



# TOWN OF LEDYARD

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

## Town Council Meeting Minutes

Chairman Kevin J.  
Dombrowski

### Regular Meeting

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Wednesday, October 25, 2023

7:00 PM

Town Hall Council Chambers

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**In-Person: Council Chambers Town Hall Annex**

**Remote: Information noted below:**

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

**<https://us06web.zoom.us/j/85198491132?pwd=ZwJ6tadc6yhvXm4MBJKtzE9aSWNoCm.1>**

**Audio Only: Telephone: +1 646 558 8656; Meeting ID: 851 9849 1132; Passcode: 838986**

#### I. CALL TO ORDER

Chairman Dombrowski called the meeting to order at 7:00 p.m. at the Council Chambers, Town Hall Annex Building.

Chairman Dombrowski welcomed all to the Hybrid Meeting. He stated for the members of the Town Council and 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. PLEDGE OF ALLEGIANCE

#### III. ROLL CALL

**Present:** Chairman Kevin Dombrowski  
Councilor Bill Saums  
Councilor Andra Ingalls  
Councilor Gary Paul  
Councilor Mary K. McGrattan  
Councilor S. Naomi Rodriguez  
Councilor Tim Ryan  
Councilor Whit Irwin

**Excused:** Councilor John Marshall

#### IV. PRESENTATIONS

None

V. RESIDENT & PROPERTY OWNERS (COMMENTS LIMITED TO THREE (3) MINUTES)

Ms. Ginina Diaz, 1546 Route 12, Gales Ferry, stated “*Active participation and public life of a community in an informed and constructive manner with focus on the common good*” was the definition of civic responsibility. She stated it was no secret that Ledyard has a history of low voter turnout. She stated for the last Municipal Election only 31% of eligible residents voted. She stated last week’s Referendum (October 17, 2023) only had about 230 voters turn out. She stated when residents asked on the Ledyard Resource Page last week where they could find candidate information for the upcoming election that members of the Democratic Town Committee only offered information on the Democratic and Republican candidates. She stated the reason she was mentioning this was because both the Democratic and Republican Town Committee Members knew that there was also a Green Party Candidate, noting that they have her sign in their yard. She stated that she found it a bit funny that one of the said individuals could choose to say that they did not think about it; or they forgot, when they had a sign in their yard. She stated when we choose not to provide residents with complete information we fail our community. She questioned how they would feel if they asked an Elected Board Member where they could find important information such as candidate information, to only find out that they only gave you two-thirds of the information. She stated that personally she would be pissed. She questioned why they chose to only provide some information but not all. She stated regardless of party affiliation she stated that she firmly believed that residents deserve to be aware of all candidates and be afforded the opportunity to question any and all candidates. So, she asked as a community, “*How do we improve voter turnout*”. She stated not all residents were on social media, not all residents were registered. She questioned whether we could be more productive throughout the year possibly holding an Open Forum yearly, even when it was not an election year; and hold Voter Registration Events throughout the year; or maybe even a Voter 101 Class for those who may not know where to start. She stated that she did not have all the answers, but that she hoped that her suggestions would get some wheels spinning. She stated when residents feel heard, valued, and like their concerns were addressed that they were more likely to participate. She stated let us also keep in mind the example that was set for our oldest youths, they were in the most literal form of our future. She stated we need to teach them by example the importance of civic engagement and responsibility. Thank you,

Chairman Dombrowski thanked Ms. Diaz for her comments.

Mrs. Karen Parkinson, 55 Rose Hill Road, Ledyard, stated that most of the members on the Town Council know her as the Tri-Town Trail Association President. However, she stated that she also had another passion, noting that she was a retired Social Worker, as she mentioned in her October 22, 2023 email, noting that her entire career was devoted to Child Welfare. She stated that she has written many programs and grants and provided direct services, noting that she was Ledyard’s first Social Services Worker and

was hired by former Mayor Al Clark. She stated she later went on to work at Lawrence & Memorial Hospital in New London. She stated she was followed by Marge Fondulas, who moved on to work as Groton's Social Services Director, who was followed by Ledyard's Social Services Director Lee King. Mrs. Parkinson stated during all of this time that she was also an active member of the Ledyard Social Services Board, which she organized while she was employed by the Town, noting at that time Ledyard was one of the few towns that has a Social Services Board. She went on to explain when Lee King was Ledyard's Social Services Director that she and Ms. King collaborated and began the work to establish the Youth Services Bureau Programs in the early 2000's. She stated since then the Youth Services Bureau Programs were well established, noting that today almost every municipality now had a Youth Services Bureau, explaining that they all have different types of programs depending on the needs of the community. She stated Ledyard's Youth Services Programs have always been clinically based to provide services to their children, youth, and families, stating that they were not connected to the School System.

Mrs. Parkinson stated that she was present this evening to provide an addendum to her October 22, 2023 email regarding the proposed revisions to the Youth Services Director Job Description; as a passionate plea to support and continue to maintain the high quality of mental health service provided by the Youth Services Director and her staff. She stated in these times that she was sure everyone was aware of the great need for mental health services for troubled youths and their families. She noted that she spoke to one of the Tri-Town Trail Association Volunteers Kenneth DeFilippo, who was a Supervisor for CareAline, which was Emergency Services for youth, and he stated that the need for mental health services for kids has quadrupled in the last five years, with school shootings the Covid-19 Pandemic, etc. She stated many of these youths have dropped out of school, or have even been pulled from school by their parents, for perceived bullying or other issues. She stated that the Youth Service Bureaus provide many essential mental health services; and that we must not diminish the quality and professionalism that the Town of Ledyard has provided for twenty years.

Mrs. Parkinson noted the following error in her October 22, 2023 email: stating that she did not state that the Interns each work 20 hours per week, 12 months for a total of over 4,000 service hours ( $4 \times 20 \times 52 = 41.60$  hours @ \$ 25/hour=\$104,000) with an allowance for vacations etc., which was a value of \$96,000; or at least two full time equivalents. She stated if the town does not have a Master's Level Clinical License Practitioner they cannot supervise the Interns Students, and that the town would be able to have that Program, even if the Job Description stated "*preferred*". She stated when you downgrade a job description, that it soon becomes *The Job Description*.

