



TOWN OF LEDYARD CONNECTICUT

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

Administration Committee

~ AGENDA ~

Chairman S. Naomi
Rodriguez

Special Meeting & Work Session

Wednesday, July 24, 2024

5:30 PM

Town Hall Annex- Hybrid Format

REMOTE MEETING INFORMATION

In -Person: Council Chambers, Town Hall Annex Building

Remote Participation Information Noted Below:

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

<https://us06web.zoom.us/j/87523064699?pwd=NkiqdawaVq9soGLvWVLMhDUfUqXFGE.1>

Or by Audio Only: Telephone: +1 646 558 8656; Meeting ID: 875 2306 4699; Passcode: 344068

- I. CALL TO ORDER
- II. ROLL CALL
- III. APPROVAL OF MINUTES

MOTION to approve the Administration Committee Minutes of June 12, 2024

Attachments: [ADMIN-MIN-2024-06-12.pdf](#)

VII. NEW BUSINESS

- 1. MOTION to recommend the Town Council reappoint Mr. David Nelson (R) 25 Hyde Park, Gales Ferry, as an Alternate Member of the Board of Assessment Appeals for a four (4) year term ending August 26, 2028.

Attachments: [Reappointment Board of Assessment Appeals-Recommendation-2024-07-09.pdf](#)

[CGS 9-167a- PARTY MINORITY REPRESENTATION .docx](#)

- 2. MOTION to set a Hybrid (In-Person & Video Conference) Public Hearing date on September 11, 2024 at 6:30 p.m. to be held in the Council Chambers, 741 Colonel Ledyard Highway, to receive comments and recommendations regarding the following:

· Proposed “An Ordinance Providing Tax Relief For Gold Star Families in the Town of Ledyard” as presented in the draft dated May 14, 2024.

- Proposed amendments to Ordinance #100-011 “An Ordinance Establishing A Youth & Social Services Board For the Town of Ledyard” as presented in the draft dated June 4, 2024.

Attachments: [ORD#100-011 \(rev 2\) An Ordinance Establishing a Youth & Social Services Board 6.4.2024 Ordinance](#)

VI. WORK SESSION ITEM

1. Round table discussion to amend Ordinance #100-015 “An Ordinance Establishing a Permanent Municipal Building Committee for the Town of Ledyard” as presented in the draft dated May June 4, 2024.

Attachments: [ORD-#100-015-An Ordinance Establishing PMBC-DRAFT-2024-06-12-QUESTIONS FOR MAYOR.doc](#)

IV ADJOURNMENT

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



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 24-0538

Agenda Date: 7/24/2024

Agenda #:

MINUTES

Minutes:

MOTION to approve the Administration Committee Minutes of June 12, 2024



TOWN OF LEDYARD
CONNECTICUT
TOWN COUNCIL
HYBRID FORMAT

741 Colonel Ledyard Highway
Ledyard, CT 06339
860 464-3203
<http://www.ledyardct.org>
Roxanne M. Maher
Administrative Assistant

Chairman S. Naomi Rodriguez

MINUTES
ADMINISTRATION COMMITTEE
REGULAR MEETING

Wednesday, June 12, 2024

5:30 PM

Town Hall Annex Building

DRAFT

- I. CALL TO ORDER – The Meeting was called to order by Councilor Garcia-Irizarry at 5:30 p.m. at the Council Chambers Town Hall Annex Building.

Councilor Garcia-Irizarry welcomed all to the Hybrid Meeting. She stated for the Town Council Administration Committee and members of the Public who were participating via video conference that the remote meeting information was available on the Agenda that was posted on the Town’s Website – Granicus-Legistar Meeting Portal.

II. ROLL CALL-

Attendee Name	Title	Status	Location	Arrived	Departed
April Brunelle	Town Councilor	Present	In-Person	5:30 pm	6:11 pm
Kevin Dombrowski	Town Councilor	Present	In-Person	5:42 pm	6:11 pm
Carmen Garcia-Irizarry	Committee Chairman	Present	In-Person	5:30 pm	6:11 pm
S. Naomi Rodriguez	Town Council Chairman	Present	In-Person	5:30 pm	6:11 pm
Kristen Chapman	Mayor’s Executive Assistant & Social Services Coordinator	Present	In-Person	5:30 pm	6:11 pm
Mary Harris	Board of Education Vice-Chairman	Present	In-Person	5:30 pm	6:11 pm
Earl Lamb	Board of Education Member	Present	In-Person	5:30 pm	6:11 pm
Branden Graber	Board of Education Member	Present	In-Person	5:30 pm	6:11 pm
Joanne Kelley	Board of Education Member	Present	In-Person	5:30 pm	6:11 pm
Carol Schneider	Resident	Present	Remote	5:30 pm	6:11 pm
Deborah Edwards	Resident	Present	Remote	5:30 pm	6:11 pm
Roxanne Maher	Administrative Assistant	Present	In-Person	5:30 pm	6:11 pm

III. CITIZENS COMMENTS

Ms. Mary Harris, Board of Education Vice-Chairman, 2 Whippoorwill Drive, Gales Ferry, stated she was present this evening to talk about the proposed changes to Ordinance #100-015 “An Ordinance Establishing a Permanent Municipal Building Committee for the Town of Ledyard”. She specifically noted the proposed change to hire an “Owner’s Representative or Consulting Engineer for projects that exceed \$500,000. “She stated the requirement to hire such professionals would have the potential to increase the cost and delay the implementation of the School Facilities Projects, such as Roofing, Solar Panels, and Heating, Ventilation and Air Condition systems (HVAC). She requested that a Board of Education Member be included in the discussion and decision regarding this proposed change to the Ordinance.

Councilor Dombrowski explained in accordance with Chapter III of the Town Charter the Town Council was the authority to draft and approve Ordinances. He stated that others could provide comments and recommendations to the language and that they were welcome to do so. However, he stated that the Board of Education could not be an active participant in how the Ordinance was approved. Ms. Harris stated based on Councilor Dombrowski's comments that the Board of Education would submit the language they would like to see in Ordinance #100-015.

Councilor Garcia-Irizarry noted at the Board of Education's June 11, 2024 meeting that Ms. Joanne Kelley suggested the Administration Committee and the Board of Education hold a Joint Meeting to discuss the proposed amendments to Ordinance #100-015. Councilor Garcia-Irizarry stated that she would be open to scheduling a Joint Meeting, noting by having a joint discussion that they would be able to answer questions, and gain an understanding of the proposed amendments, etc. Ms. Harris stated that she believed the Board of Education would be agreeable to having a Joint Meeting, noting that they would also provide written comments.

MOTION to schedule a Joint Work Session between the Administration Committee and the Board of Education to discuss proposed amendments to Ordinance #100-015 "*An Ordinance Establishing a Permanent Municipal Building Committee for the Town of Ledyard*".

Moved by Councilor Brunelle, seconded by Councilor Garcia-Irizarry

Discussion: Councilor Garcia-Irizarry noted as Councilor Dombrowski explained, per the Town Charter, the Town Council was the authority to approve Ordinances. However, she stated that the Administration Committee would welcome comments from those who would be affected by the Ordinance.

VOTE: 2- 0 – 1 Approved and so declared (Dombrowski abstained)

RESULT:	2- 0 -1APPROVED TO RECOMMEND
MOVER:	April Brunelle, Committee Member
SECONDER:	Kevin Dombrowski, Committee Member
AYES:	April Brunelle, Carmen Garcia-Irizarry
ABSTAIN:	Kevin Dombrowski

Mr. Earl (Ty) Lamb, Board of Education Member, 95 Lambtown Road, Ledyard, stated that he was representing himself as a taxpayer this evening. He stated that he was pleased the Administration Committee was continuing their work to review Ordinance #100-015 "*An Ordinance Establishing a Permanent Municipal Building Committee for the Town of Ledyard*". He requested the language regarding the Committee's membership be clarified, noting that the current Ordinance called for the following:

- Five Regular Members: These members, to the extent possible, shall include those with experience in finance, engineering, architecture, project management, or the building trades.

- Two Temporary Members: Each municipal project, may have up to two (2) temporary members, who are a member or representative of the Proposing Body.
- For Board of Education projects, at least one of their two temporary members shall be a Board of Education member

Mr. Lamb stated the current language was unclear on who could and who could not be members. Therefore, he stated that he was pleased that they were going through this process.

Mr. Branden Graber, Board of Education Member, 42 Church Hill Road, Ledyard, stated the reason he was present this evening was to request the engagement of all parties who would be affected by Ordinance #100-015 “*An Ordinance Establishing a Permanent Municipal Building Committee for the Town of Ledyard*”. Therefore, he stated that he liked what he just saw tonight, that being the agreement to schedule a Joint Work Session between the Board of Education, Administration Committee, and Permanent Municipal Building Committee (PMBC) to discuss the proposed Ordinance Amendments. He stated it was important to the Board of Education that they get this right, however, he stated more importantly it was for the children and the facilities. He stated although the children do not pay the taxes, they attended the schools. He stated that he looked forward to working with the Administration Committee, the BOE Facilities Committee and the full Board of Education.

