



Chairman S. Naomi Rodriguez

# TOWN OF LEDYARD

## CONNECTICUT

### TOWN COUNCIL

741 Colonel Ledyard Highway  
Ledyard, CT 06339  
(860) 464-3023  
council@ledyardct.org

# MEMORANDUM

DATE: October 24, 2024

To: All Town Councilors  
Mayor Fred Allyn, III  
Board of Education  
Finance Department  
(Tax Assessor & Tax Collector)  
Administrator of Emergency Services  
Animal Control Officer  
Building Department  
Economic Development  
Emergency Dispatch Center  
Fire Marshall  
Gales Ferry Fire Department

Land Use Department (Inland Wetland  
Watercourses and Planning & Zoning)  
Ledyard Fire Department  
Library  
Parks, Recreation & Senior Citizens Department  
Police Department  
Public Works Department  
Registrar of Voters  
Social Services Department  
Town Clerk  
Water Pollution Control Authority  
MIS Department

FROM: April Brunelle, Chairman   
Community Relations Committee for Diversity, Equity & Inclusion

Re: Transparency and Governance Training

As we continuously work to provide transparency to our residents regarding our town's operations and the mechanics of how local government works, the Community Relations Committee for Diversity, Equity & Inclusion is launching an initiative to engage both our town staff and residents to provide information regarding roles, access to the town's webpage, navigating the meeting portal, and public participation in the decisions that affect our town.

This initiative will be designed for our professional town staff to highlight the work they and their volunteer committees do for our community; which includes their governing documents such as Connecticut General State Statute, Freedom of Information Act (FOIA); our Home Rule Town Charter, Ordinances, Resolutions, and the Town's Policies/Procedures.

The Community Relations Committee for Diversity, Equity & Inclusion requests that each Department prepare a presentation that will help residents understand the function of their Department and how they can access the resources you and your staff provide to our community. You are also encouraged to provide a Frequently Asked Questions & Answer component as a quick reference guide.

Your presentation can be a PowerPoint and/or Video. Also, you are welcome to attend a Community Relations Committee for Diversity, Equity & Inclusion meeting to give your presentation in-person; or you can submit your presentation electronically. We ask that presentations be submitted no later than June 30, 2025.

The Committee's goal is to prevent misinformation, eliminate confusion, and bring the community and our leaders together, as well as inspire potential future leaders, by providing useful information regarding the nuts and bolts of our town's processes and procedures.

The Community Relations Committee for Diversity, Equity & Inclusion will also be working with our MIS Department to provide a central depository of the presentations on the town's website for residents to access at their convenience; and as a resource they can refer back to.

Should you have any questions, or would like to schedule an in-person presentation, please contact the Town Council Office at telephone (860) 464-3202 or email: [council@ledyardct.org](mailto:council@ledyardct.org).

We look forward to seeing your creative and informative presentations!

Thank you for your cooperation.