Ms. Parkinson stated since she wrote the October 22, 2023 email that was included in the Town Council's packet this evening that she reviewed the minutes of the October 11, 2023 Administration Committee. She stated that there were errors in the Committee's discussion because they may not have known and because no one was there to represent Youth Services. She noted the following examples: (1) The current Director had her Master's Degree when she was hired. Mrs. Parkinson noted that the

current Director received her Master's Degree in May, 2008 and was hired by the Town in October, 2008; (2) The omission/recognition of the requirement of a Master's Degree Licensed Practitioner to provide counseling to children and families (and supervision of graduate level interns) which was a basic service of a Youth Service Bureau; and (3) Ledyard currently has a Master's Degree Licensed Practitioner available per diem 16 hours/week, which was being paid out of American Rescue Plan Act (ARPA) Federal funds that Councilor Rodriguez help to earmark for the addition of Clinicians.

Mrs. Parkinson recommended the Town Council Table the motion to amend the Youth Services Director job description this evening and: (1) Restore the title to Director, which was changed and downgraded to Coordinator on July 1st for some reason; (2) Restore the supervision received from the Mayor, as a Department Head. Mrs. Parkinson noted the Mayor was the Director of Social Services, and that his Assistant was the Social Services Coordinator; (3) Any changes to the Job Description are to be reviewed and approved by the Social Service Board. Mrs. Parkinson stated the Social Services Board, nor the Director were aware of the proposed changes to the Job Description; and (4) Encourage the Director of Human Resources to meet with the Director of Youth Services and the Social Services Board so that she would have a better understanding of the scope of service and requirements. Mrs. Parkinson thanked the Town Council for their time this evening and she stated that she would be happy to answer any questions later this evening.

Chairman Dombrowski thanked Mrs. Parkinson for her comments.

Dr. Adrienne Parad, 5 Brich Street, Ledyard, attending remotely, thanked the Town Council for the opportunity to speak to them this evening. She stated that she would be speaking on the same issue as Mrs. Parkinson noting that she echoed her concerns regarding the changes to the Social Services Director's Job Description. She stated as a Mother of three Teens and Tweens, in the Ledyard Public School System that every single day she hears about the stresses the children were going through. She stated that there were changes in their mental health, especially Post-Pandemic, noting that all of this has significantly escalated. She stated Ledyard's Schools were doing a lot throughout the course of the school day, however, she stated Social Services were needed during the time when the children were not in school, which was actually the majority of their hours. She stated that she was a Family Physician and as a Medical Professional that she was concerned about the constant added expectations on our healthcare team. She addressed the proposed changes to the Social Services Director Job Description, noting that asking a Bachelor's Degree Professional to do the work of a Master's Degree Professional was asking for failure. She noted as an example that they could not have a medical assistant do a nurses job; and you can not have a nurse do a social workers job. She stated as a Navy Veteran, speaking to many veterans in this group, need she remind everyone of the importance of the "*Chain of Command*" structure. She stated she did not support changing the qualifications for this imperative town position. She stated a Master's Level Clinician, at the Director Level reporting to the Mayor was the best way forward. Thank you.

Chairman Dombrowski thanked Dr. Parad for her comments.

VI. COMMITTEE COMMISSION AND BOARD REPORTS

None.

VII. COMMENTS OF TOWN COUNCILORS

Councilor Paul noted Ms. Diaz's comments (V. Residents & Property Owners -see above), and he stated Tuesday, November 7, 2023 was Election Day. He stated the Polls were open from 6:00 a.m. - 8:00 p.m. and he encouraged residents to vote. He stated he did not care who folks voted for, Red, Blue, Green, Write-in, to please vote, stating that it was their right; and it was their town.

Councilor Paul stated October was Breast Cancer Awareness Month. He noted that he lost his Grandmother to breast cancer; and that he knew a lot of families that have been devastated by this disease. He stated that 240,000 cases of breast cancer would be diagnosed this year in women and that 2,100 cases of breast cancer would be diagnosed in men. He encouraged folks to get screened, noting that early detection was their best defense for better survival.

Councilor Ryan echoed Councilor Paul's comments regarding Election Day on November 7, 2023. He stated it was important that everyone take the opportunity to have their voice heard. He stated it was their say in their Local Government. He stated it was important for everyone to get out and vote.

Councilor Ryan went on to note that Halloween was right around the corner and that he hoped everyone would have a safe Halloween, He encouraged residents to exercise caution with their young kids in supervising anything they get from other households.

Councilor Rodriguez stated Saturday, October 28, 2023 was *Prescription Drug Take Back Day* at the Ledyard Police Department, 741 Colonel Ledyard Highway. She stated residents could stop by and drop off their unused medications from 10:00 a.m. - 2:00 p.m. and that she hoped everyone would clean out their medicine cabinets.

Councilor Saums stated that he appreciated the residents who regularly attend the Town Council Meetings. He stated the Town Council liked to have residents attend their meetings because talking to each other in an empty room felt a little weird. He thanked everyone for coming out to attend their meetings.

Councilor Saums went on note in the past that Ledyard has been accused of being a racist town because they did not have enough Affordable Housing. However, he stated on October 15, 2023 the New London Day Newspaper published an article reporting that Ledyard scored higher than any other town in New London County. He explained that Ledyard has been trying to provide Affordable Housing, noting that the town had the infrastructure in-place, and they had the Planning and Zoning in-place to allow for

Affordable Housing. He stated although the town was trying to get some Affordable Housing built, that they can not make it happen.

Councilor Ingalls stated her family was approaching a very sad anniversary, and she wanted to provide the following two Public Service Announcements: (1) If you are Retired Military to please include a hard copy of your Military Separation Document (DD-214) in your estate papers for your family. She stated by having this documentation in place that they would save their family a lot of grief at a very sad time in their life; and (2) Write a Will.

Councilor Rodriguez added to Councilor Ingalls comments that families should also have the name of their Attorney for their Will in a location where family members would know where to find it, like on a board in their kitchen.

Councilor Irwin stated Councilor Marshall could not attend tonight's meeting. However, he noted on Sunday, October 22, 2023 Councilor Marshall wrote a beautiful email to the Town Council and in his absence that he would like to read the email this evening.

