



TOWN OF LEDYARD

Administration Committee

Meeting Minutes

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

Chairman Gary St. Vil

Regular Meeting

Wednesday, May 13, 2026

5:30 PM

Town Hall Annex- Hybrid Format

WORKING DRAFT

In -Person: Council Chambers, Town Hall Annex Building

Remote Participation: Information Noted Below:

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

[https://ledyardct.zoom.us/j/87000289896?](https://ledyardct.zoom.us/j/87000289896?pwd=fabD4UwbJoa3UQum4GuDudD2NbwF0x.1)

[pwd=fabD4UwbJoa3UQum4GuDudD2NbwF0x.1](https://ledyardct.zoom.us/j/87000289896?pwd=fabD4UwbJoa3UQum4GuDudD2NbwF0x.1)

Audio Only: Telephone: +1 646 558 8656; Meeting ID: 870 0028 9896; Passcode: 779502

I CALL TO ORDER

The Meeting was called to order by Committee Chairman Councilor Garcia-Irizarry at 5:30 p.m. at the Council Chambers, Town Hall Annex Building.

Councilor Garcia-Irizarry 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

Present: William Barnes
Carmen Garcia-Irizarry

Excused: April Brunelle

In addition, the following were present:

Ty (Earl) Lamb Town Councilor
Christine Dia Director of Human Resources
Scott Johnson, Jr. Director-Parks, Recreation & Senior Citizens
Karen Parkinson Historic District Commission Chairman
Doug Kelley Historic District Commission Vice Chairman
Pamela Ball Farmers Market Committee Chairman
Brandon Graber Resident
Jeff Eilenberger Resident

Victoria Ericson Resident
 Edwin Murray Resident
 Eleanor Murray Resident
 Lee Ann Berry Resident
 Brandon Sabbag Resident
 Eleanor Murray Resident
 Colleen Laue Resident
 Roxanne Maher Administrative Assistant

III. RESIDENTS & PROPERTY OWNERS COMMENTS

Mr. Ty (Earl) Lamb, 95 Lambtown Road, Ledyard, Town Councilor, commented on the many good Applicants that were received that were interested in volunteering to serve on a number of the Town's Committees.

Mr. Doug Kelley, 40 Pinelock Drive, Gales Ferry, Historic District Commission Vice-Chairman, noted that the Administration Committee received two Applications to fill one position on the Historic District Commission. He noted both candidates were well qualified providing some background on both Ms. Kim Millar and Victoria Ericson. He stated that Historic District Commission Chairman Karen Parkinson asked that he convey her sentiments that while both were viable candidates, the Commission was looking to have more representation from the Gales Ferry side of town, noting that the Commission prides itself on being non-partisan.

IV. PRESENTATIONS / INFORMATIONAL ITEMS

V. APPROVAL OF MINUTES

MOTION to approve the Administration Committee Minutes of April 8, 2026

VI. NEW BUSINESS

1. MOTION to approve proposed Social Services Coordinator job description as presented in the draft date May 5, 2026.

RESULT: RECOMMENDED FOR APPROVAL

2. MOTION to endorse the Parks, Recreation & Senior Citizens Commission proposal to dedicate the new pavilion Lantern Hill Road Park in Janet Barnett (Janet Barnett Pavilion)

RESULT: RECOMMENDED FOR APPROVAL

3. MOTION to endorse the Parks, Recreation & Senior Citizens Commission proposal to dedicate the Senior Center Fitness Room in Paula Crocker (Paula Crocker Fitness Center).

RESULT: RECOMMENDED FOR APPROVAL

MOVER: William Barnes

SECONDER: Carmen Garcia-Irizarry

AYE: 2 Barnes and Garcia-Irizarry
EXCUSED: 1 Brunelle

4.

Councilor Garcia-Irizarry stated the Town Council received eight Appointment Applications from residents interested in serving on the newly established "Ad Hoc Committee to Evaluate the Separation of the Planning Commission & Zoning Commission". However, she stated that the Committee was only calling for a total of four members with specific qualifications; plus one member from the Town Council for a total of five members.