Ms. Joanne Kelley, Board of Education Member, 12 Thames View Pentway, Gales Ferry, stated that she was present to discuss the following two subjects: (1) Ordinance #100-015 “*An Ordinance Establishing a Permanent Municipal Building Committee for the Town of Ledyard*”; and (2) Ethics Commission.

- Ordinance #100-015: Ms. Kelley addressed the proposed amendments to Ordinance #100-015, noting that she did not know about the Permanent Municipal Building Committee (PMBC); other than during the School(s) Consolidation/Improvement Project(s) (Middel School & Gallup Hill School) there were a lot of *Lessons Learned*. Therefore, she stated the writing of a new ordinance was a good opportunity to take the *Lessons Learned* to come up with something that was going to work better for the future. She noted the main projects that would be affected by the new ordinance would most likely be the Board of Education Projects (schools). She stated during the June 11, 2024 Board of Education meeting they discussed the experience that Board of Education Facilities Committee and their Director of Facilities & Grounds Wayne Donaldson could offer. She noted although she had nothing to do with the Facilities Committee, and she did not know what the goal was, that during the Board of Education’s discussion those individuals expressed concern regarding the proposed amendments to Ordinance \$100-015 that was being circulated. She stated that they noted problems they had in the past with the current process that was in place; and she commented that perhaps their experience could be of help. She noted as an example the Joint Finance Committee Meetings between the Board of Education and Town Council during the Annual Budget Preparation each year; and the Budget Process Review Committee that both she and Councilor Dombrowski served on last

summer were productive, noting that she did not think that either of these efforts violated anything.

Councilor Dombrowski stated to clarify his comments, that the way the statement was put forward, was for a *Board of Education Member to be involved in approving this Ordinance*. Therefore, he stated that it would violate the Town Charter, because the approval of the Ordinance would have to be done by the Town Council or by Referendum, per the Town Charter. He stated it was the way the statement was presented, noting that he has never been opposed to comments coming from all the interested parties, whether it was the Board of Education, the Permanent Municipal Building Committee, or any residents. He stated he was all for any help anyone could give.

Ms. Kelley suggested they not rush through amending Ordinance #100-015 noting that it was complex. She stated that she was serving her third term on the Board of Education and that throughout this time the Permanent Municipal Building Committee has been a point of contention, with all of the Board of Education projects. She stated what they had in place was not working; or maybe it was, but there were some unintended consequences due to the process.

Councilor Dombrowski explained the proposed language regarding the *“Hiring of an Owner’s Representative or Consulting Engineer for projects that exceed \$500,000”* was suggested because of the issues they have experienced in past projects. He stated they have to recognize that the Permanent Municipal Building Committee (PMBC) was a group of volunteers, like they all were. He stated because they cannot be on-site day-in and day-out to watch the project, that this language was being added to have someone who would be working as a Representative for the Town on a day-to-day basis to make sure the project was being done as the PMBC would like it to be done. He stated whether this was the right language; was a question. Ms. Kelley stated that the Board of Education noted that perhaps the threshold should not be a dollar value, noting that perhaps each project should be evaluated on a case-by-case basis. Therefore, the Board of Education felt that they should take their time to gather all the input from over the years to make sure they get it right.

- Ethics Commission – Ms. Kelley stated she saw that the Administration Committee would be discussing an Ethics Commission this evening. She noted that she was surprised to learn that Ledyard was one of the twenty-four towns in the State that has not adopted a Code of Ethics. She stated that she read all of the attachments that were included in the Agenda packet on the meeting portal, noting that they were dated back to 2018 – 2019; and therefore, she was interested in learning about the background this evening. She stated there have been a lot of things happening in town, and comments about conflicted participants, and conflicts of interest. She stated revealing a Conflict of Interest was a matter of honesty, noting that the public needed to have confidence in the integrity of our town government. Therefore, she stated she was happy the Administration Committee was taking up this matter.

Administrative Assistant noted for clarification, that the Town Council adopted a Fraud Policy dated May 28, 2014.

Ms. Deborah Edwards, 30 Bluff Road West, Gales Ferry, attending remotely, stated that she echoed Ms. Kelley’s comments regarding an Ethics Commission. She noted that she also read all of the attachments that were included in the Agenda Packet on the meeting portal. She stated it appeared that all the work was done, but that the ball was dropped in 2019 and an Ordinance was not passed to establish an Ethics Commission. She stated 2019 was the second time the town did not follow through with setting up an Ethics Commission, noting that the State had recommended that Municipalities establish an Ethics Commission. She stated that she was happy to see that this matter was being taken up again and that she hoped that it would move forward quickly.

Councilor Garcia-Irizarry thanked all of the residents for their comments this evening.

IV. PRESENTATIONS/INFORMATIONAL ITEMS – None.

V. REVIEW AND APPROVAL OF PRIOR MEETING MINUTES

MOTION to approve the Regular Meeting Minutes of May 8, 2024
Moved by Councilor Brunelle, seconded by Councilor Dombrowski

VOTE: 3 – 0 Approved and so declared

VI. OLD BUSINESS

1. Continued discussion and possible action to amend Ordinance #100-015 “*An Ordinance Establishing a Permanent Municipal Building Committee for the Town of Ledyard*” as presented in the draft dated June 4, 2024.

Councilor Garcia-Irizarry noted at the Administration Committee’s May 8, 2024 meeting Permanent Municipal Building Committee (PMBC) Chairman Gary Schneider addressed the \$500,000 project threshold that would require an Owner Representative be hired. She stated in response to Mr. Schneider’s comments in which he suggested that they would probably not need to hire an Owners Representative when purchasing two Wastewater Treatment Plant Pumps that would cost over the proposed threshold dollar amount; the following language was added to the June 4, 2024 draft; in Section 2. Purpose (paragraph 6):

“When a project involves the purchase of replacement equipment costing more than \$500,000, a waiver to bypass the solicitation of bids for the engagement of an Owner’s Representative or Consulting Engineer may be approved by the Town Council; and shall be requested by the Permanent Municipal Building Committee prior to purchase and installation of the equipment.”

Councilor Dombrowski noted the Police Headquarters Facility Project cost \$6,750,000 (Approved 5/17/2013) and the School(s) Consolidation/Improvement Project(s) cost \$65,835,000 (Approved 1/20/2015); and the School Roof Projects cost \$8,550,000 (Approved 2/22/2022).

Councilor Garcia-Irizarry stated that she was pleased that Mayor Allyn, III, suggested updating Ordinance #100-015 “*An Ordinance Establishing a Permanent Municipal Building Committee for the Town of Ledyard*” because there were a number of items that the town needed to do to ensure they would receive the State Grant Reimbursement Funding. She went on to note for the School(s) Consolidation/Improvement Project(s) (Middle School & Gallup Hill School) there were several items that were not done properly, and therefore, it was difficult to obtain the grant funding from the State for those items. She stated having an Owners Representative, who would be well versed with the state requirements, and other procedures and process, as well as being physically on-site on a daily basis would make sense. She stated the volunteer Permanent Municipal Building Committee (PMBC) was currently meeting once a month, noting it was difficult for them to keep track. She addressed the School(s) Roof Projects, noting as an example the Projects were delayed because the town only received two Bids for the Owner Representative, and the Finance Committee did not grant them a Bid Waiver, so the PMBC had to go back out to bid which took more time than initially planned.

Councilor Dombrowski explained that part of the reason they were looking to add an Owners Representative was because there has been some work that was not done as expected, and it was not discovered until much later in the project. He stated at that point it became a who said/who said, and they then had to go back to look for the Change Order, etc. He stated all of these types of things would probably delay the project and increase the cost. He stated an Owner Representative would increase the cost of the project, however, he stated the Town would be better suited and covered to make sure that timelines were followed, problems that arise could be quickly adjudicated prior to “*It happened two-years ago; it is still under warranty, who has to pay to have the work done properly, etc.*” He stated having an Owners Representative would mitigate these types of things from happening; or would help to catch those things earlier, and in the long run would save the town money. He stated the benefits would outweigh the additional cost of the Owners Representative. He stated this was his opinion; and that he was hoping to hear others thoughts.

Councilor Brunelle stated her thoughts were along the same lines as Councilor Dombrowski’s, noting that if it was a project that cost a lot of money, then it was an important project. She stated whether the project was a school, a building, roofing, heating system, or aqueduct that they needed to have someone in charge to watch it. She stated they could not expect volunteers to do that because it was not fair, noting there were a lot of moving parts. She stated hiring an Owners Representative may cost money, but that they could potentially save money, time, and headaches, and prevent mistakes from happening, or prevent the project from being dragged out, and having to redo something, etc. She stated that sometimes they cannot just look at the money, noting that it has to be done right the first time.