**“From:** John C. Marshall <[jcmar@ledyardct.org](mailto:jcmar@ledyardct.org) <<mailto:jcmar@ledyardct.org>>>  
**Sent:** Sunday, October 22, 2023 1:58 PM  
**To:** Town Council Group <[TownCouncil@ledyardct.org](mailto:TownCouncil@ledyardct.org) <<mailto:TownCouncil@ledyardct.org>>>  
**Subject:**

*Greetings:*

*As fate would have it, I'll be out of town this week and won't be able to attend the last council meeting before the election. This one was always special to me, you know, in the new, out with the old. I have something I wanted to share with everyone in person, but I guess I'll do it here instead.*

*When we were growing up, just kids, maybe 8 or 9 or so, and you were playing with your friends in some empty lot or backyard, you might have been playing kick ball or building a fort together. Then the street lights came on and you all headed home. On that day, you didn't know that this was the last time you would be together as a group. Life happens, dynamics change, people go in different directions. However, We have the unique distinction of knowing our group is changing.*

**Bill:** *In the summer of 2021, there was a controversial issue within your party, concerning someone. It got a lot of air time, and a lot of people felt strongly about the subject. You were the only one to vote against your party, your peers. We've all seen that one "no" vote before, but this one struck me different. I thought that took a lot of courage to do that. It was really a defining moment for me.*

**Andra:** *I enjoyed watching you run the admin meetings. When you talked to someone, you made them feel like you were the only ones in the room. You showed empathy and*

*compassion, and wanted to hear every side of the story before you closed the books. It was a privilege sharing the bench with you, and I will miss you the most.*

***Mary:*** *In 2019, you gave me a book on the history of houses in the 1700 - 1800's as told thru a carpenters eyes. I can't remember the last time I was the recipient of a random act of kindness. The book wasn't all that expensive, but the gift was priceless.*

*Thank you , to the three of you, for sharing this time. I wish nothing but the best for all of you. John Marshall”*

Councilor Irwin noted that Councilor Marshall’s reflection showed that in a town like ours, people were the important thing. He stated that there was not much in the way politics as far as making decisions for the town. He stated this Town Council has been a very collegial group over the last two-years. He stated that it has been a privilege to serve with this Group. He stated that he hoped that he had the opportunity to serve the town again in the future with the people who have chosen to seek reelection. He stated he truly appreciated having the opportunity to spend this time with them.

Councilor McGrattan stated going back many years ago to the First Ledyard Town Council, which was in 1971, that there was a situation similar to tonight’s and she stated the Chairman, who was Ed Shepard, stated “*When you were the last in the line of speakers, Stand-up, say Hello and Sit down*”. She stated that she often remembered that statement.

Chairman Dombrowski echoed all of the Town Councilor’s comments this evening, noting that it has been a privilege serving on the Twenty-Fifth Town Council with all of them. He thanked all of those who have chosen to run for Office, regardless of their Party, regardless of the Office they were seeking, the Mayor, the Board of Education, and the Town Council. He stated it has been a pleasure to serve with them, noting that he has served with many of the members of the Town Council over the last twelve years. He stated that he would miss those who have chosen not to seek reelection, and that he wished them good luck and good fortune in their future. He stated for those who have chosen to seek reelection that he hoped to be sitting here with them again in December, 2023. He stated that wished all the candidates good luck who have chosen to run for office. He concluded by stating to the voters that this was their opportunity to make their voices heard and to choose who they think should be leaders of their town. He encouraged everyone to get out and vote.

#### VIII. REVIEW AND APPROVAL OF MINUTES

MOTION to approve the Town Council Meeting Minutes of October 11, 2023

Moved by Councilor Ryan, seconded by Councilor Irwin

**VOTE:** 8 - 0 Approved and so declared

**RESULT:** APPROVED AND SO DECLARED

**MOVER:** Tim Ryan  
**SECONDER:** Whit Irwin

IX. COMMUNICATIONS

Communications List - October 25, 2023

Chairman Dombrowski stated a Communications List has been provided on the meeting portal for tonight's meeting and he noted the referral listed.

**RESULT:** RECEIVED AND FILED

X. REFERRALS

XI. COUNCIL SUB COMMITTEE, LIAISON REPORTS

1. Administration Committee

Councilor Ingalls stated although the Administration Committee had not met since their last Town Council Meeting that the Committee has a number of items on tonight's agenda.

**RESULT:** .

2. Community Relations Committee

Councilor Paul stated the Community Relations Committee met on October 18, 2023 noting that they received some great comments from Ms. Ginina Diaz that sparked the following conversations during their meeting:

- ***Black History Month*** - Councilor Paul stated they discussed some good ideas, that included different activities and more participation with other groups. He stated as the Community Relations Committee said after the last Black History Contest, that they wanted to encourage and support other groups to take part. He stated Councilor Rodriguez has done an amazing job and has championed the Black History Month Contest over the last two-years. He stated the Committee's hope was for other groups to get involved.
- ***Voting*** - Councilor Paul noted in response to Ms. Diaz's comments regarding the low voter turn-out that the Committee discussed the possibility of having a Forum in the future. He stated they discussed ideas such as a Town Hall Forum or maybe an Informational Forum once a year where they could have a Moderator ask questions, etc.
- ***Housing Authority-Kings Corner Senior Citizens Housing Facility***- Councilor Paul stated the Community Relations Committee was tasked to try to help foster some dialogue between the Housing Authority and the Tenants on issues that were brought to the Town Council at their August 23, and September 13, 2023 meetings. He noted at their September 20, and October 18, 2023 meetings the Community Relations Committee discussed the following:
  - ✓ Roles and Authority - Councilor Paul stated the Committee explained to the Tenants



that other than appointing members to the Housing Authority, per Connecticut General Statutes Chapter 128 Sections 8-40 and 8-41 the Town Council had no authority over the Housing Authority.

- The Housing Authority would hire an Executive Director, who worked under the Direction of the Housing Authority to manage the Kings Corner Senior Citizens Housing Facility.
- ✓ Procedures - Councilor Paul stated there were Procedures in-place, for the Tenants to submit Grievances, and to speak directly to the Housing Authority at their monthly meetings. He stated this discussion prompted the Housing Authority to consider obtaining some recording equipment or to perhaps move their meetings to a location where they could be recorded and/or offer remote participation using a platform such as Zoom to help with transparency.
- ✓ Cameras - Councilor Paul noted that some Tenants expressed concern about the Housing Authority using cameras to spy on them. He stated during the Community Relations Committee meeting that they explained that the Cameras were used for liability issues, to protect both the tenants, staff, and everyone involved.
- ✓ Renovations and Safety Issues - Councilor Paul stated some Tenants had expressed concern regarding safety issues, specifically the handicap ramps. He stated the town secured nearly \$3 million in grant funding for the much needed renovations to the Kings Corner Senior Citizens Housing Facility. He stated they all understand that the renovation was not convenient but that it was almost done and that the facility would be beautiful and the handicap ramps would meet the American with Disabilities Act (ADA) Regulations.
- ✓ Smoking Policy - Councilor Paul stated the Community Relations Committee also discussed with the Tenants the No Smoking Policy, and their concerns regarding safety. He stated this was going to be an on-going discussion between the Tenants and the Housing Authority. He stated the decision lied with the Housing Authority, regardless of the Town Council's position, or how they felt about the Smoking Policy, noting that it was the Housing Authority's decision to make.

