



TOWN OF LEDYARD CONNECTICUT

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

Administration Committee ~ AMENDED AGENDA ~

Chairman Kevin J.
Dombrowski

Special Meeting

Wednesday, June 28, 2023

6:00 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/82555844558?pwd=Yzd0aFhoelU1L3pxMHp1KzdvTEpkQT09>

Or by Audio Only: Telephone: +1 646 558 8656; Meeting ID: 825 5584 4558; Passcode: 592654

I CALL TO ORDER

II. ROLL CALL

V. APPROVAL OF MINUTES

MOTION to approve the Administration Committee Regular Meeting Minutes of June 14, 2023.

Attachments: [ADMIN-MIN-2022-06-14.pdf](#)

VI. BUSINESS OF THE MEETING

MOTION to disband the following Town Commissions:

- Parks and Recreation Commission
- Senior Citizens Commission

Attachments: [ORD-#100-016 \(REV 1\) COMBINE PARKS & RECREATION AND SENIOR CITIZENS COMMISSION -2023-04-26.docx](#)

MOTION to revise Resolution #002-2023/Mar 23 “Resolution Establishing A Committee To Transform Review The Budget Process” as presented in the draft dated June 27, 2023.

Attachments: [002-2023-MAR-22- \(Rev 1\) Resolution Review Budget Process Cmt-DRAFT-2023-06-27.docx](#)

MOTION to appoint members to the Committee to Review the Budget Process in accordance with the structure provided in Resolution #002-2023/Mar 23 “Resolution Establishing A Committee To Review The Budget Process”.

Attachments: [002-2023-MAR-22- \(Rev 1\) Resolution Review Budget Process Cmt-DRAFT-2023-06-27.docx](#)
[BUDGET TRANSFORAMTION CMT-BOE-REQUEST MEMBERS-LTR-2023-03-23.pdf](#)
[BUDGET TRANSFORAMTION CMT-DTC-RTC--REQUEST MEMBERS-MEMO-2023-03-23.pdf](#)
[Ribe-Budget Cmt-e-mail-2023-6-13.pdf](#)
[DTC -Nominations -Budget Cmt-e-mail-2023-6-14.pdf](#)
[Jessica Buhle Education.doc](#)
[Minna DeGaetano.doc](#)
[TY Lamb Resume 2021.doc](#)
[Jones-Budget Cmt-e-mail-2023-6-20.pdf](#)
[Budget Transformation Cmt- RTC-email dated-2023-.06-26pdf.pdf](#)
[Budget Transformation Cmt- Board of Education Appointments-email dated-2023-.06-26pdf.pdf](#)

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

File #: 23-1788

Agenda Date: 6/28/2023

Agenda #:

MINUTES

Minutes:

MOTION to approve the Administration Committee Regular Meeting Minutes of June 14, 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, June 14, 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	5:57 pm
Whit Irwin	Town Councilor	Excused			
Mary McGrattan	Town Councilor	Present	In-Person	5:30 pm	5:57 pm
Kevin Dombrowski	Town Council Chairman	Present	In-Person	5:30 pm	5:57 pm
S. Naomi Rodriguez	Town Councilor	Present	In-Person	5:30 pm	5:57 pm
Scott Johnson, Jr.	Director Parks, Recreation & Senior Citizens	Present	In-Person	5:30 pm	5:57 pm
Jennifer Smith	Library Director	Present	Remote	5:30 pm	5:41 pm
Roxanne Maher	Administrative Assistant	Present	In-Person	5:30 pm	5:57 pm

- III. **CITIZENS' COMMENTS** – None.

- IV. **INFORMATIONAL ITEMS** – None.

- V. **REVIEW AND APPROVAL OF PRIOR MEETING MINUTES**

MOTION to approve the Regular Meeting Minutes of May 10, 2023
 Moved by Councilor McGrattan, seconded by Councilor Ingalls

VOTE: 2 – 0 Approved and so declared

- VI. **OLD BUSINESS**

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

VII. NEW BUSINESS

1. MOTION to recommend the Town Council approve an updated *Library Technician I – Reference* Job Description as presented in the draft dated May 3, 2023.
Moved by Councilor McGrattan, seconded by Councilor Ingalls
Discussion: Library Director Jennifer Smith stated the *Library Technician I – Reference* Job Description has not been updated since 2017. She explained that the Job Title and duties now include the work that the position has been doing which included “*Technician*”.

Ms. Smith provided an overview regarding the four Library Job Descriptions that were being considered this evening. She explained that the titles for three of Job Descriptions were being updated to more accurately reflect the role of the positions. She stated currently they had the following job description titles “*Assistant Librarians*” and “*Library Assistants*” noting that it was confusing. Therefore, she stated this job description update project was mainly to clarify the titles of the job descriptions and to clean-up the outdated language as well.

The Administration Committee agreed that they did not have any questions regarding the *Library Technician I – Reference* position, noting that the updates to this Job Description were straight forward.

VOTE: 2 – 0 Approved and so declared

RESULT: 2– 0 APPROVED TO RECOMMEND
MOVER: Mary McGrattan, Committee Member
SECONDER: Andra Ingalls, Committee Member
AYES: Andra Ingalls, Mary McGrattan
EXCUSED: Whit Irwin

2. MOTION to recommend the Town Council approve an updated *Assistant Librarian I – Youth Services* Job Description as presented in the draft dated ~~May 3~~ *June 14*, 2023.
Moved by Councilor Ingalls, seconded by Councilor McGrattan
Discussion: Library Director Jennifer Smith stated Mayor Allyn, III, suggested the job descriptions include language regarding “*social media*” because it was a large part of the Library’s role. Therefore, she suggested the following language “*Supports the Library social media presence and update content on the Library’s website in accordance with the Town’s Social Media Policy*” be added under the “*Essential Job Functions*” heading to the following two Job Descriptions:

- *Assistant Librarian I – Youth Services*
- *Assistant Librarian II – Adult Services*

Ms. Smith also noted that Mayor Allyn provided some minor edits which included changing the word “*weed*” to “*cull.*” In the section titled “*Essential Job Functions*”.

“*Evaluate and ~~weed~~ cull the youth collection on an annual basis*”

The Administration Committee agreed to add the suggested language and edits noted above as a “friendly amendment”.

Councilor Ingalls stated the Committee would be approving the updated *Assistant Librarian I – Youth Services* Job Description as contained in the draft dated **June 14, 2023**.

