



# TOWN OF LEDYARD CONNECTICUT

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

## Administration Committee

### ~ AGENDA ~

Chairman Gary St. Vil

Regular Meeting

**Wednesday, April 8, 2026**

**5:30 PM**

**Town Hall Annex- Hybrid Format**

In -Person: Council Chambers, Town Hall Annex Building

Remote Participation: Information Noted Below:

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

**<https://ledyardct.zoom.us/j/87695954248?pwd=IRBcgxIHx4Z8EqGPfKVxW3ZymYDP50.1>**

**Audio Only: Telephone: +1 646 558 8656; Meeting ID: 876 9595 4248; Passcode: 380808**

- I. CALL TO ORDER
- II. ROLL CALL
- III. RESIDENTS & PROPERTY OWNERS COMMENTS
- IV. PRESENTATIONS / INFORMATIONAL ITEMS
- V. APPROVAL OF MINUTES

MOTION to approve the Administration Committee Minutes of March 11, 2026.

**Attachments:** [ADMIN-MTG-2026-03-11](#)

- VI. OLD BUSINESS
  - 1. MOTION to adopt the proposed amendments to Res#001-xxxx/xxxx "Resolution Establishing Administrator Department Head Benefits" as presented in the draft dated March 11, 2026

**Attachments:** [2026- DEPT HEAD ADMINSTRATORS BENEFITS-draft-2026-03-11 rev 3-26-26](#)  
[Directors Salaries Resolution - Garcia-IrizarryDias Changes](#)  
[DEPARTMENT HEAD RESOLUITON-DRAFT-2026-01-22-C-DIAS](#)  
[001-2023-FEB-22- RES DEPT HEAD ADMINSTRATORS BENEFITS](#)

- 2. Any Old Business proper to come before the Committee.

#### VII. NEW BUSINESS

- 1. MOTION to reappoint the following Members to the Water Pollution Control Authority

for three (3) year term ending April 11, 2029:

- Mr. Stanley Juber( R) 13 Iron Street, Ledyard (Regular Member)
- Mr. Terry Jones ( R) 27 Monticello Drive, Gales Ferry (Regular Member)
- Mr. Jeremy Norris (D) 12 Old Fort Lane, Ledyard (Alternate Member).

**Attachments:** [Reappointment Recommendations-Water Pollution Control Authority \( WPCA \)-2026-02-23](#)

2. MOTION to reappoint the following Members to the Cemetery Committee for three (3) year term ending April 26, 2029:

- Mr. Paul Krug (Military Veteran) (Y) 67 Pheasant Drive, Gales Ferry
- Ms. Kriste-Gardiner-Lundgren (U) 70 Iron Street Ledyard
- Ms. Martha Reynolds( R) 1684 Center Groton Road, Ledyard

**Attachments:** [Reappointment Recommendation-Cemetery Committee-2026-02-23](#)

3. MOTION to reappoint Ms. Margret Boyd, (U) 257 Whalehead Road, Gales Ferry, to the Ledyard Housing Authority for a five (5) year term ending March 31, 2031.

**Attachments:** [Re-Appoint Recommendation- Housing Authority -2026-03-26](#)

4. MOTION to appoint the following Members to the “Ad Hoc Committee to Develop a Process for Capital Improvement Budding Projects for the Town of Ledyard” for six-months in accordance with Res#002-2026/Feb 11:

- One member from the Permanent Municipal Building Committee
- Mr. Brandon Graber, 42 Church Hill Road Ledyard - Board of Education
- Mr. Wayn Donaldson, Board of Education Director of Facilities
- Mr. Steve Masalin, Public Works Director/Town Engineer
- Mr. Matthew Bonin, Finance Director
- One member from the Community-at-Large with Construction Management Experience
- One member from the Town Council

**Attachments:** [Request Names -Ad Hoc Committee-Process for Capital Building Projects-Memo-2026-02-11](#)  
[Board of Educationn - Appointment - New Ad Hoc Cmt - Develop Process for Capital Building Projects-2026-02-26](#)  
[Ad hoc Committee-Capital Improvment Projects- Mayor ltr-2026-04-01](#)

5. Any New Business proper to come before the Committee

#### IV ADJOURNMENT

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



# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

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**File #:** 26-0455

**Agenda Date:** 4/8/2026

**Agenda #:**

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## MINUTES

**Minutes:**

MOTION to approve the Administration Committee Minutes of March 11, 2026.



IV. PRESENTATIONS/INFORMATIONAL ITEMS - None.

V. REVIEW AND APPROVAL OF PRIOR MEETING MINUTES

MOTION to approve the Administration Committee Special Minutes of February 11, 2026  
Moved by Councilor Barnes, seconded by Councilor Brunelle

**VOTE: 3- 0 Approved and so declared**

VI. OLD BUSINESS -

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

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

DRAFT: ~~03/07/2026~~ *03/11/2026*

Ordinance # \_\_\_\_\_

AN ORDINANCE ESTABLISHING A  
TOWN OF LEDYARD CODE OF ETHICS AND ETHICS COMMISSION

Be it ordained by the Town Council of the Town of Ledyard:

Section 1. Authority.

In accordance with Chapter III of the Town Charter, there is hereby established a Town of Ledyard Code of Ethics and Ethics Commission.

Section 2. Declaration of Policy and Purpose.

The trust of the public is essential for government to function effectively. The proper operation of the Town government requires that Town and Board of Education officials, employees and consultants be independent, impartial and responsible to the people; that governmental decision and policies be made in the proper channels of governmental structure; that public office and employment not be used for beneficial and/or financial interest; and that the public has confidence in the integrity of its government.

Section 3. Definitions

As used in this ordinance, the following words or phrases shall have the meanings indicated below:

**“Agency”** is any board, commission, authority or committee of the Town, including the Town Council and Board of Education.

**“Beneficial interest”** means any nonfinancial interest or special treatment that is not common to other citizens of the Town.

**“Business day”** means a day other than a Saturday, Sunday or other day in which the office of the Ledyard Town Clerk is closed to the public for business.

**“Complainant”** means a person who files a complaint under penalties of false statement against an official, employee or consultant containing an allegation of prohibited activities under the Code of Ethics.

**“Confidential Information”** means information acquired by a Town or Board of Education official, employee or consultant in the course of and by reason of performing an individual’s official duties and which is not a matter of public record or public knowledge.

**“Consultant”** means (i) an attorney hired by the Town or the Board of Education to provide legal services; (ii) any engineer, architect or construction manager hired by the Town or the Board of Education to provide professional services related to construction projects; or (iii) any professional who is hired by the Town to provide professional advice or services related to land use matters. In addition, the definition of what constitutes a consultant shall be limited to an officer or an employee of any Town or Board of Education contractor who has managerial or discretionary responsibilities with respect to a Town or Board of Education contract.

**“Employee”** is any person receiving a salary, wages or a stipend from the Town or Board of Education for services rendered, whether full-time or part-time.

**“Family”** means the spouse, domestic partner, fiancé, fiancée, parents, daughter-in-law, son-in-law, mother-in-law, father-in-law, sister-in-law, brother-in-law, grandparents, great-grandparents, children, stepchildren, foster children, siblings and their children, stepsiblings and their children, and foster siblings and their children, of an official, employee, or consultant, or his/her spouse or domestic partner.

**“Financial Interest”** means any interest that has a: (i) monetary value of one hundred dollars (\$100.00) or more or generates a financial gain or loss of one hundred dollars (\$100.00) or more in a calendar year; (ii) and is not common to the other citizens of the Town.

**“Gift”** is a gift of more than one hundred dollars (\$100.00) in value. A gift includes, but is not limited to, entertainment, food, beverage, travel and lodging to the extent that the gift value exceeds one hundred dollars (\$100.00) in any one (1) year from the same person.

**Gifts do not include:**

- a. A political contribution that is otherwise reported in accordance with the law.

- b. A loan made on terms that are commercially reasonable and not more favorable than loans made in the ordinary course of business.
- c. Certificates, plaques or other ceremonial awards costing less than fifty dollars (\$50.00).
- d. A rebate or discount on the price of anything of value made in the ordinary course of business, without regard to that person's status.
- e. Honorary degrees.
- f. Costs associated with attending a conference or business meeting and/or registration or entrance fee to attend such conference or business meeting in which the Town or Board of Education official or Town Board of Education employee participates in his/her official capacity.
- g. Any gift provided to a Town or Board of Education official or Town or Board of Education Employee or to a family member of a Town or Board of Education official or Town or Board of Education Employee for the celebration of a major life event provided any such gift provided to an individual does not exceed one thousand dollars (\$1,000.00) in value. A major life event shall include, but not be limited to, a ceremony commemorating an individual's induction into religious adulthood such as a confirmation or bar mitzvah; a wedding; a funeral; the birth or adoption of a child; and retirement from public service or Town employment.

**"Inquiry"** means a complaint or allegation of a possible violation of the Code.

**"Managerial or discretionary responsibilities with respect to a Town or Board of Education contract"** means having direct, extensive, and substantive responsibilities with respect to the negotiation of the contract and not peripheral, clerical, or ministerial responsibilities.

**"Official"** is any person holding elective or appointive office in the government of the town and shall include, but not be limited to, the Town Council, Board of Education or any other agency as defined herein.

**"Respondent"** means a person who is the subject of a complaint.

#### Section 4. Confidential information and Withholding of Information.

Town and Board of Education officials, employees or consultants may not disclose or use any information or records that are not available to the public except in the performance of official duties or as required by law or court order. No Town or Board of Education official, employee or consultant may withhold information or make a dishonest or fraudulent statement with the intent to deceive or to misrepresent material facts in the performance of his or her official duties.

#### Section 5. Conflict of Interest Provisions and Other Prohibited Activities

- A. A Town or Board of Education official, employee or consultant has a conflict of interest when that individual engages in or participates in any contract, transaction, decision, employment or rendering of service in which the Town or Board of Education official, employee or consultant or any member of his family has a

financial or beneficial interest. Notwithstanding anything contained in this ordinance to the contrary, a Town or Board of Education official, employee or consultant may enter into a contract with the Town or the Board of Education if the contract is (i) publicly quoted or bid; or (ii) the Town or Board of Education official, employee or consultant is not involved in the awarding of the contract. In addition, the provisions of this section shall not apply to any employment or consultant contracts in which a Town or Board of Education official, employee or consultant is hired by the Town or the Board of Education to perform necessary services, including, but not limited to recreational services.

- B. A financial interest or beneficial interest presents a conflict of interest that is incompatible with the proper discharge of official responsibilities in the public interest if the Town or Board of Education official or employee has reason to believe or expect that he/she or any member of his family will obtain, secure, or advance such interest by reason of his/her actions in performance or nonperformance of his/her official responsibilities.
- C. A Town or Board of Education official, employee or consultant does not have a financial interest or beneficial interest that is incompatible with the proper discharge of his/her official responsibilities in the public interest if the interest accrues to such individual or his/her family members as a member of a profession, occupation, or group to no greater extent that it accrues to any other member of the profession, occupation, or group with which he/she is affiliated as set forth in Section 7-148h(b) of the General Statutes.
- D. No Town or Board of Education official or employee may directly hire or supervise a member of his/her family except for temporary emergency situations, including, but not limited to, inclement weather and labor shortages.
- E. Town officials and employees shall not use Town owned or leased vehicles, equipment, facilities, materials or property for personal convenience or profit. This section does not apply to Town-owned vehicles issued to emergency responders who are authorized by the Mayor, Fire Chief or Police Chief to take their Town-owned vehicles home, or vehicles issued to employees who are permitted to bring their Town-owned vehicles homes as part of an employment agreement or contract.
- F. No Town or Board of Education official, employee or consultant shall solicit or accept any gift from any person or entity who or which is interested directly or indirectly in any business transaction or pending matter that is within the purview of such official, employee or consultant. No Town or Board of Education official, employee or consultant shall accept, or knowingly seek or cause to be given to any member of his/her family, any valuable favor, treatment, consideration, or advantage beyond that which is generally available to the citizens of the Town from any person who, to the knowledge of the official, employee or consultant, is interested directly or indirectly in any business transaction or pending matter that is within the responsibilities of the official, employee or consultant. For purposes of this section, a pending matter includes, but is not limited to, any application to any agency, a bid for work to be performed, an application for employment, and any bid for the furnishing of supplies, equipment or services.

Section 6. Disclosure and disqualification.

- A. Any Town or Board of Education official, employee or consultant who has a conflict of interest, financial interest, or beneficial interest, direct or indirect, in any contract, transaction or decision within the purview of his/her official responsibilities shall disclose that conflict of interest in accordance with the provisions of this ordinance. Such disclosure shall disqualify the official, employee or consultant from participation in the matter, transaction or decision.
- B. No Town or Board of Education official, employee or consultant shall appear on behalf of any private person or party before any agency in connection with any cause, proceeding, application or other matter in which he/she has financial interest or beneficial interest without first disclosing such interest to the agency, which shall record such disclosure in the record of the agency's proceeding. This Code shall not prohibit any current or former Town or Board of Education official, employee or consultant from appearing before any agency on his/her own behalf.
- C. If there is an uncertainty whether a Town or Board of Education official, employee or consultant has a conflict of interest, financial interest, or beneficial interest that could disqualify that individual from participation in a matter, such individual may request an advisory opinion from the Ethics Commission pursuant to this ordinance.
- D. Nothing in the Code shall be interpreted to authorize conduct restricted or prohibited by any provision of the Connecticut General Statutes including, but not limited to, Sections 8-11, 821 and 22a-42(c) of the Connecticut General Statutes that restrict conduct of members of municipal zoning and planning authorities and members of Inland, Wetlands and Watercourses commissions.

Section 7. Required Filings for Certain Town and Board of Education Officials.

The Mayor and the members of the Town Council and the Board of Education shall, on or before January 1<sup>st</sup> each year, file with the Town Clerk, on a form to be prepared by the Town Attorney, a statement, under oath, containing the following information:

- A. All real estate located within the Town of Ledyard owned by such official or held under lease for a term exceeding five years, excluding, however, his/her principal residence. The foregoing shall also apply to real estate in the Town of Ledyard owned or leased, by a corporation, trust or partnership in which any such official is the legal or equitable holder of at least five (5) percent of the legal or equitable interest in said corporation, trust, or partnership.
- B. The names of any firm, proprietorship, partnership or corporation of which said official is an employee or in which such official holds at least a five (5) percent interest; and if applicable, whether such firm, proprietorship, partnership or corporation has sold or supplied goods or services in excess of ten thousand dollars

(\$10,000.00) per annum to the Town of Ledyard during the two (2) years immediately preceding such official's election to office.

- C. Any income, fees, salary or wages, directly or indirectly, received by such official from the Town of Ledyard during the two (2) years immediate proceeding such official's election to public office.

Section 8. Acknowledgment forms

- A. The Town Clerk shall provide a copy of the Code of Ethics to every Town and Board of Education official. Every Town official, *including members of the Board of Education*, shall sign and file with the *Town Clerk* an acknowledgement form, prepared by the Town Attorney, indicating his/her awareness of the provisions of this Code. The *Superintendent of Schools shall sign and file with the Board of Education Human Resources Director* an acknowledgement form, prepared by the Town attorney, indicating his/her awareness of the provisions of this Code. The Human Resources Directors of both the Town and Board of Education, respectively, shall: (i) provide current Town and Board of Education employees a copy of the Code of Ethics within one-hundred-twenty (120) business days of its effective date; and (ii) provide a copy of the Code of Ethics to every Town and Board of Education employee within sixty (60) business days of employment. Copies of the Code of Ethics may be sent to officials and employees electronically.
- B. Within ten (10) business days of the effective date of this ordinance, the Code of Ethics shall be incorporated by reference into all prospective contracts entered into by the Town of Ledyard and the Board of Education with a consultant. The Human Resources Directors of both the Town and Board of Education, respectively, shall provide current Town and Board of Education consultants a copy of the Code of Ethics within thirty (30) business days of its effective date. Copies of the Code of Ethics may be sent to consultants electronically.
- C. The Mayor and Superintendent of Schools shall develop a protocol for periodic training of employees concerning the Code of Ethics. The Commission shall develop a protocol for periodic training of officials.
- D. The Town Council shall approve a procedure for monitoring compliance with this section and approve the training protocols specified in subsection (c).