Councilor Paul concluded his report regarding the Kings Corner Manor Senior Citizens Housing Facility by noting that the Community Relations Committee was tasked to help foster some dialogue; and that the Committee believed that they have. Therefore, he stated the Committee completed their task and that they hoped and would encourage that the dialogue would continue between the Housing Authority and the Tenants at the Facility.

Councilor Paul addressed the Park on East Drive, and he provided some background noting in hearing residents' concerns about graffiti, lack of lighting and other illicit behavior that was occurring at the Park that the Community Relations Committee held an Informal Gathering at the Park on July 20, 2022 with the residents in the area. He stated Parks & Recreation Director Scott Johnson, Jr. and many Town Councilors attended the event. He stated during their conversation with the residents that they discovered that there was a lot of miscommunication. He stated the residents did not know who to contact, or what was in the works. He thanked the concerted efforts of the Parks & Recreation Department, Public Works Department, and the Police Department, noting that the Park on East Drive was now beautiful. He stated it was well lite, the parking lot was done, and residents were enjoying the Park. He stated this was a great example of what the Community Relations Committee was all about, noting that they all came together for a positive outcome. He stated he has spoken to the Police Chief and that they have not had any issues at the Park on East Drive over the past year. He noted the Community

Relations Committee felt that they also completed their work at the Park on East Drive.

Councilor Saums addressed the suggestion to hold a Public Forum and he stated that he reached out to the Women's League of Voters. However, he stated because he has not heard back from them that he thought he would have to try another channel. He stated the idea was to have a moderated forum, where residents could talk about ideas and ask questions. He stated if the Public Forum was before the November 7, 2023 Election that it could also be for the candidates to speak and answer questions. He stated that he suggested that the Forum should be Moderated, noting that the Mayor, nor the Town Council, or the Board of Education could not run the Forum. He stated that they should have an Independent Moderator, like what was done at the national level. Therefore, he stated that he reached out to try to get a trained moderator and that he would follow up and get back to the Community Relations Committee on what he finds.

Councilor Ryan stated the League of Women Voters moderate a number of debates throughout the State.

**RESULT:** .

**3. Finance Committee**

Councilor Saums stated the Finance Committee has not met since the last Town Council meeting.

**RESULT:** .

**4. Land Use/Planning/Public Works Committee**

Councilor Paul stated the LUPPW Committee conducted a Site Walk on October 20, 2023 at 9:00 a.m. with Tri-Town Trail Association President Karen Parkinson to look at the Spicer Ruins. He stated as reported at the October 11, 2023 Town Council meeting that Mrs. Parkinson and Historic District Commission Member Earl (Ty) Lamb attended the LUPPW Committee's October 2, 2023 meeting to discuss the possibility of taking an area of the Spicer Ruins to designate as a Registered Historical Site. He stated the LUPPW Committee hiked up the Clark Farm to walk the area of the Spice Ruins and to obtain some background. He stated the area was beautiful and that the LUPPW Committee planned to continue to discuss this subject at their next meeting on November 6, 2023. He thanked Mrs. Parkinson for taking the LUPPW Committee to walk the site.

**RESULT:** .

**Board of Education**

Councilor Irwin stated the Board of Education met on October 17, 2023 and discussed the following: (1) Fiscal Year 2024/2025 Budget - The Board of Education kicked-off their Annual Budget Preparation Process; and was working to obtain projected estimates for the cost of electricity for next year because of the increase in rates that have climbed by more than 41%; (2) Menal Health Caseloads have increased at every school; (3)

Multi-Media School Safety Grant was received and would be used to connect panic buttons and cameras directly to the Police Department, (4) Changes to the Law pertaining to Kindergarten State Date; (5) 2023/2024 School Calendar has been changed to recognize and close schools on Veteran's Day on November 10, 2023. This change was in response to the number of student absences on Veteran's Day in previous years; (5) School Trip to France for 2025 was approved.

**RESULT:** .

Committee to Review the Budget Process

Councilor Ryan stated the Committee's Final Report was still in its draft stage. He stated the Committee has scheduled a special meeting for October 30, 2023 at which time they plan to finalize the Report and submit it to the Town Council

**RESULT:** .

Parks, Recreation & Senior Citizens Commission Fiscal Year 2023/2024

Councilor Rodriguez stated the Commission met on October 17, 2023, noting that the meeting went extremely well. She noted the Commission decided on a spending plan for the use of the \$29,827 American Rescue Plan Act (ARPA) Funding which was specifically distributed for Senior Citizen Centers. She noted the Spending Plan included: Peloton Bike; Rower; Elliptical; Dumbbell set and Bench, Rubber Flooring; Chairs (88) for the Dining Room; Card Tables (5) , 71" Table; Room Divider, Floor, Carpet, Refrigerator, Railing.

**RESULT:** .

**XII. REPORT OF THE MAYOR:**

Mayor Allyn, III, thanked the members of the Town Council for all the work they have done during the past two-years. He stated they were able to get a lot accomplished because "R's & D's" did not matter, noting that what mattered was what was best for the Town of Ledyard. He stated Ledyard has been able to maintain this working relationship over the years and he thanked them.

Mayor Allyn continued by providing the following report: (1) Youth Services Coordinator Position- - Mayor Allyn noted Mrs. Parkinson's comments earlier this evening during (*V. Resident and Property Owners Comments* see above) and her email dated October 22, 2023. He stated the Youth Services Coordinator was a union position and that the title of the position in the Supervisor's Bargaining Group was "*Youth Services Coordinator*". Therefore, he stated that the update to the title of the job description was to be consistent with the position listed in the union. He stated the Director of Human Resources Marisa Iannella-Rodriguez reviewed the proposed job description updates with the Youth Services Coordinator and with Nursing Administrator

