



# TOWN OF LEDYARD CONNECTICUT

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

## Town Council ~ AGENDA ~

Chairman Gary St. Vil

Regular Meeting

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Wednesday, February 11, 2026

7:00 PM

Town Hall Council Chambers

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

**Remote: Information noted below:**

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

**<https://ledyardct.zoom.us/j/82837865209?pwd=lzyvmyukVCu8RNm3bWaaPOIYElzWHO.1>**

**Audio Only: Telephone: +1 646 558 8656; Meeting ID: 828 3786 5209; Passcode: 414282**

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

IV. PRESENTATIONS

Board of Education Fiscal Year 2026/2027 Capital Improvement Plan

**Attachments:** [BOE-TC Capital Plan Presentation2026-02-11](#)

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

VI. COMMITTEE COMMISSION AND BOARD REPORTS

VII. COMMENTS OF TOWN COUNCILORS

VIII. REVIEW AND APPROVAL OF MINUTES

MOTION to approve the Town Council Minutes of January 28, 2026

**Attachments:** [TC-MIN-2026-01-28](#)

IX. COMMUNICATIONS

Communications List for February 11, 2026

**Attachments:** [C-LIST-2026-02-11](#)

[Berry Pledge Allegance-Town Council Mtg-email-2026-01-29](#)  
[Mayor-Chiarman St. Vil-Winter Operations-emila Thread-2026-02-03](#)  
[ACTION LTR-TOWN COUNCIL MTG-026-01-28](#)  
[APPOINT LTR-FRITSCH-BOE REP-PERMANENT MUNICIPAL BUILDING CMT-2026-01-29](#)  
[APPOINT LTR-GRABER-BOE REP-PERMANENT MUNICIPAL BUILDING CMT-2026-01-29](#)  
[AVALONIA LAND CONSERVANCY-TOWN COUNCIL MTG-2026-01-14-APPOVED OPEN SPACE FUNDS-STODDARDS WHARF & COLONEL LEDYARD HIGHWAY](#)  
[Liaision Assignment- Adjustmtent-Conservation Commission-Lamb-2026-01-29](#)  
[Liaision Assignment- Adjustmtent-Ledyard Center Fire-Barnes-2026-01-29](#)  
[Request Re Appointment Recommendation-Farmers Market -2026-02-06](#)  
[Request Re Appointment Recommendation-Farmers Market -2026-02-06-RTC](#)

## X. REFERALS

## XI. COUNCIL SUB COMMITTEE, LIAISON REPORTS

1. Administration Committee Report Fiscal Year 2025/2026
2. Community Relations Committee for Diversity, Equity & Inclusion – Report- Fiscal Year 2025/2026
3. Finance Committee Report Fiscal Year 2025/2026
4. LUPPW Committee Report Fiscal Year 2025/2026
5. Liaison Reports

## XII. REPORT OF THE MAYOR

Mayor Report Fiscal Year 2025/2025

## XIII. OLD BUSINESS

## XIV. NEW BUSINESS

Administration Committee

1. MOTION to appoint Ms. Yvonne Walsh (U) 38 Fairway Drive, Ledyard, to the Ledyard Beautification Committee to complete a three (3) year term ending October 26, 2026 filling a vacancy left by Ms. Bingham.

**Attachments:** [Appoint Application-Walsh-Beautification Cmt -2025-12-0=10](#)  
[Walsh-Resume-Beautification Cmt -2025-12-0=10](#)  
[LEDYARD BEAUTIFICATION COMMITTEE-2025-11-05](#)

2. MOTION to appoint Mr. James Harwood (D) 10 Eska Drive, Ledyard to the Sustainable CT Ad Hoc Committee to complete a two (2) year term ending December 15, 2027.

**Attachments:** [DTC- Recommendation- Appoint Harwood-Sustainable CT Ad Hoc Cmt-2026-01-18](#)  
[Appoint Application-Harwood-Sustainable CT Ad Hoc Cmt-2025-12-0=10](#)  
[Harwood-Resume-2025-12-0=10](#)  
[Sustainable CT Ad Hoc Committee- Memo- Request Noninations-2027-10](#)

3. MOTION to adopt a Resolution Establishing an Ad Hoc Committee to Develop Process for Capital Improvement Building Projects”.

**Attachments:** [RES-AG-AD HOC CMT-BUILDING PROJECTS-DRAFT-2025-12-10-LAMB](#)  
[RES-AG-AD HOC CMT-BUILDING PROJECTS=DRAFT-2025-12-01](#)  
[Process for School Projects-2025-01-30](#)  
[BUILDING BLOCKS FOR BUILDING PROJECTS](#)  
[BUILDING PROJECTS-MUNICIPAL CHECK LIST- 1990](#)  
[BOARD OF EDUCATION REQUEST TOWN COUNCIL ESTABLISH AD HOC COMMITTEE FOR BUILDING PROJECTS](#)  
[PROCESS-EMAIL-2025-10-21](#)  
[Gush-Support Ad Hoc Building Cmt-email-2025-10-22](#)

#### Finance Committee

4. MOTION to approve a Connecticut DOT Local Bridge Program Grant Application for replacement of Lantern Hill Road Bridge No. 137001 for 50% of eligible costs, the total of which is presently estimated to be nearly \$2.8 million;

In addition, approve the proposed “ Resolution Local Bridge Program State Project No. 9071-9001

Bridge Number: 137001 Lantern Hill Road Over Whitford Brook In The Town Of Ledyard’ as presented in the draft dated January, 28, 2026 authorizing the Mayor to submit the Grant Application.

**Attachments:** [Local Bridge Program Lantern Hill Bridge Grant Application.pdf](#)

#### Land Use/Planning/Public Works Committee

5. MOTION to hereby appoint the Ledyard Historic District Commission to serve as the Historic Properties Study Committee for the Spicer Homestead ruins pursuant to CGS §7-147q. The study shall be limited to the parcel defined in the Town-commissioned survey dated January 14, 2025, unless otherwise authorized by the Town Council. This appointment is for study and recommendation purposes only, and does not constitute

approval of any designation or ordinance.

**Attachments:** [LAMB-SPICER HOMESTEAD RUINS-EMAIL-2025-12-15](#)  
[LAMB-SPICER HOMESTEAD RUINS-EMAIL-2025-12-18](#)  
[Chapter 97a - Historic Districts and Historic](#)  
[Properties-LAMB-EMAIL-2025-12-18](#)  
[SPICER HOMESTEAD RUINS HISTORIC DESIGNATION-LUPPW](#)  
[LTR-2025-08-25](#)  
[LAND USE DIRECTOR-EMAIL-2025-08-04-STATUS](#)  
[UPDATE-SPICER HOMESTEAD RUINS-NOISE ORDINANCE](#)  
[Spicer Homestead Ruins Timmeline- Parkson-2024-Parkinson](#)  
[Spicer Homestead - 4.4 acres](#)  
[Spicer Runis Screenshot \(2\)](#)  
[Spicer Runis Screenshot \(1\)](#)  
[Spicer Homestead Ruins- Next Steps for Historic](#)  
[Designation-Dombrowski email-2024-06-03.pdf](#)  
[Spicer Homestead Report -Historic Research Sarah Holmes 2022.pdf](#)  
[Spicerr Ruins- Photos.pdf](#)  
[Historic District Commission Minutes-2023-12-18.docx](#)

#### XV. ADJOURNMENT

##### **DISCLAIMER:**

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

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





# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

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**File #:** 26-0205

**Agenda Date:** 2/11/2026

**Agenda #:**

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## REPORT

### **Staff/Committee Report:**

Board of Education Fiscal Year 2026/2027 Capital Improvement Plan



# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

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**File #:** 26-0203

**Agenda Date:** 2/11/2026

**Agenda #:**

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## MINUTES

**Minutes:**

MOTION to approve the Town Council Minutes of January 28, 2026



Chairman Gary St. Vil

**TOWN OF LEDYARD**  
CONNECTICUT  
TOWN COUNCIL

MINUTES  
LEDYARD TOWN COUNCIL – REGULAR MEETING  
WEDNESDAY, JANUARY 28, 2026 7:00 PM  
HYBRID FORMAT  
VIDEO CONFERENCE VIA ZOOM

- I. CALL TO ORDER – Chairman St. Vil called the meeting to order at 7:00 p.m. at the Council Chambers, Town Hall Annex Building.

Chairman St. Vil welcomed all to the Hybrid Meeting. He stated for the members of the Town Council and the Public who were participating via video conference that the remote meeting information was available on the Agenda that was posted on the Town’s Website – Granicus-Legistar Meeting Portal.

- II. PLEDGE OF ALLEGIANCE

- III. ROLL CALL –

| Attendee Name          | Title          | Status  | Location  |
|------------------------|----------------|---------|-----------|
| William Barnes         | Town Councilor | Present | In-Person |
| April Brunelle         | Town Councilor | Present | In-Person |
| Jessica Buhle          | Town Councilor | Present | In-Person |
| Carmen Garcia-Irizarry | Town Councilor | Present | In-Person |
| Ty (Earl) Lamb         | Town Councilor | Present | In-Person |
| Adrienne Parad         | Town Councilor | Present | In-Person |
| Tim Ryan               | Town Councilor | Excused |           |
| James Thompson         | Town Councilor | Present | In-Person |
| Gary St. Vil           | Town Councilor | Present | In-Person |

- IV. INFORMATIONAL ITEMS/PRESENTATIONS – None.

- V. RESIDENTS AND PROPERTY OWNERS

**Mr. M. Dave Schroeder, Jr.**, 290 Whalehead Road, Gales Ferry, commented on the following:

- Supported the proposed “*Ordinance Establishing a Town of Ledyard Code of Ethics and Ethics Commission*”.
- By-Right Approvals -Mr. Schroeder expressed concern that changes to the Zoning Regulations have fundamentally altered the future of their town, such as allowing for “*By-Right Approvals*” and 50 foot building heights; without meaningful public input. He noted that those decisions become political issues whether the Planning & Zoning Commission recognized them as such. He stated *By-Right Approvals* remove the public from the process entirely. Mr. Schroeder stated that these changes carry real consequences. They risk fueling public opposition not only to large-scale development, but also to related initiatives like sewer expansion and infrastructure investment, because residents feel they have lost any meaningful voice in shaping what their community becomes. He stated once projects were approved there was no going back.
- Route 12 Corridor Development Corridor Study – Mr. Schroeder stated that both the initial public outreach and the follow-up survey responses showed there was little local support for the type of large-scale, high-density multifamily development now allowed by Ledyard’s Zoning Regulations; and being contemplated by developers almost to the exclusion of any other use. He stated that residents have consistently called for sidewalks, pedestrian safety, beautification, preservation of green space, modest commercial growth, and village-scale improvements—the very qualities that have in fact already been implemented successfully in Ledyard Center. He noted a few years ago this area was a designated as the Gales Ferry Village District.

- Reinstatement of the Village District Protections and Design Guidelines for Ledyard Center and Gales Ferry – Mr. Schroder noted the Village District Regulations were removed, and residents want them back; not to stop growth, but to guide it responsibly. Mr. Schroeder stated the Village Districts and special-permit review were proven tools that help to manage building scale and design, balance competing interests, and support growth that benefits residents, businesses, developers, and the town's tax base alike.
- Gales Ferry's Historic Village Center – Mr. Schroeder stated the Gales Ferry Center remained an underutilized economic and cultural asset. He stated its waterfront setting, historic character, and ties to Mount Decatur and the War of 1812 gives it unique potential if it was properly protected and planned thoughtfully.
- Separate Planning Commission and Separate Zoning Commission – Mr. Schroder asked the Town Council to formally consider separating the Planning and Zoning Commission into two distinct and separate commissions so that they can function as intended. He stated that he hoped a subcommittee or working group could examine this issue in a timely way.

Mr. Schroder concluded his comments by thanking the Town Council for their time and continued service to the Town.

#### VI. COMMITTEE COMMISSION AND BOARD REPORTS – None.

#### VII. COMMENTS OF TOWN COUNCILORS

Councilor Barnes noted his comments at the Town Council's January 14, 2026 meeting regarding the *Pledge of Allegiance*. He stated the *Pledge of Allegiance* was included on the Town Council's Agenda for the following reasons: (1) To come together as a community to make a commitment as a group regardless of their party; and (2) The Agenda provides the opportunity to share comments about what was happening in the world separately from the *Pledge of Allegiance*. He asked that Council Members to consider doing that during the afforded comment period. He concluded his comments by asking for just a few moments that all nine Council Members join in reciting the *Pledge of Allegiance* and their commitment to their country and not a political party.

Councilor Brunelle addressed her decision not to stand and recite the *Pledge of Allegiance*. She stated that she did not sit down because she was against their country or because of her political party. She stated that she sits down because she did not want to say the lines "*For Liberty and Justice for All*" when they were not being upheld. She stated another man died this week, noting on January 7, 2026 Renee Good died; and on January 24, 2026 Alex Pretti, an American citizen who was working as intensive care nurse for the United States Department of Veterans Affairs was killed. She stated that there has been no investigation into the two Immigration Custom Enforcement (ICE) Agents Jesus Ochoa and Raymundo Gutierrez. She stated that this was not "*Liberty and Justice for All*". She read a statement from Mr. Rogers as follows: "*Loving Yourself and Loving your Neighbors*", "*You know, the toughest thing is to love somebody who has done something mean to you. Especially when that somebody has been yourself. Have you ever done anything mean to yourself? Well it's very important to look inside yourself and find that loving part of you*".

Councilor Thompson stated as he attempted to articulate at the Town Council's January 14, 2026 meeting, that you can love something and be disappointed in it. He stated those were not mutually exclusive concepts. He stated that he loved his country, noting that he grew up saying the *Pledge of Allegiance* each morning at the start of the school day. He stated that he did not understand that there could be such an active and frequent betrayal of what the words in the *Pledge of Allegiance* stand for. He noted as Councilor Brunelle mentioned since the last Town Council meeting that following has occurred:

- A man was shot ten times for trying to assist a woman who had been knocked down by a very aggressive, heavily armed, poorly trained, and poorly regulated Police Force.
- A small child was used as bait to lure their parents out of their house, noting that the child has been sent off to who knows where.
- An Immigration Custom Enforcement (ICE) Agent was recorded on camera saying to a peaceful protestor "*If you raise your voice to me I will erase your voice*".

Councilor Thompson stated that he was having trouble rationalizing what line within the *Pledge of Allegiance* supported these things. He stated that he did not sit down during the *Pledge of Allegiance* because he hated his country, he stated that he was sitting down because he loved his country. He stated what they were seeing right now was not what this Flag and the *Pledge of Allegiance* stands for.

Councilor Garcia-Irizarry stated as we all have seen in news and other sources, two American citizens have died at the hands of Immigration Customs Enforcement (ICE) Agents. There is a lot of despair and angst amongst many. There have been reports of American citizens that are Latinos and Native Americans that have been detained by ICE and only released when they were able to prove that they were US citizens. Last year, there was a case in Wisconsin of a grandmother from Puerto Rico that was talking in Spanish with her daughter and granddaughter. An ICE heard them and the three were detained and later released when they were able to prove that they were American citizens.

Councilor Garcia-Irizarry went on to state in September 2025, the Supreme Court said that U.S Immigration Officers could make investigative stops based on several factors such as apparent race or ethnicity, speaking Spanish, or speaking English with an accent. Based on this ruling any US citizen with those characteristics can be stopped and asked to prove that they are legally here in this country. She stated because of her race and ethnicity, and because she speaks Spanish, and because she speaks English with an accent that she could be stopped and be required to prove that she was a US citizen. She stated that she was a 4th Generation American, noting that her family has been US citizens for almost 110 years, longer than some politicians in this country whose legal status was never questioned. Meanwhile, she stated that her immigration status as well as her husband, her kids can be questioned. She stated the Supreme Court was saying that Americans should look and speak a certain way and anyone that deviates from those looks and way of speaking were not how Americans should look. She stated that being of a certain race or ethnicity means that as an American she does not get to enjoy the same rights and benefits that others do; and that she has been told by some that she should be okay with that.

She stated when she expressed this to a former Board of Education member and candidate during the last election, his answer was the following: *“Available data showed that: (1) The vast majority of homicides involving Hispanic victims in the US were committed by 84% of other civilians - primarily other Hispanics - not police or other races; and (2) Intimate partner violence & community violence account for the largest share of overall deaths in the Hispanic community. So stop being scared of the police or other races by listening to liberal fake media and you need to be more worried about walking through a Hispanic community. If you don’t believe me just do a little research before you take your next vacation.”* Councilor Garcia-Irizarry stated that this resident didn’t only double down on his comments; he also made a similar claim regarding Black people noting that they said: *“54.2% of all homicides are most frequently Black or African American accounting for 54.2% of cases where race is known. Furthermore, Black males aged 15-24 & 25-44 have the highest homicide rates by a substantial margin”, so I guess stating facts is racist but blaming whites & police who are minimal isn’t.”*

Councilor Garcia-Irizarry stated that she would like to explain a few things to this resident and anyone else that thinks like him. She stated that Puerto Ricans have been US citizens for almost 110 years, noting in 1898, the United States of America was at war with Spain in what was called the *Spanish-American War*. She stated that Spain gave its sovereignty over Puerto Rico to the United States of America; noting in other words, Puerto Rico was part of the War’s Bounty. She went on to note in 1917, thanks to the Jones Act, that Puerto Ricans were granted US Citizenship; which was almost a 117 years ago. She stated the main language in Puerto Rico was Spanish and they speak English with an accent because that’s usually what happens when people speak multiple languages, and didn’t grow up speaking that 2nd, 3rd, or 4th language.

Councilor Garcia-Irizarry addressed the resident’s comment that she mentioned regarding statistics noting the following: (1) In Puerto Rico, almost a 100% of the crime was Hispanic on Hispanic because the population is almost 100% Hispanic; (2) If they go to a rural community in which the population is almost 100% white, the statistics would say in that community most of the crime was white on white. She stated the thing about statistics and other scientific data was that in itself that it does not tell you anything. The data has to been

interpreted and conclusions have been derived from it. She stated if one only sees the race and the ethnicity of a community as problem, that to put it politely, they have certain biases, noting that other factors such as social, economic, mental health, and educational do not even cross the minds of some. She stated being from one race or another; or one ethnicity or another was not the cause of crime.

Councilor Garcia-Irizarry stated the resident she mentioned was not the only one she has heard these types of comments from. She stated that a former Town Council Candidate told her that she should be okay with her citizenship being questioned because she had an accent. She noted that another resident basically equated her life to the value of a car, noting that the resident stated: *“If police were looking for a suspect connected to a crime and the description included the make and model of her car, that she might be stopped simply because she drove that type of vehicle.”* Councilor Garcia stated that human beings were not cars, noting that the Police might stop you because of the looks of your car, which was a material object that could be replaced, stating that material things do not have feelings or dignity. She stated when you specifically get stopped by ICE in cases where there were no indications at all that you might be an undocumented immigrant, then what is the reason for the stop? After all, the Supreme Court says that her looks make her a prime candidate to be questioned.

Councilor Garcia-Irizarry shared a story noting that years ago, she traveled from San Diego, California to Tijuana. She stated while going through immigration a British lady ahead of them was told by the Immigration Officer to keep going without asking her to see her papers; or asking her any questions at all, noting that he just looked at her and said keep going. She noted the British lady was not a US citizen, but that she and her friends, who were US citizens were stopped and questioned. She stated during the questioning, the Immigration Officer asked them what they were doing in California to which they responded that they were at an American Chemical Society Conference. She stated the Immigration Office responded to them saying that his advice was not to cook any drugs in their basement. She stated the British lady that was not a US citizen was treated with more dignity than she and her friends were.

Councilor Garcia-Irizarry continued by stating that her Uncle was drafted for the Vietnam War and not only did he do his mandatory duty back then, but he also volunteered to go on a second tour, during which he did not come back alive to his family. She stated that her Uncle did not sacrifice his life so his family was told that they should be okay with being targeted due to their looks and that they should be okay with it. She stated that you would think that 20 years later, things would be different. However, she stated that they were not. She stated that she has been told that she should be carrying her passport everywhere she goes and that her sons should be carrying their passports and documents with them at their Middle School and High School; and that they should be willing to do this even though others do not have to.

Councilor Garcia-Irizarry explained that Puerto Ricans were Hispanic/Latino stating that being Hispanic was not a race; that it was an ethnicity. She stated that Hispanics were white, brown, black, and many other shades in between. She stated that families have members of all colors and heritage from almost everywhere in the world. She stated if anyone was interested, that she could show them her Ancestry DNA results. She stated that they were living in times in which empathy was becoming harder and harder to find. She stated that some people were okay with others being killed just for protesting or helping another human being to get up from the floor after being pushed violently to the ground.

Councilor Garcia-Irizarry stated that the question for everyone today was: *“Are we okay with asking citizens that look a certain way to carry their passports everywhere they go so they can prove to others that they were citizens; and what else were they going to be okay with tomorrow?”*

Councilor Lamb commented on the following:

- The events that were occurring in the Country today – Councilor Lamb stated that his wife was an immigrant that came to the United States and went through the process to become a US Citizen, noting that the process took about 15-years. He stated that he concurred with Councilor Garcia-Irizarry’s comments. He stated being in the community of Massachusetts,

and Connecticut that there were a lot of partially papered and undocumented immigrants. He stated over the past 25-years he has been involved with this community in helping with housing, furniture banks, reading legal documents, find sacred spaces, driving them to hospitals, and English as second language classes. He stated that residents could get involved with helping the immigrant community and that he could help others connect with people to have these types of conversations. He noted as he has stated at past meetings that if they continue to let the people on the hard right and hard left to drive the conversation that the people in the middle who can empathize and work with each other was where they needed to be.

- Potentially separating the Planning & Zoning Commission into two separate Commissions – Councilor Lamb stated that he would like to see Chairman St. Vil assign this initiative to one of the Town Council’s Subcommittees to look into.
- Spicer Homestead Ruins Motion – Councilor Lamb stated at the Land Use/Planning/Public Works Committee’s January 5, 2026 meeting the Committee unanimously approved the following:

*MOTION to recommend the Town Council appoint the Ledyard Historic District Commission to conduct a study of the proposed Spicer Homestead Ruins and follow all steps in accordance with Connecticut General Statutes; Chapter 7a; Section 7-147 (q) “Procedures for Establishing a Historical Property”.*

Therefore, Councilor Lamb questioned the process, stating that it was his understanding that the Motion would be included on the Town Council Agenda for the nine members to discuss. He stated that he would like some clarification regarding the process.

- Ledyard Fair – Councilor Lamb stated in early March there would be a Kick-Off Meeting to look at establishing a 501(c ) non-profit status and bylaws, noting that this would be a non-partisan effort and an opportunity for everyone to come together. He stated that his intention was to be a facilitator, noting that eventually they would have a Ledyard Fair Board.

Councilor Parad commented on the following:

- Recent snowstorm – Councilor Parad stated the January 18 – 19, 2026 snowstorm was a block buster. She thanked the Public Works Department for their work to plow the roads; and that she was thankful that the School Superintendent cancelled school for two-days and their children were home and safe.
- Federal Health and Human Secretary – Councilor Parad stated at the Town Council’s January 14, 2026 meeting that she alluded that there was be a divide between what the Federal Government Center for Disease and Control (CDC) was pushing, versus the Medical Society’s Publications. She stated as a Medical Doctor she would suggest that the public follow the advice of the Medical Society, American Academy of Pediatrics, American Academy of Family Physicians; and not the advice of the CDC. She stated that their Federal Health and Human Secretary does not take science seriously; and therefore, it was important that they listen to the doctors and nurses that were doing the work.
- The events that were occurring in their Country today – Councilor Parad noted the personal stories that Councilors have shared this evening. She stated when she was a kid that she put herself in the shoes of Anne Frank and the people around her, noting that she imagined herself as every single person at that time. She stated that she imagined what she would have done if she was a German citizen, or if she was in Amsterdam, or what she would do if she was Jewish. She noted that she did not grow up Jewish, that she married into it. She stated this was a time for them to look at where they were, stating that they were now in those times. She stated that some may say that the comparisons were a stretch, but that they were not. She stated if they looked at what Hitler and the Schutzstaffel (SS) were doing; that today President Trump and the Immigration Customs Enforcement (ICE) Agents were doing the same thing to our citizens. She stated that she was a Veteran and that she does stand for the *Pledge of Allegiance*, but that she felt the same way her fellow Councilors feel, noting that she does it out of habit. She stated that she supported those who wanted to exercise their rights of Free Speech, noting that the Second Amendment was now up for question.

Councilor Buhle commented on the following:

- January 18 – 19, 2026 Snowstorm – Councilor Buhle stated she measured 14 inches of snow, noting that her husband and neighbors helped clear some of their neighbors driveways, stating that she was sure that this occurred in neighborhoods across the State. She thanked the Public Works Department for their work to plow the roads, noting that the storm went on for 48-hours. She also thanked anyone who went above and beyond to help a neighbor. She stated that was what Mr. Rogers was about “*Won’t You Be My Neighbor*”. She stated it was not just about helping people who look like you, or talk like you, or act like you, or vote for who you vote for. She stated that it was about recognizing that your neighbor may need some help; and that was the attitude that they all need to take.
- The events that were occurring in their Country today – Councilor Buhle stated being a great neighbor was not enough, noting that they have to do what they can to help their community. She read the following quote: “*The World is a dangerous place to live, not because of the people who were evil, but because of the people who do not do anything about it*”. Therefore, she stated when they see things that make them uncomfortable, angry, or frustrated that they speak-up. She stated that what they allow becomes their standard, and therefore, it was important that they speak-up. She stated by allowing others to erode the rights that so many in our families have fought for, that Councilor Parad and Councilor Barnes fought for, and her husband who was currently serving for. She stated that these were rights they were afforded to people in America. She stated when they start eroding those rights, that they have nothing, noting that they used to be so proud of their freedoms as Americans. However, she stated now they were not allowed to help people in the street, or allowed to question things. She stated that it was important that they continue to speak up and say “*This was not Okay*”; and “*It was okay to be unhappy with what they thought they had voted for*”. She stated it was okay to be unhappy and that they should be able to go to the street and hold a sign and not hurt anyone. She stated that Protest was a right that they were guaranteed in their Constitution, noting that they were allowed to be mad at their Government. She concluded her comments by stating that she was disgusted by her Government.

Chairman St. Vil noted the comments of his fellow Councilors this evening regarding the events that were occurring in their Country today. He stated that some folks would distance themselves from what was going on in the Federal Government. He stated that some have said that the “*Powers that Be Operate in D.C.*”; without understanding that the *Powers that Be* were setting up an environment where things were being allowed to happen, and therefore, it was okay to treat others different because of their immigration status, because of the color of their skin or the money in their bank account. He stated when he was growing up he saw how his Father was treated differently, noting that he was an immigrant. He stated that his Father would tell him “*There was no other country like America*”. However, he stated there was a disconnect, because his Father would come home from work and tell his Mother that he was called a “*Token*”; or that he was called the “*N*” word; and it was okay. He stated that his Father would advocate for himself, and he would work harder, but nonetheless, nothing changed; and that his Father continued to tell him : “*There was no other country like America*”. Chairman St. Vil stated it was not right to continue to disconnect themselves from the actions of the people in the Federal Government. He stated they had to stand-up and they have to say something now because there were folks in their community that were doing things to people in their community, that were similar to the things that were done to his Dad. He stated that they think it was okay because *the Powers that Be in Washington D.C.* have given them the environment for it to be okay. He stated that he agreed that they needed to protest, and that there would be some who choose different ways to voice and express themselves, noting that this defiantly needed to happen. He stated that Fredrick Douglas stated: “*If there was not struggle there was not progress. Power concedes nothing without demand. It never did and it never will*”.

#### VIII. REVIEW AND APPROVAL OF PRIOR MEETING MINUTES

MOTION to approve the following Town Council Minutes:

- Special Minutes of January 14, 2026
- Regular Minutes of January 14, 2026

Moved by Councilor Buhle, seconded by Councilor Garcia-Irizarry

VOTE: 8 – 0 Approved and so declared



IX. COMMUNICATIONS

Chairman St. Vil noted that a Communications List has been provided on the meeting portal for tonight's meeting, and she noted there were referrals were listed.

X. COUNCIL SUB COMMITTEE, LIAISON REPORTS

Administration Committee

Councilor Garcia-Irizarry stated the Administration Committee met earlier this evening noting that they discussed the following: (1) Proposed "*Ordinance Establishing a Town of Ledyard Code of Ethics and Ethics Commission*"; (2) Res#001-2023/Feb 22 "*Resolution Establishing Administrator Department Head Benefits*"; (3) "*Resolution Establishing an Ad Hoc Committee to Develop Process for Capital Improvement Building Projects*" which would be presented that the Town Council's February 11, 2026 meeting; and (3) New Appointments – Permanent Municipal Building Committee (PNBC); Beautification Committee, and Sustainable CT Ad Hoc Committee.

Community Relations Committee for Diversity Equity & Inclusion

Councilor Brunelle stated the Committee would be meeting on January 29, 2026.

Finance Committee

Councilor Buhle noted the Finance Committee had a few items on tonight's agenda that they would discuss later in the meeting. She stated on February 4, 2026 the Finance Committee has scheduled two meetings as follows: (1) Regular Meeting at 5:00 p.m.; and (2) Special Finance Committee between the Town Council and Board of Education at 5:30 p.m. She also noted that the President has signed the Congressionally Spending Grant, noting that Ledyard would be receiving the grant funding in the amount of \$229,000 to replace the Ledyard Dispatch Emergency Communications CAD/RMS System.

Land Use/Planning/Public Works Committee

Councilor Thompson stated the LUPPW Committee's next meeting was scheduled for February 2, 2026.

Chairman St. Vil addressed Councilor Lamb's request for clarification regarding the Land Use Planning/Public Works Committee's Motion regarding the Spicer Homestead Ruins; that he talked about during Councilor Comments earlier this evening. Chairman St. Vil stated that last night he spoke with Councilor Lamb, who sponsored a draft motion to appoint the Historic District Commission as a Historic Properties Study Committee under CGS §7-147q.

Chairman St. Vil stated that he wanted to be transparent with everyone about why that proposed motion from the Land Use/Planning/Public Works Subcommittee regarding the Spicer Homestead was not on tonight's agenda. He explained as Town Council Chairman that he was responsible for managing the Town Council's order of business and ensuring that matters brought before the Council were orderly, procedurally sound, and ready for action. He noted that *Robert's Rules of Order* recognizes that the presiding officer manages the order of business and helps ensure that the Town Council acts deliberately and with sufficient information before it. He stated in this case, that he believed additional clarity was needed before the Town Council acts.

Chairman St. Vil stated to be clear, that he agreed that CGS §7-147q was the appropriate statutory framework for a single-site historic property, and he agreed that the Spicer Homestead ruins meet that definition. He stated that this was not a disagreement about the statute or the objective. He stated that his decision was about the timing and clarity; specifically, whether the Town Council had enough information to act responsibly tonight.

Chairman St. Vil went on to state under §7-147q, that once the Town appointed a Historic Properties Study Committee; including the appointment of the Historic District Commission to that role; that the Town would initiate a formal statutory process. He stated that process included required study elements, transmittal of materials to the state and local commissions for comment, public notice requirements, a public hearing, and the potential for a future ordinance establishing boundaries for a historic property. He stated at this point, there were several foundational questions that he believed should be clearly understood before the Town

Council takes that formal step. He noted for example, the Town currently had a Survey defining the Spicer Homestead site at approximately one-acre. However, the Land Use/Planning/Public Works subcommittee materials reference a larger area, closer to four-acres, and after reviewing the discussion, that he was not yet confident that the Mayor's Office and Town Staff were aligned on that revised boundary. He stated under §7-147q, that the Study Committee's Report must include a map showing the exact boundaries of the proposed historic property, and the statute does not expressly limit those recommendations to an existing survey unless the Town Council clearly sets that scope. He stated that this raises the following reasonable questions for the Town:

- Is the intent that the Study be limited to the Surveyed Parcel?
- If so, how is that intent clearly reflected in the motion?
- And if a broader boundary were recommended, what would that mean for the Town as property owner — practically, financially, and procedurally?

Chairman St. Vil went on to note that there were also questions of process and sequencing — specifically, what obligations were triggered for the Town once §7-147q was formally invoked, and whether the Town Council was comfortable initiating that Statutory Process without first addressing the scope and boundary considerations. He stated because those questions have not yet been fully addressed, that he decided not to include the motion on tonight's agenda. He stated this decision was not a judgment on the substance of the proposal. He stated that it was a determination that additional clarity would help the Town Council act deliberately and with a shared understanding of the potential risks and implications. He noted that the Land Use/Planning/Public Works Committee Chairman indicated an intent to meet with the Subcommittee next week to work through these questions and return with a recommendation that clearly addressed the scope, boundaries, and the Town Council's intent. He stated that once those questions were resolved; that he fully expected the item to return to this Town Council for consideration. He stated until then, he believed it would be premature to act this evening.

### **Liaison Reports**

#### **Water Pollution Control Authority**

Councilor Thompson stated the WPCA met on February 27, 2026 and discussed the following: (1) Whether Groton Utilities fulfilling their Contract; (2) New Role for an Administrator to oversee Groton Utilities; (3) Water Rate may increase by 10% - 15% in the upcoming Fiscal Year 2026/2027.

#### **Board of Education**

Councilor Garcia-Irizarry noted that she was no longer the Board of Education Liaison, however, she noted that the Board of Education met on January 13, 2026 and reviewed the School Superintendent's proposed Fiscal Year 2026/2027 Budget. Councilor Barnes noted at the Town Council's January 14, 2026 that he reported on the Board of Education's proposed budget for the upcoming fiscal year.

Chairman St. Vil noted in reading the Day Newspaper that adjacent towns Board of Education budgets for Fiscal Year 2026/2027 were coming in at 4.7%; noting that one town was at 7.85%. He stated Ledyard's Board of Education proposed Fiscal Year 2026/2027 was coming in at 3.48%; noting that this was a big delta from what other towns were seeing.

#### **Agricultural Commission**

Councilor Lamb noted the Agricultural Commission met on January 20, 2026 and addressed the following: (1) Elected Officers as follows: Chairman Bruce Gartska; Vice-Chairman Michael Marelli; Treasurer Russell Holmberg; and Recording Secretary Allyson Angelini; (2) Quarterly Joint Land Use Meeting was scheduled for April 21, 2026.

#### **Historic District Commission**

Councilor Lamb stated the Commission's January 19, 2026 meeting was cancelled due to the snowstorm. However, the Commission continues their work on their proposed Fiscal Year 2026/2027 Budget and their projected Capital Expenses.

