



TOWN OF LEDYARD CONNECTICUT

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

Administration Committee

~ AGENDA ~

Chairman S. Naomi
Rodriguez

Regular Meeting

Wednesday, May 8, 2024

5:30 PM

Town Hall Annex- Hybrid Format

REMOTE MEETING INFORMATION

In -Person: Council Chambers, Town Hall Annex Building

Remote Participation Information is noted Below:

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

<https://us06web.zoom.us/j/86156451320?pwd=Qvzt5SAj0rltHOv4yfYgeibZ4MJ5oa.1>

Or by Audio Only: Telephone: +1 646 558 8656; Meeting ID: 861 5645 1320; Passcode: 492166

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

MOTION to approve the Administration Committee’s Regular Meeting Minutes of March 13, 2024.

Attachments: [ADMIN-MIN-2024-03-13.pdf](#)

VI. OLD BUSINESS

- 1. Any other Old Business proper to come before the Committee

VII. NEW BUSINESS

- 1. MOTION to appoint Mr. Peter Diette (U) 15 Hyde Park Drive, Gales Ferry to the Library Commission to complete a two (2) year term ending November 7, 2024 filling a vacancy left by Ms. Gantz.

Attachments: [APPOINT APPLICATION-DIETTE-LIBRARY2024-04-04.pdf](#)
[DIETTE RESUME-2024-04-05.pdf](#)
[LIBRARYCOMMISSION-2024-04-01.pdf](#)
[RESIGNATION-GANTZ-LIBRARY COMMISISON](#)
[LTR-2024-03-29.pdf](#)

MOTION to appoint Ms. Cynthia Wright (D) 6 Laurel Leaf Drive, Gales Ferry to the Library Commission to complete a two (2) year term ending November 7, 2024 filling a vacancy left by Ms. Gantz.

Attachments: [APPOINT APPLICATION-WRIGHT-LIBRARY2024-04-20.pdf](#)
[LIBRARYCOMMISSION-2024-04-01.pdf](#)
[RESIGNATION-GANTZ-LIBRARY COMMISISON](#)
[LTR-2024-03-29.pdf](#)

2. MOTION to appoint Ms. Beth Ribe (U) 129 Rose Hill Road, Ledyard to the Planning & Zoning Commission as an alternate member, to complete a three (3) year term ending December 31, 2026 filling a vacancy left by Ms. Cobb.

Attachments: [APPOINT APPLICATION-RIBE-PLANNING & ZONING-2024-04-254-20.pdf](#)
[PLANNING & ZONING COMMISSION-2024-04-30.pdf](#)

3. MOTION to appoint Ms. Lauren Hawes (U) 8 Warbler Way, Gales Ferry, to the Ledyard Beautification Committee, to complete a three (3) year term ending October 26, 2026 filling a vacancy left by Ms. Vincent.

Attachments: [APPOINT APPLICATION-HAWES-PARKS-REC-S&C - BEAUTIFICATION-2024-03-20.pdf](#)
[BEAUTIFICATION CMT-2024-04-30.pdf](#)

4. MOTION to make the following appointment adjustments to the Cemetery Committee:
 - Appoint Ms. Marth Reynolds (R) 1684 Center Groton Road, as a Regular Member, to complete a three (3) year term ending April 26, 2026 filling a vacancy left by Ms. Sheila Godino.
 - Appoint Mr. Vincent Godino (D) 1906 Center Groton Road, Ledyard, as an Alternate Member, to complete a three (3) year term ending April 26, 2025 filling a vacancy left by Ms. Reynolds.

Attachments: [Cemetery Committee Appointments - Roster-Godino email-2024-04-23.pdf](#)
[CEMETERY CMT- 2024-04-30.pdf](#)

5. MOTION to appoint Ms. Kristie Gardiner-Lundgren (U) 70 Iron Street, Ledyard, to the Cemetery Committee, as a regular member, to complete a three (3) year term ending April 26, 2026 filling a vacancy left by Mr. Godino.

Attachments: [APPOINT APPLICATION-GARDINER-IUNDGREN-CEMETRY-2024-04-09.pdf](#)
[Cemetery Committee Appointments - Roster-Godino email-2024-04-23.pdf](#)

6. MOTION to appoint Ms. Lauren Hawes (U) 8 Warbler Way, Gales Ferry, to the Parks, Recreation & Senior Citizens Commission, as an Alternate Member, to complete a three (3) year term ending June 28, 2027 filling a vacancy left by Mr. Gallagher.

Attachments: [APPOINT APPLICATION-HAWES-PARKS-REC-S&C - BEAUTIFICATION-2024-03-20.pdf](#)

7. 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 April 29, 2024.