Karen Goetchuis, who was the Supervisor; (2) Cropp Walk for Hunger - October 8, 2023 - Mayor Allyn stated he kicked-off the Event at the United Methodist Church in Gales Ferry, which was their 32nd year. He stated the rainy skies cleared just in time for the event, noting that they had a beautiful day and a nice turn-out; (3) Legislative Subcommittee - Taxation Issues pertaining to Commercial Businesses Operating at the Foxwoods & the Mohegan Sun Casinos - Mayor Allyn stated on October 17, 2023 that he presented Ledyard's case to the 54 Member Committee at the State Capitol in Hartford. He stated the taxation issues that were being addressed was not to tax the Native Americans, but rather to tax the Commercial Businesses only for their business equipment; who were operating at the Casinos such as Nike, California Pizza Kitchen, Duncan Donuts, etc. He explained that it had nothing to do with any Structures, Property, Land, Buildings. He stated the Town of Montville Mayor Ronald McDaniel also gave a similar presentation. He stated after their last meeting, which was scheduled for November 14, 2023, the Legislative Subcommittee would draft their White Paper to submit to the February 7, 2024 Legislative Session for review and consideration; (4) Emergency Planning & Preparedness Initiative (EPPI) Drill - October 18, 2023 - Mayor Allyn stated he participated in the EPPI Drill that was held at Ledyard's Emergency Operations Center (EOC) Light, which was a room at the Ledyard Center Fire Department. He explained the scenario for this State Drill involved a Freight Train Derailment in Gales Ferry that had a chemical spill and fire along with some sensitive issues. He stated the three-hour drill went well; (5) Affordable Housing Plan - October 18, 2023 - Mayor Allyn stated he was a Panelist at the Connecticut College Affordable Housing Seminar. He stated the event was well attended noting that Ledyard's Affordable Housing Plan received the highest score in New London County of 3.5 Houses out of 5 Houses. He stated Ledyard's Plan was very good and that there were some suggestions that the town could initiate quickly; however, he explained that there were other suggestions that would take time, such as creating an Account to fund Affordable Housing. He stated he would send the Summary of Ledyard's Affordable Housing Plan, which included twelve suggestions, to the Town Council; (6) Up-Down Sawmill Repairs Bid Opening - October 19, 2023 - Mayor Allyn stated in response to the advertised Bid #2023-09 (Sawmill Repairs) the town only received one response. Therefore, he stated the Historic District Commission would be requesting a Bid Waiver to rebuild the retaining wall of the race and reset the steps to divert water away from the building at the Up-Down Sawmill at the Finance Committee's November 1, 2023 meeting; (7) Housing Rehabilitation Program - Mayor Allyn stated the Housing Rehabilitation Program provided no interest loans to qualified residents who met the income limits for critical home improvements such as heating system, septic system replacements and roof replacements. He stated a lien would be placed on the property and once the property owner paid the funds back to the Town of Ledyard that those funds would then become available to be loaned to another qualifying resident. He stated Ledyard issued three more loans this week, and he noted two were boilers/heating systems and one was for a new roof. Therefore, he stated that they would want to get these done before the fall/winter months; (8) Textile Recycling - Mayor Allyn stated Apparel Impact was the vendor who was recycling textiles through Southeastern Connecticut Resource Recycling Recovery Authority (SCRRA). He stated Ledyard would have two bins (small sheds) noting that one Textile Bin would be located at the Transfer Station, which was open Tuesday,

Wednesday and Saturday; and the other Textile Bin would be located at the Middle School, which would be available 24/7. He explained that there were some clothing articles that were not good enough to give to Good Will, which was the purpose of the Textile Recycling program. He stated residents could drop off items such as clothing, undergarments, old shoes, belts, towels, etc., which would be shredded and used for various fills; (9) Solid Waste Committee - Mayor Allyn stated that he was serving as the Chairman of the Southeastern Connecticut Council of Governments (SCCOG) Solid Waste Committee and that they were working to draft a White Paper to submit to the State Legislature with recommendations on how to reduce Connecticut's trash tonnage. He noted that local trash haulers truck Connecticut's garbage in tractor trailers to a 350-acre Landfill in Seneca Falls, New York, which can be seen from miles away, noting that this was not a solution to the problem. He stated three of Connecticut's five Incinerator Plants were at capacity; noting that three of the Incinerators had the ability to have a second burner. However, he explained that the State's Department of Energy & Environmental Protection (DEEP) process to obtain a second burner was so rigorous and took so long that it would take years to get a second burner in any of the three Incineratoars. Therefore, he stated one of the Solid Waste Committee's recommendations was for the State to have way to fast track the process; (10) Local Transportation Capital Improvement Plan Grant Funding (LoTCIP) - Mayor Allyn noted that the Town received LoTICP Grant Funding for the Multi Model Pathway and the Extension of the Ledyard Center Sewer Line to the High School. He stated the Bid Opening for this project was scheduled for tomorrow (October 26, 2023). He stated six reputable Firms attended the Pre-Bid #L071-0001; and therefore, he did not expect that a bid waiver would be required; (11) Prescription Drug Take Back Day - October 28, 2023 - Mayor Allyn stated the *Take It To the Box* Campaign would be held at the Ledyard Police Station on Saturday from 10:00 a.m. - 2:00 p.m. He stated last year 60 pounds of pharmaceuticals were dropped off. He stated it was a bad idea to flush old medications down the toilet because Ledyard had so many septic systems; and by not discarding the medications properly that they could end up in the wrong hands. He encouraged residents to drop off their old medications at the Box at the Police Department; (12) Deer Strikes - Mayor Allyn noted between September 1st and the end of December, 2022 there were 129 Deer Strikes in Ledyard. He stated just this week that four deer were struck by cars, which was dangerous for both the driver and the deer. He stated he has spoken to the State Department of Energy& Environmental Protection (DEEP) regarding the increase in the deer population. However, he noted that DEEP stated in looking at the data from 2019 that there did not seem to be a problem. He noted that he stated that he told DEEP that the problem was that DEEP was that they were looking at old data. He cautioned residents to drive carefully noting that the deer were moving around.

### Questions to the Mayor

Councilor Irwin noted the Mayor's report regarding the Legislative Subcommittee that was addressing Taxation Issues pertaining to Commercial Businesses Operating at the Foxwoods & the Mohegan Sun Casinos. He questioned when the Mayor gave his presentation at the October 17, 2023 meeting whether he had any sense on how the Legislators were leaning. Mayor Allyn stated some of the Legislators were very vocal

about where they stood. He noted State Representative Toni Walker from the 93rd District (New Haven area) was very clear in stating that we have treated the Native Americans poorly for hundreds of years and if the towns had to bear the brunt now, so be it. Mayor Allyn stated that while he did not disagree with the relations that happened a long time ago, that he did not agree that both Ledyard and Montville had to bear the brunt today. He went on to state that he commended the Mohegan Tribe noting that they ended their presentation with a solution, which was to take \$4 million off the top of the Pequot Fund and give both Montville and Ledyard each \$2 million; and then distribute the remaining Pequot Fund Revenues to the rest of towns, including the towns of Montville and Ledyard equally. He stated although he thought the Mohegan Tribe's proposal was a good solution, that there was some push back from some members of the Legislative Subcommittee because they recognized that it would have a potential adverse impact on the distribution of the Pequot Funding that their towns would receive. Mayor Allyn stated the Mohegan Tribe was prepared for that question and so they had the calculation ready, which would be a 1.6% reduction in the distribution of the Pequot Fund across the board to all towns. Mayor Allyn stated although this was not a big number that there was still push back. However, he stated that he believed that the Mohegan Tribe's proposal was a fair approach to solve this long-term problem. He stated between both the Tribes that they have paid \$8 Billion into the Pequot Fund since the Pequot Fund was established in 1993. He stated this was a huge amount of money, and he commented that he did not believe the Mohegan Tribe's proposal to take a couple million dollars from the Pequot Fund for the each of the two communities that Hosta Gaming Facility was an unreasonable approach, noting that it would solve the problem for the Tribes, and it would help to solve the problem for the host towns. However, he stated in looking for an equitable solution for all that the Legislators needed to understand that the Mohegan Tribe presented that solution.