The Administration Committee agreed to review each of the following Applications and to narrow down the selection for the Motion:

Members to the "Ad Hoc Committee to Evaluate the Separation of the Planning Commission & Zoning Commission" a for six-month term in accordance with Res#002-2026/Mar 25

- One Member from the Community-at-Large with Planning experience:

Mr. Michael Cherry (U) 5 Whippoorwill Drive, Gales Ferry

*Mr. Tony Capon (D) 37 Silas Deane Road, Ledyard

Mr. Jeffrey Kulo (D) 39 Chriswood Trace, Ledyard

- One Member from the Community-at-Large with Zoning experience

*Mr. Kevin Dombrowski (R) 139 Meetinghouse Lane, Ledyard

Mr. Eric Treaster, (R)10 Huntington Way, Ledyard

Mr. Michael Cherry (U) 5 Whippoorwill Drive, Gales Ferry

Mr. Tony Capon (D) 37 Silas Deane Road, Ledyard

Mr. Jeffrey Kulo (D) 39 Chriswood Trace, Ledyard

- One Member from the Planning & Zoning Commission

*Ms. Beth Ribe (U) 129 Rose Hill Road, Ledyard

- One Member from the Community-at-Large

*Mr. Milton (Dave) Schroeder, Jr., (U) 290 Whalehead Road, Gales Ferry

Mr. Edwin Murray (R) 26 Deveonshire Drive, Gales Ferry

- One Member from the Town Council)

The Administration Committee commented on the difficulty to only select four members, noting that each of Candidates had extensive qualifications and experience. By consensus the Administration Committee to forward the Applications as noted with an asterisk above.

MOTION to recommend the Town Council appoint the following Members to the "Ad Hoc Committee to Evaluate the Separation of the Planning Commission & Zoning Commission" a for six-month term in accordance with Res#002-2026/Mar 25

- One Member from the Community-at-Large with Planning experience:

Mr. Tony Capon (D) 37 Silas Deane Road, Ledyard

- One Member from the Community-at-Large with Zoning experience
Mr. Kevin Dombrowski (R) 139 Meetinghouse Lane, Ledyard
- One Member from the Planning & Zoning Commission
Ms. Beth Ribe (U) 129 Rose Hill Road, Ledyard
- One Member from the Community-at-Large
Mr. Milton (Dave) Schroder, Jr., (U) 290 Whalehead Road, Gales Ferry
- One Member from the Town Council)

RESULT: RECOMMENDED FOR APPROVAL

MOVER: Carmen Garcia-Irizarry

SECONDER: William Barnes

AYE: 2 Barnes and Garcia-Irizarry

EXCUSED: 1 Brunelle

5. MOTION to appoint Mr. David Gruszkowski (R) 26 Saw Mill Drive, Ledyard, to the Retirement Board to complete a three (3) year term ending January 20, 2029 filling a vacancy left by Ms. DeGaetano.

RESULT: RECOMMENDED FOR APPROVAL

MOVER: William Barnes

SECONDER: Carmen Garcia-Irizarry

AYE: 2 Barnes and Garcia-Irizarry

EXCUSED: 1 Brunelle

6. MOTION to appoint Mr. Gary Schneider (D) 101 Inchcliffe Drive, Gales Ferry to the “Ad Hoc Committee to Develop a Process for Capital Improvement Budding Projects for the Town of Ledyard” as the Representative from the Community at Large, for six-month term in accordance with Res#002-2026/Feb 11.

RESULT: RECOMMENDED FOR APPROVAL

MOVER: Carmen Garcia-Irizarry

SECONDER: William Barnes

AYE: 2 Barnes and Garcia-Irizarry

EXCUSED: 1 Brunelle

7. MOTION to appoint Mr. Chuck Warrington (U) 1058 Long Cove Road, Gales Ferry, to the “Ad Hoc Committee to Develop a Process for Capital Improvement Budding Projects for the Town of Ledyard” as the Representative from the Community at Large, for six-month term in accordance with Res#002-2026/Feb 11.

RESULT: MOTION FAILED

MOVER: William Barnes

SECONDER: Carmen Garcia-Irizarry

NAY: 2 Barnes and Garcia-Irizarry

EXCUSED: 1 Brunelle

8. MOTION to appoint Ms. Anne Roberts-Pierson (U) 4 Anderson Drive, Gales Ferry, as a Regular Member to the Historic District Commission, to complete a five (5) year term ending December 6, 2029; filling a vacancy left by Ms. Lamb.