Section 9. Establishment and Qualifications of Ethics Commission.

- A. Structure. The Ethics Commission shall be comprised of five (5) regular members and two (2) alternate members. All regular members and alternate members of the Ethics Commission shall be electors of the Town. No more than two (2) of the regular members may be affiliated with any one political party. At all times, at least one regular member shall be unaffiliated with any political party. Both alternate members may not be affiliated with the same political party.

- B. Member and alternate member qualifications. No regular member or alternate members shall:
- i. be currently employed by the Town or Board of Education;
  - ii. have been employed by the Town or Board of Education for a period of two years prior to being appointed to the Ethics Commission;
  - iii. hold any elective Town office or have been elected to any elective Town office for a period of two years prior to being appointed to the Ethics Commission;
  - iv. be a current member of the Board of Education or have been elected to the Board of Education for a period of two years prior to being appointed to the Ethics Commission;
  - v. serve as a member of another Town agency; vi. hold office in a political party or political committee;
  - vi. have been found in violation of any state, local or professional code of ethics.

If a current member of the Ethics Commission files to run for any elective Town office or for the Board of Education, such member shall resign from the Ethics Commission within seven (7) days of said filing.

- a. Compensation. Members will not be compensated for their service on the Commission.
- b. Organizational Meeting. Within thirty (30) days of the appointment of the Ethics Commission, an organizational meeting shall be held at which members shall choose a Chair, Vice-Chair and a Secretary.
- c. Method and Terms of appointment: The Town Council shall appoint the Ethics Commission members in the manner provided in the Town Charter. Members of the Ethics Commission shall be appointed by a minimum of (7) seven affirmative votes of the Town Council. Members shall be appointed for a term of three (3) years. If a member is appointed to fill an unexpired term, then that member's term ends at the same time as the term of the person being replaced. In making the original appointments under this ordinance, the Town Council shall designate two (2) regular members to serve for three (3) years, two (2) regular members to serve for two (2) years; one (1) regular member to serve for (1) year; one (1) alternate member to serve for three (3) years and one (1) alternate member to serve for two (2) years. Thereafter, vacancies shall be filled for a three (3) year term. Inaugural members shall be eligible to serve two (2) additional three (3) years term beyond his/her initial appointment. No member may serve more than three (3) terms total.

- d. Removal. The Town Council may remove members for cause and fill the vacancy in accordance with the Town Charter. Cause for removal shall include, but is not limited to, an unexcused absence from three (3) consecutive meetings. It shall be the responsibility of the Chairman of the Ethics Commission to notify the Town Council when a member has not properly performed his/her duties.

Section 10. Powers and Duties of Ethics Commission.

- A. The Ethics Commission shall be authorized to consult with the Town Attorney or another attorney hired by the Commission if so authorized by the Town Council. The Ethics Commission shall be authorized to request that the Town Attorney provide advisory opinions.
- B. The Ethics Commission may render advisory opinions to any Town or Board of Education official, employee or consultant on whether conduct by that person would constitute a violation of the Code of Ethics. The Ethics Commission will make advisory opinions available to the public unless doing so would violate the confidentiality provisions of this Code of Ethics or is otherwise prohibited by law.
- C. The Ethics Commission may examine complaints and to make a determination of probable cause pursuant to the procedures outlined herein. The Ethics Commission may hold hearings concerning alleged violations of the code, may administer oaths, and may compel attendance of witnesses by subpoena to the extent permitted by law.
- D. The Ethics Commission may review the Code of Ethics policies and procedures on an as needed basis and may make recommendations to the Town Council regarding changes to the Code of Ethics policies and procedures. The Ethics Commission may take action to increase public awareness of the Code of Ethics.

Section 11. Ethics Commission Rules of Procedure.

- A. Advisory opinions. Any current, former or prospective Town of Ledyard or Board of Education employee, official or consultant may request an advisory opinion from the Ethics Commission as to whether conduct by that person or entity would violate the Code of Ethics. Any current Town or Board of Education official also may request an advisory opinion concerning the activities of any department over which he/she has jurisdiction or agency on which he/she serves.

Individuals initiating a request for an advisory opinion must do so by completing a form available through the Ledyard Town Clerk's Office or through the Town's website [www.ledyardct.org](http://www.ledyardct.org). The form must contain a statement setting forth the advice requested and the relevant facts known to the

individual making the request so that the Ethics Commission can reasonably be expected to understand the nature of the request. The individual making the request must sign and date the form. Requests must be addressed in a sealed envelope to the Ethics Commission, c/o The Ledyard Town Clerk, 741 Colonel Ledyard Highway, Ledyard, CT 06339-1511 who will date stamp the envelope and forward the sealed envelope promptly to the chair or vice-chair of the Ethics Commission. Within five (5) business days that said request is received by the Town Clerk, the Town Clerk or his/her representative shall notify the chair or vice-chair of the Ethics Commission, or both, of same. The date the request is received by the Town Clerk will mark the official date of receipt for purpose of deadlines for decisions. The chair or vice-chair of the Ethics Commission shall sign a form, provided by the Town Clerk, acknowledging the receipt of the request.

The chair will present the request to the Ethics Commission at its next regular meeting or at a special meeting at an executive session, except upon the request of the individual that is seeking the advisory opinion to present the request in open session.

Advisory opinions will be made by a majority of the Ethics Commission members voting at a meeting at which a quorum is present. The Ethics Commission will issue an advisory opinion as expeditiously as possible but in any event within ninety (90) business days from the day it first considers the request. The Ethics Commission may extend the time for a decision for up to an additional thirty business (30) days. All advisory opinions must be in writing and communicated to the individual making the request.

The Ethics Commission may decline to render an advisory opinion if (1) the subject matter is not covered by the Code of Ethics, (2) the known facts are incomplete or incorrect, and the omission or misstatements are material to the advisory opinion requested, or (3) other reasonable grounds exist for not taking action. If the Ethics Commission decides to so act, it shall state its reasons.

**B. Complaints.**

- i. Filing of a Complaint. A complaint alleging any violation of the Code of Ethics shall be made on a form prescribed by the Ethics Commission available at the Town's website [www.ledyardct.org](http://www.ledyardct.org) or through the Town's Clerk office, and signed under penalty of false statement. The form shall be delivered to the Town Clerk in a sealed envelope who will date stamp the envelope and forward the sealed envelope promptly to the chair or vice-chair of the Ethics Commission. On the day the sealed envelope is received by the Town Clerk, the Town Clerk or his/her representative shall notify the chair or vice-chair of the Commission, or both, and the respondent within five (5) business days of receipt of the complaint. The chair or vice-chair of the Ethics Commission shall sign a form, provided by the Town Clerk, acknowledging the receipt of the

complaint. The Ethics Commission shall also notify the respondent that a complaint was received and that it will conduct a probable cause determination and invite the respondent to provide any information the respondent deems relevant to the Ethics Commission's determination of probable cause. No complaint may be made under the Code of Ethics unless it is filed with the Ethics Commission within three (3) years after the violation alleged in the complaint has been committed.

The Complaint shall include the: (i) the name of the person accused (respondent); (ii) name of the person filing the complaint; and (iii) the specific acts alleged to constitute a violation of the Code of Ethics and when said actions occurred.

ii. Probable Cause Determination

Within sixty (60) business days of the receipt of a complaint by the Chair or Vice-Chair, the Ethics Commission shall review and determine whether there is probable cause that a violation of the Code of Ethics has occurred. A finding of probable cause means that based on a review of the available information, the Ethics Commission determines that reasonable grounds exist to believe that the respondent engaged in prohibited conduct by the Code of Ethics. If the Ethics Commission does not make a finding of probable cause, the complaint shall be dismissed, and a copy of its decision shall be mailed to both the complainant and the respondent. Unless the Ethics Commission makes a finding of probable cause, a complaint alleging a violation of this Code of Ethics shall be confidential except upon the request of the respondent.

If the Ethics Commission makes a finding of probable cause, which shall require three (3) affirmative votes, it shall so advise both the complainant and the respondent and begin a formal investigation.

iii. Hearings

If the Ethics Commission decides that probable cause of a violation of the Code of Ethics exists, it will conduct a public hearing to determine whether or not a violation occurred in accordance with Uniform Administrative Procedure Act ("UAPA") (See Chapter 54 of the Connecticut General Statutes).

At the hearing, the respondent will have the right to be represented by legal counsel; to present evidence and witnesses and compel the attendance of witnesses; to produce books, documents, records and papers; to examine and cross-examine witnesses; and to inspect and copy relevant and material records, papers and documents. Hearings are not governed by the legal rules of evidence and any information relevant to the matter may be considered. The Ethics Commission will respect the rules of privilege recognized by the law. Not later than ten business (10) days before the start of the hearing, the Ethics Commission will provide the respondent with a list of its intended witnesses. The Ethics Commission will make a record of the proceedings.

iv. Final Decisions

Decisions by the Ethics Commission that a person is in violation of the Code of Ethics must result from the concurring vote of four (4) of its members. The Ethics Commission must render its decision within sixty business (60) days of the closing of the hearing. Such finding and memorandum will be deemed to be the final decision of the Ethics Commission for the purposes of the UAPA. The respondent may appeal to the superior court in accordance with the provisions of Section 4-183 of the Connecticut General Statutes. If the Ethics Commission determines that the Code of Ethics was violated, it will provide the respondent, the Mayor, the Ledyard Town Council and the Board of Education (if applicable) with a copy of its findings and memorandum within ten (10) business days after its decision. It will also advise the respondent of his/her right to appeal the decision pursuant to Section 4-183 of the Connecticut General Statutes.

v. Penalties for Violations of the Code of Ethics

A violation of the Code of Ethics may lead to any one or a combination of the following penalties:

- a. order to cease and desist the violation;
- b. pay a civil penalty of up to the maximum amount permitted by State law;
- c. censure;
- d. suspension without pay;
- e. demotion;
- f. termination of employment or contract; and
- g. Restitution of any benefits received because of the violation committed.

Penalties will be determined by a majority vote of the Town Council within sixty (60) business days after receipt of the finding and memorandum of Ethics Commission.

The remedies and procedures specified in any applicable statutory and Charter provisions, personnel rules, contract grievance rules, or other work rules, policies, and procedures, shall be followed in the enforcement of this section.

Section 12. Severability.

If any part of this Code of Ethics or Ordinance shall be held by a court of competent jurisdiction to be invalid, such holding shall not be deemed to invalidate the remaining provisions hereof.

Signed/Certified on: \_\_\_\_\_

\_\_\_\_\_  
Gary St. Vil, Chairman

Approve/Disapprove on: \_\_\_\_\_

\_\_\_\_\_  
Fred B. Allyn, III, Mayor

Published on: \_\_\_\_\_

Patricia A. Riley, Town Clerk

Effective Date:

.....  
History: Based on the public’s interest to establish standards of ethical conduct for all town officials and town employees and for those who serve or conduct business with the Town of Ledyard. This Code of Ethics and Ethics Commission was developed to establish guidelines for the conduct of those in public service; and to establish a procedure to be followed by the Ethics Commission in receiving, adjudicating, and reporting on alleged violations of the Code of Ethics.

Moved by Councilor Barnes, seconded by Councilor Brunelle

Discussion: Councilor Garcia-Irizarry explained after the Administration Committee voted to forward the proposed “*Ordinance Establishing a Town of Ledyard Code of Ethics and Ethics Commission*” to the Town Council for a Public Hearing; at their February 11, 2026, meeting that Human Resources Director Christine Dias questioned whether there was a reason Attorney Ritter changed the language in *Section 8. “Acknowledgment Forms”* to require all of the Acknowledgement Forms to be returned the Town’s Human Resources Office. She noted the that Ms. Dias explained that typically Town Officials work through the Town Clerk’s Office, and the Town Employees worked with the Human Resources Office.

Councilor Garcia-Irizarry stated that she followed up with Attorney Ritter regarding Ms. Dias’ question; and she explained that Attorney Ritter stated there was no reason, and that they could continue with the current practice which would require the Town Officials to return their Acknowledgement Forms to the Town Clerk’s Office and for the Town Employees to return their Acknowledgement Forms to the Human Resources Office. She stated that *Section 8. “Acknowledgment Forms”* was updated as noted in the draft dated March 7, 2026 (see above).

The Administration Committee stated they agreed with the update as presented in the draft dated March 7, 2026.

Councilor Garcia-Irizarry noted Mr. Treaster’s question earlier this evening (see above III Citizens' Comments) with regard to the filing of Complaints should two Elected Officials engage in the same ethics violation at the same time. Councilor Garcia-Irizarry stated although she thought separate Complaints should be filed for each individual, because one person may be found with no probable cause; while the other person may be found with a probable cause, that the way the proposed “*Ordinance Establishing a Town of Ledyard Code of Ethics and Ethics Commission*” was written that it does not specify one way or the other; and therefore, it allowed Complaints to filed both ways.

Councilor Brunelle stated that she did not think the process would change whether there was one Complaint filed or two Complaints filed, noting that she did not think how the Ethics Commission received the information was as critical; as long as it was handled.

Councilor Barnes stated that he agreed with Councilor Brunelle, commenting that someone could file a Complaint against one individual or against 100 individuals; individually or separately. He stated the current language supported either approach; and he commented that every time they try to modify the proposed “*Ordinance Establishing a Town of Ledyard Code of Ethics and Ethics Commission*” that they get entangled into more issues.

The Committee noted the formatting needed to be more consistent relative to upper case and lower case lettering..

Councilor Garcia-Irizarry noted the March 11, 2026 draft would be presented at the March 25, 2026 Public Hearing to include the March 7, 2026 changes to *Section 8 “Acknowledgement Forms”* and with the March 11, 2025 minor formatting edits for consistency.

**VOTE: 3 – 0 Approved and so declared**

<b>RESULT:</b>	<b>3 – 0 APPROVED TO RECOMMEND</b>
<b>MOVER:</b>	Bill Barnes, Committee Member
<b>SECONDER:</b>	April Brunelle, Committee Member
<b>AYES:</b>	Bill Barnes, April Brunelle, Carmen Garcia-Irizarry

- Continued discussion and possible action to review and update Res#001-2023/Feb 22 “*Resolution Establishing Administrator Department Head Benefits*”

Councilor Garcia-Irizarry stated she and Town Attorney Matt Ritter discussed how to resolve the conflict between the language provided in Res#001-2023/Feb 22 “*Resolution Establishing Administrator Department Head Benefits*”; and the language provided in the Town Charter; Chapter VII; Section 13 of the Town Charter “Salaries” (page 27); and Chapter VII; Section 2 “*Non-classified employees*” (page 37). She noted that Attorney Ritter recommended the following language to the “*Wages and Compensation*” paragraph in the Resolution:

“Employees shall be paid at the rate as designated by the Mayor or contractually negotiated. *However, nothing in this provision shall limit the authority of the Town Council: (i) to make adjustments during the annual budget process to the rates designated by the Mayor for positions not in the classified service; or (ii) to make adjustments to salary changes recommended by the Mayor during the fiscal year for positions not in the classified service.* Increases in wages shall be effective on the first day of July; and continuing until June 30 *of the year this resolution is up for review, 2025;* wage increases may not be less than the percentage of the highest union contracted increase for that fiscal year.”

Councilor Garcia-Irizarry explained the proposed language would allow the Mayor and the Town Council to collaborate on the salaries, noting that it would not just be the Town Council; and it would not just be the Mayor deciding the salaries.

Human Resources Director Christine Dias questioned the intent of the following language

*“(ii) to make adjustments to salary changes recommended by the Mayor during the fiscal year for positions not in the classified service”*

Councilor Garcia-Irizarry explained there were times when the Mayor has come to the Town Council to request that a salary be adjusted during the fiscal year, which was outside of the budget process.

Ms. Dias stated the way the language reads it appeared that the Town Council could cut a Department Head’s salary mid-year. Councilor Garcia-Irizarry stated that she talked to Attorney Ritter about that concern, because she wanted to make sure the language did not read as Ms. Dias noted. However, she stated that Attorney Ritter wanted to use the word “*adjustments*”, noting that could be up or down. She stated as proposed, the wording to adjust salaries needed to be initiated by the Mayor and not the Town Council.