Councilor Rodriguez questioned whether the Legislators who were giving some push back to the Mohegan Tribe's proposal were from the western part of the State. Mayor Allyn stated that some of the towns who were giving some push back to reducing their Pequot Fund revenue by 1.6% were not even remotely close to Ledyard. He noted as an example that the Town of Sommers received nearly twice the amount of funding from the Pequot Fund than Ledyard received because as part of the Pequot Fund Formula the Sommers Prison population was being counted in their community's population. However, he stated this was not a fair formula because the prisoners were not using town services such as the school system, or the town's infrastructure such as roads, or bridges, etc.

Chairman Dombrowski stated the Mohegan Tribe's Pequot Fund Distribution Proposal would evenly distribute the funding across the landscape of the Connecticut so that everyone was being treated evenly.

Mayor Allyn continued to state that last year Senator Cathy Osten submitted a proposal that would have dramatically increase the distribution of the Pequot Fund to Municipalities. He explained when the Pequot Fund was originally established that 80% -85% of the funding was distributed to the Municipalities, and the State held back about

15%- 20% of the revenue . However, he stated over the years the percentage distribution has been significantly changed, noting that today only 15% - 20% was being distributed to the Municipality and the State was holding back the rest of the revenues. He stated Senator Osten's 2023 proposal was to go back to the original Pequot Fund Formula which was to distribute the bulk of the revenues to the Municipalities. He stated Senator Osten's 2023 Pequot Fund Proposal came out of Subcommittee *Joint Favorable* noting that all 54 Members supported the Proposal. However, he stated that Governor Lamont vetoed the Proposal, because it would take away some of his *Budgeting Flexibility*. Therefore, Mayor Allyn stated even if the Legislature fully supported Ledyard's position that they could be stuck, unless the Legislature decided to hold a Special Session to override the Governor's veto.

Councilor Ryan questioned what Ledyard's State Delegation thought about the Mohegan Tribe's Pequot Fund Proposal. Mayor Allyn stated that Senator Cathy Osten was the only Legislator from their area that was sitting on the 54 Member Taxation Issues Legislative Subcommittee, noting that the Members were from all across the State. He stated that there was still more work to be done.

### XIII. OLD BUSINESS

None.

### XIV. NEW BUSINESS

#### CONSENT CALENDAR

- \*1. MOTION to reappoint Mr. Eric Treaster (R) 10 Huntington Way, Ledyard, to the Board of Assessment Appeals for a four-year term ending December 5, 2027.

**RESULT:** APPROVED AND SO DECLARED

**MOVER:** S. Naomi Rodriguez

**SECONDER:** Andra Ingalls

- \*2. MOTION to 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 Rodriguez, seconded by Councilor Ingalls

**VOTE: 8 - 0 Approved and so declared**

**RESULT:** APPROVED AND SO DECLARED

**MOVER:** S. Naomi Rodriguez

**SECONDER:** Andra Ingalls

**AYE:** 8 Dombrowski, Saums, Ingalls, Paul, McGrattan, Rodriguez, Ryan, and Irwin

**EXCUSED:** 1 Marshall

Administration Committee

3. MOTION to appoint Ms. Carol Schnider (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, 2025 filling a vacancy left by Ms. Winslow.

Moved by Councilor Ingalls, 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 Commission 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 that 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: - 0 Approved and so declared**

**RESULT:** APPROVED AND SO DECLARED

**MOVER:** Andra Ingalls

**SECONDER:** Mary K. McGrattan

**AYE:** 8 Dombrowski, Saums, Ingalls, Paul, McGrattan, Rodriguez, Ryan, and Irwin

**EXCUSED:** 1 Marshall

4. MOTION to approve proposed updates to the Director of Finance Job Description as presented in the draft dated October 11, 2023.

Moved by Councilor Ingalls, seconded by Councilor Irwin

Discussion: Councilor Ingalls stated because the Town Council would be addressing several job descriptions this evening that she wanted to provide a general comment, explaining that former Administrator of Human Resources Don Steinhoff had been working to update job descriptions before he retired. Therefore, she stated when Human Resources Director Mariss Iannella-Rodriguez came on staff in April, 2023 that she moved the job descriptions forward to the Administration Committee, noting that most of the changes were to provide consistent formatting, and update antiquated language, etc. noting that they would see the same changes across the board.

Councilor Ingalls continued by addressing the updates to the Director of Finance job description,



noting that the following antiquated language was removed from this job description and the all other job description:

~~*“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: 8 - 0 Approved and so declared**

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

Moved by Councilor Ingalls, seconded by Councilor Ryan

Discussion: Councilor Ingalls stated the following sentence was added to the Director of Human Resources Job Description:

*“Where necessary, work in conjunction with outside consultants or legal counsel for support in these areas.”*

**VOTE: 8- 0 0 Approved and so declared**

**RESULT:** APPROVED AND SO DECLARED

**MOVER:** Andra Ingalls

**SECONDER:** Tim Ryan

**AYE:** 8 Dombrowski, Saums, Ingalls, Paul, McGrattan, Rodriguez, Ryan, and Irwin

**EXCUSED:** 1 Marshall

6. MOTION to approve proposed updates to the Administrator of Emergency Services Job Description as presented in the draft dated October 11, 2023.

Moved by Councilor Ingalls, seconded by Councilor Irwin

Discussion: See *General Comments* regarding the Job Descriptions updates in New Business Item #4 above.

**VOTE: 8- 0 Approved and so declared**

**RESULT:** APPROVED AND SO DECLARED

**MOVER:** Andra Ingalls

**SECONDER:** Whit Irwin

**AYE:** 8 Dombrowski, Saums, Ingalls, Paul, McGrattan, Rodriguez, Ryan, and Irwin

**EXCUSED:** 1 Marshall

7. MOTION to approve proposed updates to the Building Official as presented in the draft dated October 11, 2023.

Moved by Councilor Ingalls, seconded by Councilor McGrattan

Discussion: Councilor Ingalls stated the Supervision received was changed from the ~~Mayor~~ to the *Land Use Director*.

