



# 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, 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?pwd=MHQwL1dUZlQvcnVDS1lVVjFGeE9ZZz09>**

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

- I. CALL TO ORDER
- II. ROLL CALL
- III. CITIZENS COMMENTS
- IV. PRESENTATIONS / INFORMATIONAL ITEMS
- V. APPROVAL OF MINUTES

Administration Committee Regular Meeting Minutes of October 12, 2022

**Attachments:** [ADMIN-MIN-2022-10-12.pdf](#)

VI. OLD BUSINESS

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

VII. NEW BUSINESS

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

**Attachments:** [Maintenance Foreman-2022-11-09 Draft\).doc](#)  
[Maintenance Foreman OLD.pdf](#)

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

**Attachments:** [Mechanic \(2022 Final Draft\).doc](#)  
[Garage Mechanic OLD.pdf](#)

- 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.

**Attachments:** [ORDINANCE - REGULATING COMMERCIAL VEHICLE PARKING ON RESIDENTAL STREETS-2022-09-28.pdf](#)  
[State Statute - Violation of Parking Ordinances.pdf](#)  
[Sec-7-148-Police-Ticketing & Payment of Fine.pdf](#)

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.

**Attachments:** [ORDINANCE - REGULATING COMMERCIAL VEHICLE PARKING ON RESIDENTAL STREETS-2022-06-08.docx](#)  
[Sec-7-148-Police-Ticketing & Payment of Fine.doc](#)

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

**Attachments:** [002-2022-NOV- BEAUTIFICATION TERM ADJUSTMENT-DRAFT 10-19-2022.docx](#)  
[ORD-#100-008-ORDINANCE BEAUTIFICATION CMT -2019-09-25.docx](#)

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.

**Attachments:** [DTC Appoint Application-Holdsworth-Beautification Cmt-2022-10-12.pdf](#)  
[LEDYARD BEAUTIFICATION COMMITTEE-2022-10-13.pdf](#)

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.

**Attachments:** [DTC Appoint Application-Kohrs-Beautification Cmt-2022-10-12.pdf](#)  
[LEDYARD BEAUTIFICATION COMMITTEE-2022-10-13.pdf](#)

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.

**Attachments:** [DTC Appoint Application-Eastbourne-Beautification Cmt-2022-10-07.pdf](#)  
[LEDYARD BEAUTIFICATION COMMITTEE-2022-10-13.pdf](#)

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.

**Attachments:** [Planning & Zoning DTC- Reappointment Endorsement-2022-11-02.pdf](#)

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

**Attachments:** [Parks & Recreation-DTC-Reappointment Endorsement-2022-11-02.pdf](#)

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

**Attachments:** [Senior Citizens-DTC-RTC-Reappointment Endorsement-2022-11-02.pdf](#)  
[Appointment](#)

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

**Attachments:** [RTC Appoint Application-Gallagher- Parks & Recreation-2022-11-02.pdf](#)  
[Resign-Maloney-Parks & Recreation-email-2022-05-08.pdf](#)  
[PARKS AND RECREATION COMMISSION-2022-11-07.pdf](#)

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

**Attachments:** [Appointment Application - Brandsford-Parks & Recreation-dated-2022-10-16.pdf](#)  
[Resign-Maloney-Parks & Recreation-email-2022-05-08.pdf](#)  
[PARKS AND RECREATION COMMISSION-2022-11-07.pdf](#)  
[Parks & Recreation-DTC-Reappointment Endorsement-2022-11-02.pdf](#)

14. 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

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**File #:** 22-663

**Agenda Date:** 11/9/2022

**Agenda #:**

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## MINUTES

**Minutes:**

Administration Committee Regular Meeting Minutes of October 12, 2022



**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, October 12, 2022

5:30 PM

Town Hall Annex Building

- I. CALL TO ORDER – The Meeting was called to order by Councilor Ingalls at 5:31 p.m. at the Town Hall Annex Building Meeting Room.

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 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	5:31 pm	5:42 pm
Whit Irwin	Town Councilor	Present	Remote	5:31 pm	5:42 pm
Mary McGrattan	Town Councilor	Present	In-Person	5:31 pm	5:42 pm
S. Naomi Rodriguez	Town Councilor	Present	In-Person	5:31 pm	5:42 pm
Don Steinhoff	Administrator of Human Resources	Present	In-Person	5:31 pm	5:36 pm
Roxanne Maher	Administrative Assistant	Present	In-Person	5:31 pm	5:42 pm

- III. CITIZENS' COMMENTS – None.

- IV. INFORMATIONAL ITEMS – None.

- V. REVIEW AND APPROVAL OF PRIOR MEETING MINUTES

MOTION to approve the Special Meeting Minutes of September 28, 2022  
 Moved by Councilor McGrattan, seconded by Councilor Irwin

VOTE: 3 – 0 Approved and so declared

- VI. OLD BUSINESS

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

- VII. NEW BUSINESS

1. MOTION to recommend the Town Council approve a proposed job description for a Clinical Therapist/Outpatient Clinician as contained in draft dated September 19, 2022.  
Moved by Councilor McGrattan, seconded by Councilor Irwin  
Discussion: Councilor McGrattan stated the Youth & Social Services Board approved the proposed Job Description at their September 20, 2022 meeting and that Director of Youth Services Kate Sikorski-Maynard was satisfied with the proposal.

Administrator of Human Resources Don Steinhoff stated he worked with Director of Youth Services Kate Sikorski-Maynard to draft the proposed job description for a Clinical Therapist/Outpatient Clinician.

Councilor Ingalls stated the Clinical Therapist/Outpatient Clinician would be a 28-hour position under the supervisor of Director of Youth Services Kate Sikorski-Maynard.

Councilor Irwin questioned how the Clinician position would be paid for. Councilor Ingalls stated that during the appropriation of funding received from American Rescue Plan Act (ARPA) that \$190,000 was allocated to hire for a part-time (28 hours) Clinician for a three-year period.

Councilor Irwin questioned whether the town would be obligated to keep this Clinician position past the expiration of the ARPA funding. Councilor Ingalls explained that the Finance Committee agreed that it was problematic to hire positions based on short-term funds. However, she stated because mental health needs were exasperated by the Covid-19 Pandemic that it was agreed that using some of the ARPA funding to alleviate and remediate the need to provide mental health support was a good and appropriate use of the funds. She concluded by stating the town would not be obligated to keep this Clinician position once the ARPA Funding has been used.

VOTE: 3 – 0 Approved and so declared

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

Councilor Ingalls thanked Administrator of Human Resources Don Steinhoff for attending tonight's meeting

Administrator of Human Resources Don Steinhoff left the meeting at 5:36 p.m.

2. MOTION to recommend the Town Council appoint Ms. Jessica Buhle, (D) 65 Pheasant Run Drive, Gales Ferry, to the Parks & Recreation Commission to complete a three-year (3) term ending December 29, 2023 filing a vacancy left by Ms. Leandri.  
Moved by Councilor McGrattan, seconded by Councilor Irwin  
Discussion: Councilor Ingalls provided an overview of the process for interested residents to serve on the town's various committees/commissions/boards. She that if the interested resident was affiliated with a political party that they would apply through their political party's leadership and if they were unaffiliated that the individual would apply directly to the Town Council Office.

Councilor Ingalls went on to explain that the Appointment Application process asks for some basic background information and a resume'. She stated information for all of the Appointment Applications on tonight's agenda were attached to the meeting packet on the Granicus/Legistar Meeting Portal. She stated Ledyard was fortunate to have great volunteers in town.

Councilor McGrattan noted that Ms. Buhle has been an active member of the community serving on the Economic Development Commission, the Ledyard Beautification Committee and as an Alternate Member of the Conservation Commission.

VOTE: 3 – 0 Approved and so declared

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

3. MOTION to recommend the Town Council reappoint the following members to the Agricultural Commission for a three-year (3) term ending September 24, 2025:

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

Moved by Councilor McGrattan, seconded by Councilor Irwin

Discussion: Councilor Ingalls stated these members of the Agricultural Commission were all interested in continuing to serve the town. She provided an overview of process explaining as members terms come due to expire the Commission and the members' respective parties are asked to provide a recommendation/endorsement regarding their reappointment. She stated the Agricultural Commission and the members' respective parties have provided reappointment recommendations/endorsements.

VOTE: 3 – 0 Approved and so declared

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

3. MOTION to recommend the Town Council reappoint the following members to the Library Commission for a two-year (2) term ending November 7, 2024:

- Ms. Carol Ganz (U) 184 Avery Hill Road, Ledyard
- Mr. Ralph Hightower (D) 1-O Lakeside Drive, Ledyard
- Ms. Rebecca Nash (D) 8 Osprey Drive, Gales Ferry

Moved by Councilor McGrattan, seconded by Councilor Irwin

Discussion: Councilor McGrattan, Library Commission Liaison, stated these Library Commission Members were faithful and have expressed an interest in continuing to serve the town.

Councilor McGrattan noted although Ms. Winston was also due for reappointment that because she would be moving out of State, that she was not seeking reappointment to the Commission.

VOTE: 3 – 0 Approved and so declared

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

4. MOTION to approve the Administration Committee 2023 Meeting Schedule to meet on the second Wednesday of each month at 5:30 p.m. as follows:

**Administration Committee (2nd Wednesday, Annex Building 5:30 p.m.)**

January 11	February 8	March 8	April 12
May 10	June 14	July 12	August 9
September 13	October 11	November 8	December 13
January 10, 2024			

Moved by Councilor McGrattan, seconded by Councilor Irwin

Discussion: Councilor Ingalls stated in accordance with CGS 1-225 each Committee must file its meeting schedule for the coming year in the Town Clerk's Office. She stated if there were no objections that the Administration Committee would continue to meet on the second Wednesday of each month.

VOTE: 3 – 0 Approved and so declared

**RESULT: 3– 0 APPROVED TO RECOMMEND**  
**MOVER:** Mary McGrattan, Committee Member  
**SECONDER:** Whit Irwin, 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  
3 - 0 Approved and so declared, the meeting was adjourned at 5:42 p.m.

VOTE:

Respectfully submitted,



Andra Ingalls  
Committee Chairman



# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

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**File #:** 22-089

**Agenda Date:** 10/12/2022

**Agenda #:** 1.

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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)



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**File #:** 22-677

**Agenda Date:** 11/9/2022

**Agenda #:** 1.

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## JOB DESCRIPTION

### **Motion/Request:**

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

### **Background:**

To update the job description with current requirements. No impact on salary.

Attached for reference is the 1985 job description along with the new draft.

### Proposed Job Description

## **TOWN OF LEDYARD MAINTENANCE FOREMAN**

### NATURE OF WORK:

Plans, manages, tracks, supervises, and performs repairs and maintenance of trucks, tractors, road machinery and other motor driven and mechanical equipment. Performs other related work as required.

### SUPERVISION RECEIVED:

Works under the direction and supervision of the Highway Superintendent and/or Director of Public Works.

### SUPERVISION EXERCISED:

Supervises Mechanics and other personnel as assigned by the Highway Superintendent and/or Director of Public Works.

### EXAMPLES OF ESSENTIAL JOB FUNCTIONS:

Plans and coordinates vehicle and equipment maintenance.

Participates in the evaluation of Town fleet needs.

Acquires proposals for vehicle/equipment replacement, refurbishment, and maintenance and assesses these in collaboration with the Highway Superintendent and/or Director of Public Works.

Provides for the purchase and delivery of parts, accessories and materials used in the maintenance of Town vehicles.

Maintains accurate service records for all Town vehicles.

Repair and maintenance of automobiles, trucks, heavy equipment, light equipment, snowplows, hoists,

spreaders, scrapers, cranes, sprayers, tractors, and other machinery.

Provides preventive maintenance and service work for Town vehicles.

Directs/manages the repair of damaged Town vehicle bodies and chassis.

Operates motor vehicles - drive trucks and snowplows; operate chain saws and other small power equipment.

Ability to establish and maintain effective and courteous working relationships with Town Officials, public officials, the general public, other departments and agencies, and co-workers.

Regular attendance is a requirement of this position.

**\*\*\*\*\*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.\*\*\*\*\***

#### QUALIFICATIONS PROFILE:

Minimum of four (4) years of increasingly responsible experience in the maintenance and repair of all types of light and heavy gas and diesel automotive and other equipment, OR IN LIEU THEREOF, an equivalent combination of experience and training totaling four (4) years with at least one (1) year experience as a foreman or supervisor or both.

Ability to carry out assigned projects to their completion.

Ability to work independently in a responsible manner utilizing independent judgment.

Experience driving commercial trucks and motor vehicles and operating special motorized equipment.

Ability to operate vehicles requiring a CDL license.

Substantial understanding of the mechanical operations of Town vehicles and equipment.

Substantial knowledge of the equipment, materials, methods, and techniques used in a municipal fleet maintenance service operations.

Knowledge of the hazards and safety precautions associated with a municipal fleet maintenance service operations.

Ability to use and supervise the use of "tools of the trade," including but not limited to welders, lathe, drill press, grinder, and general machine shop equipment.

Ability to prepare and administer budgets.

Ability to use computer resources for research, purchasing, and other tasks.

Ability to read and write English and to comprehend procedures, policies, documents, and directives that are necessary to the safe performance of the job.

Ability to follow both written and oral instructions and to organize and express thoughts and ideas, both orally and through written communication.

#### ADDITIONAL REQUIREMENTS:

Physical and psychological examinations, as may be required during employment. Drug and alcohol screening will be required.

Criminal background and driving record checks are required prior to employment.

Means of transportation and communications.

PHYSICAL DEMANDS:

Considerable physical strength and stamina.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is constantly required to: talk; hear; speak; stand; walk, bend; twist; balance, stoop or crouch; sit; climb stairs to various levels; use hands, fingers wrist for repetitive motion; handle/feel objects; reach; drive; get in and out of vehicles; tolerate exposure to weather and environmental allergens. The employee must regularly lift and/or move up to 25 pounds and may be required to occasionally lift and/or move up to 100 pounds. Continuous visual acuity including close vision and the ability to adjust focus and normal audio ability.

While performing the duties of this job, the employee works in outside weather conditions as well as various inside environments. The employee frequently works near moving mechanical parts; in precarious places; and is exposed to wet and/or humid conditions, fumes, extreme cold, and extreme heat.

The employee must be free from mental and/or physical disorders which would interfere with performance of duties as described and have the ability to maintain his/her composure with the public and co-workers in everyday, stressful, and emergency situations. Employee may occasionally have to function in situations where subjected to aggressive physical and/or verbal behavior.

**\*\*\*\*\*This job description does not constitute an employment agreement or contract between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.\*\*\*\*\***

LICENSE OR CERTIFICATE:

Must possess and maintain valid Class A Connecticut Commercial Driver's License.

The following is required:

- Air brake certification

The following are preferred:

- Welding training/certification
- Diesel engine repair training/certification
- Hydraulic repair training/certification

The following are desirable:

- Trade school diploma in automotive repair
- ASE or equivalent from dealer or factory

Adopted by Ledyard Town Council \_\_\_\_\_

Kevin Dombrowski, Chair

**Human Resources Comment/Recommendation:**

(type text here)

**Financial Information:**

(type text here)

**Mayor Comment/Recommendation:**

(type text here)

**TOWN OF LEDYARD**  
**MAINTENANCE FOREMAN**

**NATURE OF WORK:**

Plans, manages, tracks, supervises, and performs repairs and maintenance of trucks, tractors, road machinery and other motor driven and mechanical equipment. Performs other related work as required.