VOTE: 2 – 0 Approved and so declared

RESULT:	2– 0 APPROVED TO RECOMMEND
MOVER:	Andra Ingalls, Committee Member
SECONDER:	Mary McGrattan, Committee Member
AYES:	Andra Ingalls, Mary McGrattan
EXCUSED:	Whit Irwin

3. MOTION to recommend the Town Council approve an updated *Assistant Librarian II – Adult Services* Job Description as presented in the draft dated ~~May 3~~, **June 14**, 2023.
Moved by Councilor McGrattan, seconded by Councilor Ingalls
Discussion: Councilor McGrattan noted the first sentence under “*General Statement*” stated the following:

*“The Assistant Librarian II- Adult Services is responsible for the operation of the of the library buildings of the **Ledyard Library Commission**....”*

Councilor McGrattan questioned the reason the “Ledyard Library Commission” was included in this job description, noting that it was not in any of the other Library Job Descriptions.

Chairman Dombrowski suggested striking “~~Ledyard Library Commission~~” noting that the buildings were owned by the Town of Ledyard and not by the Library Commission. The Administration Committee agreed to strike “*Ledyard Library Commission*” from the section titled “*General Statement of Duties*”.

Library Director Jennifer Smith stated the Assistant Librarian II-Adult Services was in-charge during her absence. She agreed with striking “*Ledyard Library Commission*”, as suggested by Chairman Dombrowski above, from the job description.

Councilor McGrattan questioned whether the Assistant Librarian II-Adult Services was equal or on-par with the Assistant Librarian I-Youth Services. Ms. Smith explained the Assistant Librarian II-Adult Services was a step above the Assistant Librarian I- Youth Services position, noting they had additional supervisory responsibilities and were in-charge during her absence.

As mentioned during the previous discussion (see above Item #2) the Administration Committee also added the following language “*Supports the Library social media presence and update content on the Library’s website in accordance with the Town’s Social Media Policy*” be added under the “*Essential Job Functions*”.

Councilor Ingalls stated the Committee would be approving the updated *Assistant Librarian II – Adult Services* Job Description as contained in the draft dated **June 14, 2023**.

VOTE: 2 – 0 Approved and so declared

RESULT: 2– 0 APPROVED TO RECOMMEND
MOVER: Mary McGrattan, Committee Member
SECONDER: Andra Ingalls, Committee Member
AYES: Andra Ingalls, Mary McGrattan
EXCUSED: Whit Irwin

4. MOTION to recommend the Town Council approve an updated *Library Director* Job Description as presented in the draft dated May 3, 2023.

Moved by Councilor Andra Ingalls, seconded by Councilor McGrattan

Discussion: Library Director Jennifer Smith stated some additional duties were added to her position.

VOTE: 2 – 0 Approved and so declared

RESULT: 2– 0 APPROVED TO RECOMMEND
MOVER: Andra Ingalls, Committee Member
SECONDER: Mary McGrattan, Committee Member
AYES: Andra Ingalls, Mary McGrattan
EXCUSED: Whit Irwin

Councilor Ingalls thanked Library Director Jennifer Smith for attending tonight’s meeting.

Ms. Smith left the meeting at 5:41 p.m.

5. MOTION to recommend the Town Council appoint Ms. Margaret Boyd, (U) 257 Whalehead Road, Gales Ferry, to the Ledyard Housing Authority to complete a five-year term ending March 31, 2026 to fill a vacancy left by Ms. Evans.

Moved by Councilor McGrattan, seconded by Councilor Ingalls

Discussion: Councilor McGrattan, Housing Authority Liaison, noted that Ms. Boyd previously served on the Housing Authority and was interested in returning to the Board.

Councilor Ingalls stated Ms. Boyd has been an active member in the community noting that she has served on a number of commissions. She stated Housing Authority Director Colleen Lauer noted in her recommendation “*that they would absolutely welcome Ms. Boyd back to the Board.*”

VOTE: 2 – 0 Approved and so declared

RESULT: 2– 0 APPROVED TO RECOMMEND
MOVER: Mary McGrattan, Committee Member
SECONDER: Andra Ingalls, Committee Member
AYES: Andra Ingalls, Mary McGrattan
EXCUSED: Whit Irwin

6. MOTION to recommend the Town Council appoint the following nine members comprised of 7 Regular Members; and two Alternate Members, to the newly combined Parks, Recreation & Senior Citizens Commission, in accordance with Ordinance #001-016 (rev. 1) “*An Ordinance Combining Parks And Recreation Commission and Senior Citizens Commission for the Town of Ledyard.*”

Regular Members

- Mr. Kenneth DiRico (U) 8 Melanie Lane, Gales Ferry, term ending June 28, 2026
- Ms. Lucrezia Finegan (R) 1331 Baldwin Road, Gales Ferry, term ending June 28, 2026
- Ms. Jessica Cobb (7 Whippoorwill Drive, Gales Ferry, term ending June 28, 2025
- Ms. Loretta Kent (D) 1363 Baldwin Hill Road, Gales Ferry. Term ending June 28, 2024
- Ms. Norma Sokolski (R) 14 Mary Belle Circle, Ledyard, term ending June 28, 2023
- Ms. Margaret Anne Harding (R) 50 Pheasant Run Drive, Gales Ferry, term ending June 28, 2025
- Ms. Paula Crocker (U) 1500 Route 12, Gales Ferry, term ending June 28, 2025

Alternate Members

- Mr. Charles Gallagher ((R) 12 Sherwood Trace, Gales Ferry, term ending June 28, 2024
- Ms. Marjorie Winslow (D) 3 Wolf Ridge Gap, Ledyard, term ending June 28, 2024

Moved by Councilor Ingalls, seconded by Councilor McGrattan

Discussion: Councilor Ingalls provided some background noting the Town Council’s April 26, 2023 adoption of Ordinance #100-016 (rev 1) “*An Ordinance Combining Parks And Recreation Commission and Senior Citizens Commission for the Town of Ledyard*” completed the administrative process to merge the two Commissions together. She stated since the Parks & Recreation Department moved from the building on Blonders Boulevard to the Senior Citizens Center on Van Tassel Drive, Gales Ferry, in 2020, the two Departments have been sharing staff and resources between the two Offices. She stated by combining the two Departments/Commissions that they would be able to streamline daily operations and use of staff, provide financial and space benefits, and to support additional programs and events, etc.

