



# TOWN OF LEDYARD

CONNECTICUT  
TOWN COUNCIL  
HYBRID FORMAT

741 Colonel Ledyard Highway

Ledyard, CT 06339

<http://www.ledyardct.org>

Roxanne M. Maher  
860 464-3203

Chairman Kevin J. Dombrowski

## MINUTES ADMINISTRATION COMMITTEE REGULAR MEETING

Wednesday, October 11, 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	6:09 pm
Whit Irwin	Town Councilor	Present	In-Person	5:30 pm	6:09 pm
Mary McGrattan	Town Councilor	Present	In-Person	5:30 pm	6:09 pm
Marisa Iannella- Rodriguez	Director Human Resources	Present	In-Person	5:30 pm	6:06 pm
Jennifer Smith	Library Director	Present	In-Person	5:30 pm	6:06 pm
Roxanne Maher	Administrative Assistant	Present	In-Person	5:30 pm	6:09 pm

- III. CITIZENS COMMENTS – None.

- IV. REPRESENTATIONS/INFORMATIONAL ITEMS – None.

- V. REVIEW AND APPROVAL OF PRIOR MEETING MINUTES

MOTION to approve the Special Meeting Minutes of September 13, 2023  
Moved by Councilor Irwin, seconded by Councilor McGrattan

VOTE: 3 – 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 proposed updates to the Director of Finance Job Description as presented in the draft dated ~~September, 2021~~ *October 11, 2023*.

Moved by Councilor Irwin, seconded by Councilor McGrattan

Discussion: Director of Human Resources Marisa Iannella-Rodriguez explained that she was working to complete the process to have a number of job descriptions finalized and approved. She stated that most of the job descriptions that were being presented this evening were updated prior to her arrival in April, 2023 and were posted in a “Draft” format to advertise and fill positions. However, she stated that they were not forwarded to the Town Council at that time for their review and approval, which was the reason some of the Draft dates were from a year ago.

Councilor McGrattan noted that many of the “*Director*” positions were Mayor Appointments explaining that when a new Mayor was elected that they could remove those who were Department Directors, such as the Finance Director, Public Works Director, Town Clerk, and others to appoint the individuals that they would like to have on their staff. Therefore, she questioned whether this should be stated in the Job Description, so that those who were applying for a Director’s position would know that upfront. Director of Human Resources Marisa Rodriguez noted that the positions that were the Mayor’s direct appointments were addressed in Chapter VI of the Town Charter. She also explained that the job descriptions state that the Mayor was the Director’s immediate Supervisor. Therefore, she suggested that rather than include language to address the hiring/appointing authority in the Job Descriptions that during the interview process they explain that the Director was an “*At Will*” position appointed by the Mayor.

Councilor Ingalls stated in reviewing the Job Descriptions that the formats were not consistent. Therefore, she stated that although she did not have any questions regarding the Finance Director’s duties and responsibilities presented in the draft this evening that she would suggest that format for all the Job Descriptions being reviewed this evening be reformatted for consistency.

The Administration Committee agreed that format of the Job Descriptions should be consistent noting the following:

- Headings be **Bold** and **CAPITALIZED**
- Bullets be used to note the “*Essential Job Functions*”
- Include the following two statements:
  - (1) **\*\*\*\*\*The duties listed above are intended only as illustrative of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.\*\*\*\*\***
  - (2) **\*\*\*\*This job description does not constitute an employment agreement or contract between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.\*\*\*\***

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 approve proposed updates to the Director of Human Resources Job Description as presented in the draft dated ~~January, 2023~~ October 11, 2023.

Moved by Councilor Irwin, seconded by Councilor McGrattan

Discussion: Director of Human Resources Marisa Iannella-Rodriguez explained that this was the draft Job Description that was posted when she applied to the Town for the position. She stated that she was not involved in updating the job description.

The Administration Committee agreed that they did not have any questions about the duties and responsibilities that were included in the draft Job Description. They noted one punctuation which was to add a comma to a paragraph in the *Essential Job Functions* Section as noted below:

**ESSENTIAL JOB FUNCTIONS:**

- *Manages and evaluates the Town's employee health, dental, life insurance and benefit programs, including retirement, employee assistance and wellness programs, and deferred compensation plans. Where necessary, work in conjunction with outside consultants or legal counsel for support in these areas*

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

3. MOTION to recommend the Town Council approve proposed updates to the Administrator of Emergency Services Job Description as presented in the draft dated ~~February, 2021~~ October 11, 2023.