Councilor Garcia-Irizarry noted that she had the following questions pertaining to the draft Ordinance amendments:

Section 5 Power and Duties (Paragraph 2)

The Permanent Municipal Building Committee is authorized to recommend to the Mayor to retain the services of architects and/or engineers for the purpose of planning, designing, building and administrating major capital projects. The process shall utilize a quality-based selection similar to that outlined in Section 2 for the Owner's Representative or Consulting Engineer. Such selection shall be based on experience, knowledge, capacity and expertise as well as the fee for performing such work.

Councilor Garcia-Irizarry questioned what would happen if the Mayor does not agree with the Permanent Municipal Building Committee's (PMBC) recommendation.

Councilor Dombrowski explained that the Permanent Municipal Building Committee (PMBC) would need to follow Ordinance #200-001 "Purchasing Ordinance" which required a competitive bid process. He also stated in the event the Mayor did not agree with the PMBC recommendation that the Mayor would need to go back to the PMBC and tell them that he disagreed with their choice. However, he stated that he understood Councilor Garcia-Irizarry's question; that the proposed ordinance amendments did not provide the process should the Mayor disagree with the PMBC recommendation. He stated although he had not seen that happen, that it did not mean that it could not happen.

Councilor Garcia-Irizarry noted that the final decision for the hiring of the Owner Representative lied with the Town Council, but the for the Architects and Engineers it lied with the Mayor. Therefore, she questioned the difference in the hiring authority, stating it was not consistent. She noted the following:

Section 2. Purpose (Paragraph 5)

The selection of the Owner's Representative or Consulting Engineer shall be awarded to the firm that provides the best value to the Town of Ledyard. The best value is defined as the firm providing the highest quality, expertise, and knowledge for the proposed project. This shall also include the quality of referrals from a minimum of three references provided by the proposers. It shall also consider the fee for the work; however, the fee shall not be the sole basis for award.

Section 2 . Purpose. (Paragraph 8)

The Permanent Municipal Building Committee shall make a written recommendation to the Town Council for the award of such services. The recommendation shall include a summary of proposers, a weighed ranking sheet for the selection, and reasons why the Permanent Municipal Building Committee is recommending such a firm. The final decision of award will lie with the Town Council. The Town Council possesses the authority to award to a different firm if it deems that such a firm is in the best interest of the Town of Ledyard.

Section 5. Powers and Duties (paragraph 2)

The Permanent Municipal Building Committee is authorized to recommend to the Mayor to retain the services of architects and/or engineers for the purpose of planning, designing, building and administrating major capital projects....."

Councilor Garcia-Irizarry noted Section 5. Powers and Duties (Paragraph 4) as follows:

The Permanent Municipal Building Committee is authorized to develop schedules and ~~budgets cost estimates~~ for municipal building projects. *However, when an Owner's Representative is required, the Owner's Representative shall be responsible for drafting such schedules and budgets; and shall be approved by the Permanent Municipal Building Committee. The Owner's Representative shall also be responsible for developing a project cash flow projection for review by the Town Director of Finance, as approved by the Permanent Municipal Building Committee.*

Councilor Garcia-Irizarry stated because they were spending the taxpayers money that she was not comfortable with leaving it to the Owner Representative to decide how to spend the money.

Councilor Dombrowski suggested the following language adjustments to provide more clarification:

".....the Owner's Representative shall be responsible for drafting such schedules and budgets; and submit for ~~shall be approval ed~~ by the Permanent Municipal Building Committee...."

Councilor Garcia-Irizarry noted that the Permanent Municipal Building Committee (PMBC) met on June 3, 2024; stating that after tonight's meeting she would forward this updated draft to them to provide comments and recommendations for discussion at their Joint Work Session scheduled for July 24, 2024.

RESULT: CONTINUED

Next Meeting:06/24/2024 5:30 p.m.

2. Any Old Business proper to come before the Committee. – None.

VII. NEW BUSINESS

1. MOTION to recommend the Town Council reappoint Ms. Loretta Kent (U) 1363 Baldwin Hill Road, Gales Ferry, to the Parks, Recreation & Senior Citizens Commission, to complete a three (3) year term ending June 28, 2027.
Moved by Councilor Brunelle, seconded by Councilor Dombrowski
Discussion: The Committee acknowledged that Ms. Kent has been serving on the Parks & Recreation Commission for a number of years and they were pleased that she was interested in continuing to serve the community.

VOTE: 3 – 0 Approved and so declared

RESULT: 3- 0 APPROVED TO RECOMMEND
MOVER: April Brunelle, Committee Member
SECONDER: Kevin Dombrowski, Committee Member
AYES: April Brunelle, Kevin Dombrowski, Carmen Garcia-Irizarry

2. MOTION to recommend the Town Council adopt a proposed “*An Ordinance Providing Tax Relief For Gold Star Families in the Town of Ledyard*” as presented in the draft dated May 14, 2024.

DRAFT: 5/14/2024

Ordinance #200-XXX

AN ORDINANCE
PROVIDING TAX RELIEF FOR GOLD STAR FAMILIES
IN THE TOWN OF LEDYARD

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

Section 1: Authority

Pursuant to the authority of P.A. 17-65 enacted on October 1, 2017 “*An Act Concerning Municipal Option Property Tax Exemption for Gold Star Parents and Spouses*” there is hereby established “*An Ordinance Providing Tax Relief for Gold Star Families In the Town of Ledyard*”.

Section 2: Purpose

To provide an exemption from property tax for property that is owned by a parent whose child was killed in action, or by the surviving spouse of a person who was killed in action, while performing active military duty with the Armed Forces, as such term is defined in Subsection (a) of Section 27-103 of the Connecticut General Statutes, as amended.

Section 3: Eligibility for Exemption

To be eligible any parent or surviving spouse of a service member killed in action while performing active military duty the following conditions must be met:

- (a) Application: Completed application shall be filed with the office of the Tax Assessor.
- (b) Residency: Persons qualified for a benefit under this Ordinance is a parent or surviving spouse who own real property located in the Town of Ledyard, or who are liable for the payment of taxes thereon under Section 12-48 of the General Statutes, and occupy the property as his or her principal residence at least 183 days of each year; and the time the application is made, and at all times during which the parent

or surviving spouse is receiving an exemption pursuant to this Ordinance, the parent or surviving spouse shall be living in the Town of Ledyard.

- (c) **Qualifying Income:** The parent's or surviving spouse's total adjusted gross income, as determined for purposes of the federal income tax, plus any other income not included in such adjusted gross income, shall not exceed the sum of the maximum qualifying income for individuals if unmarried, or jointly with spouse if married, as set forth in Section 12-811 of the Connecticut General Statutes.
- (d) **Surviving Spouses:** The surviving spouse must have been legally married to the person who was killed in action at the time of such person's death, in accordance with Title 46b; Chapter 815E, of the Connecticut General Statutes, as amended.
- (e) **Parents:** If both parents of any such child killed in action while performing active military duty with the Armed Forces are domiciled together, only one such parent shall be entitled to the exemption from property tax provided for under this section.

If both parents of any such child killed in action while performing active military service with the Armed Forces are not domiciled together, both parents shall be eligible to receive the exemption provided for under this section.

Section 4: Amount of Exemption; Certified List

- (1) The exemption of property shall be in an amount of up-to \$20,000, or 10% of the assessed value of the property owned by the surviving spouse or the parent(s) of a child who was killed in action.
- (2) The exemption provided under this Ordinance shall be in addition to any exemption to which an eligible parent or surviving spouse may be entitled under Section 12-81 of the Connecticut General Statutes, as amended.

No such eligible parent(s) or surviving spouse entitled to exemption under Section 12-81 or 12-81g of the Connecticut General Statutes and this section shall receive more than one such exemption.

- (3) The Assessor shall annually make a certified list of all such parents or surviving spouses who are found to be entitled to an exemption, which list shall be filed in the office of the Town Clerk in the Town of Ledyard.

Section 5: Application Procedure and Requirements.

- (1) Any parent whose child was killed in action or the surviving spouse of a person who was killed in action (the "applicant") submitting a claim for an exemption of property tax under this Ordinance shall submit an application, on a form prepared by the Tax Assessor, to the Tax Assessor's Office not later than October 1st (the "application").

The application shall include a copy of the two recorded affidavits described in Subsection 2(a)(b) of this Section, and the applicant's federal income tax return,

or in the event such a return is not filed, such evidence related to income, as may be required by the Tax Assessor, for the entire calendar year ending immediately prior to the October 1st in which the application for exemption is made.

