



# TOWN OF LEDYARD CONNECTICUT

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

## Administration Committee ~ AMENDED AGENDA ~

Regular Meeting

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Wednesday, December 13, 2023

5:30 PM

Town Hall Annex- Hybrid Format

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In -Person: Council Chambers, Town Hall Annex Building

Remote Information is Noted Below:

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

<https://us06web.zoom.us/j/88000240274?pwd=rOk4qV9DN3a6eChjXIA4xVWB6gC6Bd.1>

**Or by Audio Only: Telephone: +1 646 558 8656; Meeting ID: 880 0024 0274; Passcode: 468953**

- I. CALL TO ORDER
- II. ROLL CALL
- III. RESIDENTS & PROPERTY OWNERS COMMENTS
- IV. PRESENTATIONS / INFORMATIONAL ITEMS
- V. APPROVAL OF MINUTES

MOTION to approve the Administration Committee Minutes of November 8, 2023

**Attachments:** [ADMIN-MIN-2022-11-08.pdf](#)

VI. BUSINESS OF THE MEETING

VII. NEW BUSINESS

1. MOTION to appoint Ms. Jessica Cobb (D) 7 Whippoorwill Drive, Gales Ferry, as a Regular Member of the Planning & Zoning Commission to complete a three (3) year term ending October 31, 2026 filling a vacancy left by Mr. St. Vil.

**Attachments:** [Planning & Zoning Request Alternate Member Cobb moved to Regular Member-email 2023-12-05](#)  
[PLANNING & ZONING-2023-12-04-.docx](#)  
[Appointment](#)

**ADD ON**

2. MOTION to appoint Ms. Minna DeGaetano, (D) 10 Marla Avenue, Ledyard, as an

Alternate Member to the Retirement Board for Jessica Cobb (D) as an Alternate Member to Retirement Board for a three year term ending August 26, 2026.

**Attachments:** [Appointment Application-Digaetano-Retirement Board-2023-12-01.pdf](#)  
[Minna\\_DeGaetano\\_RESUME.docx](#)  
[DTC Endorse Appoint Application DeGaetano -Retirement Board-2023-12-10.pdf](#)  
[RETIREMENT BOARD-2023-12-01.docx](#)  
[Appointment](#)

3. Discussion and possible action on the MOTION to recommend the Town Council adopt a draft a "An Ordinance Establishing a Farmers Market for the Town of Ledyard" as presented in the draft dated September 27, 2023.

**Attachments:** [ORDINANCE FARMERS MARKET CMT 2023-09-27-Letter size .docx](#)  
[2019-10-09-Resolution Farmers Market Cmt.docx](#)  
[Ordinance](#)

4. MOTION to recommend the Town Council set a Hybrid (In-Person & Video Conference) Public Hearing date on February 28, 2024 at 6:30 p.m. to be held in the Council Chambers, 741 Colonel Ledyard Highway, to receive comments and recommendations regarding the proposed "An Ordinance Establishing a Farmers Market for the Town of Ledyard" as presented in the draft dated September 27, 2023.

5. 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 #:** 23-2272

**Agenda Date:** 12/13/2023

**Agenda #:**

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## MINUTES

**Minutes:**

MOTION to approve the Administration Committee Minutes of November 8, 2023



**TOWN OF LEDYARD**  
CONNECTICUT  
TOWN COUNCIL  
HYBRID FORMAT

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

Chairman Kevin J. Dombrowski

**MINUTES**  
**ADMINISTRATION COMMITTEE**  
**REGULAR MEETING**

Wednesday, November 8, 2023

5:30 PM

Town Hall Annex Building

**DRAFT**

- I. **CALL TO ORDER** – The Meeting was called to order by Councilor Ingalls at 5:30 p.m. at the Council Chambers Town Hall Annex Building.

Councilor Ingalls welcomed all to the Hybrid Meeting. She stated for the Town Council Administration Committee and members of the Public who were participating via video conference that the remote meeting information was available on the Agenda that was posted on the Town’s Website – Granicus-Legistar Meeting Portal.

- II. **ROLL CALL-**

Attendee Name	Title	Status	Location	Arrived	Departed
Andra Ingalls	Committee Chairman	Present	In-Person	5:30 pm	5:40 pm
Whit Irwin	Town Councilor	Present	In-Person	5:30 pm	5:40 pm
Mary McGrattan	Town Councilor	Present	In-Person	5:30 pm	5:40 pm
S. Naomi Rodriguez	Town Councilor	Present	In-Person	5:30 pm	5:40 pm
Jessica Buhle	Councilor Elect	Present	In-Person	5:30 pm	5:40 pm
Karen & Keith Parkinson	Residents	Present	In-Person	5:30 pm	5:40 pm
Roxanne Maher	Administrative Assistant	Present	In-Person	5:30 pm	5:40 pm

- III. **CITIZENS COMMENTS**

Mrs. Karen Parkinson, 55 Rose Hill Road, Ledyard, stated that she was present this evening as a follow-up to the Town Council’s October 25, 2023 meeting at which the proposed updates to change Youth Service Director/Coordinator Job Description was Tabled and sent back to the Administration Committee.

Ms. Parkinson continued by thanking the Administration Committee for the opportunity to provide additional comments on the discussion regarding the proposed changes to the Youth Service Director/Coordinator Job Description. She stated that she appreciated the Town Council's review and motion to send this matter back to the Administrative Committee for further discussion and recommendations. She provided the following comments:

- (1) **Licensure** – Mrs. Parkinson stated that there appeared to be miscommunication and misinformation combined with misunderstanding of the scope of service and the required licensure. She stated without licensure, there was the red flag word called *Liability*, which has not been mentioned. She explained that this position *required a Masters*

*Degree*, because the position required that "Appropriate candidates must also have a professional license in their professional field" She went on to explain that the candidate must have completed the *Supervisor Education and Training* required by their profession to provide supervision toward the licensing of unlicensed staff and students.