Councilor Ingalls went on to note in accordance with Ordinance #100-016 (rev 1) the Chairmen from each of the Commissions solicited their members regarding their interest to serve on the new combined nine-member Commission (7 Regular Members; 2 Alternate Members) Commission and that the Chairmen have provided recommendations to the Town Council for the appointment of members.

Councilor Ingalls stated the appointments proposed this evening were based on the Committee Chairmen’s recommendations. She stated for the initial appointments that the members’ terms were staggered (3-years, 2-years, 1-year) to prevent all of the members terms from expiring at the same time.

Councilor Ingalls continued by explaining with these appointments that there would be some members, who were currently serving on each of the Commissions (Parks & Recreation Commission and the Senior Citizens Commission), that would no longer be serving. She stated that she recognized that this could be awkward and that some feelings may be hurt. However, she stated all those who were currently volunteering to serve the town were good people and that she hoped that they would choose to find other places to volunteer and serve, where their talents would be useful.

The Committee worked to ensure both the Parks & Recreation Commission and the Senior Citizens Commission were each represented and that the new Combined Commission would meet the minority representation requirements, in accordance with CGS 167a.

The Committee expressed concern with trying to maintain minority representation in filling vacancies on the Commission going forward relative to Regular Members and Alternate Members. Chairman Dombrowski suggested the town seek guidance from the Town Attorney regarding minority representation, noting when this question was asked of the Town Attorney in January, 2022 it was specially pertaining to the Planning & Zoning Commission. Councilor Ingalls stated in the Town Attorney's 2022 response they noted that "*this issue was far from settled*".

VOTE: 2 – 0 Approved and so declared

RESULT:	2– 0 APPROVED TO RECOMMEND
MOVER:	Andra Ingalls, Committee Member
SECONDER:	Mary McGrattan, Committee Member
AYES:	Andra Ingalls, Mary McGrattan
EXCUSED:	Whit Irwin

7. Any New Business proper to come before the Committee. – None.

VIII. ADJOURNMENT

Councilor Ingalls moved the meeting be adjourned, seconded by Councilor McGrattan
2 - 0 Approved and so declared, the meeting was adjourned at 5:57 p.m.

VOTE:

Respectfully submitted,

Andra Ingalls
Committee Chairman



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 23-1801

Agenda Date: 7/5/2023

Agenda #:

APPOINTMENT

Motion/Request:

MOTION to disband the following Town Commissions:

- Parks and Recreation Commission
- Senior Citizens Commission

Background:

Town Council Meeting 4/26/2023: Adopted Ordinance #001-016 (rev. 1) “*An Ordinance Combining Parks And Recreation Commission and Senior Citizens Commission for the Town of Ledyard*”.

In accordance with the timeline provided in Ordinance #001-016 (rev. 1) steps have been taken by both the Parks and Recreation Commission and Senior Citizens Commission to provide a for a seamless transition to the combined commission.

Administration Committee Meeting 6/14/2023: The Administration Committee put forward a slate of members to the Town Council comprised of members from both the Parks and Recreation Commission and Senior Citizens Commission for appointment at its June 28, 2023 meeting.

Disbanding the two separate Commissions is an Administrative action to finalize the process related to combining of the two Commissions (Parks & Recreation Commission and the Senior Citizens Commission).

Administrative Notes:

(type text here)

Nominating Committee Recommendation:

(type text here)

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.

AN ORDINANCE COMBINING
PARKS AND RECREATION COMMISSION AND
SENIOR CITIZENS COMMISSION
FOR THE TOWN OF LEDYARD

Be it ordained by the Town Council of the Town of Ledyard there is hereby established a “*Parks, Recreation, and Senior Citizens Commission*”.

Section 1. Purpose

- (a) The purpose of this Ordinance is to formally combine the Parks and Recreation Commission with Senior Citizens Commission with the in the Town of Ledyard; herein, to be known as “*Ledyard Parks, Recreation, and Senior Citizens Commission*”.

Combining the duties of the Town Committees/Commissions/Boards that have similar interests into a single commission will provide a financial benefit to the town as it will minimize administrative support by reducing the number of Committees/Commissions/Boards in town and provide services more effectively.

Combining the two Commissions will provide a financial benefit for Senior Citizens programs because they would be eligible for funding under-the Parks & Recreation Capital Account Fund 203 (formerly Fund 8) established by Ordinance #200-009 “*An Ordinance Providing for Transfer of Certain Revenue from Real Estate conveyance Tax to Special Town of Ledyard Funds*”; and in accordance with Ordinance #200-012 “*An Ordinance Creating a Municipal Parks and Recreation Capital and Non Non-Recurring Expense Fund for the Town of Ledyard*”.

- (b) The purpose of Ledyard Parks, Recreation, and Senior Citizens Commission is to provide services for the senior citizens within budgetary limits; and to provide recreational programs for the general population and manage properties under the administrative control of the Parks and Recreation Department.

Section 2. Authority and Establishment of Commissions

- (a) Parks and Recreation Commission

Pursuant to the authority contained in Section 7-148, General Statutes of Connecticut, there is hereby created a Parks and Recreation Commission for the Town of Ledyard.

- (b) Senior Citizens Commission

Pursuant to Chapter III, Section 4 of the Charter of the Town Ledyard, there is hereby established a Senior Citizens Commission.

Pursuant to Chapter III, Section 4, of the Town Charter, commencing on the nineteenth day after the effective date of this ordinance, the duties of the Senior Citizens Commission of the Town of Ledyard as set forth in Ordinance #100-016, shall be discharged in accordance with this Ordinance; and shall hereafter be known as the Ledyard Parks, Recreation, and Senior Citizens Commission.

Section 3. Membership

The *Ledyard Parks, Recreation, and Senior Citizens Commission* shall consist of seven (7) regular members and two (2) alternate members who shall be electors of the Town of Ledyard and who shall hold no salaried municipal office.

Membership on any other Board, Commission or Committee of the Town of Ledyard shall not preclude membership on the *Ledyard Parks and Recreation and Senior Citizens Commission*.

In making the original appointments under this ordinance, the Town Council shall designate three (3) members to serve for three (3) years, three (3) members to serve for two (2) years; three (3) members to serve for one (1) year. Thereafter, vacancies shall be filled for a three (3) year term.

