



TOWN OF LEDYARD

CONNECTICUT

TOWN COUNCIL

Chairman Gary St. Vil

741 Colonel Ledyard Highway
Ledyard, CT 06339
(860) 464-3203
towncouncil@ledyardct.org

April 23, 2026

Mr. Steve Masalin, Public Works Director
Town of Ledyard
741 Colonel Ledyard Highway
Ledyard, Connecticut 06339

Dear Mr. Masalin:

CONGRATULATIONS! The Town Council, at its meeting on April 22, 2026 appointed you to Ad Hoc Committee to Develop a Process for Capital Improvement Building Projects, to complete a 6- month term in accordance with the attached Resolution 002-2026/Feb 11.

As you are aware the Town's Meeting Portal (Granicus-Legistar) will aid you in preparation for the Ad Hoc Committee's meetings by providing materials and supporting documentation, and other reference information. This technology has enabled the town to streamline processes and implement paperless meetings. Each month you will be electronically notified of the Ad Hoc Committee's scheduled meeting. You can access this information by visiting the Town of Ledyard Website at: <https://www.ledyardct.org/> clicking on the "Agendas & Minutes" tab.

It is customary and traditional to be sworn-in by the Town Clerk prior to assuming your duties. Please bring a copy of this letter with you and try to have this accomplished as soon as possible.

Town Hall business hours are Monday through Thursday, 7:30 a.m. to 4:45 p.m.

Thank you for your service the Town of Ledyard.

Sincerely,

Gary St. Vil
Chairman

cc: Town Clerk
Mayor Allyn, III
Executive Assistant Jessica Michaud