Mrs. Parkinson stated to be eligible for this type license, one *must* have a Masters Degree followed by supervised practice and exams. Therefore, she stated that she believed that it was totally in error that the wording was changed to "*preferred*." She stated without a "*license*" or working under "*licensed supervision*" that there could be no direct Counseling of Youth or Families, which was one of the major functions of their Youth Services. She stated to provide these services without the appropriate licensure, that the red flag word *liability* would appear.

Mrs. Parkinson stated the Licensure was there to protect the consumer, noting other professions such as licensed plumber, licensed electrician, licensed real estate agent, licensed nurse, licensed veterinarian, and licensed mental health practitioners.

(2) **Supervision After Hours** – Mrs. Parkinson stated to clarify a comment by the Mayor about supervision "*after hours*" that the current supervisor was available by phone in the evenings and even on her vacations for any issue of the practicing graduate student. "*On site presence*" of the supervisor was not required by the University.

(3) **Mental Health Services** – Mrs. Parkinson stated that this was hardly the time to weaken Ledyard Youth and Family Services. She stated the town should be exploring ways to expand these services. She provided the article (below) that was published in the New London Day newspaper on Sunday, November 5, 2023 which reported that the Town of East Lyme was being pro-active to expand their Youth and Family Services as a matter of public safety. She stated that perhaps the next Town Council can initiate the action.

Advanced Search

## EL a step closer to establishing Youth, Family Services Dept.

By ELIZABETH REGAN Day Staff Writer

Issues, will be promoted to director of the new department.

Firmin said expanding the focus on youth to include residents of all ages will open up grant opportunities not now available to the town. She pointed to a Strategic Prevention grant from the state that could provide as much as \$375,000 a year and the federal Drug-Free Communities grant with a \$175,000 ceiling.

Neighboring Old Lyme and Lyme share the Lymes' Youth Service Bureau. Director Mary Seidner said her group receives \$125,000 a year through the highly competitive Drug-Free Communities grant. A third of the nonprofit organization's total budget comes from taxpayers, with Old Lyme currently allocating \$99,000 and Lyme \$28,000.

The new commission would have seven members serving four-year terms, including at least one representative from the school system, police department, a private youthserving agency, a member younger than 21, a senior citizen and one person from the wider community. Someone from Salem and the director of the youth and family services department would be non-voting members.

The draft ordinance language specifies youth services are also open to children in Salem, which sends its students to East Lyme High School. Seery said expanding the current youth services' scope to include Salem youths who aren't yet high school aged — and what a cost-sharing arrangement might look like — would have to be negotiated by the two towns.

The only other towns in New London County without human services departments are Salem, Sprague and Lisbon, according to Firmin. All three towns have populations of less than 5,000, while East Lyme's is 18,693.

The new commission would have seven members serving four-year terms, including at least one representative from the school system, police department, a private youth-serving agency, a member younger than 21, a senior citizen and one person from the wider community. Someone from Salem and the director of the youth and family services department would be non-voting members.

A public hearing will be held at 7 p.m. Nov. 15 at the East Lyme Town Hall, 108 Pennsylvania Ave.

Councilor Ingalls thanked Mrs. Parkinson for her comments this evening and she explained although the Administration Committee has been requested to revisit the proposed updates to the Youth Services Coordinator Job Description that the Administration Committee would be consider removing the job description from their agenda later this evening.

IV. PRESENTATIONS/INFORMATIONAL ITEMS – None.

V. REVIEW AND APPROVAL OF PRIOR MEETING MINUTES

MOTION to approve the Special Meeting Minutes of October 11, 2023

Moved by Councilor Irwin, seconded by Councilor McGrattan

VOTE: 3 – 0 Approved and so declared

VI. OLD BUSINESS

1. MOTION to Remove from the Table act on the  
MOTION to withdraw and remove from the Agenda the  
MOTION to approve proposed updates to the Youth Services Coordinator Job Description  
as presented in the draft dated October 11, 2023.

Moved by Councilor Irwin, seconded by Councilor McGrattan

Discussion: Councilor Ingalls noted at the Town Council’s October 25, 2023 meeting the  
proposed updates to the Youth Services job description were sent back to the Administration  
Committee to revisit. She explained that there were some reasons to make some short-term  
changes; however, the changes did not need to be in the job description. She stated the town  
was not posting the job, noting that the updates were presented for housekeeping purposes.  
Therefore, she suggested the Committee remove the job description from the Administration  
Committee until such a time it would make sense to more fully address it.

VOTE: 3 - 0 Approved and so declared

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

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

VII. NEW BUSINESS

1. MOTION to recommend the Town Council appoint Mr. Matthew Miello (R) 12 Cardinal  
Lane, Gales Ferry, to the Planning & Zoning Commission as an Alternate Member to  
complete a three-year term ending October 31, 2026 filling a vacancy left by Mr. Baudro.

Moved by Councilor Irwin, seconded by Councilor McGrattan

Discussion: Councilor Ingalls stated Mr. Miello mentioned on his Appointment  
Application that because he had some planning and zoning challenges, that he became  
interested in volunteering to serve on the Commission. She noted that the RTC has  
endorsed Mr. Miello’s appointment to the Planning & Zoning Commission.

Councilor Ingalls also noted that Mr. Baudro indicated that he would be stepping down  
from the Planning & Zoning Commission at the end of his term, which was October 31,  
2023. She thanked Mr. Baudro for his many years of service to the town.

VOTE: 3 - 0 Approved and so declared

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

2. MOTION to recommend the Town Council appoint Ms. Jackie Baudro (R) 135 Whalehead Road, Gales Ferry, to the Planning & Zoning Commission as an Alternate Member to complete a three-year term ending December 31, 2025 filling a vacancy left by Mr. St. Vil. Moved by Councilor McGrattan, seconded by Councilor Irwin  
Discussion: Councilor Ingalls stated that Ms. Baudro has been an active member in the community, and was looking to provide service to the town in different ways. She noted Ms. Baudro's background would be a good fit for the Planning & Zoning Commission. She stated that the RTC has endorsed Ms. Baudro's appointment to the Planning & Zoning 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

3. Transition of outstanding/unfinished business items to be forwarded to the incoming Administration Committee.

Councilor Ingalls stated the Administration Committee did not have any unfinished business items to forward to the incoming Town Council.