Councilor Garcia-Irizarry noted that the Mayor was aware of the changes to the language in “*Wages and Compensation*” paragraph, because Attorney Ritter emailed the language both to her and to Mayor Allyn.

Ms. Dias noted since the Administration Committee’s March 11, 2026 meeting the Title for the *Director of Parks and Recreation* was updated to “**Director of Parks, Recreation & Senior Citizens Department**” to be consistent with the Job Description. She asked whether the Administration Committee had any questions regarding the other edits she provided for Res#001-2023/Feb 22 “*Resolution Establishing Administrator Department Head Benefits*”; and the process going forward.

The Administration Committee also agreed to strike the following language from the *Wages and Compensation* paragraph, noting that retroactive reimbursement provision was no longer needed:

~~With the implementation of this Resolution, retroactive reimbursement for wages and personal cell phones shall be paid to employees who were on staff as of July 1, 2022.~~

The Committee noted that they were satisfied with the other edits to the Resolution; and they asked Ms. Dias to provide the proposal to the Department Heads to obtain their input before their April 8, 2026 meeting; at which time the Administration Committee would plan to move the Resolution forward to the Town Council for their consideration and approval.

**RESULT: CONTINUED**

**Next Meeting:04/08/2026 5:30 p.m.**

The Administration Committee thanked Ms. Dias for attending tonight’s meeting. Ms. Dias left the meeting at 6:04 p.m.

3. MOTION to recommend the Town Council adopt a proposed “*Resolution to Establishing an Ad-Hoc Committee to Evaluate the Separation of the Planning Commission & Zoning Commission*” as presented in the draft dated ~~March 5, 2026~~; **March 11, 2026** (as updated at the Administration Committee’s March 11, 2026 meeting).

**DRAFT: ~~3/5/2026~~ 3/11/2026**

**Res : 002-2020/XXXX**

RESOLUTION  
ESTABLISHING AN AD HOC COMMITTEE  
TO EVALUATE THE SEPARATION OF THE  
PLANNING COMMISSION & ZONING COMMISSION

WHEREAS: the Town of Ledyard currently operates under a Combined Planning and Zoning Commission pursuant to Connecticut General Statutes § 8-4a; and in accordance with Ordinance #300-005 “*An Ordinance Providing For A Combined Planning And Zoning Commission for the Town of Ledyard*”; and Chapter IV, Section 3, of the Town Charter;

WHEREAS: residents have expressed concern that the combined Planning and Zoning Commission has faced an increase in the volume of applications and the complexity of land-use issues; and therefore, has requested the establishment of an Ad Hoc Committee to evaluate separating the roles into a Planning Commission; and into a Zoning Commission;

NOW, THEREFORE, BE IT RESOLVED: that there is hereby established “*An Ad Hoc Committee to Evaluate the Separation of the Planning Commission & Zoning Commission*” to be composed of ~~seven (7)~~ **five (5)** members appointed by the Ledyard Town Council.

Those members shall, as much as possible, be representative as follows:

- ~~Two~~ **One** Member of the Community-at-Large with Planning experience
- ~~Two~~ **One** member of the Community-at-Large with Zoning experience
- One member from the Planning and Zoning Commission
- One member from the Community-at-Large
- One member from the Town Council

In addition, request the Mayor assign a member from the Land Use Department Staff, either the Zoning Enforcement Officer; or Director of Planning to support the Ad Hoc Committee.

The Committee shall hold its Organizational Meeting no later than 30 days after its appointment and shall elect a Chairman, and Recording Secretary.

BE IT FURTHER RESOLVED, that Committee Members shall serve for a six (6) month term. Any vacancies on said committee shall be filled by the appointment of the Ledyard Town Council with priority given to maintaining as much as possible the structure above; and the attendance of fifty percent of the appointed members shall constitute a quorum.

BE IT FURTHER RESOLVED, that said Ad Hoc Committee is authorized:

- Study the feasibility, benefits, and costs of separating the Planning and Zoning Commission into two separate entities.
- Evaluate whether separating the roles would increase efficiency; improve public transparency, and reduce the potential for conflicts of interest; by the Planning Commission focusing on long-term development/master plan; and a Zoning Commission focusing on site plans and regulations;
- Review, among other things: staffing impacts, budgetary implications, changes to local ordinances required, and potential improvements to the permitting timeline.

BE IT FURTHER RESOLVED, that said Ad Hoc Committee shall provide a report of their recommendations to the Town Council upon completion of their assignment, no later than six months from its Organizational Meeting.

Adopted by the Ledyard Town Council on: \_\_\_\_\_

\_\_\_\_\_  
Gary St. Vil Chairman

Moved by Councilor Brunelle, seconded by Councilor Barnes

Discussion: Councilor Garcia-Irizarry noted in response to residents' request for the Town Council to consider separating the Planning and Zoning Commission into two separate Commissions that the proposed "*Resolution to Establishing an Ad-Hoc Committee to Evaluate the Separation of the Planning Commission & Zoning Commission*" as contained in the draft dated March 5, 2026 was presented for discussion and consideration this evening.

The Administration Committee reviewed the proposed "*Resolution to Establishing an Ad-Hoc Committee to Evaluate the Separation of the Planning Commission & Zoning Commission*" and agreed to reduce the required number of members from seven (7) to five (5) members as noted March 11, 2026 draft above as a "*friendly amendment*".

Councilor Garcia-Irizarry stated it may be easier to fill a five member committee than to fill a seven member committee. She also noted the proposed Resolution was calling for the Mayor to assign a member from the Land Use Department Staff ,who would not be a voting member.

Councilor Garcia-Irizarry noted that the Administration Committee would be voting to forward to the Town Council the proposed “*Resolution to Establishing an Ad-Hoc Committee to Evaluate the Separation of the Planning Commission & Zoning Commission*” as updated this evening (draft dated March 11, 2026).

**VOTE: 3 – 0 Approved and so declared**

<b>RESULT:</b> 3 – 0 APPROVED TO RECOMMEND
<b>MOVER:</b> April Brunelle, Committee Member
<b>SECONDER:</b> Bill Barnes, Committee Member
<b>AYES:</b> Bill Barnes, April Brunelle, Carmen Garcia-Irizarry

VII. NEW BUSINESS

1. MOTION to recommend the Town Council adopt proposed amendments to Ordinance #300-029 (rev. 2) “*An Ordinance Regarding Control of Alcoholic Beverages at Town of Ledyard Facilities*” as presented in the draft dated March 3, 2026.

DRAFT: 3/3/2026

Ordinance: #300-029 (~~rev-1-2~~)

AN ORDINANCE  
REGARDING CONTROL OF ALCOHOLIC BEVERAGES AT  
TOWN OF LEDYARD FACILITIES

Be it ordained by the Town Council of the Town of Ledyard Be it ordained by the Town Council of the Town of Ledyard: “*An Ordinance Regarding Control of Alcoholic Beverages at Town of Ledyard Facilities*” is hereby enacted.

Section 1. Purpose

To control the use, consumption, possession, sale or purchase of alcoholic liquor, as defined in C.G.S. § 30-1, at any Town facility, Town property or any school property under the Board of Education in the Town of Ledyard.

Section 2. Definitions

In accordance with C.G.S. § 30-1 as amended the following terms shall mean:

- a. Alcohol: the product of distillation of any fermented liquid, rectified either once or more often, whatever may be the origin thereof, and includes synthetic ethyl alcohol which is considered non-potable.

- b. Alcoholic liquor or alcoholic beverage: includes alcohol, beer, spirits and wine; and every liquid or solid, patented or not, containing alcohol, spirits, wine or beer and capable of being consumed by a human being for beverage purposes. Any liquid or solid containing more than one of the four varieties so defined is considered as belonging to that variety which has the higher percentage of alcohol, according to the following order: Alcohol, spirits, wine and beer. The provisions of this ordinance shall not apply to any liquid or solid containing less than one-half of one per cent of alcohol by volume.
- c. Beer: means any beverage obtained by the alcoholic fermentation of an infusion or decoction of barley, malt and hops in drinking water.
- d. Wine: means any alcoholic beverage obtained by the fermentation of the natural sugar content of fruits, such as grapes or apples or other agricultural products, containing sugar, including fortified wines such as port, sherry and champagne.
- e. Minor: Any person under twenty-one (21) years of age.
- f. Person: Natural person including partners but shall not include corporations, limited liability companies, joint stock companies or other associations of natural persons.
- g. Ledyard Town Facility: "Town Facility" includes the following: town hall, municipal buildings, municipal school buildings, stadiums, any public playgrounds, public parks, any fire stations or clubhouses therein, police headquarters facility or on any public grounds and/or other places owned leased, maintained, operated and /or funded directly or indirectly by the Town of Ledyard.
- h. *Ledyard Farmers Market: Ledyard Farmers Market or "LFM" refers to the Ledyard Farmers Market Commission and activities carried out in the normal course of operating the Farmers Market.*
- i. *LFM Vendor: refers to any vendor accepted to the market, particularly for those vendors approved to sell alcoholic beverages made in the state of CT. The beverages may include, but are not limited to wines, ciders, meads, beer, and spirits.*

Section 3. Consumption of Alcoholic Beverages in Public Buildings, Parks, etc.

It shall be unlawful for any person to have in their possession, or to consume any alcoholic beverage in a town facility.

Section 4 Exceptions -Authorization and Permit Required

At the discretion of the Body who has Administrative Control of a town facility, the consumption of beer and wine may be permitted, as defined in C.G.S. § 30-1, as amended, during any public or private function, festival or celebration being conducted within a town facility pursuant to written authorization from the body who has Administrative Control of the property and upon written permit issued by the Chief of Police or their designee, authorizing the sale, service or distribution of alcoholic liquor at or in connection with such function, festival or celebration as follows:

Name of Facility	Location	Administrative Control Authorization & Address
Any Parks & Recreation Area	Various	
<ul style="list-style-type: none"> <li>DeMuria Pavilion/Colonel Ledyard Park</li> <li>Perry Pavilion/Highlands Lake</li> <li>Ledyard Town Green/Pole Barn / Holdridge Pavilion</li> <li>Picnic areas along with picnic area at Erickson Park</li> <li>Gales Ferry Community Center</li> <li>Donahue Property</li> <li>Sawmill Park/Picnic Area</li> </ul>	<ul style="list-style-type: none"> <li>21 Blonder Boulevard, Ledyard</li> <li>639 Shewville Road, Ledyard</li> <li>728 Colonel Ledyard Highway, Ledyard</li> <li>114 Military Highway, Gales Ferry</li> <li>18 Hurlbutt Road, Gales Ferry</li> <li>13 Winthrop Road, Gales Ferry</li> <li>172 Iron Street, Ledyard</li> </ul>	Parks & Recreation Director or Designee 12 Van Tassel Drive, Gales Ferry
Nathan Lester House & Garden	153 Vinegar Hill Road, Gales Ferry	Historic District Commission or his/her designee  741 Colonel Ledyard Highway, Ledyard (Town Hall)
Senior Citizens Center	12 Van Tassel Drive, Gales Ferry	Parks & Recreation Director or Designee  12 Van Tassel Drive, Gales Ferry or Senior Citizens Commission 12 Van Tassel Drive, Gales Ferry

Section 5. Authorization and Permit Procedure

a. Authorization

*Written authorization from the Body or their designee who has Administrative Control of the town facility for which the Authorization was being sought must be obtained at least thirty (30) days prior to the start of the event.*

Commented [NRB1]: See above

*Authorization will allow vendors at the Ledyard Farmers Market to sell alcoholic beverages including, but not limited to wines, ciders, meads, beer, and spirits in closed containers for the Market Season.*

*Authorization will permit the offering for sale, glass or ceramic containers (filled with product or empty) and items at the Ledyard Farmers Market.*

b. Permit

Temporary Liquor Permit Application Forms and Instructions are available on line at <https://elicense.ct.gov/>, the Town Clerk's Office and the Police Department.

Written authorization from the Body who has Administrative Control of the town facility must be provided with the Application when obtaining local signatures, as required on the State of Connecticut Application for Temporary Liquor Permit Form.

Completed application and authorization of the Administrative Control Body shall be submitted to the Ledyard Police Department at least twenty (20) days prior to the start of the public or private function, festival or celebration being conducted within a town facility.

Written approval or denial of the Permit should be issued to the Applicant within seven days of receipt of the Permit Application and a copy of the approved or denied Permit Application shall be forwarded to the Body who has Administrative Control of the town facility for which the Temporary Liquor Permit was sought.

Commented [NRB2]: See above

Section 6. Professional Catered Events/ Licenses and Insurance Required

a. Caterer Liquor Permit

For events at which professional catering services are provided, the caterer shall provide proof that a "caterer liquor permit" has been obtained in accordance with C.G.S. § 30-37J.

b. Insurance

The Caterer shall procure and shall pay all premiums for comprehensive general liability insurance coverage for the town facility for which they are serving food, beverages and alcoholic beverages, in the amount of no less than \$2 million and shall provide certificates of such insurance indicating coverage is in effect.

Commented [NRB3]: See above

Additionally, the Caterer shall list the Town of Ledyard as an additional insured on all forms of insurance.

The caterer shall also provide proof of liquor liability coverage as part of the application.

Section 7. Serving Alcoholic beverages to Minors

It shall be unlawful for any person to sell or serve beer, wine or other alcoholic beverages to any person under the age of 21 at any public or private function, festival or celebration being conducted within a town facility.

Commented [NRB4]: See above

In accordance with CGS § 30-86, a person may be fined, imprisoned up to 18 months, or both, for giving alcohol to someone under 21 years of age.

Section 8. Violations

- a. In addition to State imposed fines any person violating this Ordinance shall be fined not more than \$100.00 for each offense.
- b. Any person violating this Ordinance shall also be subject to immediate removal from the area, park or district and be subject to denial of future entry into such town facility.

Section 9. Severability.

If any section, or part of a section, of this Ordinance shall be held by a court of competent jurisdiction to be invalid, such holding shall not be deemed to invalidate the remaining provisions hereof.

Section 10. Effective Date

This Ordinance shall take effect on the twenty-first (21st) day after publication in accordance with Chapter III, Section 5 of the Charter of the Town of Ledyard.

Amended and Adopted by the Town Council on: \_\_\_\_\_

Signed/Certified on: \_\_\_\_\_ Gary St. Vil, Chairman

Approved / Disapproved on: \_\_\_\_\_ Fred B. Allyn, III., Mayor

Published on: \_\_\_\_\_ Patricia A. Riley, Town Clerk

Effective Date:

\*\*\*\*\*  
Revision: Ordinance #34 "An Ordinance Regarding Control of Alcoholic Liquor in Parks & Recreation Areas, School Property and the Historic District" Adopted: April 9, 1986; Effective: May 27, 1986; Renumbered and Adopted: 9/25/2019; **Rewritten (Rev. 1) and Adopted September 9, 2020.**

History: The Twenty-fourth Town Council (2017- 2019) Ordinance #34 "An Ordinance Regarding Control of Alcoholic Liquor at Parks & Recreation Areas, School Property and the Historic District" was renumbered to Ordinance #300-029

2020: The Ordinance was totally rewritten to allow for the consumption of beer and wine at additional town owned facilities and town-owned properties; as listed in Table. Also, the following documentation requirements were added to the Ordinance (1)

Authorization from the Body who has Administrative Control of the facility/property, and (2) Written permit from the Chief of Police. The Ordinance added provisions for catered events requiring the caterer to provide proof of liquor license and insurance.

***2026: Ordinance amended to allow vendors at the Farmers Market to sell spirits. It was also amended to allow glass and ceramic containers and items at the market as prohibiting these containers and items would not allow vendors to sell pickles, candles, sauces, wines, meads, ciders, spirits, sodas or other non-alcoholic beverages, relishes, jams, jellies, flowers, seasonings, or pottery. Authorization was extended for the entire Market Season***

Moved by Councilor Barnes, seconded by Councilor Brunelle

Discussion: Councilor Brunelle stated that some Farmers Market Vendors sell alcohol and other products such as olive oil, jellies, tomato sauce in glass containers. Therefore, she stated that she was all for the proposed updates to Ordinance #300-029 (rev. 2) *“An Ordinance Regarding Control of Alcoholic Beverages at Town of Ledyard Facilities”*.