**SUPERVISION RECEIVED:**

Works under the direction and supervision of the Highway Superintendent and/or Director of Public Works.

**SUPERVISION EXERCISED:**

Supervises Mechanics and other personnel as assigned by the Highway Superintendent and/or Director of Public Works.

**EXAMPLES OF ESSENTIAL JOB FUNCTIONS:**

Plans and coordinates vehicle and equipment maintenance.

Participates in the evaluation of Town fleet needs.

Acquires proposals for vehicle/equipment replacement, refurbishment, and maintenance and assesses these in collaboration with the Highway Superintendent and/or Director of Public Works.

Provides for the purchase and delivery of parts, accessories and materials used in the maintenance of Town vehicles.

Maintains accurate service records for all Town vehicles.

Repair and maintenance of automobiles, trucks, heavy equipment, light equipment, snowplows, hoists, spreaders, scrapers, cranes, sprayers, tractors, and other machinery.

Provides preventive maintenance and service work for Town vehicles.

Directs/manages the repair of damaged Town vehicle bodies and chassis.

Operates motor vehicles – drive trucks and snowplows; operate chain saws and other small power equipment.

Ability to establish and maintain effective and courteous working relationships with Town Officials, public officials, the general public, other departments and agencies, and co-workers.

Regular attendance is a requirement of this position.

**\*\*\*\*\*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.\*\*\*\*\***

QUALIFICATIONS PROFILE:

Minimum of four (4) years of increasingly responsible experience in the maintenance and repair of all types of light and heavy gas and diesel automotive and other equipment, OR IN LIEU THEREOF, an equivalent combination of experience and training totaling four (4) years with at least one (1) year experience as a foreman or supervisor or both.

Ability to carry out assigned projects to their completion.

Ability to work independently in a responsible manner utilizing independent judgment.

Experience driving commercial trucks and motor vehicles and operating special motorized equipment.

Ability to operate vehicles requiring a CDL license.

Substantial understanding of the mechanical operations of Town vehicles and equipment.

Substantial knowledge of the equipment, materials, methods, and techniques used in a municipal fleet maintenance service operations.

Knowledge of the hazards and safety precautions associated with a municipal fleet maintenance service operations.

Ability to use and supervise the use of “tools of the trade,” including but not limited to welders, lathe, drill press, grinder, and general machine shop equipment.

Ability to prepare and administer budgets.

Ability to use computer resources for research, purchasing, and other tasks.

Ability to read and write English and to comprehend procedures, policies, documents, and directives that are necessary to the safe performance of the job.

Ability to follow both written and oral instructions and to organize and express thoughts and ideas, both orally and through written communication.

ADDITIONAL REQUIREMENTS:

Physical and psychological examinations, as may be required during employment. Drug and alcohol screening will be required.

Criminal background and driving record checks are required prior to employment.

Means of transportation and communications.

PHYSICAL DEMANDS:

Considerable physical strength and stamina.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



While performing the duties of this job, the employee is constantly required to: talk; hear; speak; stand; walk, bend; twist; balance, stoop or crouch; sit; climb stairs to various levels; use hands, fingers wrist for repetitive motion; handle/feel objects; reach; drive; get in and out of vehicles; tolerate exposure to weather and environmental allergens. The employee must regularly lift and/or move up to 25 pounds and may be required to occasionally lift and/or move up to 100 pounds. Continuous visual acuity including close vision and the ability to adjust focus and normal audio ability.

While performing the duties of this job, the employee works in outside weather conditions as well as various inside environments. The employee frequently works near moving mechanical parts; in precarious places; and is exposed to wet and/or humid conditions, fumes, extreme cold, and extreme heat.

The employee must be free from mental and/or physical disorders which would interfere with performance of duties as described and have the ability to maintain his/her composure with the public and co-workers in everyday, stressful, and emergency situations. Employee may occasionally have to function in situations where subjected to aggressive physical and/or verbal behavior.

**\*\*\*\*\*This job description does not constitute an employment agreement or contract between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.\*\*\*\*\***

LICENSE OR CERTIFICATE:

Must possess and maintain valid Class A Connecticut Commercial Driver's License.

The following is required:

- Air brake certification

The following are preferred:

- Welding training/certification
- Diesel engine repair training/certification
- Hydraulic repair training/certification

The following are desirable:

- Trade school diploma in automotive repair
- ASE or equivalent from dealer or factory

Adopted by Ledyard Town Council \_\_\_\_\_

\_\_\_\_\_  
Kevin Dombrowski, Chair

TOWN OF LEDYARD

MAINTENANCE FOREMAN

GENERAL STATEMENT OF DUTIES:

Supervises and performs the repairs and maintenance of trucks, tractors, road machinery and other motor driven and mechanical equipment. Does related work as required.

SUPERVISION RECEIVED:

Works under direction of the Highway superintendent and/or Public Works Director who assigns specific repair tasks and job schedules.

SUPERVISION EXERCISED:

Supervises personnel assigned.

EXAMPLES OF DUTIES:

Directs and assists in repairing automobiles, trucks, snow plows, hoists, spreaders, scrapers, cranes, sprayers, tractors and other machinery. Directs the repairing of bodies and chassis; directs the necessary painting by hand or with spraying equipment. Directs preventive maintenance and service work; responsible for issuing purchase orders for parts, accessories and materials used in the maintenance of highway equipment and vehicles; keeps service records; shall assist in repairing, rebuilding and servicing of all vehicles and equipment under his jurisdiction.

MINIMUM QUALIFICATIONS:

- A. KNOWLEDGE, SKILL AND ABILITY: Knowledge of mechanism of automotive and other mechanical equipment, standard methods of making repairs and adjustments. Ability to supervise the use and care of tools of the trade, bench testing equipment, lathe and drill press and general machine shop operations. Knowledge of budget preparations, garage maintenance records, purchasing procedure and general maintenance supervision.
- B. EXPERIENCE AND TRAINING: Not less than four (4) years experience as an automotive and highway equipment mechanic OR IN LIEU THEREOF, an equivalent combination of experience and training totaling four (4) years with at least one (1) year experience as a foreman or supervisor or both.
- C. SPECIAL REQUIREMENT: Must hold a valid Class 1 Connecticut Motor Vehicle Operator's License.

SALARY GROUP: Per collective bargaining agreement

Adopted at Ledyard Town Council Meeting on

May 8, 1985

David A. Koldridge

Chairman, Town Council



# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

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**File #:** 22-678

**Agenda Date:** 11/9/2022

**Agenda #:** 2.

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## JOB DESCRIPTION

### **Motion/Request:**

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

### **Background:**

To update the job description with current requirements. No impact on salary.

Attached for reference is the 1989 job description along with the new draft.

### Proposed Job Description

## **TOWN OF LEDYARD MECHANIC**

### NATURE OF WORK:

Performs skilled and semi-skilled mechanical work in the repair, overhaul, and maintenance of automobiles, trucks, light and heavy equipment, and other motor driven and mechanical equipment. Performs other related work as required.

### SUPERVISION RECEIVED:

Works under the direction and supervision of the Maintenance Foreman.

### SUPERVISION EXERCISED:

May supervise personnel in the garage as assigned by the Highway Superintendent and/or Director of Public Works.

### EXAMPLES OF ESSENTIAL JOB FUNCTIONS:

Performs minor and major repairs to Town equipment and on vehicles.

Performs routine vehicle maintenance work, including preventive maintenance, tune-ups, lubrications, oil changes, tire changing and balancing.

Performs engine and transmission overhauls, electrical system repairs and rewiring, brake system repairs, clutch repairs and replacements, and similar mechanical work.

Uses hand and power tools to repair damaged vehicle bodies and body parts, and auxiliary parts of equipment. Grinds, files, and sands repaired surfaces using power and hand tools.

Operates vehicles and equipment, discusses performance with operator. Uses lift or jack to analyze, test, inspect, and diagnosis needed repairs.

Repairs and maintains power mowers, snow blowers, and other mechanical equipment.

Helps install a variety of attachments to vehicles and equipment.

Makes roadside repairs as needed.

Follows standard safety procedures and regulations as required

Assists with materials, parts, and supplies ordering as needed.

Assists in maintaining accurate service records for Town vehicles.

Operates snowplows, operates chain saws and other small power equipment, as needed to support Department operations.

Ability to establish and maintain effective and courteous working relationships with Town Officials, public officials, the general public, other departments and agencies, and co-workers.

Regular attendance is a requirement of this position.

**\*\*\*\*\*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.\*\*\*\*\***

#### QUALIFICATIONS PROFILE:

Minimum of three (3) years of increasingly responsible experience in the maintenance and repair of all types of light and heavy gas and diesel automotive and other equipment, OR IN LIEU THEREOF, an equivalent combination of experience and training totaling three (3) years.

Knowledge of the equipment, materials, methods, and techniques used in a municipal fleet maintenance service operations.

Knowledge of the hazards and safety precautions associated with a municipal fleet maintenance service operations.

Ability to perform all duties and responsibilities and operate all equipment in lower classification.

Ability to read and write English and to comprehend procedures, policies, documents, and directives that are necessary to the safe performance of the job.

Ability to follow both written and oral instructions and to organize and express thoughts and ideas, both orally and through written communication.

Ability to carry out assigned projects to their completion.

Ability to work independently in a responsible manner utilizing independent judgment.

Substantial understanding of the mechanical operations of Town vehicles and equipment.

Ability to use "tools of the trade," including but not limited to welders, lathe, drill press, grinder, and general machine shop equipment.

ADDITIONAL REQUIREMENTS:

Physical and psychological examinations, as may be required during employment. Drug and alcohol screening will be required.

Criminal background and driving record checks are required prior to employment.

Means of transportation and communications.

PHYSICAL DEMANDS:

Considerable physical strength and stamina.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is constantly required to: talk; hear; speak; stand; walk, bend; twist; balance, stoop or crouch; sit; climb stairs to various levels; use hands, fingers wrist for repetitive motion; handle/feel objects; reach; drive; get in and out of vehicles; tolerate exposure to weather and environmental allergens. The employee must regularly lift and/or move up to 25 pounds and may be required to occasionally lift and/or move up to 100 pounds. Continuous visual acuity including close vision and the ability to adjust focus and normal audio ability.

While performing the duties of this job, the employee works in outside weather conditions as well as various inside environments. The employee frequently works near moving mechanical parts; in precarious places; and is exposed to wet and/or humid conditions, fumes, extreme cold, and extreme heat.

The employee must be free from mental and/or physical disorders which would interfere with performance of duties as described and have the ability to maintain his/her composure with the public and co-workers in everyday, stressful, and emergency situations. Employee may occasionally have to function in situations where subjected to aggressive physical and/or verbal behavior.

**\*\*\*\*\*This job description does not constitute an employment agreement or contract between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.\*\*\*\*\***

LICENSE OR CERTIFICATE:

Must possess and maintain valid Class A Connecticut Commercial Driver's License.

The following is required:

- Air brake certification

The following are preferred:

- Welding training/certification
- Diesel engine repair training/certification
- Hydraulic repair training/certification

The following are desirable:

- Trade school diploma in automotive repair

- ASE or equivalent from dealer or factory

Adopted by Ledyard Town Council \_\_\_\_\_

\_\_\_\_\_  
Kevin Dombrowski, Chair

**Human Resources Comment/Recommendation:**  
(type text here)

**Financial Information:**  
(type text here)

**Mayor Comment/Recommendation:**  
(type text here)

**TOWN OF LEDYARD**  
**MECHANIC**

**NATURE OF WORK:**

Performs skilled and semi-skilled mechanical work in the repair, overhaul, and maintenance of automobiles, trucks, light and heavy equipment, and other motor driven and mechanical equipment. Performs other related work as required.

**SUPERVISION RECEIVED:**

Works under the direction and supervision of the Maintenance Foreman.

**SUPERVISION EXERCISED:**

May supervise personnel in the garage as assigned by the Highway Superintendent and/or Director of Public Works.

**EXAMPLES OF ESSENTIAL JOB FUNCTIONS:**

Performs minor and major repairs to Town equipment and on vehicles.

Performs routine vehicle maintenance work, including preventive maintenance, tune-ups, lubrications, oil changes, tire changing and balancing.

Performs engine and transmission overhauls, electrical system repairs and rewiring, brake system repairs, clutch repairs and replacements, and similar mechanical work.

Uses hand and power tools to repair damaged vehicle bodies and body parts, and auxiliary parts of equipment. Grinds, files, and sands repaired surfaces using power and hand tools.

Operates vehicles and equipment, discusses performance with operator. Uses lift or jack to analyze, test, inspect, and diagnosis needed repairs.

Repairs and maintains power mowers, snow blowers, and other mechanical equipment.

Helps install a variety of attachments to vehicles and equipment.

Makes roadside repairs as needed.

Follows standard safety procedures and regulations as required

Assists with materials, parts, and supplies ordering as needed.

Assists in maintaining accurate service records for Town vehicles.

Operates snowplows, operates chain saws and other small power equipment, as needed to support Department operations.

Ability to establish and maintain effective and courteous working relationships with Town Officials, public officials, the general public, other departments and agencies, and co-workers.

Regular attendance is a requirement of this position.

**\*\*\*\*\*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.\*\*\*\*\***

QUALIFICATIONS PROFILE:

Minimum of three (3) years of increasingly responsible experience in the maintenance and repair of all types of light and heavy gas and diesel automotive and other equipment, OR IN LIEU THEREOF, an equivalent combination of experience and training totaling three (3) years.

Knowledge of the equipment, materials, methods, and techniques used in a municipal fleet maintenance service operations.

Knowledge of the hazards and safety precautions associated with a municipal fleet maintenance service operations.

Ability to perform all duties and responsibilities and operate all equipment in lower classification.

Ability to read and write English and to comprehend procedures, policies, documents, and directives that are necessary to the safe performance of the job.

Ability to follow both written and oral instructions and to organize and express thoughts and ideas, both orally and through written communication.

Ability to carry out assigned projects to their completion.

Ability to work independently in a responsible manner utilizing independent judgment.

Substantial understanding of the mechanical operations of Town vehicles and equipment.

Ability to use “tools of the trade,” including but not limited to welders, lathe, drill press, grinder, and general machine shop equipment.

ADDITIONAL REQUIREMENTS:

Physical and psychological examinations, as may be required during employment. Drug and alcohol screening will be required.

Criminal background and driving record checks are required prior to employment.

Means of transportation and communications.

PHYSICAL DEMANDS:

Considerable physical strength and stamina.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



While performing the duties of this job, the employee is constantly required to: talk; hear; speak; stand; walk, bend; twist; balance, stoop or crouch; sit; climb stairs to various levels; use hands, fingers wrist for repetitive motion; handle/feel objects; reach; drive; get in and out of vehicles; tolerate exposure to weather and environmental allergens. The employee must regularly lift and/or move up to 25 pounds and may be required to occasionally lift and/or move up to 100 pounds. Continuous visual acuity including close vision and the ability to adjust focus and normal audio ability.