**RESULT: COMPLETED**

4. Any New Business proper to come before the Committee. None

#### VIII. ADJOURNMENT

Councilor Ingalls stated tonight's meeting would conclude the work of the Twenty-sixth Town Council Administration Committee. She thanked Councilor McGrattan and Councilor Irwin for their insight and contributions as the Committee addressed many different subject matters and types of administrative documents for the town. She stated the Committee worked well together and it was her pleasure to work with each of them.

Councilor Ingalls moved the meeting be adjourned, seconded by Councilor McGrattan.

VOTE: 3 - 0 Approved and so declared, the meeting was adjourned at 5:40 p.m.

Respectfully submitted,

Andra Ingalls  
Chairman  
Administration Committee



**File #:** 23-2325

**Agenda Date:** 12/13/2023

**Agenda #:** 1.

APPOINTMENT

**Motion/Request:**

MOTION to appoint Ms. Jessica Cobb (D) 7 Whippoorwill Drive, Gales Ferry, as a Regular Member of the Planning & Zoning Commission to complete a three (3) year term ending October 31, 2026 filling a vacancy left by Mr. St. Vil.

**Background:**

With Mr. St. Vil’s election to the Town Council (November 7, 2023) he has stepped down from the Planning & Zoning Commission, in accordance with the Chapter III; Section 1; of the Town Charter.

Planning & Zoning Commission Chairman Capon has requested that Alternate Member Jessica Cobb be appointed as a Regular Member to fill Mr. St.Vil’s vacancy. (please see attached email dated 12/5/2023)

**Administrative Notes:**

The Planning & Zoning Commission is comprised of five (5) Regular Members and three (3) Alternate Members.

With moving Ms. Cobb to a Regular Member the Planning & Zoning Commission would have two (2) Alternate Member vacancies. (Please see attached roster)

**Nominating Committee Recommendation:**

N/A

**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:** Naomi Rodriguez  
**Sent:** Tuesday, December 05, 2023 1:32 PM  
**To:** tcapon@pitt.edu  
**Cc:** Roxanne Maher  
**Subject:** Re: PZC Vacancy

Good Afternoon Chairman Capon,

Thank you for your recommendation, it will be forwarded to the Administration Committee for action.

Respectfully,

Naomi Rodriguez, Chairman  
Ledyard Town Council

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**From:** Capon, J Anthony <tcapon@pitt.edu>  
**Sent:** Tuesday, December 5, 2023 1:15 PM  
**To:** Naomi Rodriguez <NaomiR@ledyardct.org>  
**Cc:** Roxanne Maher <council@ledyardct.org>  
**Subject:** PZC Vacancy

Naomi,

I recommend that Jessica Cobb be appointed as a regular member of the Planning and Zoning Commission, filling the unexpired term of Gary St. Vil. Jessica is currently the senior alternate member of the commission. With this appointment the membership of the commission will be:

Chairman -- Tony Capon (D)  
Vice Chairman -- Paul Whitescarver (R)  
Secretary -- Marty Wood (D)  
Regular Member -- Howard Craig (U)  
Regular Member -- Jessica Cobb (D)  
Alternate Member -- Matt Mielo (R)  
Alternate Member -- VACANT  
Alternate Member -- VACANT

Tony  
Chairman, PZC

**PLANNING & ZONING COMMISSION**

	<b>Name</b>	<b>Term Expiration</b>
D	<b>Vacant</b> (St. Vil, Gary)	10/31/2026
D	Wood Marcelle (Marty) 11 South Glenwoods Road Gales Ferry, Connecticut 06335	10/31/2024
D	Capon, J.A. Tony (Chairman) 37 Silas Dean Road Ledyard, Connecticut 06339	12/31/2024
U	Craig, Howard 64 Stoddards View Gales Ferry, Connecticut 06335	10/31/2025
R	Whitescarver, Paul 6 Stoddards View Gales Ferry, Connecticut 06335	12/ 31/ 2023

**ALTERNATES**

R	Miello, Matthew 12 Cardinal Lane Gales Ferry, Connecticut 06335	10/31/2026
D	Cobb, Jessica 7 Whippoorwill Drive Gales Ferry, Connecticut 06335	12/31/2023
D	<b>Vacant</b> (St. Vil Gary)	12/31/2025

Town Council Appointment

3 Year Term

5 Reg. Members  
3 Alt. Members

Zoning Citation Officer

Blight Enforcement Officer

Eric Treaster

Eric Treaster

10 Huntington Way

Ledyard, Connecticut 06339

Email: [bsaofnl-eric@yahoo.com](mailto:bsaofnl-eric@yahoo.com)

**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:

COLUMN I	COLUMN II
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, (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 board, commission, legislative body, committee or similar body of the state or any political subdivision thereof, 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.

(c) In the case of any election to any such body, the winner or winners shall be determined as under existing law with the following exception: The municipal clerk shall prepare a list of the candidates ranked from top to bottom according to the number of votes each receives; when the number of members of any one political party who would be elected without regard to this section exceeds the maximum number as determined under subsection (b) of this section, only the candidates of such political party with the highest number of votes up to the limit of such maximum shall be elected, and the names of the remaining candidates of such political party shall be stricken from the list. The next highest ranking candidates shall be elected up to the number of places to be filled at such election.

(d) If an unexpired portion of a term is to be filled at the same time as a full term, the unexpired term shall be deemed to be filled before the full term for purposes of applying this section. At such time as the minority representation provisions of this section become applicable to any board, commission, committee or body, any vacancy thereafter occurring which is to be filled by appointment shall be filled by the appointment of a member of the same political party as that of the vacating member.