Section 4. Terms of Appointment

The members of the *Ledyard Parks, Recreation, and Senior Citizens Commission* shall be appointed for a three (3) year term by the Town Council.

Members shall commence to serve their terms immediately upon appointment and shall serve until their successor has qualified or they have been reappointed or removed by the Town Council.

As each of the terms of the members expire, the Town Council shall appoint a successor for a term of three (3) years to fill each vacant position.

Any vacancy on the Commission other than by expiration of term shall be filled for the unexpired portion of the term by the Town Council.

The Commission shall annually elect a Chairman and Secretary from its members. In accordance with General State Statutes of Connecticut Section-1-225 a Regular Meeting schedule shall be set and filed with the Town Clerk before January 31st of the coming year and shall be a thirteen (13) month calendar; inclusive of January of the following year. Special meetings may be called by a majority of the members of said Commission.

Any member of the Commission 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 section.

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

Appointment and removal of any member of the *Ledyard Parks and Recreation and Commission Senior Citizens* shall be as provided for in Chapter IV, Section 9, of the Town Charter.

Section 5. Implementation

Within two weeks after the adoption date of this ordinance, all current members of the Parks and Recreation Commission of the Town of Ledyard and the current members of the Senior Citizens Commission for the Town of Ledyard shall indicate to their respective chairman their desire to serve on the Ledyard Parks, Recreation and Senior Citizens Commission.

The respective chairman shall thereafter report to the Town Council the desires of their members. In addition, the respective chairman shall make recommendations to the Town Council regarding present members to serve on the combined commission.

The Town Council shall appoint members to the Ledyard Parks, Recreation, and Senior Citizens Commission no later than the effective date of the Ordinance.

Section 6 Responsibilities and Duties

1. To annually prepare a budget containing its estimates of expenses and revenues to carry out its programs and the purposes of this Ordinance; and to submit the same to the Mayor for inclusion in the annual budget of the Town of Ledyard. When requested, and at least annually, *the Ledyard Parks, Recreation, and Senior Citizens Commission* shall make reports to the Town Council.
2. Shall adopt Rules of Procedure and establish policies for programs and the operation and use of facilities under the Commission's jurisdiction.
3. To plan the development, improvement and expansion of park lands and recreation facilities and other facilities under the Commission's jurisdiction, including the acquisition, erection, installation, improvement, and replacement of park or recreation facilities and equipment.
4. To develop, establish, improve and coordinate recreational programs to benefit the general population in the Town of Ledyard. Including nutrition, health, social services, transportation and other concerns of Ledyard's senior citizens.
5. To seek federal, state and private funds and may accept any money, gifts or endowment and expend the same for its designated purpose, provided such conditions does not remove any portion of the Commission from the control of the facilities or programs; or in any manner limit the use of the facility or programs to further the purpose of the Commission.
6. To engage such employees as assigned by the Mayor and other contractors hired by the Town of Ledyard to provide programs and services, and to maintain facilities under the *Ledyard Parks, Recreation, and Senior Citizens Commission's* administrative control and oversight within the budgetary limits of said Commission.
7. *The Ledyard Parks, Recreation, and Senior Citizens Commission* shall serve to represent senior citizens at town meetings, before the Town Council or before its committees, and if required before other organizations.

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. Cancellation and Amendment of Previous Ordinances

- This Ordinance amends Ordinance #100-016 "*An Ordinance Establishing a Senior Citizens Commission for the Town of Ledyard*".
- This Ordinance cancels and supersedes Ordinance #100-014 "*An Ordinance Creating A Parks and Recreation Commission for the Town of Ledyard*".

Section 9. 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: April 26, 2023

Kevin J. Dombrowski, Chairman

Approved / Disapproved on: _____

Fred Allyn, III, Mayor

Published on:

Effective Date:

Patricia A. Riley, Town Clerk

Revisions:

Parks and Recreation Commission

Ordinance #12 “*Ordinance Creating a Parks and Recreation Commission for the Town of Ledyard*” Adopted by Town Meeting December 11, 1967; Ordinance #12 “*Ordinance Creating a Parks and Recreation Commission for the Town of Ledyard*” Amended and Adopted December 22, 1972; Ordinance # 137 “*An Ordinance Amending an Ordinance Creating A Parks and Recreation Commission for the Town of Ledyard*” adopted on October 22, 2014; Renumbered Ordinance #137 to #100-014 on September 25, 2019 as part of the Twenty-fourth Town Council 2017-2019 Ordinance Update Initiative Project.

Senior Citizens Commission

Ordinance #58 “*An Ordinance Establishing a Permanent Commission for Senior Citizens for the Town of Ledyard,*” adopted on September 28, 2011 and overrode the Mayor’s disapproval/veto on October 12, 2011.-Ordinance #147 “*An Ordinance Amending an Ordinance Establishing a Senior Citizens Commission in the Town of Ledyard*” adopted December 13, 2017; Renumbered Ordinance #134 to #100-016 on September 25, 2019 as part of the Twenty-fourth Town Council’s 2017-2019 Ordinance Update Initiative Project.

History:

2023: Ordinance #100-014 “*An Ordinance Creating A Parks and Recreation Commission for the Town of Ledyard*” adopted on October 22, 2014; and Ordinance #100-106 “*An Ordinance Establishing a Senior Citizens Commission for the Town of Ledyard*” were combined to become Ordinance #100-016 (rev 1). The duties of both Commissions remained in place and some minor editorials were made throughout the document creating a *Parks and Recreation and Senior Citizens Commission*.



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 23-1798

Agenda Date: 6/28/2023

Agenda #:

RESOLUTION

Motion/Request:

MOTION to revise Resolution #002-2023/Mar 23 “*Resolution Establishing A Committee To **Transform Review** The Budget Process*” as presented in the draft dated June 27, 2023.

Background:

Town Council March 23, 2023 Meeting: Adopted Resolution #002-2023/Mar 23 “*Resolution Establishing A Committee To Transform The Budget Process*”

To eliminate any confusion regarding the purpose/assignment of the Committee it was suggested that the title of the Committee be revised as follows: “*Resolution Establishing A Committee To **Transform Review** The Budget Process*” (see attached)

Meeting Action Detail:

Administration Committee Meeting 06/28/2023

File #: [23-1795](#) Version:

Type: Appointment

Title:

Mover: **Seconder:**

Action:

Minute Note:

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.