Councilor Parad stated that she did not have a Liaison Report for tonight. However, she would like to recognize residents Mr. Drew Chapelle and Ms. Karen Austin, who were in attendance this evening. She stated these community members were working on the *Primary Care For All Americans Movement*. She stated they were taking the information from the National Level and working to bring it to their town. She thanked them for their working, noting that they could use some help.

Chairman St. Vil stated that due to some scheduling conflicts he was making the following adjustments to the Liaison Assignments:

| Committee         | Current         | New              |
|-------------------|-----------------|------------------|
| Conservation      | Councilor Barns | Councilor Lamb   |
| Ledyard Fire Dept | Councilor Buhle | Councilor Barnes |

XI. MAYOR’S REPORT

In Mayor Allyn’s, III, absence Councilor Buhle read his Report as follows: (1) Snowstorm – January 18 – 19, 2026 – This snowstorm hit the town hard, budgetarily. The cost was \$50,000 of which \$31,000 was for Overtime, this was 20% of budgeted total. This year, more than 98% winter operations have occurred on overtime; with 75% of that being double time. Councilor Buhle added that this was because the storms have been occurring on weekends and holidays. Mayor Allyn’s report noted the January 25, 2026 snowstorm on Sunday was another long duration event, which ate up another \$40,000 of the Winter Operations Budget, and that they were watching for possible a Nor’easter this coming Sunday; which was expected to be another long-duration Sunday event expected. Therefore, the Fiscal Year 2025/2026 Winter Operations Budget was exhausted. *Public Service Announcement #1: Shoveling or snow blowing into streets was prohibited;* (2) Fiscal Year 2026/2027 Budget Preparation – The Departments submitted their proposed Budgets on January 20, 2025. Meetings with Department Heads began today during which each line of every budget would be reviewed along with the Department Heads justification; (3) Retirement Board January 20, 2026 Meeting - The Board recommended a \$750,000 contribution to Pension Fund for Fiscal Year 2026/2027. The minimum amount suggested by the town’s Pension Professionals was \$697,794. Ledyard’s Pension Funds were 90%+ funded (excellent position); (4) Southeastern Connecticut Council of Governments (SCCOG) has approved Ledyard’s \$3.2M Local Transportation Capital Improvement Projects (LOTICIP) Grant for the 2<sup>nd</sup> Lantern Hill Road Bridge. This was one of the Town’s Connecticut Institute for Resilience and Climate Adaption (CIRCA) Flood Mitigation Zones. The approved Plan was now headed to the Connecticut Department of Transportation (CONNDOT) for a final design approval and/or comment; (5) Driving during Inclement Conditions/ Winter Driving Cautions – *Public Service Announcement #2 : Slow down, start braking early, etc. Despite Public Work’s efforts and large amounts of road salt, in extreme cold, the salt does not cause the melting reaction that occurs at 20+ degrees. This means slick spots on the roads would remain until some level of warming occurs.*

**Questions to the Mayor:** None.

XII. OLD BUSINESS – None.

XIII. NEW BUSINESS

Councilor Parad questioned during New Business this evening whether they could discuss an email they received from a resident today, who had a significant injury while sledding.

Chairman St. Vil stated that he would entertain the discussion that Councilor Parad has requested.

Councilor Parad stated that she was very alarmed that people were sledding in a very dangerous way on their public property; noting that people were building ramps to

sled off. She stated that someone who was just planning to sled down the hill; and did not plan to sled off a ramp, sled off a ramp that someone else built and ended up with a spinal fracture. She stated the resident was requesting the town consider putting up a sign to ban people from putting structures out there. Councilor Parad stated that she thought the resident's request was reasonable, noting that she did not like to see unsafe things happening on their lands.

The Town Council discussed the situation Councilor Parad described as follows:

Chairman St. Vil stated the Middle School Property was under the cognizance of the Board of Education. The email was forwarded to Board of Education Chairman Jennifer Reguin. The Mayor also responded to the email stating that he would forward it to School Superintendent Jason Hartling.

Councilor Buhle stated while she agreed with the request to post signage to prevent others from building ramps and surprising parents, that it would be difficult to enforce, because kids were going to build ramps for them and their friends to snowboard down, because they were kids and they do not see the harm in it. She suggested signage designating areas for ramps and designating areas for no ramps. She also suggested posting a sign that said, "*Sled at your own risk*". She stated that it was an unfortunate situation that someone was injured. She stated short of banning the most popular hill in Ledyard for sledding; there was really not a good solution. She stated that she agreed that this was a Board of Education issue.

Councilor Lamb stated that a sign would help to minimize liability. He stated they should officially be *On the Record* saying "*No Ramps*". He stated that there should be people who monitor and if they see ramps that the ramps should be destroyed to make sure there were no dangerous situations.

Councilor Thompson stated that he was shocked when he read the resident's email today about spending time in the hospital, the recovery process, and especially the part when she said, "*Thank God her child was not hurt*". He stated he agreed with Councilor Lamb's comments regarding the question of liability; and the effectiveness of the sign being a deterrent.

Chairman St. Vil suggested they take action on Councilor Parad's highlight this evening. He asked Councilor Barnes, in his role as Board of Education Liaison, to publicly and proactively state what the occurrence was and ask for the Board of Education to keep him informed on how they adjudicate or disposition it. He also asked Councilor Garcia-Irizarry, in her role as Parks & Recreation Liaison, to talk with the Parks & Recreation Director about the situation that occurred on school property; and ask for his recommendation and how they handled people getting hurt at their parks. He stated this would address Councilor Lamb's concern to get the right people engaged; and understanding the implications of signage. He asked that Councilor Barnes and Councilor Garcia-Irizarry report back to the Town Council at a later meeting.

Councilor Parad stated the reasons she thought this situation needed be discussed this evening was because it was still the middle of winter; that this was something that could happen again next week, with the next snowstorm.

Councilor Barnes stated that generations of Ledyard residents have been sledding down the Middle School hill because it was probably the best hill in town, and he noted that there were natural dangers that come with sledding. He stated that they do not want to be the "*Fun Police*"; and that they should make it clear that the Middle School hill was not insignificant. He stated it was his understanding that this matter has been shared with the Board of Education; and that as the Board of Education Liaison, he would ensure that they get their input on what the next steps were.

Councilor Barnes went on to state as members of their community that they all have a duty to act. He stated if someone was around and they observe an unsafe condition, that they should make people aware. He stated it was wonderful that parents were sledding with their children, and that they should not have situations where people were getting injured doing something that should be fun and safe. However, he stated that sledding comes with inherent dangers. He stated that there would be more injuries and that he hoped they could prevent the more significant ones.

Administration Committee

1. MOTION to appoint the following Temporary Members to the Permanent Municipal Building Committee (PMBC) to serve as Representatives for Board of Education Projects, in accordance with Ordinance #100-015 (Rev. 1) *“An Ordinance Establishing A Permanent Municipal Building Committee for the Town of Ledyard:*
- Mr. Branden Graber (R) 42 Church Hill Road, Ledyard
  - Mr. Alex Fritsch (D) 1 North Wind Circle, Ledyard

Moved by Councilor Garcia-Irizarry, seconded by Councilor Brunelle  
Discussion: Councilor Lamb stated as a former member of the Board of Education that he worked with Mr. Graber, noting that has been serving as the Board of Education’s Facilities Committee Chairman. He stated that he also got to know Mr. Fritsch, noting that he was a detailed person, stating that he has worked on the Schools Safety and Security. He stated they were both great selections.

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

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| RESULT:   | APPROVED 8 – 0   |
| MOVER:    | Carmen Garcia-Irizarry, Town Councilor.                                  |
| SECONDER: | April Brunelle, Town Councilor   |
| AYES:     | Barnes, Buhle, Brunelle, Garcia-Irizarry, Lamb, Parad, St. Vil, Thompson |
| EXCUSED:  | Ryan   |

Finance Committee

2. MOTION to authorize the over expenditure of winter operations budget accounts 10140103-51815 (Snow Overtime), 10140103-58300 (Employee Reimbursement), and 10140107-56301 (Salt and Sand) due to higher-than-normal winter operation’s needs.  
Moved by Councilor Buhle, seconded by Councilor Thompson  
Discussion: Councilor Buhle explained as mentioned during the Mayor’s Report, that most of this year’s snowstorms have occurred on weekends and holidays. Therefore, all Winter Operations budget lines were nearly depleted, noting that although they were not even at the 50% point of winter, that nearly 70% of the budget has been spent/committed. Therefore, she stated if they wanted to keep safe roads for the remainder of the winter that they needed to authorize the over expenditure of the Winter Operations Budget.

Councilor Lamb questioned what the recovery plan was; and the reason the Motion did not include a dollar amount that the Winter Operations would be over spent by. He questioned what the process was.

Public Works Highway Supervisor Joe Tillman explained the reason there was not a dollar amount to overspend the Winter Operations Budget by was because they do not know what the costs would be to get them to the end of this winter relative to both the cost of salt and the cost of labor; noting that 300 tons of salt would be delivered this week. He stated Public Works Director/Town Engineer Steve Masalin was very meticulous with the management of the Public Works budget, noting that he typically gives money back at the end of the year. He stated during the Fiscal Year 2025/2026 Budget process that the Sand/Salt line was reduced by \$30,000. He stated graphs were attached to the Agenda on the meeting portal and that they have not seen a graph like this year in many years.

Councilor Buhle noted that the Town Council has discussed Councilor Lamb’s question in the past. She explained the following two budgets were the only ones they do not include a dollar amount in the over expenditure request: (1) Legal Fees; and (2) Winter Operations, because they do not know what the total costs were going to be at year end. She went on to explain that the other reason they do not include a dollar amount to over spend the Winter Operations Budget was because if they authorize a dollar amount tonight and they get another snowstorm on Sunday, and another snowstorm on the following Sunday; and they get another snowstorm a few days later, that they would be back here every two weeks voting to over spend the Winter Operations Budget over and over again. She stated that she understood that Councilor Lamb was asking why they do not take funding from other budget lines within the Public Works Budget to cover what they expected to be the over expenditure, noting that was what they do in other businesses. However, she stated the reasons they do not request Public Works

Director/Town Engineer Steve Masalin to move money from his other accounts was because there were other Public Works expenses that still needed to happen; which was accounted for in those budget lines.

Councilor Buhle went on to explain that in some cases the town receives more revenue than budgeted from grants, interest earned on town reserve funds, transfer station fees, land use fees, etc. Therefore, she stated the additional revenues received along with using funding from other underspent accounts would be used cover the Winter Operations over expenditure and to smooth out the gaps. She noted as Mr. Tillman stated that Public Works Director/Town Engineer Steve Masalin was very meticulous with the management of the Public Works budget, and that he often has a surplus in other accounts that could help offset some of the overage in the Winter Operations Budget. She also noted during the Fiscal Year 2025/2026 Budget process that the Sand/Salt Line was reduced by \$30,000; because in prior years they had mild winters, and they did not need it; and because they were staring down a large mil rate increase. Unfortunately this year they were reminded of what a New England winter looked like.

Councilor Barnes stated that he agreed with Councilor Lamb's comments that when there was a request to over spend an account that they should establish a cap; which could be 100% of budget, 50% of budget, etc.; otherwise he stated what was the purpose of giving Departments a budget. He stated that he did not agree with nickel and diming this, meaning they approved an additional \$100.00; and now they had 2-inches of snow, and they had to come back for more money. He stated that they should approve a bold amount; however, they should set a limit. He stated that he had faith in Public Works that they would use the funding reasonably; but that the Town Council had a fiscal responsibility to ensure there was some oversight. He stated as the Motion was presented this evening that he would vote "No" without them providing a cap, noting the cap could be 200% of budget. He stated that they should put a cap on all over expended cases.

Chairman St. Vil stated that he like the discussion regarding the process; however, he stated that he did not think they had the right people in the room this evening to answer the process questions. He suggested they ask Finance Director Matthew Bonin and Mayor Allyn, III to explain the budgetary accounting of overruns. He stated in speaking with some Department Heads and the Mayor that they do have some flexibility within their department's budget to manage overruns. He stated the questions this evening were:

- (1) When do overruns come to the Town Council versus when the overruns were managed within the department
- (2) What was the cap to overspend the Winter Operations; before Public Works Director/Town Engineer Steve Masalin had to come back to ask for additional funding.

Chairman St. Vil stated that he thought they needed to have more facts before their next Town Council Meeting. He asked Administrative Assistant Roxanne Maher to send an email to Finance Director Matthew Bonin and to Mayor Allyn to obtain more information before their next meeting. Ms. Maher explained that Public Works Director/Town Engineer Steve Masalin was currently out of the country and he has gone out of his way to get this request on tonight's agenda, noting that he was looking for approval to over spend the Winter Operations this evening because there was another snowstorm predicted for Sunday. Chairman St. Vil stated that the Councilors were not questioning the need, noting that they were questioning the process.

Councilor Buhle stated as she previously mentioned this evening, there was only two budget categories that the Town Council allowed an unrestricted expenditure: (1) Winter Operations; and (2) Legal Fees; noting that these were two things that protect their town. She stated every town in the State was having the same problem regardless of what they budgeted. She stated while she loved the recommendation to set guardrails that they had a responsibility to protect their residents, and she noted that Public Works was working hard to make sure their roads were clear so emergency vehicles could respond to calls, residents could get to work, and the kids could go to school, etc.

Councilor Brunelle stated legally they had to plow the roads, or the town would be sued; or people would die. She stated no matter what, that it had to be approved; and this was not something that they had to control or micromanage.

Councilor Garcia-Irizarry addressed the process, stating that each Department had a budget; and at the end of the year some departments had some money remaining. She stated it was her understanding that the funding that was not used would go into the Undesignated Fund; and that the over expended budgets would then be funded by the Undesignated Fund. Councilor Buhle stated that Councilor Garcia-Irizarry’s comment regarding the process should be addressed by Finance Director Matthew Bonin. However, she stated that she believed all of the over expended accounts would be balanced out before the end of the fiscal year. She stated that they could not pull funding from the Undesignated Fund. Administrative Assistant Roxanne Maher stated a Town Council action would be required to transfer funding from the Undesignated Fund.

Councilor Lamb stated that his question was regarding process and how they would adjudicate the over expenditure, not whether they should approve additional funding for the Winter Operations Budget. He stated that he agreed with Chairman St. Vil that they needed to talk with Finance Director Matthew Bonin, noting that there may be a process in-place, but the Town Council may not understand what that process was.

Councilor Buhle stated that she understood Councilor Barnes’ concern regarding what the Winter Operations over expenditure would look like. Therefore, she stated because funding Winter Operations was not optional, that she offered to work with Public Works Director/Town Engineer Steve Masalin and Finance Director Matthew Bonin to provide a Report for the Finance Committee to review at each of their meetings to track the expenses, so that they know where they stand, come the end of the year. Councilor Barnes stated that he would be comfortable with receiving regular updates regarding the over expenditure of the Winter Operations Budget. Public Works Highway Superintendent Joe Tillman stated that Mr. Masalin does a great job with tracking the expenses noting that he could provide them with a daily update if they would like, that was how on top of their expenses Mr. Masalin was.

The Town Council and Public Works Highway Superintendent Joe Tillman continued to discuss the Public Works Winter Operations as follows: (1) 300 tons of salt cost \$30,000; (2) the plow trucks have equipment that reads the road temperature and how much salt should be put down, (3) Public Works provides the salt to the Board of Education for their parking lots. The Board of Education plows the parking lots for their facilities; (4) Public Works Highway

Crew consisted of 19 employees that perform the snow removal for all of the town roads, all the town buildings, all town properties, and the Transfer Station, (5) Mechanics take care of all of the town’s vehicles, police vehicles, Board of Education vehicles, Parks & Recreation vehicles; as well as the Town of Preston’s fleet; (6) Equipment – Mr. Tillman noted due to the last storm that two trucks that went down. He stated the Mechanics were able to replace the transmission in their 30-year old truck, and handled some repairs on the second truck, noting that they completed the work on Friday afternoon at 3:30 p.m. before last weekend’s snowstorm. He stated the trucks ran during the full duration of the last storm. Mr. Tillman stated years ago the Highway Crew consisted of 25 employees, noting that they were now down to 19 employees stating that they were short staffed.

Chairman St. Vil asked that Mr. Tillman carry back the message to Public Works Director/Town Engineer Steve Masalin, and the whole Department that the Town Council appreciated their hard work to take care of their roads.

VOTE: 8 – 0 Approved and so declared

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| RESULT:   | APPROVED87 – 0   |
| MOVER:    | Jessica Buhle, Town Councilor.   |
| SECONDER: | James Thompson, Town Councilor   |
| AYES:     | Barnes, Buhle, Brunelle, Garcia-Irizarry, Lamb, Parad, St. Vil, Thompson |
| EXCUSED:  | Ryan   |

3. MOTION to authorize the transfer of the audited, unexpended balance of the Conservation Commission’s FY 24/25 operating budget in the amount of \$1,575 to the CNR Fund and increase the budgeted appropriation for account #21090305-58922 (Trail Maintenance) by the same amount in accordance with Ordinance #300-018 “*An Ordinance Establishing a Conservation Commission for the Town of Ledyard*”.

Moved by Councilor Garcia-Irizarry, seconded by Councilor Buhle

Discussion: Councilor Buhle stated that this item to transfer the Conservation’s year end surplus to their Capital Account to be used to maintain trails, which including the removal of dead trees, etc., was being done in accordance with Ordinance #300-018 “*An Ordinance Establishing a Conservation Commission for the Town of Ledyard* “; Section 5 Paragraph C. She stated that this was an annual housekeeping item.

VOTE:

8 – 0 Approved and so declared

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| RESULT:   | APPROVED87 – 0   |
| MOVER:    | Garcia-Irizarry, Town Councilor.   |
| SECONDER: | Jessica Buhle, Town Councilor  |
| AYES:     | Barnes, Buhle, Brunelle, Garcia-Irizarry, Lamb, Parad, St. Vil, Thompson |
| EXCUSED:  | Ryan   |

4. MOTION to authorize overspending Account # 0101-20-2050-20501-54300 (Ledyard Fire Company, Repairs and Maintenance) by an amount not to exceed \$8,000.

Moved by Councilor Buhle, seconded by Councilor Garcia-Irizarry

Discussion: Administrator of Emergency Services Steve Holyfield introduced himself to the recently elected members of the Town Council. He stated his role was to assist Gales Ferry Fire Chief Erhart and Ledyard Center Fire Chief Jon Mann manage their budgets and to advocate for them for these types of situations. He explained that during the course of normal preventative maintenance in late October, 2025, it was discovered that the springs on Ledyard Engine R-11 were nearing the end of their life. He stated that Chief Mann contacted three (3) authorized repair shops and obtained quotes for the repair. He noted the quotes ranged from \$7,981 to \$10,768.

Mr. Holyfield continued by explaining that the replacement of the springs on Engine R-11 would use 25% of the Ledyard Fire Repairs and Maintenance Budget, noting that this Account currently had an \$11,000 balance. He stated with the repairs to the springs on R-11 that the remaining \$4,000 balance would be of concern because there were still 5 months left in the fiscal year; and because they needed to keep the fire apparatus fleet running and repaired. He went on to note that all three vendors that provided quotes were included on the Town’s Fiscal Year 2025/2026 Standing Bid Waiver List.

Mr. Holyfield noted the Town Council’s discussion regarding Item # 2 on tonight’s Agenda regarding the process to overspend the Winter Operations Budget and he explained that he met with Finance Director Matthew Bonin to discuss the Ledyard Center Fire Department’s request to over spend their Repairs and Maintenance Account. He stated as they reach the end of the fiscal year that he may have some funding in various accounts such as the Firefighter Physicals Account, that could be used to offset this request to overspend. He went on to explain in the upcoming Fiscal Year 2026/2027 that he has requested higher budgets for equipment maintenance costs, because of their aging fleet.

Councilor Barnes noted that he was pleased to see the request to overspend Account # 0101-20-2050-20501-54300 (Ledyard Fire Company, Repairs and Maintenance) included a cap of \$8,000.

Councilor Lamb stated that he appreciated Mr. Holyfield’s comments that for the upcoming Fiscal Year 2026/2027 he would be requesting higher budgets to maintain things. He stated that he was hopeful that the Land Use/Planning/Public Works Committee would take on the initiative to work with Public Works Director/Town Engineer Steve Masalin; and Mr. Holyfield to do a true Long-Term Capital Plan that was visionary; so they could look at all of the Town Buildings, and Board of Education Buildings so that they could lay out a responsible, strategic plan.



Mr. Holyfield stated that the Fire Departments have a Long-Term Fire Apparatus Replacement Plan. He noted that when Ledyard needed to replace a fire truck that they have the funding available in their Capital Account to purchase the new piece of apparatus, noting that most town's bond the funding for the replacement of their fire apparatus. He also noted in the Fiscal Year 2025/2026 Budget that the Fire Apparatus Replacement Funding request was reduced by \$60,000; noting with inflation rates of 10%; 12%; 13% that they were not keeping up with their Capital Budget. He also noted that when they have a reduction in the budget they have asked for, that they were creating a huge impact going down the road. Councilor Lamb stated that he has seen the Fire Apparatus Replacement Plan; however, he stated that they need to have the Plan laid out as Phase I, etc., and how they were going to keep it going. Mr. Holyfield stated that the Fire Apparatus Replacement Plan was projected to 2049 for Fire Apparatus purchases. He stated that they were seeing a 3 – 4 year lead time for the construction of a fire truck to delivery. He also noted because of price gouging that there were some lawsuits at the national level with fire truck manufactures, explaining that the manufactures may have artificially bumped up the costs to gain a profit, knowing that there was a windfall coming from the Federal Government by way of the American Rescue Plan Act (ARPA) Funding that was released in 2020; and had to be fully expended by December, 2026.

Councilor Buhle stated if any Councilors have not seen Mr. Holyfield's Fire Apparatus Replacement Funding Plan that it was a fantastic spreadsheet. She stated that Ledyard was one of the few Towns in the State that fund their fire apparatus purchases with cash, and they do not go out to bond for them. She stated that this was very uncommon in municipal government, however, she stated that they could not continue to purchase their fire apparatus with cash, if they do not fully fund their Capital Projects. She went on to state that former Town Councilor Saccone suggested the town use the same funding process for all of their capital needs. However, she stated at a certain point they only had so much money; and they also had debt from previous year's projects that they were paying down. Therefore, she stated that it was difficult to plan for 20-years from now, while they were paying for 20-years ago at the same time.

Councilor Buhle continued by addressing the upcoming Fiscal Year 2026/2027 Budget Preparation and she stated not only was it important to accurately estimate their revenues; that it was equally important that they also accurately estimate their expenditures. She stated it was great to aspirationally say that they wanted their budget to come it at \$18,000; but in reality with an aging fleet that they needed to expect that there was going to be increases in repairs and maintenance costs.

Councilor Garcia-Irizarry questioned when the warranty started on new fire trucks. Mr. Holyfield stated that warranty started when the fire truck was delivered, and the town accepted the delivery. He explained when they need to replace a fire truck that the Fire Departments form an Committee to determine what they were looking to purchase. He stated the Committee would then travel to the manufacturer to visit the fire truck mid-production. He stated once the fire truck arrived in Connecticut the Committee would go through the fire truck to make sure everything was great. He stated at that time the Mayor would sign-off on the delivery of the fire truck and the warranty would begin. He stated many of the warrantees were lifetime on the frames and rails, ten years on paint, and the motor warranty would go back to the manufacture. He stated that Ledyard typically purchases Cummings Motors so the motor warranty would be company's standard warranty.

VOTE: 8 – 0 Approved and so declared

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| RESULT:   | APPROVED87 – 0   |
| MOVER:    | Jessica Buhle, Town Councilor.   |
| SECONDER: | Carmen Garcia-Irizarry, Town Councilor                                   |
| AYES:     | Barnes, Buhle, Brunelle, Garcia-Irizarry, Lamb, Parad, St. Vil, Thompson |
| EXCUSED:  | Ryan   |

5. MOTION to schedule a Hybird (in-Person and Video Conference) Public Hearing date for February 11, 2026 at 6:30 p.m. to receive comments and recommendations regarding a proposed *“An Ordinance of the Town of Ledyard Authorizing Avalonia Land Conservancy to Receive Property Tax Exempt Status As of the Date of Purchase of Real Property to be Preserved And Maintained As Open Space”*.

Moved by Councilor Garcia-Irizarry, seconded by Councilor Buhle  
Discussion: Councilor Buhle stated in accordance with Chapter III; Section 5 of the Town Charter the Town Council was required to hold a Public Hearing before the adoption of any Ordinance. She stated this item would set the Public Hearing date for February 11, 2026.

Councilor Buhle stated the proposed “*An Ordinance of the Town of Ledyard Authorizing Avalonia Land Conservancy to Receive Property Tax Exempt Status As of the Date of Purchase of Real Property to be Preserved And Maintained As Open Space*” would provide a tax exemption status for all of the open space property Avalonia Land Conservancy owned for the purpose of conservation.

Councilor Lamb stated that the Town has been giving Avalonia town-owned land for free; they have been giving Avalonia money from their Open Space Fund to help them purchase land; and now with the proposed Ordinance the town was going to pay the taxes on the properties by giving them a tax exemption on all of the properties Avalonia Land Conservancy owned. He stated that some of the land that Avalonia Land Conservancy has acquired was taxable-buildable land; and therefore, they were taking the land off the tax roll. He stated they should balance everything they do with their open space plan, economic development plan; and the impact to their residents that were on Asset Limited Income Constrained Employed (ALICE) spectrum.

Councilor Buhle explained that the proposed “*An Ordinance of the Town of Ledyard Authorizing Avalonia Land Conservancy to Receive Property Tax Exempt Status As of the Date of Purchase of Real Property to be Preserved And Maintained As Open Space*” would abate the taxes, noting that it would essentially reducing revenues. She went on to state that Open Space was obtained through parcels that aligned with the Plan of Conservation & Development (POCD). She noted as an example at the Town Council’s January 14, 2026 meeting they issued a Letter of Commitment to assist Avalonia with the purchase of 173-175 Stoddard’s Wharf Road, which was the land surrounding the *Kettle Hole* property. She stated that Avalonia Land Conservancy was looking to obtain parcels designed to help the Tri-Town Trail.

Councilor Garcia-Irizarry stated the town would save money by Avalonia Land Conservancy maintaining the properties and the trails, explaining that the town was responsible to maintain the properties; and therefore, they would not have include money in the budget to do that.

Administrative Assistant Roxane Maher explained that Connecticut General Statutes 12-81dd enables conservation properties to be tax exempt, with the adoption of an Ordinance by the Municipalities Legislative Body (Town Council).

VOTE: 8 – 0 Approved and so declared

|           |  |
|-----------|--|
| RESULT:   | APPROVED87 – 0   |
| MOVER:    | Garcia-Irizarry, Town Councilor.   |
| SECONDER: | Jessica Buhle, Town Councilor  |
| AYES:     | Barnes, Buhle, Brunelle, Garcia-Irizarry, Lamb, Parad, St. Vil, Thompson |
| EXCUSED:  | Ryan   |

General Items

Chairman St. Vil stated before they moved on to Item #6 that he wanted to provide an update regarding the Freedom of Information Act Complaint (FOIA) that was filed in the fourth quarter of last year with respect to how the Town Council, specifically himself, with how the proposed Ethics Ordinance was added to the October 8, 2025 Agenda. He stated although the Complainant requested an Expedited Hearing that did not occur. However, he stated in preparation for the Hearing that he, Mayor Allyn, III, and Administrative Assistant Roxanne Maher met with Attorney Jack Fassino on January 21, 2026 to discuss the case. He stated on Tuesday, February 10, 2026 Director of Education & Communications Russell Blair from the State of Connecticut Freedom of Information Commission would provide a Training regarding the Freedom of Information Act and its Guidelines. He noted that two sessions were scheduled as follows: 3:30 p.m. and 6:00 p.m.; and he encouraged the Town Council and Committee, Commission, & Board Volunteers to attend the Training.

6. Each Town Councilor to identify one priority to accomplish during 2026.

Chairman St. Vil asked each Town Councilor to identify one priority to accomplish during 2026.

- **Efficiency of Town Council Business/Meetings**

Councilor Barnes stated although he was only a part of the second part of the Town Council's two-year term that he observed that they had a number of special meetings; which may have been avoided if they had followed the appropriate protocol. He stated although he was not a *Roberts Rules of Order* expert that he would try to ensure that when the Town Council acted that they were doing so with the most efficiently. He stated that he would measure his success by seeing how many special meetings they had; and whether any of them could have been avoided.

- **Communication with Residents**

Councilor Brunelle stated her goal was to better facilitate communication between the Town Council and their citizens. She stated that she would like to organize casual Coffee Hours or Town Meetings to invite the public to talk about anything that was on their mind; and to listen what their citizens had to say. She stated that she would measure her success by whether she had more than three events that were well attended.

- **Green and Clean Economies- Sustainability**

Councilor Thompson stated when he was in Graduate School he wrote a paper that was published in the Southern Journal of Urban and Rural Policy. He stated the data supported that Clean, Green Cities created jobs and lead to happier communities by conserving public spaces, protecting wildlife, cleaning up Brownfields, looking at municipal recycling programs, net metering, looking at consumption by changing the lighting to LED lighting in

their public buildings, etc. He stated that there were some little things they could do as a town to make them more sustainable for the future. He stated that he would measure his success by looking at the Brownfield Clean-ups, quarterly looking at how utility bills have gone down for the average citizen over a 3, 6, 9, 12-month period.

- **Solar Farm, Composting, Shared Expenses**

Councilor Garcia-Irizarry noted that she had the following goals:

- ✓ Solar Farm – Councilor Garcia stated at the Town Council's December 10, 2025 meeting she talked with the Mayor about preparing and seeking Requests for Proposals (RFP) to lease the 15-acre former capped Landfill Property located at 889 Colonel Ledyard Highway, to be used as Solar Farm. She stated that it would generate electricity; and it would generate revenue for the town through leasing the property.
- ✓ Expand the Food Waste - Composting Program – Councilor Garcia-Irizarry stated instead of only having the Compost Bins at the Transfer Station that some towns have locked bins around their town that residents could open using an App. She stated the Compost Company such as Blue Earth or another Compost Company would pick up the bins on a weekly basis. She stated this would allow residents to drop off their food waste any time and would not have to depend on the Transfer Station to be open.

Councilor Garcia-Irizarry explained that Southeastern Connecticut Regional Resources Recycling Authority (SCRRRA) has been in the process to build a Compost Facility. However, she stated that they have been waiting for two-years for the State Department of Energy & Environmental Protection (DEEP) to give them a Permit.

- ✓ More Collaboration between the Town and the Board of Education – Councilor Garcia-Irizarry noted as an example that the Town shared the cost of the Street Sweeper with the Town of Preston, noting that each town’s shared cost was based on their road mileage. She stated she would like to see similar things done between the Town and the Board of Education to reduce expenses.

- **Town Charter**

Councilor Lamb stated that he had a number of goals. However, he stated the goal he would present this evening was to establish a Charter Revision Commission to specifically review Chapter VII “*Finance & Taxation*” Section 6 “*Annual Town Meeting*” paragraphs 3 & 4 which stated the following:

*Should the referendum on the budget refer the budget back to the Town Council, the Town Council shall reconsider the budget and present it for a second vote on the voting machines three weeks following the previous referendum.*

***In the event that the second referendum does not approve a budget; the Town Council shall adopt a final budget by the fourth Monday in June. Should both the referenda and the Town Council fail to adopt a final budget by the fourth Monday in June, the budget that was presented at the second referendum shall be deemed to have been adopted, and expenditures made in accordance therewith for the ensuing fiscal year.***

Councilor Lamb stated that he would like to take away the Town Council’s power to set the Annual Town Budget. He stated other towns just keep going back to voters until a budget was approved.

- **Primary Care for All Americans**

Councilor Parad stated that this was more of a long-term goal. She stated that the volunteers have been working on this initiative could use some help with conducting a Survey.

Chairman St. Vil suggested the Community Relations Committee for Diversity, Equity, & Inclusion talk about how they may be able to help with the Survey.

- **Grants, State Legislature, OLR Reports, Sustainability**

- ✓ Grants - Councilor Buhle stated that she has been a proponent for the town to seek grant funding. She stated that her success would be measured by the town applying for at least three grants this year for things that were on their Long-Term Capital Plan.
- ✓ State Legislature – Councilor Buhle stated that her goal was to make sure Ledyard was heard and represented in the State Legislature in Hartford. She stated that she has already started working with their new State Representative Larry Pemperton on a list of things that specifically affect Ledyard. She stated that she has also been working to make sure Ledyard’s voice and concerns was heard by other State Representatives that do not represent their District. She stated she did not know how to measure the success of this goal, noting that it may just be by her and others showing up in Hartford during the Legislative Sessions to advocate for their town more effectively.
- ✓ Office of Legislative Research Reports – Councilor Buhle stated that she wanted to keep-up with the OLR Reports regarding the actions that happen in Hartford. She noted that there were so many Bills passed each year; noting that so many new laws and bills that provide different opportunities for Municipalities to be eligible for Grants.
- ✓ Sustainability – Councilor Buhle stated that she was the Town Council’s Representative on the Town’s Sustainability CT Ad Hoc Committee. She stated the Sustainable CT Website was fantastic, noting the opportunities to make their town more efficient to live-in and/or reduce the costs of things in their community, and ideas to help to grow businesses, and to bring wealth to their community. She would like to help the Town’s Sustainability CT Ad Hoc Committee to achieve three new goals this year.

- **Letter listing all of Town Council's Goals**

Chairman St. Vil stated his goal was to draft a Letter to Residents stating each of their goals for 2026 for all Town Councilors to sign. He also noted that his goal was to ensure that 90% of their stated goals were achieved.

Councilor Lamb stated that there were some goals that were recently in process such as the “*Ad Hoc Committee to Develop and End-to-End Process for Capital Improvement Building Projects*”. Therefore, he questioned whether the Letter to the Residents could also include those goals. Chairman St. Vil stated if they had another goal that had a metric that was a win for their community that it could include it in the Letter.

XV. ADJOURNMENT

VOTE: Councilor Barnes moved to adjourn, seconded by Councilor Buhle  
8 - 0 Approved and so declared. The meeting adjourned at 9:22 p.m.

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

I, Gary St. Vil Chairman Pro-tem of the Ledyard Town Council,  
hereby certify that the above and foregoing is a true and  
correct copy of the minutes of the Regular Town Council  
Meeting held on January 28, 2026.