(e) Nothing in this section shall be construed to repeal, modify or prohibit enactment of any general or special act or charter which provides for a greater degree of minority representation than is provided by this section.

(f) Nothing in this section shall deprive any person who is a member of any such body on July 1, 1960, of the right to remain as a member until the expiration of his term.

(g) For the purposes of this section, a person shall be deemed to be a member of the political party on whose enrollment list his name appears on the date of his appointment to, or of his nomination as a candidate for election to, any office specified in subsection (a) of this section, provided any person who has applied for erasure or transfer of his name from an enrollment list shall be considered a member of the party from whose list he has so applied for erasure or transfer for a period of three months from the date of the filing of such application and provided further any person whose candidacy for election to an office is solely as the candidate of a party other than the party with which he is enrolled shall be deemed to be a member of the party of which he is such candidate.

(h) For the purposes of this section, the appointing authority for any member of any board or commission shall notify all other appointing authorities for members of such board or commission of each appointment made, including the name, town of residence and political affiliation of the person appointed, not later than five calendar days after such appointment. Such notification may be transmitted by electronic means.

(1959, P.A. 665; 1963, P.A. 592; P.A. 76-173, S. 1; P.A. 77-245, S. 4; P.A. 85-333, S. 1, 2; P.A. 86-400, S. 1, 2; P.A. 87-498, S. 1, 2; P.A. 89-370, S. 14, 15; P.A. 97-154, S. 8, 27; P.A. 16-185, S. 15.)

History: 1963 act added new Subsec. (g) setting forth how membership in a political party is determined for purposes of the section; P.A. 76-173 in Subsec. (d) deleted reference to vacancies to be filled by election, in Subsec. (e) added nothing to “prohibit enactment of” to repeal or modify, and added “charter” to general or special act providing for greater degree of minority representation; P.A. 77-245 changed “town” to “municipal” clerk where appearing; P.A. 85-333 applied section to municipal legislative bodies, except for a municipality having a town meeting as the legislative body, effective January 1, 1986, and applicable to elections held on or after that date; P.A. 86-400 restructured Subsec. (a) to place exceptions in a separate subdivision and added exception for town and city councils in unconsolidated cities within towns under stated circumstances; P.A. 87-498 added, in Subsec. (a)(2), “or (ii) for which the charter or a special act, on January 1, 1987, provided otherwise”; P.A. 89-370 exempted board of directors and other officers of any district, as defined in Sec. 7-324, having annual receipts from all sources not in excess of \$250,000 from provisions of section; P.A. 97-154 amended Subsec. (g) by changing period during which applicant for erasure or transfer shall be considered a party member, from six months to three months from application filing date, effective July 1, 1997; P.A. 16-185 amended Subsecs. (a)(2), (b) and (c) to make technical changes and added Subsec. (h) re notification by appointing authority of each appointment made, effective June 7, 2016.



# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

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**File #:** 23-2320

**Agenda Date:** 12/13/2023

**Agenda #:** 2.

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## APPOINTMENT

### **Motion/Request:**

MOTION to appoint Ms. Minna DeGaetano, (D) 10 Marla Avenue, Ledyard, as an Alternate Member to the Retirement Board for Jessica Cobb (D) as an Alternate Member to Retirement Board for a three year term ending August 26, 2026.

### **Background:**

Ms. DeGaetano has a BA in Accounting, MBA, CPA and she recently served on the *Committee to Review the Budget Process*.

Ms. DeGaetano has expressed and interested in serving on the Retirement Board. Because retirement benefits are a large portion of the Town's budget, she would like to contribute to ensuring that the Board maintains, develops, and complies with responsible investment policies for the Town's Retirement Plan assets. (Please see attached Resume')

### **Administrative Notes:**

Currently the Retirement Board has two Alternate Member vacancies. (Please see attached Roster)

This Alternate Member Position was a new position, therefore, Ms. DeGaetano would not be filling a vacancy left by a previous member.

### **Nominating Committee Recommendation:**

The DTC Nominating Committee voted to endorse Ms. DeGaetano's appointment to the Retirement Board on December 10, 2023 (please 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.



# Application Form

## Profile

Minna \_\_\_\_\_ L \_\_\_\_\_ DeGaetano \_\_\_\_\_  
First Name Middle Initial Last Name

minnadegaetano@gmail.com \_\_\_\_\_  
Email Address

10 Marla Ave \_\_\_\_\_ Suite or Apt \_\_\_\_\_  
Home Address

Ledyard \_\_\_\_\_ CT \_\_\_\_\_ 06339 \_\_\_\_\_  
City State Postal Code

Home: (860) 303-9481 \_\_\_\_\_  
Primary Phone Alternate Phone

## Which Boards would you like to apply for?

Retirement Board: Submitted

## Education & Experiences

Please tell us about yourself and why you want to serve.

### Why are you interested in serving on a board or commission?

As retirement benefits are such a large portion of the Town's budget, I would like to contribute to ensuring that the Board maintains, develops, and complies with responsible investment policies for the Town's Retirement Plan assets.

## Community Involvement

Recently served on the Committee to Review the Budget Process

## Educational Background

BA in Accounting, MBA, CPA

Government \_\_\_\_\_ Auditor \_\_\_\_\_  
Employer Job Title

[2023-12-01\\_Minna\\_DeGaetano\\_RESUME.docx](#)  
Upload a Resume

## Party Affiliation

**Party Affiliation \***

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Democrat

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**Disclaimer & FOIA Information**

Your attendance and active participation is important for the Committee to conduct its business. Any member of a Committee/Commission/Board who is absent from three (3) consecutive regular meetings and any intervening duly called special meetings shall be considered to have resigned from the Committee and the vacancy shall be filled, except that the Committee may vote to waive attendance requirements in each case where illness or other extenuating circumstances make it impossible for a member to meet the attendance requirements. It shall be the responsibility of the Chairman of the Committee to notify the Town Council or Mayor's office when a member has not properly performed his/her duties.