- (2) The applicant shall also file with the office of the Town Clerk at least two affidavits, in such form as approved by the Tax Assessor, of two (2) different disinterested persons stating the following:
 - (a) The deceased child or spouse was killed in action while performing active duty with the Armed Forces, as defined in Section 27-103(a) of the Connecticut General Statutes; and
 - (b) That the applicant is the parent or surviving spouse of the person who was killed in action.
- (4) The affidavits shall be recorded in full in the office of the Town Clerk, free of charge, and such recording shall list the name of such parent or surviving spouse claiming the exemption.

No exemption shall be granted unless the affidavits have been recorded in the office of the Town Clerk; and until the application has been deemed complete by the Assessor's Office.

Section 6: Renewal and Termination of Exemption, Penalties.

- (1) The applicant shall be required to reapply for this exemption on a biennial basis. The failure of the applicant to reapply for this exemption on a biennial basis shall result in the termination of the applicant's exemption.
- (2) When an exemption has been granted, the applicant shall, in the assessment year immediately following the date of approval, be presumed qualified for such exemption.
- (3) On a biennial basis, during the year immediately following the approval of an applicant's exemption, the Tax Assessor may, by August 1st, notify each parent or surviving spouse presumed to be qualified for such exemption in writing, and if any applicant has income in excess of the maximum allowed under Section 3(b) this Ordinance, such applicant shall notify the Assessor on or before the next October 1st and shall be denied the exemption for the assessment year immediately following and for any subsequent year until such applicant has reapplied and again qualified for such exemption.

The failure of the Assessor's Office to send such notice by August 1st shall waive the requirements of this Section for that assessment year, and the applicants presumed to be qualified for the exemption shall continue to receive an exemption for such assessment year.

- (4) Any notice under this section shall be deemed effective if it was mailed by regular mail to the applicant's last known address on file in the office of the Tax Collector.
- (5) If at any time it is determined that the applicant has obtained the exemption set forth in this Ordinance improperly, or was based on any misrepresentation or fraud, then upon discovery of such fact by the office of the Tax Assessor, the exemption shall be terminated immediately and the applicant shall make payment to the Town of Ledyard in the full amount of the property tax loss related to such exemption improperly taken within 30- days of such written demand from the Town of Ledyard.

Section 7. Severability

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

Section 8. 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.

Adopted by the Town Council on: _____

S. Naomi Rodriguez, Chairman

Approved / Disapproved on: _____

Fred B. Allyn, III., Mayor

Published on:

Effective Date:

Patricia A. Riley, Town Clerk

History: The State of Connecticut adopted Public Act #17-65 *“An Act Concerning a Municipal Option Property Tax Exemption for Gold Star Parents and Spouses”* in 2017. To provide families who lost a child or spouse in the line of duty with some tax relief the Town Council adopted the *“An Ordinance Providing Tax Relief for Gold Star Families In the Town of Ledyard”* on: _____

Moved by Councilor Dombrowski, seconded by Councilor Brunelle
Discussion: Councilor Dombrowski stated the proposed draft *“An Ordinance Providing Tax Relief for Gold Star Families In the Town of Ledyard”*. mirrored the state statute. He stated it made sense and that he was in-favor of moving the proposal forward. The

Administration Committee noted that they would forward the proposed Ordinance to the Finance Committee for their review.

VOTE: 3 – 0 Approved and so declared

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

- MOTION to recommend the Town Council adopt proposed amendments to Ordinance #100-0111 “An Ordinance Establishing ~~A Youth &~~ Social Services Board For the Town of Ledyard” as presented in the draft dated June 4, 2024.

DRAFT: 6/4/2024

Ordinance #100-011 (*rev. 2*)

AN ORDINANCE
ESTABLISHING A ~~YOUTH &~~ SOCIAL SERVICES BOARD
FOR THE TOWN OF LEDYARD

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

Section 1. Authority

Pursuant to ~~Chapter 164, Section 10-19m of~~ the General Statutes of the State of Connecticut, and Chapter IV, Section 9 of the Charter of the Town of Ledyard, there is hereby established a ~~Youth and~~ Social Services Board for the Town of Ledyard.

Section 2. Purpose

The Board shall be responsible for providing outreach and ~~community education,~~ *program direction in the delivery of human services* to meet the needs of ~~youth,~~ families and individuals in the Town of Ledyard.

Section 3. Duties

The Board will be responsible for receiving and reviewing ~~Youth and~~ Social Services Program reports to identify issues and trends and make recommendations. The Board shall perform community outreach and seek potential partnerships for the ~~Youth and~~ Social Services Program. The Board shall distribute ~~Youth and~~ Social Services Program materials to the community and work to identify ~~youth,~~ families and individuals in need.

Section 4. Fiscal Responsibilities

The Board shall annually review the ~~Youth and~~ Social Services Program budget and make recommendations as necessary prior to submission to the Mayor's Office.

The Board shall make recommendations and promote fundraising efforts for Social Service Programs.

Section 5. ~~Youth and~~ Social Services Board Membership

The ~~Youth and~~ Social Services Board shall be composed of not less than seven (7) members appointed by the Mayor, who *shall be electors of the Town of Ledyard*. ~~Said appointees shall all be Ledyard electors, and include at least one representative from the school system, police, a private youth-serving agency, a youth currently under the age of twenty-one (21) and a Community-at-large member.~~

The Board shall annually elect a Chairman and Recording Secretary from its membership. Regular meetings shall be held per the by-laws of the ~~Youth and~~ Social Services Board. Special meetings may be called by a majority of the members of the Board.

Membership on any other Board, Commission, or Committee of the Town of Ledyard shall not preclude membership on the ~~Youth and~~ Social Services Board.

In making the original appointments under this ordinance, the Mayor shall designate (3) member to serve for three (3) years; 2 members to serve for two (2) years members; two (2) members to serve for one (1) year. Thereafter 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 Mayor.

Any member of the 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 Board. The vacancy shall be filled as herein before provided. Additionally, the Board 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 Board to notify the Mayor when a member has not properly performed his/her duties.

Section 6. *Implementation*

Within two weeks after the adoption date of this ordinance, all current members of the Youth & Social Services Board for the Town of Ledyard shall indicate to the chairman their desire to serve on the Social Services Board.

The chairman shall thereafter report to the Mayor the desires of their members. In addition, the chairman shall make recommendations to the Mayor regarding present members to serve on the Social Services Board.

The Mayor shall appoint members to the Social Services Board no later than the 90 days from the effective date of the Ordinance.

Section 7. Severability

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

Section 8. 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 and Adopted by the Town Council on: _____

S. Naomi Rodriguez, Chairman

Approved / Disapproved on: _____

Fred B. Allyn, III., Mayor

Published on:

Effective Date:

Patricia A. Riley, Town Clerk

Revision: *Ordinance #47 “An Ordinance Establishing Youth Services for the Town of Ledyard”* Adopted: April 17, 1990; Amended and Adopted: on February 14, 2001; Effective: February 15, 2001. Amended and Renumbered on September 25, 2019; Effective: October 23, 2019. ***Amended and Renamed on XXX; Effective: XXX***

History:

The Twenty-fourth Town Council (2017-2019) Ordinance Update Initiative: Renumbered *Ordinance #47 “Amendment to Ordinance #47 An Ordinance Establishing Youth Services for the Town of Ledyard”* to Ordinance #100-011.

2019: Removed from Ordinance “*An Ordinance Amending*” per Town Attorney, the History paragraphs indicates that the Ordinance was “amended”. Section 4 “*Youth Advisory Committee*” added language regarding attendance and filling vacancies to be consistent with ordinances establishing committees. Added Section 5 “*Severability*” to be consistent with Town Ordinance format. Added Section 6 “*Effective Date*” to be consistent with Town Ordinance format.

2020: Title: Added “& Social Services”.

Section 1 Authority: Removed “an amendment to ordinance #47- Per Town Attorney this language was not needed, as the “History” paragraphs indicates that the document was amended.

Section 2 Purpose: Removed “This agency shall be responsible for providing opportunities and programs for positive youth development as well as evaluating, planning, coordinating, and implementing services for youth referred to it by schools, police, juvenile courts, local youth serving agencies, parents and self-referrals by youth” and replaced it with the following: “*This Board shall be responsible for providing outreach and community education to meet the needs of youth, families and individuals in the Town of Ledyard.*”.