---

Gary St. Vil Chairman



# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

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**File #:** 26-0204

**Agenda Date:** 2/11/2026

**Agenda #:**

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AGENDA ITEM  
CORRESPONDENCE

**Subject:**

Communications List for February 11, 2026

**Correspondence List:**

(type text here)

## COMMUNICATIONS LISTING FOR FEBRURY 11, 2026

### INCOMING CORRESPONDENCE

1. Ms. Berry email thread dated 1/29/2026 re: Pledge of Allegiance
2. Mayor email dated 2/2/2026 re: Winter Operations Budget Fiscal Year 2025/2026

### OUT GOING CORRESPONDENCE

1. Admin Asst ltr to Mayor dated 1/28/2026 re: Action ltr. Town Council Regular Meeting of January 28, 2026
2. LTC ltr to Avalonia Land Conservancy re: Town Council's January 14, 2026 Action – Letter of Commitment Open Space Funding 173-105 Stoddards Wharf Road & 1069 Colonel Ledyard Highway
3. LTC ltr to Graber dated 1/29/2026 re: Appointed Board of Education Temporary Member to Permanent Municipal Building Cmt (PMBC)
4. LTC ltr to Fritsch dated 1/29/2026 re: Appointed Board of Education Temporary Member to Permanent Municipal Building Cmt (PMBC)
5. Admin Asst ltr to Conservation Commission dated 1/29/2026 re: Revised Liaison Assignment – Councilor Lamb
6. Admin Asst ltr to Ledyard Center Fire Department dated 1/29/2026 re: Revised Liaison Assignment – Councilor Barnes
7. Admin Asst ltr to Farmers Market Cmt- RTC dated 2/6/2-26 re: Request Reappointment Recommendation

### NOTICE OF AGENDAS

1. Housing Authority Agenda 2/2/2026
2. Farmers Market Committee Agenda 2/4/2026
3. Ledyard Beautification Cmt Agenda 2/3/2026
4. Economic Development Commission Agenda 2/3/2026
5. Inland Wetland and Water Courses Agenda 2/3/2026
6. Permanent Municipal Building Committee Agenda 2/9/2026
7. America 250 Planning Cmt Agenda 12/10/2026
8. Conservation Commission Agenda 2/10/2026
9. Finance Cmt Agenda 2/4/2025
10. Finance Cmt Sp. Joint Agenda TC & BOE /4/2026
11. Administration Committee Agenda 2/11/2026
12. Public Hearing Agenda 2/11/2026
13. Town Council Agenda 2/11/2026

### MINUTES

1. Permanent Municipal Building Committee Minutes 1/5/2026.
2. Housing Authority Minutes 1/5/2026
3. Farmers Market Committee Minutes 1/7/2026
4. Ledyard Beautification Cmt Minutes 9/2/2025; 10/7/2026
5. Economic Development Commission Minutes 1/6/2026
6. Inland Wetland and Water Courses Minutes 1/6/2026
7. America 250 Planning Cmt Minutes 1/13/2026

8. Conservation Commission Minutes 1/13/2026
9. Finance Cmt Minutes 1/21/2026
10. Administration Committee Sp. Minutes 1/28/2026
11. Town Council Minutes 1/28/2026

## REFERRALS

### Administration Committee



**Roxanne Maher**

---

**From:** Lee Ann Berry <lberryredtop@gmail.com>  
**Sent:** Thursday, January 29, 2026 11:12 AM  
**To:** Town Council Group  
**Subject:** Public Comment on the Pledge of Allegiance

I would like to share my thoughts regarding what occurred at the last two Town Council meetings during the Pledge of Allegiance when counselors did not stand.

I respect that people have strong feelings about what is happening nationally and about the current Administration and its departments. However, when serving on this commission, members are not acting as individuals — they are representing our town.

The flag and the Pledge of Allegiance stand for something much bigger than personal political opinions. They represent liberty and justice for all, and they honor the generations who stood together — through wars and times of great division — to protect those freedoms. Standing for the pledge is not about supporting a president, a policy, or an agency; it is about recognizing the ideals that unite us as Americans.

When commissioners choose to make a personal political statement during a civic tradition, it shifts the focus away from unity and toward individual views. I believe that misses the bigger picture and the responsibility that comes with public service.

I hope that moving forward, our commission meetings reflect respect for our shared values and the community we all serve.

Thank you.

Warm Regards,  
Lee Ann Berry

## Roxanne Maher

---

**From:** Gary St. Vil  
**Sent:** Tuesday, February 3, 2026 8:25 PM  
**To:** Fred Allyn, III  
**Cc:** Roxanne Maher; Steve Masalin; Town Council Group  
**Subject:** Re: Winter salt inventory update

Mayor Allyn,

Thank you for the update.

As you know, the Council has already authorized the overexpenditure of winter operations accounts, including salt and sand, in recognition of higher-than-normal winter conditions. Winter operations—particularly salt and sand—are inherently volatile and heavily influenced by weather severity, global supply chains, and timing that is largely outside the Town’s control. As we’ve seen this season, those factors can converge quickly. It would have been impossible for anyone to anticipate both the timing and volume of snowfall this winter, or the increased costs associated with responding to events that occurred on weekends and holidays.

As expressed during the last Town Council meeting, we appreciate the hard work of the Public Works team in keeping our streets safe and their continued preparedness to address additional storms despite the challenges of this season. Please keep me informed as conditions evolve.

Respectfully,

**Gary A. St. Vil**

Chairman, Ledyard Town Council  
741 Colonel Ledyard Highway  
Ledyard, CT 06339  
(860) 980-0656 | gsvil@ledyardct.org  
www.ledyardct.org

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**From:** Fred Allyn, III <mayor@ledyardct.org>  
**Sent:** Monday, February 2, 2026 10:27 AM  
**To:** Gary St. Vil <GSVil@ledyardct.org>  
**Cc:** Roxanne Maher <council@ledyardct.org>; Steve Masalin <pwd@ledyardct.org>  
**Subject:** Winter salt inventory update

Chairman St. Vil,

This is a courtesy email to let you know that the winter salt storage is getting low. We have enough salt left to handle two winter storms. Additionally, we have an additional 300T of salt on order (as do many municipalities in CT), but the salt freighter comes from Egypt and takes several weeks to arrive at the Gateway Terminal in New Haven before we receive delivery. As you may recall, Town Council reduced this budget line by nearly \$30,000 in the FY26 budget process. Assuming winter conditions continue for February and possibly part of March, this line will be significantly overspent.

Best,

Fred

Fred B. Allyn III



Mayor, Town of Ledyard, CT  
741 Colonel Ledyard Hwy.  
Ledyard, CT 06339  
Tel (860) 464-3221  
[www.ledyardct.org](http://www.ledyardct.org)

NOTICE\* Effective June 11, 2018  
Town Hall hours are 7:30AM-4:45PM Mon-Thurs  
**CLOSED FRIDAYS**



Chairman Gary St. Vil

# TOWN OF LEDYARD CONNECTICUT TOWN COUNCIL

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

January 29, 2026

Mayor Fred Allyn, III  
Town of Ledyard  
741 Colonel Ledyard Highway  
Ledyard, Connecticut 06339

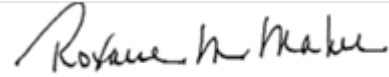
Dear Mayor Allyn:

At its Regular Meeting held on January 28, 2026 the Town Council took the following actions:

- Appointed the following Temporary Members to the Permanent Municipal Building Committee (PMBC) to serve as Representatives for Board of Education Projects, in accordance with Ordinance #100-015 (Rev. 1) *“An Ordinance Establishing A Permanent Municipal Building Committee for the Town of Ledyard”*:
  - ✓ Mr. Branden Graber (R) 42 Church Hill Road, Ledyard
  - ✓ Mr. Alex Fritsch (D) 1 North Wind Circle, Ledyard
- Authorized the overexpenditure of winter operations budget accounts 10140103-51815 (Snow Overtime), 10140103-58300 (Employee Reimbursement), and 10140107-56301 (Salt and Sand) due to higher-than-normal winter operation’s needs.
- Authorized the transfer of the audited, unexpended balance of the Conservation Commission’s FY 24/25 operating budget in the amount of \$1,575 to the CNR Fund and increase the budgeted appropriation for account #21090305-58922 (Trail Maintenance) by the same amount in accordance with Ordinance #300-018 *“An Ordinance Establishing a Conservation Commission for the Town of Ledyard”*.
- Authorized overspending account # 0101-20-2050-20501-54300 (Ledyard Fire Company, Repairs and Maintenance) by an amount not to exceed \$8,000.
- Schedule a Hybrid (in-Person and Video Conference) Public Hearing date for February 11, 2026 at 6:30 p.m. to receive comments and recommendations regarding a proposed *“An Ordinance of the Town Of Ledyard Authorizing Avalonia Land Conservancy to Receive Property Tax Exempt Status As of the Date of Purchase of Real Property to be Preserved And Maintained As Open Space”*.
- Each Town Councilor identified one priority to accomplish during 2026.

Please feel free to contact Chairman St. Vil should you have any questions regarding this meeting.

Respectfully submitted,



Roxanne M. Maher  
Administrative Assistant  
to the Ledyard Town Council

cc: Director of Finance-  
Treasurer  
Administrator of Emergency Services  
Board of Education  
Conservation Commission  
Ledyard Center Fire Chief  
Public Works Director/Town Engineer



# TOWN OF LEDYARD

## CONNECTICUT

### TOWN COUNCIL

Chairman Gary St. Vil

741 Colonel Ledyard Highway  
Ledyard, CT 06339  
(860) 464-3203  
[towncouncil@ledyardct.org](mailto:towncouncil@ledyardct.org)

January 29, 2026

Mr. Alex Fritsch  
1 North Wind Circle  
Ledyard, Connecticut 06339

Dear Mr. Fritsch:

CONGRATULATIONS! The Town Council, at its meeting on January 28, 2026 appointed you as a Temporary Member to the Permanent Municipal Building Committee (PMBC) to serve as Representative for Board of Education Projects, in accordance with Ordinance #100-015 (Rev. 1) "*An Ordinance Establishing A Permanent Municipal Building Committee for the Town of Ledyard*":

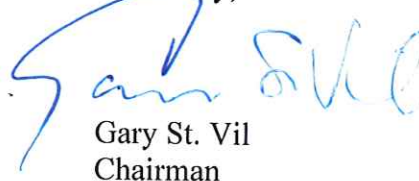
The Town's Meeting Portal (Granicus-Legistar) will aid you in preparation for the Permanent Municipal Building Committee (PMBC) meetings by providing materials and supporting documentation, and other reference information. This technology has enabled the town to streamline processes and implement paperless meetings. Each month you will be electronically notified of the Permanent Municipal Building Committee (PMBC) scheduled meeting. You can access this information by visiting the Town of Ledyard Website at: <https://www.ledyardct.org/> clicking on the "Agendas & Minutes" tab.

It is customary and traditional to be sworn-in by the Town Clerk prior to assuming your duties. Please bring a copy of this letter with you and try to have this accomplished as soon as possible.

Town Hall business hours are Monday through Thursday, 7:30 a.m. to 4:45 p.m.

Thank you for your willingness to continue to serve the Town of Ledyard.

Sincerely,



Gary St. Vil  
Chairman

cc: Town Clerk  
Permanent Municipal Building Committee (PMBC)



# TOWN OF LEDYARD

## CONNECTICUT

### TOWN COUNCIL

Chairman Gary St. Vil

741 Colonel Ledyard Highway  
Ledyard, CT 06339  
(860) 464-3203  
[towncouncil@ledyardct.org](mailto:towncouncil@ledyardct.org)

January 29, 2026

Mr. Branden Graber  
42 Church Hill Road  
Ledyard, Connecticut 06339

Dear Mr. Graber:

CONGRATULATIONS! The Town Council, at its meeting on January 28, 2026 appointed you as a Temporary Members to the Permanent Municipal Building Committee (PMBC) to serve as Representatives for Board of Education Projects, in accordance with Ordinance #100-015 (Rev. 1) "*An Ordinance Establishing A Permanent Municipal Building Committee for the Town of Ledyard*":

The Town's Meeting Portal (Granicus-Legistar) will aid you in preparation for the Permanent Municipal Building Committee (PMBC meetings by providing materials and supporting documentation, and other reference information. This technology has enabled the town to streamline processes and implement paperless meetings. Each month you will be electronically notified of the Permanent Municipal Building Committee (PMBC scheduled meeting. You can access this information by visiting the Town of Ledyard Website at: <https://www.ledyardct.org/> clicking on the "Agendas & Minutes" tab.

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Town Hall business hours are Monday through Thursday, 7:30 a.m. to 4:45 p.m.

Thank you for your willingness to continue to serve the Town of Ledyard.

Sincerely,

Gary St. Vil  
Chairman

cc: Town Clerk  
Permanent Municipal Building Committee (PMBC)





Chairman Gary St. Vil

# TOWN OF LEDYARD CONNECTICUT TOWN COUNCIL

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

January 28, 2026

Mr. Dennis Main, President  
Avalonia Land Conservancy  
756 Colonel Ledyard Highway  
Ledyard, Connecticut 06339

Subject: 173- 175 Stoddards Wharf Road  
1069 Colonel Ledyard Highway

Dear Mr. Main:

At its Regular Meeting held on January 14, 2026 the Town Council took the following actions:

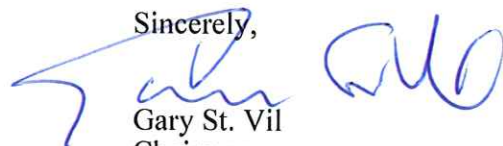
- Authorized the Mayor to issue a "*Letter of Commitment*" to Avalonia Land Conservancy, Inc., in response to their request of \$98,000 from Account #210-101210-12101-58920 (Open Space Fund) to provide financial support/town share with the acquisition of 173-175 Stoddard's Wharf Road, 30.30+/- acres of Open Space; to be payable to Avalonia Land Conservancy, Inc, Seller or closing law firm at the time of the closing.
- Authorized the Mayor to issue a "*Letter of Commitment*" to Avalonia Land Conservancy, Inc., in response to their request of \$80,000 from Account #210-101210-12101-58920 (Open Space Fund) to provide financial support/town share with the acquisition of 1069 Colonel Ledyard Highway; 20.23 +/- acres of Open Space to be payable to Avalonia Land Conservancy, Inc, Seller or closing law firm at the time of the closing.

Please make arrangements with the Mayors' Office for the transfer of funds from the Town Open Space Account at the time of the closing on these parcels.

Your organization's efforts to seek out property that lend to the connectivity with neighboring open space parcels such as the Kettle Hole; and to provide for contiguous recreational trails such as the Tri-Town Trail for public passive recreation is of value to our community, the region, and the preservation of our natural wildlife here is southeastern Connecticut. The stewardship and forethought of the dedicated volunteers of Avalonia Land Conservancy is appreciated.

Should you have any questions regarding this action please feel free to contact me at (860) 980-0656 or e-mail at [gsvil@ledyardct.org](mailto:gsvil@ledyardct.org).

Sincerely,



Gary St. Vil  
Chairman

cc: Mayor Fred Allyn, III; Director of Finance; Treasurer

Avalonia Land Conservancy – 173-175 Stoddards Wharf Road & 1069 Colonel Ledyard Highway  
Town Council Meeting – January 14, 2026

/rm:1/15/2026

Page 1 of 1





Chairman Gary St. Vil

# TOWN OF LEDYARD CONNECTICUT TOWN COUNCIL

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

January 29, 2026

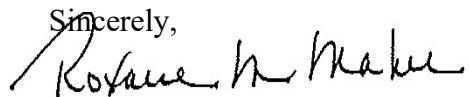
Mr. Michael Marelli, Chairman  
Conservation Commission  
4 Lee Brook Road  
Ledyard, Connecticut 06335

Dear Mr. Marelli:

At the Town Council's January 28, 2026 meeting Chairman St. Vil made adjustments to the liaison assignments to accommodate scheduling conflicts. Councilor Ty Lamb has been assigned as the liaison to the Conservation Commission and may be reached at the following address:

Councilor Ty Lamb  
95 Lambtown Road  
Ledyard, Connecticut 06339  
Telephone: 860-772-6194  
e-mail address: [TLamb@ledyardct.org](mailto:TLamb@ledyardct.org)

Should you have any questions feel free to contact Councilor Lamb, Town Council Chairman Gary St. Vil at telephone (860) 980-0656; or myself at telephone (860) 464-3203.

Sincerely,  


Roxanne M. Maher  
Administrative Assistant to the  
Town Council

cc: Clerical Assistant



—Chairman Gary St. Vil

# TOWN OF LEDYARD CONNECTICUT TOWN COUNCIL

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

January 29, 2026

Mr. Jonathan Mann, Fire Chief  
Ledyard Fire Company District #1  
44 Terry Road  
Gales Ferry, Connecticut 06335

Dear Mr. Mann:

At the Town Council's January 28, 2026 meeting Chairman St. Vil made adjustments to the liaison assignments to accommodate scheduling conflicts. Councilor Bill Barnes has been assigned as the liaison to the Ledyard Center Fire Company and may be reached at the following address:

Councilor Bill Barnes  
1 Spruce Street  
Ledyard, Connecticut 06339  
Telephone: (860) 464-8929  
e-mail address: [williamb@ledyardct.org](mailto:williamb@ledyardct.org)

Should you have any questions feel free to contact Councilor Barnes, Town Council Chairman Gary St. Vil at telephone (860) 980-0656; or myself at telephone (860) 464-3203.

Sincerely,

Roxanne M. Maher  
Administrative Assistant to the  
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

February 6, 2026

Mrs. Pamela Ball, Chairman  
Ledyard Farmers' Market Committee  
674 Shewville Road  
Ledyard, Connecticut 06339

Dear Mrs. Ball:

A Member of the Ledyard Farmers' Market 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 to the Town Council Office. .

## Ledyard Farmers' Market Committee

3 Year Term

| Member's Name   | Party Affiliation | Term Expiration | Committee Recommendation | Town Committee Endorsement | Attendance  |
|---|-------------------|-----------------|--------------------------|----------------------------|---|
| Mr. William Thorne<br>3 Adios Lane<br>Ledyard, CT 06339 | R                 | 2/26/2026       | Y N                      | Y N                        | { } Excellent<br>{ } Good<br>{ } Fair<br>{ } Poor |

Committee Comments:

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

Chairman Gary St. Vil

February 6, 2026

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

Dear Mr. Gush:

A Member of the Ledyard Farmers' Market Committee 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 to the Town Council Office.

## Ledyard Farmers' Market Committee

3 Year Term

| Member's Name   | Party Affiliation | Term Expiration | Committee Recommendation | Town Committee Endorsement | Attendance  |
|---|-------------------|-----------------|--------------------------|----------------------------|---|
| Mr. William Thorne<br>3 Adios Lane<br>Ledyard, CT 06339 | R                 | 2/26/2026       | Y N                      | Y N                        | { } Excellent<br>{ } Good<br>{ } Fair<br>{ } Poor |

Committee Comments:

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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

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

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**File #:** 25-2156

**Agenda Date:** 2/11/2026

**Agenda #:** 1.

---

## REPORT

**Staff/Committee Report: Administration Committee Reports Fiscal Year 2025/2026**  
Administration Committee Report Fiscal Year 2025/2026



# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

---

**File #:** 25-2157

**Agenda Date:** 2/11/2026

**Agenda #:** 2.

---

## REPORT

### **Staff/Committee Report: Community Relations -DEI Reports Fiscal Year 2025/2026**

Community Relations Committee for Diversity, Equity & Inclusion - Report- Fiscal Year 2025/2026



# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

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**File #:** 25-2159

**Agenda Date:** 2/11/2026

**Agenda #:** 3.

---

## REPORT

**Staff/Committee Report: Finance Committee Reports Fiscal Year 2025/2026**  
Finance Committee Report Fiscal Year 2025/2026



# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

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**File #:** 25-2160

**Agenda Date:** 2/11/2026

**Agenda #:** 4.

---

## REPORT

**Staff/Committee Report: LUPPW Committee Reports Fiscal Year 2025/2026**  
LUPPW Committee Report Fiscal Year 2025/2026





# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

---

**File #:** 25-2161

**Agenda Date:** 2/11/2026

**Agenda #:**

---

## REPORT

**Staff/Committee Report: Mayor Reports Fiscal Year 2025/2026**

Mayor Report Fiscal Year 2025/2025



# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

---

**File #:** 26-0003

**Agenda Date:** 2/11/2026

**Agenda #:** 1.

---

## APPOINTMENT

### **Motion/Request:**

MOTION to appoint Ms. Yvonne Walsh (U) 38 Fairway Drive, Ledyard, to the Ledyard Beautification Committee to complete a three (3) year term ending October 26, 2026 filling a vacancy left by Ms. Bingham.

### **Background:**

Ms. Walsh attended Eastern Connecticut State University and Three Rivers Community College She is currently employed as a Manager at Charter Oak Federal Credit Union.

Ms. Walsh currently volunteers her time in Community Outreach through her employer and also on the *Committee for Together We Give*.

Ms. Walsh had been a Ledyard resident, and now that her children have grown she has time and would like to become involved in her community.

### **Administrative Notes:**

Ledyard Beautification Committee currently has four vacancies; with two Applications being presented at the Town Council's January 14, 2026 meeting.

Please see Ledyard Beautification Committee Roster

### **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.

## Application Form

---

### Profile

Yvonne

First Name

Middle  
Initial

Walsh

Last Name

ywalsh@cofcu.com

Email Address

38 Fairway Dr Unit 4

Home Address

Suite or Apt

Ledyard

City

CT

State

06339

Postal Code

Mobile: (860) 808-6488

Primary Phone

Mobile: (860) 941-8654

Alternate Phone

---

### Which Boards would you like to apply for?

Ledyard Beautification Committee: Submitted

---

### Education & Experiences

Please tell us about yourself and why you want to serve.

### Why are you interested in serving on a board or commission?

I am looking to get more involved with my hometown.

---

### Community Involvement

Habitat for humanity United Way Together We Give I also conduct presentations at Ledyard High School

---

### Educational Background

High School and College

Charter Oak FCU

Employer

Manager

Job Title

Yvonne\_Walsh\_Resume.docx

Upload a Resume

---

### Party Affiliation

### Party Affiliation \*

☒ Unaffiliated

---

**Disclaimer & FOIA Information**

Your attendance and active participation is important for the Committee to conduct its business. Any member of a Committee/Commission/Board who is absent from three (3) consecutive regular meetings and any intervening duly called special meetings shall be considered to have resigned from the Committee and the vacancy shall be filled, except that the Committee may vote to waive attendance requirements in each case where illness or other extenuating circumstances make it impossible for a member to meet the attendance requirements. It shall be the responsibility of the Chairman of the Committee to notify the Town Council or Mayor's office when a member has not properly performed his/her duties.

**Please Agree with the Following Statement**

---

**If selected as a board member, I understand that information on this application is subject to the Freedom of Information Act (FOIA) and may be disclosed to anyone requesting this information.**

---

☒ I Agree

**Signature (type full name below)**

---

Yvonne Walsh

**YVONNE WALSH**

38 FAIRWAY DR UNIT 4 LEDYARD, CT 06339

PH: 860-808-6488

EMAIL: Y.WALSH641@GMAIL.COM

Credit Union professional with 12 plus years of experience as a Branch Manager. Provided outstanding member services thanks to in depth knowledge of financial services offered by Charter Oak Federal Credit Union. Strong leadership skills to promote strong staff loyalty, communication is key. Knowledge of revenue, business development, finance, regulatory requirements, and general bank operations. Proficient multi-tasker and team leader with attention to details and sales oriented.

**EXPERIENCE****JULY 2022-CURRENT****PROMOTED TO BRANCH OFFICER, CHARTER OAK CREDIT UNION**

- OVERSEEING SECOND HIGHEST VOLUME BRANCH IN CHARTER OAK FCU. IN THE 3<sup>RD</sup> QUARTER OF 2022 EXCEEDED BRANCH GOAL AT 122.96%. IN THE 4<sup>TH</sup> QUARTER OF 2022 EXCEEDED BRANCH GOAL AT 106.63%. IN THE 1<sup>ST</sup> Q OF 2023 MET OR EXCEED BRANCH GOAL IN ALL CORE PRODUCTS.

**SEPTEMBER 2012-JULY 2022****BRANCH MANAGER, CHARTER OAK FEDERAL CREDIT UNION**

- Responsible for achieving Branch sales goals.
- Responsible for retention of sales goals through Huddles, Skills Coaching, Check-Ins, Skill Builders, and Sales Routines.
- Support growth in the Branch by identifying cross-sell opportunities, deepening relationships and increasing member retention.
- Effectively manage existing relationships in order to sustain growth.
- Utilized relationship management by networking to achieve growth and meet benchmarks.
- Continuously train and develop knowledge of Credit Union operations, compliance, procedure, and security.
- Train, coach and mentor employees through onboarding, APEX, policies and procedures.
- Provide construction feedback for team/employees through APEX routines and performance reviews.
- Promoting the Credit Union services to attract new members.
- Mentored and coached several Assistant Branch Managers to a higher level of management.

## **SKILLS**

- Strong analytical skills necessary to evaluate credit union requests and prepare budgets.
- Demonstrated ability to work within and develop my team.
- Proven commitment to quality of member services
- Ability to proactively solicit new business.
- Thorough product knowledge to fit the needs of our membership
- Thorough knowledge of regulatory, policy and compliance issues
- Strong background in sales and sales management practices
- Ability to manage multiple tasks/projects and deadlines simultaneously.
- Ability to resolve complex problems with minimal guidance.
- Strong communication skills with members, team, and management.
- Knowing the strengths of each team/employee to appropriately delegate tasks or projects to accomplish in a timely manner.

## **CERTIFICATIONS, LICENSES, AND ACCOMPLISHMENTS**

- Notary Public
- Medallion Certified up to \$250K.
- Licensed to sell life and disability on selective loans.
- Completed CT Credit Union League's Executive Education Program
- Completed CT Credit Union League Advance Supervisor Course
- Nationwide Multistate Licensing System NMLS
- Three out of six years on the Leadership Team of Business Networking International
- From 3<sup>rd</sup> Q of 2014 to 2<sup>nd</sup> Q of 2021, I averaged an overall of 115.73% of meeting Branch Sales Goal.
- 3<sup>rd</sup> Q of 2021 no goals due to pandemic.
- 4<sup>th</sup> Q of 2021 to 1<sup>st</sup> Q of 2023 met or exceed overall sales goals.



# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

---

**File #:** 26-0119

**Agenda Date:** 2/11/2026

**Agenda #:** 2.

---

## APPOINTMENT

### **Motion/Request:**

MOTION to appoint Mr. James Harwood (D) 10 Eska Drive, Ledyard to the Sustainable CT Ad Hoc Committee to complete a two (2) year term ending December 15, 2027.

### **Background:**

Mr. Harwood has BS Chemistry BS Biology PhD Biochemistry and is a Retired Biochemist

Mr. Harwood has been an active participant in the community serving as a member of the Ledyard Planning and Zoning Commission and the Ledyard Conservation Commission. He has also volunteered for Ledyard Soccer Club (1990 - 2020) - coach, referee, referee assignor, fields coordinator, board member.

Mr. Harwood attended the Sustainable CT Ad Hoc Committee's Organizational Meeting in December and is interested in joining the Committee to assist them in furthering the mission of the Sustainable CT Ad Hoc Committee.

### **Administrative Notes**

In accordance with Res #004-2025/Jan 25 the Ledyard Sustainable CT Ad Hoc Committee shall be comprised of five members appointed by the Ledyard Town Council with the following representatives:

- One member from the Planning & Zoning Commission or Inland Wetlands & Water Courses Commission
- One member from the Economic Development Commission or Conservation Commission
- One member from the Town Council Land Use Committee
- Two members from the Community-at-Large

BE IT FURTHER RESOLVED, each member shall serve for a term of two (2) years. Members shall commence to serve their terms immediately upon appointment and shall serve until their successor has qualified or they have been reappointed or removed by the Town Council.

### **Nominating Committee Recommendation:**

1/18/2026 DTC endorsed Mr. Harwood's Appointment to the Sustainable CT Ad Hoc Committee



**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.

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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.

## Application Form

---

### Profile

James

First Name

Harwood

Last Name

Middle  
Initial

h.james.harwood@gmail.com

Email Address

10 Eska Drive

Home Address

Suite or Apt

Ledyard

City

CT

State

06339

Postal Code

Home: (860) 464-9653

Primary Phone

Alternate Phone

---

### Which Boards would you like to apply for?

Sustainable CT Ad Hoc Committee: Submitted

---

### Education & Experiences

Please tell us about yourself and why you want to serve.

#### Why are you interested in serving on a board or commission?

I am currently a member of the Ledyard Planning and Zoning Commission and the Ledyard Conservation Commission. Last night at the inaugural meeting of the Sustainable CT Ad Hoc Committee, Committee members asked if I would be interested in joining the Committee to fill a current vacancy and to assist them in furthering the mission of the Sustainable CT Ad Hoc Committee.

---

### Community Involvement

Ledyard Planning and Zoning Commission (10-24-24 to present), Ledyard Conservation Commission (6-30-21 to present), Ledyard Soccer Club (1990 - 2020) - coach, referee, referee assignor, fields coordinator, board member

---

### Educational Background

BS Chemistry BS Biology PhD Biochemistry

Retired

Employer

Retired Biochemist

Job Title

[Ledyard\\_Conservation\\_Commission\\_application\\_6-9-2021\\_.pdf](#)

Upload a Resume

---

**Party Affiliation****Party Affiliation \***

---

☒ Democrat

---

**Disclaimer & FOIA Information**

Your attendance and active participation is important for the Committee to conduct its business. Any member of a Committee/Commission/Board who is absent from three (3) consecutive regular meetings and any intervening duly called special meetings shall be considered to have resigned from the Committee and the vacancy shall be filled, except that the Committee may vote to waive attendance requirements in each case where illness or other extenuating circumstances make it impossible for a member to meet the attendance requirements. It shall be the responsibility of the Chairman of the Committee to notify the Town Council or Mayor's office when a member has not properly performed his/her duties.

**Please Agree with the Following Statement**

---

**If selected as a board member, I understand that information on this application is subject to the Freedom of Information Act (FOIA) and may be disclosed to anyone requesting this information.**

---

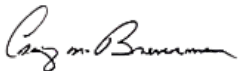
☒ I Agree

**Signature (type full name below)**

---

James Harwood

This application is approved by the Ledyard DTC Nominating Committee



Craig M. Breverman 1/18/2026

## Application Form

---

### Profile

James

First Name

Harwood

Last Name

Middle  
Initial

h.james.harwood@gmail.com

Email Address

10 Eska Drive

Home Address

Suite or Apt

Ledyard

City

CT

State

06339

Postal Code

Home: (860) 464-9653

Primary Phone

Alternate Phone

---

### Which Boards would you like to apply for?

Sustainable CT Ad Hoc Committee: Submitted

---

### Education & Experiences

Please tell us about yourself and why you want to serve.

#### Why are you interested in serving on a board or commission?

I am currently a member of the Ledyard Planning and Zoning Commission and the Ledyard Conservation Commission. Last night at the inaugural meeting of the Sustainable CT Ad Hoc Committee, Committee members asked if I would be interested in joining the Committee to fill a current vacancy and to assist them in furthering the mission of the Sustainable CT Ad Hoc Committee.

---

### Community Involvement

Ledyard Planning and Zoning Commission (10-24-24 to present), Ledyard Conservation Commission (6-30-21 to present), Ledyard Soccer Club (1990 - 2020) - coach, referee, referee assignor, fields coordinator, board member

---

### Educational Background

BS Chemistry BS Biology PhD Biochemistry

Retired

Employer

Retired Biochemist

Job Title

[Ledyard\\_Conservation\\_Commission\\_application\\_6-9-2021\\_.pdf](#)

Upload a Resume

---

**Party Affiliation****Party Affiliation \***

---

☒ Democrat

---

**Disclaimer & FOIA Information**

Your attendance and active participation is important for the Committee to conduct its business. Any member of a Committee/Commission/Board who is absent from three (3) consecutive regular meetings and any intervening duly called special meetings shall be considered to have resigned from the Committee and the vacancy shall be filled, except that the Committee may vote to waive attendance requirements in each case where illness or other extenuating circumstances make it impossible for a member to meet the attendance requirements. It shall be the responsibility of the Chairman of the Committee to notify the Town Council or Mayor's office when a member has not properly performed his/her duties.

**Please Agree with the Following Statement**

---

**If selected as a board member, I understand that information on this application is subject to the Freedom of Information Act (FOIA) and may be disclosed to anyone requesting this information.**

---

☒ I Agree

**Signature (type full name below)**

---

James Harwood

**CONTACT INFORMATION:**

First Name \*

James

Last Name \*

Harwood

Phone \*

860-464-9653

Alternative Phone

Email \*

j.james.harwood@gmail.com

Street Address

10 ESKA DR

City:

LEDYARD

State

Connecticut

Zip Code

06339

Party Affiliation: \*

Democrat

Are you a registered voter in the Town of Ledyard? \*

Yes

**GENERAL BOARD/COMMITTEE APPLICANT INFORMATION**

Thank you for your interest in serving the Town of Ledyard. Please carefully consider your obligation before choosing which board you would like to serve on. A description of each board can be found [HERE](#). Please note that in addition to the regular board meetings, members may be required to attend training, work sessions, and joint meetings.

☒ New Applicant

Please choose the Board/Committee you are applying for (First Choice): \*

Conservation Commission - Regular Meeting

Second Choice:

-Select-

Appointment to a Board, Commission, or Committee will require your consistent attendance at regularly scheduled meetings.

Are you available for:

☒ Evening Meetings☒ Daytime Meetings

Employment Status:

Retired

Employer (optional)

Reason for Applying: \*

Interest in doing trailwork in Ledyard.

Educational Background:

BS Chemistry

BS Biology

PhD Biochemistry

Occupational Background:

Assistant Professor - Univ. of Florida

Principal Research Investigator - Pfizer

Chief Consultant - Delphi BioMedical Consultants

Adjunct Professor - Wake Forest University

Adjunct Professor - Univ. of Rhode Island

Relevant Experience:

Through the Adopt-A-Trail program of the White Mountains National Forest in New Hampshire, my wife and I have, since 2009, maintain an eight mile loop trail on the east side of the WMNF. The trailhead for our adopted trails, Carter Ledge Trail and Middle Sister Trail, departs from the White Ledge campground south of Albany NH, climbs, via the Carter Ledge Trail, to Carter Ledge and then to Middle Sister peak, and then returns via the Middle Sister Trail, to the campground. Our activities primarily involve brushing the corridor, blowdown removal, drainage clearance, and trail blazing when needed. We have also rerouted small sections of the trail when necessary.