**Please Agree with the Following Statement**

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**If selected as a board member, I understand that information on this application is subject to the Freedom of Information Act (FOIA) and may be disclosed to anyone requesting this information.**

---

I Agree

**Signature (type full name below)**

---

Minna DeGaetano

# MINNA L. DEGAETANO

minnadegaetano@gmail.com | 860.303.9481

Experienced in analyzing and evaluating cost and pricing data for proposals and ongoing procurements. Experienced in determining if government contractors are in compliance with applicable laws, regulations, accounting standards, pricing practices and current business methods. Subject matter expert for the Procuring or Administrative Contracting Officer when negotiating with the contractor. Experienced at assessing risk, including financial capability and adequacy of internal controls in policies and procedures. Experienced at direct and indirect cost analysis to ensure compliance with Federal Acquisition Regulation (FAR) allowability, allocability, and reasonableness. Experienced at substantiating and analyzing cost submissions to determine if they are accurate and writing convincing, clear, and concise reports documenting findings.

## EDUCATION AND CERTIFICATES

CPA, since March 2018

DoD Financial Management (FM) Certification, Level 2

MBA, University of New Haven

BS, Accounting, Eastern Connecticut State University

## PROFESSIONAL EXPERIENCE

### ***Sr. Auditor***

#### **DEFENSE CONTRACT AUDIT AGENCY (DCAA)**

- Regularly support and communicate with team members, technical specialists, the contractor, contract management officials, and other internal and external partners by leading entrance and exit conferences, keeping in regular contact with the Audit Liaison to obtain access to records, drafting findings to provide the contractor for comment, participating in regular team meetings to communicate and discuss findings, and having regular conversations with contracting officers to keep them current in our focus, testing, and findings.
- Lead auditor Material Management Accounting System (MMAS) business systems audit. Identified audit risks, analyzed databases, and reviewed contractor's operating system controls to determine reliance on the contractor's systems.
- Created a Power BI model for ongoing data analysis that Auditors can update by simply adding files to a folder and refreshing.
- Developed and presented Best Practice training for CPE credit to the office while serving as Acting Quality Assistant.
- Regularly develop and modify standard audit programs to align with the risk assessment, in compliance with agency policy and Federal regulations.
- Perform detailed testing and examination of accounting systems, cost representations, and management policies and procedures to assure compliance with Federal regulations, and GAGAS requirements.
- Prepare audit work papers, which are organized, indexed, referenced, and have adequate substantiating documents to support findings.
- Independently performed a Compensation Adjustment audit which was selected by Quality for review and passed with no exceptions.

## Roxanne Maher

---

**From:** So Rodriguez <ledyarddtcncnaomi@comcast.net>  
**Sent:** Sunday, December 10, 2023 5:05 PM  
**To:** Roxanne Maher  
**Subject:** Retirement Board - Ms. Minna DeGaetano

Hello Roxanne,

The DTC Nominating Committee has voted on 12/10/23 to forward/recommend Ms. Minna DeGaetano to fill the open alternate vacancy on the Retirement Board left by Roger Coddling. Thank you.

Respectfully,

Naomi Rodriguez, Chair

DTC Nominating Committee

**RETIREMENT BOARD**

	<b>Name</b>	<b>Term Expiration</b>
R	Thorne, William 3 Adios Lane Ledyard, Connecticut 06339	1/20/2024
R	Codding, Roger 13 Helmlock Circle Gales Ferry, Connecticut 06339	1/20/2025
D	Wadecki, Sharon 44 Fanning Road Ledyard, Connecticut 06339	1/20/2026
R	Rodolico, John (Chairman) 40 Long Pond Road Ledyard, Connecticut 06339	1/20/2025
R	Panosky, Daniel 17 Chriswood Trace Ledyard, Connecticut 06339	1/20/2026

Alternate Members

R	Vacant (Codding, Roger)	8/26/2023
D	Vacant (New Position)	

Non-Voting Members

Finance Director – Matthew Bonin, Finance Director  
Town Employee - Ian Stammel , Treasurer  
Town Council Liaison -

Town Council Appointment	3 Year Term	5 Reg. Members 2 Alt. Members  3 Ex-Officio Members  Finance Director Town Councilor Town Employee
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Town Council Liaison -

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# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

**File #:** 23-2138

**Agenda Date:** 12/6/2023

**Agenda #:** 3.

## ORDINANCE

### **Motion/Request:**

Discussion and possible action on the MOTION to recommend the Town Council adopt a draft a “*An Ordinance Establishing a Farmers Market for the Town of Ledyard*” as presented in the draft dated September 27, 2023.

### **Background:**

When the Ledyard Farmers Market Committee was originally established in 2018 it was done using a Resolution.

The Farmers Market Committee has been very successful and it was time to convert the authorizing document into an Ordinance.

**Resolutions** are used to establish short-term Committee for specific Projects, and therefore, terms all end at the same time, which was when The project was completed.

**Ordinances** are used for long-term ongoing Committees, which would be more appropriate for the Farmers Market Committee.

The proposed Ordinance mirrors the current Resolution with the following updates:

- Members - Reduce the members from the current nine members to five Regular Members and four Alternate Members.
- The following language has been proposed:

*In addition, the Farmers Market Committee may, by a two-thirds vote of the Committee, select and engage “Friends of the Market” who may not be electors of the town. “Friends of the Market” may attend and participate in Committee meetings, and at the Markets. “Friends of the Market shall not have any voting rights or carry any weight or influence the decisions of the Committee. (This language has been provided to enable the Market to include Farmers from neighboring communities as part of their workforce.*

Per Section 9 of the Town Charter Members of Town Committees/Commissions shall be electors of the Town (please see below). The Farmers Market Committee is not trying to circumvent the Town Charter but would like to have the ability to increase their volunteer workforce in putting on the weekly Farmers’ Market that takes place from

June to September in Ledyard Center attracting over 1,200 visitors each week). Therefore, language was included to clearly state that the *“Friends of the Market will not have any voting rights or influence the decisions of the Farmers Market Committee”*

SECTION 8. OTHER OFFICES, BOARDS AND COMMISSIONS

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/or 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.