Section 3 Duties: Removed: “The Youth Services of the Town of Ledyard shall be responsible for establishing the overall policy and program direction of youth services. This agency of the Town of Ledyard may provide, but shall not be limited to the delivery of, the following services: individual and family counseling; parent training and group therapy; crisis intervention; drug and alcohol awareness and prevention programs; dial-a-teen job placement; court advocacy; information and referral; and outreach programs to insure participation and planning by the entire community for the development of youth services. Such services shall be designed to meet the needs of youth by collaborating with other systems and agencies such as the justice system and schools as well as by the provision of opportunities for positive youth development”. Replaced it with “*This Board will be responsible for receiving and reviewing Youth and Social Services Program reports to identify issues and trends and make recommendations. The Board shall perform community outreach and seek potential partnerships for the Youth and Social Services Program. The Board shall distribute Youth and Social Services Program materials to the community and work to identify youth, families and individuals in need.*”

Added New Section 4 “Fiscal responsibilities”. Former Section 4 became Section 5. Updated Section Title deleting “Advisory” and adding “*and Social Services Membership*”. Removed “As part of Youth Services, a youth advisory” and replaced it with “*The Youth and Social Services Board shall be*”. Removed; “shall be”. Changed Term from two (2) year to “*three (3) year*”. Added; “*all be Ledyard electors, and*”. Removed “public health nursing agency and”. Added “*and a community-at-large member*”. Removed: “and provided further that one-third of the total membership shall consist of members who earn less than 50 percent of their wages or livelihood by delivering services to youths and their families, and who manifest an interest in youth services”. Added: “*The Board shall annually elect a Chairman and Recording Secretary from its membership. Regular meetings shall be held per the by-laws of the Youth and Social Services Board. Special meetings may be called by a majority of the members of the Board. Membership on any other Board, Commission, or Committee of the Town of Ledyard shall not preclude membership on the Youth and Social Services Board.*”

The word “Department” was replaced with “*Program*” throughout the document.

The word “Committee” was replaced with “*Board*” throughout the document to be consistent with the Town Charter.

2024: Ordinance #100-011 “An Ordinance Establishing a Youth & Social Services Board for the Town of Ledyard” amended to remove ~~and Youth~~ throughout the document.

Section 1: “authority” Removed ~~Chapter 164, Section 10-19m of.~~ and updated Chapter IV, Section 9.

Section 2: “Purpose” Paragraph 1 Removed ~~community education,;~~—Also added program direction in the delivery of human services.

Section 4: “Fiscal Responsibilities” Paragraph 2 added The Board shall make recommendations and promote fundraising efforts for Social Service Programs.

Section 5: “Social Services Board Membership”

Paragraph 1 Replaced ~~Said appointees shall all be Ledyard electors, and include at least one representative from the school system, police, a private youth serving agency, a youth currently under the age of twenty one (21) and a Community at large member. with shall be electors of the Town of Ledyard.~~

Paragraph 4 Added the following language: In making the original appointments under this ordinance, the Mayor shall designate (3) member to serve for three (3) years; 2 members to serve for two (2) years members; two (2) members to serve for one (1) year. Thereafter members; Also removed ~~shall commence to serve their terms immediately upon appointment and.~~

Section 6: “Implementation” Added paragraphs 1-3.

Moved by Councilor Brunelle, seconded by Councilor Dombrowski

Discussion: Councilor Dombrowski stated he understood the reason to amend *Ordinance #100-011*. However, he questioned the reason the following language was changes in Section 2. Purpose: Replace ~~community education,~~ with *program direction in the delivery of human services.*

Executive Assistant to the Mayor & Social Services Coordinator Kristen Chapman explained that the Youth Services Office closed mid-April, 2024 with the resignation of the Youth Services Coordinator and the departure of the Interns. She stated the outstanding cases were referred/absorbed by the School Based Health Center that was being overseen by Child & Family Agency. She stated Clinicians that would be servicing those cases were being paid with the ARPA Funding (American Rescue Plan Act) that was earmarked to provide clinician for mental health/counseling services. Therefore, she noted the approved of the Fiscal Year 2024/2025 did not provide funding to support the Youth Services Coordinator position.

Administrative Assistant Roxanne Maher explained the reason the language ~~community education~~, was replaced with *program direction in the delivery of human services*, was because the Town was not actually providing services to the residents, but instead was directing them to providers of the services they were in-need of such as home heating fuel assistance, the Linda C. Davis Food Pantry, Thames Valley Council for Community Action (TVCCA), assistance for utilities (electricity, water) , etc.

Ms. Chapman noted the only other changes to the draft Ordinance was the to remove the language that was specific to Youth Services.

VOTE:

3 – 0 Approved and so declared

<p>RESULT: 3– 0 APPROVED TO RECOMMEND MOVER: April Brunelle, Committee Member SECONDER: Kevin Dombrowski, Committee Member AYES: April Brunelle, Kevin Dombrowski, Carmen Garcia-Irizarry</p>

Administrative Assistant Roxanne Maher noted that a Public Hearing was required prior to the Town Council adopting the Ordinances the Administration Committee approved to move forward this evening. Therefore, she questioned whether the Committee wanted to wait to set the Public Hearing date until after the Finance Committee reviewed the proposed “*An Ordinance Providing Tax Relief For Gold Star Families in the Town of Ledyard*” so that they could present the following two Ordinances at one Public Hearing. The Administration Committee agreed to wait and set one Public Hearing date for the following two proposals:

- Proposed New Ordinance “*An Ordinance Providing Tax Relief For Gold Star Families in the Town of Ledyard*”
- Proposed Amendments to Ordinance #100-0111 “*An Ordinance Establishing ~~A Youth~~ & Social Services Board For the Town of Ledyard*”

4. Discussion and possible action to create an Ethics Commission for the Town of Ledyard.

Councilor Garcia-Irizarry noted that she reviewed the work regarding an Ethics Commission that was included with the Agenda Packet on the meeting portal, which had been done by previous Town Councils. She stated that she was in-favor of first creating a Code of Ethics, and then creating an Ethics Commission. She stated the 2019 Draft Ordinance included what the State recommended; however, she stated it did not address how they would form the Commission or the number of members, and who those members would be, procedures for investigation, etc. She noted the Town of Monroe’s Code of Ethics included provisions for the members and procedure for investigations, etc. She stated that she would prefer to see all this information in one document.

The Committee noted that they would continue to work on drafting a Ethics Commission and a Code of Ethics.

RESULT: CONTINUED

Next Meeting:07/24/2024 5:30 p.m.

3. Any other Business proper to come before the Committee. – None.

VIII. ADJOURNMENT

VOTE: Councilor Dombrowski moved the meeting be adjourned, seconded by Councilor Brunelle.
3 - 0 Approved and so declared, the meeting was adjourned at 6:18 p.m.

Respectfully submitted,

Carmen Garcia-Irizarry
Committee Chairman
Administration Committee



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 24-0611

Agenda Date: 7/24/2024

Agenda #: 1.

APPOINTMENT

Motion/Request:

MOTION to recommend the Town Council reappoint Mr. David Nelson (R) 25 Hyde Park, Gales Ferry, as an Alternate Member of the Board of Assessment Appeals for a four (4) year term ending August 26, 2028.

Background:

As members' terms come due for reappoint both the Committee/Board and the individual's respective party is asked to provide a recommendation for their reappointment.

Administrative Notes:

Due to poor attendance the Board of Assessment Appeals has recommended Mr. Nelson not be reappointed. (please see attached)

Nominating Committee Recommendation:

The Republican Nominating Committee recommended Mr. Nelson be reappointed to the Board of Assessment Appeals.

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.

Meeting Detail:

Administration Committee Meeting 9/28/2022

File #: [22 <https://ledyardct.legistar.com/LegislationDetail.aspx?ID=5814186&GUID=E2C7069F-CBA6-4209-A4C0-5F8D44613280>357](https://ledyardct.legistar.com/LegislationDetail.aspx?ID=5814186&GUID=E2C7069F-CBA6-4209-A4C0-5F8D44613280)
Version: 1

Type: Appointment

Title: MOTION to appoint Ms. Clair Harris (U) 5 Cliff Road, Ledyard, to the Senior Citizens Commission to complete a two

(2) year term ending December 9, 2023 filling a vacancy left by Ms. Dykes. ☒

Action: No Action ☒

Meeting Note:

Councilor Ingalls noted as she mentioned in Item #4 (above) two Appointment Applications were received to fill one vacancy on the Senior Citizens Commission. She stated because of Ms. Schneider's background in Graphic Art, Retail, and Marketing; and the Senior Citizens Commission desire to better market the Center, the Administration Committee has moved her appointment forward to the Town Council for action. She stated should another vacancy become available on the Senior Citizens Commission that they could consider Ms. Harris' application at that time.