Attachments: [ORD-#100-015-An Ordinance Establishing PMBC draft-2024-04-29.pdf](#)
[ORD-#100-015-An Ordinance Establishing PMBC Mayor edits 4-4-24.doc](#)

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

IV ADJOURNMENT

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



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 24-0366

Agenda Date: 5/8/2024

Agenda #:

MINUTES

Minutes:

MOTION to approve the Administration Committee's Regular Meeting Minutes of March 13, 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, March 13, 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	5:34 pm
Kevin Dombrowski	Town Councilor	Excused	In-Person		5:34 pm
Carmen Garcia-Irizarry	Committee Chairman	Present	In-Person	5:30 pm	5:34 pm
S. Naomi Rodriguez	Town Council Chairman	Present	In-Person	5:30 pm	5:34 pm
Jessica Buhle	Town Councilor	Present	In-Person	5:30 pm	5:34 pm
Roxanne Maher	Administrative Assistant	Present	In-Person	5:30 pm	5:34 pm

- III. **CITIZENS COMMENTS-** None.
- IV. **PRESENTATIONS/INFORMATIONAL ITEMS** – None.
- V. **REVIEW AND APPROVAL OF PRIOR MEETING MINUTES**

MOTION to approve the Regular Meeting Minutes of February 14, 2024
 Moved by Councilor Dombrowski, seconded by Councilor Brunelle

VOTE: 3 – 0 Approved and so declared

- VI. **OLD BUSINESS**
- 1. Any Old Business proper to come before the Committee. – None.

VII. NEW BUSINESS

1. MOTION to recommend the Town Council appoint the following as the Town of Ledyard's Representatives to serve on Southeastern Connecticut Regional Resource Recovery Authority (SCRRA) for a three (3) year term as follows:

- Public Works Director Mr. Steve Masalin as a Regular Member to complete a term ending January 31, 2027.
- Mr. Joseph Lozier (R) 198 Gallup Hill Road, Ledyard, as an Alternate Member to complete a term ending January 31, 2025.

Moved by Councilor Dombrowski, seconded by Councilor Brunelle

Background: Each Member Town of the Southeastern Connecticut Regional Resources Recovery Authority (SCRRA) has the ability to appoint two Representatives to the Board. One Regular Member and One Alternate Member who each serve for a three-year term.

The typical Southeastern Connecticut Regional Resources Recovery Authority (SCRRA) Board Member was a senior public works official for the town they serve. Because the oversight of the town's waste management was an important aspect of Mr. Masalin's duties the Town Council has been appointing Public Works Director Steve Masalin as the town's Alternate Member Representative to SCRRA.

Both Mr. Masalin and Mr. Lozier have been representing the town well on the SCRRA Board for many years.

Mayor Allyn, III has requested that Ledyard's two representatives roles be switched so that Public Works Director Mr. Masalin would serve as the Regular Member and Mr. Lozier would serve as the Alternate Member.

Discussion: None.

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

2. MOTION to recommend the Town Council reappoint the following members to the Water Pollution Control Authority for a three (3) year term ending April 11, 2027:

- Mr. Monir Tewfik (U) 33 Seabury Avenue, Ledyard (Regular Member)
- Ms. Sharon Wadecki (D) 44 Fanning Road, Ledyard (Regular Member)
- Mr. Edmond Lynch (D) 11 Red Brook Lane, Ledyard (Regular Member)
- Mr. J.A. Capon (D) 37 Silas Dean Road (Alternate Member)
- Mr. James Ball (D) 674R Shewville Road, Ledyard (Alternate Member)

Moved by Councilor Brunelle, seconded by Councilor Dombrowski
Background: All of these WPCA Members have been serving on the town for many years and would like to continue to serve on the WPCA. Their reappointment have been endorsed by both the WPCA and their respective parties.

Discussion: None.

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

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

VIII. ADJOURNMENT

Councilor Garcia-Irizarry moved the meeting be adjourned, seconded by Councilor Brunelle.
VOTE: 3 - 0 Approved and so declared, the meeting was adjourned at 5:34 p.m.

Respectfully submitted,

Carmen Garcia-Irizarry
Committee Chairman
Administration Committee



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 22-089

Agenda Date: 5/8/2024

Agenda #: 1.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

Any other Old Business proper to come before the Committee

Background:

(type text here)

Department Comment/Recommendation:

(type text here)



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 24-0361

Agenda Date: 5/8/2024

Agenda #: 1.

APPOINTMENT

Motion/Request:

MOTION to appoint Mr. Peter Diette (U) 15 Hyde Park Drive, Gales Ferry to the Library Commission to complete a two (2) year term ending November 7, 2024 filling a vacancy left by Ms. Gantz.