SECTION 9. APPOINTMENTS AND REMOVALS

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.

*In addition, upon the annual approval of the Farmers Market Committee, stipends may be issued to the Market Manager and Committee Members. The Committee shall annually determine and approve the amount of the stipends.*

*Other than In-Kind services provided by the town, the Farmers Market Committee shall not receive an operating budget supported by town funds.*

**Ordinance:**

DRAFT: 9/27/2023

Ordinance # 100-xxx

AN ORDINANCE  
ESTABLISHING A FARMERS MAREKT COMMITTEE  
FOR THE TOWN OF LEDYARD

Be it Ordained by the Town Council of the Town of Ledyard the Ledyard Farmers’ Market Committee is hereby established.

Section 1. Authority

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



Section 2. Purpose

The purpose of this Ordinance “*An Ordinance Establishing a Farmers Market for the Town of Ledyard*” is to is to codify, update and facilitate the “*Resolution Establishing a Farmers Market Committee*” adopted by the Town Council on May 9, 2018 and amended and adopted on October 10, 2019.

Section: 3. Objective

The Farmers’ Market is to create, promote, and operate a CT Grown ([www.ctgrown.gov](http://www.ctgrown.gov) <<http://www.ctgrown.gov>>) Farmers’ Market in the Town of Ledyard that will provide residents access to fresh, nutritious food, encourage community activity in Ledyard, and stimulate public interest and awareness in local farm products, thereby supporting local agricultural producers and rural life in Ledyard, Connecticut. (what if something changes and we are not certified?)

The Farmers Market Committee will function with the support of the Parks and Recreation Commission.

Section 3. Membership

The Farmers Market Committee shall consist of five (5) regular members and four (4) alternate members who shall be electors of the town and appointed by the Town Council; and to the extent possible be representative of a broad cross section of the community which it serves, including but not limited to:

- CT Grown producer(s)
- Community Artisan(s)
- Community-at-Large

*In addition, the Farmers Market Committee may, by a two-thirds vote of the Committee, select and engage “Friends of the Market” who may not electors of the town. “Friends of the Market” may attend and participate in Committee meetings, and at the Markets. “Friends of the Market shall not have any voting rights or carry any weight or influence the decisions of the Committee.*

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.

Thereafter, vacancies shall be filled for a three (3) year term.

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 *Farmers Market Committee* shall elect a Chairman, Vice Chairman, Secretary and Treasurer. Any vacancy in any such office shall be filled from its membership.

#### Section 5. Implementation

With the adoption of this Ordinance current members of the Farmers' Market Committee shall be reappointed to designate regular members, alternate members and to adjust terms to provide continuity and eliminate all terms ending on the same date.

- Two Regular Members shall be appointed for three (3) years
- One Regular Member shall be appointed for two (2) years
- One Regular Member shall be appointed for one (1) year
- One Alternate Members shall be appointed for two (2) years
- One Alternate Member shall be appointed for one (1) year

Thereafter, vacancies shall be filled for a three (3) year term.

#### Section 5. Powers and Duties

- Oversee the operation of the market, and set policy for the Committee, including but not limited to:
  - Establish Market Rules and Guidelines;
  - Establish, review, and approve/disapprove applications for Vendor(s) and Community Organization(s) interested in participating in the Farmers' Market;
  - Establish and collect Market Fees;
  - Handle immediate situations concerning the market, including resolving conflicts among members/vendors, and resolving consumer complaints;
  - Ensure the market area stays clean and vendors abide by market rules;
  - Assist vendors in compliance with all State and Federal rules and regulations;

- Establish and adopt Committee Rules of Procedure.
  
- Arrange all meetings of the general membership;
- Administer the Committee's activities;
- Create working group assignments (*e.g.*, market theme days, children's activities, fundraising, advertising, etc.) and designate leads as necessary;
- Investigate any suspicion of questionable practices or violation of market rules employed by any seller. If verified, the Committee is authorized to immediately enforce corrective action as necessary, up to and including revoking vendor's authorization to participate in the Farmers' Market without refund of Market Fees.

#### Section 6. Revenue, Funding, and Monetary Gifts

The *Ledyard Farmers' Market Committee* is authorized to accept Market Fees, gifts, or other monetary donations to further the mission of the Farmers' Market.

Monies received by the Town of Ledyard, from whatever source and by whatever means (*e.g.*, Market Fees, gifts, donation, etc.) shall be deposited into a Farmers Market Fund 020810201-54201-24201. These funds shall be in the custody of the Town Treasurer. Annually, the Town Treasurer annually shall submit to the *Farmers' Market Committee* and the Legislative Body of the Town a complete and detailed report of the Farmers' Market Fund.

Upon the *Farmers' Market Committee's* authorization, money that has been received may be expended directly from this fund for the operation, development, promotion, and marketing of the Farmers' Market within the community. Funds that were designated for a specific purpose when received must be expended for that specific purpose.

The market may also keep a small cash reserve on hand to make change for donations, make change for vendors, issue payouts for small expenses such as water, ice, etc.

***In addition, upon the annual approval of the Farmers Market Committee, stipends may be issued to the Market Manager and Committee Members. The Committee shall annually determine and approve the amount of the stipends.***

*Other than In-Kind services provided by the town, the Farmers Market Committee shall not receive an operating budget supported by town funds.*

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.

Adopted by the Ledyard Town Council on: \_\_\_\_\_

\_\_\_\_\_  
, Chairman

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

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

Published on:

Effective Date:

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

\*\*\*\*\*

Revisions: Initially established under the *Resolution Establishing a Farmers Market Committee for the Town of Ledyard*” on May 9, 2018; Amended on October 9, 2019 to increase membership from seven members to nine members.