Action: No Action Remove from Agenda



TOWN OF LEDYARD CONNECTICUT

741 Colonel Ledyard Highway
Ledyard, Connecticut 06339-1551
(860) 464-3200

Chairman S. Naomi Rodriguez

May 22, 2024

Mr. Roger Coddling, Chairman
Board of Assessment Appeals
13 Helmlock Circle
Gales Ferry, Connecticut 06335

Dear Mr. Coddling:

A member of the Board of Assessment Appeals 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 at council@ledyardct.org

Board of Assessment Appeals

Member's Name	Party Affiliation	Term Expiration	4 Year Term									
			Commission Recommendation	Town Committee Endorsement								
David Nelson (Alternate) 25 Hyde Park Gales Ferry, CT 06335	R	8/26/2024	Y <input checked="" type="radio"/> N	Y N								
<table border="0"> <tr> <td style="border: none;">{</td> <td style="border: none;">}Excellent</td> </tr> <tr> <td style="border: none;">{</td> <td style="border: none;">} Good</td> </tr> <tr> <td style="border: none;">{</td> <td style="border: none;">} Fair</td> </tr> <tr> <td style="border: none;"><input checked="" type="checkbox"/></td> <td style="border: none;">} Poor</td> </tr> </table>					{	}Excellent	{	} Good	{	} Fair	<input checked="" type="checkbox"/>	} Poor
{	}Excellent											
{	} Good											
{	} Fair											
<input checked="" type="checkbox"/>	} Poor											

Committee Comments:

poor attendance *R. C.*

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

Sincerely,
Roxanne M. Maher

Roxanne M. Maher
Administrative Assistant



TOWN OF LEDYARD CONNECTICUT

741 Colonel Ledyard Highway
Ledyard, Connecticut 06339-1551
(860) 464-3200

Chairman S. Naomi Rodriguez

May 22, 2024

Ms. Sharon Pealer, Chairman
Republican Town Committee
48 Highlands Drive
Ledyard, Connecticut 06339

Dear Ms. Pealer:

A member of the Board of Assessment Appeals 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 at council@ledyardct.org

Board of Assessment Appeals					4 Year Term
Member's Name	Party Affiliation	Term Expiration	Commission Recommendation	Town Committee Endorsement	Attendance
David Nelson (Alternate) 25 Hyde Park Gales Ferry, CT 06335	R	8/26/2024	(Y) N	(Y) N	{ } Excellent { } Good { } Fair { } Poor

Committee Comments:

Committee does not meet regularly so the attendance is not an issue

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

Sincerely,
Sharon Pealer
Roxanne M. Maher

Roxanne M. Maher
Administrative Assistant



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 24-0472

Agenda Date: 7/24/2024

Agenda #: 2.

ORDINANCE

Motion/Request:

MOTION to set a Hybrid (In-Person & Video Conference) Public Hearing date on September 11, 2024 at 6:30 p.m. to be held in the Council Chambers, 741 Colonel Ledyard Highway, to receive comments and recommendations regarding the following:

- Proposed “*An Ordinance Providing Tax Relief For Gold Star Families in the Town of Ledyard*” as presented in the draft dated May 14, 2024.
- Proposed amendments to Ordinance #100-011 “*An Ordinance Establishing ~~A Youth & Social Services Board For the Town of Ledyard~~*” as presented in the draft dated June 4, 2024.

Background:

In accordance with Chapter III; Section 5 of the Town Charter that “.....one public hearing shall be held by the Town Council before any ordinance shall be passed. This motion was only to set the Public Hearing date.

Department Comment/Recommendation:

(type text here)

Mayor Comment/Recommendation:

(type text here)

Body:

(type text here)

AN ORDINANCE
ESTABLISHING A ~~YOUTH &~~ SOCIAL SERVICES BOARD
FOR THE TOWN OF LEDYARD

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

Section 1. Authority

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Within two weeks after the adoption date of this ordinance, all current members of the Youth & Social Services Board for the Town of Ledyard shall indicate to the chairman their desire to serve on the Social Services Board.

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The Mayor shall appoint members to the Social Services Board no later than the 90 days from the effective date of the Ordinance.

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Amended and Adopted by the Town Council on: _____

S. Naomi Rodriguez, Chairman

Approved / Disapproved on: _____

Fred B. Allyn, III., Mayor

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The word “Committee” was replaced with *“Board”* throughout the document to be consistent with the Town Charter.

2024: Ordinance #100-011 “An Ordinance Establishing a Youth & Social Services Board for the Town of Ledyard” amended to remove ~~and Youth~~ throughout the document.

Section 1: “authority” Removed Chapter 164, Section 10-19m of. and updated Chapter IV, Section 9.

Section 2: “Purpose” Paragraph 1 Removed community education.; Also added program direction in the delivery of human services.

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Pursuant to ~~Chapter 164, Section 10-19m of~~ the General Statutes of the State of Connecticut, and Chapter IV, Section 9 of the Charter of the Town of Ledyard, there is hereby established a ~~Youth and~~ Social Services Board for the Town of Ledyard.

Section 2. Purpose

The Board shall be responsible for providing outreach and ~~community education,~~ *program direction in the delivery of human services* to meet the needs of ~~youth,~~ families and individuals in the Town of Ledyard.

Section 3. Duties

The Board will be responsible for receiving and reviewing ~~Youth and~~ Social Services Program reports to identify issues and trends and make recommendations. The Board shall perform community outreach and seek potential partnerships for the ~~Youth and~~ Social Services Program. The Board shall distribute ~~Youth and~~ Social Services Program materials to the community and work to identify ~~youth,~~ families and individuals in need.

Section 4. Fiscal Responsibilities

The Board shall annually review the ~~Youth and~~ Social Services Program budget and make recommendations as necessary prior to submission to the Mayor's Office.

The Board shall make recommendations and promote fundraising efforts for Social Service Programs.

Section 5. ~~Youth and~~ Social Services Board Membership

The ~~Youth and~~ Social Services Board shall be composed of not less than seven (7) members appointed by the Mayor, who *shall be electors of the Town of Ledyard.* ~~Said appointees shall all be Ledyard electors, and include at least one representative from the school system, police, a private youth-serving agency, a youth currently under the age of twenty one (21) and a Community at large member.~~

The Board shall annually elect a Chairman and Recording Secretary from its membership. Regular meetings shall be held per the by-laws of the ~~Youth and~~ Social Services Board. Special meetings may be called by a majority of the members of the Board.

Membership on any other Board, Commission, or Committee of the Town of Ledyard shall not preclude membership on the ~~Youth and~~ Social Services Board.

In making the original appointments under this ordinance, the Mayor shall designate (3) member to serve for three (3) years; 2 members to serve for two (2) years members; two (2) members to serve for one (1) year. Thereafter 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 Mayor.

Any member of the 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 Board. The vacancy shall be filled as herein before provided. Additionally, the Board 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 Board to notify the Mayor when a member has not properly performed his/her duties.

Section 6. *Implementation*

Within two weeks after the adoption date of this ordinance, all current members of the Youth & Social Services Board for the Town of Ledyard shall indicate to the chairman their desire to serve on the Social Services Board.

The chairman shall thereafter report to the Mayor the desires of their members. In addition, the chairman shall make recommendations to the Mayor regarding present members to serve on the Social Services Board.

The Mayor shall appoint members to the Social Services Board no later than the 90 days from the effective date of the Ordinance.

Section 7. Severability

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

Section 8. 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 and Adopted by the Town Council on: _____

S. Naomi Rodriguez, Chairman

Approved / Disapproved on: _____

Fred B. Allyn, III., Mayor

Published on:

Effective Date:

Patricia A. Riley, Town Clerk

Revision: *Ordinance #47 “An Ordinance Establishing Youth Services for the Town of Ledyard”* Adopted: April 17, 1990; Amended and Adopted: on February 14, 2001; Effective: February 15, 2001. Amended and Renumbered on September 25, 2019; Effective: October 23, 2019. ***Amended and Renamed on XXX; Effective: XXX***

History:

The Twenty-fourth Town Council (2017-2019) Ordinance Update Initiative: Renumbered *Ordinance #47 “Amendment to Ordinance #47 An Ordinance Establishing Youth Services for the Town of Ledyard”* to Ordinance #100-011.

2019: Removed from Ordinance “*An Ordinance Amending*” per Town Attorney, the History paragraphs indicates that the Ordinance was “amended”. Section 4 “*Youth Advisory Committee*” added language regarding attendance and filling vacancies to be consistent with ordinances establishing committees. Added Section 5 “*Severability*” to be consistent with Town Ordinance format. Added Section 6 “*Effective Date*” to be consistent with Town Ordinance format.

2020: Title: Added “*& Social Services*”.

Section 1 Authority: Removed “an amendment to ordinance #47- Per Town Attorney this language was not needed, as the “History” paragraphs indicates that the document was amended.