Community Involvement:

Ledyard Soccer Club (1990 - 2020) - coach, referee, board member.

**ATTENDANCE POLICY**

Your attendance and active participation is important for the Committee to conduct its business. Any member of a Committee/Commission/Board who is absent from three (3) consecutive regular meetings and any intervening duly called special meetings shall be considered to have resigned from the Commission and the vacancy shall be filled, except that the Commission may vote to waive the attendance requirements in each case where illness or other extenuating circumstances make it impossible for a member to meet the attendance requirements. It shall be the responsibility of the Chairman of the Committee to notify the Town Council or Mayor when a member has not properly performed his/her duties.

**APPLICATION AGREEMENT**

If selected as a board member, I understand that information on this application is subject to the Freedom of Information Act and may be disclosed to anyone requesting this information.

☒ I understand \*

Signature (type full name below):

James Harwood

Signature Date

09 Jun 2021

Add Files



Chairman S. Naomi Rodriguez

# 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)

## MEMORANDUM

TO: Conservation Commission  
Economic Development Commission  
Planning & Zoning Commission  
Inland Wetlands & Water Courses Commission  
Democratic Town Committee  
Republican Town Committee

FROM: Chairman S. Naomi Rodriguez *SNR*

DATE: July 9, 2025

RE: Sustainable CT Ad Hoc Committee – Request for Nominations

In 2020 the Ledyard Town Council adopted a “*Town of Ledyard Resolution Supporting the Participation in the Sustainable CT Municipal Certification Program*”; with the hope to boost our local economy, help reduce costs with initiatives to provide for more efficient municipal operations, and to obtain grants and other programs to help support our community. However, due to the Covid-19 Pandemic and limited staff this initiative stalled.

Because Ledyard has continued to implement a number of Sustainable CT initiatives designed to create a resilient, collaborative, and a forward-looking community; the Town Council felt that it was appropriate to continue its efforts to obtain the *Sustainable CT Municipal Certification*. Therefore, at our June 25, 2025 meeting the attached “*Resolution Supporting the Town’s Continued Participation in the Sustainable CT Municipal Certification Program And Establishing A Sustainable CT Ad Hoc Committee*” was adopted. The Sustainable CT Ad Hoc Committee would be a short-term two-year assignment and calls for five-members comprised of our knowledgeable and experienced Land Use and Development Commissions; as well as members from of our Community as follows:

- One member from the Planning & Zoning Commission or Inland Wetlands & Water Courses Commission;
- One member from the Economic Development Commission or Conservation Commission;
- Two members from the Community-at-Large
- One member from the Town Council Land Use Committee

The Town Council would like to appoint members to the *Sustainable CT Ad Hoc Committee* as soon as possible and respectfully requests that your Commission/Committee submit the names of those who are interested in participating on this progressive Committee.

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: Mayor Allyn, III; Land Use Director/Town Planner





# TOWN OF LEDYARD CONNECTICUT

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

Chairman S. Naomi Rodriguez

Res: 004-2025/Jun 25

## TOWN OF LEDYARD RESOLUTION SUPPORTING THEIR CONTINUED PARTICIPATION IN THE SUSTAINABLE CT MUNICIPAL CERTIFICATION PROGRAM AND ESTABLISHING A SUSTAINABLE CT AD HOC COMMITTEE

WHEREAS, On March 11, 2020 the Ledyard Town Council adopted a “*Town of Ledyard Resolution Supporting the Participation in the Sustainable CT Municipal Certification Program*”; recognizing that Sustainable CT is a comprehensive, statewide, action-oriented voluntary certification program, built by and for municipalities, with the vision that: “*Sustainable CT communities strive to be thriving, resilient, collaborative, and forward-looking*”.

WHEREAS, Sustainable CT is designed to boost local economies, help municipal operations become more efficient, reduce operating costs, and provide grants and additional support to municipalities.

WHEREAS, the Town of Ledyard continues to embrace an ongoing process of working toward greater sustainability, selecting which actions it chooses to pursue from the voluntary menu of actions provided by Sustainable CT; and

WHEREAS; The Town of Ledyard has implemented a number of programs which included a streetlight assessment that resulted in the purchase of the streetlights from Eversource and converting them to Light-Emitting Diode (LED) light bulbs saving both energy and taxpayer dollars; constructed the Multi-Use Pathway from Ledyard High School to Ledyard Center to expand safe, connected, active transportation for pedestrians and bicyclists; extending the sewer line providing infrastructure for both affordable housing and business development; improvements to the Linda C. Davis Food Pantry providing an equitable community food action plan to ensure that all community members can access sustainable, nutritious food; improvements to the Town Green providing handicap access to one of the best Farmers’ Markets in the State for residents to purchase fresh produce from local farmers and featuring many community organizations providing information to residents regarding fuel assistance, mental health services, public safety services, and many other commodities and programs; regionalization of shared services with the Town of Preston by providing Emergency Dispatch Communication Services, Tax Assessor Services, Public Works Mechanic Services, and the shared purchase of a streetsweeper to maintain the required MS4 (Municipal Separate Storm Sewer System) Permit Certifications.

WHEREAS, the Director of Land Use & Planning is authorized to serve as the Town of Ledyard’s Sustainable CT contact person for the Sustainable CT Municipal Certification process and authorizes him/her to complete Municipal Registration on behalf of the Town of Ledyard;

WHEREAS: it is recognized that the town is minimally staffed; and supplemental support is needed to continue efforts to reach the Sustainable CT Goals of the community.



NOW, THEREFORE, BE IT RESOLVED, that to focus attention and effort within the Town of Ledyard on matters of sustainability, and in order to promote local initiatives and actions toward Sustainable CT Municipal Certification, the Ledyard Town Council establishes a Ledyard Sustainable CT Ad Hoc Committee to be comprised of five members appointed by the Ledyard Town Council.

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

- One member from the Planning & Zoning Commission or Inland Wetlands & Water Courses Commission
- One member from the Economic Development Commission or Conservation Commission
- One member from the Town Council Land Use Committee
- Two members from the Community-at-Large

BE IT FURTHER RESOLVED, each member shall serve for a term of two (2) years. Members shall commence to serve their terms immediately upon appointment and shall serve until their successor has qualified or they have been reappointed or removed by the Town Council.

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

Any member of the Committee who is absent from three (3) consecutive regular meetings and any intervening duly called special meetings shall be considered to have resigned from the Commission and the vacancy shall be filled as hereinbefore provided, except that the Commission may vote to waive the requirements of the section in each case where illness or other extenuating circumstances make it impossible for a member to meet the attendance requirements of this action. It shall be the responsibility of the Chairman of the Committee to notify the Town Council when a member has not properly performed his/her duties.

BE IT FURTHER RESOLVED, that said Ledyard Sustainable CT Ad Hoc Committee is authorized to:

- (1). Work with the Land Use Director and the Mayor to engage staff; and or, contract with consultants, or a Sustainable CT Fellow through Southeastern Connecticut Council of Government (SCCOG) Program.
- (2). Review the Sustainable CT Tool Kit and Guidelines; and to oversee the preparation and submission of Application at the appropriate time.
- (3). Develop initiatives, goals, and recommendations to achieve Points required to complete the process to obtain the Sustainable CT Certification to include:
  - Building our community and our local economy;
  - Equitably promote the health and well-being of current and future residents;
  - Encourage and participate in regional collaboration and other forms of partnership.
  - Improve the services and quality of life for our residents, while focusing on sustainability, efficiencies, and reducing the impact of inflationary costs for residents.
- (4). Work with the Public Works Director on Food Waste Composting and other waste management initiatives.
- (5). Work with the Planning & Zoning Commission to ensure the Town's Plan of Conservation and Development supports the proposed Sustainable CT Initiatives.
- (6). Work with the Board of Education to ensure that Ledyard's educational facility needs are considered and met in developing a plan and implementing Sustainable CT initiatives.



- (7). Prepare and present to the Town Council for approval a Capital Improvement Plan to support and move the Sustainable CT Plan forward.
- (8). Identify funding sources, including grant funding, and other grassroots funding options such as *In Our Backyard* (IOB) Grants, to support the goals and initiatives; complying with the town's Grant Policy.
- (9). Work with the Finance Director on the application and administration of any grant funding received; and the preparation of bid specifications and advertisement for Requests for Proposals to facilitate approved Sustainable CT Initiatives, in accordance with Ordinance #200-001 "*Purchasing Ordinance for the Town of Ledyard*".

RESOLVED, that the first meeting of the Sustainability CT Ad Hoc Committee must be held within 90 days of passing this resolution and that the Sustainability Ad Hoc Committee shall meet as frequently as needed, but no less than quarterly; and shall select a Chairman, Recording Secretary, and Fiscal Officer from its body.

RESOLVED, that the Sustainability Ad Hoc Committee shall report annually to the Ledyard Town Council on the progress of its activities toward the Sustainable CT Certification, with reports and presentations being publicly available.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the adoption of this Resolution reaffirms the Town of Ledyard's March 11, 2020 initial desire and commitment to continue their work in achieving the Sustainable Development CT Certification.

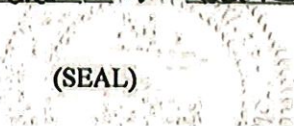
Adopted by the Ledyard Town Council on: June 25, 2025

  
S. Naomi Rodriguez, Chairman

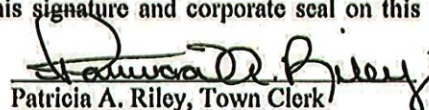
\*\*\*\*\*

The above is a certified a true copy of a Resolution adopted by the Town of Ledyard at a meeting of its Town Council on June 25 2025 and which has not been rescinded or modified in any way whatsoever.

IN WITNESS WHEREOF: The undersigned has affixed his signature and corporate seal on this 26th day of June 2025.



(SEAL)

  
Patricia A. Riley, Town Clerk

\*\*\*\*\*

Revision: "*Town of Ledyard Resolution Supporting the Participation in the Sustainable CT Municipal Certification Program*" Adopted: March 11, 2020

#### History:

Due to other competing demands on staff the Town of Ledyard was unable to continue their Application process to obtain the Sustainable CT Certifications. However, the Town has continued to take on and has completed a number of initiatives that have contributed to building its community and our local economy; to equitably promote the health and well-being of current and future residents; and has developed, fostered and participated in regional collaboration and other forms of partnership with other communities in the area.

The 2025 adoption of this Resolution reaffirms the Town of Ledyard's desire and interest to achieve the Sustainable CT Certification to continue to improve the services and quality of life for its residents, while focusing on sustainability, efficiencies, and reducing inflationary costs for its residents.



# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

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**File #:** 25-2774

**Agenda Date:** 2/11/2026

**Agenda #:** 3.

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## RESOLUITON

### **Motion/Request:**

MOTION to adopt a *Resolution Establishing an Ad Hoc Committee to Develop Process for Capital Improvement Building Projects*”.

### **Background:**

The Board of Education and the Permanent Municipal Building Committee (PMBC) has requested the Town Council establish an Ad Hoc Committee to outline the process for the Capital Improvement Projects. (please see attached)

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

(type text here)

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

(type text here)

### **Body:**

(type text here)

Res: 002-2026/xxxx

DRAFT: 12/10/2025

RESOLUTION  
ESTABLISHING AN AD HOC COMMITTEE  
TO DEVELOP A  
PROCESS FOR CAPITAL IMPROVEMENT BUILDING PROJECTS  
FOR THE TOWN OF LEDYARD

WHEREAS: the Ledyard Town Council recognizes the Permanent Municipal Building Committee's efforts to execute and supervise the design, construction, renovation, demolition and removal of Town and Board of Education assigned buildings that fall within the approved budget, as well as any significant installation, renovation or upgrade of service equipment and major systems as assigned by the Town Council.

WHEREAS: The Permanent Municipal Building Committee and the Board of Education have requested the Town Council establish an Ad Hoc Committee comprised of key stakeholders that play a role in the building project process.

NOW, THEREFORE, BE IT RESOLVED, that there is hereby established an *Ad Hoc Committee to Develop A Process For Capital Improvement Building Projects for the Town of Ledyard* to be composed of seven (7) members appointed by the Ledyard Town Council.

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

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

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

The 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.

BE IT FURTHER RESOLVED, that said Ad Hoc Committee shall:

1. Review the process for Town and School Building Projects.
2. Review Building Blocks and workflow for Building Projects.
3. Review Building Projects - Municipal Check List -1990.
4. Review Ordinance #100-015(rev1) "*An Ordinance Establishing a Permanent Municipal Building Committee for the Town of Ledyard*"
5. Evaluate the effectiveness of the Permanent Municipal Building Committee and options for the Town and Board of Education to better facilitate Capital Improvement Building Projects.

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

Develop an *end-to- end* Process and Timeline/Schedule for assigned Municipal and Board of Education Capital Improvement Projects to include *but not be limited to* the following:

*For example:*

- a. Preliminary Design and Cost Estimates for Project.

- b. Present Project to Town Council and request seed money for the town to hire Architects/Engineering Design Professionals.
- c. Prepare, Advertise, Evaluate, and Recommend Selection for Requests for Qualification/Requests for Proposals (Architects/Engineering Design, Owners Representative, Construction Components, etc. to facilitate the project).
- d. Present proposed Project with cost estimates to the Town Council to request funding to support the Project (i.e. Bond/Borrowing Documentation and/or Grant Funding).
  - If Bond/Borrowing is required work with Finance Department to provide information needed for Bond Council to prepare Bond Authorization documents.
  - Work with Town Council and Departments to present the Project at a Special Town Meeting in preparation for Referendum, in accordance with Town Charter, Chapter VII: Section 9.
- e. Identify other funding sources such as Grant Funding.
  - Work with Town and/or Board of Education and Professional Consultants to complete required Applications and Forms and to submit Grant Applications according to Grant Schedules.
- f. With the approval of funding proceed to execute and supervise the design, construction, renovation, demolition and removal of Town and Board of Education buildings that fall within the approved budget, as well as any significant installation, renovation or upgrade of service equipment and major systems to include the following:
  - Work with Owners Representative, to provide oversight of construction and schedules to ensure work is progressing at a at school facilities was not being done while students were in the buildings.
  - Work with contractors and staff to review and approve payment of invoices in a timely manner.
  - Formally close out project with a letter to the Town Council and other stakeholders.
  - Provide a final report to the Town Council.
- g. Develop a process for Problem Resolution for issues that arise during the construction such as non-performance, improper installation/work, and to address warranty items.

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: \_\_\_\_\_

\_\_\_\_\_  
, Chairman

Res: 002-2026/xxxx

DRAFT: 12/01/2025

RESOLUTION  
ESTABLISHING AN AD HOC COMMITTEE  
TO DEVELOP A  
PROCESS FOR CAPITAL IMPROVEMENT BUILDING PROJECTS  
FOR THE TOWN OF LEDYARD

WHEREAS: the Ledyard Town Council recognizes the Permanent Municipal Building Committee's efforts to execute and supervise the design, construction, renovation, demolition and removal of Town and Board of Education buildings that fall within the approved budget, as well as any significant installation, renovation or upgrade of service equipment and major systems as assigned by the Town Council.

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

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

The 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.

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1. Review the process for Town and School Building Projects.
2. Review Building Blocks and workflow for Building Projects.
3. Review Building Projects - Municipal Check List -1990.
4. Review Ordinance #100-015(rev1) "*An Ordinance Establishing a Permanent Municipal Building Committee for the Town of Ledyard*"
5. Evaluate the effectiveness of the Permanent Municipal Building Committee and options for the Town and Board of Education to better facilitate Capital Improvement Building Projects.

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

Develop a Process and Timeline/Schedule for assigned Municipal and Board of Education Capital Improvement Projects to include:

- a. Preliminary Design and Cost Estimates for Project.
- b. Present Project to Town Council and request seed money for the town to hire Architects/Engineering Design Professionals.



- c. Prepare, Advertise, Evaluate, and Recommend Selection for Requests for Qualification/ Requests for Proposals (Architects/Engineering Design, Owners Representative, Construction Components, etc. to facilitate the project).
- d. Present proposed Project with cost estimates to the Town Council to request funding to support the Project (i.e. Bond/Borrowing Documentation and/or Grant Funding).
  - If Bond/Borrowing is required work with Finance Department to provide information needed for Bond Council to prepare Bond Authorization documents.
  - Work with Town Council and Departments to present the Project at a Special Town Meeting in preparation for Referendum, in accordance with Town Charter, Chapter VII: Section 9.
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  - Work with Town and/or Board of Education and Professional Consultants to complete required Applications and Forms and to submit Grant Applications according to Grant Schedules.
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  - Work with Owners Representative, to provide oversight of construction and schedules to ensure work is progressing at a at school facilities was not being done while students were in the buildings.
  - Work with contractors and staff to review and approve payment of invoices in a timely manner.
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Adopted by the Ledyard Town Council on: \_\_\_\_\_

\_\_\_\_\_  
, Chairman



### Building Blocks to Completion of a Project

- Identify the need for a Building Project/Renovation.
- Responsible Department prepare a preliminary needs and cost assessment for project.
  - ✓ Needs assessment to include background, Project, ADA, or other special modifications and benefits to the Town.
  - ✓ Cost Assessment- Initial preliminary cost estimates for Project.
  - ✓ Identify Funding Sources (Grants, Bonding, Capital Accounts, LOCIP)
- Department submits project to the Mayor –For School Projects the Board of Education forwards the Project directly to the Town Council.
- Appointments – Town Council work to ensure the Permanent Municipal Building Committee Members in meet the criteria of Ordinance #100-015(rev 1) “*An Ordinance Establishing A Permanent Municipal Building Committee for the Town of Ledyard*” shall include those with experience with:
  - ✓ Finance
  - ✓ Engineering
  - ✓ Architecture
  - ✓ Project management, or the
  - ✓ Building Trades.
- Town Council assigns the Project to the Permanent Municipal Building Committee (PMBC) in accordance with Ordinance #100-015 (rev 1) and gives the following Authorizations:
  - ✓ Authorization to proceed with the Project
  - ✓ Authorization of start-up funding to hire architects, Clerk of the Works, etc.  
(Town Council can set funding aside in budget each year; use Undesignated Fund, or other sources to fund Facility Study/ Plan (or Architectural Design Plan)
  - ✓ Authorization to apply for Grants.
- Requests for Proposals (RFP) - PMBC work to develop and advertise Request for Proposals (RFP) for the next step (Study or Design Plans); and Review/Select Firm.
- Review/Present Design Plans – PMBC to present Design Plans to Zoning Official, Fire Marshal, Building Official, Board of Education (if it is a school project) Town Council, and Water Pollution Control Authority.
- Planning Commission must approve the Project by a Majority Vote per CGS 8-24; 8-22 and Town Charter Chapter IV; Section 3.
- WPCA must hold a Public Hearing (if project involved sanitary sewers).
- Public Hearing/or Informational Session – PMBC holds Public Hearing/or Informational Session to obtain resident’s input regarding project.
- Town Council Approves Project and Authorizes the Mayor to have Bond Counsel to prepare Bond Authorization Documents (Resolutions).
- Bond Documents – PMBC & Finance Department to work with Bond Counsel to prepare Bond Authorization Documents (Resolutions)

- Bond Documents Prepared – Town Council approve Bond Authorization Documents (Resolutions) appropriating funding. Town Council recommends the passage of Bond Resolution at Town Meeting; Mayor must approve appropriation. Town Council sets Town Meeting and Referendum Dates; per Town Charter Chapter VII; sections 7; Chapter III; Sections 1,2,3,4,12.

Note:

- ✓ If appropriation is <1% of tax levy, approval by Town Council is sufficient; providing the Finance Director certified that funds are available unappropriated general fund resources in excess of the proposed appropriation.
- ✓ If appropriation is >1% of tax levy, approval at Town Meeting is sufficient.
- ✓ If appropriation is >5% of tax levy, approval at Town Meeting to adjourn to Referendum in necessary.
- Town Meeting/Referendum – Referendum must be held *“Not less than seven (7) days or more than fourteen (14) days after the Town Meeting”*.
- Notice of Town Meeting and Referendum – Town Meeting must be posted five (5) days prior to the Town Meeting.
- Referendum must be held thirty (30) days after posting the Legal Notice for the Town Meeting/Referendum Notice in the newspaper. Experience has proved that the timeframe from approval at Town Council to referendum is at a minimum of forty-days (45) days.

**NOTE:**


School Projects – Board of Education, PMBC and State Board of Education must approve site and plans. State Board of Education must approve grant commitment before Construction Bids are sought. CGS 10--291.

- Project Approved at Referendum/State Approvals – PMBC proceeds with Construction of Project.

# BUILDING BLOCKS TO COMPLETION OF A PROJECT

- Identification of the need for a building project/renovation.
- Responsible Department prepares preliminary needs and cost assessments
  - Needs assessment includes background, projects, ADA, other special modifications and benefits to the Town
  - Cost assessments - Initial cost estimates for project
  - Funding sources identified (grants, bonding, capital accounts, LOCIP)
- Department refers project to Mayor and requests the Establishment of a Building Committee. Board of Education Projects are forwarded directly to the Town Council.
- Town Council appoints a Building Committee for project giving the following authorizations:
  - Authorization to complete the project
  - Authorization of start-up funding to hire architects, Clerk of Works etc
  - Authorization of hold organizational and regular meetings as necessary
  - Authorization to draft a resolution requesting approval of the project.
- Building Committee holds organizational meeting, and regular meetings as established in the founding resolution. Obtains more defined cost estimates and time schedule.
- Building Committee holds Public Hearings & Informational Hearings regarding the project to receive input from residents.
- Building Committee directs drafting of the resolution regarding the project. Requests the Mayor forward a request to the Town Council for Hiring of Bond Counsel.

The following meetings/public hearings must be held prior to the Town Meeting.

- 
- Presentation to the Planning Commission. Approval of commission must be majority vote. CSS 8-24, 8-22 and Town Charter Chapter IV, Section 3.
  - Presentation to the WPCA if the project involves sanitary sewers. WPCA must hold a Public Hearing as well on this project.
  - Plans and drawings are presented to the Zoning Official, Fire Marshal, Building Official for review and comment.

- Town Council approves the project and authorizes the Mayor to hire Bond Counsel. Town Council approves resolution appropriating funds, bonding and sale/purchase of land if appropriate. Town Council recommends passage of resolution to a Town Meeting. Mayor must approve appropriation. Town Charter Chapter VII Sections 7, 12, Chapter III Sections 1,2,3,4,12.

**Note:** If appropriation is > 1% of tax levy, approval at Town Meeting sufficient.  
If appropriation is > 5% of tax levy, approval at Town Meeting adjourned to referendum is necessary.

- Notice of Town Meeting and Referendum. Town Meeting must be posted five (5) days prior to the Town meeting. Referendum must be held 30 days after posting of notice in newspaper. Experience has proven the timeframe from approval at Town Council meeting to referendum is at a minimum of 45 days.
- Upon approval of the project at a Town Meeting/Referendum the Building Committee meets with the Mayor, Director of Finance, Town Treasurer to discuss payment procedures, grants etc. Further meeting with Bond Counsel to discuss sale of bonds etc.

**NOTE:** School Projects = Board of Education, Building Committee and State Board of Education must approve site and plans. State Board of Education must approve grant commitment before construction bids are sought. CGS 10-291

## **MEMORANDUM**

**To: Town Council Chairman**  
**From: Administrative Assistant**  
**Re: Board of Education Building Committee**

I have attached a copy of the memo from Mr. Depta that he presented to the full Town Council on his debrief from the Board of Education Building Committee.

## GENERAL GUIDELINES FOR BUILDING COMMITTEES

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Members of municipal building committees in most cases are appointed because of their interest in the project, political considerations, past experience in construction, or that, they are just available. THERE IS NO QUALIFICATION EXAMINATION AND NO TRAINING. The results of committees formed under these ground rules are not always predictable.

In an effort to provide some general guidance and pass on past experience this document has been assembled.

### 1. FINANCIAL CONTROL

---

- a. The dollars provided in the bonding package have been divided into a water project and a sewer project. Keep separate book on the two projects. The Chairman of the Building Committee must meet with the Town's Director of Finance to set up a chart of accounts, learn the proper use of the purchase order forms, and review bookkeeping in general. REMEMBER THESE ACCOUNTS WILL BE AUDITED BY THE STATE APPROVED AUDIT TEAM.
- b. Guard your spending very carefully in the front end of the project so you will have money at the end of the project. The tendency is to approve all recommendations by the Engineering Consultant in the early part of a project when you are flush. Unknown costs can creep in fast and start-up problems always take more money than forecast.
- c. Hold back 10-15% of all contract to assure satisfactory performance. You have to have leverage when things don't work out as planned.
- d. The Engineering Consultant must certify all bills submitted to the committee for approval. You are responsible to pay for all material delivered to the site as well as labor since the last billing date. MATERIALS DELIVERED TO THE SITE, EVEN SITTING IN THE CRATES, ARE YOURS, ( THE OWNER.)
- e. Make sure you have lean waivers on all sub-contractor work performed for each billing period. The sub-contractor has the right to place a lean against the property if he is not paid. A supplier of materials or equipment that is delivered to the site has the same right.

- f. Resolve all disputes over money issues immediately. The longer it takes to reach agreement on a dispute the less people remember. IF YOU PUT OFF DISPUTES TO THE END OF THE PROJECT, YOU ARE ALMOST ALWAYS GUARANTEED A LEGAL BATTLE WITH THEIR ATTENDING COSTS.
- h. Change orders to any contract are costly. The best way to prevent change orders is to have outstanding Plans and Specifications. Spend lots of time reviewing your Plans and Specs. and have as many people as possible conduct independent reviews. WHEN THE BUILDING COMMITTEE SIGNS OFF ON THE PLANS AND SPECIFICATIONS YOU OWN ALL MISTAKES, ALL ERRORS, ALL MISUNDERSTANDING, AND ALL THE COSTS TO CORRECT THE PROBLEMS.
- i. The Building Committee must provide a person by name to make decisions in the field. YOU ARE RESPONSIBLE FOR TIMELY DECISIONS AND WILL BE CHARGED IF YOU HOLD-UP THE PROJECT.

## 2. DRAWINGS AND SPECIFICATIONS

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- a. Drawings and specifications generated by the consulting engineering firm are the property of that firm unless the contract states differently. The Town of Ledyard has the right to use them and reproduce them as long as they are used on this project. THEY CANNOT BE SOLD OR GIVEN TO ANOTHER FOR USE ON DIFFERENT PROJECT.
- b. If a dispute exists between the drawings and specifications, then the data on the drawing takes president.
- c. Errors on the Drawings or Specifications which are very costly to correct will not be paid for by the consulting engineer unless you can prove it is an engineering error violating codes or good engineering practice.
- d. All drawings should be generated on AutoCad-10 or 11. This will allow you to store the drawings in the Town's computer and the Town engineer can update them in the future.

- e. A set of as-built drawings should be generated as the project progresses.
- f. Maintainability of the new plant starts with the Drawings and Specifications. Think, access to equipment, corrosion control, long term availability of parts, simplicity of operation, and etc. as you develop the documents.

### 3. PROJECT CONTROL

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- a. During construction all on-site changes should first be approved by the consulting engineer. Only one member of the building committee should have authority to coordinate these changes. WARNING; IF A MEMBER OF THE BUILDING COMMITTEE VISITS THE SITE AND COMMENTS ON SOME ASPECT OF CONSTRUCTION, IT COULD BE TAKEN AS APPROVAL/CHANGE FOR SOMETHING DIFFERENT THAN IS ON THE DRAWING. If you see something on the site you don't like get the appointed building committee representative and the consulting engineer involved.
- b. The Waste Water Treatment Plant upgrade will require a lot of coordination because the existing plant has to continue to operate. The wording in the contract must provide for some reasonable delays and extra work when making inter-connections with old pipes or equipment. OLD PIPES AND EQUIPMENT ARE GOING TO BE DIFFICULT TO TAKE APART AND DIFFICULT TO JOIN TO NEW CONSTRUCTION.
- c. Early in the project establish an elevation datum in concrete and refer all elevations on the drawing to the one reference point. WHEN YOU TRY TO MAKE WATER RUN UP-HILL IT IS USUALLY AN ERROR IN ELEVATION ON THE DRAWINGS.
- d. Collect the manufacturers data sheets, equipment operating instructions, material specs. supplied with shipments, and any other paperwork you can get your hands-on throughout the project. DON'T WAIT UNTIL THE END OF THE PROJECT.



#### 4. CONSTRUCTION CONSIDERATIONS

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- a. The ground water table on the existing waste water treatment plant site is high. When the elevation of the bottom of the Sequential Batch Reactor, (SBR) is being determined it may be wise to keep it well above Ground water. The cost of de-water holes in the ground can get expensive and cause delays. Earth berms against the side of the SBR can be used to reduce heat loss if it has to be kept well above ground level.
- b. The SBR will use large blowers to force air through the liquid. Centrifugal compressors or two-impeller positive displacement blowers create very high noise levels and our plant is on the edge of a residential area. THE NEW AES CO-GENERATION PLANT IN MONTVILLE HAS SPENT LARGE SUMS OF MONEY TO CORRECT NOISE PROBLEMS. LET'S NOT MAKE THE SAME MISTAKE. Check State Statutes starting at 22a-67
- c. OSHA rules for construction sites must be enforced. Our own WPCA employees, and visitors to the site will be subject to these rules, and fines can be imposed.
- d. Most of the project's equipment will be installed in areas classified as "wet areas", and the National Electric Code has extensive detailed directions on the electrical wiring of this equipment. Some of the code applies to the wiring by the manufacturer, and some for the installer. You have to be sure this is detailed in the Drawings and Specifications, but the most difficult part is making sure you get what you pay for in the field.



# TOWN OF LEDYARD CONNECTICUT

PLANNING COMMISSION

Ledyard, Connecticut

Post Office Box 38  
Ledyard, Conn. 06339

## MUNICIPAL IMPROVEMENT CHECK LIST

This check list is intended to guide Town building committees through the process of designing, building and completing municipal improvements. Please note that this list may not be all-inclusive, and that all items listed below may not be required for all municipal building projects. The necessity to consider a particular item is determined in consultation with the Town's development staff, including the Planner, Zoning and Wetlands Official, Building Official, Public Works Director, and Fire Marshal.

### I. Site Plan Details:

- a) ☐ Compliance of lot with height, area, width, coverage, yard and setback requirements of Zoning Regulations;
- b) ☐ Establish datum, benchmark & contour map of site;
- c) ☐ A-2 boundary survey & boundary monumentation;
- d) ☐ Determine presence/absence of wetlands and ledge;
- e) ☐ Percolation tests & deep observation pits for septic;
- f) ☐ Provision of water supply;
- g) ☐ State Building Code & State Fire Code compliance;
- h) ☐ Design of stormwater management system, compliance with local Stormwater Management Ordinance;
- i) ☐ Evaluation of traffic impacts, compliance with local Road Ordinance;
- j) ☐ Off-street parking & loading requirements;
- k) ☐ Landscaping;
- l) ☐ Signage;
- m) ☐ Sediment & Erosion Control Plan;
- n) ☐ Flood protection (only if in Special Flood Hazard Zone);
- o) ☐ Impacts to historic resources & cemeteries;
- p) ☐ Energy efficiency & use of solar design;
- q) ☐ LCDD building design criteria;
- r) ☐ Notification of abutting property owners & easement holders.

II. Coastal Area Management review (see Zoning & Wetlands Officer).

III. Inland Wetlands Commission review (see Zoning & Wetlands Officer).

IV. Compliance with Plan of Development and other municipal planning documents (see Town Planner).

V. Report on fiscal impact to local taxpayers.



# TOWN OF LEDYARD CONNECTICUT

PLANNING COMMISSION

Ledyard, Connecticut

Post Office Box 38  
Ledyard, Conn. 06339

## MUNICIPAL IMPROVEMENT CHECK LIST

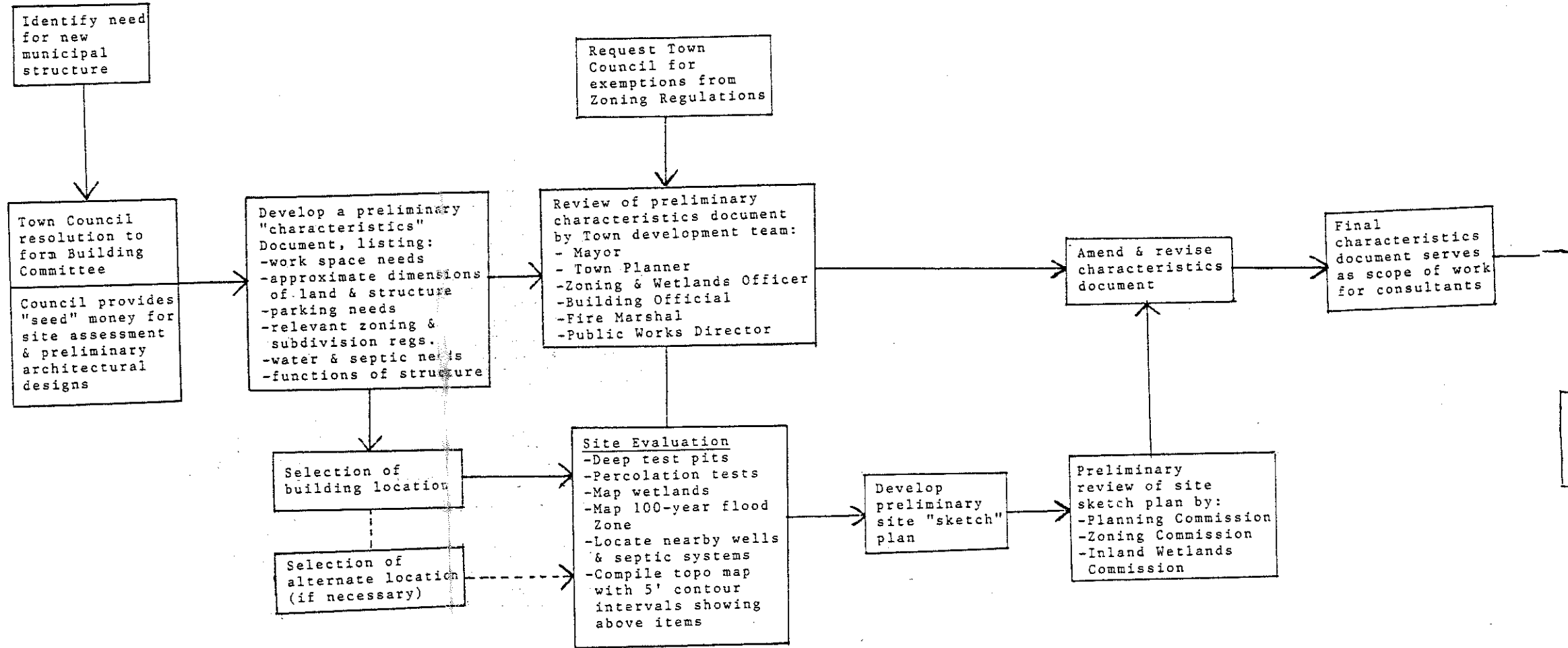
This check list is intended to guide Town building committees through the process of designing, building and completing municipal improvements. Please note that this list may not be all-inclusive, and that all items listed below may not be required for all municipal building projects. The necessity to consider a particular item is determined in consultation with the Town's development staff, including the Planner, Zoning and Wetlands Official, Building Official, Public Works Director, and Fire Marshal.