History:

“*Resolution Establishing a Farmers Market Committee for the Town of Ledyard*” was replaced by Ordinance #

\_\_\_\_\_

9/27/2023: The proposed Ordinance mirrors the *Resolution Establishing the Farmers’ Market Committee* with the following updates:

- Members - Reduce the members from the current nine members to five Regular Members and four Alternate Members.
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*In addition, the Farmers Market Committee may, by a two-thirds vote of the Committee, select and engage “Friends of the Market” who may not be electors of the town. “Friends of the Market” may attend and participate in Committee meetings, and at the Markets. “Friends of the Market shall not have any voting*

*rights or carry any weight or influence the decisions of the Committee.* (This language has been provided to enable the Market to include Farmers from neighboring communities as part of their workforce.

Per Section 9 of the Town Charter: *Members of Town Committees/Commissions shall be electors of the Town.* The Farmers Market Committee is not trying to circumvent the Town Charter but would like to have the ability to increase their volunteer workforce in putting on the weekly Farmers' Market that takes place from June to September in Ledyard Center attracting over 1,200 visitors each week. Therefore, language was included to clearly state that the *“Friends of the Market will not have any voting rights or influence the decisions of the Farmers Market Committee”*

**Mayor Comment/Recommendation:**

(type text here)

**Body:**

(type text here)

AN ORDINANCE  
ESTABLISHING A FARMERS MAREKT COMMITTEE  
FOR THE TOWN OF LEDYARD

Be it Ordained by the Town Council of the Town of Ledyard the Ledyard Farmers' Market Committee is hereby established.

Section 1. Authority

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

Section 2. Purpose

The purpose of this Ordinance "*An Ordinance Establishing a Farmers Market for the Town of Ledyard*" is to is to codify, update and facilitate the "*Resolution Establishing a Farmers Market Committee*" adopted by the Town Council on May 9, 2018 and amended and adopted on October 10, 2019.

Section: 3. Objective

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The Farmers Market Committee will function with the support of the Parks and Recreation Commission.

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Adopted by the Ledyard Town Council on: \_\_\_\_\_

\_\_\_\_\_  
, Chairman

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

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

Published on:

Effective Date:

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

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RESOLUTION  
ESTABLISHING A LEDYARD  
FARMERS' MARKET COMMITTEE

WHEREAS: The Town Council supports creating, promoting, and operating a CT Grown ([www.ctgrown.gov](http://www.ctgrown.gov)) farmers' market in Ledyard that will provide residents access to fresh, nutritious food, encourage community activity in Ledyard, and stimulate public interest and awareness in local farm products, thereby supporting local agricultural producers and rural life in Ledyard, Connecticut;

WHEREAS: The Town Council recognizes that its citizens, community groups and organizations are a valuable asset to our town as they are instrumental in planning and participating in community events making Ledyard a great and place to live;

WHEREAS: The Town Council welcomes the talents of our residents who have expressed an interest in participating in the operation of a Farmers' Market in our community;

NOW, THEREFORE, BE IT RESOLVED: That there is hereby established a *Ledyard Farmers' Market Committee*, that will function with the support of the Parks and Recreation Commission. The Farmers Market Committee will be comprised of nine (9) members appointed by the Town Council. Members shall be electors of the town and to the extent possible be representative of a broad cross section of the community which it serves, including but not limited to:

- CT Grown producer(s)
- Community Artisan(s)
- Community-at-Large

Regular members shall be appointed by the Town Council for a term of three (3) years. Members shall commence to serve their terms immediately upon appointment and shall serve until 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, failure to act in the best interests of the Committee, or lack of sympathy with the stated purpose of the Committee. 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.

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

The regular members of the *Ledyard Farmers' Market Committee* shall annually elect a Market Manager, an Assistant Market Manager/Secretary and a Treasurer. Additional positions may be developed as needed. Any vacancy in any such office shall be absorbed by or distributed among the remaining members.

BE IT FURTHER RESOLVED: That the *Ledyard Farmers' Market Committee* shall be authorized to:

- Oversee the operation of the market, and set policy for the Committee, including but not limited to:
- Establish Market Rules and Guidelines;

- Establish, review, and approve/disapprove applications for Vendor(s) and Community Organization(s) interested in participating in the Farmers' Market
- Establish and collect Market Fees;
- Handle immediate situations concerning the market, including resolving conflicts among members/vendors, and resolving consumer complaints;
- Ensure the market area stays clean and vendors abide by market rules;
- Assist vendors in compliance with all State and Federal rules and regulations;
- Arrange all meetings of the general membership;
- Administer the Committee's activities;
- Create and disband special sub-committees (e.g. market theme days, children's activities, fundraising, advertising, etc.) and appoint leads as necessary;
- Investigate any suspicion of questionable practices or violation of market rules employed by any seller. If verified, the Committee is authorized to immediately enforce corrective action as necessary, up to and including revoking vendor's authorization to participate in the Farmers' Market without refund of Market Fees.

ADDITIONALLY: The *Ledyard Farmers' Market Committee* is authorized to accept Market Fees, gifts, or other monetary donations to further the mission of the Farmers' Market.

All monies received by the Town of Ledyard, from whatever source and by whatever means (e.g. Market Fees, gifts, donation, etc.) shall be deposited into a Farmers Market Fund 0208-24201. These funds shall be in the custody of the Town Treasurer. Annually, the Town Treasurer shall submit to the *Farmers' Market Committee* and the Legislative Body of the Town a complete and detailed report of the Farmers' Market Fund.

Upon the *Farmers' Market Committee's* authorization, money that has been received may be expended directly from this fund for the operation, development, promotion, and marketing of the Farmers' Market within the community. Funds that were designated for a specific purpose when received must be expended for that specific purpose.

BE IT FURTHER RESOLVED: That within thirty (30) days of the appointment of this Committee that an Organizational Meeting of said Committee shall be held at which members shall choose a Market Manager, Assistant Market Manager/Secretary and Treasurer;

BE IT FURTHER RESOLVED: That said Committee shall provide a semi-annual report before the opening and at the closing of the market season; and provide an annual report to the Town Council.