Moved by Councilor Irwin, seconded by Councilor McGrattan

Discussion: Councilor McGrattan provided some background regarding the establishment of the Administrator of Emergency Services position. She explained during Mayor Fred Allyn's, Jr., term that he found that the emergency services volunteers needed some assistance with the paperwork and other requirements associated with the operations of the Fire Departments, and at that time, the Ledyard Volunteer Emergency Squad (LVES-Ambulance); and therefore, he worked to establish the Administrator of Emergency Services. She noted the Administrator of Emergency Services would be a paid position and would act as a Liaison between the volunteers and the Mayor's Office. She stated initially the Emergency Services Volunteers were not happy with the decision. However, she stated they have finally settled down and the operations were running smoothly.

Administrative Assistant Roxanne Maher noted that Mr. Steve Holyfield was the Administrator of Emergency Services and that he supports both the Ledyard Center Fire Department and the Gales Ferry Fire Department with preparing and submitting grant applications, purchase orders, submitting Legislative Files to the Town Council, the management of their apparatus replacement schedule and many other administrative duties to both support and to relieve the volunteers from having to do this work.

Councilor Irwin provided clarification noting that the Administrator of Emergency position was not posted, stating that the position was currently filled; and they were just updating the Job Description.

Director of Human Resources Marisa Iannella-Rodriguez stated that the town's current Administrator of Emergency Services Steve Holyfield has been working under the Job Description as presented this evening. She noted that she did not make any edits to any of the job descriptions that were being presented this evening.

The Administration Committee agreed that they did not have any questions regarding the duties and responsibilities as presented in draft Administrator of Emergency Services Job Description.

VOTE: 3 - 0 Approved and so declared

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

4. MOTION to recommend the Town Council approve proposed updates to the Building Official as presented in the draft dated **January, 2023 October 11, 2023**.

Moved by Councilor Irwin, seconded by Councilor McGrattan

Discussion: Councilor McGrattan noted recently the town has had difficulty hiring land use officials. Therefore, she questioned whether the draft Job Description included any special licenses or certifications that would be restrictive enough to prevent someone who may have the experience but not all of the certifications from being considered for the position.

Director of Human Resources Marisa Iannella-Rodriguez stated that the language in the proposed Job Description stated that they would “prefer” certain education and certifications, as not to be too restrictive in attracting a candidate pool. She stated it has been very challenging to fill the land use official positions in Southeastern Connecticut, explaining that there was a lack of interest in this field of work.

VOTE: 3 - 0 Approved and so declared

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

5. MOTION to recommend the Town Council approve proposed updates to the Zoning and Inland Wetland Official Job Description as presented in the draft dated ~~February, 2021, 2023~~ ***October 11, 2023.***

Moved by Councilor McGrattan, seconded by Councilor Irwin

Discussion: Councilor McGrattan requested clarification noting that the Zoning and Inland Wetlands Official would be supervised by the Land Use Director. Therefore, she questioned whether Juliet Hodge was the Town Planner or the Land Use Director.

Director of Human Resources Marisa Iannella-Rodriguez explained that Juliet Hodge's title was Land Use Director, noting that she was the Town Planner and provided supervision to the Zoning and Inland Wetlands Official and the Building Official.

Councilor Ingalls noted under section titled "*Experience and Training*" that the following language has been added to the Zoning and Inland Wetland Official Job Description:

*Certification by the Connecticut Association of Zoning Enforcement Officers (C.A.Z.E.O) **within 2 years of date of hire** and certification by the Department of Environmental Protection (DEP) of having attended Inland Wetlands and Watercourses Commissioner/Agent Training - Segments I, II, III.*

Councilor Ingalls noted in the past the person had to have their C.A.Z.E.O to be hired for the Zoning and Inland Wetland Official. However, she stated that the town can now hire an individual while they were in the process of obtaining their Certifications while they were working in field.

VOTE: 3 - 0 Approved and so declared

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

6. MOTION to recommend the Town Council approve proposed updates to the Youth Services Coordinator as presented in the draft dated ~~September 13, 2023~~ ***October 11, 2023.***

Moved by Councilor Irwin, seconded by Councilor McGrattan

Discussion: Councilor Ingalls noted that the Supervisor of the Youth Services Coordinator was being changed from the Mayor to the Nursing Administrator.

Director of Human Resources Marisa Iannella-Rodriguez explained the Supervisor was changed from the Mayor to the Nursing Administrator to provide more focused oversight.

Councilor McGrattan stated with the discontinuation of the Ledyard Visiting Nurse Association that the town no longer had a Nursing Administrator. Ms. Rodriguez stated that Karen Goetchuis was the Nursing Administrator. Councilor McGrattan stated it was her understanding that Ms. Goetchuis was overseeing the School Nurses and that she was also the Municipal Agent for the Senior Citizens Center.