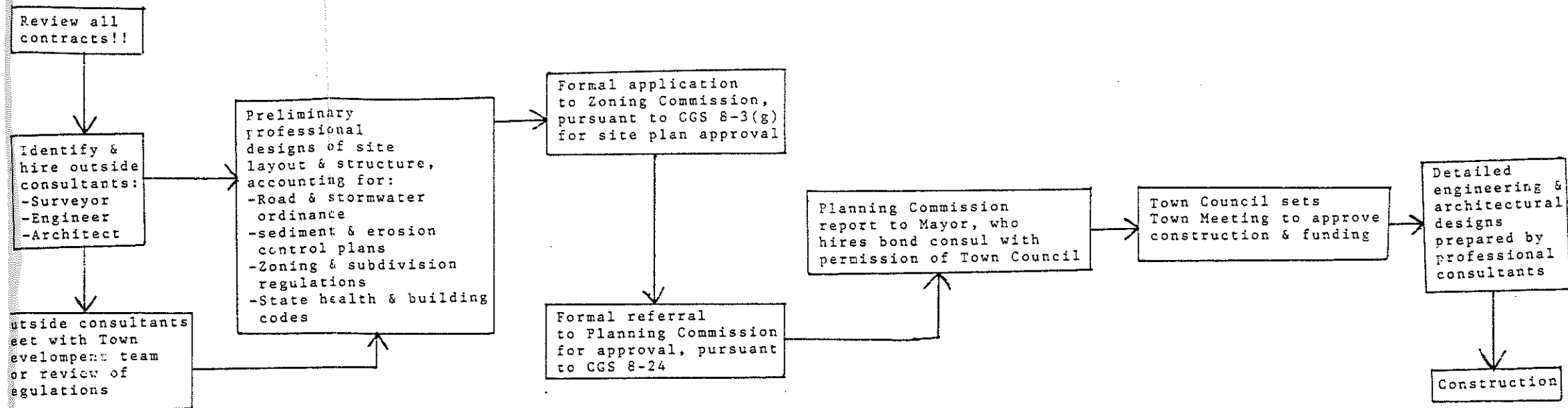
### I. Site Plan Details:

- a) ☐ Compliance of lot with height, area, width, coverage, yard and setback requirements of Zoning Regulations;
- b) ☐ Establish datum, benchmark & contour map of site;
- c) ☐ A-2 boundary survey & boundary monumentation;
- d) ☐ Determine presence/absence of wetlands and ledge;
- e) ☐ Percolation tests & deep observation pits for septic;
- f) ☐ Provision of water supply;
- g) ☐ State Building Code & State Fire Code compliance;
- h) ☐ Design of stormwater management system, compliance with local Stormwater Management Ordinance;
- i) ☐ Evaluation of traffic impacts, compliance with local Road Ordinance;
- j) ☐ Off-street parking & loading requirements;
- k) ☐ Landscaping;
- l) ☐ Signage;
- m) ☐ Sediment & Erosion Control Plan;
- n) ☐ Flood protection (only if in Special Flood Hazard Zone);
- o) ☐ Impacts to historic resources & cemeteries;
- p) ☐ Energy efficiency & use of solar design;
- q) ☐ LCDD building design criteria;
- r) ☐ Notification of abutting property owners & easement holders.

- II. Coastal Area Management review (see Zoning & Wetlands Officer).
- III. Inland Wetlands Commission review (see Zoning & Wetlands Officer).
- IV. Compliance with Plan of Development and other municipal planning documents (see Town Planner).
- V. Report on fiscal impact to local taxpayers.

# MUNICIPAL IMPROVEMENT   CHART -- TOWN OF LE   RD





**Roxanne Maher**

---

**From:** Anthony Favry <afavry@ledyard.net>  
**Sent:** Monday, October 20, 2025 8:57 PM  
**To:** Town Council Group  
**Cc:** Jay Hartling; BoE Members  
**Subject:** Ad Hoc Committee Request

Good Evening Chairman St. Vil -

It was suggested by a Board Member during one of the Regular BoE Meetings, that an ad hoc committee be established by Town Council to evaluate the end-to-end building project process, leveraging the recent school projects as a proxy for the discussion.

The Board of Ed would value your consideration and evaluation for the establishment of an ad hoc committee and that this committee be comprised of key stakeholders that play a role in the building project process.

Should you have any questions, please let me know.

Thank You,  
Anthony Favry  
Chairman, Ledyard Board of Education

22 October 2025

Town Council Chair  
Town of Ledyard  
741 Colonel Ledyard Highway  
Ledyard, Connecticut, 06339

Dear Town Council Chair,

I have read the letter for Anthony Favry , addressing to the Town Council , that he is in support of the establishment of an Ad Hoc committee to look into the building and improvement process that the PMBC follows to accomplishment Capitol Improvements to the Town's Buildings.

After experiencing first hand this year, trying to get the HVAC improvements to the JWL School moving from the 2-year standstill, I am in favor of this proposal and ask that the Town Council asapprove the establishment of such a committee. Of course, I volunteer to be an active member of the committee. I have valuable experiences to bring to the table.

Should you have any questions please feel free to contact me.

Thank You,  
Joe Gush  
Chairman, Permanent Municipal Building Committee  
Jpgush54@ gmail.com  
860-213-0476



# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

**File #:** 26-0138

**Agenda Date:** 2/11/2026

**Agenda #:** 4.

## GRANT REQUEST

### **Type Motion/Request here and complete the Grant Request Form Below:**

MOTION to approve a Connecticut DOT Local Bridge Program Grant Application for replacement of Lantern Hill Road Bridge No. 137001 for 50% of eligible costs, the total of which is presently estimated to be nearly \$2.8 million;

In addition, approve the proposed “ *Resolution Local Bridge Program State Project No. 9071-9001 Bridge Number: 137001 Lantern Hill Road Over Whitford Brook In The Town Of Ledyard*” as presented in the draft dated January, 28, 2026 authorizing the Mayor to submit the Grant Application.

### **Background:**

After many years of Stonington and Ledyard seeking funding for replacement of Lantern Hill Road Bridge over Whitford Brook at the shared town line, adequate funds have been secured to do so. A \$3 million dollar special grant had first been acquired through efforts of Senator Osten and the Lantern Hill Valley Alliance for several infrastructure needs in the Whitford Brook watershed. Funds from this initiative will cover the balance (or 50%) of the cost to supplement the 50% that an approved Local Bridge Program Grant will supply.

### **Department Comments/Recommendation:**

The construction of the bridge has already commenced and has proceeded even during this difficult winter season. This action is necessary to secure the Local Bridge Program funding, and thus I recommend approval.

### **Finance Director Comments/Recommendation:**

(Type text here)

### **Mayor Comments/Recommendation:**

(Type text here)

### **Resolution Body**

DRAFT: 1/28/2026

RESOLUTION  
LOCAL BRIDGE PROGRAM  
STATE PROJECT NO. 9071-9001  
BRIDGE NUMBER: 137001  
LANTERN HILL ROAD OVER WHITFORD BROOK



IN THE TOWN OF LEDYARD

BE IT RESOLVED, that Fred Allyn, III, Mayor of the Town of Ledyard, is authorized to sign the LOCAL BRIDGE PROGRAM SUPPLEMENTAL APPLICATION and any associated agreements between the State of Connecticut and the Town of Ledyard for the Lantern Hill Road Bridge over Whitford Brook; Bridge No. 137001.

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

\_\_\_\_\_  
Gary St. Vil, Chairman  
Ledyard Town Council

\*\*\*\*\*

I, Patricia A. Riley, Town Clerk of the Town of Ledyard, a municipality organized and existing under the laws of the State of Connecticut, hereby certify that the above is a true copy of the resolution adopted by the Ledyard Town Council of said municipality at its Regular Meeting held on \_\_\_\_\_

I DO FURTHER CERTIFY that the above resolution has in no way been altered, amended or revoked, and is in full force and effect.

AND I DO FURTHER CERTIFY that Mayor Fredrick B. Allyn, III is the Mayor of the Town of Ledyard, and has been since May 1, 2017.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Town of Ledyard this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

(Seal)

\_\_\_\_\_  
Patricia A. Riley, Town Clerk  
Town of Ledyard

**Please Complete the Grant Request Form Below:**

**RESOLUTION**

Project Description:

Local Bridge Program

State Project No. 9071-9001

Bridge Number: 137001

Bridge Location: Lantern Hill Road over Whitford Brook

Town/City/Borough of Ledyard

Be it RESOLVED, that, Fred B. Allyn III

name title  
of the Town/City/Borough of Ledyard is authorized to sign the LOCAL  
BRIDGE PROGRAM SUPPLEMENTAL APPLICATION and any associated agreements  
between the State of Connecticut and the Town/City/Borough of Ledyard  
for Lantern Hill Road over Whitford Brook, Bridge No. 137001.

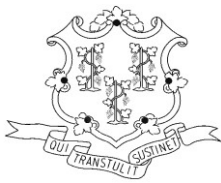
(road carried over feature crossed)  
ADOPTED by the Town Council of the Town/City/Borough of  
(legislative body)  
Ledyard, Connecticut  
on .

(date)

(Municipal Seal)

---

Signature of Clerk Date



**CONNECTICUT DEPARTMENT OF TRANSPORTATION**  
**LOCAL BRIDGE PROGRAM**  
**SUPPLEMENTAL APPLICATION**



C.G.S. SECTIONS 13a-175p through 13a-175u, as Amended by P.A. 13-239

Supplemental Application is hereby made by the Town/City/Borough of Ledyard  
for consideration for funding under the provisions and regulations of the Local Bridge Program  
for Fiscal Year 2024 for the following structure:

Bridge Number: 137001 State Project Number: 9071-9001  
Bridge Location: Lantern Hill Road over Whitford Brook  
Span Length (existing/proposed): 15 / 33 feet Width (existing/proposed): 17 / 26

**CT Professional Engineer Responsible for Project Design:**

Name: Keegan Elder  
Firm: WMC Consulting Engineers  
License No.: 31602 Telephone: (860) 667-9624 FAX: \_\_\_\_\_  
Street Address: 87 Holmes Road  
City, State, ZIP: Newington CT 06111  
E-Mail: kelder@wmcengineers.com

**Municipal Information:**

Name & Title of Official Contact: Steve Masalin Director of Public Works  
Street Address: 741 Colonel Ledyard Highway  
City, State, ZIP: Ledyard CT 06339  
Telephone Number: (860) 464-3238 FAX: \_\_\_\_\_  
E-Mail: pwd@ledyardct.org

**Project Schedule:**

**(MM/DD/YYYY)**

|   |                   |
|---|-------------------|
| Final Design (Accepted by Municipality) | <u>11/22/2023</u> |
| Rights-of-Way (Acquisition Complete)    | <u>02/28/2025</u> |
| Utilities (Coordination Completion)     | <u>02/05/2025</u> |
| Public Meeting (Conducted)              | <u>12/05/2017</u> |
| Construction Advertising                | <u>08/29/2024</u> |
| Construction Contract Award             | <u>04/01/2025</u> |
| Construction Start                      | <u>04/01/2025</u> |
| Construction Complete                   | <u>04/26/2026</u> |
| Audit Submittal                         | <u>10/26/2026</u> |

# LOCAL BRIDGE PROGRAM

## SUPPLEMENTAL APPLICATION

**Existing Conditions:** Attach description of existing conditions, including engineer's evaluation.

**Scope of Proposed Project:** Attach detailed description of the proposed Project, including Final Plans, Specifications, Detailed Estimates & other pertinent data.

|                          |                                     |   |
|--------------------------|-------------------------------------|---|
| <b><u>Checklist:</u></b> | <input checked="" type="checkbox"/> | Plans   |
|                          | <input checked="" type="checkbox"/> | Specifications  |
|                          | <input checked="" type="checkbox"/> | Engineer's Final Estimates  |
|                          | <input checked="" type="checkbox"/> | Bid Tabulations   |
|                          | <input checked="" type="checkbox"/> | Load Rating Package (per CTDOT Load Rating Manual)                    |
|                          | <input checked="" type="checkbox"/> | R.O.W. (if applicable)  |
|                          | <input checked="" type="checkbox"/> | Utilities (if applicable)   |
|                          | <input checked="" type="checkbox"/> | Hydraulic Design Report – must include compact disk (if applicable)   |
|                          | <input checked="" type="checkbox"/> | Scour Evaluation Report – must include compact disk (if applicable)   |
|                          | <input checked="" type="checkbox"/> | Municipal Proof of Funds (meeting minutes showing funding allocation) |
|                          | <input checked="" type="checkbox"/> | All Permits Acquired: Local, State, Federal (as applicable)           |

|   | <b><u>Project Cost Data</u></b> |                       |
|---|---------------------------------|-----------------------|
|   | <b><u>Preliminary</u></b>       | <b><u>Updated</u></b> |
| Preliminary Engineering Fees<br>(Include Breakdown of Fees)             | \$ 300,000.00                   | \$ 140,304.00         |
| Rights-of-Way Cost<br>(If Applicable)                                   | \$                              | \$                    |
| Municipal Utility Relocation  | \$                              | \$                    |
| Estimated Construction Costs<br>(Include Detailed Estimate)             | \$ 1,500,000.00                 | \$ 2,159,735.00       |
| Construction Engineering/Incidentals<br>(Inspection, Materials Testing) | \$ 225,000.00                   | \$ 241,804.79         |
| Contingencies<br>(10% of Construction Costs Only)                       | \$ 150,000.00                   | \$ 215,973.50         |
| Total Estimated Project Cost  | \$ 2,175,000.00                 | \$ 2757817.29         |

### **Financial Aid Data**

**Project Grant:**

Municipality's allowable grant percentage: 50 %

$$\frac{\$ 2757817.29}{\text{(Total Project Cost)}} \times \frac{50}{\text{(Grant \%)}} = \$ \frac{1,378,908.65}{\text{(Total Grant Amount)}}$$

**LOCAL BRIDGE PROGRAM**  
**SUPPLEMENTAL APPLICATION**

**CERTIFICATIONS:**

I, \_\_\_\_\_, \_\_\_\_\_, duly authorized  
by the (Town, City, Borough) of Ledyard as so signified by  
the attached authorization, do certify and attest to the following:

1. Approval and acceptance of all plans, specifications and estimates. Any digressions from AASHTO and Connecticut Highway Design Manual guidelines have been made in accordance with Section 13a-86a of the Connecticut General Statutes and documentation has been retained in the project records.
2. That all R.O.W. activities associated with the project have been addressed or will be completed by the start of construction and, by a certified appraiser, that the purchase price of all properties being acquired represents the fair market value of such property.
3. That the Municipality owns or has the responsibility for maintaining the structure for which funding is sought and will be responsible for all future maintenance of the structure.
4. That all public and private utility relocations have been addressed.
5. That the design loading for the structure complies with the requirement of the Regulations for the Local Bridge Program.
6. That all permits required from Federal, State, and local agencies have been obtained, and all applicable permits, regulations and executive orders will be complied with.
7. That this project complies with National Flood Insurance Program requirements and the Municipality's Flood Management ordinance or regulations, if applicable.
8. That the hydraulic design is in conformance with the requirements of the program regulations, and that an appropriate scour evaluation has been performed.
9. That separate accounts have been established specifically for this project and all additions or disbursements will be made therefrom.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_

*Municipal Seal*

**LOCAL BRIDGE PROGRAM**  
**SUPPLEMENTAL APPLICATION**

**CERTIFICATIONS By a Connecticut Licensed Professional Engineer:**

I, Keegan Elder, do hereby certify:  
*name*

1. That the design loading complies with the requirements of the program regulations.
2. That the completed structure is designed to have at least a 20-year life.
3. That the design reflects the latest AASHTO LRFD Bridge Design Specifications requirements for structures of that type, or previously approved digressions from those standards based upon sound engineering judgment.
4. That the geometric design reflects the latest Connecticut Highway Design Manual requirements, or reasonable digressions from those standards based upon sound engineering judgment.
5. That the hydraulic design is in conformance with the requirements of the program regulations, and that an appropriate scour evaluation has been performed.
6. That any deviations from AASHTO and ConnDOT standards have been authorized by the municipality, do not present an increased risk to the public, and have considered all factors listed in Section 13a-86a of the Connecticut General Statutes.

Signed Keegan O. Elder

Date 01/13/2026

Title Vice President

Conn. P. E. Registration

*(Stamp or Seal)*



---

**By a Certified Appraiser: (If Applicable)**

I, \_\_\_\_\_, hereby certify that the appraised property values reflect the current fair market value and are fair and reasonable.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Title \_\_\_\_\_

Certification Number

## RESOLUTION

### Project Description:

## Local Bridge Program

State Project No. 9071-9001

Bridge Number: 137001

Bridge Location: Lantern Hill Road over Whitford Brook

Town/City/Borough of Ledyard

Be it RESOLVED, that, \_\_\_\_\_, \_\_\_\_\_,  
*name title*  
of the Town/City/Borough of Ledyard is authorized to sign the LOCAL  
BRIDGE PROGRAM SUPPLEMENTAL APPLICATION and any associated agreements  
between the State of Connecticut and the Town/City/Borough of Ledyard  
for Lantern Hill Road over Whitford Brook, Bridge No. 137001.  
*(road carried over feature crossed)*

ADOPTED by the \_\_\_\_\_ of the Town/City/Borough of \_\_\_\_\_  
*(legislative body)*  
 Ledyard \_\_\_\_\_, Connecticut  
 on \_\_\_\_\_ .  
*(date)*

(Municipal Seal)

---

Signature of Clerk

---

Date



# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

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**File #:** 23-2143

**Agenda Date:** 2/11/2026

**Agenda #:** 5.

---

AGENDA REQUEST  
INFORMATIONAL ITEM

**Subject:**

MOTION to hereby appoint the Ledyard Historic District Commission to serve as the Historic Properties Study Committee for the Spicer Homestead ruins pursuant to CGS §7-147q. The study shall be limited to the parcel defined in the Town-commissioned survey dated January 14, 2025, unless otherwise authorized by the Town Council. This appointment is for study and recommendation purposes only, and does not constitute approval of any designation or ordinance.

**Background:**

(type text here)

**Department Comment/Recommendation:**

(type text here)



## Roxanne Maher

---

**From:** Earl Lamb <TyLamb5350@outlook.com>  
**Sent:** Monday, December 15, 2025 7:56 AM  
**To:** Roxanne Maher  
**Subject:** Fwd: wording for motion  
**Attachments:** Chapter 97a - Historic Districts and Historic Properties.html

Motion for the LUPW committee to recommended to the full Town Council, TC Finance committee a comprehensive town wide CIP.

Sent from my iPhone

Begin forwarded message:

**From:** Earl Lamb <tylamb5350@outlook.com>  
**Date:** December 14, 2025 at 6:14:11 PM EST  
**To:** Ty Lamb <tylamb5350@outlook.com>  
**Subject:** Fwd: wording for motion

Sent from my iPhone

Begin forwarded message:

**From:** karen parkinson <karen@thepaddockinc.com>  
**Date:** December 14, 2025 at 6:11:58 PM EST  
**To:** Earl Lamb <tylamb5350@outlook.com>  
**Subject:** wording for motion

The Town Council hereby appoints the Ledyard Historic District Commission to conduct a study of the proposed Spicer Homestead and follow all steps according to State Statute Chapter 7a, Section 7-147q "procedures for establishing historic properties." attached

## Roxanne Maher

---

**From:** Ty Lamb  
**Sent:** Thursday, December 18, 2025 1:11 PM  
**To:** Roxanne Maher  
**Subject:** Ref information from - Archaeology Circuit Rider Preservation Connecticut

Roxanne,

I would like to include this e-mail as reference material for my proposed agenda point concerning the next TC - LUPW meeting.

If you have any questions or concerns, please contact me.

Yr.,  
Ty Lamb

Hello Karen,

You never need to apologize for help! I am happy to supply it how I can and welcome the chance to assist you in the important work of preservation.

In my limited experience, I have always seen the Town appoint a Study Committee to create the Study Report for a new Local Designation, regardless of existing Historic District Commissions. The exact wording of CGS Section 7-147b(a) makes it clear, to my reading, that the Town Council still needs to approve the appointment of the HDC to a historic district study committee for the purpose of making an investigation and submitting a report. 7-147c(b) specifically states "by following the procedure for creation... in section 7-147b." So, I would say explicitly that you NEED approval from the Town Council before you can move forward with a Study Report.

I've CC'd my colleague Stacey Vairo who does Historic District Commission Trainings, and our colleague Mary Dunne from the State Historic Preservation Office who reviews Study Reports and also does Historic District Commission Trainings. If they have anything else to add or correct, please feel free to jump in.

Best,  
Stefon

Stefon Danczuk  
Archaeology Circuit Rider  
Preservation Connecticut  
940 Whitney Ave  
Hamden, CT 06517  
475-355-8287 (cell)

## CHAPTER 97a\*

### HISTORIC DISTRICTS AND HISTORIC PROPERTIES

\*Cited. 196 C. 596; 227 C. 71.

Cited. 29 CA 28.

#### Table of Contents

[Note: Readers should refer to the 2024 Supplement, revised to January 1, 2024, for updated versions of statutes amended, repealed or added during the 2023 legislative sessions.](#)

[Sec. 7-147a. Historic districts authorized. Definitions.](#)

[Sec. 7-147b. Procedure for establishment of historic district.](#)

[Sec. 7-147c. Historic district commission.](#)

[Sec. 7-147d. Certificate of appropriateness: Parking areas.](#)

[Sec. 7-147e. Application for certificate. Hearing. Approval.](#)

[Sec. 7-147f. Considerations in determining appropriateness. Solar energy systems.](#)

[Sec. 7-147g. Variations. permissible when.](#)

[Sec. 7-147h. Action by commission to prevent illegal acts.](#)

[Sec. 7-147i. Appeals.](#)

[Sec. 7-147j. Exempted acts. Delay of demolition.](#)

[Sec. 7-147k. Prior districts unaffected. Validation of prior creations and actions. Nonprofit institutions of higher education excluded.](#)

[Secs. 7-147l and 7-147m. Method of balloting; eligibility to vote; balloting on prior districts.](#)

[Secs. 7-147n and 7-147o. Reserved](#)

[Sec. 7-147p. Historic property ordinances authorized. Definitions.](#)

[Sec. 7-147q. Procedures for establishment of historic properties.](#)

[Sec. 7-147r. Historic properties commission.](#)

[Sec. 7-147s. Certificate of appropriateness.](#)

[Sec. 7-147t. Procedure for application for certificate.](#)

[Sec. 7-147u. Considerations in determining appropriateness.](#)

[Sec. 7-147v. Variations. permissible when.](#)

[Sec. 7-147w. Action by commission to prevent illegal acts.](#)

[Sec. 7-147x. Appeals.](#)

[Sec. 7-147y. Exempted acts. Delay of demolition.](#)

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#### PART I\*

### HISTORIC DISTRICTS

\*Cited. 196 C. 596, 602, 607.

Because part (Sec. 7-147a et seq.) provides comprehensive, detailed legislative scheme for establishment of historic district, including approval of legislative body, and because referendum authorized by town charter is not such a legislative body, provision of town charter is inapplicable to adoption of historic district ordinance in accordance with part and has no place in such scheme. 62 CA 298.

Sec. 7-147a. Historic districts authorized. Definitions. (a) As used in this part: ♦Altered♦ means changed, modified, rebuilt, removed, demolished, restored, razed, moved or reconstructed; ♦erected♦ means constructed, built, installed or enlarged; ♦exterior architectural features♦ means such portion of the exterior

of a structure or building as is open to view from a public street, way or place; ♦building♦ means a combination of materials forming a shelter for persons, animals or property; ♦structure♦ means any combination of materials, other than a building, which is affixed to the land, and shall include, but not be limited to, signs, fences and walls; ♦municipality♦ means any town, city, borough, consolidated town and city or consolidated town and borough; ♦appropriate♦ means not incongruous with those aspects of the historic district which the historic district commission determines to be historically or architecturally significant.

(b) Any municipality may, by vote of its legislative body and in conformance with the standards and criteria formulated by the Department of Economic and Community Development, establish within its confines an historic district or districts to promote the educational, cultural, economic and general welfare of the public through the preservation and protection of the distinctive characteristics of buildings and places associated with the history of or indicative of a period or style of architecture of the municipality, of the state or of the nation.

(c) The legislative body of any municipality may make appropriations for the purpose of carrying out the provisions of this part.

(1961, P.A. 430, S. 1; February, 1965, P.A. 221, S. 2; P.A. 80-314, S. 1; P.A. 86-105, S. 1; June 30 Sp. Sess. P.A. 03-6, S. 210(e); P.A. 04-20, S. 3; 04-205, S. 5; May Sp. Sess. P.A. 04-2, S. 30; P.A. 11-48, S. 142.)

History: 1965 act added provision requiring district to conform to standards and criteria of historical commission; P.A. 80-314 added Subsec. (a) containing definitions and divided earlier provisions into Subsecs. (b) and (c); P.A. 86-105 added definition of ♦appropriate♦ in Subsec. (a); June 30 Sp. Sess. P.A. 03-6 and P.A. 04-20 replaced the Connecticut Historical Commission with the Connecticut Commission on Arts, Tourism, Culture, History and Film, effective August 20, 2003; P.A. 04-205, effective June 3, 2004, and May Sp. Sess. P.A. 04-2, effective May 12, 2004, both replaced Connecticut Commission on Arts, Tourism, Culture, History and Film with Connecticut Commission on Culture and Tourism; P.A. 11-48 amended Subsec. (b) to replace ♦Connecticut Commission on Culture and Tourism♦ with ♦Department of Economic and Community Development♦, effective July 1, 2011.

Cited. 153 C. 160; 171 C. 199; 189 C. 727; 196 C. 596.

Subsec. (a):

Includes objects embedded in the earth, such as posts, stakes and foundations connected to objects rising above the surface and very heavy objects ♦affixed♦ to the ground by gravity, but not isolated objects that rest lightly on the surface of the ground that can easily be moved. 282 C. 672.

[\(Return to Chapter \(Return to Table of Contents\) List of Chapters\) List of Titles\)](#)

Sec. 7-147b. Procedure for establishment of historic district. Prior to the establishment of an historic district or districts, the following steps shall be taken:

(a) The legislative body shall appoint or authorize the chief elected official of the municipality to appoint an historic district study committee for the purpose of making an investigation of a proposed historic district or districts. The legislative body of a municipality which proposes to establish more than one district may establish more than one committee if the proposed districts are not contiguous to each other nor to any existing historic district. Each committee established under the provisions of this section shall consist of five regular and three alternate members who shall be electors of the municipality holding no salaried municipal office. Such alternate members shall, when seated as provided in this section, have all powers and duties of a member of the committee. If a regular member of such committee is absent or has a conflict of interest, the chairman of the committee shall designate an alternate to so act, choosing alternates in rotation so that they shall act as nearly equal a number of times as possible. If any alternate is not available in accordance with such rotation, such fact shall be recorded in the minutes of the meeting.

(b) The historic district study committee shall investigate and submit a report which shall include the following: (1) An analysis of the historic significance and architectural merit of the buildings, structures, places or surroundings to be included in the proposed historic district or districts and the significance of the district as a whole; (2) a general description of the area to be included within the district or districts, including the total number of buildings in each such district or districts listed according to their known or estimated ages; (3) a map showing the exact boundaries of the area to be included within the district or districts; (4) a proposed ordinance or proposed ordinances designed to create and provide for the operation of an historic district or districts in accordance with the provisions of this part; (5) such other matters as the committee may deem necessary or advisable.

(c) The historic district study committee shall transmit copies of its report to the Department of Economic and Community Development, the planning commission and zoning commission, or the combined planning and zoning commission, of the municipality, if any, and, in the absence of such a planning commission, zoning commission or combined planning and zoning commission, to the chief elected official of the municipality for their comments and recommendations. In addition to such other comments and recommendations as it may make, the Department of Economic and Community Development may recommend either approval, disapproval, modification, alteration or rejection of the proposed ordinance or ordinances and of the boundaries of each proposed district. Each such commission, board or individual shall deliver such comments and recommendations to the committee within sixty-five days of the date of transmission of such report. Failure to deliver such comments and recommendations shall be taken as approval of the report of the committee.

(d) The historic district study committee shall hold a public hearing on the establishment of a proposed historic district or districts not less than sixty-five nor more than one hundred thirty days after the transmission of the report to each party as provided in subsection (c) of this section, except that, if all such parties have delivered their comments and recommendations to the committee, such hearing may be held less than sixty-five days after the transmittal of the report. The comments and recommendations received pursuant to subsection (c) of this section shall be read in full at the public hearing.

(e) Notice of the time and place of such hearing shall be given as follows: (1) Written notice of the time, place and purpose of such hearing, postage prepaid, shall be mailed to the owners of record of all real property to be included in the proposed historic district or districts, as they appear on the last-completed grand list, at the addresses shown thereon, at least fifteen days before the time set for such hearing, together with a copy of the report of the historic district study committee or a fair and accurate synopsis of such report. A complete copy of the report, a copy of all recommendations made under subsection (c) of this section, a map showing the boundaries of the area to be included in the proposed district and a copy of the proposed ordinance shall be available at no charge from the town clerk during business hours or shall be mailed, upon request, to any owner of record of real property in the proposed historic district or districts with the notice of the hearing; and (2) by publication of such notice in the form of a legal advertisement appearing in a newspaper having a substantial circulation in the municipality at least twice, at intervals of not less than two days, the first not more than fifteen days nor less than ten days and the last not less than two days before such hearing.

(f) The historic district study committee shall submit its report with any changes made following the public hearing, along with any comments or recommendations received pursuant to subsection (c) of this section, and such other materials as the committee may deem necessary or advisable to the legislative body and the clerk of the municipality within sixty-five days after the public hearing.

(g) The clerk or his designee shall, not later than sixty-five days from receipt of such report, mail ballots to each owner of record of real property to be included in the proposed district or districts on the question of creation of an historic district or districts, as provided for in sections [7-147a](#) to [7-147k](#), inclusive. Only an

owner who is eighteen years of age or older and who is liable, or whose predecessors in title were liable, to the municipality for taxes on an assessment of not less than one thousand dollars on the last-completed grand list of the municipality on real property within the proposed district, or who would be or would have been so liable if not entitled to an exemption under subdivision (7), (8), (10), (11), (13), (14), (15), (16), (17), (20), (21), (22), (23), (24), (25), (26), (29) or (49) of section 12-81, may vote, provided such owner is the record owner of the property, thirty days before the ballots must be returned. Any tenant in common of any freehold interest in any land shall have a vote equal to the fraction of his ownership in said interest. Joint tenants of any freehold interest in any land shall vote as if each joint tenant owned an equal, fractional share of such land. A corporation shall have its vote cast by the chief executive officer of such corporation or his designee. No owner shall have more than one vote.

(h) The form of the ballot to be mailed to each owner shall be consistent with the model ballot prepared by the Historic Preservation Council of the Department of Economic and Community Development established pursuant to section 10-409. The ballot shall be a secret ballot and shall set the date by which such ballots shall be received by the clerk of the municipality. The ballots shall be mailed by first class mail to each owner eligible to vote in such balloting at least fifteen days in advance of the day on which ballots must be returned. Notice of balloting shall be published in the form of a legal advertisement appearing in a newspaper having a substantial circulation in the municipality at least twice, at intervals of not less than two days, the first not more than fifteen days or less than ten days and the last not less than two days before the day on which the ballots must be returned. Such ballot shall be returned to the municipal clerk, inserted in an inner envelope which shall have endorsed on the face thereof a form containing a statement as follows: ♦, the undersigned, do hereby state under the penalties of false statement that I am an owner of record of real property to be included in the proposed historic district and that I am, or my predecessors in title were, liable to the municipality for taxes on an assessment of not less than one thousand dollars on the last grand list of the municipality of real property within the district, or who would be or would have been so liable if not entitled to an exemption under subdivision (7), (8), (10), (11), (13), (14), (15), (16), (17), (20), (21), (22), (23), (24), (25), (26), (29) or (49) of section 12-81. ♦ Such statement shall be signed and dated. Any person who intentionally falsely signs such ballot shall be guilty of false statement as provided in section 53a-157b. The inner envelope, in which the ballot has been inserted by the owner, shall be returned to the municipal clerk in an outer envelope endorsed on the outside with the words: ♦Official ballot♦. Such outer envelope shall also contain, in the upper left corner of the face thereof, blank spaces for the name and return address of the sender. In the lower left corner of such outer envelope, enclosed in a printed box, there shall be spaces upon which the municipal clerk, before issuance of the ballot and envelopes, shall inscribe the name, street and number of the elector's voting residence and the date by which the ballot must be returned, and before issuance the municipal clerk shall similarly inscribe such envelope with his name and address for the return thereof. All outer envelopes shall be serially numbered. The ballots shall be returned to the municipal clerk by the close of business on the day specified, and such clerk shall compare each ballot to the list of property owners to whom such ballots were mailed to insure that each such ballot has been properly signed and returned.