Farmers Market Committee Chairman Pam Ball explained the reason she was looking to update Ordinance #300-029 (rev. 2) *“An Ordinance Regarding Control of Alcoholic Beverages at Town of Ledyard Facilities”* to allow for the selling of spirits and the use of glass was because she was not going to be the Farmers Market Manager forever. Therefore, she wanted to make sure everything was in-place for future Market Managers. She also noted that both she and Parks, Recreation & Senior Citizens Director Scott Johnson, Jr., were in agreement that it was a good idea to implement these changes now to reflect what they were currently doing. She noted that three Distillery Vendors have submitted Applications to participate in this summer’s Market.

Councilor Barnes stated that he liked the proposed language noting that for the *“exception”* to apply, that the activity needed to be led and coordinated by the Farmers’ Market.

Councilor Garcia-Irizarry noted that Ledyard had one of the best Farmers’ Markets and they wanted to keep it that way. She thanked Ms. Ball for her work and for attending tonight’s meeting.

The Administration Committee stated they were in agreement with the proposed Ordinance Amendments.

**VOTE: 3 – 0 Approved and so declared**

<b>RESULT:</b>	<b>3 – 0 APPROVED TO RECOMMEND</b>
<b>MOVER:</b>	Bill Barnes, Committee Member
<b>SECONDER:</b>	April Brunelle, Committee Member
<b>AYES:</b>	Bill Barnes, April Brunelle, Carmen Garcia-Irizarry

2. MOTION to recommend the Town Council set a Public Hearing (Hybrid Format - Video Conference and In-Person) Public Hearing date on April 8, 2026 at 6:30 p.m. to be held in Council Chambers, Town Hall Annex, 741 Colonel Ledyard Highway, Ledyard, Connecticut, to receive comments and recommendations regarding proposed amendments to Ordinance #300-029 (rev. 1) *“An Ordinance Regarding Control of Alcoholic Beverages at Town of Ledyard Facilities”*.

Moved by Councilor Brunelle, seconded by Councilor Barnes

Discussion: Councilor Garcia-Irizarry noted that this item was to set the Public Hearing date in accordance with the Town Charter; Chapter III; Section 5; *“.....at least one public hearing shall be held by the Town Council, ..... before any ordinance shall be passed”*.

**VOTE: 3 – 0 Approved and so declared**

<b>RESULT:</b>	<b>3 – 0 APPROVED TO RECOMMEND</b>
<b>MOVER:</b>	April Brunelle, Committee Member
<b>SECONDER:</b>	Bill Barnes, Committee Member
<b>AYES:</b>	Bill Barnes, April Brunelle, Carmen Garcia-Irizarry

3. MOTION to recommend the Town Council reappoint Mr. William Thorne (R )3 Adios Lane, Ledyard, to the Ledyard Farmers Market Committee to complete a three (3) year term ending February 26, 2029.

Moved by Councilor Barnes, seconded by Councilor Brunelle

Discussion: Councilor Barnes noted that he has known Mr. Thorne for many years and that he loved serving on the Farmers’ Market Committee. He stated the town was fortunate that Mr. Thorne was interested in continuing to serve along with the many others that make the Farmers Market successful.

Councilor Brunelle noted that she worked with Mr. Thorne on the Farmers Market and that he does a fantastic job.

Councilor Garcia-Irizarry noted in the Farmers Market Committee’s reappointment recommendation they stated that Mr. Thorne was equivalent to two volunteers.

Farmers Market Committee Chairman Pam Ball noted that Mr. Thorne served as the Committee’s Treasurer and that during the Market he was their trouble shooter, stating that he was able to do things that the other Committee Members were not able to do.

**VOTE: 3 – 0 Approved and so declared**

<b>RESULT:</b>	<b>3 – 0 APPROVED TO RECOMMEND</b>
<b>MOVER:</b>	Bill Barnes, Committee Member
<b>SECONDER:</b>	April Brunelle, Committee Member
<b>AYES:</b>	Bill Barnes, April Brunelle, Carmen Garcia-Irizarry

4. MOTION to recommend the Town Council appoint Ms. Sarah Bowen, (D) 80 Avery Hill Road, Ledyard to the Inland Wetland and Water Courses Commission to complete a two (2) year term ending October 31, 2027 filling a vacancy left by Mr. Persano.  
 Moved by Councilor Brunelle, seconded by Councilor Barnes  
 Discussion: Councilor Garcia-Irizarry noted in reviewing Ms. Bowne’s Appointment Application and her Resume’ that her educational background and experience was pertained to archology and other related issues. She stated although she did not know how relevant Ms. Bowen’s background would be for Inland Wetland and Water Courses that she seemed to be a quick study, noting that as an Alternate Member she would have the opportunity to become familiar with the work of the Commission.

**VOTE: 3 – 0 Approved and so declared**

**RESULT: 3 – 0 APPROVED TO RECOMMEND**  
**MOVER:** April Brunelle, Committee Member  
**SECONDER:** Bill Barnes, Committee Member  
**AYES:** Bill Barnes, April Brunelle, Carmen Garcia-Irizarry

Chairman Garcia-Irizarry stated they have received three Applications to fill two vacancies on the Beautification Committee, noting they were listed as Items #5, 6, & 7 on tonight’s Agenda.

The Administration Committee agreed that in reviewing the three Appointment Applications for the Beautification Committee that all three candidates offered diverse educational background, great experience, talent and demonstrated their commitment to our community. Because the decision was difficult the Administration Committee agreed to be fair that the appointments should be made in the order (date) that the Applications were submitted.

The Administration Committee proceeded to address the three Applications to fill two vacancies on the Beautification Committee as follows:

5. MOTION to recommend the Town Council appoint Ms. Julie Harty (R ) 26 Coachman Pike, to the Ledyard Beautification Committee to complete a three (3) year term ending October 26, 2028 filling a vacancy left by Ms. Schneider.  
 Moved by Councilor Brunelle, seconded by Councilor Barnes  
 Discussion: See discussion above. (Application was submitted on January 8, 2026).

Administrative Assistant Roxanne Maher noted that Ms. Schneider’s term ended on October 26, 2025; and she explained that although Ms. Schneider announced that she planned to step down from the Ledyard Beautification Committee when her term ended; that she also offered to continue to serve until a replacement was appointed to ensure the Committee had a quorum to continue their work.

The Administration Committee stated that they appreciated Ms. Schneider’s commitment to the Beautification Committee and to the town. They suggested that a letter be sent to Ms. Schneider to thank her for her dedication to their community.

**VOTE: 3 – 0 Approved and so declared**

**RESULT:** 3 – 0 APPROVED TO RECOMMEND  
**MOVER:** April Brunelle, Committee Member  
**SECONDER:** Bill Barnes, Committee Member  
**AYES:** Bill Barnes, April Brunelle, Carmen Garcia-Irizarry

6. MOTION to recommend the Town Council appoint Ms. Marielle Winkelman ( R) 11 Linden Lane, Ledyard to the Ledyard Beautification Committee to complete a three (3) year term ending October 26, 2026 filling a vacancy left by Ms. Martic.  
Moved by Councilor Brunelle, seconded by Councilor Barnes  
Discussion: See discussion above. (Application was submitted on February 2, 2026).

**VOTE:** 3 – 0 Approved and so declared

**RESULT:** 3 – 0 APPROVED TO RECOMMEND  
**MOVER:** April Brunelle, Committee Member  
**SECONDER:** Bill Barnes, Committee Member  
**AYES:** Bill Barnes, April Brunelle, Carmen Garcia-Irizarry

7. MOTION to recommend the Town Council appoint Ms. Phyllis McCormack (I) 31 Tanager Lane, Gales Ferry, to the Ledyard Beautification Committee to complete a three (3) year term ending October 26, 2026 filling a vacancy left by Ms. Martic.  
Moved by Councilor Brunelle, seconded by Councilor Barnes  
Discussion: See discussion above. (Application was submitted on January 26, 2026).

The Administration Committee stated that they appreciated Ms. McCormack’s interest to serve her community; and that a letter should be sent to Ms. McCormack to thank her for her interest and to perhaps suggest some other Committees that have vacancies that she may be interested in serving on.

**VOTE:** 0 – 3 Motion Failed

**RESULT:** 0 – 3 MOTION FAILED  
**MOVER:** April Brunelle, Committee Member  
**SECONDER:** Bill Barnes, Committee Member  
**AYES:**  
**NAYES:** Bill Barnes, April Brunelle, Carmen Garcia-Irizarry

8. MOTION to recommend the Town Council reappoint Mr. Gary Schneider, ( D) 101 Inchcliffe Drive, Gales Ferry, to the Permanent Municipal Building Committee to complete a three (3) year term ending March 26, 2029.  
Moved by Councilor Barnes, seconded by Councilor Brunelle  
Discussion: Councilor Garcia-Irizarry stated that Mr. Schneider has been serving on the PMBC for quite a while. She noted that in addition to being a past Chairman on the PMBC that Mr. Schneider currently worked in the Facilities Department for Groton. She stated he was an asset to the PMBC and the town.

**VOTE:** 3 – 0 Approved and so declared

**RESULT:** 3 – 0 APPROVED TO RECOMMEND  
**MOVER:** Bill Barnes, Committee Member  
**SECONDER:** April Brunelle, Committee Member  
**AYES:** Bill Barnes, April Brunelle, Carmen Garcia-Irizarry

9. MOTION to recommend the Town Council appoint Mr. Anthony Saccone, Sr. (D) 29 Richard Road, Gales Ferry to the Permanent Municipal Building Committee (PMBC) to complete a three (3) year term ending March 26, 2029, filling a vacancy left by Ms. Peterson.

Moved by Councilor Brunelle, seconded by Councilor Barnes

Discussion: The Administration Committee noted that the town was fortunate to have a former member of the Town Council serve on the PMBC. It was also noted that Mr. Saccone previously worked for the Board of Education in their Facilities and Grounds Department.

Councilor Garcia-Irizarry stated she was glad to see that Mr. Saccone was continuing to remain involved and his interest to serve on the PMBC. She stated Mr. Saccone was an asset to the community, with his knowledge and many years of experience serving on Gales Ferry Fire Company and as it Chief.

**VOTE:** 3 – 0 Approved and so declared

**RESULT:** 3 – 0 APPROVED TO RECOMMEND  
**MOVER:** April Brunelle, Committee Member  
**SECONDER:** Bill Barnes, Committee Member  
**AYES:** Bill Barnes, April Brunelle, Carmen Garcia-Irizarry

10. Any other New Business proper to come before the Committee

VIII. ADJOURNMENT

Councilor Barnes moved the meeting be adjourned, seconded by Councilor Brunelle

**VOTE:** 3 - 0 Approved and so declared, the meeting was adjourned at 6:31 p.m.

Respectfully submitted,

Carmen Garcia-Irizarry  
Committee Chairman  
Administration Committee



# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

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**File #:** 25-2878

**Agenda Date:** 4/8/2026

**Agenda #:** 1.

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## RESOLUTION

### **Motion/Request:**

MOTION to adopt the proposed amendments to Res#001-xxxx/xxxx “*Resolution Establishing Administrator Department Head Benefits*” as presented in the draft dated March 11, 2026

### **Background:**

Res#001-2023/Feb 22 “*Resolution Establishing Administrator Department Head Benefits*” provides the provisions for which the town’s Non-Union Department Heads work under; in addition to the Employee Handbook and other Town Policies.

The terms of the Resolutions currently requires that it be reviewed every three (3) years from its adoption date by the Administrator/Department Heads and the Town Council.

The Anniversay date for review/readoption is February 22, 2023

### **Department Comment/Recommendation:**

(type text here)

### **Mayor Comment/Recommendation:**

(type text here)

### **Body:**

(type text here)

RESOLUTION ESTABLISHING  
ADMINISTRATOR/DEPARTMENT HEAD BENEFITS

WHEREAS, The Town Council recognizes the need to compensate its Administrators/Department Heads in a fair and equitable manner;

NOW, THEREFORE BE IT RESOLVED, That the Town Council reaffirms the practices, policies, plans and benefits set forth in the Town of Ledyard Employee Handbook which applies to all Employees, including Administrators/Department Heads and provides further that if the terms of this Resolution differ from the terms of the Town of Ledyard Employee Handbook, the provisions and terms of this Resolution shall apply exclusively.

For the purpose of this Resolution, the Town Council Chairperson shall be the immediate supervisor of the Administrative Assistant to the Town Council; the Chairperson of the Town Council Finance Committee shall be the immediate supervisor for the Town Treasurer; the Director of Finance shall be the immediate supervisor for the Assistant Director of Finance; the Mayor shall be the immediate supervisor for all other Administrators/Department Heads.

All benefits are computed based on a 40-hour work week. Benefits for employees working less than 40 hours will be pro-rated based on a 40-hour work week.

As of the date of this revision there are 17 non-union positions covered by the Administrator /Department Head Resolution:

1. Town Clerk
2. Director of Finance
3. Assistant Director of Finance/Treasurer
4. ~~Director of Administrative Services/Mayoral Assistant~~ *Executive Assistant to the Mayor*
5. Director of Human Resources
6. Administrator of Emergency Services
7. Director of Civil Preparedness and Emergency Management
8. Library Director
9. Public Health Nursing Administrative Supervisor
10. Director of Parks and Recreation *& Senior Citizens Department*
11. Public Works Director/Town Engineer
12. Director of Planning and Development
13. Administrative Assistant to the Town Council
14. WPCA Wastewater Operations Supervisor
15. Mayor \*
16. Chief of Police \*\*
17. Police Captain \*\*

\* Elected position. Applicable sections of this Resolution are limited to insurance, pension, and workers compensation.

\*\* Appointed/Contracted Position. Applicable sections of this Resolution are limited to those

not specifically covered in the contract.

Note: At times some of the positions listed above may be unfilled, combined, or contracted. Appropriate adjustments to benefits will be made in these circumstances.

### **LEAVES AND ABSENCES**

All leaves and absences are based on a 40 hour work week. Leave and absences for employees working less than 40 hours will be pro-rated based on a 40 hour work week.

### **VACATION**

See Personnel Handbook

### **SICK LEAVE**

See Personnel Handbook

### **SPECIAL LEAVE**

Special Holiday leave shall be granted on the days, or portions thereof, listed below:

- a. December 24, whenever it occurs on a Monday;
- b. December 24, after having worked one-half of their normal daily work schedule, whenever it occurs on a Tuesday, Wednesday, or Thursday;
- c. December 26, whenever it occurs on a Friday;
- d. December 31, whenever it occurs on a Monday;
- e. December 31, after having worked one-half of their normal daily work schedule, whenever it occurs on a Tuesday, Wednesday, or Thursday;
- f. January 2, whenever it occurs on a Friday.

The above Holiday leave may be adjusted based on Town Hall schedules; e.g. if union contracts are negotiated to allow the Town Hall to be open on any of these days compensatory time-off may be granted.

The Administrators/Department Heads whose duties and responsibilities require them to work during periods of special leave shall be eligible for equivalent amounts of compensatory time off.

### **LEAVE OF ABSENCE WITHOUT PAY**

All requests for a Leave of Absence Without Pay must be made in writing and approved in advance by the Mayor. If the leave is for more than five (5) days in any one month, the Administrator/Department Head shall not earn sick or vacation leave for that month. The Administrator/Department Head shall not be paid for any holiday or special leave day which may occur during the Leave of Absence Without Pay. In order to qualify to be paid for a holiday or a special leave day, an Administrator/Department Head who has been on a Leave of Absence Without Pay must have worked the last work day directly preceding said holiday or special leave day.

### SICK LEAVE TERMINATION

Upon termination of service from the Town of Ledyard, all unused sick leave up to a maximum of fifty (50) days will be paid to the Administrator/Department Head in a lump sum payment, provided the individual has been an Employee of the Town for a minimum of ten (10) years, and said Administrator/Department Head is not terminated for cause.

Employees hired on or after July 1, 2014 with a minimum of ten (10) consecutive years of service will upon termination be paid for a maximum of twenty (20) days.