While performing the duties of this job, the employee works in outside weather conditions as well as various inside environments. The employee frequently works near moving mechanical parts; in precarious places; and is exposed to wet and/or humid conditions, fumes, extreme cold, and extreme heat.

The employee must be free from mental and/or physical disorders which would interfere with performance of duties as described and have the ability to maintain his/her composure with the public and co-workers in everyday, stressful, and emergency situations. Employee may occasionally have to function in situations where subjected to aggressive physical and/or verbal behavior.

**\*\*\*\*\*This job description does not constitute an employment agreement or contract between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.\*\*\*\*\***

LICENSE OR CERTIFICATE:

Must possess and maintain valid Class A Connecticut Commercial Driver's License.

The following is required:

- Air brake certification

The following are preferred:

- Welding training/certification
- Diesel engine repair training/certification
- Hydraulic repair training/certification

The following are desirable:

- Trade school diploma in automotive repair
- ASE or equivalent from dealer or factory

Adopted by Ledyard Town Council \_\_\_\_\_

\_\_\_\_\_  
Kevin Dombrowski, Chair

TOWN OF LEDYARD

GARAGE MECHANIC I

GENERAL STATEMENT OF DUTIES:

Repairs and maintains trucks, tractors, road machinery, and other types of motor-driven and mechanical equipment.

SUPERVISION RECEIVED:

Works under the immediate supervision of a Maintenance Foreman.

SUPERVISION EXERCISED:

May supervise Garage Mechanic II.

EXAMPLES OF DUTIES:

Assists in repairing automobiles, trucks, snow plows, hoists, spreaders, scrapers, crains, sprayers, tractors, and other machinery; relines and adjusts brakes; installs special accessories such as fans, heaters, spreaders, and other miscellaneous equipment; adjusts valves, ignition timing, wheel alignment, shock absorbers, carburetor settings and generator charging rate; repairs bodies and chassis by straightening and welding fenders, bumpers, axles, and frameworks; builds and repairs tool boxes, seats, stake body parts and side and tail gates; does necessary painting by hand or with spraying equipment; does preventive maintenance and service work such as: greasing equipment, tire repairs, washing and polishing vehicles, servicing vehicles with gas, oil, water, and winter protection; fills out service records; may assist in any mechanical repairing; rebuilding and servicing for which the garage foreman has responsibility; and does related work as required.

MINIMUM QUALIFICATIONS:

- A. KNOWLEDGE, SKILL AND ABILITY: Knowledge of the mechanisms of automotive and other mechanical equipment; knowledge of standard methods of making repairs and adjustments; ability to use and care for the tools for the press; knowledge of simple record keeping.
- B. EXPERIENCE AND TRAINING: Not less than three (3) years experience as an automotive and highway equipment mechanic or in lieu thereof, an equivalent combination of experience and training totaling three (3) years.
- C. SPECIAL REQUIREMENTS: Must possess valid Class I Connecticut Motor Vehicle License.

Must provide own handtools.

SALARY GROUP Per collective bargaining agreement

Adopted at Ledyard Town Council

Meeting on February 8, 1989

Wesley J. Johnson, Sr.

Chairman, Town Council

TOWN OF LEDYARD  
GARAGE MECHANIC II

GENERAL STATEMENT OF DUTIES:

Assists in service, repairs, and maintenance of equipment, including trucks, tractors, road machinery, automobiles, and other types of motor driven and mechanical equipment; assists in maintenance of repair shop.

SUPERVISION RECEIVED:

Works under the immediate supervision of the Maintenance Foreman or designee.

SUPERVISION EXERCISED:

None

EXAMPLES OF DUTIES:

Assists in routine service to fleet; assists Maintenance Foreman or Mechanic I in performing repair, maintenance, and other operations; washes, cleans, and paints vehicles as needed; maintains shop; acts as pick-up man for miscellaneous supplies and parts; repairs and changes tires; acts as needed as clerk of stock room and dispatcher; assists in general operation of the repair shop; does related work as required.

MINIMUM QUALIFICATIONS:

- A. KNOWLEDGE, SKILL AND ABILITY: Mechanical ability or aptitude as demonstrated through work experience, high school, technical or other formal courses, or general knowledge gained by association with mechanical equipment; ability to perform tasks requiring physical stamina and strength.
- B. EXPERIENCE AND TRAINING: Some aptitude relative to repair and maintenance of motor vehicles and/or mechanical equipment with graduation from technical or high school; or in lieu thereof, one (1) years' employment dealing with repair and maintenance of mechanical equipment, or in lieu thereof, an equivalent combination of experience and training.
- C. SPECIAL REQUIREMENTS: Must possess valid Class 2 Connecticut Motor Vehicle License.  
  
Must provide own handtools.

SALARY GROUP Per collective bargaining agreement

Adopted at Ledyard Town Council

Meeting on February 8, 1989

Wesley J. Johnson, Sr.  
Chairman, Town Council



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**File #:** 22-016

**Agenda Date:** 11/9/2022

**Agenda #:** 1.

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## ORDINANCE

### **Subject/Application:**

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.

### **Background:**

**Town Council Meeting 10/13/2022:** In considering a motion to set a public hearing date to receive comments regarding the proposed Commercial Vehicle Parking Ordinance, it was agreed that rather than create a separate ordinance that the provisions regarding the parking of Commercial Vehicles on town roads be added to Ordinance #300-027 (rev 1) “*An Ordinance Regulating Parking and Other Activities in Town Roads and Rights-of-Way and Providing Penalties for the Violation Thereof*”.

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 the draft dated October 13, 2022 is attached.

The LUPPW Committee discussed potential mechanisms to address regarding safety concerns pertaining to a large commercial tow truck/flatbed that was parked on a residential street, which included using an Ordinance versus the Zoning Regulations. They also discussed the complexity of the issue, noting that it was multi-faceted involving safety and inconvenience issues.

The LUPPW Committee discussed with Land Use Director/Town Planner Juliet Hodge a number of scenarios, the challenge to define the qualifying characteristics/criteria, and potential exemptions:

- Impeding sight lines, cannot see children getting on and off the school bus, neighbors cannot see to pull out of their driveways.
- Neighbors hearing large noisy trucks starting up at 2:00 a.m. to leave for work.
- Large pick-up trucks that could be registered as a commercial vehicle, but were used as a passenger truck; and was registered as such.
- Parking five limousines on the curb in front of their home.
- Parking an oil truck in front of their house.
- Public property cannot be used to subsidize private companies, which meant that commercial vehicles could not park on the street.

- Parking a tractor trailer on the side of the road without the cab portion of the truck.

❖ Characteristics /Criteria

- Size of Vehicle
  - ✓ Height - Bigger than 8 feet tall
  - ✓ Width - Longer than 20 feet long
  - ✓ Weight - Heavier than 12,000 pounds

❖ Exceptions:

- Commercial vehicles being parked on residential street during normal business hours if they were working on the property to provide services such as cutting grass, painting a house, tree removal, delivering oil or repairing a furnace, doing an addition, etc.

❖ Ordinance versus Zoning Regulations:

Ordinance	Zoning Regulations
<ul style="list-style-type: none"> <li>• Police Department could ticket for violators.</li> <li>• Tickets would be in accordance with State of Connecticut Complaint Ticket (Parking Ticket CGS 7-148; 7-148(c) ) (i.e. Ordinance #600-003)</li> </ul>	<ul style="list-style-type: none"> <li>• Challenge to enforce.</li> <li>• Include provisions in both the Zoning Regulations and in an Ordinance.</li> </ul>

Should the town decide to implement an Ordinance or Zoning Regulations, or both, to limit/prohibit the parking of large commercial vehicles on the street, a Public Hearing would be held prior to the adoption of the Ordinance. Initially the Police Department could issue warnings to alert people that they were in violation of the new law, and if the situation continued then they could issue Tickets in accordance with State Statute Section 7-148; 7-148(c) which already included an “Appeals Process”.

Land Use Director/Town Planner Juliet Hodge offered to draft an Ordinance for the LUPPW Committee to consider, as well as a Zoning Regulation amendment for the Planning & Zoning Commission to consider.

**Meeting Action Detail:**

**Administration Committee Meeting 9/28/2022**

File #: [22016 <https://ledyardct.legistar.com/LegislationDetail.aspx?ID=5741897&GUID=F981DB10-B855-4128-A581-ED79AEAE6861>](https://ledyardct.legistar.com/LegislationDetail.aspx?ID=5741897&GUID=F981DB10-B855-4128-A581-ED79AEAE6861) Version: 1

Type: Ordinance

Title: MOTION to recommend the Town Council adopt a proposed “An Ordinance Regulating Parking of Commercial Vehicles on Public Streets in Residential Zones and/or In Front of Residentially Used Properties” as contained in the draft dated ~~June 8~~, **September 28**, 2022.

Mover: Irwin <<https://ledyardct.legistar.com/PersonDetail.aspx?ID=272274&GUID=E1753A3F-7EBE-4FAF->

B351-6D26580C6437> **Seconder:** McGrattan <<https://ledyardct.legistar.com/PersonDetail.aspx?ID=272272&GUID=3144F68E-E5F1-4DBE-8B3D-C8C2AF03B816>> □

**Result:** Recommend to Approve□

DRAFT: ~~6/8/2022~~ 9/28/2022

Ordinance #600-XXX

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

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

Section I: Purpose

To regulate parking of commercial vehicles on public streets/roads in residential zones and/or in front of residentially used properties.

Section 2: Regulations

- A. 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.
- B. 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 3: Violation

Whenever any motor vehicle is found to be parked in violation of Section 2 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.

*The Fine Schedule, may be amended from time to time, with the approval of the Town Council, and is hereby incorporated in this Ordinance as fully set forth herein (Appendix)*

~~First Offense: \$90 (Infraction)~~

~~Subsequent Offense: \$200 (Violation)~~

Section 4: Payment of Fine

Payment of the fine(s) associated with the issue of any Ticket shall be in accordance with current Connecticut State Statutes.

Section 5: 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 6: 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 B. Allyn, III, Mayor

Published on: \_\_\_\_\_

\_\_\_\_\_  
Patricia A. Riley, Town Clerk

Effective Date: \_\_\_\_\_

History

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 # 600-XXX

*APPENDIX*

*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.*

*STATE.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 Irwin, seconded by Councilor McGrattan

Discussion: Councilor Ingalls explained in response to some resident's concerns regarding safety pertaining to a large commercial tow truck/flatbed that was parked on a residential street the LUPPW Committee discussed the appropriate mechanism to address the issue at their May 2, 2022 meeting.

Councilor Ingalls went on to state that the LUPPW Committee worked with Land Use Director Juliet Hodge to draft the proposed Ordinance dated June 8, 2022 as presented this evening.

The Administration Committee reviewed the proposed Ordinance and agreed that it was well written and would address the safety issues that were of concern.

Councilor Irwin suggested that rather state the Fines in the Ordinance itself that they put the Fines in an Appendix, as they have done for other Ordinances that have a fee schedule, so that if they want to make a change to the fines they would not need to go thru the process to amend the Ordinance itself.

The Administration Committee agreed to move the Fee Schedule to an Appendix as a "*friendly amendment*" as noted above.

Councilor Ingalls noted the draft Ordinance the Administration Committee would be forwarding to the Town Council for consideration would be dated **September 28, 2022**.

VOTE:3 - 0 Approved and so declared.

Action: [Recommend to Approve](#)

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### **LUPPW Cmt Meeting 8/1/2022**

File #: [22016 <https://ledyardct.legistar.com/LegislationDetail.aspx?ID=5741897&GUID=F981DB10-B855-4128-A581-ED79AEAE6861>](https://ledyardct.legistar.com/LegislationDetail.aspx?ID=5741897&GUID=F981DB10-B855-4128-A581-ED79AEAE6861) Version: 1

Type: Ordinance

Title: MOTION to recommend the Town Council adopt a proposed "*An Ordinance Regulating Parking of Commercial Vehicles on Public Streets in Residential Zones and/or In Front of Residentially Used Properties*" as contained in the draft dated June 8, 2022.

Mover: [Gary Paul <https://ledyardct.legistar.com/PersonDetail.aspx?ID=272274&GUID=E1753A3F-7EBE-4FAF-B351-6D26580C6437>](https://ledyardct.legistar.com/PersonDetail.aspx?ID=272274&GUID=E1753A3F-7EBE-4FAF-B351-6D26580C6437) Secunder: [John Marshall <https://ledyardct.legistar.com/PersonDetail.aspx?ID=272272&GUID=3144F68E-E5F1-4DBE-8B3D-C8C2AF03B816>](https://ledyardct.legistar.com/PersonDetail.aspx?ID=272272&GUID=3144F68E-E5F1-4DBE-8B3D-C8C2AF03B816)

Result: Recommend to Approve

#### Meeting Note:

Councilor Paul noted in response to some resident's concerns regarding safety pertaining to a large commercial tow truck/flatbed that was parked on a residential street the LUPPW Committee' began discussing the appropriate mechanism to address the issue at their May 2, 2022 meeting. He stated Land Use Director Juliet Hodge drafted a proposed Ordinance that the LUPPW Committee reviewed at the June 6, 2022 and that some additional editorials were made, as presented in the draft dated June 8, 2022 for review and discussion this evening.

- MOTION to recommend the Town Council adopt a proposed "*An Ordinance Regulating Parking of Commercial Vehicles on Public Streets in Residential Zones and/or In Front of Residentially Used Properties*" as contained in the draft dated June 8, 2022.  
Moved by Councilor Paul, seconded by Councilor Marshall  
Discussion: The LUPPW Committee discussed the proposed Ordinance (see above) and questioned the

following:

- Process to move the Ordinance forward to the Town Council. It was noted that the Ordinance would move on the Administration Committee for their review before being presented to the Town Council.
- Would the Finance Committee also need to be involved with the review process? It was noted that because the fines were set in the Ordinance and that the *Payment of the fine(s) associated with the issue of any Ticket would be in accordance with current Connecticut State Statutes (7-148\*)* that it was not necessary for the proposed Ordinance to be forwarded to the Finance Committee.

VOTE:3 - 0 Approved and so declared.

Action: Recommended for Approval

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

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

Section I: Purpose

To regulate parking of commercial vehicles on public streets/roads in residential zones and/or in front of residentially used properties.

Section 2: Regulations

- A. 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.
- B. 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 3: Violation

Whenever any motor vehicle is found to be parked in violation of Section 2 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.

***The Town Council shall establish a fine 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).***

~~First Offense: \$90 (Infraction)~~

~~Subsequent Offense: \$200 (Violation)~~

Section 4: Payment of Fine

Payment of the fine(s) associated with the issue of any Ticket shall be in accordance with current Connecticut State Statutes.

Section 5: 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 6: 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 B. Allyn, III, Mayor

Published on: \_\_\_\_\_

\_\_\_\_\_  
Patricia A. Riley, Town Clerk

Effective Date: \_\_\_\_\_

## History

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.

APPENDIX

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.

STATE.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

VIOLATIONS OF MUNICIPAL ORDINANCES  
NOT RELATED TO PARKING OR MOTOR VEHICLES

The complaint ticket may be used for violations of municipal parking ordinances NOT related to parking or motor vehicles 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.

STATE.NO.