(i) If two-thirds of all property owners voting cast votes in the affirmative, the legislative body of the municipality shall by majority vote take one of the following steps: (1) Accept the report of the committee and enact an ordinance or ordinances to create and provide for the operation of an historic district or districts in accordance with the provisions of this part; (2) reject the report of the committee, stating its reasons for such rejection; (3) return the report to the historic district study committee with such amendments and revisions thereto as it may deem advisable, for consideration by the committee. The committee shall submit an amended report to the legislative body within sixty-five days of such return. The committee need not hold a public hearing other than the one provided for in subsection (d) of this section, notwithstanding any changes in its report following such hearing, unless the legislative body has recommended a change in the boundaries of the proposed district or districts. The legislative body of the municipality may authorize another ballot of the owners within a proposed district or districts to be cast, other than the balloting provided for in subsection (g) of this section, notwithstanding any changes in the proposed ordinance following such balloting, if the boundaries of the proposed district in which the owners' property is situated are changed.

(j) Any ordinance, or amendment thereof, enacted pursuant to this part, which creates or alters district boundaries, shall contain a legal description of the area to be included within the historic district. The legislative body, when it passes such an ordinance, or amendment thereof, shall transmit to the municipal clerk a copy of the ordinance or amendment thereof. Such ordinance, or amendment thereof, shall be recorded in the land records of the municipality in which such real property is located and indexed by the municipal clerk in the grantor index under the names of the owners of record of such property.

(1961, P.A. 430, S. 2; 1963, P.A. 600, S. 1; P.A. 75-52; P.A. 77-338, S. 1; P.A. 80-314, S. 2; P.A. 87-167; P.A. 91-135, S. 1; June 30 Sp. Sess. P.A. 03-6, S. 210(e), 235; P.A. 04-20, S. 3; 04-205, S. 5; 04-257, S. 4; May Sp. Sess. P.A. 04-2, S. 30; P.A. 11-48, S. 125, 126.)

History: 1963 act amended Subsec. (c) to extend time for recommendations after receipt of report from 60 to 90 days and to authorize Connecticut historical commission to recommend re boundaries of proposed districts, amended Subsec. (d) to extend time within which hearing is to be held, amended Subsec. (e) to provide for sending a copy or synopsis of the study committee's report, together with a copy of the recommendations under Subsec. (c), a map and a copy of the proposed ordinance to property owners, amended Subsec. (f) to provide for inclusion of list of all buildings in report of committee and amended Subsec. (g) to provide for balloting by property owners; P.A. 75-52 added Subsec. (i) re ordinance contents; P.A. 77-338 deleted requirement in Subsec. (d) that hearing be held not less than 120 days after report; P.A. 80-314 amended Subsec. (a) to allow more than one committee and to include provisions for alternate members, amended Subsec. (b) to include in requirements for report consideration of architectural merit, description of area to be included, map of exact boundaries, proposed ordinance etc., amended Subsec. (c) to include combined planning and zoning commissions and to replace previous provision requiring that recommendations be read at hearing with provision for turning over recommendations to committee, amended Subsec. (d) to require that hearing be held not less than 65 days after report sent to commissions unless conditions specified in exception are met, amended Subsec. (e) to require 15 rather than 20 days' notice and to allow towns to have available on request rather than to automatically send out complete report and other data, amended Subsec. (f) to change deadline from 60 to 65 days and deleted specific accounting of report contents, amended Subsec. (g) to set deadline for mailing ballots and to replace general provisions for voting and action on result with detailed provisions for voting, deleted former Subsec. (h) re proposed amendments to ordinance replacing it with further voting detail, added Subsec. (i) re actions taken following vote and relettered former Subsec. (i) as Subsec. (j) and added requirement that copy of ordinance be sent to municipal clerk; P.A. 87-167 amended Subsec. (i) to reduce the affirmative vote requirement from 75% to two-thirds of all owners voting; P.A. 91-135 amended Subsec. (g) to transfer authority to mail ballots from the legislative body to the town clerk or his designee and amended Subsec. (h) to require that the ballot be consistent with a model ballot prepared by the Connecticut historical commission; June 30 Sp. Sess. P.A. 03-6 and P.A. 04-20 replaced the Connecticut Historical Commission with the Connecticut Commission on Arts, Tourism, Culture, History and Film in Subsec. (c), and June 30 Sp. Sess. P.A. 03-6 also amended Subsec. (h) to substitute Historic Preservation Council of Connecticut Commission on Arts, Tourism, Culture, History and Film for Connecticut Historical Commission, effective August 20, 2003; P.A. 04-205, effective June 3, 2004, and May Sp. Sess. P.A. 04-2, effective May 12, 2004, both replaced Connecticut Commission on Arts, Tourism, Culture, History and Film with Connecticut Commission on Culture and Tourism; P.A. 04-257 made technical changes in Subsec. (h), effective June 14, 2004; P.A. 11-48 amended Subsecs. (c) and (h) by replacing ♦Connecticut Commission on Culture and Tourism♦ with ♦Department of Economic and Community Development♦, effective July 1, 2011.

Cited. 153 C. 160; 171 C. 199; 189 C. 727; 196 C. 596; 227 C. 71.

Cited. 43 CS 297.

Subsec. (g):

Each condominium unit owner entitled to a vote proportionate to his freehold interest in the land. 196 C. 596.

Sec. 7-147c. Historic district commission. (a) Once an historic district has been established, the historic district study committee shall cease to exist and thereafter an historic district commission shall perform all the functions of the committee relative to the new district and to administering the provisions of this part.

(b) The historic district commission may from time to time, by following the procedure for creation of an historic district provided for in section [7-147b](#), suggest that an historic district be enlarged or that additional districts be created. Where additional property is to be included within an existing district, the owners of such additional property shall vote pursuant to subsection (g) of section [7-147b](#).

(c) Notwithstanding the provisions of section [7-147b](#), the legislative body of the municipality may enact amendments to the ordinance or ordinances of an historic district established pursuant to this part if such amendments do not involve changing district boundaries or the creation of new districts. No amendment shall be enacted until the substance of such amendment has first been submitted to the historic district commission having jurisdiction over the district affected for its comments and recommendations and either its comments and recommendations have been received or sixty-five days have elapsed without receipt of such comments and recommendations. The historic district commission may suggest amendments to the legislative body.

(d) The historic district commission established under the provisions of this part shall consist of five regular and three alternate members, who shall be electors of the municipality in which the district is situated holding no salaried municipal office. The ordinance shall provide that one or more of the members or alternates of the historic district commission shall reside in an historic district under the jurisdiction of the commission, if any persons reside in any such district and are willing to serve on such commission. Such alternate members shall, when seated as provided in this section, have all powers and duties of a member of the commission. If a regular member of said commission is absent or has a conflict of interest, the chairman of the commission shall designate an alternate to so act, choosing alternates in rotation so that they shall act as nearly equal a number of times as possible. If any alternate is not available in accordance with such rotation, such fact shall be recorded in the minutes of the meeting. The method of appointment shall be fixed by ordinance. The appointments to membership in the commission shall be so arranged that the term of at least one member shall expire each year, and their successors shall be appointed in like manner for terms of five years. Vacancies shall be filled for the unexpired term and in the same manner as the original appointment. The commission shall elect annually a chairman, a vice-chairman and a clerk from its own number. Each member and alternate shall continue in office until his successor is duly appointed. All members and alternates shall serve without compensation. Any member or alternate may be appointed for another term or terms.

(e) The historic district commission shall adopt rules of procedure not inconsistent with the provisions of this part. The commission may adopt regulations not inconsistent with the provisions of this part to provide guidance to property owners as to factors to be considered in preparing an application for a certificate of appropriateness.

(f) The historic district commission shall keep a permanent record of its resolutions, transactions and determinations and of the vote of each member participating therein.

(g) A copy of any ordinance creating an historic district adopted under authority of this part, amendments to any such ordinance, maps of any districts created under this part, annual reports and other publications of the historic district commission and the roster of membership of such commission shall be transmitted to the Department of Economic and Community Development. The historic district commission shall also file with the department at least once every year a brief summary of its actions during that year, including a statement of the number and nature of certificates of appropriateness issued, any changes in the membership of the commission and any other information deemed appropriate by the historic district commission.

(h) The historic district commission may accept grants and gifts, employ clerical and technical assistance or consultants and incur other expenses appropriate to the carrying on of its work, subject to appropriation by the municipality or receipt of such grants or gifts and may expend the same for such purposes.

(i) A municipality which has more than one historic district may establish more than one historic district commission if the districts are not contiguous.

(j) Any historic district commission established under this section may, unless prohibited by charter, ordinance or special act: (1) Make periodic reports to the legislative body; (2) provide information to property owners and others involving the preservation of the district; (3) suggest pertinent legislation; (4) initiate planning and zoning proposals; (5) cooperate with other regulatory agencies and civic organizations and groups interested in historic preservation; (6) comment on all applications for zoning variances and special exceptions where they affect historic districts; (7) render advice on sidewalk construction and repair, tree planting, street improvements and the erection or alteration of public buildings not otherwise under its control where they affect historic districts; (8) furnish information and assistance in connection with any capital improvement program involving historic districts; (9) consult with groups of experts.

(1961, P.A. 430, S. 3; P.A. 77-338, S. 2; P.A. 80-314, S. 3; P.A. 86-105, S. 2; June 30 Sp. Sess. P.A. 03-6, S. 210(e); P.A. 04-20, S. 3; 04-205, S. 5; May Sp. Sess. P.A. 04-2, S. 30; P.A. 11-48, S. 143.)

History: P.A. 77-338 added Subsec. (b) re procedure for inclusion of individual's property in district after its establishment; P.A. 80-314 deleted previous Subsec. (b), inserted new material concerning enlarging districts or creating new ones and ordinance amendments as Subsecs. (b) and (c), placed provisions for commission membership, appointments, etc. in Subsec. (d) rather than Subsec. (a) as previously, amending provisions for alternate members and adding provision concerning vacancies and reappointments, placed provision for adopting rules in Subsec. (e) rather than Subsec. (a) and added provision concerning regulations providing guidance for property owners in preparing applications, added Subsecs. (f) and (g) re permanent records and information required to be sent to the state historical commission, amended provision re acceptance of grants and gifts and employment of personnel, formerly in Subsec. (a), and designated it as Subsec. (h) and added Subsecs. (i) and (j) re multiple commissions and further powers; P.A. 86-105 amended Subsec. (d) to require that one or more residents of historic district be included on commission as members or alternates; June 30 Sp. Sess. P.A. 03-6 and P.A. 04-20 replaced the Connecticut Historical Commission with the Connecticut Commission on Arts, Tourism, Culture, History and Film, effective August 20, 2003; P.A. 04-205, effective June 3, 2004, and May Sp. Sess. P.A. 04-2, effective May 12, 2004, both replaced Connecticut Commission on Arts, Tourism, Culture, History and Film with Connecticut Commission on Culture and Tourism; P.A. 11-48 amended Subsec. (g) to replace ♦Connecticut Commission on Culture and Tourism♦ with ♦Department of Economic and Community Development♦ and ♦department♦, effective July 1, 2011.

Cited. 153 C. 160; 171 C. 199; 189 C. 727; 227 C. 71.

Sec. 7-147d. Certificate of appropriateness: Parking areas. (a) No building or structure shall be erected or altered within an historic district until after an application for a certificate of appropriateness as to exterior architectural features has been submitted to the historic district commission and approved by said commission.

(b) No building permit for erection of a building or structure or for alteration of an exterior architectural feature within an historic district and no demolition permit for demolition or removal of a building or structure within an historic district shall be issued by a municipality or any department, agency or official thereof until a certificate of appropriateness has been issued. A certificate of appropriateness shall be required whether or not a building permit is required.

(c) The historic district commission may request such plans, elevations, specifications, material and other information, including in the case of demolition or removal, a statement of the proposed condition and appearance of property after such demolition or removal, as may be reasonably deemed necessary by the commission to enable it to make a determination on the application. The style, material, size and location of outdoor advertising signs and bill posters within an historic district shall also be under the control of such commission. The provisions of this section shall not be construed to extend to the color of paint used on the exterior of any building or structure.

(d) No area within an historic district shall be used for industrial, commercial, business, home industry or occupational parking, whether or not such area is zoned for such use, until after an application for a certificate of appropriateness as to parking has been submitted to the commission and approved by said commission. The provisions of this section shall apply to the enlargement or alteration of any such parking area in existence on October 1, 1973.

(1961, P.A. 430, S. 4; 1963, P.A. 600, S. 2; P.A. 73-473, S. 1; P.A. 80-314, S. 4.)

History: 1963 act redefined ♦exterior architectural features♦, deleted stone walls, fences, signs, light fixtures, steps and paving from purview of certificate and excluded exterior paint color from provisions of section; P.A. 73-473 added Subsec. (b) re parking areas; P.A. 80-314 deleted ♦restored, moved or demolished♦ and removed definition of ♦exterior architectural features♦ from Subsec. (a), added Subsec. (b) re certificates of appropriateness, added Subsec. (c) including provisions re signs and exterior paint color, previously in Subsec. (a), and stating what information is necessary for commission's decision on application and relettered former Subsec. (b) as Subsec. (d).

Cited. 153 C. 160; 171 C. 199; 189 C. 727; 196 C. 596.

Cited. 29 CA 28.

Subsec. (d):

A reading of the word ♦occupational♦ that restricts it strictly to for-profit commercial or industrial uses would render other words unnecessary surplusage, which would violate basic tenet of statutory construction that legislature does not intend to enact meaningless provisions; Subsec. plainly and unambiguously encompasses parking for private elementary educational facilities because legislature drafted statute with language clearly intended to subject a broad variety of nonresidential parking uses to historic district regulation; legislature's enactment of Sec. 7-147k(b) which exempts from provisions of historic district act ♦any property owned by a nonprofit institution of higher education, for as long as a nonprofit institution of higher education owns such property♦ further supports a construction of Subsec. subjecting nonprofit private elementary school to jurisdiction of commission. 284 C. 838.

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Sec. 7-147e. Application for certificate. Hearing. Approval. (a) The historic district commission shall hold a public hearing upon each application for a certificate of appropriateness unless the commission determines that such application involves items not subject to approval by the commission. The commission shall fix a reasonable time and place for such hearing. Notice of the time and place of such hearing shall be given by publication in the form of a legal advertisement appearing in a newspaper having a substantial circulation in the municipality not more than fifteen days nor less than five days before such hearing.

(b) Unless otherwise provided by ordinance, a majority of the members of the commission shall constitute a quorum and the concurring vote of a majority of the members of the commission shall be necessary to issue a certificate of appropriateness. Within not more than sixty-five days after the filing of an application as required by section [7-147d](#), the commission shall pass upon such application and shall give written notice of its decision to the applicant. When a certificate of appropriateness is denied, the commission shall place upon its records and in the notice to the applicant the reasons for its determination, which shall include the bases for its conclusion that the proposed activity would not be appropriate. In the notice to the applicant the commission may make recommendations relative to design, arrangement, texture, material and similar features. The commission may issue a certificate of appropriateness with stipulations. Evidence of approval, as referred to in section [7-147d](#), shall be by certificate of appropriateness issued by the commission. Failure of the commission to act within said sixty-five days shall constitute approval and no other evidence of approval shall be needed.

(1961, P.A. 430, S. 5, 7; 1969, P.A. 37; P.A. 73-473, S. 2; P.A. 80-314, S. 5; P.A. 86-105, S. 3.)

History: 1969 act changed deadline for commission action in Subsec. (a) from 60 to 120 days; P.A. 73-473 specified parking as well as exterior architectural features as concern of certificate of appropriateness; P.A. 80-314 deleted reference specifying parking or exterior architectural features, changed number of times notice to appear in newspaper from seven to two and add specific time requirements, deleted requirement that commission record applications and activities and deleted former Subsec. (b) and placed in new Subsec. (b) procedure for action on application, changing deadline for action to 65 days, adding provisions re quorum, voting and denial of application or issuance with stipulations; P.A. 86-105 reduced newspaper notice requirements to one publication and provided that the bases for commission's determination shall be included in any notice of denial of certificate of appropriateness.

Cited. 153 C. 160; 171 C. 199; 189 C. 727; 196 C. 596.

Subsec. (a):

Failure to republish notice of continuance of a hearing in newspaper did not violate Subsec. 49 CS 498.

Subsec. (b):

In appeal from a decision by historic district commission, reviewing courts are limited to determining whether reason or reasons stated by commission are supported by substantial evidence in the record. 285 C. 755.

Although commission mailed notice of denial of the application to applicant 68 days after filing of the application, applicant was not entitled to automatic approval of the application on that basis since commission had acted within 65 days after filing of the application and applicant had actual notice of the commission's decision. 108 CA 682.

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Sec. 7-147f. Considerations in determining appropriateness. Solar energy systems. (a) If the commission determines that the proposed erection, alteration or parking will be appropriate, it shall issue a certificate of appropriateness. In passing on appropriateness as to exterior architectural features, buildings or structures, the commission shall consider, in addition to other pertinent factors, the type and style of exterior windows, doors, light fixtures, signs, above-ground utility structures, mechanical appurtenances and the type and texture of building materials. In passing upon appropriateness as to exterior architectural features the commission shall also consider, in addition to any other pertinent factors, the historical and architectural value and significance, architectural style, scale, general design, arrangement, texture and material of the architectural features involved and the relationship thereof to the exterior architectural style and pertinent features of other buildings and structures in the immediate neighborhood. No application for a certificate of appropriateness for an exterior architectural feature, such as a solar energy system, designed for the utilization of renewable resources shall be denied unless the commission finds that the feature cannot be installed without substantially impairing the historic character and appearance of the district. A certificate of appropriateness for such a feature may include stipulations requiring design modifications and limitations on the location of the feature which do not significantly impair its effectiveness. In passing upon appropriateness as to parking, the commission shall take into consideration the size of such parking area, the visibility of cars parked therein, the closeness of such area to adjacent buildings and other similar factors.

(b) In its deliberations, the historic district commission shall act only for the purpose of controlling the erection or alteration of buildings, structures or parking which are incongruous with the historic or architectural aspects of the district. The commission shall not consider interior arrangement or use. However, the commission may recommend adaptive reuse of any buildings or structures within the district compatible with the historic architectural aspects of the district.

(1961, P.A. 430, S. 8; P.A. 73-473, S. 3; P.A. 80-314, S. 6; P.A. 81-326.)

History: P.A. 73-473 added specific provisions concerning certificates of appropriateness for parking; P.A. 80-314 added Subsec. (b) re exclusion of consideration of interior space except to recommend adaptive reuse and expanded considerations for certificate concerning exterior features with specific references to doors, windows, signs, etc.; P.A. 81-326 added provisions concerning issuance of certificate of appropriateness for exterior architectural feature designed for utilization of renewable resources.

Cited. 153 C. 160; 171 C. 199; 189 C. 727; 196 C. 596; 227 C. 71.

Subsec. (a):

Commission may consider historic value and significance of buildings in their existing locations, including outbuildings, as a ♦pertinent factor♦ in denying an application for alterations. 285 C. 755.

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Sec. 7-147g. Variations, permissible when. Where, by reason of topographical conditions, district borderline situations or because of other unusual circumstances solely with respect to a certain parcel of land and not affecting generally the district in which it is situated, the strict application of any provision of this part would result in exceptional practical difficulty or undue hardship upon the owner of any specific property, the commission in passing upon applications shall have power to vary or modify strict adherence to said sections or to interpret the meaning of said sections so as to relieve such difficulty or hardship; provided such variance, modification or interpretation shall remain in harmony with the general purpose and intent of said sections so that the general character of the district shall be conserved and substantial justice done. In granting variations, the commission may impose such reasonable and additional stipulations and conditions as will, in its judgment, better fulfill the purposes of said sections. In addition to the filing required by subsection (b) of section 7-147e, the commission shall, for each variation granted, place upon its records and in the notice to the applicant the reasons for its determinations.

(1961, P.A. 430, S. 9; P.A. 80-314, S. 7.)

History: P.A. 80-314 required that record of granted variance and commission's reasons for granting it be kept.

Cited. 153 C. 160; 171 C. 199; 189 C. 727; 196 C. 596.

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Sec. 7-147h. Action by commission to prevent illegal acts. (a) If any provision of this part or any action taken or ruling made by the historic district commission pursuant to the provisions of said sections or of any regulation or ordinance adopted under said sections has been violated, the commission may, in addition to other remedies, institute an action in the superior court for the judicial district wherein such violation exists, which court shall have jurisdiction to restrain such violation and to issue orders directing that the violation be corrected or removed. Such order may direct the removal of any building, structure or exterior architectural feature erected in violation of said sections or any bylaw or ordinance adopted under said sections or the substantial restoration of any building, structure, or exterior architectural feature altered or demolished in violation of said sections or any regulation or ordinance adopted under said sections. Regulations and orders of the commission issued pursuant to said sections, or to any regulation or ordinance adopted under said sections, shall be enforced by the zoning enforcement official or building inspector or by such other person as may be designated by ordinance, who may be authorized to inspect and examine any building, structure, place or premises and to require in writing the remedying of any condition found to exist therein or thereon in violation of any provision of the regulations or orders made under the authority of said sections or of any regulation or ordinance adopted under said sections.

(b) The owner or agent of any building, structure or place where a violation of any provision of this part or of any regulation or ordinance adopted under said sections has been committed or exists, or the lessee or tenant of an entire building, entire structure or place where such violation has been committed or exists, or the owner, agent, lessee or tenant of any part of the building, structure or place in which such violation has been committed or exists, or the agent, architect, builder, contractor, or any other person who commits, takes part or assists in any such violation or who maintains any building, structure or place in which any such violation exists, shall be fined not less than ten dollars nor more than one hundred dollars for each day that such violation continues; but, if the offense is wilful, the person convicted thereof shall be fined not less than one hundred dollars nor more than two hundred fifty dollars for each day that such violation continues. The superior court for the judicial district wherein such violation continues or exists shall have jurisdiction of all such offenses, subject to appeal as in other cases. Each day that a violation continues to exist shall constitute a separate offense. All costs, fees and expenses in connection with actions under this section may, in the discretion of the court, be assessed as damages against the violator, which, together with reasonable attorney's fees, may be awarded to the historic district commission which brought such action. Any funds collected as fines pursuant to this section shall be used by the commission to restore the affected buildings, structures, or places to their condition prior to the violation wherever possible and any excess shall be paid to the municipality in which the district is situated.

(1961, P.A. 430, S. 10; P.A. 73-473, S. 4; P.A. 74-183, S. 166, 291; P.A. 76-436, S. 145, 681; P.A. 78-280, S. 1, 127; P.A. 80-314, S. 8.)



History: P.A. 73-473 included reference to parking; P.A. 74-183 substituted court of common pleas for circuit court and included reference to ♦county or judicial district♦; P.A. 76-436 substituted superior court for court of common pleas, effective July 1, 1978; P.A. 78-280 deleted reference to ♦county♦; P.A. 80-314 divided section into Subsecs. (a) and (b), replaced former provisions for proceedings to prevent unlawful acts with provisions for proceedings in superior court and added provisions concerning court costs, attorneys' fees and fines.

Cited. 153 C. 160; 171 C. 199; 189 C. 727; 196 C. 596.

Provision authorizing imposition of fines is directory rather than mandatory and the trial court's decision to refrain from imposing fines did not preclude it from awarding attorney's fees to commission; court's order to comply, standing alone, without affirmatively labeling defendant as a violator, is sufficient to implicate the court's authority under section to award attorney's fees to commission for its successful enforcement action; court may award attorney's fees, costs and expenses related to defense of a counterclaim under section. 152 CA 161.

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Sec. 7-147i. Appeals. Any person or persons severally or jointly aggrieved by any decision of the historic district commission or of any officer thereof may, within fifteen days from the date when such decision was rendered, take an appeal to the superior court for the judicial district in which such municipality is located, which appeal shall be made returnable to such court in the same manner as that prescribed for other civil actions brought to such court. Notice of such appeal shall be given by leaving a true and attested copy thereof in the hands of or at the usual place of abode of the chairman or clerk of the commission within twelve days before the return day to which such appeal has been taken. Procedure upon such appeal shall be the same as that defined in section [8-8](#).

(1961, P.A. 430, S. 11; P.A. 76-436, S. 282, 681; P.A. 78-280, S. 1, 127; P.A. 80-314, S. 9.)

History: P.A. 76-436 substituted superior court for court of common pleas and added reference to judicial district, effective July 1, 1978; P.A. 78-280 deleted reference to county; P.A. 80-314 provided that appeal be made returnable to court in same manner as that prescribed for ♦other♦ civil actions.

See Sec. 51-197b re administrative appeals.

Cited. 153 C. 160; 171 C. 199; 189 C. 727. In appeals from administrative zoning decisions, decisions will be invalidated, even if they were reasonably supported by the record, if they were not supported by substantial evidence in the record; in an appeal from decision of a commission, the record is reviewed to determine whether there is factual support for commission's decision; should substantial evidence exist in record to support any basis or stated reason for commission's decision, the court must sustain that decision. 284 C. 838. Although judicial review of land use decisions is deferential, it is not a rubber stamp as a court cannot take view in every case that discretion exercised by local zoning authority must not be disturbed, for if it did the right of appeal would be empty. Id. Although defendant's decision in this case was guided by proper statutory factors under Sec. 7-147f, the application of those factors was not supported by substantial evidence and, therefore, was an abuse of its discretion; because neighborly animosity and outcry are not, without more, factors for defendant's consideration under Sec. 7-147f(a), testimony does not support defendant's conclusion in this case. Id. This section and Sec. 8-8, when read together, do not provide for statutory aggravement in historic district commission appeals. 325 C. 765.

If an appeal has been taken and the trial court remands a case to commission, the scope of the remand order determines the finality of the trial court's judgment for appeal purposes. 108 CA 682.

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Sec. 7-147j. Exempted acts. Delay of demolition. (a) Nothing in this part shall be construed to prevent the ordinary maintenance or repair of any exterior architectural feature in the historic district which does not involve a change in the appearance or design thereof; nor to prevent the erection or alteration of any such feature which the building inspector or a similar agent certifies is required by the public safety because of a condition which is unsafe or dangerous due to deterioration; nor to prevent the erection or alteration of any such feature under a permit issued by a building inspector or similar agent prior to the effective date of establishment of such district.

(b) If a building in an historic district is to be demolished, no demolition shall occur for ninety days from issuance of a demolition permit if during such time the historic district commission or the Department of Economic and Community Development is attempting to find a purchaser who will retain or remove such building or who will present some other reasonable alternative to demolition. During such ninety-day period the municipality may abate all real property taxes. At the conclusion of such ninety-day period, the demolition permit shall become effective and the demolition may occur. Nothing in this section shall be construed to mandate that the owner of such property sell such property or building.

(1961, P.A. 430, S. 6; 1963, P.A. 600, S. 3; P.A. 80-314, S. 10; June 30 Sp. Sess. P.A. 03-6, S. 210(e); P.A. 04-20, S. 3; 04-205, S. 5; May Sp. Sess. P.A. 04-2, S. 30; P.A. 11-48, S. 144.)

History: 1963 act deleted restriction on maintenance or repairs involving a change of material or outward appearance; P.A. 80-314 deleted references to construction, reconstruction and demolition and inserted references to ♦erection♦ and added Subsec. (b) re demolition procedure; June 30 Sp. Sess. P.A. 03-6 and P.A. 04-20 replaced the Connecticut Historical Commission with the Connecticut Commission on Arts, Tourism, Culture, History and Film, effective August 20, 2003; P.A. 04-205, effective June 3, 2004, and May Sp. Sess. P.A. 04-2, effective May 12, 2004, both replaced Connecticut Commission on Arts, Tourism, Culture, History and Film with Connecticut Commission on Culture and Tourism; P.A. 11-48 amended Subsec. (b) to replace ♦Connecticut Commission on Culture and Tourism♦ with ♦Department of Economic and Community Development♦, effective July 1, 2011.

Cited. 153 C. 160; 171 C. 199; 189 C. 727.

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Sec. 7-147k. Prior districts unaffected. Validation of prior creations and actions. Nonprofit institutions of higher education excluded. (a) The provisions of this part shall in no way impair the validity of any historic district previously established under any special act or the general statutes. Any and all historic districts created under the general statutes, prior to October 1, 1980, otherwise valid except that such districts, district study committees, municipalities or officers or employees thereof, failed to comply with the requirements of any general or special law, and any and all actions of such districts or historic district commission, are validated.

(b) The provisions of this part shall not apply to any property owned by a nonprofit institution of higher education, for as long as a nonprofit institution of higher education owns such property.

(1961, P.A. 430, S. 12; P.A. 80-314, S. 11; P.A. 06-196, S. 39.)

History: P.A. 80-314 expanded validation to cover districts created before October 1, 1980, and added Subsec. (b) excepting property of nonprofit higher education institutions from provisions of Secs. 7-147a to 7-147k; P.A. 06-196 made a technical change in Subsec. (b), effective June 7, 2006.

Cited. 171 C. 199; 189 C. 727.

Subsec. (a):

Validation of the Farmington Historic District by statute rendered moot the basis for complaint. 189 C. 727.

Subsec. (b):

Where express exceptions are made, legal presumption is legislature did not intend to save other cases from operation of statute; the enactment of section indicates that legislature, when it desires to do so, knows how to exempt specific kinds of educational institutions from historic district regulation. 284 C. 838.

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Secs. 7-147l and 7-147m. Method of balloting; eligibility to vote; balloting on prior districts. Sections [7-147l](#) and [7-147m](#) are repealed.

(1963, P.A. 600, S. 4, 5; 1971, P.A. 333; 1972, P.A. 127, S. 8; P.A. 75-158; P.A. 78-285; P.A. 80-314, S. 12.)

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Secs. 7-147n and 7-147o. Reserved for future use.

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## PART II\*

### HISTORIC PROPERTIES

\*Cited. 196 C. 596.

Sec. 7-147p. Historic property ordinances authorized. Definitions. (a) As used in this part: ♦Historic property♦ means any individual building, structure, object or site that is significant in the history, architecture, archaeology and culture of the state, its political subdivisions or the nation and the real property used in connection therewith; ♦altered♦ means changed, modified, rebuilt, removed, demolished, restored, razed, moved or reconstructed; ♦erected♦ means constructed, built, installed or enlarged; ♦exterior architectural features♦ means such portion of the exterior of a structure or building as is open to view from a public street, way or place; ♦building♦ means a combination of materials forming a shelter for persons, animals or property; ♦structure♦ means any combination of materials, other than a building, which is affixed to the land, and shall include, but not be limited to, signs, fences and walls; ♦municipality♦ means any town, city, borough, consolidated town and city or consolidated town and borough.

(b) Any municipality may, by ordinance and in conformance with the standards and criteria formulated by the Department of Economic and Community Development, designate within its confines an historic property or properties to promote the educational, cultural, economic and general welfare of the public through the preservation and protection of the distinctive characteristics of individual buildings and places associated with the history of or indicative of a period or style of architecture of the municipality, of the state or of the nation.

(c) The legislative body of any municipality may make appropriations for the purpose of carrying out the provisions of this part.

(P.A. 84-286, S. 1; June 30 Sp. Sess. P.A. 03-6, S. 210(e); P.A. 04-20, S. 3; 04-205, S. 5; May Sp. Sess. P.A. 04-2, S. 30; P.A. 11-48, S. 145.)

History: June 30 Sp. Sess. P.A. 03-6 and P.A. 04-20 replaced the Connecticut Historical Commission with the Connecticut Commission on Arts, Tourism, Culture, History and Film, effective August 20, 2003; P.A. 04-205, effective June 3, 2004, and May Sp. Sess. P.A. 04-2, effective May 12, 2004, both replaced Connecticut Commission on Arts, Tourism, Culture, History and Film with Connecticut Commission on Culture and Tourism; P.A. 11-48 amended Subsec. (b) to replace ♦Connecticut Commission on Culture and Tourism♦ with ♦Department of Economic and Community Development♦, effective July 1, 2011.

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Sec. 7-147q. Procedures for establishment of historic properties. Prior to the designation of an historic property or properties, the following steps shall be taken:

(a) The legislative body shall appoint or authorize the chief elected official of the municipality to appoint an historic properties study committee for the purpose of making an investigation of one or more proposed historic properties. The legislative body of a municipality which proposes to establish more than one historic property may establish more than one committee. An already existing historic properties commission or an historic district commission established in the municipality pursuant to part I of this chapter may be appointed to make this investigation. Each committee established under the provisions of this section shall consist of five regular and three alternate members who shall be electors of the municipality holding no salaried municipal office. Such alternate members shall, when seated as provided in this section, have all powers and duties of a member of the committee. If a regular member of such committee is absent or has a conflict of interest, the chairman of the committee shall designate an alternate to so act, choosing alternates in rotation so that they shall act as nearly equal a number of times as possible. If any alternate is not available in accordance with such rotation, such fact shall be recorded in the minutes of the meeting.

(b) The historic properties study committee shall investigate and submit a report which shall include the following: (1) An analysis of the historic significance and architectural merit of the buildings, structures, objects or sites proposed as historic properties; (2) a map showing the exact boundaries of the area to be designated as the historic property or properties; (3) a proposed ordinance or proposed ordinances designed to designate and provide for the protection of an historic property or properties in accordance with the provisions of this part; and (4) such other matters as the committee may deem necessary or advisable.

(c) The historic properties study committee shall transmit copies of its report to the Department of Economic and Community Development, the planning commission and zoning commission, or the combined planning and zoning commission, of the municipality, if any, and, in the absence of such a planning commission, zoning commission or combined planning and zoning commission, to the chief elected official of the municipality for their comments and recommendations. In addition to such other comments and recommendations as it may make, the Department of Economic and Community Development may recommend either approval, disapproval, modification, alteration or rejection of the proposed ordinance or ordinances and of the boundaries of each proposed historic property. Each such commission, board or individual shall deliver such comments and recommendations to the committee within sixty-five days of the date of transmission of such report. Failure to deliver such comments and recommendations shall be taken as approval of the report of the committee.

(d) The historic properties study committee shall hold a public hearing on the designation of each proposed historic property not less than sixty-five nor more than one hundred thirty days after the transmission of the report to each party as provided in subsection (c) of this section, except that, if all such parties have delivered their comments and recommendations to the committee, such hearing may be held less than sixty-five days after the transmittal of the report. The comments and recommendations received pursuant to subsection (c) of this section shall be read in full at the public hearing.

(e) Notice of the time and place of such hearing shall be given as follows: (1) Written notice of the time, place and purpose of such hearing, postage prepaid, shall be mailed by certified mail to the owner or owners of record of the real property to be included in each proposed historic property, as they appear on the last-completed grand list, at the addresses shown thereon, at least fifteen days before the time set for such hearing, together with a copy of the report of the historic properties study committee or a fair and accurate synopsis of such report. A complete copy of the report, a copy of all recommendations made under subsection (c) of this section, a map showing the boundaries of the real property to be included in each proposed historic property and a copy of the proposed ordinance shall be available at no charge from the town clerk during business hours or shall be mailed, upon request, to any owner of record of real property in the proposed historic property or properties with the notice of the hearing; and (2) by publication of such notice in the form of a legal advertisement appearing in a newspaper having a substantial circulation in the municipality at least twice, at intervals of not less than two days, the first not more than fifteen days nor less than ten days and the last not less than two days before such hearing.