### PERSONAL LEAVE

Each Administrator/Department Head shall be entitled to three (3) personal leave days annually without loss of pay, provided such Administrator/Department Head notifies the Supervisor at least twenty-four (24) hours in advance, except in the case of a personal emergency. Personal days may be used in conjunction with a holiday or vacation provided a two (2) week written notice is supplied to the Supervisor and provided approval is granted by the Supervisor. During an Employee's first fiscal year, he or she shall be eligible for one (1) personal day for every four (4) months worked.

### COMPENSATORY TIME

Administrator/Department Heads may, with the advanced approval of the Supervisor or Mayor, be provided compensation in the form of compensatory time at the rate of one hour of compensatory time for each hour worked in excess of the maximum work week of each employee. Salaried exempt employees shall be eligible for compensatory time off for work

performed which is beyond the normal scope of duties. All compensatory time must be taken within ~~three~~-~~six~~ months, unless otherwise approved by immediate supervisor. Compensatory time which is not taken within ~~three~~-~~six~~ months of accrual will be forfeited.

### INSURANCE

The Town shall continue to provide eligible Employees and their dependents substantially similar group health, ~~and~~ dental *and vision* insurance coverage and benefits as exist in the Town's conventional insurance plan. The Town reserves the right to change or provide alternate insurance carriers, health maintenance organizations, or benefit levels or to self-insure as it deems appropriate for any form or portion of insurance coverage, so long as the new coverage and benefits are substantially similar to the conventional insurance. The Town will not be responsible for changes unilaterally imposed by an insurance provider so long as the Town uses its best efforts to minimize changes by incumbent insurance providers from one plan year to another.

~~Each Employee shall be responsible for fifty percent (50%) of the cost of the dental plan for spouse or family coverage, and the applicable Employee contribution rate, as set forth below, for the Employee's dental coverage.~~

- a. The Town will purchase for each Employee at no cost to Employee, life insurance which in the event of death of the Employee while employed by the Town, will provide a benefit of \$50,000 or a sum equivalent to the Employee's base salary, whichever is less.

- c. Effective with the adoption of this Resolution, each employee shall be responsible for the percentage of the applicable conventional premium rate determined by the insurance carrier or administrator for all health, ~~and~~-dental *and vision* benefits as outlined in Paragraph c below.
- d. Effective July 1, 2010 and each July 1 following, the co-insurance and co-pay contributions shall be the same as the lowest negotiated Town Hall labor contracts effective on that date.
- e. Employees may elect to waive all group insurance benefits, and in lieu thereof, be remunerated in the amount of twenty-five percent (25%) of the actual premium saved.
- f. Employees are required to notify Human Resources of significant changes to circumstances affecting insurance, including but not limited to births, death of dependents, marriage, adoptions, divorce, or change in eligibility of dependents.

### **RETIREMENT**

Employees hired prior to July 1, 2009 may be eligible to participate in the town's Defined Benefit Pension Plan. Details of this plan are provided in the Defined Benefit Summary Plan Description which will be provided to all eligible employees.

Employees hired on or after July 1, 2009 may be eligible to participate in the town's Defined Contribution Pension Plan. Details of this plan are provided in the Defined Contribution Summary Plan Description which will be provided to all eligible employees.

Effective July 1, 2022 employees eligible for the Defined Contribution Plan will be automatically enrolled at date of hire at a contribution rate of ten percent (10%) of base salary. The Town will match the employee's contribution effective six months after the date of hire. *The Town will match the employee's contribution up to 12% or highest union contract amount, whichever is higher.*

### **WORKERS' COMPENSATION**

If an Employee is injured in the performance of his or her duties or is otherwise qualified for benefits under the Workers' Compensation Act, the net after tax difference between his or her regular base pay and Workers' Compensation shall be paid by the Employer for a period not to exceed six (6) months or until maximum recovery is attained (whichever is first.)

Until a determination is made as to the eligibility for Workers' Compensation payments, absences shall be charged, at the Employee's option, to accumulated sick leave and/or vacation time, provided eligibility requirements are met. The Employee's time will be credited when compensation becomes effective.

Notwithstanding the above, if the Town, in its sole discretion, advances pay before an eligibility determination is made, and the Employee is thereafter found ineligible or the Employee's eligibility is terminated for any reason, the deficiency shall be charged at the Employee's option to accumulated sick leave and/or accumulated vacation leave. However, if

an Employee has not accumulated sufficient sick and/or annual leave to cover the period of absence, the Employee shall be considered on leave with pay and shall be required to repay the Town for any salary advanced while on leave with pay in the following manner:

- a. Sick Leave
- b. Vacation
- c. Personal Leave
- d. Incentives
- e. Wages
- f. Welfare Benefits

### WAGES AND COMPENSATION

Employees shall be paid at the rate as designated by the Mayor or contractually negotiated. *However, nothing in this provision shall limit the authority of the Town Council: (i) to make adjustments during the annual budget process to the rates designated by the Mayor for positions not in the classified service; or (ii) to make adjustments to salary changes recommended by the Mayor during the fiscal year for positions not in the classified service.* Increases in wages shall be effective on the first day of July; and continuing until June 30 *of the year this resolution is up for review, 2025*, wage increases may not be less than the percentage of the highest union contracted increase for that fiscal year.

Employees required to be available via cell phone outside of regular work hours who are not issued a Town cell phone, shall receive a monthly stipend for usage of their personal cell phone at a rate equivalent to the highest stipend paid to any of the Town's bargaining units.

~~With the implementation of this Resolution, retroactive reimbursement for wages and personal cell phones shall be paid to employees who were on staff as of July 1, 2022.~~

### EDUCATION AND TRAINING

The Administrator/Department Head shall be reimbursed for travel expenses, meals, lodging, registration fees and other appropriate expenses as may be required when attending professional meetings, training and/or conducting Town business, provided prior approval to attend such meeting and incur such expenses is obtained from the immediate supervisor.

Any Administrator/Department Head who successfully completes an education or vocational course approved, in advance, by the immediate supervisor shall be reimbursed the cost of such courses up to a maximum of fifty percent (50%) not to exceed One Thousand Dollars (\$1,000) per year. Courses eligible for reimbursement must be at an accredited college or university and directly relate to the Administrator/Department Head's professional development. Employees who receive tuition reimbursement shall remain in the employment of the Town for one year following completion of the course or shall be required to reimburse the tuition.

### LONGEVITY

In return for good and faithful service to the Town, each Administrator/Department Head shall receive the following longevity payments:

- a. Ten years, but less than fifteen years \$350.00
- b. Fifteen years, but less than twenty years \$450.00
- c. Twenty or more years \$550.00

Payment shall be paid in one lump sum annually on the pay date nearest the Administrator/Department Head’s anniversary date of employment.

~~Employees hired after July 1, 2014 shall not be eligible for Longevity payments~~

**TRIENNIAL REVIEW**

The terms of this Resolution shall be reviewed every three (3) years from its adoption date by the Administrator/Department Heads and Town Council.

Adopted by the Ledyard Town Council on: \_\_\_\_\_

\_\_\_\_\_  
~~Kevin J. Dombrowski~~ *Gary St. Vil*, Chairman

\*\*\*\*\*  
Revisions: March 10, 1989; July 13, 1998; September 26, 1990; January 27, 1993; October 8, 2003; May 28, 2014; January 13, 2016.

History:

2023: Updated the titles of the following positions:

Librarian to Library Director; Assistant Finance Director to include Treasurer; Police Lieutenant to Police Captain.

Insurance Section paragraph (c): Removed/replaced the following language

~~Effective with the adoption of this Resolution, each Employee shall be responsible for ten percent (10%) of the applicable conventional premium rate (COBRA rate) determined by the insurance carrier or administrator for all health and dental insurance benefits, excluding life insurance. An Employee with individual coverage shall have deducted from his/her monthly wages ten percent (10%) of the monthly conventional premium rate (COBRA rate) for individual coverage. An Employee and spouse or an Employee and eligible dependent, (two person coverage classification), shall have deducted from his/her monthly wages ten percent (10%) of the monthly conventional premium rate (COBRA rate) for such two person coverage. An Employee with family coverage shall have deducted from his/her monthly wages ten percent (10%) of the monthly conventional premium rate (COBRA rate) for family coverage.~~

*(New Language): Effective with the adoption of this Resolution, each employee shall be responsible for the percentage of the applicable conventional premium rate determined by the*

insurance carrier or administrator for all health and dental benefits as outlined in Paragraph d below.

Pension Section: Removed/replaced the following language:

~~Effective July 1, 2014 employees eligible for the Defined Contribution Plan will be auto-enrolled at an employee contribution rate of 3% of base salary effective the first day of the first full quarter of the fiscal year after the hire date. Unless the employee directs the town otherwise, the employee minimum contribution rate will increase by 1% on July 1<sup>st</sup> each year until an employee contribution rate of 15% is achieved. Employees have the right to opt-out of or modify the auto-enrollment by notifying Human Resources within 90 days after the actions are effective. The Town will match the employee's contributions up to a rate equal to the highest rate negotiated by Town Hall labor contracts currently in effect on July 1<sup>st</sup> of each fiscal year.~~

*(New language) Effective July 1, 2022 employees eligible for the Defined Contribution Plan will be automatically enrolled at date of hire at a contribution rate of ten percent (10%) of base salary. The Town will match the employee's contribution effective six months after the date of hire.*

Added New Section : "Wages and Compensation".

Longevity Section: Updated longevity payments as follows:

a.	Ten years, but less than fifteen years	<del>\$250.00</del> <b>\$350.00</b>
b.	Fifteen years, but less than twenty years	<del>\$350.00</del> <b>\$450.00</b>
c.	Twenty or more years	<del>\$450.00</del> <b>\$550.00</b>

*(New Section): Triennial Review: The terms of this Resolution shall be reviewed and acknowledged every three (3) years from its adoption date by the Administrator/Department Heads and Town Council; and shall remain in place until further action is agreed upon by both parties.*

2026: Updated Position Titles to match Job Descriptions; Compensatory Time Section – changed the time to use Compensatory Time from ~~three~~ to **“six”** months; Insurance Section – Added: **“and vision”** also Strike the following language: ~~“Each Employee shall be responsible for fifty percent (50%) of the cost of the dental plan for spouse or family coverage, and the applicable Employee contribution rate, as set forth below, for the Employee's dental coverage.”~~; Pension Section: Added: **“The Town will match the employee's contribution up to 12%.”**; Wages and Compensation Section: Strike ~~Employees shall be paid at the rate as designated by the Mayor or contractually negotiated.~~ Added: **Employees shall be paid at the rate as designated by the Mayor or contractually negotiated. However, nothing in this provision shall limit the authority of the Town Council: (i) to make adjustments during the annual budget process to the rates designated by the Mayor for positions not in the classified service; or (ii) to make adjustments to salary changes recommended by the Mayor during the fiscal year for positions not in the classified service”**; Strike: ~~2025~~; Added: **of the year this resolution is up for review”**. Also Strike: ~~With the implementation of this Resolution, retroactive reimbursement for wages and personal cell phones shall be paid to employees who were on staff as of July 1, 2022;~~ Longevity Section: Strike: ~~Employees hired after July 1, 2014 shall not be eligible for Longevity payments.~~



RESOLUTION ESTABLISHING  
ADMINISTRATOR/DEPARTMENT HEAD BENEFITS

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All benefits are computed based on a 40-hour work week. Benefits for employees working less than 40 hours will be pro-rated based on a 40-hour work week.

As of the date of this revision there are 17 non-union positions covered by the Administrator /Department Head Resolution:

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2. Director of Finance
3. Assistant Director of Finance/Treasurer
4. [Director of Administrative Services/Mayoral Assistant Executive Assistant to the Mayor](#)
- ~~5.4.~~ Director of Human Resources
- ~~6.5.~~ Administrator of Emergency Services
- ~~7.6.~~ Director of Civil Preparedness and Emergency Management
- ~~8.7.~~ Library Director
- ~~9.8.~~ Public Health Nursing Administrative Supervisor
- ~~10.9.~~ Director of Parks and Recreation
- ~~11.10.~~ Public Works Director/Town Engineer
- ~~12.11.~~ Director of Planning and Development
- ~~13.12.~~ Administrative Assistant to the Town Council
- ~~14.13.~~ WPCA Wastewater Operations Supervisor
- ~~15.14.~~ Mayor \*
- ~~16.15.~~ Chief of Police \*\*
- ~~17.16.~~ Police Captain \*\*

\* Elected position. Applicable sections of this Resolution are limited to insurance, pension, and workers compensation.

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Note: At times some of the positions listed above may be unfilled, combined, or contracted. Appropriate adjustments to benefits will be made in these circumstances.

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KJ/rm

VACATION

See Personnel Handbook

SICK LEAVE

See Personnel Handbook

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The above Holiday leave may be adjusted based on Town Hall schedules; e.g. if union contracts are negotiated to allow the Town Hall to be open on any of these days compensatory time-off may be granted.

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LEAVE OF ABSENCE WITHOUT PAY

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SICK LEAVE TERMINATION

Upon termination of service from the Town of Ledyard, all unused sick leave up to a maximum of fifty (50) days will be paid to the Administrator/Department Head in a lump sum payment, provided the individual has been an Employee of the Town for a minimum of ten (10) years, and said Administrator/Department Head is not terminated for cause.

Employees hired on or after July 1, 2014 with a minimum of ten (10) consecutive years of service will upon termination be paid for a maximum of twenty (20) days.

PERSONAL LEAVE

Each Administrator/Department Head shall be entitled to three (3) personal leave days annually without loss of pay, provided such Administrator/Department Head notifies the Supervisor at least twenty-four (24) hours in advance, except in the case of a personal emergency. Personal days may be used in conjunction with a holiday or vacation provided a two (2) week written notice is supplied to the Supervisor and provided approval is granted by the Supervisor. During an

Employee's first fiscal year, he or she shall be eligible for one (1) personal day for every four (4) months worked.

COMPENSATORY TIME

Administrator/Department Heads may, with the advanced approval of the Supervisor or Mayor, be provided compensation in the form of compensatory time at the rate of one hour of compensatory time for each hour worked in excess of the maximum work week of each employee. Salaried exempt employees shall be eligible for compensatory time off for work

performed which is beyond the normal scope of duties. All compensatory time must be taken within ~~six~~three months, unless otherwise approved by immediate supervisor. Compensatory time which is not taken within three months of accrual will be forfeited.

#### INSURANCE

The Town shall continue to provide eligible Employees and their dependents substantially similar group health, ~~and dental~~ and vision insurance coverage and benefits as exist in the Town's conventional insurance plan. The Town reserves the right to change or provide alternate insurance carriers, health maintenance organizations, or benefit levels or to self-insure as it deems appropriate for any form or portion of insurance coverage, so long as the new coverage and benefits are substantially similar to the conventional insurance. The Town will not be responsible for changes unilaterally imposed by an insurance provider so long as the Town uses its best efforts to minimize changes by incumbent insurance providers from one plan year to another.

~~a. Each Employee shall be responsible for fifty percent (50%) of the cost of the dental plan for spouse or family coverage, and the applicable Employee contribution rate, as set forth below, for the Employee's dental coverage.~~

- ~~b. a.~~ The Town will purchase for each Employee at no cost to Employee, life insurance which in the event of death of the Employee while employed by the Town, will provide a benefit of \$50,000 or a sum equivalent to the Employee's base salary, whichever is less.
- c. Effective with the adoption of this Resolution, each employee shall be responsible for the percentage of the applicable conventional premium rate determined by the insurance carrier or administrator for all health, ~~and dental~~ and vision benefits as outlined in Paragraph ~~d-c~~ below.
- d. Effective July 1, 2010 and each July 1 following, the co-insurance and co-pay contributions shall be the same as the lowest negotiated Town Hall labor contracts effective on that date.
- e. Employees may elect to waive all group insurance benefits, and in lieu thereof, be remunerated in the amount of twenty-five percent (25%) of the actual premium saved.
- f. Employees are required to notify Human Resources of significant changes to circumstances affecting insurance, including but not limited to births, death of dependents, marriage, adoptions, divorce, or change in eligibility of dependents.

#### PENSION

Employees hired prior to July 1, 2009 may be eligible to participate in the town's Defined Benefit Pension Plan. Details of this plan are provided in the Defined Benefit Summary Plan Description which will be provided to all eligible employees.

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The Town will match the employee's contribution up to 12%.