7-148\*                      Municipal ordinance NOT related to parking or motor vehicles where the amount of the penalty is \$90.00 or less. (See Examples 1 and 2 Below)

7-148CI91-250            Municipal ordinance NOT related to parking or motor vehicles 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

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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.

STATE.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

**Sec. 7-148. Scope of municipal powers.** (a) **Definitions.** Whenever used in this section, "municipality" means any town, city or borough, consolidated town and city or consolidated town and borough.

(b) **Ordinances.** Powers granted to any municipality under the general statutes or by any charter or special act, unless the charter or special act provides to the contrary, shall be exercised by ordinance when the exercise of such powers has the effect of:

(1) Establishing rules or regulations of general municipal application, the violation of which may result in the imposition of a fine or other penalty including community service for not more than twenty hours; or

(2) Creating a permanent local law of general applicability.

(c) **Powers.** Any municipality shall have the power to do any of the following, in addition to all powers granted to municipalities under the Constitution and general statutes:

(1) **Corporate powers.** (A) Contract and be contracted with, sue and be sued, and institute, prosecute, maintain and defend any action or proceeding in any court of competent jurisdiction;

(B) Provide for the authentication, execution and delivery of deeds, contracts, grants, and releases of municipal property and for the issuance of evidences of indebtedness of the municipality;

(2) **Finances and appropriations.** (A) Establish and maintain a budget system;

(B) Assess, levy and collect taxes for general or special purposes on all property, subjects or objects which may be lawfully taxed, and regulate the mode of assessment and collection of taxes and assessments not otherwise provided for, including establishment of a procedure for the withholding of approval of building application when taxes or water or sewer rates, charges or assessments imposed by the municipality are delinquent for the property for which an application was made;

(C) Make appropriations for the support of the municipality and pay its debts;

(D) Make appropriations for the purpose of meeting a public emergency threatening the lives, health or property of citizens, provided such appropriations shall require a favorable vote of at least two-thirds of the entire membership of the legislative body or, when the legislative body is the town meeting, at least two-thirds of those present and voting;

(E) Make appropriations to military organizations, hospitals, health care facilities, public health nursing organizations, nonprofit museums and libraries, organizations providing drug abuse and dependency programs and any other private organization

performing a public function;

(F) Provide for the manner in which contracts involving unusual expenditures shall be made;

(G) When not specifically prescribed by general statute or by charter, prescribe the form of proceedings and mode of assessing benefits and appraising damages in taking land for public use, or in making public improvements to be paid for, in whole or in part, by special assessments, and prescribe the manner in which all benefits assessed shall be collected;

(H) Provide for the bonding of municipal officials or employees by requiring the furnishing of such bond, conditioned upon honesty or faithful performance of duty and determine the amount, form, and sufficiency of the sureties thereof;

(I) Regulate the method of borrowing money for any purpose for which taxes may be levied and borrow on the faith and credit of the municipality for such general or special purposes and to such extent as is authorized by general statute;

(J) Provide for the temporary borrowing of money;

(K) Create a sinking fund or funds or a trust fund or funds or other special funds, including funds which do not lapse at the end of the municipal fiscal year;

(L) Provide for the assignment of municipal tax liens on real property to the extent authorized by general statute;

(3) **Property.** (A) Take or acquire by gift, purchase, grant, including any grant from the United States or the state, bequest or devise and hold, condemn, lease, sell, manage, transfer, release and convey such real and personal property or interest therein absolutely or in trust as the purposes of the municipality or any public use or purpose, including that of education, art, ornament, health, charity or amusement, cemeteries, parks or gardens, or the erection or maintenance of statues, monuments, buildings or other structures, require. Any lease of real or personal property or any interest therein, either as lessee or lessor, may be for such term or any extensions thereof and upon such other terms and conditions as have been approved by the municipality, including without limitation the power to bind itself to appropriate funds as necessary to meet rent and other obligations as provided in any such lease;

(B) Provide for the proper administration of gifts, grants, bequests and devises and meet such terms or conditions as are prescribed by the grantor or donor and accepted by the municipality;

(4) **Public services.** (A) Provide for police protection, regulate and prescribe the duties of the persons providing police protection with respect to criminal matters within the limits of the municipality and maintain and regulate a suitable place of detention

within the limits of the municipality for the safekeeping of all persons arrested and awaiting trial and do all other things necessary or desirable for the policing of the municipality;



# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

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**File #:** 22-247

**Agenda Date:** 11/9/2022

**Agenda #:** 1.

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## GENERAL DISCUSSION

### **Subject/Application:**

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.

### **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.

### **Meeting Detail:**

#### **Town Council Meeting 10/12/2022:**

**File #:** [22247](#) Version: 1

**Type:** General Discussion

**Title:** MOTION to set a Hybrid (In-Person & Video Conference) Public Hearing date for October 26, 2022 at 6:30 p.m. to be held in the Council Chambers, 741 Colonel Ledyard Highway, to receive comments and recommendations regarding a proposed *“An Ordinance Regulating Parking of Commercial Vehicles on Public Streets in Residential Zones and/or In Front of Residentially Used Properties”* as contained in the draft dated **June 8, September 28, 2022.**

Action: No Action

### **Minute Note:**

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 1) *“An Ordinance Regulating Parking and Other Activities in Town Roads and Rights*

*-of-Way and Providing Penalties for the Violation Thereof*". Therefore, Chairman Dombrowski suggested the Town Council not set a public hearing this evening and that the Land Use/Planning/Public Works Committee revisit the proposal.

Councilor Ingalls stated that she agreed with the idea to include the Commercial Vehicle Parking provision in Ordinance #300-027 (rev 1). However, she suggested this initiative not be delayed any longer than it needed to be, noting that she understood their residents frustration.

Administrative Assistant Roxanne Maher noted in a conversation with Mr. Masalin that proposed amendments to Ordinance #300-027 (rev 1) could be presented at the Land Use/Planning/Public Works Committee's November 7, 2022 meeting.

The Town Council agreed to remove this item from the Agenda, noting that a motion to set a public hearing date would come forward at a later time regarding a proposed Ordinance.

**RESULT: NO ACTION**

**REMOVE FROM AGENDA**

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**Administration Committee Meeting 9/28/2022**

File #: [22247 <https://ledyardct.legistar.com/LegislationDetail.aspx?ID=5814186&GUID=E2C7069F-CBA6-4209-A4C0-5F8D44613280>](https://ledyardct.legistar.com/LegislationDetail.aspx?ID=5814186&GUID=E2C7069F-CBA6-4209-A4C0-5F8D44613280) Version: 1

Type: General Discussion

Title: MOTION to set a Hybrid (In-Person & Video Conference) Public Hearing date for October 26, 2022 at 6:30 p.m. to be held in the Council Chambers, 741 Colonel Ledyard Highway, to receive comments and recommendations regarding a proposed "*An Ordinance Regulating Parking of Commercial Vehicles on Public Streets in Residential Zones and/or In Front of Residentially Used Properties*" as contained in the draft dated ~~June 8~~, **September 28**, 2022.

Mover: Irwin ~~Seconder~~: McGrattan

Action: Recommend to Approve

**Minutes Note:**

Moved by Councilor Irwin, seconded by Councilor McGrattan

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

Councilor Ingalls suggested the Town Council notify the residents who live on Oakwood Drive, Gales Ferry be notified of the October 26, 2022 Public Hearing date regarding the proposed "*An Ordinance Regulating Parking of Commercial Vehicles on Public Streets in Residential Zones and/or In Front of Residentially Used Properties*".

VOTE:3 - 0 Approved and so declared.

Action: [Recommend to Approve](#)

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**Sec. 7-148. Scope of municipal powers.** (a) **Definitions.** Whenever used in this section, "municipality" means any town, city or borough, consolidated town and city or consolidated town and borough.

(b) **Ordinances.** Powers granted to any municipality under the general statutes or by any charter or special act, unless the charter or special act provides to the contrary, shall be exercised by ordinance when the exercise of such powers has the effect of:

(1) Establishing rules or regulations of general municipal application, the violation of which may result in the imposition of a fine or other penalty including community service for not more than twenty hours; or

(2) Creating a permanent local law of general applicability.

(c) **Powers.** Any municipality shall have the power to do any of the following, in addition to all powers granted to municipalities under the Constitution and general statutes:

(1) **Corporate powers.** (A) Contract and be contracted with, sue and be sued, and institute, prosecute, maintain and defend any action or proceeding in any court of competent jurisdiction;

(B) Provide for the authentication, execution and delivery of deeds, contracts, grants, and releases of municipal property and for the issuance of evidences of indebtedness of the municipality;

(2) **Finances and appropriations.** (A) Establish and maintain a budget system;

(B) Assess, levy and collect taxes for general or special purposes on all property, subjects or objects which may be lawfully taxed, and regulate the mode of assessment and collection of taxes and assessments not otherwise provided for, including establishment of a procedure for the withholding of approval of building application when taxes or water or sewer rates, charges or assessments imposed by the municipality are delinquent for the property for which an application was made;

(C) Make appropriations for the support of the municipality and pay its debts;

(D) Make appropriations for the purpose of meeting a public emergency threatening the lives, health or property of citizens, provided such appropriations shall require a favorable vote of at least two-thirds of the entire membership of the legislative body or, when the legislative body is the town meeting, at least two-thirds of those present and voting;

(E) Make appropriations to military organizations, hospitals, health care facilities, public health nursing organizations, nonprofit museums and libraries, organizations providing drug abuse and dependency programs and any other private organization



performing a public function;

(F) Provide for the manner in which contracts involving unusual expenditures shall be made;

(G) When not specifically prescribed by general statute or by charter, prescribe the form of proceedings and mode of assessing benefits and appraising damages in taking land for public use, or in making public improvements to be paid for, in whole or in part, by special assessments, and prescribe the manner in which all benefits assessed shall be collected;

(H) Provide for the bonding of municipal officials or employees by requiring the furnishing of such bond, conditioned upon honesty or faithful performance of duty and determine the amount, form, and sufficiency of the sureties thereof;

(I) Regulate the method of borrowing money for any purpose for which taxes may be levied and borrow on the faith and credit of the municipality for such general or special purposes and to such extent as is authorized by general statute;

(J) Provide for the temporary borrowing of money;

(K) Create a sinking fund or funds or a trust fund or funds or other special funds, including funds which do not lapse at the end of the municipal fiscal year;

(L) Provide for the assignment of municipal tax liens on real property to the extent authorized by general statute;

(3) **Property.** (A) Take or acquire by gift, purchase, grant, including any grant from the United States or the state, bequest or devise and hold, condemn, lease, sell, manage, transfer, release and convey such real and personal property or interest therein absolutely or in trust as the purposes of the municipality or any public use or purpose, including that of education, art, ornament, health, charity or amusement, cemeteries, parks or gardens, or the erection or maintenance of statues, monuments, buildings or other structures, require. Any lease of real or personal property or any interest therein, either as lessee or lessor, may be for such term or any extensions thereof and upon such other terms and conditions as have been approved by the municipality, including without limitation the power to bind itself to appropriate funds as necessary to meet rent and other obligations as provided in any such lease;

(B) Provide for the proper administration of gifts, grants, bequests and devises and meet such terms or conditions as are prescribed by the grantor or donor and accepted by the municipality;

(4) **Public services.** (A) Provide for police protection, regulate and prescribe the duties of the persons providing police protection with respect to criminal matters within the limits of the municipality and maintain and regulate a suitable place of detention

within the limits of the municipality for the safekeeping of all persons arrested and awaiting trial and do all other things necessary or desirable for the policing of the municipality;



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**File #:** 22-658

**Agenda Date:** 11/9/2022

**Agenda #:** 5.

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AGENDA REQUEST  
GENERAL DISCUSSION ITEM

**Subject:**

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

**Background:**

The Ledyard Pride and Beautification Committee was initially established under a Resolution on August 10, 2016.

Resolutions are typically used for temporary or short-term committees designed to address a specific project, which would have a fixed end date such as the Charter Revision Commission; with all members terms ending at the same time.

Because the Ledyard Beautification Committee was a success, as part of the *2017-2019 Town Council Ordinance Update Initiative* the Resolution establishing the Beautification Committee was transitioned into an Ordinance to provide for an on-going Beautification Committee and the current members at that time remained in place.

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.

Based on a nine-member Committee the Administration Committee recommends the one-time Administrative Adjustment be as follows:

- The terms of the current three Committee Members, who were reappointed on September 28, 2022, was scheduled to end on October 26, 2025;
- Three newly appointed members terms would be slated to end on October 26, 2024; and
- Three newly appointed members terms would be slated to end 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*”.

**Department Comment/Recommendation:**  
(type text here)

**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

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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.

DRAFT

AN ORDINANCE  
ESTABLISHING A BEAUTIFICATION COMMITTEE  
FOR THE TOWN OF LEDYARD

Be it Ordained by the Town Council of the Town of Ledyard

Section 1. Authority

Pursuant to Chapter IV, Section 5 of the Town Charter, there is hereby established a Beautification Committee for the Town of Ledyard.

Section 2. Purpose

The purpose of the Beautification Committee is to provide support preserving and maintaining the beauty of Ledyard's rural community and its town buildings, school facilities, parks and public spaces.

Section 3. Membership

The Beautification Committee shall consist of nine (9) members from the Community-at-Large appointed by the Town Council. Members, shall be electors of the town and to the extent as possible include one member to represent each of the following:

- Parks & Recreation
- Economic Development Commission

In addition, the Mayor and Superintendent of Schools and Public Works Director or their designee shall serve as ex-officio members.

For Board of Education beautification projects, one temporary member to represent the Board of Education shall be appointed by the Town Council. The temporary member shall have the right to vote on the activities of the Beautification Committee only with respect to the particular project for which such member was appointed.

Quorum: A quorum shall consist of a majority of voting members.

Section 4. Terms of Appointment

Members shall be appointed by the Town Council for a term of three (3) years and shall commence to serve their terms immediately upon appointment and shall serve until they have been reappointed, their successor has qualified; or are removed by the Town Council.

Any vacancy on the Committee, other than by expiration of term, shall be filled for the unexpired portion of the term by the Town Council with priority given to maintain the structure above.

The Town Council may remove members for cause and fill the vacancy per Chapter IV, Section 6 of the Town Charter. Cause for removal shall include, but is not limited to, unexcused absence from three (3) consecutive regular meetings and any intervening duly called special meeting.

Any member of the Committee 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 action

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

The regular members of the *Beautification Committee* shall elect a Chairman, Vice Chairman, Secretary and Treasurer. Any vacancy in any such office shall be filled by from its membership.

#### Section 5. Powers and Duties

- Identify town-owned areas requiring regular landscape maintenance (aside from large parcel mowing e.g. playing fields, lawns, etc. already cared for by other agencies).
- Identify organizations (town departments, volunteer organizations, businesses) willing to be accountable for and able to maintain specific parcels.
- Assign parcels to organizations, monitor, support, and reassign as needed.
- Market Ledyard's message of community pride with maintained landscaping/ beautification (at little to no cost).
- Shall provide an annual report to the Town Council.