Amended and Adopted by the Ledyard Town Council on: October 9, 2019

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Linda C. Davis, Chairman

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Revisions: 2017-05-09 *Resolution Establishing a Ledyard Farmers' Market Committee* Adopted: May 9, 2018.

History: The Farmers Market Committee was established in 2018 to assist this non-profit organization with staff support, procedures and mechanisms to receive and expend funds to facilitate an Agricultural Market in Ledyard.

2019: Increased members from seven (7) to nine (9). Added language regarding attendance, resignation to be consistent with the town's committee, commission, board attendance requirements. Added the word "annually" regarding the election of officers.

AN ORDINANCE  
ESTABLISHING A FARMERS MAREKT COMMITTEE  
FOR THE TOWN OF LEDYARD

Be it Ordained by the Town Council of the Town of Ledyard the Ledyard Farmers' Market Committee is hereby established.

Section 1. Authority

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

Section 2. Purpose

The purpose of this Ordinance "*An Ordinance Establishing a Farmers Market for the Town of Ledyard*" is to is to codify, update and facilitate the "*Resolution Establishing a Farmers Market Committee*" adopted by the Town Council on May 9, 2018 and amended and adopted on October 10, 2019.

Section: 3. Objective

The Farmers' Market is to create, promote, and operate a CT Grown ([www.ctgrown.gov](http://www.ctgrown.gov)) Farmers' Market in the Town of Ledyard that will provide residents access to fresh, nutritious food, encourage community activity in Ledyard, and stimulate public interest and awareness in local farm products, thereby supporting local agricultural producers and rural life in Ledyard, Connecticut. (what if something changes and we are not certified?)

The Farmers Market Committee will function with the support of the Parks and Recreation Commission.

Section 3. Membership

The Farmers Market Committee shall consist of five (5) regular members and four (4) alternate members who shall be electors of the town and appointed by the Town Council; and to the extent possible be representative of a broad cross section of the community which it serves, including but not limited to:

- CT Grown producer(s)
- Community Artisan(s)
- Community-at-Large

*In addition, the Farmers Market Committee may, by a two-thirds vote of the Committee, select and engage "Friends of the Market" who are not electors of the town. "Friends of the Market" may attend and participate in Committee meetings, and at the Markets. "Friends of the Market" shall not have any voting rights or carry any weight or influence the decisions of the Committee.*

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.

Thereafter, vacancies shall be filled for a three (3) year term.

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 *Farmers Market Committee* shall elect a Chairman, Vice Chairman, Secretary and Treasurer. Any vacancy in any such office shall be filled from its membership.

#### Section 5. Implementation

With the adoption of this Ordinance current members of the Farmers' Market Committee shall be reappointed to designate regular members, alternate members and to adjust terms to provide continuity and eliminate all terms ending on the same date.

- Two Regular Members shall be appointed for three (3) years
- One Regular Member shall be appointed for two (2) years
- One Regular Member shall be appointed for one (1) year
- One Alternate Members shall be appointed for two (2) years
- One Alternate Member shall be appointed for one (1) year

Thereafter, vacancies shall be filled for a three (3) year term.

#### Section 5. Powers and Duties

- Oversee the operation of the market, and set policy for the Committee, including but not limited to:
  - Establish Market Rules and Guidelines;
  - Establish, review, and approve/disapprove applications for Vendor(s) and Community Organization(s) interested in participating in the Farmers' Market;
  - Establish and collect Market Fees;
  - Handle immediate situations concerning the market, including resolving conflicts among members/vendors, and resolving consumer complaints;
  - Ensure the market area stays clean and vendors abide by market rules;
  - Assist vendors in compliance with all State and Federal rules and regulations;
  - Establish and adopt Committee Rules of Procedure.
- Arrange all meetings of the general membership;
- Administer the Committee's activities;
- Create working group assignments (*e.g.*, market theme days, children's activities, fundraising, advertising, etc.) and designate leads as necessary;
- Investigate any suspicion of questionable practices or violation of market rules employed by any seller. If verified, the Committee is authorized to immediately enforce corrective action as necessary, up to and including revoking vendor's authorization to participate in the Farmers' Market without refund of Market Fees.

#### Section 6. Revenue, Funding, and Monetary Gifts

The *Ledyard Farmers' Market Committee* is authorized to accept Market Fees, gifts, or other monetary donations to further the mission of the Farmers' Market.

Monies received by the Town of Ledyard, from whatever source and by whatever means (*e.g.*, Market Fees, gifts, donation, etc.) shall be deposited into a Farmers Market Fund 020810201-54201-24201. These funds shall be in the custody of the Town Treasurer. Annually, the Town Treasurer annually shall submit to the *Farmers' Market Committee* and the Legislative Body of the Town a complete and detailed report of the Farmers' Market Fund.

Upon the *Farmers' Market Committee's* authorization, money that has been received may be expended directly from this fund for the operation, development, promotion, and marketing of the Farmers' Market within the community. Funds that were designated for a specific purpose when received must be expended for that specific purpose.

The market may also keep a small cash reserve on hand to make change for donations, make change for vendors, issue payouts for small expenses such as water, ice, etc.

In addition, upon the annual approval of the Farmers Market Committee, stipends may be issued to the Market Manager and Committee Members. The Committee shall annually determine and approve the amount of the stipends.

Other than In-Kind services provided by the town, the Farmers Market Committee shall not receive an operating budget supported by town funds.

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.

Adopted by the Ledyard Town Council on: \_\_\_\_\_

\_\_\_\_\_  
, Chairman

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

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

Published on:

Effective Date:

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

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Revisions: Initially established under the *Resolution Establishing a Farmers Market Committee for the Town of Ledyard*” on May 9, 2018; Amended on October 9, 2019 to increase membership from seven members to nine members.

History:  
“*Resolution Establishing a Farmers Market Committee for the Town of Ledyard*” was replaced by Ordinance # \_\_\_\_\_





# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

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**File #:** 22-090

**Agenda Date:** 12/13/2023

**Agenda #:** 5.

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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)