DRAFT 6/26/2023

Res: 002-2023/Mar 22
(Rev. 1 -6/27/2023)

RESOLUTION
ESTABLISHING A COMMITTEE TO
~~TRANSFORM~~ **REVIEW** THE BUDGET PROCESS

WHEREAS: The Town Council recognizes the burden that the State's level funding has imposed on municipal budgets and its taxpayers by not keeping up with the rate of inflationary costs and by imposing unfunded mandates on cities and towns.

WHEREAS: The Town Council recognizes the need to examine alternative budgeting methods such as a Zero Based Budget Practice for the implementation of the Fiscal Year 2024/2025 Budget preparation.

NOW, THEREFORE, BE IT RESOLVED: That there is hereby established a Committee to ~~Transform~~ **Review** the Budget Process to be comprised of nine (9) regular members. All members shall be appointed by the Town Council with the following representation:

Town Council Finance Committee Chairman
Town Council Chairman
One additional Member of the Town Council
Two Members from the Board of Education
Four Members from the Community-at-Large

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

Regular members shall be appointed by the Town Council for a term of four-months. 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.

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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. 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 *Committee to ~~Transform~~ **Review** the Budget Process* shall elect a Chairman, Vice Chairman and Secretary. Any vacancy in any such office shall be filled by from its regular membership.

BE IT FURTHER RESOLVED: That the *Committee to ~~Transform~~ Review the Budget Process* shall be authorized to:

- a) To review the Budget *Transform* Committee Final Report dated October 16, 2016 along with the goals and objectives that have been implemented to-date.
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Revised and Adopted by the Ledyard Town Council on June 28, 2023

Kevin J. Dombrowski, Chairman

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History: *Resolution Establishing a Committee To Transform The Budget Process*; Adopted June 8, 2016; Final Report submitted: October 16, 2016; Adopted: March 23, 2023.

2023:

June 28, 2023: Revised title of Committee to more accurately reflect the Committee's assignment as follows: " Committee to ~~Transform~~ **Review** the Budget Process"

Updated the 2016 Resolution "*Committee to Transform the Budget Process*" to include the following language: *The Town Council recognizes the burden that the State's level funding has imposed on municipal budgets and its taxpayers by not keeping up with the rate of inflationary costs and by imposing unfunded mandates on cities and town.*

The 2023 Committee's assignment includes a review of the October 16, 2016 Final Report and other assignments outlined in the Resolution above.



File #: 23-1795

Agenda Date: 6/28/2023

Agenda #:

APPOINTMENT

Motion/Request:

MOTION to appoint members to the Committee to Review the Budget Process in accordance with the structure provided in Resolution #002-2023/Mar 23 “*Resolution Establishing A Committee To Review The Budget Process*”.

Background:

Administration Committee & Town Council June 28, 2023 Meeting:

The Administration Committee and the Town Council will consider updating the title of the Committee as follows: *Resolution Establishing A Committee To ~~Transform~~ Review The Budget Process*” to more accurately reflect the Committee’s assignment. (please see attached draft dated 6/27/2023)

Town Council March 23, 2023 Meeting: Adopted Resolution #002-2023/Mar 23 “*Resolution Establishing A Committee To Transform The Budget Process*”.

This is a short-term (4-month) assignment with the Committee’s Final Report due to the Town Council on October 27, 2023.

March 24, 2023: Town Council sent memos to the Democratic Town Committee, Republican Town Committee; and Board of Education to request nominations to meet the following member structure as provided in the Resolution:

Town Council Finance Committee Chairman
Town Council Chairman
One additional Member of the Town Council
Two Members from the Board of Education
Four Members from the Community-at-Large

Below are the recommendations provided (see attached)

Town Council (Chairman - Finance Cmt Chair & 1 from Town Council

- R - Kevin Dombrowski - Town Council Chairman
- D - Bill Saums - Finance Cmt Chairman
- R - Tim Ryan - 1 from Town Council

Community at Large (4 Members)

- R - Terry Jones - 27 Monticello Drive, Gales Ferry (currently on WPCA)
- U - Beth Ribe - 129 Rose Hill Road, Ledyard (currently on IWWC)
- D - Jessica Buhle - 65 Pheasant Run Drive, Gales Ferry (currently on Conservation, EDC, & P&R)
- D - Earl (Ty) Lamb - 95 Lambtown Road, Ledyard (currently on Historic Comm)
- D - Minna DeGaetano - 10 Marla Avenue, Ledyard

(please see attached emails: DTC: email dated 6/21/2023; RTC: email dated 6/26/2023_

Board of Education 2 Members

- D- Joanne M. Kelley- 12 Thames View Pentway
- R- Brandon Grabner - 42 Church Hill Road

(please see attached email dated 6/26/2023)

Meeting Action Detail:

Administration Committee Meeting 06/28/2023

File #: [23-1795](#) Version:

Type: Appointment

Title:

Mover: [Secunder:](#)

Action:

Minute Note:

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”.

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RESOLUTION
ESTABLISHING A COMMITTEE TO
~~TRANSFORM~~ *REVIEW* THE BUDGET PROCESS

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Revised and Adopted by the Ledyard Town Council on June 28, 2023

Kevin J. Dombrowski, Chairman

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History: Resolution Establishing a Committee To Transform The Budget Process; Adopted June 8, 2016; Final Report submitted: October 16, 2016; Adopted: March 23, 2023.

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The 2023 Committee’s assignment includes a review of the October 16, 2016 Final Report and other assignments outlined in the Resolution above.



TOWN OF LEDYARD CONNECTICUT

741 Colonel Ledyard Highway
Ledyard, Connecticut 06339-1551
(860) 464-3203
towncouncil@ledyardct.org

Chairman Kevin J. Dombrowski

March 23, 2023

Chairman Anthony Favry
Ledyard Board of Education
Blonders Boulevard
Ledyard, Connecticut 06339

Dear Chairman Favry:

With the current inflationary environment and projected level funding from the State the town's ability to maintain the services our residents have become accustomed to has become more challenging each year. As you are aware increased costs in heating fuel, gasoline, electricity along with many other expenses have impacted the town's operational costs, and its ability to conduct business.