The beautification and maintenance responsibilities also include the facilitation or oversight of the following:

- Mowing, pruning, and trimming
- Weeding
- Planting
- Mulching
- Watering
- Weed and pest control
- Appropriate signage
- Flower pots
- US Flags /Seasonal Décor on street lamps

#### Section 6. Monetary Gifts/Funding

The *Beautification Committee* is authorized to accept on behalf of the Town of Ledyard gifts or other monetary donations for the beautification, maintenance and regular landscaping of identified town-owned areas.

All monies received by the Town of Ledyard, from whatever source and by whatever means, as gifts for the beautification, maintenance and regular landscaping of identified town-owned areas shall be deposited into Fund 0208 (Beautification Donations). These funds shall be in the custody of the Town Treasurer. Annually, the Town Treasurer shall submit to the *Beautification Committee* and the Legislative Body of the Town a complete and detailed report of the Beautification Donations Fund.

Upon the *Beautification Committee's* authorization gifted money that has been received may be expended directly from this fund for the beautification, maintenance and regular landscaping of identified town-owned areas or for the specific purpose in which the funds were gifted.

#### 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. 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.

Amended, Adopted and Renumbered by the Ledyard Town Council on: September 25, 2019

\_\_\_\_\_  
Linda C. Davis, Chairman

Approve/ Disapprove on: \_\_\_\_\_

\_\_\_\_\_  
Fred B. Allyn, III, Mayor

Published on:

Effective Date:

\_\_\_\_\_  
Patricia A. Riley, Town Clerk

\*\*\*\*\*

Revisions: *“Resolution Establishing a Ledyard Pride and Beautification Commission”* Adopted August 10, 2016 was replaced by Ordinance #148 *“An Ordinance Establishing a Beautification Committee”* Adopted April 25, 2018; Effective: May 23, 2018..

History: The Twenty-fourth Town Council (2017- 2019) Ordinance Update Initiative: Renumbered Ordinance #148 to Ordinance # 100-008.

2018: Removed *“Pride”* from the Committee title; Section 4 *“Membership”* added language regarding member attendance relative to resignation.

2019: Section 4 *“Membership”* updated language regarding attendance, resignation and appointment. Removed Section 7 *“Cancellation”* – 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 7 *“Effective Date”* to be consistent with Town Ordinance format.



# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

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**File #:** 22-634

**Agenda Date:** 11/9/2022

**Agenda #:** 6.

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## APPOINTMENT

### **Motion/Request:**

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.

### **Background:**

Ms. Holdsworth has an interest and experience in landscaping and gardening. She has been an active member in the Community formerly serving on the Economic Development Commission and as a Coordinator for a “Read Aloud” Book Drive and Book Donation.

### **Administrative Notes:**

Currently the Beautification Committee has the following six vacancies (see attached roster):

- Ms. Betty Maugle
- Ms. Roberta Levandoski
- Ms. Meredith Robinson
- Ms. Bonnie Harris
- Ms. Sheila Vincent
- Ms. Jessica Buhle

### **Nominating Committee Recommendation:**

The DTC has endorsed Ms. Holdsworth’s appointment to the Ledyard Beautification Committee.

### **Minority Representation - CGS 9-167a:**

In accordance with Chapter IV; Section 8 of the Town Charter “Except as otherwise provided for in this Charter, the Town Council may appoint members to fill vacancies in other offices, boards, and commissions established by this Charter and by ordinance as vacancies may occur, and appointing members to such offices, boards, and commissions as may be created in the future. Such appointments shall be made by the Town Council for such terms and upon such conditions as provided in the respective ordinance”.

Chapter IV, Section 9: “In making appointments and removals, the Town Council shall act by the affirmative votes of at least a majority of all its members.

All members of boards, commissions, and committees contained in this Charter, or subsequently created under this Charter, except members of the Building Code Board of Appeals, the Fire Marshal, and the Deputy Fire Marshal(s), shall be electors of the Town at the time of their appointment and during their terms of office.”

Connecticut General Statutes

Sec. 9-167a. Minority representation. (a) (1) Except as provided in subdivision (2) of this subsection, the maximum number of members of any board, commission, legislative body, committee or similar body of the state or any political subdivision thereof, whether elective or appointive, who may be members of the same political party, shall be as specified in the following table:

Total Membership	Maximum from One Party
3	2
4	3
5	4
6	4
7	5
8	5
9	6
More than 9 Two-thirds of total membership	

(2) The provisions of this section shall not apply (A) to any such board, commission, committee or body whose members are elected wholly or partially on the basis of a geographical division of the state or political subdivision, (B) to a legislative body of a municipality (i) having a town meeting as its legislative body or (ii) for which the charter or a special act, on January 1, 1987, provided otherwise or (C) to the city council of an unconsolidated city within a town and the town council of such town if the town has a town council and a representative town meeting, the town charter provides for some form of minority representation in the election of members of the representative town meeting, and the city has a city council and a body having the attributes of a town meeting or (D) to the board of directors and other officers of any district, as defined in section 7-324, having annual receipts from all sources not in excess of two hundred fifty Thousand dollars.

(b) Prior to any election for or appointment to any such body, the municipal clerk, in cases of elections, and the appointing authority, in cases of appointments, shall determine the maximum number of members of any political party who may be elected or appointed to such body at such election or appointment. Such maximum number shall be determined for each political party in the following manner: From the number of members of one political party who are members of such body at the time of the election or appointment, subtract the number of members of such political party whose terms expire prior to the commencement of the terms for which such election or appointment is being held or made and subtract the balance thus arrived at from the appropriate number specified in column II of subsection (a) of this section.

## Roxanne Maher

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**From:** So Rodriguez <ledyarddtdcnaomi@comcast.net>  
**Sent:** Wednesday, October 12, 2022 10:22 AM  
**To:** Roxanne Maher  
**Subject:** Ledyard Beautification Committee Vacancy - Jennifer Holdsworth  
**Attachments:** IMG\_4221.jpg

Good Morning Roxanne,

The DTC Nominating Committee has voted on 10/7/22 to forward/recommend Ms. Jennifer Holdsworth to fill the open vacancy left by Sheila Vincent for the Ledyard Beautification Committee. Attached please find Ms. Jennifer Holdsworth's application. Thank you.

Respectfully,

Naomi Rodriguez, Chair  
DTC Nominating Committee

LEDYARD TOWN COMMITTEE APPLICATION

FROM:  OTC  RTC  OTHER

SUBJECT: RECOMMENDATION FOR APPOINTMENT

Ledyard Beautification Committee

TO FILL VACANCY LEFT BY: Sheila Vincent

FOR A PERIOD ENDING: 10/30/2025

NAME: Jennifer Holdsworth

ADDRESS: 3 Spruce Street

HOW LONG: 10 YEARS

TELEPHONE: 860-816-7307

PARTY AFFILIATION:  D  R  U (CIRCLE ONE)

INTERVIEWED BY: Nemi Rodriguez DATE: 9/30/22

BACKGROUND/QUALIFICATIONS:  
Economic Development former member  
My own personal landscaper and  
gardener  
Read Aloud book drive and donation  
Coordinator

RESUME ATTACHED: YES  NO

LETTER RECOMMENDATION ATTACHED: YES  NO

**LEDYARD BEAUTIFICATION COMMITTEE**

	<b>Name</b>	<b>Term Expiration</b>
R	<b>Vacant</b> (Maugle)	10/26/2022
R	Christiansen, Carol 909 Colonel Ledyard Highway Ledyard, Connecticut 06339	10/26/2022
R	Brousseau, Julie M. 1649 Route 12 Gales Ferry, Connecticut 06339	10/26/2022
R	<b>Vacant</b> (Levandoski)	10/26/2022
U	<b>Vacant</b> (Robinson)	10/26/2022
R	<b>Vacant</b> (Harris)	10/26/2022
D	Schneider, Carol Ann 101 Inchcliffe Drive Gales Ferry, Connecticut 06335	10/26/2022
D	<b>Vacant</b> (Vincent)	10/26/2022
D	<b>Vacant</b> (Buhle)	10/26/2022

Appointed by Town Council

3 Year Term

9 Members



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**File #:** 22-635

**Agenda Date:** 11/9/2022

**Agenda #:** 7.

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## APPOINTMENT

### **Motion/Request:**

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.

### **Background:**

Ms. Kohrs has experience in fundraising working for the American Cancer Society. She has been an active member of the Community serving on the Parks & Recreation Commission and she enjoys gardening.

### **Administrative Notes:**

Currently the Beautification Committee has the following six vacancies (see attached roster):

- Ms. Betty Maugle
- Ms. Roberta Levandoski
- Ms. Meredith Robinson
- Ms. Bonnie Harris
- Ms. Sheila Vincent
- Ms. Jessica Buhle

### **Nominating Committee Recommendation:**

The DTC has endorsed Ms. Holdsworth's appointment to the Ledyard Beautification Committee.

### **Minority Representation - CGS 9-167a:**

In accordance with Chapter IV; Section 8 of the Town Charter "Except as otherwise provided for in this Charter, the Town Council may appoint members to fill vacancies in other offices, boards, and commissions established by this Charter and by ordinance as vacancies may occur, and appointing members to such offices, boards, and commissions as may be created in the future. Such appointments shall be made by the Town Council for such terms and upon such conditions as provided in the respective ordinance".

Chapter IV, Section 9: "In making appointments and removals, the Town Council shall act by the affirmative votes of at least a majority of all its members.

All members of boards, commissions, and committees contained in this Charter, or subsequently created under this Charter, except members of the Building Code Board of Appeals, the Fire Marshal, and the Deputy Fire Marshal(s), shall be electors of the Town at the time of their appointment and during their terms of office."

### **Connecticut General Statutes**

Sec. 9-167a. Minority representation. (a) (1) Except as provided in subdivision (2) of this subsection, the

maximum number of members of any board, commission, legislative body, committee or similar body of the state or any political subdivision thereof, whether elective or appointive, who may be members of the same political party, shall be as specified in the following table:

Total Membership	Maximum from One Party
3	2
4	3
5	4
6	4
7	5
8	5
9	6
More than 9 Two-thirds of total membership	

(2) The provisions of this section shall not apply (A) to any such board, commission, committee or body whose members are elected wholly or partially on the basis of a geographical division of the state or political subdivision, (B) to a legislative body of a municipality (i) having a town meeting as its legislative body or (ii) for which the charter or a special act, on January 1, 1987, provided otherwise or (C) to the city council of an unconsolidated city within a town and the town council of such town if the town has a town council and a representative town meeting, the town charter provides for some form of minority representation in the election of members of the representative town meeting, and the city has a city council and a body having the attributes of a town meeting or (D) to the board of directors and other officers of any district, as defined in section 7-324, having annual receipts from all sources not in excess of two hundred fifty Thousand dollars.

(b) Prior to any election for or appointment to any such body, the municipal clerk, in cases of elections, and the appointing authority, in cases of appointments, shall determine the maximum number of members of any political party who may be elected or appointed to such body at such election or appointment. Such maximum number shall be determined for each political party in the following manner: From the number of members of one political party who are members of such body at the time of the election or appointment, subtract the number of members of such political party whose terms expire prior to the commencement of the terms for which such election or appointment is being held or made and subtract the balance thus arrived at from the appropriate number specified in column II of subsection (a) of this section.



## Roxanne Maher

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**From:** So Rodriguez <ledyarddtnaomi@comcast.net>  
**Sent:** Wednesday, October 12, 2022 10:25 AM  
**To:** Roxanne Maher  
**Subject:** Ledyard Beautification Committee Vacancy - Kathrine Kohrs  
**Attachments:** IMG\_4220.jpg

Good Morning Roxanne,

The DTC Nominating Committee has voted on 10/7/22 to forward/recommend Ms. Kathrine Kohrs to fill the open vacancy left by Jessica Buhle for the Ledyard Beautification Committee. Attached please find Ms. Kathrine Kohrs application. Thank you.

Respectfully,

Naomi Rodriguez, Chair  
DTC Nominating Committee

Ledyard TOWN COMMITTEE APPLICATION

FROM:  DTC  RTC  OTHER

SUBJECT: RECOMMENDATION FOR APPOINTMENT

Ledyard Beautification Committee

TO FILL VACANCY LEFT BY: Jessica Bumble

FOR A PERIOD ENDING: 10/26/25

NAME: Katharine Kohis

ADDRESS: 19 Waltham Road Gales Ferry

HOW LONG: 12 YEARS

TELEPHONE: 860-235-3200

PARTY AFFILIATION:  D  R  U (CIRCLE ONE)

INTERVIEWED BY: Naomi Ludwig DATE: 9/30/22

BACKGROUND/QUALIFICATIONS:

- Former member Ledyard Parks & Rec Comm
- Hobby gardener
- Fundraising experience - professionally + volunteer
- Worked for American Cancer Society - Tobacco & Alcohol  
Parks + Rec
- Current member of Ledyard LITTLE board

RESUME ATTACHED: YES  NO

LETTER RECOMMENDATION ATTACHED: YES  NO

**LEDYARD BEAUTIFICATION COMMITTEE**

	<b>Name</b>	<b>Term Expiration</b>
R	<b>Vacant</b> (Maugle)	10/26/2022
R	Christiansen, Carol 909 Colonel Ledyard Highway Ledyard, Connecticut 06339	10/26/2022
R	Brousseau, Julie M. 1649 Route 12 Gales Ferry, Connecticut 06339	10/26/2022
R	<b>Vacant</b> (Levandoski)	10/26/2022
U	<b>Vacant</b> (Robinson)	10/26/2022
R	<b>Vacant</b> (Harris)	10/26/2022
D	Schneider, Carol Ann 101 Inchcliffe Drive Gales Ferry, Connecticut 06335	10/26/2022
D	<b>Vacant</b> (Vincent)	10/26/2022
D	<b>Vacant</b> (Buhle)	10/26/2022

Appointed by Town Council

3 Year Term

9 Members



# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

**File #:** 22-657

**Agenda Date:** 11/9/2022

**Agenda #:** 8.

## APPOINTMENT

### **Motion/Request:**

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.

### **Background:**

Ms. Eastbourne work experience was as a Program Coordinator for Financial Services for Chelsea Groton Bank.

Ms. Eastbourne has been an active member of the community serving on the PTO as a Unit Leader for Girl Scout Troops, regularly volunteers at the Linda C. Davis Food Pantry, the Library, Church and Ledyard CHAIN.

### **Administrative Notes:**

Currently the Beautification Committee has the following six vacancies (see attached roster):

- Ms. Betty Maugle
- Ms. Roberta Levandoski
- Ms. Meredith Robinson
- Ms. Bonnie Harris
- Ms. Sheila Vincent
- Ms. Jessica Buhle

### **Nominating Committee Recommendation:**

The DTC interviewed Ms. Eastbourne for appointment to the Ledyard Beautification Committee.

### **Minority Representation - CGS 9-167a:**

In accordance with Chapter IV; Section 8 of the Town Charter “Except as otherwise provided for in this Charter, the Town Council may appoint members to fill vacancies in other offices, boards, and commissions established by this Charter and by ordinance as vacancies may occur, and appointing members to such offices, boards, and commissions as may be created in the future. Such appointments shall be made by the Town Council for such terms and upon such conditions as provided in the respective ordinance”.

Chapter IV, Section 9: “In making appointments and removals, the Town Council shall act by the affirmative votes of at least a majority of all its members.