(f) The historic properties study committee shall submit its report with any changes made following the public hearing, along with any comments or recommendations received pursuant to subsection (c) of this section, and such other materials as the committee may deem necessary or advisable to the legislative body of the municipality within sixty-five days after the public hearing.

(g) The owner or owners of record of a proposed historic property may object to the proposed designation by submitting to the historic properties study committee or to the legislative body of the municipality a notarized statement certifying that the person filing such objection is the entire or partial owner of the property and objects to the designation. Unless persons holding fifty per cent or more of the ownership interest in a proposed historic property object to the proposed designation within thirty days following the public hearing held pursuant to subsection (d) of this section, the legislative body of the municipality shall, by majority vote, take one of the following steps: (1) Accept the report of the committee as to the proposed historic property and enact an ordinance to designate the historic property and provide for its regulation in accordance with the provisions of this part; (2) reject the report of the committee, stating its reasons for such rejection; or (3) return the report to the historic properties study committee, with such amendments and revisions as it may deem advisable, for consideration by the committee. The committee shall, within sixty-five days of such return, submit an amended report to the legislative body and mail by certified mail a copy of the amended report to the owner or owners of record of each proposed historic property covered by the report. The committee need not hold a public hearing other than the one provided for in subsection (d) of this section. Unless persons holding fifty per cent or more of the ownership interest in a proposed historic property object to the proposed designation within thirty days of receipt of the amended report by written submission in the manner set forth in this subsection, the legislative body of the municipality may accept or reject the amended report as provided in this subsection.

(h) Any ordinance, or amendment thereof, enacted pursuant to this part, which designates or alters historic property boundaries, shall contain a legal description of the area to be included within each historic property. The legislative body, when it passes such an ordinance, or amendment thereof, shall transmit to the municipal clerk a copy of the ordinance or amendment thereof. Such ordinance, or amendment thereof, shall be recorded in the land records of the municipality in which such real property is located and indexed by the municipal clerk in the grantor index under the names of the owners of record of such property.

(P.A. 84-286, S. 2; June 30 Sp. Sess. P.A. 03-6, S. 210(e); P.A. 04-20, S. 3; 04-205, S. 5; May Sp. Sess. P.A. 04-2, S. 30; P.A. 11-48, S. 146.)

History: June 30 Sp. Sess. P.A. 03-6 and P.A. 04-20 replaced the Connecticut Historical Commission with the Connecticut Commission on Arts, Tourism, Culture, History and Film, effective August 20, 2003; P.A. 04-205, effective June 3, 2004, and May Sp. Sess. P.A. 04-2, effective May 12, 2004, both replaced Connecticut Commission on Arts, Tourism, Culture, History and Film with Connecticut Commission on Culture and Tourism; P.A. 11-48 amended Subdiv. (c) by replacing ♦Connecticut Commission on Culture and Tourism♦ with ♦Department of Economic and Community Development♦, effective July 1, 2011.

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Sec. 7-147r. Historic properties commission. (a) The first ordinance enacted by a municipality to designate any historic properties shall provide for the creation of an historic properties commission and for the termination of the historic properties study committee or committees. The historic properties commission shall administer the provisions of this part relative to all historic properties then or thereafter designated by the municipality and, relative to such historic properties, the commission shall have all of the powers and duties that historic district commissions have over historic districts pursuant to part I of this chapter except as is otherwise provided in this part. A municipality may designate an historic properties commission to administer historic districts in accordance with part I of this chapter in the event that no historic district commission exists when the historic properties commission is created. A municipality may designate an existing historic district commission to administer historic properties in accordance with this part.

(b) The historic properties commission may from time to time, in accordance with section [7-147q](#), initiate the designation of additional historic properties or the enlargement of the boundaries of an existing historic property.

(P.A. 84-286, S. 3.)

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Sec. 7-147s. Certificate of appropriateness. (a) No building or structure located within the boundaries of an historic property shall be erected or altered until after an application for a certificate of appropriateness as to exterior architectural features has been submitted to the historic properties commission and approved by

such commission. No earthworks or site of recognized historic or archaeological importance within the boundaries of an historic property shall be altered until after an application for a certificate of appropriateness has been submitted to the historic properties commission and approved by said commission.

(b) No building permit for erection of a building or structure or for alteration of an exterior architectural feature within the boundaries of an historic property and no demolition permit for demolition or removal of a building or structure within the boundaries of an historic property shall be issued by a municipality or any department, agency or official thereof until a certificate of appropriateness has been issued. A certificate of appropriateness shall be required whether or not a building permit is required.

(c) The historic properties commission may request such plans, elevations, specifications, material and other information, including in the case of demolition or removal, a statement of the proposed condition and appearance of property after such demolition or removal, as may be reasonably deemed necessary by the commission to enable it to make a determination on the application. The style, material, size and location of outdoor advertising signs and bill posters within the boundaries of an historic property shall also be under the control of such commission. The provisions of this section shall not be construed to extend to the color of paint used on the exterior of any building or structure.

(d) No area within the boundaries of an historic property shall be used for industrial, commercial, business, home industry or occupational parking, whether or not such area is zoned for such use, until after an application for a certificate of appropriateness as to parking has been submitted to the commission and approved by said commission.

(P.A. 84-286, S. 4.)

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Sec. 7-147t. Procedure for application for certificate. In reviewing and acting upon applications for certificates of appropriateness, the historic properties commission shall follow the procedures set forth in section [7-147e](#) for use by historic district commissions in reviewing applications for certificates of appropriateness affecting historic districts.

(P.A. 84-286, S. 5.)

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Sec. 7-147u. Considerations in determining appropriateness. Except as otherwise provided in this part, in reviewing and acting upon applications for certificates of appropriateness, the historic properties commission shall apply the same standards and take into account the same considerations as set forth in section [7-147f](#) for use by historic district commissions in reviewing applications for certificates of appropriateness affecting historic districts. In passing upon the appropriateness of alterations to earthworks or sites of historic or archaeological importance, the commission shall consider, in addition to any other pertinent factors, their value and significance, size, design, arrangement, texture and materials. In its deliberations, the historic properties commission shall act only for the purpose of controlling the erection or alteration of buildings, structures, objects, sites or parking that are incongruous with the historic or architectural aspects of the historic property.

(P.A. 84-286, S. 6.)

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Sec. 7-147v. Variations, permissible when. Where, by reason of topographical conditions or location or because of other unusual circumstances, the strict application of any provision of this part would result in exceptional practical difficulty or undue hardship upon the owner of the historic property, the commission in passing upon applications shall have power to vary or modify strict adherence to the provisions of this part, provided such variance or modification shall remain in harmony with the general purpose and intent of this part so that the historic and architectural aspects of the historic property shall be conserved. In granting variances or modifications, the commission may impose such reasonable stipulations and conditions as will, in its judgment, better fulfill the purposes of this part. The commission shall, for each variance or modification granted, place upon its records and in the notice to the applicant the reasons for its determinations.

(P.A. 84-286, S. 7.)

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Sec. 7-147w. Action by commission to prevent illegal acts. If any provision of this part, or any action taken or ruling made by the historic properties commission pursuant to the provisions of this part or any regulation or ordinance adopted pursuant to this part, has been violated, the historic properties commission shall have, in addition to other remedies, those remedies available to historic district commissions as provided in section [7-147h](#).

(P.A. 84-286, S. 8.)

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Sec. 7-147x. Appeals. Any person or persons severally or jointly aggrieved by any decision of the historic properties commission or of any officer thereof may appeal such decision in the same manner and according to the same procedure as set forth in section [7-147i](#) for appeals from the decisions of the historic district commissions.

(P.A. 84-286, S. 9.)

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Sec. 7-147y. Exempted acts. Delay of demolition. (a) Nothing in this part shall be construed to prevent the ordinary maintenance or repair of any exterior architectural feature within the boundaries of an historic property which does not involve a change in the appearance or design thereof; nor to prevent the erection or alteration of any such feature which the building inspector or a similar agent certifies is required by the public safety because of a condition which is unsafe or

dangerous due to deterioration; nor to prevent the erection or alteration of any such feature under a permit issued by a building inspector or similar agent prior to designation of such historic property.

(b) If a building within the boundaries of an historic property is to be demolished, no demolition shall occur for ninety days from issuance of a demolition permit if during such time the historic properties commission or the Department of Economic and Community Development is attempting to find a purchaser who will retain or remove such building or who will present some other reasonable alternative to demolition. During such ninety-day period the municipality may abate all real property taxes. At the conclusion of such ninety-day period, the demolition permit shall become effective and the demolition may occur. Nothing in this section shall be construed to mandate that the owner of such property is under any obligation to sell such property or building.

(P.A. 84-286, S. 10; June 30 Sp. Sess. P.A. 03-6, S. 210(e); P.A. 04-20, S. 3; 04-205, S. 5; May Sp. Sess. P.A. 04-2, S. 30; P.A. 11-48, S. 147.)

History: June 30 Sp. Sess. P.A. 03-6 and P.A. 04-20 replaced the Connecticut Historical Commission with the Connecticut Commission on Arts, Tourism, Culture, History and Film, effective August 20, 2003; P.A. 04-205, effective June 3, 2004, and May Sp. Sess. P.A. 04-2, effective May 12, 2004, both replaced Connecticut Commission on Arts, Tourism, Culture, History and Film with Connecticut Commission on Culture and Tourism; P.A. 11-48 amended Subsec. (b) by replacing ♦Connecticut Commission on Culture and Tourism♦ with ♦Department of Economic and Community Development♦, effective July 1, 2011.

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# TOWN OF LEDYARD CONNECTICUT

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Chairman Gary St. Vil

August 26, 2025

Mr. Early (Ty) Lamb, Chairman  
Historic District Commission  
95 Lambtown Road  
Ledyard, Connecticut 06339

Dear Mr. Lamb:

During the Land Use/Planning/Public Works Committee's October 2, 2023 meeting you and Mrs. Karen Parkinson discussed an idea to preserve an area of the Spicer Homestead Ruins Site because of its proximity to the Tri- Town Trail where it passes through the Clark Farm property, located at 1025 Colonel Ledyard Highway, with the objective to obtain a Historic Designation. The idea presented at that time was to create small parks that were off shoots from the Tri-Town Trail where people could stop to take a rest and read plaques providing historical facts that would be placed along the Trail.

Over the past two-years members of the LUPPW Committee, along with Connecticut Preservation Archaeologist Stefon Danczuk, have participated in site walks of the property that were led by Mrs. Parkinson. The LUPPW Committee and Mr. Danczuk also outlined the process to seek a Historic Designation in accordance with CGS 97; Section 7-147(b) to provide guidance to the Historic District Commission.

In our many discussions with members of the Historic District Commission regarding their interest to preserve an area of the Spicer Homestead Ruins and the process to seek a Historic Designation the LUPPW Committee explained that in accordance with Ordinance #300-019 "*An Ordinance Establishing Historic District Boundaries And Establishing A Historic District Commission for the Town of Ledyard*" which cites CGS Section 7-147c "***The historic district commission may from time to time, by following the procedure for creation of an historic district provided for in section 7-14b, suggest that a historic district be enlarged or that additional districts be created***". Under this provision, the Historic District Commission is authorized to serve as a ***Historic District Study Committee*** and has the ability to take on tasks to investigate the feasibility of preserving historic properties such as the Spicer Homestead Ruins.

At our May 5, 2025 meeting Land Use Director Elizabeth Burdick offered to meet with Mrs. Parkinson and/or other Historic District Commission Members to: (1) Review the steps necessary to seek a Historic Designation; (2) Facilitate a meeting between Mayor Allyn and Mrs. Parkinson and/or other Historic District Commission Members to discuss the A2 Survey that was prepared by Dieter & Gardner Surveyors; and (3) Offered to attend a Historic District Commission meeting to review the step-by-step process required to move the initiative forward. As of our August 4, 2025 LUPPW Committee meeting Ms. Burdick had not been contacted by any members of your Commission.

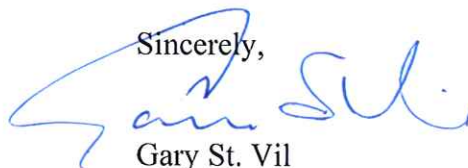
As not to continue to keep unfinished business items on our agenda indefinitely, the LUPPW Commission is interested in the Historic District Commission's progress on this initiative and requests the following:

- What Steps the Historic District Commission has completed to date.
- What is your next Step.
- What is your timeline.

Your acknowledgement of the receipt of our request by October 3, 2025 would be appreciated. Should the LUPPW Committee not receive a response, this standing item will be removed from our agenda.

The LUPPW Committee admires and appreciates the Historic District Commission's passion, dedication, and work to preserve for our future generations the legacy of the families such as the Spicers who helped to settle our community, and we would like to see you be successful with this effort.

Should you have any questions regarding this request, please do not hesitate to contact me at (860) 980-0656; or email: [gsvil@ledyardct.org](mailto:gsvil@ledyardct.org).

Sincerely,  
  
 Gary St. Vil  
 Chairman

cc: Karen Parkinson, Historic District Commission Member  
 Councilor Barnes, Liaison Historic District Commission  
 Land Use Director Elizabeth Burdick

Attachments (highlighted with clarifying notes in blue font)

- (1) Councilor Dombrowski email dated June 3, 2024
- (2) Ordinance #300-019 *"An Ordinance Establishing Historic District Boundaries And Establishing A Historic District Commission for the Town of Ledyard"*
- (3) Connecticut General State Statues Section 7-147



**From:** Kevin J. Dombrowski <KJDom@ledyardct.org>

**Sent:** Monday, June 3, 2024 8:26 AM

**To:** Gary St. Vil <GSVil@ledyardct.org>; Roxanne Maher <council@ledyardct.org>

**Subject:** Spicer Ruins/next steps

Gary, looking at the statutes, I believe these would be the next steps to move forward.

Next Steps:

IAW CGS Chapter 97, Sec. 7-147b

1. The legislative body shall appoint or authorize the chief elected official of the municipality to appoint an historic district study committee for the purpose of making an investigation of a proposed historic district or districts. *(Per Ordinance #300-019 citing CGS Section 7-147 C(b) “The historic district commission may from time to time, by following the procedure for creation of an historic district provided for in section 7-14b, suggest that a historic district be enlarged or that additional districts be created”).*
2. The historic district study committee shall:
  - a. Perform an analysis of the historic significance and architectural merit of the buildings, structures, places or surroundings to be included in the proposed historic district or districts and the significance of the district as a whole.
  - b. Provide a general description of the area to be included within the district or districts, including the total number of buildings in each such district or districts listed according to their known or estimated ages.
  - c. Create a map showing the exact boundaries of the area to be included within the district or districts.
  - d. Develop a proposed ordinance or proposed ordinances designed to create and provide for the operation of an historic district or districts.
  - e. Determine such other matters as the committee may deem necessary or advisable.
3. The historic district study committee shall transmit copies of its report to the Department of Economic and Community Development, the planning commission and zoning commission, or the combined planning and zoning commission, of the municipality, if any, and, in the absence of such a planning commission, zoning commission or combined planning and zoning commission, to the chief elected official of the municipality for their comments and recommendations.
  - a. Each such commission, board or individual shall deliver comments and recommendations to the committee within sixty-five days of the date of transmission of such report.
4. The historic district study committee shall hold a public hearing on the establishment of a proposed historic district or districts not less than sixty-five nor more than one hundred thirty days after the transmission of the report to each party listed above.
  - a. except that, if all such parties have delivered their comments and recommendations to the committee, such hearing may be held less than sixty-five days after the transmittal of the report.



- b. The comments and recommendations received pursuant form the above listed, shall be read in full at the public hearing.
5. The historic district study committee shall submit its report with any changes made following the public hearing, along with any comments or recommendations received, and such other materials as the committee may deem necessary or advisable to the legislative body and the clerk of the municipality within sixty-five days after the public hearing.
  6. The clerk or his designee shall, not later than sixty-five days from receipt of such report, mail ballots to each owner (for the Spicer Homestead Ruins the Town is the Owner) of record of real property to be included in the proposed district or districts on the question of creation of an historic district or districts, as provided for in CGS sections 7-147a to 7-147k, inclusive.
  7. The form of the ballot to be mailed to each owner shall be consistent with the model ballot prepared by the Historic Preservation Council of the Department of Economic and Community Development established pursuant to CGS section 10-409. The ballot shall be a secret ballot and shall set the date by which such ballots shall be received by the clerk of the municipality. The ballots shall be mailed by first class mail to each owner eligible to vote in such balloting at least fifteen days in advance of the day on which ballots must be returned.
  8. If two-thirds of all property owners (for the Spicer Homestead Ruins the Town is the Owner) voting cast votes in the affirmative, the legislative body of the municipality shall by majority vote take one of the following steps:
    - a. Accept the report of the committee and enact an ordinance or ordinances, (Ordinance #300-019 would need to be amended to include the Spicer Homestead Ruins, if established) to create and provide for the operation of an historic district or districts in accordance with the provisions of this part;
    - b. Reject the report of the committee, stating its reasons for such rejection;
    - c. Return the report to the historic district study committee (Historic District Commission) with such amendments and revisions thereto as it may deem advisable, for consideration by the committee. The committee shall submit an amended report to the legislative body within sixty-five days of such return.
  9. Any ordinance, (Ordinance #300-019 will need to be amended to include the Spicer Homestead Ruins, if established) or amendment thereof, enacted pursuant to this part, which creates or alters district boundaries, shall contain a legal description of the area to be included within the historic district. The legislative body, when it passes such an ordinance, or amendment thereof, shall transmit to the municipal clerk a copy of the ordinance or amendment thereof. Such ordinance, or amendment thereof, shall be recorded in the land records of the municipality in which such real property is located and indexed by the municipal clerk in the grantor index under the names of the owners of record of such property.

Thanks  
Kevin

AN ORDINANCE ESTABLISHING  
HISTORIC DISTRICT BOUNDARIES AND  
ESTABLISHING A HISTORIC DISTRICT COMMISSION  
FOR THE TOWN OF LEDYARD

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

Section 1. Establishment

Pursuant to the following General Statutes of the State of Connecticut there is hereby established Defined Boundaries of the Ledyard Historic Districts and a Historic District Commission for the Town of Ledyard.

A. Defined Boundaries of the Ledyard Historic Districts and Regulating Hours

Pursuant to Section 7-147a, et seq., of the General Statutes of the State of Connecticut, there are established within the Town of Ledyard, historic districts as defined herein.

(1) Districts, Boundaries and Administrative Control of Assigned Properties

The boundaries for the historic districts are as follows:

Nathan Lester House Historic District

Said district consists of 134.76 acres more or less situated on the easterly side of the intersection of Long Cove Road and Vinegar Hill Road in Ledyard. The exact boundaries of this property are described in three deeds recorded in the Ledyard Land Records. The first recorded in Volume 67, page 345, upon which is situated the Nathan Lester House, consisting of approximately 98.85 acres; the second, which includes the Ledyard Oak Tract, consists of 10.8 acres and is described in deed recorded in Volume 55, page 434 - This property is shown on the town assessor's map as 153 Vinegar Hill Road; the third is 800 Long Cove Road, Gales Ferry which consists of 25.11 acres/Open Space described in the deed recorded in Volume 540 page 679.

Up-Down Sawmill Park Historic District

Said district consists of a tract of land comprising approximately 11.6 acres upon which there is a pond of approximately 2.24 acres. The Sawmill stands at the east end of the pond. Further east and close by is the old blacksmith shop. The tract is located 2 miles east of Ledyard Center. It is bounded by Connecticut State Highway 214, the Peckham cemetery and lands formerly of Harry Main, Ira and Ruth Marquardt and Frank and Aurilla Hewes. Descriptions of these boundaries may be found in Ledyard Land Records Volume 63, page 244, deeded from Harry C.W. Main to the Town of Ledyard. This property is shown on the town assessor's map as 172 Iron Street.

(2) Regulating Hours in Historic District

Except as hereinafter provided, those areas owned by the Town of Ledyard and designated as Historic Districts pursuant to the provisions of Sections 7-147a, et seq., of the General Statutes of the State of Connecticut, shall be open to the public only during such hours as may be established by regulations of the Historic District Commission.



Such areas shall be closed to the public during the hours after sunset and before sunrise and entry into, or presence in such areas during the hours after sunset and before sunrise, except with the express consent of the Historic District Commission, is prohibited.

Any person who shall enter into, or remain present in, any area owned by *the* Town of Ledyard and designated as a Historic District during the hours after sunset and before sunrise, without the express consent of the Historic District Commission, shall be fined not more than One-Hundred (\$100.00) dollars.

(3) Administrative Control of Historic District Properties and Assigned Town Properties

Upon the establishment of the *Commission for Ledyard Historic Districts* in accordance herewith, the said Commission shall exercise administrative control of Town owned properties within the Historic Districts within the Town as established at this time, or in the future, or other properties as assigned by the Town Council, including the One Room School House in Ledyard Center.

Included in such administrative duties shall be the planning of historic districts, applications for grants in aid relating thereto, including local, state and federal grants, and the administration of the expenditure of any such grants which may be received.

B Historic District Commission

Pursuant to Section 7-147c, et seq., of the General Statutes of the State of Connecticut there is hereby established a Historic District Commission, which shall perform all the functions relative to the establishing of new districts and otherwise administering the provisions of the Sections 7-147a to 7-147K of said statutes and as the same may be amended from time to time

Section 2. Membership

The *Ledyard Historic District Commission* shall consist of five regular members and three alternate members.

All members shall be electors of the town holding no salaried municipal office and who shall be appointed by the Town Council.

All members and alternates shall serve without compensation.

Section 3. Terms of appointment

Members shall be appointed by the Town Council for a term of five (5) years. Members shall commence to serve their terms immediately upon appointment and shall serve until their successor has qualified or they have been reappointed or removed by the Town Council.

Appointment and removal of any member of the Parks and Recreation Commission shall be as provided for in Chapter IV, Section 9, of the Town Charter.

Any vacancy in the Ledyard Historic District Commission, other than by expiration of term, shall be filled for the unexpired portion of the term by the Town Council.

Any member of the Commission who is absent from three (3) consecutive regular meetings and any intervening duly called special meetings shall be considered to have resigned from the Commission. The vacancy shall be filled as herein before provided. Additionally, the commission may vote to waive the requirements of this section in each case where illness or other extenuating circumstances make it impossible for a member to meet the attendance requirements of this action.

It shall be the responsibility of the Chairman of the Ledyard Historic District Commission to notify the Town Council when a member has not properly performed his duties.

#### Section 4. Implementation

With the adoption of this Ordinance all current members and current alternate members of the Historic District Commission for the Town of Ledyard shall continue to serve in accordance with the term of their appointment.

The Commission shall elect annually a chairman, vice chairman and a clerk from its own number.

The Commission shall adopt Rules of Procedure not inconsistent with the provisions of Sections 147a to 7-147 inclusive, and 19A 308 of the Connecticut General Statutes, and may, subject to budgetary appropriations by the town, employ clerical and technical assistance of consultants and may accept money, gifts and expend the same for such purpose.

#### Section 5. Purpose

The purpose of the *Ledyard Historic District Commission* is to promote the education, cultural, economic and general welfare of the Town of Ledyard through the preservation and protection of the buildings, historic places, and districts of historic interest within the Town by maintenance of such landmarks in the history of architecture of the Town, of the State, or of the Nation and through the development and appropriate settings for such buildings, historic places and districts.

The Historic District Commission may recommend and oversee improvements for buildings and structures in the Designated Historic District.

No building or structure shall be erected, altered, restored, moved for demolished within a historic district until after an Application for a Certificate of Appropriateness as to the exterior architectural features (as defined in the statutes) has been submitted to the Commission and approved by said Commission.

Consideration of such applications, public hearing and approval shall be in accordance with General Statutes.

## Section 6. Severability.

If any provision of this Ordinance shall be held invalid by a court having competent jurisdiction, such invalidity shall not affect any of the other provisions of this Ordinance that can be given effect without the invalid provision and for this purpose the provisions of this Ordinance are hereby declared severable.

## Section 7. Effective Date

In accordance with the Town Charter this ordinance shall become effective on the twenty-first (21st) day after such publication following its final passage.

Amended, Adopted and Renumbered by the Ledyard Town Council on: September 25, 2019

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

\_\_\_\_\_  
Linda C. Davis, Chairman

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

Published on:

\_\_\_\_\_  
Patricia A. Riley, Town Clerk

Effective Date:

\*\*\*\*\*  
Revisions: Ordinance #18. "*Ordinance Establishing a Historic District for the Town of Ledyard*" adopted December 14, 1970; Amended and Adopted: September 13, 1972; Ordinance #51 "*An Ordinance Amending an Ordinance Establishing a Historic District Commission for the Town of Ledyard*"; Adopted on July 10, 1991; Effective: August 10, 1991; Ordinance #52 "*An Ordinance Defining the Boundaries of Ledyard Historic Districts*"; Adopted July 10, 1991; Effective August 10, 1991; Ordinance #53 "*An Ordinance Amending An Ordinance Regulating the Hours of Historic Districts in the Town of Ledyard*"; Adopted November 10, 1993; Effective: November 8, 1993.

History:

The Twenty-fourth Town Council (2017-2019) Ordinance Update Initiative: Combined Ordinance #18, #52, #53; renumbered Ordinance(s) to Ordinance #300-019.

2019: Section 1 "*Establishment*" paragraph A. (1) Added "*800 Long Cove Road*" assigned at the Town Council Meeting December 14, 2016; Section 1 "*Establishment*" paragraph A (3) added "*One Room School House in Ledyard Center*"; Section 3 "*Terms of Appointment*" clarified language regarding member attendance and removal; Section 5 "*Purpose - Application for a Certificate of Appropriateness*" removed language to submit Application to Zoning Enforcement Official. Section 7 "*Cancellation*" was removed, based on Attorney's recommendation, the "*Revision*" and "*History*" paragraphs indicate that the previous Ordinance(s) has been updated, and was therefore, being replaced/cancelled. Added new Section 7 "*Effective Date*" to be consistent with Town Ordinance format.



CHAPTER 97a\*  
HISTORIC DISTRICTS AND HISTORIC PROPERTIES  
PART I\*  
HISTORIC DISTRICTS

**Sec. 7-147c. Historic district commission.** (a) Once an historic district has been established (Ordinance #300-019 Established a Historic District), the historic district study committee shall cease to exist and thereafter *an historic district commission shall perform all the functions of the committee relative to the new district and to administering the provisions of this part.*

(b) **The historic district commission** may from time to time, by following the procedure for creation of an historic district provided for in section [7-147b](#), suggest that an historic district be enlarged or that additional districts be created. Where additional property is to be included within an existing district, the owners of such additional property shall vote pursuant to subsection (g) of section [7-147b](#).

## Roxanne Maher

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**From:** Elizabeth Burdick  
**Sent:** Monday, August 4, 2025 4:55 PM  
**To:** Roxanne Maher  
**Cc:** Gary St. Vil; Fred Allyn, III  
**Subject:** RE: LUPPW Cmt Agenda - Monday August 4, 2024 @ 6:00 p.m.

8/4/25 Good afternoon, Roxanne, I'm not feeling great, so I won't be attending this evening's LUPPW Committee meeting.

With respect to the agenda, I would like to provide the following updates:

1. Hannah has provided her blight report for the Committee members to review. She can be reached by phone or email with any questions, as can I.
2. I have been only minimally involved with the Spicer Homestead project, so I have no update as to the status of the proposed preservation project.
3. The Land Use Dept. is still working with Pride's Corner regarding the final permitting of the greenhouses, but we have received no complaints regarding noise and I can say that all the greenhouses as shown on an As-Built plan submitted to this office meet the minimum setbacks required for the zoning district in which they are located and may be approved for zoning compliance.

The Committee is welcome to contact me by phone or email should it have any questions relative to the above. Thank you.

Liz Burdick, Director of Land Use & Planning Town of Ledyard  
741 Colonel Ledyard Highway, Ledyard, CT 06339  
Telephone: (860) 464-3215  
Email: [planner@ledyardct.org](mailto:planner@ledyardct.org)

-----Original Message-----

From: Roxanne Maher <[council@ledyardct.org](mailto:council@ledyardct.org)>  
Sent: Thursday, July 31, 2025 4:14 PM  
To: April Brunelle <[ABru@ledyardct.org](mailto:ABru@ledyardct.org)>; Carmen Garcia Irizarry <[CGIri@ledyardct.org](mailto:CGIri@ledyardct.org)>; Gary St. Vil <[GSVil@ledyardct.org](mailto:GSVil@ledyardct.org)>; Jessica Buhle <[Jbuh@ledyardct.org](mailto:Jbuh@ledyardct.org)>; Kevin J. Dombrowski <[KJDom@ledyardct.org](mailto:KJDom@ledyardct.org)>; Roxanne Maher <[council@ledyardct.org](mailto:council@ledyardct.org)>; Timothy Ryan <[tryan@ledyardct.org](mailto:tryan@ledyardct.org)>; Tony Saccone <[tsac@ledyardct.org](mailto:tsac@ledyardct.org)>; William Barnes <[wbar@ledyardct.org](mailto:wbar@ledyardct.org)>; Fred Allyn, III <[mayor@ledyardct.org](mailto:mayor@ledyardct.org)>; Hannah Gienau <[zoning.official@ledyardct.org](mailto:zoning.official@ledyardct.org)>; Elizabeth Burdick <[planner@ledyardct.org](mailto:planner@ledyardct.org)>  
Subject: LUPPW Cmt Agenda - Monday August 4, 2024 @ 6:00 p.m.

LUPPW Cmt Agenda - Monday, August 4, 2025 @ 6:00 p.m.

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## TIMELINE OF SPICER RUINS “DISCOVERY” AND PURSUIT OF PRESERVATION, 4.4 ACRES WITHIN BOUNDARY OF 1025 COL. LEDYARD HWY, (CLARK FARM) UPPER SECTION, FORESTED.

Tri Town Trail conceptualized by David Holdridge prior to 2008

2008 Tri Town Trail Master Plan developed with SCCOG \$ 5,000 grant from Millstone

2016 first DEEP grant to Town of Ledyard

2019 permission given by Town of Ledyard to begin trail-blazing/trail building for Phase I, on Town owned property 1087 Col Ledyard Hwy (open space) and two easements

2020 permission given to trail blaze across town owned Clark Farm (by Mayor Allyn, adm control) The “Clark Farm” is 101 acres farmed by the Clark family for over 100 years. Became Town-owned property via exchange of property with Mashantucket Tribal Nation (2007)

2020 while blazing trail, “discovery” of remains of well and foundation (oldsters said may be Spicer)

2021 extensive research done by Karen Parkinson on Spicer family. Community Foundation grant written and granted for building bridges and archeology research of land records to verify ruins. Ruins are significantly “undisturbed” and stone walls/foundations undisturbed. Spicer Homestead dates to approximately 1670. Peter and Mary Spicer, first settlers, are the ancestors of many Mystic whaling captains (Spicer Marina), founders of Spicer oil, “Parke” Spicer (Preston’s long -serving selectman) and many Town of Ledyard and Preston early leaders. The Homestead was occupied for five generations and became over 200 acres. John and Cyrus each inherited half the farm in 1769; Cyrus sold east half to Isaac Geer in 1788; John and successors farmed west half for another hundred years. The original dwelling is referenced as “the mansion” in 1769 will of John (4). Its demise is not known and would need to be researched in land records.

2022 Completion of contracted archeology research by Sara Holmes, PhD. Verifying that site is Spicer Homestead settled circa 1670. Study was funded by Community Foundation grant to Tri Town Trail Association. Report shared with Town officials and copies donated to Bill Library and Preston Library. Ledyard Rotary granted TTT \$ 1,000 for signage and fencing of Homestead.

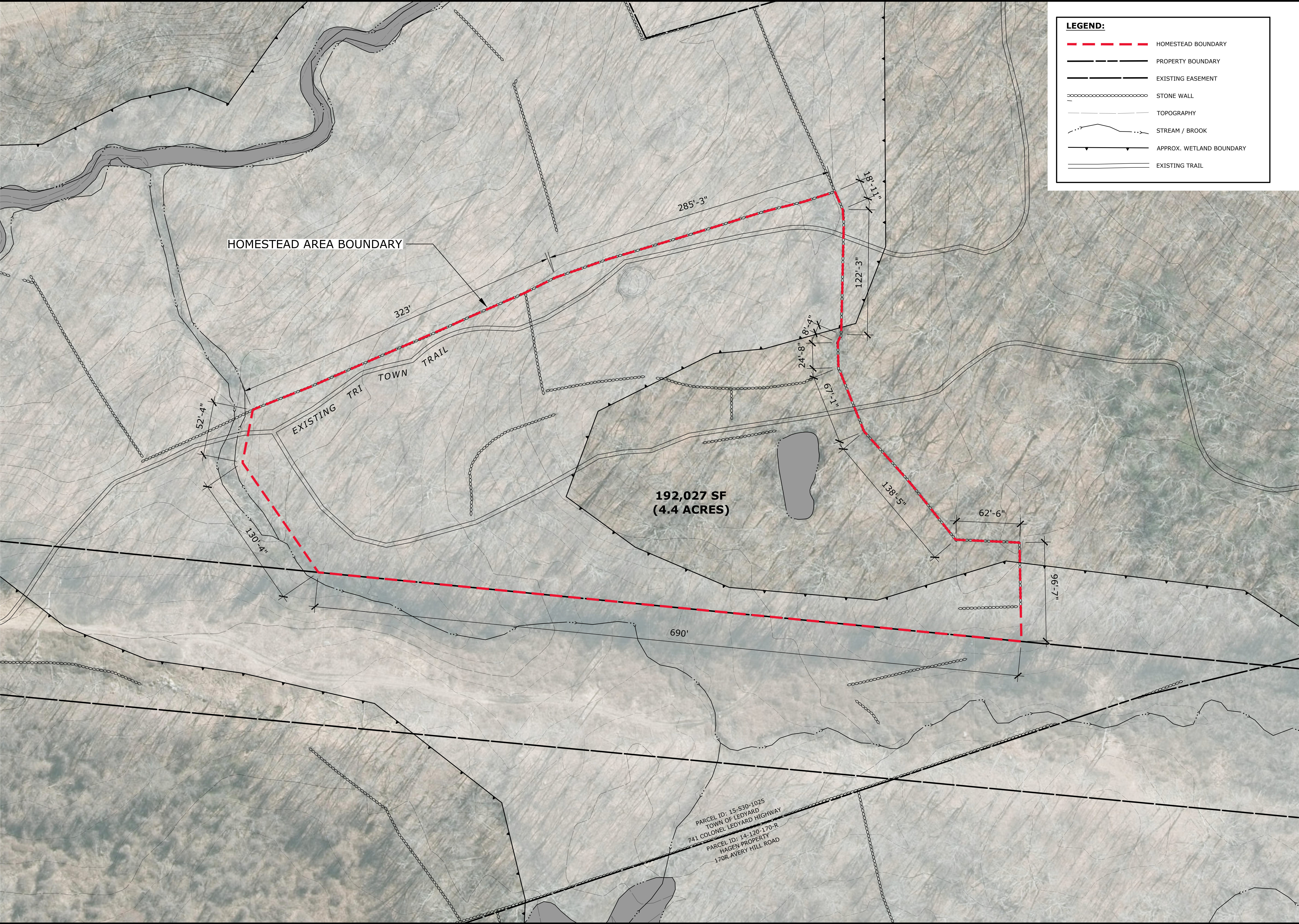
2022 study shared with State of CT Archeology. “site number” obtained.