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regular base pay and Workers' Compensation shall be paid by the Employer for a period not to exceed six (6) months or until maximum recovery is attained (whichever is first.)

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Payment shall be paid in one lump sum annually on the pay date nearest the Administrator/Department Head's anniversary date of employment.

~~Employees hired after July 1, 2014 shall not be eligible for Longevity payments.~~

TRIENNIAL REVIEW

The terms of this Resolution shall be reviewed every three (3) years from its adoption date by the Administrator/Department Heads and Town Council.

Adopted by the Ledyard Town Council on: ~~February 22, 2023~~

~~Kevin J. Dombrowski~~Gary St. Vil, Chairman

\*\*\*\*\*  
 Revisions: March 10, 1989; July 13, 1998; September 26, 1990; January 27, 1993; October 8, 2003; May 28, 2014; January 13, 2016.

History:

2023: Updated the titles of the following positions:

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(New Language): Effective with the adoption of this Resolution, each employee shall be responsible for the percentage of the applicable conventional premium rate determined by the insurance carrier or administrator for all health and dental benefits as outlined in Paragraph d below.

Pension Section: Removed/replaced the following language:

~~Effective July 1, 2014 employees eligible for the Defined Contribution Plan will be auto enrolled at an employee contribution rate of 3% of base salary effective the first day of the first full quarter of the fiscal year after the hire date. Unless the employee directs the town otherwise, the employee minimum contribution rate will increase by 1% on July 1<sup>st</sup> each year until an employee contribution rate of 15% is achieved. Employees have the right to opt out of or modify the auto enrollment by notifying Human Resources within 90 days after the actions are effective. The Town will match the employee's contributions up to a rate equal to the highest rate negotiated by Town Hall labor contracts currently in effect on July 1<sup>st</sup> of each fiscal year.~~

(New language) Effective July 1, 2022 employees eligible for the Defined Contribution Plan will be automatically enrolled at date of hire at a contribution rate of ten percent (10%) of base salary. The Town will match the employee's contribution effective six months after the date of hire.

Added New Section : "Wages and Compensation".

Longevity Section: Updated longevity payments as follows:

- a. Ten years, but less than fifteen years ~~\$250.00~~-\$350.00
- b. Fifteen years, but less than twenty years ~~\$350.00~~-\$450.00
- c. Twenty or more years ~~\$450.00~~-\$550.00

(New Section): Triennial Review: The terms of this Resolution shall be reviewed and acknowledged every three (3) years from its adoption date by the Administrator/Department Heads and Town Council; and shall remain in place until further action is agreed upon by both parties.

Res: 001-2023/Feb 22

Draft: 1/22/2026

RESOLUTION ESTABLISHING  
ADMINISTRATOR/DEPARTMENT HEAD BENEFITS

WHEREAS, The Town Council recognizes the need to compensate its Administrators/Department Heads in a fair and equitable manner;

NOW, THEREFORE BE IT RESOLVED, That the Town Council reaffirms the practices, policies, plans and benefits set forth in the Town of Ledyard Employee Handbook which applies to all Employees, including Administrators/Department Heads and provides further that if the terms of this Resolution differ from the terms of the Town of Ledyard Employee Handbook, the provisions and terms of this Resolution shall apply exclusively.

For the purpose of this Resolution, the Town Council Chairperson shall be the immediate supervisor of the Administrative Assistant to the Town Council; the Chairperson of the Town Council Finance Committee shall be the immediate supervisor for the Town Treasurer; the Director of Finance shall be the immediate supervisor for the Assistant Director of Finance; the Mayor shall be the immediate supervisor for all other Administrators/Department Heads.

All benefits are computed based on a 40-hour work week. Benefits for employees working less than 40 hours will be pro-rated based on a 40-hour work week.

As of the date of this revision there are 17 non-union positions covered by the Administrator /Department Head Resolution:

1. Town Clerk
2. Director of Finance
3. Assistant Director of Finance/Treasurer
4. ~~Director of Administrative Services/Mayoral Assistant Executive Assistant to the Mayor~~
- 5.4. Director of Human Resources
- 6.5. Administrator of Emergency Services
- 7.6. Director of Civil Preparedness and Emergency Management
- 8.7. Library Director
- 9.8. Public Health Nursing Administrative Supervisor
- 10.9. Director of Parks and Recreation
- 11.10. Public Works Director/Town Engineer
- 12.11. Director of Planning and Development
- 13.12. Administrative Assistant to the Town Council
- 14.13. WPCA Wastewater Operations Supervisor
- 15.14. Mayor \*
- 16.15. Chief of Police \*\*
- 17.16. Police Captain \*\*

\* Elected position. Applicable sections of this Resolution are limited to insurance, pension, and workers compensation.

\*\* Appointed/Contracted Position. Applicable sections of this Resolution are limited to those not specifically covered in the contract.

Note: At times some of the positions listed above may be unfilled, combined, or contracted. Appropriate adjustments to benefits will be made in these circumstances.

**LEAVES AND ABSENCES**

All leaves and absences are based on a 40 hour work week. Leave and absences for employees working less than 40 hours will be pro-rated based on a 40 hour work week.

**VACATION**

[See Personnel Handbook](#)

**SICK LEAVE**

[See Personnel Handbook](#)

**SPECIAL LEAVE**

Special Holiday leave shall be granted on the days, or portions thereof, listed below:

- a. December 24, whenever it occurs on a Monday;
- b. December 24, after having worked one-half of their normal daily work schedule, whenever it occurs on a Tuesday, Wednesday, or Thursday;
- c. December 26, whenever it occurs on a Friday;
- d. December 31, whenever it occurs on a Monday;
- e. December 31, after having worked one-half of their normal daily work schedule, whenever it occurs on a Tuesday, Wednesday, or Thursday;
- f. January 2, whenever it occurs on a Friday.

The above Holiday leave may be adjusted based on Town Hall schedules; e.g. if union contracts are negotiated to allow the Town Hall to be open on any of these days compensatory time-off may be granted.

The Administrators/Department Heads whose duties and responsibilities require them to work during periods of special leave shall be eligible for equivalent amounts of compensatory time off.

**LEAVE OF ABSENCE WITHOUT PAY**

All requests for a Leave of Absence Without Pay must be made in writing and approved in advance by the Mayor. If the leave is for more than five (5) days in any one month, the Administrator/Department Head shall not earn sick or vacation leave for that month. The Administrator/Department Head shall not be paid for any holiday or special leave day which may occur during the Leave of Absence Without Pay. In order to qualify to be paid for a holiday or a special leave day, an Administrator/Department Head who has been on a Leave of Absence Without Pay must have worked the last work day directly preceding said holiday or special leave day.

**SICK LEAVE TERMINATION**

Upon termination of service from the Town of Ledyard, all unused sick leave up to a maximum of fifty (50) days will be paid to the Administrator/Department Head in a lump sum payment, provided the individual has been an Employee of the Town for a minimum of ten (10) years, and said Administrator/Department Head is not terminated for cause.

Employees hired on or after July 1, 2014 with a minimum of ten (10) consecutive years of service will upon termination be paid for a maximum of twenty (20) days.

**PERSONAL LEAVE**

Each Administrator/Department Head shall be entitled to three (3) personal leave days annually without loss of pay, provided such Administrator/Department Head notifies the Supervisor at least twenty-four (24) hours in advance, except in the case of a personal emergency. Personal days may be used in conjunction with a holiday or vacation provided a two (2) week written notice is supplied to the Supervisor and provided approval is granted by the Supervisor. During an Employee's first fiscal year, he or she shall be eligible for one (1) personal day for every four (4) months worked.

**COMPENSATORY TIME**

Administrator/Department Heads may, with the advanced approval of the Supervisor or Mayor, be provided compensation in the form of compensatory time at the rate of one hour of compensatory time for each hour worked in excess of the maximum work week of each employee. Salaried exempt employees shall be eligible for compensatory time off for work

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performed which is beyond the normal scope of duties. All compensatory time must be taken within ~~six~~three months, unless otherwise approved by immediate supervisor. Compensatory time which is not taken within three months of accrual will be forfeited.

### INSURANCE

The Town shall continue to provide eligible Employees and their dependents substantially similar group health, ~~and dental~~ and vision insurance coverage and benefits as exist in the Town's conventional insurance plan. The Town reserves the right to change or provide alternate insurance carriers, health maintenance organizations, or benefit levels or to self-insure as it deems appropriate for any form or portion of insurance coverage, so long as the new coverage and benefits are substantially similar to the conventional insurance. The Town will not be responsible for changes unilaterally imposed by an insurance provider so long as the Town uses its best efforts to minimize changes by incumbent insurance providers from one plan year to another.

~~a. Each Employee shall be responsible for fifty percent (50%) of the cost of the dental plan for spouse or family coverage, and the applicable Employee contribution rate, as set forth below, for the Employee's dental coverage.~~

- b.a. The Town will purchase for each Employee at no cost to Employee, life insurance which in the event of death of the Employee while employed by the Town, will provide a benefit of \$50,000 or a sum equivalent to the Employee's base salary, whichever is less.
- c. Effective with the adoption of this Resolution, each employee shall be responsible for the percentage of the applicable conventional premium rate determined by the insurance carrier or administrator for all health, ~~and dental~~ and vision benefits as outlined in Paragraph ~~d-c~~ below.
- d. Effective July 1, 2010 and each July 1 following, the co-insurance and co-pay contributions shall be the same as the lowest negotiated Town Hall labor contracts effective on that date.
- e. Employees may elect to waive all group insurance benefits, and in lieu thereof, be remunerated in the amount of twenty-five percent (25%) of the actual premium saved.
- f. Employees are required to notify Human Resources of significant changes to circumstances affecting insurance, including but not limited to births, death of dependents, marriage, adoptions, divorce, or change in eligibility of dependents.

### PENSION

Employees hired prior to July 1, 2009 may be eligible to participate in the town's Defined Benefit Pension Plan. Details of this plan are provided in the Defined Benefit Summary Plan Description which will be provided to all eligible employees.

Employees hired on or after July 1, 2009 may be eligible to participate in the town's Defined Contribution Pension Plan. Details of this plan are provided in the Defined Contribution Summary Plan Description which will be provided to all eligible employees.

Effective July 1, 2022 employees eligible for the Defined Contribution Plan will be automatically enrolled at date of hire at a contribution rate of ten percent (10%) of base salary. The Town will match the employee's contribution effective six months after the date of hire. The Town will match the employee's contribution up to 12%.

### **WORKERS' COMPENSATION**

If an Employee is injured in the performance of his or her duties or is otherwise qualified for benefits under the Workers' Compensation Act, the net after tax difference between his or her regular base pay and Workers' Compensation shall be paid by the Employer for a period not to exceed six (6) months or until maximum recovery is attained (whichever is first.)

Until a determination is made as to the eligibility for Workers' Compensation payments, absences shall be charged, at the Employee's option, to accumulated sick leave and/or vacation time, provided eligibility requirements are met. The Employee's time will be credited when compensation becomes effective.

Notwithstanding the above, if the Town, in its sole discretion, advances pay before an eligibility determination is made, and the Employee is thereafter found ineligible or the Employee's eligibility is terminated for any reason, the deficiency shall be charged at the Employee's option to accumulated sick leave and/or accumulated vacation leave. However, if an Employee has not accumulated sufficient sick and/or annual leave to cover the period of absence, the Employee shall be considered on leave with pay and shall be required to repay the Town for any salary advanced while on leave with pay in the following manner:

- a. Sick Leave
- b. Vacation
- c. Personal Leave
- d. Incentives
- e. Wages
- f. Welfare Benefits

### **WAGES AND COMPENSATION**

Employees shall be paid at the rate as designated by the Mayor or contractually negotiated. Increases in wages shall be effective on the first day of July; and continuing until June 30 [of the year this resolution is up for review, 2025](#), wage increases may not be less than the percentage of the highest union contracted increase for that fiscal year.

Employees required to be available via cell phone outside of regular work hours who are not issued a Town cell phone, shall receive a monthly stipend for usage of their personal cell phone at a rate equivalent to the highest stipend paid to any of the Town's bargaining units.

With the implementation of this Resolution, retroactive reimbursement for wages and personal cell phones shall be paid to employees who were on staff as of July 1, 2022.

### **EDUCATION AND TRAINING**

The Administrator/Department Head shall be reimbursed for travel expenses, meals, lodging, registration fees and other appropriate expenses as may be required when attending professional meetings, training and/or conducting Town business, provided prior approval to attend such meeting and incur such expenses is obtained from the immediate supervisor.

Any Administrator/Department Head who successfully completes an education or vocational course approved, in advance, by the immediate supervisor shall be reimbursed the cost of such courses up to a maximum of fifty percent (50%) not to exceed One Thousand Dollars (\$1,000) per year. Courses eligible for reimbursement must be at an accredited college or university and directly relate to the Administrator/Department Head's professional development. Employees who receive tuition reimbursement shall remain in the employment of the Town for one year following completion of the course or shall be required to reimburse the tuition.

**LONGEVITY**

In return for good and faithful service to the Town, each Administrator/Department Head shall receive the following longevity payments:

- a. Ten years, but less than fifteen years \$350.00
- b. Fifteen years, but less than twenty years \$450.00
- c. Twenty or more years \$550.00

Payment shall be paid in one lump sum annually on the pay date nearest the Administrator/Department Head’s anniversary date of employment.

~~Employees hired after July 1, 2014 shall not be eligible for Longevity payments.~~

**TRIENNIAL REVIEW**

The terms of this Resolution shall be reviewed every three (3) years from its adoption date by the Administrator/Department Heads and Town Council.

Adopted by the Ledyard Town Council on: ~~February 22, 2023~~

~~Kevin J. Dombrowski~~Gary St. Vil, Chairman

\*\*\*\*\*  
Revisions: March 10, 1989; July 13, 1998; September 26, 1990; January 27, 1993; October 8, 2003; May 28, 2014; January 13, 2016.

History:

2023: Updated the titles of the following positions:

Librarian to Library Director; Assistant Finance Director to include Treasurer; Police Lieutenant to Police Capitan.

Insurance Section paragraph (c): Removed/replaced the following language  
~~Effective with the adoption of this Resolution, each Employee shall be responsible for ten percent (10%) of the applicable conventional premium rate (COBRA rate) determined by the insurance carrier or administrator for all health and dental insurance benefits, excluding life insurance. An Employee with individual coverage shall have deducted from his/her monthly wages ten percent (10%) of the monthly conventional premium rate (COBRA rate) for individual coverage. An Employee and spouse or an Employee and eligible dependent, (two person coverage classification), shall have deducted from his/her monthly wages ten percent (10%) of the monthly conventional premium rate (COBRA rate) for such two person coverage. An Employee with family coverage shall have deducted from his/her monthly wages ten percent (10%) of the monthly conventional premium rate (COBRA rate) for family coverage.~~

*(New Language): Effective with the adoption of this Resolution, each employee shall be responsible for the percentage of the applicable conventional premium rate determined by the insurance carrier or administrator for all health and dental benefits as outlined in Paragraph d below.*

Pension Section: Removed/replaced the following language:

~~Effective July 1, 2014 employees eligible for the Defined Contribution Plan will be auto-enrolled at an employee contribution rate of 3% of base salary effective the first day of the first full quarter of the fiscal year after the hire date. Unless the employee directs the town otherwise, the employee minimum contribution rate will increase by 1% on July 1<sup>st</sup> each year until an employee contribution rate of 15% is achieved. Employees have the right to opt-out of or modify the auto-enrollment by notifying Human Resources within 90 days after the actions are effective. The Town will match the employee’s contributions up to a rate equal to the highest rate negotiated by Town Hall labor contracts currently in effect on July 1<sup>st</sup> of each fiscal year.~~

*(New language) Effective July 1, 2022 employees eligible for the Defined Contribution Plan will be automatically enrolled at date of hire at a contribution rate of ten percent (10%) of base salary. The Town will match the employee's contribution effective six months after the date of hire.*

Added New Section : "Wages and Compensation".