All members of boards, commissions, and committees contained in this Charter, or subsequently created under this Charter, except members of the Building Code Board of Appeals, the Fire Marshal, and the Deputy Fire

Marshal(s), shall be electors of the Town at the time of their appointment and during their terms of office.”

Connecticut General Statutes

Sec. 9-167a. Minority representation. (a) (1) Except as provided in subdivision (2) of this subsection, the maximum number of members of any board, commission, legislative body, committee or similar body of the state or any political subdivision thereof, whether elective or appointive, who may be members of the same political party, shall be as specified in the following table:

Total Membership	Maximum from One Party
3	2
4	3
5	4
6	4
7	5
8	5
9	6
More than 9 Two-thirds of total membership	

(2) The provisions of this section shall not apply (A) to any such board, commission, committee or body whose members are elected wholly or partially on the basis of a geographical division of the state or political subdivision, (B) to a legislative body of a municipality (i) having a town meeting as its legislative body or (ii) for which the charter or a special act, on January 1, 1987, provided otherwise or (C) to the city council of an unconsolidated city within a town and the town council of such town if the town has a town council and a representative town meeting, the town charter provides for some form of minority representation in the election of members of the representative town meeting, and the city has a city council and a body having the attributes of a town meeting or (D) to the board of directors and other officers of any district, as defined in section 7-324, having annual receipts from all sources not in excess of two hundred fifty Thousand dollars.

(b) Prior to any election for or appointment to any such body, the municipal clerk, in cases of elections, and the appointing authority, in cases of appointments, shall determine the maximum number of members of any political party who may be elected or appointed to such body at such election or appointment. Such maximum number shall be determined for each political party in the following manner: From the number of members of one political party who are members of such body at the time of the election or appointment, subtract the number of members of such political party whose terms expire prior to the commencement of the terms for which such election or appointment is being held or made and subtract the balance thus arrived at from the appropriate number specified in column II of subsection (a) of this section.

LEDYARD TOWN COMMITTEE APPLICATION

FROM: DTC RTC OTHER

SUBJECT: RECOMMENDATION FOR APPOINTMENT

Ledyard Beautification Committee

TO FILL VACANY LEFT BY: Meredith Robinson

FOR A PERIOD ENDING: 10/26 /2025

NAME: Jennifer Eastbourne

ADDRESS: 4 Glenwoods Court, Gales Ferry

HOW LONG 8 YEARS 15 years in Gales Ferry

TELEPHONE: (860) 917 - 2563

PARTY AFFILIATION: D R U (CIRCLE ONE)

INTERVIEWED BY: Naomi Rodriguez DATE: 10/7/22

BACKGROUND/ QUALIFICATIONS:

- Service Unit leader for Gales Ferry/Preston/Ledyard Girl Scout Troop. Own troop of 13 5th grade girls.
- Regular Volunteer with Ledyard Food Pantry.
- Volunteer with Ledyard CHAIN, library + church.
- Active in PTO.
- Program Coordinator for the financial Services at Chelsea Groton (20 years).

RESUME ATTACHED: YES NO

LETTER RECOMMENDATION ATTACHED: YES NO

**LEDYARD BEAUTIFICATION COMMITTEE**

	<b>Name</b>	<b>Term Expiration</b>
R	<b>Vacant</b> (Maugle)	10/26/2022
R	Christiansen, Carol 909 Colonel Ledyard Highway Ledyard, Connecticut 06339	10/26/2022
R	Brousseau, Julie M. 1649 Route 12 Gales Ferry, Connecticut 06339	10/26/2022
R	<b>Vacant</b> (Levandoski)	10/26/2022
U	<b>Vacant</b> (Robinson)	10/26/2022
R	<b>Vacant</b> (Harris)	10/26/2022
D	Schneider, Carol Ann 101 Inchcliffe Drive Gales Ferry, Connecticut 06335	10/26/2022
D	<b>Vacant</b> (Vincent)	10/26/2022
D	<b>Vacant</b> (Buhle)	10/26/2022

Appointed by Town Council

3 Year Term

9 Members



# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

**File #:** 22-705

**Agenda Date:** 11/9/2022

**Agenda #:** 9.

## APPOINTMENT

### **Motion/Request:**

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.

### **Background:**

Mr. St. Vil is interested in continuing to serve on the Planning & Zoning Commission and his reappointment has been endorsed by the Commission and the Democratic Nominating Committee.

### **Administrative Notes:**

### **Nominating Committee Recommendation:**

### **Minority Representation - CGS 9-167a:**

In accordance with Chapter IV; Section 8 of the Town Charter “Except as otherwise provided for in this Charter, the Town Council may appoint members to fill vacancies in other offices, boards, and commissions established by this Charter and by ordinance as vacancies may occur, and appointing members to such offices, boards, and commissions as may be created in the future. Such appointments shall be made by the Town Council for such terms and upon such conditions as provided in the respective ordinance”.

Chapter IV, Section 9: “In making appointments and removals, the Town Council shall act by the affirmative votes of at least a majority of all its members.

All members of boards, commissions, and committees contained in this Charter, or subsequently created under this Charter, except members of the Building Code Board of Appeals, the Fire Marshal, and the Deputy Fire Marshal(s), shall be electors of the Town at the time of their appointment and during their terms of office.”

### **Connecticut General Statutes**

Sec. 9-167a. Minority representation. (a) (1) Except as provided in subdivision (2) of this subsection, the maximum number of members of any board, commission, legislative body, committee or similar body of the state or any political subdivision thereof, whether elective or appointive, who may be members of the same political party, shall be as specified in the following table:

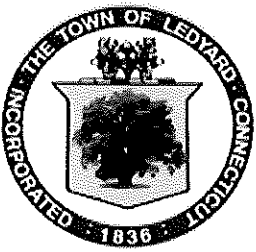
Total Membership	Maximum from One Party
3	2
4	3
5	4



6	4
7	5
8	5
9	6
More than 9 Two-thirds of total membership	

(2) The provisions of this section shall not apply (A) to any such board, commission, committee or body whose members are elected wholly or partially on the basis of a geographical division of the state or political subdivision, (B) to a legislative body of a municipality (i) having a town meeting as its legislative body or (ii) for which the charter or a special act, on January 1, 1987, provided otherwise or (C) to the city council of an unconsolidated city within a town and the town council of such town if the town has a town council and a representative town meeting, the town charter provides for some form of minority representation in the election of members of the representative town meeting, and the city has a city council and a body having the attributes of a town meeting or (D) to the board of directors and other officers of any district, as defined in section 7-324, having annual receipts from all sources not in excess of two hundred fifty Thousand dollars.

(b) Prior to any election for or appointment to any such body, the municipal clerk, in cases of elections, and the appointing authority, in cases of appointments, shall determine the maximum number of members of any political party who may be elected or appointed to such body at such election or appointment. Such maximum number shall be determined for each political party in the following manner: From the number of members of one political party who are members of such body at the time of the election or appointment, subtract the number of members of such political party whose terms expire prior to the commencement of the terms for which such election or appointment is being held or made and subtract the balance thus arrived at from the appropriate number specified in column II of subsection (a) of this section.



# TOWN OF LEDYARD CONNECTICUT TOWN COUNCIL

741 Colonel Ledyard Highway  
Ledyard, CT 06339-1551  
(860) 464-3203  
E-Mail Address:  
[council@ledyardct.org](mailto:council@ledyardct.org)

Chairman Kevin J. Dombrowski

October 24, 2022

Mr. J.A. Capon, Chairman  
Planning and Zoning Commission  
37 Silas Dean Road  
Ledyard, Connecticut 06339

Dear Mr. Capon:

A member of the Planning and Zoning Commission are due for re-appointment as listed below. The Administration Committee of the Town Council would like your recommendations.

Please complete the shaded areas of each Commission members block and kindly return to the Town Council Office at [council@ledyardct.org](mailto:council@ledyardct.org)

**Planning & Zoning Commission**

**3 Year Term**

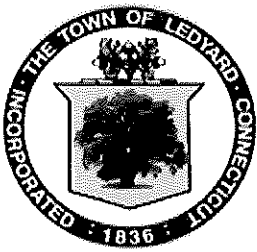
Member's Name	Party Affiliation	Term Expiration	Commission Recommendation	Town Committee Endorsement	Attendance
Mr. Gary St. Vil 2 Thomas Steet Ledyard, CT 06339	D	12/31/2022	(Y)	Y N	<input checked="" type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor

Committee Comments: Routine reappointment, Gary has only been on PZC for a few months and is learning the ropes. He is willing to continue to serve on the commission.

Your assistance is greatly appreciated. Thank you for your attention regarding this request.

Sincerely,

Roxanne M. Maher  
Administrative Assistant  
to the Ledyard Town Council



# TOWN OF LEDYARD CONNECTICUT TOWN COUNCIL

Chairman Kevin J. Dombrowski

741 Colonel Ledyard Highway  
Ledyard, CT 06339-1551  
(860) 464-3203  
E-Mail Address:  
[council@ledyardct.org](mailto:council@ledyardct.org)

October 24, 2022

Ms. S. Naomi Rodriguez, Chair  
Democratic Nominating Committee  
6 Saint Peters Court  
Ledyard, Connecticut 06359

Dear Ms. Rodriguez:

A member of the Planning and Zoning Commission are due for re-appointment as listed below. The Administration Committee of the Town Council would like your recommendations.

Please complete the shaded areas of each Commission members block and kindly return to the Town Council Office at [council@ledyardct.org](mailto:council@ledyardct.org)

**Planning & Zoning Commission**

**3 Year Term**

Member's Name	Party Affiliation	Term Expiration	Commission Recommendation	Town Committee Endorsement	Attendance
Mr. Gary St. Vil 2 Thomas Steet Ledyard, CT 06339	D	12/31/2022	Y N	(Y) N	{ } Excellent { } Good { } Fair { } Poor

Committee Comments:

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Your assistance is greatly appreciated. Thank you for your attention regarding this request.

Sincerely,

Roxanne M. Maher  
Administrative Assistant  
to the Ledyard Town Council



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**File #:** 22-706

**Agenda Date:** 11/9/2022

**Agenda #:** 10.

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## APPOINTMENT

### **Motion/Request:**

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

### **Background:**

These members of the Parks & Recreation Commission are interested in continuing to serve on the community.

The Parks & Recreation Commission and their respective parties have endorsed their reappointment. (see attached).

been endorsed by the Commission and the Democratic Nominating Committee.

### **Administrative Notes:**

Ms. Meredith Robinson's term will also be ending in December. She has indicated to the DTC that she was not interested in serving another term.

### **Nominating Committee Recommendation:**

The Parks & Recreation Commission and the members' respective party has endorsed their reappointment.

### **Minority Representation - CGS 9-167a:**

In accordance with Chapter IV; Section 8 of the Town Charter "Except as otherwise provided for in this Charter, the Town Council may appoint members to fill vacancies in other offices, boards, and commissions established by this Charter and by ordinance as vacancies may occur, and appointing members to such offices, boards, and commissions as may be created in the future. Such appointments shall be made by the Town Council for such terms and upon such conditions as provided in the respective ordinance".

Chapter IV, Section 9: "In making appointments and removals, the Town Council shall act by the affirmative votes of at least a majority of all its members.

All members of boards, commissions, and committees contained in this Charter, or subsequently created under this Charter, except members of the Building Code Board of Appeals, the Fire Marshal, and the Deputy Fire Marshal(s), shall be electors of the Town at the time of their appointment and during their terms of office."

### **Connecticut General Statutes**

Sec. 9-167a. Minority representation. (a) (1) Except as provided in subdivision (2) of this subsection, the maximum number of members of any board, commission, legislative body, committee or similar body of the state or any political subdivision thereof, whether elective or appointive, who may be members of the same political party, shall be as specified in the following table:

Total Membership	Maximum from One Party
3	2
4	3
5	4
6	4
7	5
8	5
9	6
More than 9 Two-thirds of total membership	

(2) The provisions of this section shall not apply (A) to any such board, commission, committee or body whose members are elected wholly or partially on the basis of a geographical division of the state or political subdivision, (B) to a legislative body of a municipality (i) having a town meeting as its legislative body or (ii) for which the charter or a special act, on January 1, 1987, provided otherwise or (C) to the city council of an unconsolidated city within a town and the town council of such town if the town has a town council and a representative town meeting, the town charter provides for some form of minority representation in the election of members of the representative town meeting, and the city has a city council and a body having the attributes of a town meeting or (D) to the board of directors and other officers of any district, as defined in section 7-324, having annual receipts from all sources not in excess of two hundred fifty Thousand dollars.

(b) Prior to any election for or appointment to any such body, the municipal clerk, in cases of elections, and the appointing authority, in cases of appointments, shall determine the maximum number of members of any political party who may be elected or appointed to such body at such election or appointment. Such maximum number shall be determined for each political party in the following manner: From the number of members of one political party who are members of such body at the time of the election or appointment, subtract the number of members of such political party whose terms expire prior to the commencement of the terms for which such election or appointment is being held or made and subtract the balance thus arrived at from the appropriate number specified in column II of subsection (a) of this section.



# TOWN OF LEDYARD CONNECTICUT TOWN COUNCIL

Chairman Kevin J. Dombrowski

741 Colonel Ledyard Highway  
Ledyard, CT 06339-1551  
(860) 464-3203  
E-Mail Address:  
[council@ledyardct.org](mailto:council@ledyardct.org)

October 19, 2022

Mr. Kenneth DiRico, Chairman  
Parks and Recreation Commission  
8 Melanie Lane  
Gales Ferry, Connecticut 06335

Dear Mr. DiRico:

Members of the Parks & Recreation Commission are due for re-appointment as listed below. The Administration Committee of the Town Council would like your recommendations.

Please complete the shaded areas of each Commission members block and kindly return to the Town Council Office at [council@ledyardct.org](mailto:council@ledyardct.org)

Parks & Recreation Commission					3 Year Term
Member's Name	Party Affiliation	Term Expiration	Commission Recommendation	Town Committee Endorsement	Attendance
Ms. Loretta Kent 1363 Baldwin Hill Road Gales Ferry, CT 06335	D	12/29/2022	<input checked="" type="radio"/> Y <input type="radio"/> N	Y    N	<input type="checkbox"/> Excellent <input checked="" type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor
Mr. Kenneth J. DiRico 8 Melanie Lane Gales Ferry, CT 06335	U	12/029/2022	<input checked="" type="radio"/> Y <input type="radio"/> N	Y    N	<input checked="" type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor
Ms. Meredith Robinson 4 Maid Marion Drive Gales Ferry, CT 06335	D	12/029/2022	<input checked="" type="radio"/> Y <input type="radio"/> N	Y    N	<input type="checkbox"/> Excellent <input checked="" type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor

Committee Comments:

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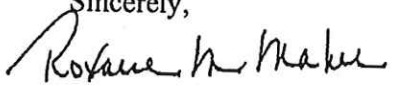


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Your assistance is greatly appreciated. Thank you for your attention regarding this request.