RESULT: RECOMMENDED FOR APPROVAL

MOVER: Carmen Garcia-Irizarry

SECONDER: William Barnes

AYE: 2 Barnes and Garcia-Irizarry

EXCUSED: 1 Brunelle

9. MOTION to appoint Mr. Cory Watford (R) 429 Colonel Ledyard Highway, Ledyard, as an Alternate Member to the Historic District Commission, to complete a five (5) year term ending December 6, 2028; filling a vacancy left by Ms. Roberts-Pierson.

Councilor Garcia-Irizarry noted that earlier today Mr. Watford withdrew his Appointment Application. Therefore, no action was required this evening.

RESULT: WITHDRAWN

10. MOTION to appoint Ms. Kim Millar (U) 6 Riverside Place, Gales Ferry, as an Alternate Member to the Historic District Commission, to complete a five (5) year term ending December 6, 2028; filling a vacancy left by Ms. Roberts-Pierson.

RESULT: RECOMMENDED FOR APPROVAL

MOVER: William Barnes

SECONDER: Carmen Garcia-Irizarry

AYE: 2 Barnes and Garcia-Irizarry

EXCUSED: 1 Brunelle

11. MOTION to appoint Ms. Victoria Ericson (R) 85 Lambtown Road, Ledyard, as an Alternate Member to the Historic District Commission, to complete a five (5) year term ending December 6, 2028; filling a vacancy left by Ms. Roberts-Pierson.

RESULT: MOTION FAILED

MOVER: Carmen Garcia-Irizarry

SECONDER: William Barnes

NAY: 2 Barnes and Garcia-Irizarry

EXCUSED: 1 Brunelle

12. MOTION to reappoint Ms. Sarah Martic (R) 59R Long Pond Road, South, Ledyard, to the

Ledyard Farmers' Market Committee for a three (3) year term ending May 9, 2029.

RESULT: RECOMMENDED FOR APPROVAL

MOVER: William Barnes

SECONDER: Carmen Garcia-Irizarry

AYE: 2 Barnes and Garcia-Irizarry

EXCUSED: 1 Brunelle

13. MOTION to appoint Mr. Jeremy Norris (D) 12 Old Fort Lane, Ledyard, as an Alternate Member to the Ledyard Farmers' Market Committee to complete a three (3) year term ending February 26, 2029 filling a left by Mr. Hary.

RESULT: RECOMMENDED FOR APPROVAL

MOVER: William Barnes

SECONDER: Carmen Garcia-Irizarry

AYE: 2 Barnes and Garcia-Irizarry

EXCUSED: 1 Brunelle

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

VII. OLD BUSINESS

1. MOTION to revisit the MOTION to recommend the Town Council adopt a proposed "Ordinance Establishing a Town of Ledyard Code of Ethics and Ethics Commission" that the Administration Committee approved to forward to the Town Council at their February 11, 2026 meeting;

And to approve to recommend the Town Council adopt a the proposed "Ordinance Establishing a Town of Ledyard Code of Ethics and Ethics Commission" as presented in the updated draft March 7, 2026; with minor formatting edits made on March 11, 2025 (as updated during the Administration Committee's 3/11/2026 meeting).

The Administration Committee reviewed the amendments to the proposed Ethics Ordinance as discussed at the Town Council's April 8, 2026 meeting and also agreed on some additional changes to provide clarification.

Councilor Garcia-Irizarry suggested before they bring the proposed Ethics Ordinance back to a Public Hearing they solicit final comments from the Town Council and ask the Town Attorney for a final review. .

2. Proposed amendments to Ordinance #300-029 (rev. 1) "An Ordinance Regarding Control of Alcoholic Beverages at Town of Ledyard Facilities".

Parks, Recreation, & Senior Citizens Director Scott Johnson, Jr., asked the Administration Committee not to take any action on the proposed Ordinance #300-029 (rev 1) "An Ordinance Regarding Control of Alcoholic Beverages at Town of Ledyard Facilities this

evening noting that he was working with Police Chief John Rich to clean up the language throughout the document. He also noted that he was working with Farmers Market Committee Chairman Pam Ball to ensure she had all the permissions needed for the Farmers Market Committee this summer.

RESULT: CONTINUE

3. Any Old Business proper to come before the Committee.
None.

IV ADJOURNMENT

The meeting adjourned at 6:55 p.m.

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