Section 2 Purpose: Removed “This agency shall be responsible for providing opportunities and programs for positive youth development as well as evaluating, planning, coordinating, and implementing services for youth referred to it by schools, police, juvenile courts, local

youth serving agencies, parents and self-referrals by youth” and replaced it with the following: *“This Board shall be responsible for providing outreach and community education to meet the needs of youth, families and individuals in the Town of Ledyard.”*

Section 3 Duties: Removed: “The Youth Services of the Town of Ledyard shall be responsible for establishing the overall policy and program direction of youth services. This agency of the Town of Ledyard may provide, but shall not be limited to the delivery of, the following services: individual and family counseling; parent training and group therapy; crisis intervention; drug and alcohol awareness and prevention programs; dial-a-teen job placement; court advocacy; information and referral; and outreach programs to insure participation and planning by the entire community for the development of youth services. Such services shall be designed to meet the needs of youth by collaborating with other systems and agencies such as the justice system and schools as well as by the provision of opportunities for positive youth development”. Replaced it with *“This Board will be responsible for receiving and reviewing Youth and Social Services Program reports to identify issues and trends and make recommendations. The Board shall perform community outreach and seek potential partnerships for the Youth and Social Services Program. The Board shall distribute Youth and Social Services Program materials to the community and work to identify youth, families and individuals in need.”*

Added New Section 4 “Fiscal responsibilities”. Former Section 4 became Section 5. Updated Section Title deleting “Advisory” and adding *“and Social Services Membership”*. Removed “As part of Youth Services, a youth advisory” and replaced it with *“The Youth and Social Services Board shall be”*. Removed; “shall be”. Changed Term from two (2) year to *“three (3) year”*. Added; *“all be Ledyard electors, and”*. Removed “public health nursing agency and”. Added *“and a community-at-large member”*. Removed: “and provided further that one-third of the total membership shall consist of members who earn less than 50 percent of their wages or livelihood by delivering services to youths and their families, and who manifest an interest in youth services”. Added: *“The Board shall annually elect a Chairman and Recording Secretary from its membership. Regular meetings shall be held per the by-laws of the Youth and Social Services Board. Special meetings may be called by a majority of the members of the Board. Membership on any other Board, Commission, or Committee of the Town of Ledyard shall not preclude membership on the Youth and Social Services Board.”*

The word “Department” was replaced with *“Program”* throughout the document.

The word “Committee” was replaced with *“Board”* throughout the document to be consistent with the Town Charter.

2024: Ordinance #100-011 “An Ordinance Establishing a Youth & Social Services Board for the Town of Ledyard” amended to remove ~~and Youth~~ throughout the document.

Section 1: “authority” Removed Chapter 164, Section 10-19m of. and updated Chapter IV, Section 9.

Section 2: “Purpose” Paragraph 1 Removed ~~community education;~~ Also added program direction in the delivery of human services.

Section 4: “Fiscal Responsibilities” Paragraph 2 added The Board shall make recommendations and promote fundraising efforts for Social Service Programs.

Section 5: “Social Services Board Membership”

Paragraph 1 Replaced ~~Said appointees shall all be Ledyard electors, and include at least one representative from the school system, police, a private youth serving agency, a youth currently under the age of twenty one (21) and a Community at large member. with shall be electors of the Town of Ledyard.~~

Paragraph 4 Added the following language: In making the original appointments under this ordinance, the Mayor shall designate (3) member to serve for three (3) years; 2 members to serve for two (2) years members; two (2) members to serve for one (1) year. Thereafter members; Also removed ~~shall commence to serve their terms immediately upon appointment and.~~

Section 6: “Implementation” Added paragraphs 1-3.



File #: 24-0367

Agenda Date: 7/24/2024

Agenda #: 1.

ORDINANCE

Motion/Request:

Round table discussion to amend Ordinance #100-015 “*An Ordinance Establishing a Permanent Municipal Building Committee for the Town of Ledyard*” as presented in the draft dated May June 4, 2024.

Background:

Based on the size of select Municipal Projects, it would be prudent to provide the volunteers serving on the Permanent Municipal Building Committee (PMBC) with assistance from professionals.

The proposed Amendments to the Ordinance as presented in the draft dated April 29, 2024 includes provisions for the hiring of professional support.

➤ Section 2 - Purpose:

- Established a Project Cost threshold estimated to exceed \$500,000.
- Provides for professional assistance from a Owner’s Representative or Consulting Engineer.
- Requires the PMBC to provide written recommendations regarding their selection to include a summary of proposers, a weighted ranking sheet and reasons to support their recommendation.
- Places the final decision regarding the selection of Owner’s Representative or Consulting Engineer with the with the Town Council.

➤ Section 5: Powers and Duties

- Updated to more clearly define PMBC powers and duties.
- Includes language for when Owner’s Representative or Consulting Engineer is required
- Names the Superintendent of School to be the responsible party for School Construction Grants Applications.

Department Comment/Recommendation:

(type text here)

Mayor Comment/Recommendation:

(type text here)

Body:

(type text here)

AN ORDINANCE ESTABLISHING
A PERMANENT MUNICIPAL BUILDING COMMITTEE
FOR THE TOWN OF LEDYARD

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

Section 1. Authority

Pursuant to Chapter IV, Section 7 of the Town Charter, a Permanent Municipal Building Committee is hereby established.

Section 2. Purpose

The Permanent Municipal Building Committee shall have continued responsibility for the execution of ~~major~~ *select* construction and maintenance projects for the Town of Ledyard *as assigned by the Town Council*. The Permanent Municipal Building Committee will oversee and supervise the design, construction, renovation, demolition and removal of Town and Board of Education buildings *that fall within the cost estimated threshold*, as well as any significant installation, renovation or upgrade of service equipment and major systems as provided herein.

The Permanent Municipal Building Committee may have responsibility for the execution of buildings or infrastructure projects associated with the provisions of water and sewer, if deemed appropriate by the Town Council.

For projects whose total project cost is estimated to exceed \$500,000, an Owner's Representative and/or Consulting Engineer shall be hired through a quality-based selection process to assist the Permanent Municipal Building Committee with management and oversight of such project(s). The Owner's Representative or Consulting Engineer shall not have authority to make decisions, approvals, or otherwise act on behalf of the Permanent Building Committee unless specifically designated to do so by contract. The Owner's Representative or Consulting Engineer shall be required to have the requisite experience, knowledge, qualifications, personnel and capacity necessary to manage such a project.

The selection of an Owner's Representative or Consulting Engineer shall be publicly advertised through a Request for Proposal to solicit proposals from interested parties. The Request for Proposal shall provide a clear scope of services that specifies the roles and responsibilities of the Owner's Representative or Consulting Engineer. Where possible, it shall clearly specify the level of oversight during construction so that proposals from multiple firms can be clearly leveled during the evaluation process.

The selection of the Owner's Representative or Consulting Engineer shall be awarded to the firm that provides the best value to the Town of Ledyard. The best value is defined as the firm providing the highest quality, expertise, and knowledge for the proposed project. This shall also include the quality of referrals from a minimum of three references provided by the proposers. It shall also consider the fee for the work; however, the fee shall not be the sole basis for award.

When a project involves the purchase of replacement equipment costing more than \$500,000, a waiver to bypass the solicitation of bids for the engagement of an Owner's Representative or Consulting Engineer may be approved by the Town Council; and shall be requested by the Permanent Municipal Building Committee prior to purchase and installation of the equipment.

The Permanent Municipal Building Committee shall comply with provisions provided in Ordinance 200-001 (rev.1) (An Ordinance for Purchasing) with regard to the competitive bid process; and shall interview a minimum of two firms prior to selection. Should only one firm be determined qualified to perform such work, the Permanent Municipal Building Committee may request a waiver for such a requirement should the firm's proposal be reasonable for the proposed scope of work.

The Permanent Municipal Building Committee shall make a written recommendation to the Town Council for the award of such services. The recommendation shall include a summary of proposers, a weighed ranking sheet for the selection, and reasons why the Permanent Municipal Building Committee is recommending such a firm. The final decision of award will lie with the Town Council. The Town Council possesses the authority to award to a different firm if it deems that such a firm is in the best interest of the Town of Ledyard.

****Question for Mayor:**

**(1) Why is the Town Council the final decision lie with the Town Council ?
Not consistent with Section 5 (Powers & Duties) which stated
The Mayor the hiring authority for the Architects & Engineers?**

Where external funding sources are used to fund the project, such requirements of the funding authority shall apply to the selection process as well. Where conflicts occur between this ordinance and the funding authority's requirements, the most stringent requirement(s) shall be applicable as determined by Mayor or their designee.

The Requests for Proposals for Owner's Representatives or Consulting Engineers is subject to review by the Town Director of Finance. The Director of Finance is responsible for ensuring that all required local and state purchasing requirements are met and that all insurance requirements are included in the Request for Proposal.

From time to time, the Permanent Municipal Building Committee may be asked to undertake certain studies or projects by the Town Council. In case of multiple projects, the Town Council may form a separate building committee for a particular project.

Section 3. Membership

The Permanent Municipal Building Committee shall consist of the following members appointed by the Town Council:

Regular Members: Five (5). These members, to the extent possible, shall include those with experience in finance, engineering, architecture, project management, or the building trades. They shall be appointed *by the Town Council* for a term of three (3) years.

Temporary Members: For each municipal project, up to two (2) temporary members who are a member or representative of the Proposing Body shall be appointed by the Town Council.