Sincerely,  
  
 Roxanne M. Maher  
 Administrative Assistant  
 to the Ledyard Town Council



# TOWN OF LEDYARD CONNECTICUT TOWN COUNCIL

741 Colonel Ledyard Highway  
Ledyard, CT 06339-1551  
(860) 464-3203  
E-Mail Address:  
[council@ledyardct.org](mailto:council@ledyardct.org)

Chairman Kevin J. Dombrowski

October 19, 2022

Ms. S. Naomi Rodriguez, Chair  
Democratic Nominating Committee  
6 Saint Peters Court  
Ledyard, Connecticut 06359

Dear Ms. Rodriguez:

Members of the Parks & Recreation Commission are due for re-appointment as listed below. The Administration Committee of the Town Council would like your recommendations.

Please complete the shaded areas of each Commission members block and kindly return to the Town Council Office at [council@ledyardct.org](mailto:council@ledyardct.org)

Parks & Recreation Commission					3 Year Term
Member's Name	Party Affiliation	Term Expiration	Commission Recommendation	Town Committee Endorsement	Attendance
Ms. Loretta Kent 1363 Baldwin Hill Road Gales Ferry, CT 06335	D	12/29/2022	Y N	(Y) N	{ } Excellent { } Good { } Fair { } Poor
Mr. Kenneth J. DiRico 8 Melanie Lane Gales Ferry, CT 06335	U	12/029/2022	Y N	Y N	{ } Excellent { } Good { } Fair { } Poor
Ms. Meredith Robinson 4 Maid Marion Drive Gales Ferry, CT 06335	D	12/029/2022	Y N	Y (N) *	{ } Excellent { } Good { } Fair { } Poor

Committee Comments:  
*\* Meredith Robinson does not wish to continue.*

Your assistance is greatly appreciated. Thank you for your attention regarding this request.

Sincerely,  
*Roxanne M. Maher*  
Roxanne M. Maher  
Administrative Assistant  
to the Ledyard Town Council



# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

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**File #:** 22-725

**Agenda Date:** 11/9/2022

**Agenda #:** 11.

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## APPOINTMENT

### **Motion/Request:**

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

### **Background:**

These Members of the Senior Citizens Commission have expressed an interest in continuing to serve the town.

### **Administrative Notes:**

### **Nominating Committees & Commission Recommendation:**

The Senior Citizens Commission and the members' respective parties have provided reappointment recommendations/endorsements. (see attached)

### **Minority Representation - CGS 9-167a:**

In accordance with Chapter IV; Section 8 of the Town Charter "Except as otherwise provided for in this Charter, the Town Council may appoint members to fill vacancies in other offices, boards, and commissions established by this Charter and by ordinance as vacancies may occur, and appointing members to such offices, boards, and commissions as may be created in the future. Such appointments shall be made by the Town Council for such terms and upon such conditions as provided in the respective ordinance".

Chapter IV, Section 9: "In making appointments and removals, the Town Council shall act by the affirmative votes of at least a majority of all its members.

All members of boards, commissions, and committees contained in this Charter, or subsequently created under this Charter, except members of the Building Code Board of Appeals, the Fire Marshal, and the Deputy Fire Marshal(s), shall be electors of the Town at the time of their appointment and during their terms of office."

### **Connecticut General Statutes**



Sec. 9-167a. Minority representation. (a) (1) Except as provided in subdivision (2) of this subsection, the maximum number of members of any board, commission, legislative body, committee or similar body of the state or any political subdivision thereof, whether elective or appointive, who may be members of the same political party, shall be as specified in the following table:

Total Membership	Maximum from One Party
3	2
4	3
5	4
6	4
7	5
8	5
9	6
More than 9 Two-thirds of total membership	

(2) The provisions of this section shall not apply (A) to any such board, commission, committee or body whose members are elected wholly or partially on the basis of a geographical division of the state or political subdivision, (B) to a legislative body of a municipality (i) having a town meeting as its legislative body or (ii) for which the charter or a special act, on January 1, 1987, provided otherwise or (C) to the city council of an unconsolidated city within a town and the town council of such town if the town has a town council and a representative town meeting, the town charter provides for some form of minority representation in the election of members of the representative town meeting, and the city has a city council and a body having the attributes of a town meeting or (D) to the board of directors and other officers of any district, as defined in section 7-324, having annual receipts from all sources not in excess of two hundred fifty Thousand dollars.

(b) Prior to any election for or appointment to any such body, the municipal clerk, in cases of elections, and the appointing authority, in cases of appointments, shall determine the maximum number of members of any political party who may be elected or appointed to such body at such election or appointment. Such maximum number shall be determined for each political party in the following manner: From the number of members of one political party who are members of such body at the time of the election or appointment, subtract the number of members of such political party whose terms expire prior to the commencement of the terms for which such election or appointment is being held or made and subtract the balance thus arrived at from the appropriate number specified in column II of subsection (a) of this section.

**Meeting Action Detail:**

**Administration Committee Meeting 10/12/2022**

File #: [22567](#)Version: 1

Type: Appointment

**Title:** MOTION to reappoint the following members to the Library Commission for a two-year (2) term ending November 7, 2024:

- Ms. Carol Ganz (U) 184 Avery Hill Road, Ledyard
- Mr. Ralph Hightower (D) 1-O Lakeside Drive, Ledyard
- Ms. Rebecca Nash (D) 8 Osprey Drive, Gales Ferry

**Mover:** McGrattan

**Seconder:** Irwin

**Action:**

Recommend to Approve

**Minute Note:**

Moved by Councilor McGrattan, seconded by Councilor Irwin

Discussion: Councilor McGrattan, Library Commission Liaison, stated these Library Commission Members were faithful and have expressed an interest in continuing to serve the town.

Councilor McGrattan noted although Ms. Winston was also due for reappointment that because she would be moving out of State, that she was not seeking reappointment to the Commission.

VOTE: 3 - 0 Approved and so declared

Action: Recommend to Approve



# TOWN OF LEDYARD CONNECTICUT

741 Colonel Ledyard Highway  
Ledyard, Connecticut 06339-1551  
(860) 464-3200

Chairman Kevin J. Dombrowski

October 19, 2022

Ms. Norma Sokolski, Chairman  
Senior Citizens Commission  
14 Mary Belle Circle  
Ledyard, Connecticut 06339

Dear Chairman Sokolski:

Members of the Senior Citizens Commission are due for re-appointment as listed below. The Administration Committee of the Town Council would like your recommendations.

Please complete the shaded areas of each Commission members block and kindly return to the Town Council Office at [council@ledyardct.org](mailto:council@ledyardct.org)

**Senior Citizens Commission**

**2 Year Term**

Member's Name	Party Affiliation	Term Expiration	Commission Recommendation	Town Committee Endorsement	Attendance
Ms. Marjorie Winslow 3 Wolf Ridge Gap Ledyard, CT 06339	D	12/9/2022	<input checked="" type="radio"/> Y <input type="radio"/> N	Y N	<input type="checkbox"/> Excellent <input checked="" type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor
Mr. John W. Thomas 23 Bittersweet Drive Gales Ferry, CT 06335	R	12/9/2022	<input checked="" type="radio"/> Y <input type="radio"/> N	Y N	<input type="checkbox"/> Excellent <input checked="" type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor
Ms. Cynthia McLane 20 Norman Drive Gales Ferry, CT 06335	R	12/9/2022	<input checked="" type="radio"/> Y <input type="radio"/> N	Y N	<input checked="" type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor
Ms. Margaret Anne Harding 50 Pheasant Run Drive Gales Ferry, CT 06335	R	12/9/2022	<input checked="" type="radio"/> Y <input type="radio"/> N	Y N	<input checked="" type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor
Ms. Katherine Milde 185 Spicer Hill Road Ledyard, CT 06339	D	12/9/2022	<input checked="" type="radio"/> Y <input type="radio"/> N	Y N	<input type="checkbox"/> Excellent <input checked="" type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor



# TOWN OF LEDYARD CONNECTICUT

741 Colonel Ledyard Highway  
Ledyard, Connecticut 06339-1551  
(860) 464-3200

Chairman Kevin J. Dombrowski

October 19, 2022

Ms. S. Naomi Rodriguez, Chair  
Democratic Nominating Committee  
6 Saint Peters Court  
Ledyard, Connecticut 06359

Dear Ms. Rodriguez:

Members of the Senior Citizens Commission are due for re-appointment as listed below. The Administration Committee of the Town Council would like your recommendations.

Please complete the shaded areas of each Commission members block and kindly return to the Town Council Office at [council@ledyardct.org](mailto:council@ledyardct.org)

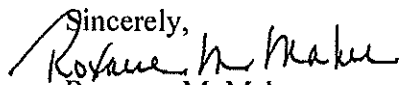
**Senior Citizens Commission**

**2 Year Term**

Member's Name	Party Affiliation	Term Expiration	Commission Recommendation	Town Committee Endorsement	Attendance
Ms. Marjorie Winslow 3 Wolf Ridge Gap Ledyard, CT 06339	D	12/9/2022	Y N	<input checked="" type="radio"/> Y <input type="radio"/> N	{ } Excellent { } Good { } Fair { } Poor
Mr. John W. Thomas 23 Bittersweet Drive Gales Ferry, CT 06335	R	12/9/2022	Y N	<input type="radio"/> Y <input type="radio"/> N	{ } Excellent { } Good { } Fair { } Poor
Ms. Cynthia McLane 20 Norman Drive Gales Ferry, CT 06335	R	12/9/2022	Y N	<input type="radio"/> Y <input type="radio"/> N	{ } Excellent { } Good { } Fair { } Poor
Ms. Margaret Anne Harding 50 Pheasant Run Drive Gales Ferry, CT 06335	R	12/9/2022	Y N	<input type="radio"/> Y <input type="radio"/> N	{ } Excellent { } Good { } Fair { } Poor
Ms. Katherine Milde 185 Spicer Hill Road Ledyard, CT 06339	D	12/9/2022	Y N	<input checked="" type="radio"/> Y <input type="radio"/> N	{ } Excellent { } Good { } Fair { } Poor

Committee Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Your assistance is greatly appreciated. Thank you for your attention regarding this request.

Sincerely,  
  
Roxanne M. Maher  
Administrative Assistant  
to the Ledyard Town Council



# TOWN OF LEDYARD CONNECTICUT

741 Colonel Ledyard Highway  
Ledyard, Connecticut 06339-1551  
(860) 464-3200

Chairman Kevin J. Dombrowski

October 19, 2022

Mr. Stanley Juber, Chairman  
Republican Town Committee  
13 Iron Street  
Ledyard, Connecticut 06339

Dear Mr. Juber:

Members of the Senior Citizens Commission are due for re-appointment as listed below. The Administration Committee of the Town Council would like your recommendations.

Please complete the shaded areas of each Commission members block and kindly return to the Town Council Office at [council@ledyardct.org](mailto:council@ledyardct.org)

## Senior Citizens Commission

2 Year Term

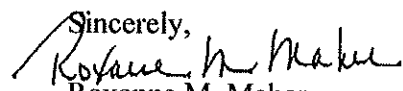
Member's Name	Party Affiliation	Term Expiration	Commission Recommendation	Town Committee Endorsement	Attendance
Ms. Marjorie Winslow 3 Wolf Ridge Gap Ledyard, CT 06339	D	12/9/2022	Y N	Y N	{ }Excellent { } Good { } Fair { } Poor
Mr. John W. Thomas 23 Bittersweet Drive Gales Ferry, CT 06335	R	12/9/2022	Y N	<u>Y</u> N	{ }Excellent { } Good { } Fair { } Poor
Ms. Cynthia McLane 20 Norman Drive Gales Ferry, CT 06335	R	12/9/2022	Y N	<u>Y</u> N	{ }Excellent { } Good { } Fair { } Poor
Ms. Margaret Anne Harding 50 Pheasant Run Drive Gales Ferry, CT 06335	R	12/9/2022	Y N	<u>Y</u> N	{ }Excellent { } Good { } Fair { } Poor
Ms. Katherine Milde 185 Spicer Hill Road Ledyard, CT 06339	D	12/9/2022	Y N	Y N	{ }Excellent { } Good { } Fair { } Poor

Appointment Endorsements

rm:10/03/2022

Committee Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Your assistance is greatly appreciated. Thank you for your attention regarding this request.

Sincerely,  
  
Roxanne M. Maher  
Administrative Assistant  
to the Ledyard Town Council

\_\_\_\_\_



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**File #:** 22-707

**Agenda Date:** 11/9/2022

**Agenda #:** 12.

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## APPOINTMENT

### **Motion/Request:**

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

### **Background:**

Mr. Gallagher has been an active member in the community, coaching football and baseball since he moved to Ledyard six years ago.

Mr. Gallagher has three children who have participated in Parks & Recreation Programs. He is interested in how Ledyard is represented in visiting other community during sporting activities.

### **Administrative Notes:**

The Parks & Recreation Commission currently has two vacancies as follows:

- Caleb Maloney (Resignation e-mail 5/8/2022)
- Meredith Robinson chose not to continue to serve when her term expires on December 29, 2022

See attached Roster

### **Nominating Committee Recommendation:**

The Republican Nominating Committee interviewed Mr. Gallagher. (See attached Appointment Application).

### **Minority Representation - CGS 9-167a:**

In accordance with Chapter IV; Section 8 of the Town Charter “Except as otherwise provided for in this Charter, the Town Council may appoint members to fill vacancies in other offices, boards, and commissions established by this Charter and by ordinance as vacancies may occur, and appointing members to such offices, boards, and commissions as may be created in the future. Such appointments shall be made by the Town Council for such terms and upon such conditions as provided in the respective ordinance”.

Chapter IV, Section 9: “In making appointments and removals, the Town Council shall act by the affirmative votes of at least a majority of all its members.

All members of boards, commissions, and committees contained in this Charter, or subsequently created under this Charter, except members of the Building Code Board of Appeals, the Fire Marshal, and the Deputy Fire Marshal(s), shall be electors of the Town at the time of their appointment and during their terms of office.”

### **Connecticut General Statutes**



Sec. 9-167a. Minority representation. (a) (1) Except as provided in subdivision (2) of this subsection, the maximum number of members of any board, commission, legislative body, committee or similar body of the state or any political subdivision thereof, whether elective or appointive, who may be members of the same political party, shall be as specified in the following table:

Total Membership	Maximum from One Party
3	2
4	3
5	4
6	4
7	5
8	5
9	6
More than 9 Two-thirds of total membership	

(2) The provisions of this section shall not apply (A) to any such board, commission, committee or body whose members are elected wholly or partially on the basis of a geographical division of the state or political subdivision, (B) to a legislative body of a municipality (i) having a town meeting as its legislative body or (ii) for which the charter or a special act, on January 1, 1987, provided otherwise or (C) to the city council of an unconsolidated city within a town and the town council of such town if the town has a town council and a representative town meeting, the town charter provides for some form of minority representation in the election of members of the representative town meeting, and the city has a city council and a body having the attributes of a town meeting or (D) to the board of directors and other officers of any district, as defined in section 7-324, having annual receipts from all sources not in excess of two hundred fifty Thousand dollars.

(b) Prior to any election for or appointment to any such body, the municipal clerk, in cases of elections, and the appointing authority, in cases of appointments, shall determine the maximum number of members of any political party who may be elected or appointed to such body at such election or appointment. Such maximum number shall be determined for each political party in the following manner: From the number of members of one political party who are members of such body at the time of the election or appointment, subtract the number of members of such political party whose terms expire prior to the commencement of the terms for which such election or appointment is being held or made and subtract the balance thus arrived at from the appropriate number specified in column II of subsection (a) of this section.