The last Committee to Transform the Budget Process submitted its final report to the Town Council on October 16, 2016. During the past seven years many of their recommendations and goals have been implemented/and or considered. Therefore, the Town Council felt that it was time to once again conduct another review of the town's budget process and the role of local government.

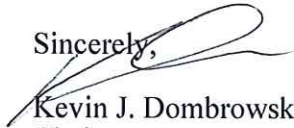
At our March 22, 2023 meeting the Town Council adopted a *Resolution Establishing a Committee to Transform the Budget Process*". The Committee is comprised of nine members which includes two members from the Board of Education along with a Board of Education ex-officio member. (see attached).

The Town Council would like to appoint members to the Committee to Transform the Budget Process as soon as possible and requests that you provide the names of two Board of Education Members (one from each party to meet minority representation) to the Town Council Office.

Your prompt attention and assistance would be appreciated as we work together to examine Ledyard's spending trends and to seek alternative budgeting methods to address the burden that is being placed on municipal budgets and its taxpayers.

Should you have any questions regarding this initiative please feel free to contact me at (860) 383-6463 or e-mail council@ledyardct.org.

Sincerely,


Kevin J. Dombrowski
Chairman

cc: Mayor Allyn
Superintendent Hartling

Res: 002-2023/Mar 22

RESOLUTION
ESTABLISHING A COMMITTEE TO
TRANSFORM THE BUDGET PROCESS

WHEREAS: The Town Council recognizes the burden that the State's level funding has imposed on municipal budgets and its taxpayers by not keeping up with the rate of inflationary costs and by imposing unfunded mandates on cities and towns.

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

BE IT FURTHER RESOLVED: That the *Committee to Transform the Budget Process* shall be authorized to:

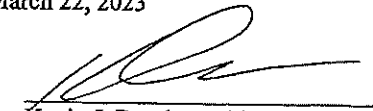
- a) To review the Budget Transformation Committee Final Report dated October 16, 2016 along with the goals and objectives that have been implemented to-date.
- b) To review, research, and determine the following:
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 - (2) Whether the services/programs are mandatory relative to the role of local government.
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Adopted by the Ledyard Town Council on: March 22, 2023



Kevin J. Dombrowski, Chairman

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Chairman Kevin J. Dombrowski

TOWN OF LEDYARD CONNECTICUT

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(860) 464-3203
towncouncil@ledyardct.org

MEMORANDUM

TO: Democratic Town Committee
Republican Town Committee

FROM: Chairman Kevin J. Dombrowski 

DATE: March 23, 2023

RE: Committee to Transform the Budget Process – Request for Nominations

With the current inflationary environment and projected level funding from the State the town's ability to maintain the services our residents have become accustomed to has become more challenging each year. Increased costs in heating fuel, gasoline, electricity along with many other expenses have impacted the town's operational costs and its ability to conduct business.

The last Committee to Transform the Budget Process submitted its final report to the Town Council on October 16, 2016. During the past seven years many of their recommendations and goals have been implemented/and or considered. Therefore, the Town Council felt that it was time to once again conduct another review of the town's budget process and the role of local government.

At our March 22, 2023 meeting the Town Council adopted a *Resolution Establishing a Committee to Transform the Budget Process*". The Committee is comprised of nine members which included four volunteers from the Community-at-Large.

The Town Council would like to appoint members to the Committee to Transform the Budget Process as soon as possible and requests that you submit the names of two citizens who would like to participate on this Committee.

In selecting your Committee's recommended nominations, we ask that you be mindful to select residents who have some financial background to ensure that our community is well represented.

Your attention to this request and your cooperation are appreciated. Should you have any questions, please feel free to contact me at (860) 383-6463 or e-mail council@ledyardct.org.

Thank you.

Attachment

RESOLUTION
ESTABLISHING A COMMITTEE TO
TRANSFORM THE BUDGET PROCESS

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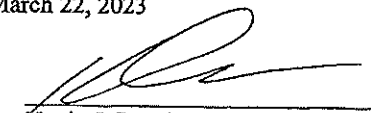
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Roxanne Maher

From: Andra Ingalls
Sent: Tuesday, June 13, 2023 3:02 PM
To: Roxanne Maher; Beth Ribe
Cc: Kevin J. Dombrowski
Subject: Re: Committee to Transform the Budget Process

Received - thank you, Ms. Ribe.

Andra Ingalls

Town Councilor
Administration Committee Chair
Finance Committee Member
(860) 961-2414

From: Roxanne Maher <council@ledyardct.org>
Sent: Monday, June 12, 2023 11:11 AM
To: Beth Ribe <beth_ribe@live.com>
Cc: Andra Ingalls <aingalls@ledyardct.org>; Kevin J. Dombrowski <KJDom@ledyardct.org>; Roxanne Maher <council@ledyardct.org>
Subject: RE: Committee to Transform the Budget Process

Good Morning Ms. Ribe:

Thank you for your interest in volunteering to serve on the Committee to Transform the Budget Process.

I will forward your interest to the Administration Committee to be considered.

Thank you,
Roxanne

Roxanne M. Maher

Administrative Assistant to
the Ledyard Town Council
(860) 464-3203
council@ledyardct.org

Town Hall Hours:
Monday – Thursday 7:30 a.m. to 4:45 p.m.
CLOSED FRIDAYS

-----Original Message-----

From: Beth Ribe <beth_ribe@live.com>
Sent: Monday, June 12, 2023 10:00 AM
To: Roxanne Maher <council@ledyardct.org>
Subject: Committee to Transform the Budget Process

[You don't often get email from beth_ribe@live.com. Learn why this is important at <https://aka.ms/LearnAboutSenderIdentification>]

To whom it may concern,

I'm responding with interest to be considered as a town member-at-large for this committee.

I'm registered as a "Unaffiliated/Independent" voter.

Thank you!

Regards,
Beth Ribe

Sent from my iPhone

Roxanne Maher

From: So Rodriguez <ledyarddctcnaomi@comcast.net>
Sent: Wednesday, June 21, 2023 3:19 PM
To: Roxanne Maher
Subject: Names for the Committee to Transform the Budget Process
Attachments: Jessica Buhle Education.doc; Minna DeGaetano.doc; TY Lamb Resume 2021.doc

Hello Roxanne,

Last Thursday, June 15, 2023, the DTC Nominating Committee voted and wholeheartedly recommends the following nominees to the Committee to Transform the Budget Process as Community-at-Large members. They have financial background and understand that this is not a total revision, such as with the Charter Revision. They are all only volunteering their expertise to help and are all willing to volunteer to help in any way possible. I hope these candidates are strongly considered for participation. All of their resumes/bio's are attached. All of these nominees have been sent a copy of the Resolution Establishing A Committee To Transform The Budget Process. Thank you for your consideration and time.