Councilor Saums noted that the change in supervision has been the practice for some time now. However, he stated it appears that the job description had not been previously updated to reflect the change.

**VOTE: 8 - 0 Approved and so declared**

**RESULT:** APPROVED AND SO DECLARED

**MOVER:** Andra Ingalls

**SECONDER:** Mary K. McGrattan

**AYE:** 8 Dombrowski, Saums, Ingalls, Paul, McGrattan, Rodriguez, Ryan, and Irwin

**EXCUSED:** 1 Marshall

8. MOTION to approve proposed updates to the Zoning and Inland Wetland Official Job Description as presented in the draft dated October 11, 2023.

Moved by Councilor Ingalls, seconded by Councilor Irwin

Discussion: The Town Council noted that the updates to the Zoning and Inland Wetland Official job description were boiler plate changes.

**VOTE: 8 - 0 Approved and so declared**

**RESULT:** APPROVED AND SO DECLARED

**MOVER:** Andra Ingalls

**SECONDER:** Whit Irwin

**AYE:** 8 Dombrowski, Saums, Ingalls, Paul, McGrattan, Rodriguez, Ryan, and Irwin

**EXCUSED:** 1 Marshall

9. MOTION to approve proposed updates to the Youth Services Coordinator as presented in the draft dated October 11, 2023.

Moved by Councilor Ingalls, seconded by Councilor Irwin

Discussion: Councilor Ingalls noted Mrs. Parkinson's comments in her email dated October 22, 2023 and her verbal comments earlier this evening (V. Residents & Property Owners Comments - see above) regarding changing the "*Education Requirements* from the ~~possession of Master's Degree~~ to *preferred*". Councilor Ingalls stated although she agreed with Mrs. Parkinson's concerns that without a person with a Master's Degree that the town would lose out on a huge opportunity to utilize/supervise interns, which would be terrible loss; however, she stated it would also be a loss if they did not have a Youth Services Coordinator at all.

Councilor Ingalls went on to explain in discussing the education requirement that during the

October 13, 2023 Administration Committee meeting they decided to make the education requirement of a Master's Degree a *strong preference*, because the hiring climate has changed. She stated in working to add temporary clinicians using the American Rescue Plan Act (ARPA) funding that the town had a hard time finding people, noting that the Mental Health field was over stressed right now. She stated that they were not trying to downgrade the Youth Services Coordinator.

Councilor Ingalls continued to explain that the update to the title of the Youth Services ~~Director~~ *Coordinator* Job Description was to be consistent with the job title that was included in the Supervisor Union, which this employee was a member of. She also addressed Mrs. Parkinson's comment regarding the Youth & Social Services Board reviewing and approving the proposed updates to the Youth Services Coordinator Job Description. She explained that the role of volunteers did not include administrative functions such as addressing job descriptions, noting that this was a function of the town's Human Resources Department, the Mayor, and the Town Council.

Councilor Paul questioned the reason they were changing the General Supervision from the Mayor to the Nursing Administrator. Mayor Allyn stated although the town dissolved the Ledyard Visiting Nursing Association (LVNA) that they continued to have Nursing Administrator Karen Goetchuis on staff. Therefore, he stated that Mrs. Goetchuis had more time on a daily basis than he had, because she did not have nurses to supervise. Therefore, he stated because Mrs. Goetchuis was located on the same floor as the Youth Services Department that it made sense to have her in this supervisory role.

Councilor Rodriguez stated it was her understanding that Mrs. Goetchuis was going to retire or supervise the school nurses. Mayor Allyn stated that there was some uncertainty regarding the school nurses because Ledyard Public Schools would be launching their own United Community & Family Services (UCFS) School Based Health Facility (SBHF) at Ledyard High School (to serve as the HUB) on November 1st. He explained that currently they do not know how the UCFS School Based Health Facility would impact the workload, noting that they have been reviewing the data over the past few months; and have found that currently the workload was fairly light. He stated everyone who attended Ledyard Youth Services was a Ledyard School Student; and that the students may obtain services from the UCFS School Based Health Facility. He stated if children at other Ledyard Public Schools needed mental or physical health services that they could be brought to the UCFS School Based Health Facility located at the High School for services, noting that UCFS would be available until 8:00 p.m.

Councilor Rodriguez stated she attended the Youth & Social Services September 19, 2023 at which they received a presentation regarding School Based Health Centers (SBHC) from Child & Family Agency Representatives Ms. Anne Goddard, who was a Managing Director for Medical Services and Performance and Quality Improvement and Ms. Tanya Pegnataro who was a Pediatric Nurse Practitioner by trade. Councilor Rodriguez noted during the meeting she questioned whether there would be any cross over; and that she was told that there would not be any cross over in providing the services that the Ledyard Youth Services was currently providing to their clients. She also noted that she specifically questioned the hours of the UCFS School

Based Health Facility, and she noted that Ms. Goddard explained that a full-time Behavioral Health Clinician would be in every school; the High School would have a part-time Nurse Practitioner and a full-time Behavioral Health Clinician; and that there would also be a full-time Medical Assistant to assist with all four locations with administrative tasks.

Councilor Rodriguez went on to note that she also questioned the availability of family sessions after school hours and was told by Ms. Goddard that Clinicians would be at the Middle School and High School until 3:30 p.m. and at the Elementary Schools until 4:00 p.m. noting that they had night meetings. She stated that Ms. Goddard stated after school hours would have to go thru the Ledyard Youth Services. She went on to note that Ms. Goddard stated that UCFS operated School Based Health Centers in other districts that also have Youth & Family Service Departments with Behavioral Clinicians providing services and that they had a full caseload. She also stated that SBHC Funding does not normally replace American Rescue Plan Act (ARPA) Funding; and that although they do provide some cross-over they make sure that they do not provide services to the same clients. Councilor Rodriguez stated that Youth & Social Services Board Member Mr. Dan Grimm questioned because the SBHC Funding was only for children services, whether the ARPA Funding could be used to support services for adults.

Mayor Allyn stated the hours of the SBHC that Councilor Rodriguez mentioned this evening were interesting because they were counter to the information the Board of Education had told him. He stated he would get a clear understanding of the hours at the November 1, 2023 SBHC Ribbon Cutting. He went on to note that except for the Interns, who were at the Town Hall unsupervised, that Ledyard Youth Services does not do anything after 4:45 p.m. which was when the union supervisor goes home; and he noted that this disconnect needed to be resolved. Councilor Rodriguez stated that she was told that Ledyard Youth Services had meetings for families after hours. Mayor Allyn stated that those meetings were handled by the Interns, and that the Interns need to be working under supervision.