LEDYARD TOWN COMMITTEE APPLICATION

FROM: DTC **RTC** OTHER

NAME OF COMMITTEE TO BE APPOINTED TO:

Parks & Recreation

APPLICANT'S NAME: Charles Gallagher

ADDRESS: 12 Showwood Trace Gales Ferry, CT 06335

HOW LONG - YEARS: 6 years

TELEPHONE/CELL PHONE: 757 771 4352

E-MAIL ADDRESS Charlescgallagher@gmail.com

PARTY AFFILIATION: D **(R)** U (CIRCLE ONE)

BACKGROUND/ QUALIFICATIONS:

(Type Here) I have 3 children in Ledyard Public Schools and sports who benefit from the Parks & Rec department. I coach football and baseball and I care about how our town is represented to other communities. I am a hard & dependable worker who works well with groups of diverse people.

The Bottom of Form to be completed by Nominating Committee/Office Use

TO FILL VACANCY LEFT BY:

FOR A PERIOD ENDING:

INTERVIEWED BY: Ledyard RTC Nominating

DATE: 11/2/22

RESUME ATTACHED: YES NO

LETTER RECOMMENDATION ATTACHED: YES NO

## Roxanne Maher

---

**From:** Scott Johnson  
**Sent:** Thursday, May 12, 2022 11:07 AM  
**To:** Roxanne Maher  
**Subject:** FW: Parks and Rec commission resignation

Roxanne,

Just a FYI. I will submit his letter to the clerk today.

Sincerely,

*Scott Johnson Jr, CPSI*

**Director**

Ledyard Parks and Recreation Department  
Ledyard Senior Center  
12 Van Tassell Drive  
Gales Ferry, CT 06335  
860-464-9112

[www.ledyardrec.org](http://www.ledyardrec.org)



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**From:** Caleb Maloney <maloneycaj@gmail.com>  
**Sent:** Sunday, May 8, 2022 4:16 PM  
**To:** Scott Johnson <Scott@ledyardrec.org>  
**Subject:** Parks and Rec commission resignation

Good afternoon Scott. It is with great regret that I must inform you that I will need to step back from the Parks and Rec Commission. I know my time has been very short lived. I had hoped to due my full duty to the board. My current job is going to make it impossible to continue to be an active member. I will be working second shift for the foreseeable future. As well as more weekend work. Please let me know anything that I need to do to properly resign. Thank you for all you do for Ledyard.

Caleb Maloney  
8606086475

**PARKS AND RECREATION COMMISSION**

	<b>Name</b>	<b>Term Expiration</b>
R	Finegan, Lucrezia 1331 Baldwin Road Gales Ferry, Connecticut 06335	12/ 29/ 2024
D	Jessica, Cobb 7 Whippoorwill Drive Gales Ferry, Connecticut 06335	12/ 29/ 2023
R	<b>Vacant (Maloney, Caleb)</b>	12/ 29/ 2023
U	Olsen, Thomas 1083 Long Cove Road Gales Ferry, Connecticut 06335	12/ 29/ 2024
D	Kent, Loretta 1363 Baldwin Hill Road Gales Ferry, Connecticut 06335	12/ 29/ 2022
U	English, Shaileen C. 164 Iron Street Ledyard, Connecticut 06339	12/ 29/ 2023
D	Buhle, Jessica 65 Pheasant Run Drive Gales Ferry, Connecticut 06335	12/ 29/ 2023
U	DiRico, Kenneth, J. (Chairman) 8 Melanie Lane Gales Ferry, Connecticut 06335	12/ 29/ 2022
D	<b>(Vacant- Meredith Robinson Does not want to be reappointed)</b>	12/29/2022

Town Council Appointment

3 Year Term

9 Members



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**File #:** 22-654

**Agenda Date:** 11/9/2022

**Agenda #:** 13.

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## APPOINTMENT

### **Motion/Request:**

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

### **Background:**

Mr. Bransford has been an active member of his community coaching youth football and basketball. He is currently serving as the Commissioner and Coach of Ledyard Youth Boys Travel Basketball.

Mr. Bransford has a background in the automotive industry working as an Executive Manager.

### **Administrative Notes:**

The Parks & Recreation Commission currently has two vacancy as follows:

- Caleb Maloney (Resignation e-mail 5/8/2022)
- Meredith Robinson - Chose not to continue to serve when her term expires on December 29, 2022

See attached Roster

### **Nominating Committee Recommendation:**

The Democratic Nominating Committee interviewed Mr. Bransford. (See attached Appointment Application dated 10/16/2022)

### **Minority Representation - CGS 9-167a:**

In accordance with Chapter IV; Section 8 of the Town Charter "Except as otherwise provided for in this Charter, the Town Council may appoint members to fill vacancies in other offices, boards, and commissions established by this Charter and by ordinance as vacancies may occur, and appointing members to such offices, boards, and commissions as may be created in the future. Such appointments shall be made by the Town Council for such terms and upon such conditions as provided in the respective ordinance".

Chapter IV, Section 9: "In making appointments and removals, the Town Council shall act by the affirmative votes of at least a majority of all its members.

All members of boards, commissions, and committees contained in this Charter, or subsequently created under this Charter, except members of the Building Code Board of Appeals, the Fire Marshal, and the Deputy Fire Marshal(s), shall be electors of the Town at the time of their appointment and during their terms of office."

### **Connecticut General Statutes**

Sec. 9-167a. Minority representation. (a) (1) Except as provided in subdivision (2) of this subsection, the maximum number of members of any board, commission, legislative body, committee or similar body of the state or any political subdivision thereof, whether elective or appointive, who may be members of the same political party, shall be as specified in the following table:

Total Membership	Maximum from One Party
3	2
4	3
5	4
6	4
7	5
8	5
9	6
More than 9 Two-thirds of total membership	

(2) The provisions of this section shall not apply (A) to any such board, commission, committee or body whose members are elected wholly or partially on the basis of a geographical division of the state or political subdivision, (B) to a legislative body of a municipality (i) having a town meeting as its legislative body or (ii) for which the charter or a special act, on January 1, 1987, provided otherwise or (C) to the city council of an unconsolidated city within a town and the town council of such town if the town has a town council and a representative town meeting, the town charter provides for some form of minority representation in the election of members of the representative town meeting, and the city has a city council and a body having the attributes of a town meeting or (D) to the board of directors and other officers of any district, as defined in section 7-324, having annual receipts from all sources not in excess of two hundred fifty Thousand dollars.

(b) Prior to any election for or appointment to any such body, the municipal clerk, in cases of elections, and the appointing authority, in cases of appointments, shall determine the maximum number of members of any political party who may be elected or appointed to such body at such election or appointment. Such maximum number shall be determined for each political party in the following manner: From the number of members of one political party who are members of such body at the time of the election or appointment, subtract the number of members of such political party whose terms expire prior to the commencement of the terms for which such election or appointment is being held or made and subtract the balance thus arrived at from the appropriate number specified in column II of subsection (a) of this section.

# LEDYARD TOWN COMMITTEE APPLICATION

FROM: DTC RTC OTHER

SUBJECT: RECOMMENDATION FOR APPOINTMENT

Parks and Recreation Commission

TO FILL VACANCY LEFT BY: Caleb Maloney

FOR A PERIOD ENDING: 12/29/2023

NAME: Deondre Bransford

ADDRESS: 8 Lynn Drive, Ledyard

HOW LONG 9 YEARS

TELEPHONE: (860) 237-7903

PARTY AFFILIATION: D R U (CIRCLE ONE)

INTERVIEWED BY: Naomi Rodriguez DATE: 10/16/22

BACKGROUND/ QUALIFICATIONS:

Please see biographical letter.

RESUME ATTACHED: YES NO

LETTER RECOMMENDATION ATTACHED: YES NO

Email: dlbrans77@gmail.com

My Name Is Deondre Bransford. I am 44 years old and have been a resident of Ledyard for 10 years. I am a proud husband and father of 7 children (5 Girls and 2 boys). I have worked as an executive manager in the automotive industry throughout the Connecticut area for over 22 years. During my years as an executive manager, I have been able to have my companies donate to many causes in the New London County area; some that I have created and others that have existed. Some of the causes, or programs, support military families, youth sports, Thanksgiving food drives, back pack and winter coat drives.

I have a passion for coaching football and basketball with over 11 years of experience at the youth level. I have coached for Norwich 11 years ago and I was President of the Youth Flag Football League (4-7 year olds) being able to put together nine teams with children from Norwich. I coached for Stonington youth for 4 years as an assistant coach and was part of talks to successfully create a No Pay League for football at the youth level in Stonington. I now take pride in being on the board as head of fundraising as well as a head coach for Ledyard Youth Football.

When football season is over, I switch gears to being on the board of Ledyard youth basketball as the commissioner of Ledyard youth boys travel basketball and a Head Coach. This year, our first season of Boys Youth Travel Basketball, I along with our other coaches won the State Championship for all of Connecticut.



## Roxanne Maher

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**From:** Scott Johnson  
**Sent:** Thursday, May 12, 2022 11:07 AM  
**To:** Roxanne Maher  
**Subject:** FW: Parks and Rec commission resignation

Roxanne,

Just a FYI. I will submit his letter to the clerk today.

Sincerely,

*Scott Johnson Jr, CPSI*

**Director**

Ledyard Parks and Recreation Department  
Ledyard Senior Center  
12 Van Tassell Drive  
Gales Ferry, CT 06335  
860-464-9112

[www.ledyardrec.org](http://www.ledyardrec.org)



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**From:** Caleb Maloney <maloneycaj@gmail.com>  
**Sent:** Sunday, May 8, 2022 4:16 PM  
**To:** Scott Johnson <Scott@ledyardrec.org>  
**Subject:** Parks and Rec commission resignation

Good afternoon Scott. It is with great regret that I must inform you that I will need to step back from the Parks and Rec Commission. I know my time has been very short lived. I had hoped to due my full duty to the board. My current job is going to make it impossible to continue to be an active member. I will be working second shift for the foreseeable future. As well as more weekend work. Please let me know anything that I need to do to properly resign. Thank you for all you do for Ledyard.

Caleb Maloney  
8606086475

**PARKS AND RECREATION COMMISSION**

	<b>Name</b>	<b>Term Expiration</b>
R	Finegan, Lucrezia 1331 Baldwin Road Gales Ferry, Connecticut 06335	12/ 29/ 2024
D	Jessica, Cobb 7 Whippoorwill Drive Gales Ferry, Connecticut 06335	12/ 29/ 2023
R	<b>Vacant (Maloney, Caleb)</b>	12/ 29/ 2023
U	Olsen, Thomas 1083 Long Cove Road Gales Ferry, Connecticut 06335	12/ 29/ 2024
D	Kent, Loretta 1363 Baldwin Hill Road Gales Ferry, Connecticut 06335	12/ 29/ 2022
U	English, Shaileen C. 164 Iron Street Ledyard, Connecticut 06339	12/ 29/ 2023
D	Buhle, Jessica 65 Pheasant Run Drive Gales Ferry, Connecticut 06335	12/ 29/ 2023
U	DiRico, Kenneth, J. (Chairman) 8 Melanie Lane Gales Ferry, Connecticut 06335	12/ 29/ 2022
D	<b>(Vacant- Meredith Robinson Does not want to be reappointed)</b>	12/29/2022

Town Council Appointment

3 Year Term

9 Members



# TOWN OF LEDYARD CONNECTICUT TOWN COUNCIL

Chairman Kevin J. Dombrowski

741 Colonel Ledyard Highway  
Ledyard, CT 06339-1551  
(860) 464-3203  
E-Mail Address:  
[council@ledyardct.org](mailto:council@ledyardct.org)

October 19, 2022

Mr. Kenneth DiRico, Chairman  
Parks and Recreation Commission  
8 Melanie Lane  
Gales Ferry, Connecticut 06335

Dear Mr. DiRico:

Members of the Parks & Recreation Commission are due for re-appointment as listed below. The Administration Committee of the Town Council would like your recommendations.

Please complete the shaded areas of each Commission members block and kindly return to the Town Council Office at [council@ledyardct.org](mailto:council@ledyardct.org)

Parks & Recreation Commission					3 Year Term
Member's Name	Party Affiliation	Term Expiration	Commission Recommendation	Town Committee Endorsement	Attendance
Ms. Loretta Kent 1363 Baldwin Hill Road Gales Ferry, CT 06335	D	12/29/2022	<input checked="" type="radio"/> Y   N	Y   N	<input type="checkbox"/> Excellent <input checked="" type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor
Mr. Kenneth J. DiRico 8 Melanie Lane Gales Ferry, CT 06335	U	12/029/2022	<input checked="" type="radio"/> Y   N	Y   N	<input checked="" type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor
Ms. Meredith Robinson 4 Maid Marion Drive Gales Ferry, CT 06335	D	12/029/2022	<input checked="" type="radio"/> Y   N	Y   N	<input type="checkbox"/> Excellent <input checked="" type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor

Committee Comments:

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Your assistance is greatly appreciated. Thank you for your attention regarding this request.

Sincerely,  
  
Roxanne M. Maher  
Administrative Assistant  
to the Ledyard Town Council



# TOWN OF LEDYARD CONNECTICUT TOWN COUNCIL

741 Colonel Ledyard Highway  
Ledyard, CT 06339-1551  
(860) 464-3203  
E-Mail Address:  
[council@ledyardct.org](mailto:council@ledyardct.org)

Chairman Kevin J. Dombrowski

October 19, 2022

Ms. S. Naomi Rodriguez, Chair  
Democratic Nominating Committee  
6 Saint Peters Court  
Ledyard, Connecticut 06359

Dear Ms. Rodriguez:

Members of the Parks & Recreation Commission are due for re-appointment as listed below. The Administration Committee of the Town Council would like your recommendations.

Please complete the shaded areas of each Commission members block and kindly return to the Town Council Office at [council@ledyardct.org](mailto:council@ledyardct.org)

Parks & Recreation Commission					3 Year Term
Member's Name	Party Affiliation	Term Expiration	Commission Recommendation	Town Committee Endorsement	Attendance
Ms. Loretta Kent 1363 Baldwin Hill Road Gales Ferry, CT 06335	D	12/29/2022	Y N	<input checked="" type="radio"/> Y <input type="radio"/> N	{ } Excellent { } Good { } Fair { } Poor
Mr. Kenneth J. DiRico 8 Melanie Lane Gales Ferry, CT 06335	U	12/029/2022	Y N	<input type="radio"/> Y <input type="radio"/> N	{ } Excellent { } Good { } Fair { } Poor
Ms. Meredith Robinson 4 Maid Marion Drive Gales Ferry, CT 06335	D	12/029/2022	Y N	<input type="radio"/> Y <input checked="" type="radio"/> N *	{ } Excellent { } Good { } Fair { } Poor

Committee Comments:  
*\* Meredith Robinson does not wish to continue.*

Your assistance is greatly appreciated. Thank you for your attention regarding this request.

Sincerely,  
*Roxanne M. Maher*  
Roxanne M. Maher  
Administrative Assistant  
to the Ledyard Town Council



# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

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**File #:** 22-090

**Agenda Date:** 10/12/2022

**Agenda #:** 14.

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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)