- 1) Minna DeGaetano
- 2) Jessica Buhle
- 3) Earl Ty Lamb

Respectfully,

Naomi Rodriguez, Chair
Ledyard DTC Nominating Committee

Jessica Buhle Education

BS in Accounting - Hawaii Pacific University - December 2014

Volunteer History

Ombudsman - Naval Submarine School - 2015-2017

Ombudsman - USS Oregon - 2017-2020

Committee member - Ledyard Beautification Committee 2019-2022

Commissioner - Parks and Recreation - 2022-2023

Commissioner - Economic Development Commission - 2020-present

Alternate Member - Conservation Commission - 2022-present

LEAF Trustee - 2022-present

Employment History

Navy Federal Credit Union - Member Service Representative - 2015-2019

Town of Ledyard - Assistant to the Tax Collector - 2019-2020

Self Employed - Photographer - 2020-present

Ledyard resident since 2017

Minna DeGaetano:

Ledyard property owner since 2007.

Ledyard DTC member

Work with registrars to work on voting days.

Accounting degree from Eastern Connecticut State University May 2012.

MBA from University of New Haven, August 2015

CPA since March 2018. CPAC.0056405

Currently working as an Auditor since 2015.

EARL T. LAMB
95 Lambtown Road
Ledyard, Connecticut 06339
tylamb5350@outlook.com

OBJECTIVE: Program Manager or Engineering position based on formal education, military experience, and proven ability to work in a team environment.

EXPERIENCE:

Hoya Vision Care (7/19 to 7/20)

Ramsey, Minnesota

Research & Development Project Manager

Worked within the United States based Research and Development group. Our mission was to create the NPD/P through the companies stage-gate system. Once the projects were accepted by production, the design would be turned over for manufacturing. Additionally, directly collaborated with Hoya's Global PMO to improve the stage gate system for the NPD/P and to create the process to quickly develop new technology platforms.

Executed and directed various NPD/P through the stage-gate process (e.g., Inner Mirror, PZ Wide, Photonics Lens).

Curtiss-Wright (5/17 to 6/19)

Chanhasen, Minnesota

Program Manager – Ground & Naval Defense Segment

Tasking included establishing the program management principles within a growing segment at Curtiss-Wright. Developing PMP tools and processes to incorporate into program execution. In addition to organizing the current program management team, worked towards putting in place various new production cells (e.g., Factory-within-Factory).

Executed various projects and was responsible for the profit and loss of the groups contracts (e.g., Ford class control systems project, Ship-to-Shore Connector control project, and multiple other smaller projects).

Orbital ATK - Allegany Ballistics Laboratory (11/05 to 7/15) Held Secret Clearance

Rocket Center, West Virginia

Program Manager – ATK Missile Products

Executed various projects in both the research and production environments at ATK. The Earned Value Management System (EVMS) and technical achievement are essential elements concerning these projects. Performed on two highly valued strategic programs (i.e, David Sling and LRLAP), which kept ATK in the fore front of rocket motor know-how. These programs being guided through early development and the qualification phases of their life cycle. Skills employed but not limited to the following; performing on simultaneous projects, directing highly technical multi-discipline teams, coordinating supply chain, and interfacing with various stakeholders including internal and external customers.

L-3 Communications – Henschel (6/04 to 9/05)

Newburyport, Massachusetts

Program Manager – Marine and Announcing Systems

Responsible for the Marine and Announcing System program. The program included; Astute CIS project, Astute ICS project, and new product development (e.g., Deepwater Alarm and Announcing system). Tasks included following ISO 9000 procedures through; the planning, design, verification, pilot build, and production phases of a product introduction. Additional duties included but were not limited to; team development, product development schedule, raw product cost targets, scheduling labor resources-conflicts, and monthly financial/technical reviews.

American Science and Engineering (10/00 to 4/03)

Billerica, Massachusetts

Senior Electrical Engineer

Responsible for company product lines. Duties included R&D, technical solutions, gross margin, team coordination, schedules, and product shipments.

Project Engineer on the Model 66Z Plus X-ray System

This project launched a new model of X-ray systems at AS&E. Included following ISO 9000 procedures through the planning, design, verification, pilot build, and production phases of a product introduction. Additional duties included but are not limited to; team development, product development schedule, raw product cost targets, scheduling labor resources and conflicts, and monthly financial/technical reviews.

Naval Undersea Warfare Center (9/97 to 10/00)

Newport, Rhode Island

Special Projects Team Leader

Responsible for the Special Projects Team. Duties included overseeing the yearly budget and technical schedule, technical lead on project tasks and resolution of technical problems.

Program Manager tasks included; working closely with project customers (ONI, SEA92, SUBPAC, SUBLant), creating and performing yearly budgets, creating monthly financial/technical reports, coordinating various logistics efforts, scheduling and coordinating sub-contractor tasks and contacts, building teams, scheduling project resources and shipping dates, and ensuring product survivability on mission.

Technical areas include Field Service Engineering, Multi-Spectral Imaging Capabilities, System Engineering, and Testing Services.

Low Light Level camera selection.

Design of a focusing control system for a multi-sensor imaging system.

Proto-type design of a six-axis control and data acquisition system using DSP components.

Development of Built-in-Test equipment for the troubleshooting various equipment failures.

Chief Engineer (Cluster NESSIE Gen I)

Responsible for the day-to-day operation of the Cluster NESSIE Gen I system. Experience includes working hand-and-hand with manufacturing, and waterfront personnel to complete the yearly installation schedule.

Technical areas include experience with accelerometers, inertial sensors, electromechanical devices, angular rate sensors, and electrical test equipment.

Design of a hybrid based two axis control system for Line-of-sight position control system.

Design of a HWIL electrical-mechanical gyro alignment procedure.

Team Leader for the rapid response field engineering team. On-site troubleshooting and repair of electro-optic and electro-mechanical systems.

ANALYSIS & TECHNOLOGY, INC. (9/96 to 9/97)

New London, Connecticut

Systems Engineering Group Manager

Responsible for the Systems Engineering Group. Duties included overseeing the yearly budget and technical schedule, technical lead on project tasks and resolution of all technical problems.