The Administration Committee reviewed the Job Description noting the following:

#### **NATURE OF WORK**

*This ~~is highly responsible, professional and administrative~~ work includes developing, implementing, supervising and evaluating education, counseling, and services for youth and their families. The Youth Services Coordinator ensures and provides counseling, therapy, and intervention services for “at-risk” (i.e. truant, delinquent, neglected, abused) children, youth, and their families*

Councilor McGrattan addressed the section titled “*Experience and Training*” and the requirement to have a Master’s Degree. She commented that the town may have difficulty replacing Youth Services Coordinator Kate Sikorsky-Maynard, noting that she did not have a Master’s Degree when she began working for the town. She went on to note that the town had difficulty finding Counselors with a Bachelor’s Degree to fill the per diem positions that were added using the American Rescue Plan Act (ARPA) Funding. She suggested they strike the word “*Possession of*” and state the following: “*Master’s Degree is preferred*”.

Director of Human Resources Marisa Iannella-Rodriguez agreed that making those language changes would provide some flexibility in working to fill the position in the future.

Councilor Ingalls stated because of Ms. Sikorski-Maynard’s education the town has been able to utilize intern College Students who were in the Master’s Program because Ms. Sikorski-Maynard could supervise them. However, she stated someone with a lower qualification would not be able to provide that level of oversight; and therefore, Ledyard would lose out on that opportunity. She stated when she served on the Social Services Board, which was over ten-years ago, that Ms. Sikorski-Maynard had her Master’s Degree at that time and was supervising students who were working on their Internship. She stated that she agreed with the thought that requiring a Master’s Degree could potentially be too restrictive in trying to fill the position in the future. However, she stated, should the town lose Ms. Sikorski-Maynard that the town would have to reevaluate the service and the climate, noting that this would be true for any position. Councilor McGrattan stated that she agreed noting that many positions have evolved over time. Councilor Ingalls stated that she would agree with using the word “*preferred*” as noted below:

#### **EXPERIANCE AND TRAINING**

*Possession of a Master’s Degree is preferred in counseling, marriage and family therapy, psychology, social work, or a closely related field, and four years of full-time employment experience serving youth and families. Appropriate candidates will also hold a professional license in their professional field. In addition, candidates must have completed the Supervisor Education and Training required by their profession to provide supervision toward licensing of unlicensed staff and students”.*

Director of Human Resources Marisa Iannella- Rodriguez stated that the Administration Committee made some good points this evening. However, she stated that the town was not trying to recruit at this time, noting that they were working to clean-up the Job Description and finalize what they have in-place, stating that the proposed job description updates reflected what the town currently had. She stated when they have to recruit to fill this position that they could review the job description relative to the town’s needs at that time.

She explained when the town advertised a job opening that they could change the education or other requirements in the description, while they were working to develop the formal job description.

Councilor Irwin stated he agreed with the using the word “*preferred*” noting that an individual could have many years of experience that would equate to being able to supervise, and all the other functions. He noted the importance of having a balance between work experience and education.

The Administration Committee agreed to the changes they noted this evening (see above) as “*friendly amendments*”.

VOTE: 3 - 0 Approved and so declared

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

7. MOTION to recommend the Town Council approve Assistant Librarian I- Adult Services job description as presented in the draft dated ~~March, 2023~~ *October 11, 2023*.

Moved by Councilor Irwin, seconded by Councilor McGrattan

Discussion: Library Director Jennifer Smith stated the Library has been working to update the Job Descriptions to clarify the title of the positions because they were all very similar noting that they had:

- Librarian Assistants
- Assistant Librarians

Ms. Smith stated the proposed Job Description update was to change the name of the position to better reflect the job.

Councilor Ingalls addressed the section titled “*Physical Demands*” noting the following paragraph:

*“The employee must be free from mental and physical disorders which would interfere with performance of duties as described and have the ability to maintain composure with the public and coworkers in everyday stressful and emergency situations.”*

Councilor McGrattan stated suppose a person does have mental health issues, but was on medication and was controlled.

Director of Human Resources Marisa Iannella-Rodriguez stated the language Councilor Ingalls noted was antiquated, and she explained under the American with Disabilities Act (ADA) if someone could perform the essential duties of the position with or without an accommodation that they have to be considered for employment, which was what the town followed.

Library Director Jennifer Smith stated that the language was in place from the existing job description; and she suggested the language be consistent and in compliance with American with Disabilities Act (ADA). Ms. Iannella-Rodriguez stated it would make more sense to include language pertaining to the employees “ability to maintain composure with the public and coworkers in everyday stressful and emergency situations.” on the town’s employment website and not necessarily within all of the job descriptions.