Longevity Section: Updated longevity payments as follows:

- |    |   |                                     |
|----|---|-------------------------------------|
| a. | Ten years, but less than fifteen years    | <del>\$250.00</del> <b>\$350.00</b> |
| b. | Fifteen years, but less than twenty years | <del>\$350.00</del> <b>\$450.00</b> |
| c. | Twenty or more years                      | <del>\$450.00</del> <b>\$550.00</b> |

*(New Section): Triennial Review: The terms of this Resolution shall be reviewed and acknowledged every three (3) years from its adoption date by the Administrator/Department Heads and Town Council; and shall remain in place until further action is agreed upon by both parties.*

RESOLUTION ESTABLISHING  
ADMINISTRATOR/DEPARTMENT HEAD BENEFITS

WHEREAS, The Town Council recognizes the need to compensate its Administrators/Department Heads in a fair and equitable manner;

NOW, THEREFORE BE IT RESOLVED, That the Town Council reaffirms the practices, policies, plans and benefits set forth in the Town of Ledyard Employee Handbook which applies to all Employees, including Administrators/Department Heads and provides further that if the terms of this Resolution differ from the terms of the Town of Ledyard Employee Handbook, the provisions and terms of this Resolution shall apply exclusively.

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As of the date of this revision there are 17 non-union positions covered by the Administrator /Department Head Resolution:

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3. Assistant Director of Finance/Treasurer
4. Director of Administrative Services/Mayoral Assistant
5. Director of Human Resources
6. Administrator of Emergency Services
7. Director of Civil Preparedness and Emergency Management
8. Library Director
9. Public Health Nursing Administrative Supervisor
10. Director of Parks and Recreation
11. Public Works Director/Town Engineer
12. Director of Planning and Development
13. Administrative Assistant to the Town Council
14. WPCA Wastewater Operations Supervisor
15. Mayor \*
16. Chief of Police \*\*
17. Police Captain \*\*

\* Elected position. Applicable sections of this Resolution are limited to insurance, pension, and workers compensation.

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See Personnel Handbook

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Special Holiday leave shall be granted on the days, or portions thereof, listed below:

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The above Holiday leave may be adjusted based on Town Hall schedules; e.g. if union contracts are negotiated to allow the Town Hall to be open on any of these days compensatory time-off may be granted.

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Upon termination of service from the Town of Ledyard, all unused sick leave up to a maximum of fifty (50) days will be paid to the Administrator/Department Head in a lump sum payment, provided the individual has been an Employee of the Town for a minimum of ten (10) years, and said Administrator/Department Head is not terminated for cause.

Employees hired on or after July 1, 2014 with a minimum of ten (10) consecutive years of service will upon termination be paid for a maximum of twenty (20) days.

## PERSONAL LEAVE

Each Administrator/Department Head shall be entitled to three (3) personal leave days annually without loss of pay, provided such Administrator/Department Head notifies the Supervisor at least twenty-four (24) hours in advance, except in the case of a personal emergency. Personal days may be used in conjunction with a holiday or vacation provided a two (2) week written notice is supplied to the Supervisor and provided approval is granted by the Supervisor. During an Employee's first fiscal year, he or she shall be eligible for one (1) personal day for every four (4) months worked.

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- c. Twenty or more years \$550.00

Payment shall be paid in one lump sum annually on the pay date nearest the Administrator/Department Head’s anniversary date of employment.

Employees hired after July 1, 2014 shall not be eligible for Longevity payments.

**TRIENNIAL REVIEW**

The terms of this Resolution shall be reviewed every three (3) years from its adoption date by the Administrator/Department Heads and Town Council.

Adopted by the Ledyard Town Council on: February 22, 2023

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

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Revisions: March 10, 1989; July 13, 1998; September 26, 1990; January 27, 1993; October 8, 2003; May 28, 2014; January 13, 2016.

History:

2023: Updated the titles of the following positions:

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*(New Language): Effective with the adoption of this Resolution, each employee shall be responsible for the percentage of the applicable conventional premium rate determined by the insurance carrier or administrator for all health and dental benefits as outlined in Paragraph d below.*

Pension Section: Removed/replaced the following language:

~~Effective July 1, 2014 employees eligible for the Defined Contribution Plan will be auto-enrolled at an employee contribution rate of 3% of base salary effective the first day of the first full quarter of the fiscal year after the hire date. Unless the employee directs the town otherwise, the employee minimum contribution rate will increase by 1% on July 1<sup>st</sup> each year until an employee contribution rate of 15% is achieved. Employees have the right to opt out of or modify the auto-enrollment by notifying Human Resources within 90 days after the actions are effective. The Town will match the employee’s contributions up to a rate equal to the highest rate negotiated by Town Hall labor contracts currently in effect on July 1<sup>st</sup> of each fiscal year.~~

*(New language) Effective July 1, 2022 employees eligible for the Defined Contribution Plan will be automatically enrolled at date of hire at a contribution rate of ten percent (10%) of base salary. The Town will match the employee's contribution effective six months after the date of hire.*

Added New Section : "Wages and Compensation".

Longevity Section: Updated longevity payments as follows:

a.	Ten years, but less than fifteen years	<del>\$250.00</del> <b>\$350.00</b>
b.	Fifteen years, but less than twenty years	<del>\$350.00</del> <b>\$450.00</b>
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*(New Section): Triennial Review: The terms of this Resolution shall be reviewed and acknowledged every three (3) years from its adoption date by the Administrator/Department Heads and Town Council; and shall remain in place until further action is agreed upon by both parties.*



# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

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**File #:** 26-0304

**Agenda Date:** 4/8/2026

**Agenda #:** 1.

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## APPOINTMENT

### **Motion/Request:**

MOTION to reappoint the following Members to the Water Pollution Control Authority for three (3) year term ending April 11, 2029:

- Mr. Stanley Juber( R) 13 Iron Street, Ledyard (Regular Member)
- Mr. Terry Jones ( R) 27 Monticello Drive, Gales Ferry (Regular Member)
- Mr. Jeremy Norris (D) 12 Old Fort Lane, Ledyard (Alternate Member).

### **Background:**

All of these WPCA Members are interested in continuing to serve on the; and their reappointments have been endorsed by both the Farmers Market Committee and their respective parties

### **Administrative Notes:**

(type text here)

### **Nominating Committee Recommendation:**

(type text here)

### **Minority Representation - CGS 9-167a:**

In accordance with Chapter IV; Section 8 of the Town Charter “Except as otherwise provided for in this Charter, the Town Council may appoint members to fill vacancies in other offices, boards, and commissions established by this Charter and by ordinance as vacancies may occur, and appointing members to such offices, boards, and commissions as may be created in the future. Such appointments shall be made by the Town Council for such terms and upon such conditions as provided in the respective ordinance”.

Chapter IV, Section 9: “In making appointments and removals, the Town Council shall act by the affirmative votes of at least a majority of all its members.

All members of boards, commissions, and committees contained in this Charter, or subsequently created under this Charter, except members of the Building Code Board of Appeals, the Fire Marshal, and the Deputy Fire Marshal(s), shall be electors of the Town at the time of their appointment and during their terms of office.”

### **Connecticut General Statutes**

Sec. 9-167a. Minority representation. (a) (1) Except as provided in subdivision (2) of this subsection, the maximum number of members of any board, commission, legislative body, committee or similar body of the state or any political subdivision thereof, whether elective or appointive, who may be members of the same political party, shall be as specified in the following table:

Total Membership	Maximum from One Party
3	2
4	3
5	4
6	4
7	5
8	5
9	6
More than 9 Two-thirds of total membership	

(2) The provisions of this section shall not apply (A) to any such board, commission, committee or body whose members are elected wholly or partially on the basis of a geographical division of the state or political subdivision, (B) to a legislative body of a municipality (i) having a town meeting as its legislative body or (ii) for which the charter or a special act, on January 1, 1987, provided otherwise or (C) to the city council of an unconsolidated city within a town and the town council of such town if the town has a town council and a representative town meeting, the town charter provides for some form of minority representation in the election of members of the representative town meeting, and the city has a city council and a body having the attributes of a town meeting or (D) to the board of directors and other officers of any district, as defined in section 7-324, having annual receipts from all sources not in excess of two hundred fifty Thousand dollars.

(b) Prior to any election for or appointment to any such body, the municipal clerk, in cases of elections, and the appointing authority, in cases of appointments, shall determine the maximum number of members of any political party who may be elected or appointed to such body at such election or appointment. Such maximum number shall be determined for each political party in the following manner: From the number of members of one political party who are members of such body at the time of the election or appointment, subtract the number of members of such political party whose terms expire prior to the commencement of the terms for which such election or appointment is being held or made and subtract the balance thus arrived at from the appropriate number specified in column II of subsection (a) of this section.



# TOWN OF LEDYARD CONNECTICUT OWN COUNCIL

741 Colonel Ledyard Highway  
Ledyard, CT 06339-1551  
(860) 464-3203  
FAX (860) 464-1485  
E-Mail Address:  
[council@ledyardct.org](mailto:council@ledyardct.org)

Chairman Gary St. Vil

January 22, 2026

Mr. Edmond Lynch, Chairman  
Water Pollution Control Authority  
11 Red Brook Lane  
Ledyard, Connecticut 06339

Dear Mr. Lynch:

Members of the Water Pollution Control Authority are due for re-appointment as listed below. The Administration Committee of the Town Council would like your recommendations.

Please complete the shaded areas of each Commission members block and kindly return to the Town Council Office. .

**Water Pollution Control Authority**

**3 Year Term**

Member's Name	Party Affiliation	Term Expiration	Commission Recommendation	Town Commit Endorsement	Attendance
Mr. Stanley Juber 13 Iron Street Ledyard, CT 06339	R	4/11/2026	(Y) N	Y N	<input checked="" type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor
Mr. Terry Jones 27 Monticello Drive Gales Ferry, CT 06335	R	4/11/2026	(Y) N	Y N	<input checked="" type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor
Mr. Jeremy Norris (Alternate Member) 12 Old Fort Lane Ledyard, CT 06339	D	4/11/2026	(Y) N	Y N	<input checked="" type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor

Committee Comments:

*All give significant contributions to the WPCA*

Your assistance is greatly appreciated. Thank you for your attention regarding this request.

Sincerely,

Roxanne M. Maher  
Administrative Assistant  
to the Ledyard Town Council



# TOWN OF LEDYARD CONNECTICUT OWN COUNCIL

741 Colonel Ledyard Highway  
Ledyard, CT 06339-1551  
(860) 464-3203  
FAX (860) 464-1485  
E-Mail Address:  
[council@ledyardct.org](mailto:council@ledyardct.org)

Chairman Gary St. Vil

January 22, 2026

Mr. Craig Breverman, Chairman  
Democratic Nominating Committee  
13 Phillip Lane  
Ledyard, Connecticut 06339

Dear Mr. Breverman:

Members of the Water Pollution Control Authority are due for re-appointment as listed below. The Administration Committee of the Town Council would like your recommendations.

Please complete the shaded areas of each Commission members block and kindly return to the Town Council Office. .

Water Pollution Control Authority				3 Year Term	
Member's Name	Party Affiliation	Term Expiration	Commission Recommendation	Town Commit Endorsement	Attendance
Mr. Stanley Juber 13 Iron Street Ledyard, CT 06339	R	4/11/2026	Y N	Y N	{ } Excellent { } Good { } Fair { } Poor
Mr. Terry Jones 27 Monticello Drive Gales Ferry, CT 06335	R	4/11/2026	Y N	Y N	{ } Excellent { } Good { } Fair { } Poor
Mr. Jeremy Norris (Alternate Member) 12 Old Fort Lane Ledyard, CT 06339	D	4/11/2026	Y N	Y N	{ } Excellent { } Good { } Fair { } Poor

Committee Comments:

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Your assistance is greatly appreciated. Thank you for your attention regarding this request.

This reappointment is approved for the Democratic nomination

*Craig M. Breverman*  
Craig M. Breverman 02/06/2026

Sincerely,  
*Roxanne M. Maher*  
Roxanne M. Maher  
Administrative Assistant  
to the Ledyard Town Council



# TOWN OF LEDYARD CONNECTICUT OWN COUNCIL

741 Colonel Ledyard Highway  
Ledyard, CT 06339-1551  
(860) 464-3203  
FAX (860) 464-1485  
E-Mail Address:  
[council@ledyardet.org](mailto:council@ledyardet.org)

Chairman Gary St. Vil

January 22, 2026

Mr. Josphe Gush, Chairman  
Republican Nominating Committee  
57 Town Farm Road  
Ledyard, Connecticut 06339

Dear Mr. Gush:

Members of the Water Pollution Control Authority are due for re-appointment as listed below. The Administration Committee of the Town Council would like your recommendations.

Please complete the shaded areas of each Commission members block and kindly return to the Town Council Office. .

**Water Pollution Control Authority**

**3 Year Term**

Member's Name	Party Affiliation	Term Expiration	Commission Recommendation	Town Commit Endorsement	Attendance
Mr. Stanley Juber 13 Iron Street Ledyard, CT 06339	R	4/11/2026	Y N	Yes	{ X }Excellent { } Good { } Fair { } Poor
Mr. Terry Jones 27 Monticello Drive Gales Ferry, CT 06335	R	4/11/2026	Y N	Yes	{ X }Excellent { } Good { } Fair { } Poor
Mr. Jeremy Norris (Alternate Member) 12 Old Fort Lane Ledyard, CT 06339	D	4/11/2026	Y N	Y N	{ }Excellent { } Good { } Fair { } Poor

Committee Comments: Yes, the Republican Town Committee Endorses Terry Jones and Stan Juber for reappointment to the Ledyard Water Pollution Control Authority \_

*Joe Gush,*

Chairman of the Nominating Committee for the Ledyard Republican Town Committee

Your assistance is greatly appreciated. Thank you for your attention regarding this request.

Sincerely,

*Roxanne M. Maher*  
Roxanne M. Maher  
Administrative Ass



# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

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**File #:** 26-0308

**Agenda Date:** 4/8/2026

**Agenda #:** 2.

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## APPOINTMENT

### **Motion/Request:**

MOTION to appoint/reappoint the following Members to the Cemetery Committee for three (3) year term ending April 26, 2029:

- Mr. Paul Krug (Military Veteran) (Y) 67 Pheasant Drive, Gales Ferry
- Ms. Kriste-Gardiner-Lundgren (U) 70 Iron Street Ledyard
- Ms. Martha Reynolds (R) 1684 Center Groton Road, Ledyard.

### **Background:**

All these members of the Cemetery Committee are interested in continuing to serve and their reappointments have been endorsed by the Committee and by their respective parties.

### **Administrative Notes:**

### **Nominating Committee Recommendation:**

### **Minority Representation - CGS 9-167a:**

In accordance with Chapter IV; Section 8 of the Town Charter "Except as otherwise provided for in this Charter, the Town Council may appoint members to fill vacancies in other offices, boards, and commissions established by this Charter and by ordinance as vacancies may occur, and appointing members to such offices, boards, and commissions as may be created in the future. Such appointments shall be made by the Town Council for such terms and upon such conditions as provided in the respective ordinance".

Chapter IV, Section 9: "In making appointments and removals, the Town Council shall act by the affirmative votes of at least a majority of all its members.

All members of boards, commissions, and committees contained in this Charter, or subsequently created under this Charter, except members of the Building Code Board of Appeals, the Fire Marshal, and the Deputy Fire Marshal(s), shall be electors of the Town at the time of their appointment and during their terms of office."

### **Connecticut General Statutes**

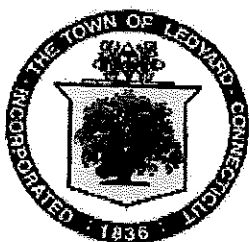
Sec. 9-167a. Minority representation. (a) (1) Except as provided in subdivision (2) of this subsection, the maximum number of members of any board, commission, legislative body, committee or similar body of the state or any political subdivision thereof, whether elective or appointive, who may be members of the same

political party, shall be as specified in the following table:

Total Membership	Maximum from One Party
3	2
4	3
5	4
6	4
7	5
8	5
9	6
More than 9 Two-thirds of total membership	

(2) The provisions of this section shall not apply (A) to any such board, commission, committee or body whose members are elected wholly or partially on the basis of a geographical division of the state or political subdivision, (B) to a legislative body of a municipality (i) having a town meeting as its legislative body or (ii) for which the charter or a special act, on January 1, 1987, provided otherwise or (C) to the city council of an unconsolidated city within a town and the town council of such town if the town has a town council and a representative town meeting, the town charter provides for some form of minority representation in the election of members of the representative town meeting, and the city has a city council and a body having the attributes of a town meeting or (D) to the board of directors and other officers of any district, as defined in section 7-324, having annual receipts from all sources not in excess of two hundred fifty Thousand dollars.