For Board of Education projects, at least one *of their two* temporary members shall be a Board of Education member. *Board of Education Temporary Members shall be appointed by the Town Council.*

Temporary members shall have the right to vote on the activities of the Permanent Municipal Building Committee only with respect to the particular project for which such members were appointed.

Ex-Officio Members: The Town Finance Director, *Public Works Director*, Board of Education Business Manager and/or his designee, *Board of Education Director of Facilities and Grounds*, Town Engineering Technician, Town Planner and the Permanent Municipal Building Committee's Town Council Liaison shall be non-voting ex-officio members. ~~The Board of Education member and the Board of Education Business Manager may be excused from participating in non-Board of Education related matters.~~

Quorum: A quorum shall consist of a majority of *Regular* voting members.

Section 4. Terms of appointment

Regular members shall be appointed by the Town Council for a term of three (3) 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 vacancy in the Permanent Municipal Building Committee other than by expiration of term shall be filled for the unexpired portion of the term by the Town Council. The Town Council may remove members for cause and fill the vacancy per Chapter IV, Section 6 of the Town Charter.

Cause for removal shall include, but is not limited to, unexcused absence from three (3) consecutive regular meetings and any intervening duly called special meeting.

Any member of the Permanent Municipal Building 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 Permanent Municipal Building Committee. The vacancy shall be filled as herein before provided. Additionally, the Permanent Municipal Building Committee 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 Permanent Municipal Building Committee to notify the Town Council when a member has not properly performed his duties.

Annually, the regular members of the Permanent Municipal Building Committee shall elect a Chairman, Vice Chairman and Secretary. Any vacancy in any such office shall be filled by the Permanent Municipal Building Committee from its regular membership.

Section 5. Powers and Duties

The Permanent Municipal Building Committee is authorized to develop design plans and drawings for municipal building projects directed by the Town Council, primarily in accordance with the Town's Capital Improvements Projects List.

*The Permanent Municipal Building Committee is authorized to **recommend to the Mayor to** retain the services of architects and/or engineers for the purpose of planning, designing, building and administrating major capital projects. The process shall utilize a quality-based selection similar to that outlined in Section 2 for the Owner's Representative or Consulting Engineer. Such selection shall be based on experience, knowledge, capacity and expertise as well as the fee for performing such work.*

****Question for Mayor:**

- (2) What happens if the Mayor does not agree with the PMBC Recommendation?**
- (3) Why is the Mayor the hiring authority for the Architects & Engineers?**

*When an Owner's Representative is required for the project, the Permanent Building Committee shall **provide a recommendation for the hiring of an Owner's Representative** prior to selecting the architect and/or engineer, so that the Owner's Representative may assist with the development of the Request for Proposal, the selection process, project control budgets, project schedules, contracts and other material necessary to properly solicit comprehensive proposals by interested firms. ~~The Permanent Municipal Building Committee is authorized to interview architects and/or engineers for the purpose of planning, designing, building and completing municipal building projects, and based on said interviews and cost estimates, to hire suitable candidates.~~*

The Permanent Municipal Building Committee is authorized to develop schedules and ~~budgets cost estimates~~ for municipal building projects. *However, when an Owner's Representative is required, the Owner's Representative shall be responsible for drafting such schedules and budgets; and shall be approved by the Permanent Municipal Building Committee . The Owner's Representative shall also be responsible for developing a project cash flow projection for review by the Town Director of Finance, as approved by the Permanent Municipal Building Committee.*

The Permanent Municipal Building Committee is authorized to recommend to the Mayor the execution of municipal building project contracts as may be approved by the Town Council.

The Permanent Municipal Building Committee shall have authority over all change order requests. The Permanent Municipal Building Committee shall also coordinate all applications for grants and other financial assistance documents *except for school construction grants through the Department of Education. Such grant applications are the responsibility of the Superintendent of Schools and the Board of Education.* The Permanent Municipal Building Committee shall submit change orders and grants/financial assistance documentation to the appropriate authority in a timely manner and with timely notification to the Town Council. The Town Council is the authority to modify or change the scope of the project.

The Permanent Municipal Building Committee shall at least quarterly report its activity to the Town Council and to the Proposing Body, if applicable; and shall submit a final report upon completion of each project. The Permanent Municipal Building Committee is also authorized to conduct periodic reviews and audits of the physical condition of all municipal and school buildings and grounds, including service equipment and major systems and make recommendations to the Town Council for inclusion into the Town's Capital Improvements Projects List and should work with the Mayor's Office and the appropriate boards and commissions and agencies.

It is understood that the agencies assigned responsibility for specific buildings, grounds, capital, and facilities shall assess, prioritize, seek funding and actively support administration of projects assigned to the Permanent Municipal Building Committee.

The Permanent Municipal Building Committee shall, with assistance from the Proposing Body ensure that projects are completed, including the close-out of required reports, in a timely manner.

Section 6. Spending Funds

The Permanent Municipal Building Committee may expend such funds as the Town Council, or if required the Town Meeting, may appropriate to carry out its duties as described herein. There shall be no intermingling of funding between projects.

Section 7. Definitions:

For the purpose of this Ordinance, the following definitions shall apply:

- 1) "Major maintenance" shall include capital building/improvement projects and projects that are capital in nature; that is, having a useful life of five or more years.

"Major maintenance" shall not include routine maintenance and upkeep of a building or other structures, or its service equipment, which is performed on a regular basis.
- 2) "Service equipment and major systems" shall include boilers, elevators, generators, HVAC systems, septic systems, fire alarms, electrical service including wiring and fixtures, major plumbing service, building skin (roofs, gutters, masonry, windows,

exterior paint, floor covering, etc.) It shall not include information system technology (computers and computer systems).

- 3). "Proposing Body" means the Town of Ledyard appointed or elected board or commission sponsoring or requesting a construction or major maintenance project or for a project initiated by the Permanent Building Committee itself, the board or commission whose facility would be the recipient thereof.

Section 7. 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 the Ordinance are hereby declared severable.

Section 8. 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: _____

S. Naomi Rodriguez, Chairman

Approved/Disapproved on: _____

Fred B. Allyn, III, Mayor

Published on:

Effective Date:

Patricia A. Riley, Town Clerk

Revisions: Ordinance #119 "An Ordinance Establishing a Permanent Municipal Building Committee for the Town of Ledyard" Adopted March 26, 2008; Ordinance #138 "An Ordinance Amending an Ordinance Establishing a Permanent Municipal Building Committee for the Town of Ledyard: Adopted June 24, 2015; Effective: July 31, 2015; *Ordinance renumbered from Ordinance #138 to Ordinance #100-015 as part of the Town Council's 2017-2019 Ordinance Update Initiative; September 25, 2019 .*

History:

The Twenty-fourth Town Council (2017- 2019) Ordinance Update Initiative: Renumbered Ordinance #138 to Ordinance #100-015.

2015: Removed the project threshold of \$25,000 requiring all capital building/improvement projects and projects that are capital in nature; that is, having a useful life of five or more years be assigned to the Permanent Municipal Building Committee.

2019: Title – Removed "Ordinance Amending" – Per Town Attorney not required. Section 4 added language regarding members attendance relative to resignation/replacement. Removed Section 9 "Cancellation" - Per Town Attorney the "Cancellation Section" was not needed. The

“Revisions” and “History” paragraph indicates that the previous ordinance has been updated and replaced. Added new Section 9 “Effective Date” to be consistent with Town Ordinance format

2024:

Section 2 “Purpose” Paragraph 1 replaced the word ~~major~~ with “select” and Added Paragraphs 2 – 6.

Section 3: “Membership” Added: Public Works Director, Board of Education Director of Facilities and Grounds. Also, the following language was added for clarification: “Board of Education Temporary Members shall be appointed by the Town Council”.

Section 5 “Powers and Duties”:

Paragraph 2- The following language was replaced: ~~The Permanent Municipal Building Committee is authorized to interview architects and/or engineers for the purpose of planning, designing, building and completing municipal building projects, and based on said interviews and cost estimates, to hire suitable candidates.~~ “When an Owner’s Representative is required for the project, the Permanent Building Committees shall provide a recommendation for the hiring of an Owner’s Representative prior to selecting the architect and/or engineer so that the Owner’s Representative may assist with the development of the Request for Proposal, the selection process, project control budgets, project schedules, contracts and other material necessary to properly solicit comprehensive proposals by interested firms”.

Paragraph 3: Replaced: ~~cost estimates~~ with “budgets” Also added: *“However, when an Owner’s Representative is required, the Owner’s Representative shall be responsible for drafting such schedules and budgets. The Owner’s Representative shall also be responsible for developing a project cash flow projection for review by the Town Director of Finance*

NEW Paragraph 4

Paragraph 5 Added the following language: except for school construction grants through the Department of Education. Such grant applications are the responsibility of the Superintendent of Schools and the Board of Education.