Program Manager responsibilities; group profitability targets, group growth targets, customer satisfaction, re-investment plans for team members, and technical/ financial reports.

Technical areas included System/Control Engineering Services, System Testing (Hardware-In-The-Loop, DSP), Software Development (Matlab/Simulink), and Inertial Navigation Systems.

Provided multi-area support through determining system and equipment performance deficiencies for the Navy Electronic Surveillance System, Infrared Exploitation (Cluster NESSIE) program
Identified alternate approaches to the current NESSIE stabilization/compensation scheme. Analyzing various approaches to improve the current system.
Developing Hardware-in-the-Loop system testing using the Matlab/Simulink/dSPACE test equipment.
Analyzed NESSIE stabilization and navigation integration improvement progress, assessing engineering/technical impacts of proposed designs, and providing recommendations for alternate approaches.

STRUCTURED TECHNOLOGY CORPORATION (12/92 to 9/96)

Niantic, Connecticut

Control/System Project Leader

Responsible for the four-person System/Control Engineering Group. Duties included overseeing the yearly budget, technical schedule, technical lead on project tasks and resolution of all technical problems.

Designed system bypass circuits using existing sensors to emulate major control system functions.
Developed various control system pointing algorithms (Provided pointing algorithms for Data Interface Group, NESSIE, PISCES and developing NESSIE GEN II pointing algorithm).
Conducted independent software testing of the Periscope Stabilization System Simulation Program.
Prepared test plans/procedures for NESSIE operational land based testing. The test plans were organized to accomplish precise experimentation on the different stabilization/control approaches.
Conducted system testing to determine faults and validation of a operational NESSIE system and new bypass circuits.
Developed Control system and Controlled system simulator programs to include upgrades that are incorporated into the current NESSIE baseline system. Utilized the Matlab/Simulink program to incorporate various experimental control system approaches.

UNITED STATES ARMY (7/84 to 7/86)

Fort Steward, Georgia

19D10E9 Cavalry Scout

Conducted reconnaissance missions in teams. Performed hands-on maintenance and operations for the M113 Armored Personnel Carrier (APC) and it's communication systems. Received numerous medals and commendations in the performance of duty.

EDUCATION:

FLORIDA INSTITUTE OF TECHNOLOGY (8-91)

Melbourne, Florida

Bachelor of Science Electrical Engineering

From: Kevin J. Dombrowski <KJDom@ledyardct.org>

Sent: Tuesday, June 20, 2023 4:21 PM

To: Roxanne Maher <council@ledyardct.org>; Andra Ingalls <aingalls@ledyardct.org>

Cc: Roxanne Maher <council@ledyardct.org>

Subject: Re: Budget Transformation Cmt RTC Members

I have confirmed that Terry is willing to serve
Kevin

Sent from my Verizon, Samsung Galaxy smartphone

Get [Outlook for Android](#)

Roxanne Maher

From: stanjub@juno.com
Sent: Monday, June 26, 2023 4:01 PM
To: Roxanne Maher
Cc: aningalls@yahoo.com; mikefrance@alumni.usc.edu
Subject: Budget Transformation Committee

Hi Roxanne,

As of today, the RTC is recommending Terry Jones for appointment to the Budget Transformation Committee.

If it's not too late, we still have a couple of "maybes" that might be available soon - they're considering runs for office, so we didn't want to recommend them if they wouldn't be able to serve on the committee.

Thanks,

Stan Juber
Chairman, Ledyard RTC

Roxanne Maher

From: Roxanne Maher
Sent: Monday, June 26, 2023 10:49 AM
To: Anthony Favry
Subject: Re: Request Nominations - Budget Transformation Cmt

Thank you!

Sent from my iPhone

On Jun 26, 2023, at 10:23 AM, Anthony Favry <afavry@ledyard.net> wrote:

Good Morning -

Mike, Joanne and Brandon have been recommended for participation in this Committee. I am waiting to confirm with Joanne, however, barring me indicating otherwise, please proceed these being the BoE representatives.

Should you have any questions, please let me know.

Thanks,
Anthony

On Thu, Jun 15, 2023 at 3:28 PM Roxanne Maher <council@ledyardct.org> wrote:
<image001.jpg>

Good Afternoon:

As a follow-up to the Town Council's March 23, 2023 request, the Administration Committee plans to hold a Special Meeting on June 28, 2023 to recommend members to be appointed to the Budget Transformation Committee and wanted to be sure the Board of Education was represented, in accordance with the Resolution.

Your help in forwarding the names to two Board of Education members who would like to serve on this short-term (4-month commitment, with a project completion date of October 27, 2023) by early next week would be appreciated.

Should you have any questions regarding this request, please do not hesitate to contact Chairman Dombrowski, or Councilor Ingalls.

Thank you,

Roxanne

Roxanne M. Maher

<image002.png>

Administrative Assistant to

the Ledyard Town Council

(860) 464-3203

council@ledyardct.org

Town Hall Hours:

Monday - Thursday 7:30 a.m. to 4:45 p.m.

CLOSED FRIDAYS

From: Roxanne Maher <council@ledyardct.org>

Sent: Thursday, March 23, 2023 9:47 AM

To: Anthony Favry (afavry@ledyard.net) <afavry@ledyard.net>; Jason S. Hartling <jhartling@ledyard.net>

Cc: Anthony Favry <afavry@me.com>; Anita Cleetus <acleetus@ledyard.net>; Kevin J. Dombrowski <KJDom@ledyardct.org>; Fred Allyn, III <mayor@ledyardct.org>; Roxanne Maher <council@ledyardct.org>

Subject: Request Nominations - Budget Transformation Cmt

Good Morning Chairman Favry:

Please find attached a Memo dated March 23, 2023 from Chairman Dombrowski regarding a request for nominations for two members from the Board of Education to serve on the Committee To Transform The Budget Process.

Should you have any questions regarding this request please do not hesitate to contact Chairman Dombrowski at (860) 383-6463 or email kjdom@ledyardct.org

Thank you,

Roxanne

Roxanne M. Maher

<image002.png>

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the Ledyard Town Council

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council@ledyardct.org

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CLOSED FRIDAYS

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Thank You, Anthony Chair, Ledyard Board of Education

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