(b) Prior to any election for or appointment to any such body, the municipal clerk, in cases of elections, and the appointing authority, in cases of appointments, shall determine the maximum number of members of any political party who may be elected or appointed to such body at such election or appointment. Such maximum number shall be determined for each political party in the following manner: From the number of members of one political party who are members of such body at the time of the election or appointment, subtract the number of members of such political party whose terms expire prior to the commencement of the terms for which such election or appointment is being held or made and subtract the balance thus arrived at from the appropriate number specified in column II of subsection (a) of this section.



# TOWN OF LEDYARD CONNECTICUT TOWN COUNCIL

Chairman Gary St. Vil

741 Colonel Ledyard Highway  
Ledyard, CT 06339-1551  
(860) 464-3203

E-Mail Address:  
[council@ledyardct.org](mailto:council@ledyardct.org)

January 22, 2026

Mr. Willian Vidal, III, Chairman  
Cemetery Committee  
183 Spicer Hill Road  
Ledyard, Connecticut 06339

Dear Charman Vidal:

Members of the Cemetery Committee are due for re-appointment as listed below. The Administration Committee of the Town Council would like your recommendations.

Please complete the shaded areas of each Commission members block and kindly return in the self-addressed, return envelope.

### Cemetery Commission

3 Year Term

Member's Name	Party Affiliation	Term Expiration	Commission Recommendation	Town Committee Endorsement	Attendance
Mr. Paul Krug (Military Veteran) 67 Pheasant Drive Gales Ferry, CT 06445	u	4/26/2026	(Y) N	Y N	{ } Excellent { } Good { } Fair { } Poor
Ms. Kriste-Gardiner-Lundgren 70 Iron Street Ledyard, CT 06339	U	4/26/2026	(Y) N	Y N	{ } Excellent { } Good { } Fair { } Poor
Ms. Martha Reynolds 1684 Center Groton Road Ledyard, CT 06339	R	4/26/2026	(Y) N	Y N	{ } Excellent { } Good { } Fair { } Poor

*WWS*

*WWS*

*WWS*

Committee Comments:

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Your assistance is greatly appreciated. Thank you for your attention regarding this request.

Sincerely,  
*Roxanne M. Maher*

Roxanne M. Maher  
Administrative Assistant



# TOWN OF LEDYARD CONNECTICUT TOWN COUNCIL

741 Colonel Ledyard Highway  
Ledyard, CT 06339-1551  
(860) 464-3203  
E-Mail Address:  
[council@ledyardct.org](mailto:council@ledyardct.org)

Chairman Gary St. Vil

January 22, 2026

Mr. Joseph Gush, Chairman  
Republican Nominating Committee  
57 Town Farm Road  
Ledyard, Connecticut 06339

Dear Chairman Gush

Members of the Cemetery Committee are due for re-appointment as listed below. The Administration Committee of the Town Council would like your recommendations.

Please complete the shaded areas of each Commission members block and kindly return in the self-addressed, return envelope.

**Cemetery Commission**

**3 Year Term**

Member's Name	Party Affiliation	Term Expiration	Commission Recommendation	Town Committee Endorsement	Attendance
Mr. Paul Krug (Military Veteran) 67 Pheasant Drive Gales Ferry, CT 06445	u	4/26/2026	Y N	Y N	{ }Excellent { } Good { } Fair { } Poor
Ms. Kriste-Gardiner-Lundgren 70 Iron Street Ledyard, CT 06339	U	4/26/2026	Y N	Y N	{ }Excellent { } Good { } Fair { } Poor
Ms. Martha Reynolds 1684 Center Groton Road Ledyard, CT 06339	R	4/26/2026	Y N	Yes	{ X }Excellent { } Good { } Fair { } Poor

Committee Comments:

**Yes, the Republican Town Committee Endorses Martha Reynolds for re-appointment to the Ledyard Cemetery Committee.**

*Joe Gush,*

Chairman of the Nominating Committee for the Ledyard Republican Town Committee

Your assistance is greatly appreciated. Thank you for your attention regarding this request.

Sincerely,  
*Roxanne M. Maher*

Roxanne M. Maher  
Administrative Assistant



# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

**File #:** 26-0456

**Agenda Date:** 4/8/2026

**Agenda #:** 3.

## APPOINTMENT

### **Motion/Request:**

MOTION to reappoint Ms. Margret Boyd, (U) 257 Whalehead Road, Gales Ferry, to the Ledyard Housing Authority for a five (5) year term ending March 31, 2031.

### **Background:**

Ms. Boyd is interested in continuing to serve on the Housing Authority; and the Authority has endorsed her reappointment.

### **Administrative Notes:**

### **Nominating Committee Recommendation:**

(type text here)

### **Minority Representation - CGS 9-167a:**

In accordance with Chapter IV; Section 8 of the Town Charter “Except as otherwise provided for in this Charter, the Town Council may appoint members to fill vacancies in other offices, boards, and commissions established by this Charter and by ordinance as vacancies may occur, and appointing members to such offices, boards, and commissions as may be created in the future. Such appointments shall be made by the Town Council for such terms and upon such conditions as provided in the respective ordinance”.

Chapter IV, Section 9: “In making appointments and removals, the Town Council shall act by the affirmative votes of at least a majority of all its members.

All members of boards, commissions, and committees contained in this Charter, or subsequently created under this Charter, except members of the Building Code Board of Appeals, the Fire Marshal, and the Deputy Fire Marshal(s), shall be electors of the Town at the time of their appointment and during their terms of office.”

### **Connecticut General Statutes**

Sec. 9-167a. Minority representation. (a) (1) Except as provided in subdivision (2) of this subsection, the maximum number of members of any board, commission, legislative body, committee or similar body of the state or any political subdivision thereof, whether elective or appointive, who may be members of the same political party, shall be as specified in the following table:

Total Membership	Maximum from One Party
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3	2
4	3
5	4
6	4
7	5
8	5
9	6
More than 9 Two-thirds of total membership	

(2) The provisions of this section shall not apply (A) to any such board, commission, committee or body whose members are elected wholly or partially on the basis of a geographical division of the state or political subdivision, (B) to a legislative body of a municipality (i) having a town meeting as its legislative body or (ii) for which the charter or a special act, on January 1, 1987, provided otherwise or (C) to the city council of an unconsolidated city within a town and the town council of such town if the town has a town council and a representative town meeting, the town charter provides for some form of minority representation in the election of members of the representative town meeting, and the city has a city council and a body having the attributes of a town meeting or (D) to the board of directors and other officers of any district, as defined in section 7-324, having annual receipts from all sources not in excess of two hundred fifty Thousand dollars.

(b) Prior to any election for or appointment to any such body, the municipal clerk, in cases of elections, and the appointing authority, in cases of appointments, shall determine the maximum number of members of any political party who may be elected or appointed to such body at such election or appointment. Such maximum number shall be determined for each political party in the following manner: From the number of members of one political party who are members of such body at the time of the election or appointment, subtract the number of members of such political party whose terms expire prior to the commencement of the terms for which such election or appointment is being held or made and subtract the balance thus arrived at from the appropriate number specified in column II of subsection (a) of this section.



# TOWN OF LEDYARD CONNECTICUT TOWN COUNCIL

741 Colonel Ledyard Highway  
Ledyard, CT 06339-1551  
(860) 464-3203  
E-Mail Address:  
[council@ledyardct.org](mailto:council@ledyardct.org)

Chairman Gary St. Vil

January 22, 2026

Ms. Margret Boyd, Chairman  
Ledyard Housing Authority  
257 Whalehead Road  
Gales Ferry, Connecticut 06335

Dear Chairman Boyd:

A Member of the Housing Authority is due for re-appointment as listed below. The Administration Committee of the Town Council would like your recommendations.

Please complete the shaded areas of each Commission members block and kindly return in the self-addressed, return envelope.

**Housing Authority**

**5 Year Term**

Member's Name	Party Affiliation	Term Expiration	Commission Recommendation	Town Committee Endorsement	Attendance
Ms. Margaret Boyd 257 Whalehead Road Gales Ferry, CT 06335	U	3/31/2026	(Y) N	Y N	<input checked="" type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor

Committee Comments:

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Your assistance is greatly appreciated. Thank you for your attention regarding this request.

Sincerely,  
*Roxanne M. Maher*

Roxanne M. Maher  
Administrative Assistant

cc: Director



# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

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**File #:** 26-0459

**Agenda Date:** 4/8/2026

**Agenda #:** 4.

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## APPOINTMENT

### **Motion/Request:**

MOTION to appoint the following Members to the “*Ad Hoc Committee to Develop a Process for Capital Improvement Budding Projects for the Town of Ledyard*” for six-months in accordance with Res#002-2026/Feb 11:

- One member from the Permanent Municipal Building Committee
- Mr. Brandon Graber, 42 Church Hill Road Ledyard - Board of Education
- Mr. Wayn Donaldson, Board of Education Director of Facilities
- Mr. Steve Masalin, Public Works Director/Town Engineer
- Mr. Matthew Bonin, Finance Director
- One member from the Community-at-Large with Construction Management Experience
- One member from the Town Council

### **Background:**

#### **Town Council February 11, 2026 Meeting:**

The Town Council adopted a “*Resolution Establishing an Ad Hoc Committee to Develop a Process for Capital Improvement Building Projects*” at their February 11, 2026 meeting. This is a short-term six-month assignment and calls for seven members comprised of our knowledgeable and experienced staff, committee members, as well as one member from the community with Construction Management Experience. (see attached Resolution),

### **Administrative Notes:**

(type text here)

### **Nominating Committee Recommendation:**

(type text here)

### **Minority Representation - CGS 9-167a:**

In accordance with Chapter IV; Section 8 of the Town Charter “Except as otherwise provided for in this

Charter, the Town Council may appoint members to fill vacancies in other offices, boards, and commissions established by this Charter and by ordinance as vacancies may occur, and appointing members to such offices, boards, and commissions as may be created in the future. Such appointments shall be made by the Town Council for such terms and upon such conditions as provided in the respective ordinance”.

Chapter IV, Section 9: “In making appointments and removals, the Town Council shall act by the affirmative votes of at least a majority of all its members.

All members of boards, commissions, and committees contained in this Charter, or subsequently created under this Charter, except members of the Building Code Board of Appeals, the Fire Marshal, and the Deputy Fire Marshal(s), shall be electors of the Town at the time of their appointment and during their terms of office.”

**Connecticut General Statutes**

Sec. 9-167a. Minority representation. (a) (1) Except as provided in subdivision (2) of this subsection, the maximum number of members of any board, commission, legislative body, committee or similar body of the state or any political subdivision thereof, whether elective or appointive, who may be members of the same political party, shall be as specified in the following table:

Total Membership	Maximum from One Party
3	2
4	3
5	4
6	4
7	5
8	5
9	6
More than 9 Two-thirds of total membership	

(2) The provisions of this section shall not apply (A) to any such board, commission, committee or body whose members are elected wholly or partially on the basis of a geographical division of the state or political subdivision, (B) to a legislative body of a municipality (i) having a town meeting as its legislative body or (ii) for which the charter or a special act, on January 1, 1987, provided otherwise or (C) to the city council of an unconsolidated city within a town and the town council of such town if the town has a town council and a representative town meeting, the town charter provides for some form of minority representation in the election of members of the representative town meeting, and the city has a city council and a body having the attributes of a town meeting or (D) to the board of directors and other officers of any district, as defined in section 7-324, having annual receipts from all sources not in excess of two hundred fifty Thousand dollars.

(b) Prior to any election for or appointment to any such body, the municipal clerk, in cases of elections, and the appointing authority, in cases of appointments, shall determine the maximum number of members of any political party who may be elected or appointed to such body at such election or appointment. Such maximum number shall be determined for each political party in the following manner: From the number of members of one political party who are members of such body at the time of the election or appointment, subtract the number of members of such political party whose terms expire prior to the commencement of the terms for which such election or appointment is being held or made and subtract the balance thus arrived at from the appropriate number specified in column II of subsection (a) of this section.





Chairman Gary St. Vil

# TOWN OF LEDYARD

## CONNECTICUT

### TOWN COUNCIL

741 Colonel Ledyard Highway  
Ledyard, Connecticut 06339-1551  
(860) 464-3203  
FAX (860) 464-1485  
[council@ledyardct.org](mailto:council@ledyardct.org)

75

## MEMORANDUM

TO: Board of Education  
Superintendent Jason Hartling  
Mayor Fred Allyn, III  
Permanent Municipal Building Committee  
Democratic Town Committee  
Republican Town Committee

FROM: Chairman Gary St. Vil

DATE: February 12, 2026

RE: Request Nominations  
Ad Hoc Committee to Develop a Process for Capital Improvement Building Projects

The Town Council adopted the attached "*Resolution Establishing an Ad Hoc Committee to Develop a Process for Capital Improvement Building Projects*" at their February 11, 2026 meeting. This is a short-term six-month assignment and calls for seven members comprised of our knowledgeable and experienced staff, committee members, as well as one member from the community with Construction Management Experience as follows:

- One member from the Permanent Municipal Building Committee
- One member from the Board of Education
- Board of Education Director of Facilities
- Public Works Director/Town Engineer
- Finance Director
- One member from the Town Council
- One member from the Community-at-Large with Construction Management Experience

The Town Council would like to appoint members to the "*Ad Hoc Committee to Develop a Process for Capital Improvement Building Projects*" as soon as possible; and respectfully requests that you submit names of the individuals to effectively staff this important Committee; as well as a member from the community who is interested in participating in this initiative.

Your attention to this request and your cooperation is appreciated. Should you have any questions, please feel free to contact the Town Council Office at e-mail [council@ledyardct.org](mailto:council@ledyardct.org).

Thank you.

cc: Finance Director;  
Public Works Director

Attachment

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*Ad Hoc Committee to Develop a Process for Capital Improvement Building Projects*

GS/rm



# Ledyard Public Schools

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Administrative Offices

February 26, 2026

Gary St. Vil, Chairman  
Ledyard Town Council  
741 Colonel Ledyard Highway  
Ledyard, CT 06339

Dear Chairman St. Vil and Members of the Town Council:

On behalf of the Ledyard Board of Education, and in response to your February 12, 2026 memorandum regarding nominations to the *Ad Hoc Committee to Develop a Process for Capital Improvement Building Projects*.

Please accept this correspondence as formal notification of the Board's representative.

The Board of Education designates Brandon Graber to serve as its member on the Ad Hoc Committee.

The Board has requested that I share their appreciation for the Town Council's leadership in establishing this committee and recognizes the importance of developing a clear, consistent, and collaborative process for capital building projects that serves both the Town and our school district well into the future. We look forward to participating in this important work.

Please let us know if any additional information is needed.

Respectfully submitted,

Jason S. Hartling  
Superintendent  
Ledyard Public Schools

cc: Jennifer Reguin, Chair, Ledyard Board of Education



**TOWN OF LEDYARD  
CONNECTICUT  
OFFICE OF THE MAYOR**

741 Colonel Ledyard Highway  
Ledyard, Connecticut 06339-1551  
(860) 464-3222  
FAX (860) 464-1126

Fred B. Allyn, III  
Mayor  
Jessica Michaud  
Executive Assistant to the Mayor

April 1, 2026

Chairman Gary St. Vil  
Ledyard Town Council  
741 Colonel Ledyard Highway  
Ledyard, Connecticut 06339

Dear Chairman St. Vil:

As requested in your February 12, 2026 memo regarding the recently adopted “*Resolution Establishing an Ad Hoc Committee to Develop a Process for Capital Improvement Building Projects*”; this letter serves to authorize the appointment of the following members of my staff to serve on the Committee in accordance with the established structure of the Ad Hoc Committee:

- Public Works Director/Town Engineer Steve Masalin
- Finance Director Matthew Bonin

Please do not hesitate to contact me if I can be of any assistance regarding the Town’s past practices and procedures regarding capital improvement projects.

Best,

Fred Allyn, III  
Mayor