Councilor Saums stated that although he fully understands and agreed with Mrs. Parkinson's concern about the need for the Youth Services Coordinator to have a Master's Degree that he also he agreed with the language change of "*Master's Degree preferred*". He stated if the town holds out for a Master's Degree and no one was applying, then the town would not have anybody. He addressed changing the Supervision from the Mayor to the Nursing Administrator explaining that if the town was trying to attract applicants in a field where there were limited candidates; that reporting to a higher level such as the Mayor would make the job more attractive. He stated the Town Council should learn more about the union issues before making a decision regarding the job description update.

Councilor Rodriguez stated prior to tonight's meeting that she had not spoken to Nursing Administrator Karen Goetchuis, or Youth Services Director Kate Sikorsky-Maynard, or Mrs. Parkinson. She stated in reading the Youth Services ~~Director~~-**Coordinator** job description that she questioned why the position was being changed from a Director to a Coordinator and that it was her opinion that the Nursing Administrator should be reporting to the Youth Services Director. She stated it was unfathomable that Ms. Sikorsky-Maynard would have to receive *General Direction* from the Nursing Administrator. She stated with regard to using the word "*Master's Degree preferred*" that she believed that a "*Master's Degree*

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*should be required*". She stated for the past year they have been hearing that it was hard to get licensed professional clinicians to apply for these jobs, and yet they have. She stated she did not want the town to have subpar services for the mental health of Ledyard's Youth, noting that it was reckless. She stated mental health was serious, and that she could not vote in the affirmative on the proposed job description update as presented in the draft dated October 11, 2023.

Councilor Ryan stated in the work that he issues a lot of requisitions and that they use the same language of "preferred" because it allowed them to have a bigger sample size. He stated sometimes they receive applicants that had Master's Degrees and applicants that had Bachelor's Degrees; and that through the interview process that they sometimes find the Bachelor's Degree Candidate was far more impressive than the Masters' Degree Candidate. He stated having a Master's Degree does not make someone better at a job. However, he stated that he understands what Mrs. Parkinson was saying that without a Master's Degree the town would not be able to utilize the Intern Program, which was a problem for him. However, he stated when they use the word "*preferred*" if all they received were applicants with Bachelor's Degrees that it did not mean that they were required to take a person from that pool of candidates. He stated using the word "*preferred*" allowed them to widen the net; and for that reason he did not have a problem with using the word "*preferred*". Councilor Ingalls added that they may have candidates who were close to completing their Master's Degree, but did not have it at the time they submitted their application for the position.

Councilor Rodriguez stated that she did not have problem with candidates who were close to completing their Master's Degree, as Councilor Ingalls described. However, she stated unless you have studied Mental Health that it was very different from a Nursing Administrator. Therefore, she stated that she was not certain that the people who looked at the job description updates had the background to understand what mental health involved.

Councilor Saums questioned whether there was any urgency to update the Youth Services ~~Director~~ **Coordinator**. Mayor Allyn stated that there was no sense of urgency; however, he stated the title of the position needed to be consistent with the position in the Supervisor's Union, which was *Youth Services Coordinator*.

Councilor Rodriguez questioned how long the individual has worked under the job description titled *Youth Services Director*. Mayor Allyn stated that the employee has been in the position for years; however, he did not know when the job title was changed to *Director*. Councilor Rodriguez stated for years the employee has had the title of *Youth Services Director*, and there was not an issue with supervision. Mayor Allyn stated many of the job descriptions were old and out of date. Councilor Rodriguez stated at the Youth & Social Services Board September 19, 2023 noting that Mrs. Karen Goetchuis introduced herself as the Youth Services Director. Mayor Allyn stated that Mrs. Goetchuis was the Director of Nursing and that she was filling the role of the Youth Services Director, noting that she was the Acting Director. He stated in terms of BAN width that Mrs. Goetchuis had the BAN width to take this on at this time, noting his workload. Therefore, he stated Youth Services Coordinator was better served by having someone who was ready and available to provide oversight to her.

MOTION to Table the

MOTION to approve proposed updates to the Youth Services Coordinator as presented in the draft dated October 11, 2023, pending further review by the Administration Committee.

Moved by Councilor Irwin, seconded by Councilor Saums

**VOTE: 8- 0 Approved to Table**

Chairman Dombrowski referred the updates to the Youth Services Coordinator back to the Administration Committee.

**MOVER:** Andra Ingalls

**SECONDER:** Whit Irwin

10. MOTION to approve Assistant Librarian I- Adult Services job description as presented in the draft dated October 11, 2023.

Moved by Councilor Ingalls, seconded by Councilor Irwin

Discussion: Councilor Ingalls explained the update to the Assistant Librarian I- Adult Services job description was to change the title of the position because there were a couple of job description titles that were very similar, and were therefore, causing confusion. She noted one job description was titled *Assistant Librarian* and the other job description was titled *Librarian Assistant*.

**VOTE: 8- 0 Approved and so declared**

**RESULT:** APPROVED AND SO DECLARED

**MOVER:** Andra Ingalls

**SECONDER:** Whit Irwin

**AYE:** 8 Dombrowski, Saums, Ingalls, Paul, McGrattan, Rodriguez, Ryan, and Irwin

**EXCUSED:** 1 Marshall

11. MOTION to approve the Library Associate job description as presented in the draft dated October 11, 2023.

Discussion: Councilor Ingalls explained the changes to the job description was to update to the title of the position from *Assistant Librarian* to the *Library Associate*. She explained that the Assistant Librarian could serve in the absence of the Library Director; however, the Library Associate was more of a supporting role.

**VOTE: 8 -0 Approved and so declared**

**RESULT:** APPROVED AND SO DECLARED

**MOVER:** Andra Ingalls

**SECONDER:** Mary K. McGrattan

**AYE:** 8 Dombrowski, Saums, Ingalls, Paul, McGrattan, Rodriguez, Ryan, and Irwin

**EXCUSED:** 1 Marshall

General Business

12. Discuss Work Session Items as time permits.

None.

XV. ADJOURNMENT

Councilor Rodriguez moved to adjourn, seconded by Councilor Paul

**VOTE: 8 - 0 Approved and so declared.** The meeting adjourned at 8:14 p.m.

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Transcribed by Roxanne M. Maher  
Administrative Assistant to the Town Council

I, Kevin J. Dombrowski, Chairman of the Ledyard Town Council,  
hereby certify that the above and foregoing is a true and  
correct copy of the minutes of the Regular Town Council  
Meeting held on October 25, 2023.

\_\_\_\_\_  
Kevin J. Dombrowski, Chairman

**DISCLAIMER:**

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

The Town Council's Official Agenda and final Minutes will be on file in the Town Clerk's Office.