2023-present. Continued working relationship with Town officials to develop plan for preservation, suggesting the Historic District Commission be assigned administrative control. Two site walks conducted with Land Use Commission (2023, 2024), Historic District Commission agreed to accept administrative control of site

Map of proposed “Spicer Homestead Ruins” constructed with the assistance of Chad Frost. There are no existing buildings. There is evidence of a dug well, twin cellar pits, corner foundations of dwelling, extensive stone wall system, foundation of small barn, and large erratic boulder, known as “Spicer Rock” referenced in Spicer genealogy books. The proposed 4.4 acres is outlined by existing stone walls, the unnamed brook, and the Eversource easement boundary. There is a wooden crossing (no foundations) of the brook built by Tri Town Trail volunteers. The crossing is referenced as “Spicer Bridge” and the unnamed brook is referenced as “Mary Spicer Brook.”

Submitted to Land Use Committee, Sept 9, 2024 by Karen Parkinson, Historic District Comm.





**LEGEND:**

- HOMESTEAD BOUNDARY
- PROPERTY BOUNDARY
- EXISTING EASEMENT
- STONE WALL
- TOPOGRAPHY
- STREAM / BROOK
- APPROX. WETLAND BOUNDARY
- EXISTING TRAIL

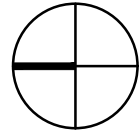
**TRI TOWN TRAIL  
PHASE 2**

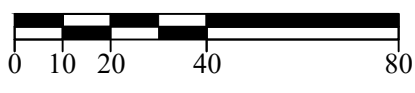
Ledyard, CT

**LANDSCAPE  
KENT+FROST  
ARCHITECTURE**  
1 HIGH STREET  
MYSTIC, CT 06355  
860.572.0784  
kentfrost.com

**PRELIMINARY  
REVIEW**

| Revisions | Date |
|-----------|------|
|           |      |
|           |      |
|           |      |

 NORTH

 0 10 20 40 80

**HISTORIC  
HOMESTEAD AREA**

Scale 1" = 40'

Date June 17, 2024

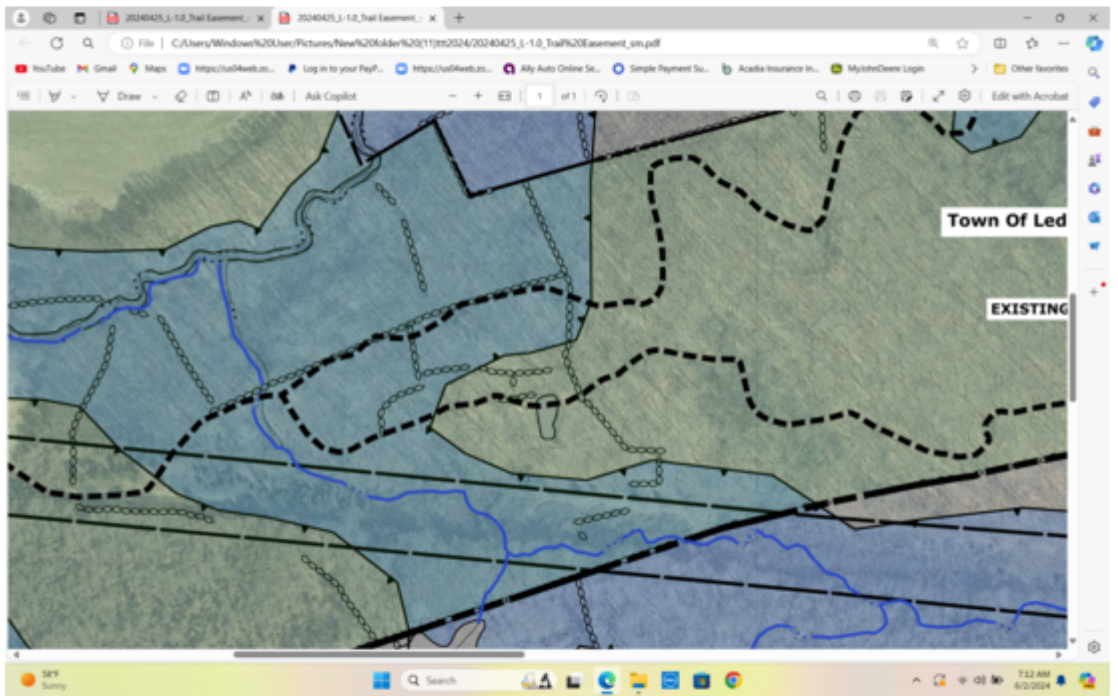
K+F Project No. 2023001

Drawing No.

**L-1.0**

PARCEL ID: 15-530-1025  
TOWN OF LEDYARD  
741 COLONEL LEDYARD HIGHWAY  
PARCEL ID: 14-120-170-R  
HAGEN PROPERTY  
170R AVERY HILL ROAD





Pequot Trail - Hellgate Hiking

trailforks.com/trails/pequot-trail-hellgate/

United States > Connecticut > New London County > Preston

# Pequot Trail - Hellgate BlueBlazes

Overview

Photos (3)

Videos (0)

Reports (0)

Comments (0)

Ride Logs

Leaderboard

Stats

3D Tour

3.6 miles

Distance

258 ft

Climb

-343 ft

Descent

281 ft

High Point

Status

no votes yet

completed

check-in

save

## Details

Activities

Hike

Trail Running

Riding Area

Preston, Connecticut

Rail Number

BlueBlazes

Difficulty Rating

Blue

Hiking SAC Scale

T1 Hiking

Trail Type

Singletrack

Direction

Both Directions

Little-used blue trail. The northern section follows power lines and a helpful neighbor mows a section of the that otherwise would be choked with briars. The high point of the trail is on part of the parcel deeded to the Mohegan Sachem Uncas. The old road that passes through a rocky slot has been known as Hellgate since Colonial times. Please respect areas that are posted by staying on the trail.

Directions to pequot-trail-hellgate trailhead (N1 536400, -72 030390)

Pequot Trail -... Trail Reports

no reports have been added for Pequot Trail - Hellgate yet, add a trail report

72°F

Mostly cloudy

Search

11:16 AM

5/28/2024

## Roxanne Maher

---

**From:** Kevin J. Dombrowski  
**Sent:** Monday, June 03, 2024 8:26 AM  
**To:** Gary St. Vil; Roxanne Maher  
**Subject:** Spicer Ruins/next steps

Gary, looking at the statutes, I believe these would be the next steps to move forward.

### Next Steps

IAW CGS Chapter 97, Sec. 7-147b

1. The legislative body shall appoint or authorize the chief elected official of the municipality to appoint an historic district study committee for the purpose of making an investigation of a proposed historic district or districts.
2. The historic district study committee shall:
  - a. Perform an analysis of the historic significance and architectural merit of the buildings, structures, places or surroundings to be included in the proposed historic district or districts and the significance of the district as a whole
  - b. Provide a general description of the area to be included within the district or districts, including the total number of buildings in each such district or districts listed according to their known or estimated ages
  - c. Create a map showing the exact boundaries of the area to be included within the district or districts
  - d. Develop a proposed ordinance or proposed ordinances designed to create and provide for the operation of an historic district or districts
  - e. Determine such other matters as the committee may deem necessary or advisable
3. The historic district study committee shall transmit copies of its report to the Department of Economic and Community Development, the planning commission and zoning commission, or the combined planning and zoning commission, of the municipality, if any, and, in the absence of such a planning commission, zoning commission or combined planning and zoning commission, to the chief elected official of the municipality for their comments and recommendations.
  - a. Each such commission, board or individual shall deliver comments and recommendations to the committee within sixty-five days of the date of transmission of such report.
4. The historic district study committee shall hold a public hearing on the establishment of a proposed historic district or districts not less than sixty-five nor more than one hundred thirty days after the transmission of the report to each party listed above
  - a. except that, if all such parties have delivered their comments and recommendations to the committee, such hearing may be held less than sixty-five days after the transmittal of the report.
  - b. The comments and recommendations received pursuant from the above listed, shall be read in full at the public hearing
5. The historic district study committee shall submit its report with any changes made following the public hearing, along with any comments or recommendations received, and such other materials as the committee may deem necessary or advisable to the legislative body and the clerk of the municipality within sixty-five days after the public hearing.
6. The clerk or his designee shall, not later than sixty-five days from receipt of such report, mail ballots to each owner of record of real property to be included in the proposed district or districts on the question of creation of an historic district or districts, as provided for in CGS sections 7-147a to 7-147k, inclusive.

7. The form of the ballot to be mailed to each owner shall be consistent with the model ballot prepared by the Historic Preservation Council of the Department of Economic and Community Development established pursuant to CGS section 10-409. The ballot shall be a secret ballot and shall set the date by which such ballots shall be received by the clerk of the municipality. The ballots shall be mailed by first class mail to each owner eligible to vote in such balloting at least fifteen days in advance of the day on which ballots must be returned.
8. If two-thirds of all property owners voting cast votes in the affirmative, the legislative body of the municipality shall by majority vote take one of the following steps:
  - a. Accept the report of the committee and enact an ordinance or ordinances to create and provide for the operation of an historic district or districts in accordance with the provisions of this part;
  - b. reject the report of the committee, stating its reasons for such rejection;
  - c. return the report to the historic district study committee with such amendments and revisions thereto as it may deem advisable, for consideration by the committee. The committee shall submit an amended report to the legislative body within sixty-five days of such return.
9. Any ordinance, or amendment thereof, enacted pursuant to this part, which creates or alters district boundaries, shall contain a legal description of the area to be included within the historic district. The legislative body, when it passes such an ordinance, or amendment thereof, shall transmit to the municipal clerk a copy of the ordinance or amendment thereof. Such ordinance, or amendment thereof, shall be recorded in the land records of the municipality in which such real property is located and indexed by the municipal clerk in the grantor index under the names of the owners of record of such property.

Thanks  
Kevin

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November 21, 2022

### Annotated Report on Land Deed Research for the Spicer Homestead in Ledyard, CT.

The earliest 17<sup>th</sup> century land deeds granted to Peter Spicer from New London only provide a vague description of the actual metes and bounds and in many instances are incomplete.

Initially, Peter Spicer's lands were bounded with a swamp on the west and south. Other early land records identify a brook on the northern bound. Although it was not definitively proven through title search where Peter Spicer's first dwelling was located, the landscape in the vicinity of the "Spicer Rock" contains extensive field systems enclosed within stonewalls, along with a well and cellar holes that suggest great time depth.

Peter Spicer's descendants, Edward (2) and John (3) Spicer lived in separate residences in 1723

John Spicer's (4) farm included the land recently purchased by John Spicer (4) from Daniel Whipple of approximately 16 acres 11 rods.

The Whipple purchase became the north line of the Spicer farm measuring 115 rods in width (east to west) and provided the location of the northeast corner bound at the brook and highway (located near to the newly installed footbridge on the northwestern side of the large field at 1025 Colonel Ledyard Highway).

John Spicer's (4) last will and testament, dated May 6, 1769, stated he left his two sons, John Spicer (5) and Cyrus Spicer (5), his farm. The estate was equally divided, although John (4) left Cyrus the house.

The division of John Spicer's (4) in 1772 describes a 146 acre farm.



John Spicer (5) also receives one half of the orchard lying east of the dwelling house on the eastern side of the 146 acres.

Survey of division agreement/line:

- to begin the division line at a heap of stones in the north line of said farm 55 (52?)<sup>1</sup> rods westerly from northeast corner
- running south from said heap of stones 11 degrees east 150 rods to a **heap of stones south of the barn**
- south 7 degrees east 95 ½ (15 ½?) rods to an heap of stones
- south 5 degrees west 22 rods to an heap of stones
- south 7 degrees east 14-1/2 rods to heap of stones on **north line of Capt. Robert Geer land**

Survey of John's orchard:

- **one half of orchard lying east of dwelling house**
- beginning at southwest corner of George Geer land
- running south 13 degrees east across said orchard to heap of stones by a wall
- east 22 degrees north 11 ½ rods to George Geer's land
- with said George Geer's land to the first mentioned bound
- containing 1 acre 20 rods

The title search indicated the abutters on the Spicer property remain constant over time in regard to Cyrus Spicer's inheritance from his father John Spicer (4) in 1769. Benjamin Geer and George Geer's property abutted the Spicer land on the east, often with a brook as a boundary.

To review, the clearest survey regarding the location of any appurtenances including the Spicer dwelling is from the last will and testament of John Spicer's (4) in 1769 and the division of his estate totaling 146 acres inherited by his sons Cyrus and John Spicer in 1772.

### Suggestions:

If the Town is interested, a request for an archaeological site number and an archaeological site form could be filed with the Office of State Archaeology. The site form would describe, at a minimum, the immediate area to the south of the bridge near "Spicer Rock", the possible cellar holes and the stone-well. The archaeological site description could also include the field system in this area.

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<sup>1</sup> The ink is faded on this page and difficult to decipher, the dimension could be 52 rods, although 55 rods is the more likely candidate

Maps related to Spicer landholdings.

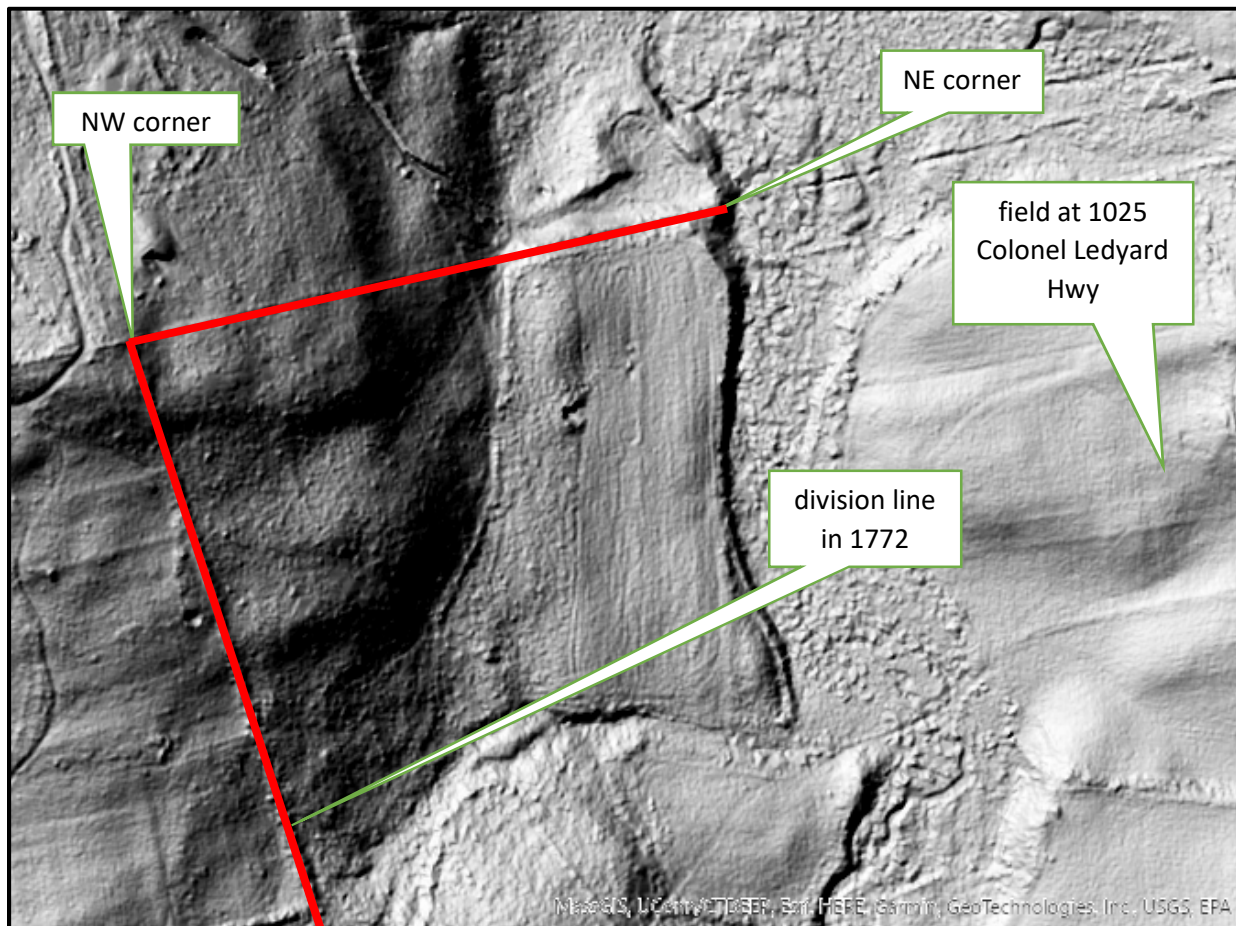


Fig 1. LIDAR of northern bound established for Cyrus Spicer's division of his father Hon. M. John Spicer's estate in 1772 measuring 55 rods in length beginning at the northeast corner at the brook just above or at the newly installed TTT bridge. Also note two anomalies or depressions visible in the middle of the field. (<https://cteco.maps.arcgis.com/>)

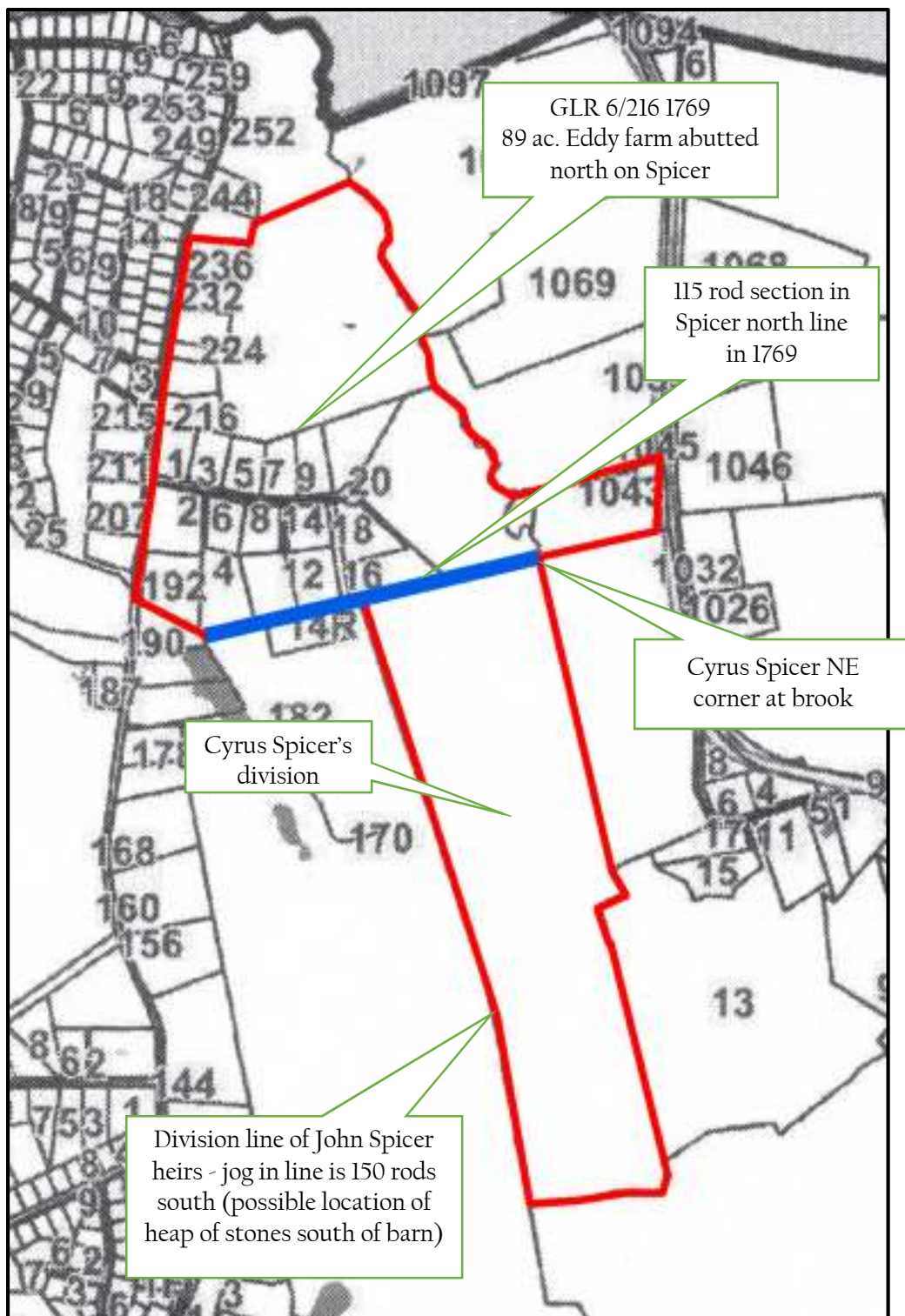


Fig. 2 Mark-up of Ledyard GIS property map. (<https://www.mapsonline.net/ledyardct/>)

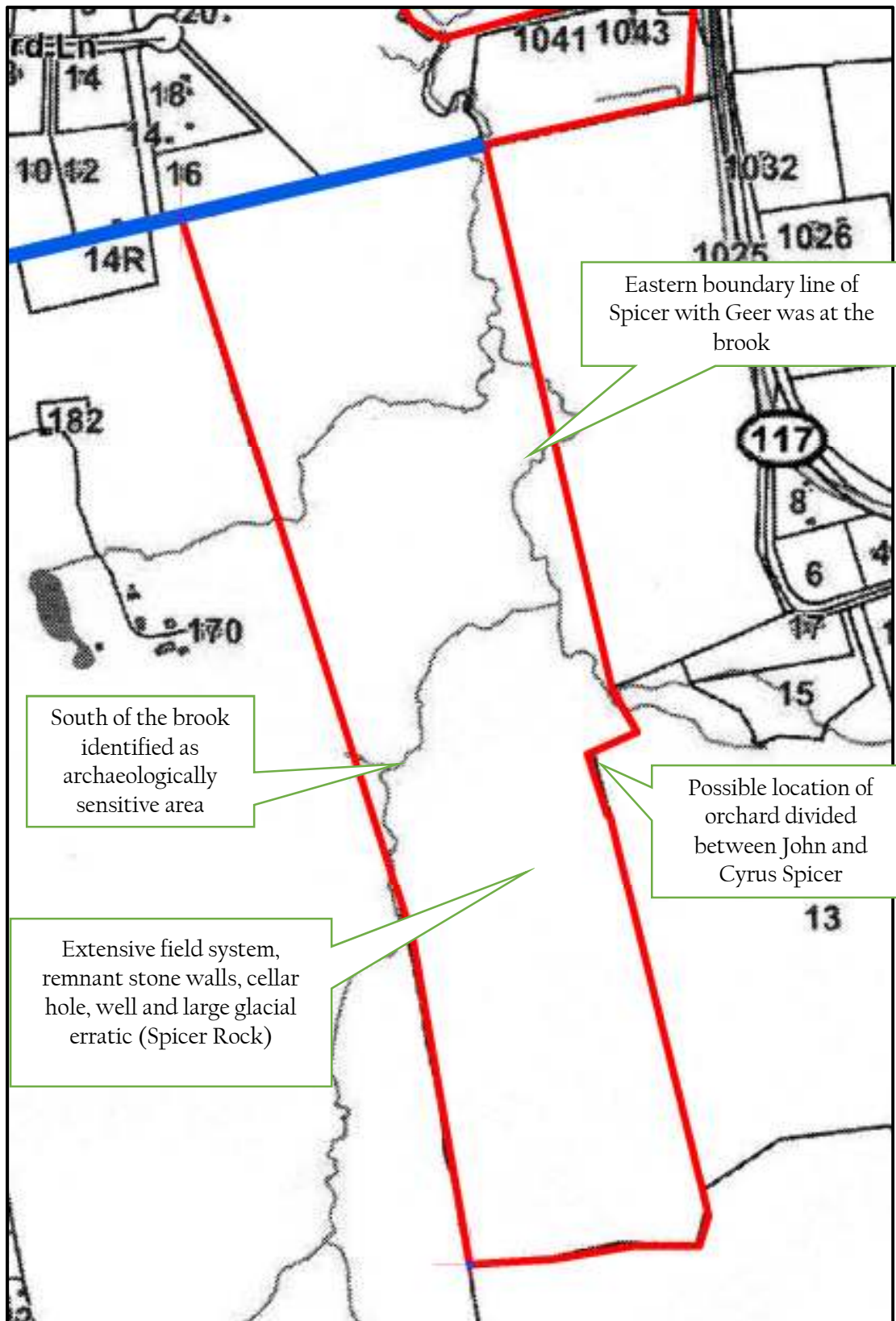


Fig. 3 Mark-up of Ledyard GIS map (<https://www.mapsonline.net/ledyardct/>)





Fig. 4 TTT map marks location of “Spicer Rock”. Note wall east of the rock that zigs and zags with approximately a 10 rod sections of wall, possibly the location of John Spicer’s orchard.

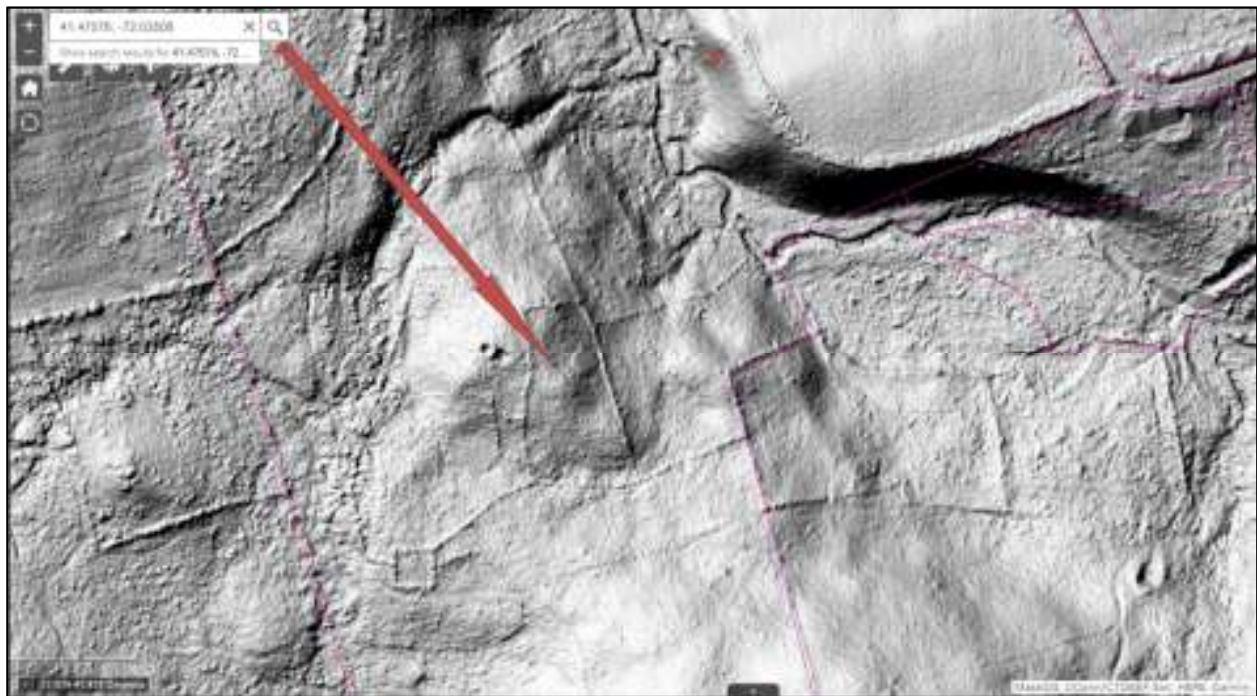


Fig. 5 TTT LIDAR image mark-up of location of “Spicer Rock”, with visible section of zig zagging wall to the east and identifies extensive walled in field system.





# "SPICER BRIDGE" 2021

built by volunteers, funded by  
THE COMMUNITY FOUNDATION OF EASTERN CONNECTICUT



Spicer Ruins  
Site Access Bridge  
Actual Photos of:  
Existing Foundations

Rock Wall Pens

Old Orchard





# Spicer Ruins

Lidar showing Rock Wall Pens, Foundations and well

Actual Photos of:

Existing walls

Spicer Rock

Spicer Well





## **Town of Ledyard Historic District Commission Meeting Minutes**

12/18/23

### **Present:**

Chairman Vincent Godino, Commissioners-Ty Lamb, William Barnes. Alternate Member Kelly Lamb.

Also in Attendance: Town Council Liasson: Tim Ryan

Members not in attendance: Commissioners: Douglas Kelley & Alternate Kenneth Geer.

Commissioner Melissa Dyson commission has expired and will not be coming back.

**Review and approval** of minutes Mover William Barnes and 2<sup>nd</sup> approver Ty Lamb. AYE all present

### **Fiscal Reports:**

Saw Mill: \$1,180 spent, \$447 remaining

Nathan Lester House: \$2,740 spent, \$6960 remaining

Capital Account: \$36,036

ARPA Funds: \$125,800 includes recent contract/cut PO

Donations:

Saw Mill: \$7,424

Nathan Lester House: \$11,337

Misc Center School/Preservation & Research: \$1,500

### **Status of ARPA Funds:**

Town has time limits for funds to be contracted by end of 2024 and spent by end of 2026

Vincent Godino sent out a Status of Historic ARPA funds estimates to Sheila Godino on 12/18/23

With Tim Ryan present conversations regarding the Saw Mill's projects-

William Barnes and Vin Godino: That the Line Penstock is a priority. He is looking for 3-5 qualified quotes. There is a need for expert advise to help write and evaluate the bids. There is a possibility of a company Stan Tech who has written similar RFP's. Bill referred to the town's ordinance purchasing guidelines.

Tim Ryan suggested reaching out to the Finance manager Matt Bonin or Steve Masalin from public works.



Continuing to discuss the projects for the Saw Mill that pose difficulty to quote out: The concrete pipes and pipes leading inside may need two approaches to repair estimate of 40-50k.

The Saw Mill is basically 3 parts for repair work: Mechanical, Water Flow and Intake pipes. The structure of the material needs to be water tight and last. Pipes go from Concrete to Steel. They are basically showing leakage at the connections between the two. They do not want to dig up the concrete. Plus, we need to be mindful of continuing to be Historically accurate.

Old Sturbridge Village has a similar mill and a member from the Village visits on occasion to discuss the mills.

Discussion to send the ARPA estimates to Matt tomorrow the ARPA estimates.

### **Committee Reports:**

Sawmill:

Supplemental Assessments being done. Utilizing the CT website of Vendors, we can use or can be submitted.

Discussed the Penstock Tyier. Alan was watching the water levels with all the rain we had recently. Very happy to report water levels did not affect the mill.

This month the Saw Mill has shut down for the season.

There was a brief discussion on the Black Smith house and Chris who is a volunteer.

Nathan Lester House:

Vin presented tonight as Doug was absent from our meeting and Melissa's commission has expired and was also not in attendance.

Renovation on the East Side's RFP will be ready in Jan for submission. We are trying to find a contractor who is knowledgeable and dependable. The scope of this renovation is siding and trim replacement due to rot. Window also need attention. All repairs are mindful of being historically accurate.

There was a brief discussion of the Movie release. To date there is no update.

Preservation & Research:

Ty Lamb presented need for vote on the authorization of the Research and Preservation Group to pursue the development of a roadmap in conjunction with LU to establish the Spicer Sites as Historic sites and gain admin control of this new site. This was put off till we were discussing new business.

Land use: Ty has been working with others (Karen, Victoria, Alyssa & Amiee) on site walks, goals on mapping out areas to be included with the Spicer location.

Signs: Working on 3 more signs presently- Latham House, 9-mile Spicer, and Watson House.

Park & Pollination Garden: Missed a meeting due to illness with the GOSHA to get authorization. Continued work is being done with the help of Victoria (walk thru, developing a mapping of the area, Sign)

Donation Account specific to Preservation & Research: This was brought up due to people asking Ty to donate. Vin to talk to Matt about opening a separate account.

Gales Ferry Sign: Vin-completion of the replacement approx. \$750.

Center School: Ken was absent

Social Media: Kelly Lamb has taken on the social media. Missy is working with her with the face book and Instagram pages.

#### **Old Business none**

#### **New Business**

Annual Review of Rules of Procedure: the Procedure was emails to all the commissioners on 11/27/23 to be reviewed by the commission. Vin discussed if there are any changes, we need a month before a vote. In the past the financial position was eliminated that we may possibly want to re-establish this.

Next month is the election of Officers. Vin has let us all know he will not be seeking the chair position again. He would like to possibly stay on as an alternative and help the new Chair settle into the new position.

Decatur Letter: Doug sent a letter to Director of land Use and Planning regarding the proposed destruction of Mt Decatur. Discussion of its significance: 5 revolutionary war veterans within the cemetery that resides there.

Roadmap vote for Research/Preservation: Motion to Authorize the research and Preservation group to pursue the development of a "Roadmap" in conjunction with the Land use committee of the town, to establish the "Spicer Historic District" and to place under administrative control of the Historic District Commission.

Motion made by Ty Lamb; it was seconded by Bill Barnes. Result: 4-0, Motion to authorize was approved.

**Adjournment:** motion and unanimous agreement to adjourn.