The Administration Committee agreed to strike the following paragraph:

~~“The employee must be free from mental and physical disorders which would interfere with performance of duties as described and have the ability to maintain composure with the public and coworkers in everyday stressful and emergency situations.”~~

VOTE: 3 - 0 Approved and so declared

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

8. MOTION to recommend the Town Council approve the Library Associate job description as presented in the draft dated ~~March 2023~~ **October 11, 2023**.  
Moved by Councilor McGrattan, seconded by Councilor Irwin  
Discussion: Councilor Irwin questioned the difference between the role of the two Library Job Descriptions presents this evening.

Library Director Jennifer Smith explained the following:

- Assistant Librarians were often in-charge during her absence.
- Library Associates were part-time non-union employees who typically work 7 – 14 hours per week.

Ms. Smith stated that the main change to the Job Description was to change the name of the position, noting that it was being updated from Library Assistant to Library Associate.

The Administration Committee agreed to strike the following paragraph:

~~“The employee must be free from mental and physical disorders which would interfere with performance of duties as described and have the ability to maintain composure with the public and coworkers in everyday stressful and emergency situations.”~~

VOTE: 3 - 0 Approved and so declared

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

It was noted that although some of the Job Descriptions that were addressed this evening did not have any substantive changes, they would all be dated ***October 11, 2023*** because the formatting would be adjusted to provide consistency.

Councilor Ingalls thanked Ms. Rodriguez and Ms. Smith for attending tonight's meeting.

Ms. Iannella-Rodriguez and Ms. Smith left the meeting at 6:06 p.m.

9. MOTION to recommend the Town Council reappoint Mr. Eric Treaster (R) 10 Huntington Way, Ledyard, to the Board of Assessment Appeals for a four-year term ending December 5, 2027.

Moved by Councilor Irwin, seconded by Councilor McGrattan

Discussion: Councilor Ingalls stated that Mr. Treaster was interested in continuing to serve on the Board of Assessment Appeals and his reappointment was endorsed by the Board and his respective party.

Councilor Ingalls went on to note that Ms. Jennifer Lineweaver was also due for reappointment. However, she stated that Ms. Lineweaver was not interested in continuing to serve, and that she informed the Board's Chairman that she would step down at the end of her term, which was December 5, 2023.

VOTE: 3 - 0 Approved and so declared

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

10. MOTION to recommend the Town Council reappoint the following members to the Library Commission for a two-year term ending November 7, 2025:

- Mr. John Bolduc (R) 14 Monticello Drive, Gales Ferry
- Ms. Ellin M. Grenger, (D) 15 Bittersweet Drive, Gales Ferry
- Ms. Barbara Candler (D) 3 Goulart Road, Ledyard
- Mr. Brian Cronin (U) 12 Erins Way, Ledyard
- Ms. Elizabeth Rumery (D) 2 Bluff Road, Gales Ferry

Moved by Councilor McGrattan, seconded by Councilor Irwin

Discussion: Councilor Ingalls noted all these members were interested in continuing to serve on the Library Commission and that their reappointments have been endorsed by the Commission and their respective parties.

Councilor McGrattan, Liaison to the Library Commission, noted that these members were active participants.

VOTE: 3 - 0 Approved and so declared

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

11. MOTION to recommend the Town Council appoint Ms. Carol Schneider (D) 101 Inchcliffe Drive, Gales Ferry, as an Alternate Member to the Parks, Recreation, & Senior Citizens Commission to complete a three-year term ending June 28, 2024 filling a vacancy left by Ms. Winslow.

Moved by Councilor Irwin, seconded by Councilor McGrattan

Discussion: Councilor Ingalls stated that Ms. Schneider served on the Senior Citizens Commission for many years; and was interested in continuing to serve. However, she explained in combining/merging the Parks & Recreation Commission with the Senior Citizens Commission that the number of members did not provide the ability for all of the members to move to the combined Commission. She went on to explain that because Ms. Marjorie Winslow was not comfortable driving to night meetings she resigned from the Parks, Recreation, & Senior Citizens Commission. Therefore, she stated that Ms. Schneider would be appointed to fill Ms. Winslow's alternate vacancy.

VOTE: 3 - 0 Approved and so declared

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

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

#### VIII. ADJOURNMENT

Councilor Ingalls moved the meeting be adjourned, seconded by Councilor Irwin  
VOTE: 3 - 0 Approved and so declared, the meeting was adjourned at 6:09 p.m.

Respectfully submitted,

Andra Ingalls  
Chairman  
Administration Committee