 that six of the nine-member committee decided not to seek reappointment, leaving the committee in a position of not having a quorum. She stated to resolve this issue, and to provide continuity the proposed Resolution would provide a one-time Administrative Adjustment to the terms of newly appointed members of the Ledyard Beautification Committee so that the end date of the terms would be staggered. She noted that once the Administrative Adjustment was implemented the members of the Committee would then serve for a three-year term in accordance with Ordinance #100-008 "*An Ordinance Establishing a Beautification Committee for the Town of Ledyard*". She noted the schedule to stagger the terms was outlined in the proposed Resolution.

Councilor Irwin noted the proposed "*Resolution Authorizing Term Adjustments for the Ledyard Beautification Committee*" was a commonsense approach to take care of the issue.

VOTE: 2 - 0 Approved and so declared

RESULT: RECOMMENDED FOR APPROVAL

MOVER: Mary K. McGrattan

SECONDER: Whit Irwin

AYE: 2 McGrattan and Irwin

EXCUSED: 1 Ingalls

6. MOTION to appoint Ms. Jennifer Holdsworth (D) 3 Spruce Street, Ledyard, to the Ledyard Beautification Committee to complete a term ending October 26, 2024 filling a vacancy left by Ms. Vincent.

Moved by Councilor Irwin, seconded by Councilor McGrattan

Discussion: None.

VOTE: 2 - 0 Approved and so declared

RESULT: RECOMMENDED FOR APPROVAL

MOVER: Whit Irwin

SECONDER: Mary K. McGrattan

AYE: 2 McGrattan and Irwin

EXCUSED: 1 Ingalls

- 7. MOTION to appoint Ms. Kathrine Khors (D) 19 Winthrop Road, Gales Ferry, to the Ledyard Beautification Committee to complete a term ending October 26, 2024 filling a vacancy left by Ms. Buhle.

Moved by Councilor McGrattan, seconded by Councilor Irwin

Discussion: None.

VOTE: 2 - 0 Approved and so declared

RESULT: RECOMMENDED FOR APPROVAL

MOVER: Mary K. McGrattan

SECONDER: Whit Irwin

AYE: 2 McGrattan and Irwin

EXCUSED: 1 Ingalls

- 8. MOTION appoint Ms. Jennifer Eastbourne (U) 4 Glenwoods Court, Gales Ferry, to the Ledyard Beautification Committee to complete a term ending October 26, 2024 filling a vacancy left by Ms. Robinson.

Moved by Councilor Irwin, seconded by Councilor McGrattan

Discussion: None.

VOTE: 2 - 0 Approved and so declared

RESULT: RECOMMENDED FOR APPROVAL

MOVER: Whit Irwin

SECONDER: Mary K. McGrattan

AYE: 2 McGrattan and Irwin

EXCUSED: 1 Ingalls

- 9. MOTION to reappoint Mr. Gary St. Vil (D) 2 Thomas Street, Ledyard as an Alternate Member to the Planning & Zoning Commission to complete a three (3) year term ending, December 31, 2025.

Moved by Councilor McGrattan, seconded by Councilor Irwin

Discussion: None.

VOTE: 2 - 0 Approved and so declared

RESULT: RECOMMENDED FOR APPROVAL

MOVER: Mary K. McGrattan

SECONDER: Whit Irwin

AYE: 2 McGrattan and Irwin

EXCUSED: 1 Ingalls

- 10. MOTION reappoint the following members to Parks & Recreation Commission to complete a three (3) year term ending, December 29, 2025.

Ms. Loretta Kent (D) 1363 Baldwin Hill Road, Gales Ferry

Mr. Kenneth J. DiRico, (U) 8 Melanie Lane, Gales Ferry

Moved by Councilor Irwin, seconded by Councilor McGrattan

Discussion: It was noted that although Ms. Robinson’s term was also due to expire that she elected not to continue to serve at this time.

VOTE: 2 - 0 Approved and so declared

RESULT: RECOMMENDED FOR APPROVAL

MOVER: Whit Irwin

SECONDER: Mary K. McGrattan

AYE: 2 McGrattan and Irwin

EXCUSED: 1 Ingalls

- 11. MOTION to reappoint the following members to Senior Citizens Commission to complete a two (2) year term ending, December 9, 2024.

- Ms. Marjorie Winslow (D) 3 Wolf Ridge Gap, Ledyard
- Mr. John W. Thomas (R) 23 Bittersweet Drive, Gales Ferry
- Ms. Cynthia McLane (R) 20 Norman Drive, Gales Ferry
- Ms. Margaret Anne Harding (R) 50 Pheasant Run Drive, Gales Ferry
- Ms. Katherine Milde (D) 185 Spicer Hill Road, Ledyard

Moved by Councilor McGrattan, seconded by Councilor Irwin

Discussion: Councilor McGrattan stated all of these member were very passionate about the Senior Citizens and were interested in continuing to serve on the Commission, noting their attendance at the meetings was good.

VOTE: 2 - 0 Approved and so declared

RESULT: RECOMMENDED FOR APPROVAL

MOVER: Mary K. McGrattan

SECONDER: Whit Irwin

AYE: 2 McGrattan and Irwin

EXCUSED: 1 Ingalls

- 12. MOTION to appoint Mr. Charles Gallagher (R) 12 Sherwood Trace, Gales Ferry, to the Parks and Recreation Commission to complete a three-year (3) term ending December 29, 2023 filling a vacancy left by Mr. Maloney.

Moved by Councilor Irwin, seconded by Councilor McGrattan

Discussion: None.
VOTE: 2 - 0 Approved and so declared

RESULT: RECOMMENDED FOR APPROVAL
MOVER: Whit Irwin
SECONDER: Mary K. McGrattan
AYE: 2 McGrattan and Irwin
EXCUSED: 1 Ingalls

- 13. MOTION to appoint Mr. Deondre Bransford (U) 8 Lynn Drive, Ledyard, to the Parks and Recreation Commission complete a three-year (3) term ending December 29, 2025 filling a vacancy left by Ms. Robinson.

Moved by Councilor McGrattan, seconded by Councilor Irwin
Discussion: Councilor McGrattan noted Mr. Bransford’s resume stating that he was quit involved in Ledyard Parks & Recreation and the Youth Leagues, noting that he was a good choice to fill this vacancy.
VOTE: 2 - 0 Approved and so declared

RESULT: RECOMMENDED FOR APPROVAL
MOVER: Mary K. McGrattan
SECONDER: Whit Irwin
AYE: 2 McGrattan and Irwin
EXCUSED: 1 Ingalls

- 14. Any other New Business proper to come before the Committee.
None.

IV ADJOURNMENT

Councilor McGrattan moved the meeting be adjourned, seconded Councilor Irwin

The meeting adjourned at 5:51 p.m.
VOTE: 2 -0 Approved and so declared

Respectively Submitted,

Whit Irwin
Acting Chairman
Administration Committee

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