Background:

Mr. Diette is currently enrolled in the Master of Library and Information Science Program at Louisiana State University; 2013 - Master of Arts, Teaching, Sacred Heart University; 1996 - Master of Business Administration, Finance, University of Maryland; 1985 - Bachelor of Arts, Political Science, University of Vermont.

Mr. Dietter is employed as a Library Media Specialist for Groton Public Schools (See attached application and resume)

Mr. Diette has been a active member of the Community as a volunteer on the Ledyard Soccer Club, Ledyard High School Music Program and Music Boosters.

Administrative Notes:

Ms. Gantz resigned from the Library Commission after seventeen years of service to the town (see attached letter dated 4/1/2024)

Currently the Library Commission has one vacancy (see attached roster)

Nominating Committee Recommendation:

N/A

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**

Peter _____ W _____ Diette _____
 First Name Middle Initial Last Name

peter@peterdiette.com _____
 Email Address

15 Hyde Park Drive _____
 Home Address Suite or Apt

Gales Ferry _____ CT _____ 06335 _____
 City State Postal Code

Mobile: (860) 287-3130 _____
 Primary Phone Alternate Phone

Which Boards would you like to apply for?

Library Commission: 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?

As a town resident, I believe it is important to stay informed and active in support of town services and to volunteer to help keep important services in place for the community at large. The Library Commission is of particular interest to me as I am actively involved in literacy instruction as a Library Media Specialist with Groton Public Schools. Libraries provide access to books, information, and programming that empower our citizens to be both informed and engaged in society. My professional goal is to develop a greater understanding of the management of public libraries while contributing my experience and depth of knowledge to the Library Commission. In addition to my work as a teacher and Library Media Specialist, my enrollment in the School of Information Studies at Louisiana State University and part-time position as a Library Assistant with the Stonington Free Library will help inform my efforts on behalf of the Library Commission.

Community Involvement

I have been an active volunteer and supporter for many years of the Ledyard Soccer Club and the Ledyard High School Music Program with the Music Boosters.

Educational Background

2026 (Anticipated/Currently Enrolled) - Master of Library and Information Science, Louisiana State University; 2013 - Master of Arts, Teaching, Sacred Heart University; 1996 - Master of Business Administration, Finance, University of Maryland; 1985 - Bachelor of Arts, Political Science, University of Vermont

Groton Public Schools
Employer

Library Media Specialist
Job Title

[Diette Resume JAN 2024.pdf](#)

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)

Peter W. Diette

PETER W. DIETTE

860.287.3130

15 Hyde Park Drive, Gales Ferry, CT 06335

peter@peterdiette.com

EDUCATION	Master of Library & Information Science <i>Louisiana State University</i>	Baton Rouge, LA	<i>Anticipated</i> 2026
	ARCLMS Cross-Endorsement Program <i>ACES – Area Cooperative Educational Services</i>	Hamden, CT	6/18
	Master of Arts, Teaching <i>Sacred Heart University</i> 2013 Outstanding Field Placement Award, <i>Isabelle Farrington College of Education</i>	Fairfield, CT	5/13
	Master of Business Administration, Finance <i>University of Maryland, Smith School of Business</i>	College Park, MD	8/96
	Bachelor of Arts, Political Science <i>University of Vermont</i>	Burlington, VT	5/89
	CERTIFICATION	State of Connecticut <i>Provisional Educator (013: Elementary, K-6)</i>	Expires
State of Connecticut <i>Library Media Specialist (062: K-12)</i>		Expires	6/24
LIBRARY & TEACHING EXPERIENCE	Library Assistant <i>Stonington Free Library</i>	Stonington, CT	10/23 – present
	<ul style="list-style-type: none"> • Deliver customer service to patrons of all ages. • Introduce patrons to all library services, collections, and technology. • Provide reference services and reader’s advisory. • Manage circulation desk tasks and support youth services department. 		
	Library Media Specialist <i>Groton Public Schools</i>	Groton, CT	8/18 – present
	<ul style="list-style-type: none"> • Teach Library Media classes and support literacy development for all K-5 students. • Manage and curate library print and digital collections for staff and student patronage. • Develop and support play and ingenuity magnet theme through training, instruction, and implementation of <i>Life is Good</i> strategies. • Integrate technology into classroom instruction and assessment. • Provide ongoing technology support to staff as an Instructional Tech (stipend position). • Oversee technology resources for classrooms, students, and families. • Develop MakerSpace and enrichment opportunities in support of inquiry-based learning. • Create and broadcast daily Morning News program with students via video to share daily announcements and information and support community development. • Foster pathways of communication with parents and families through use of diverse resources, including ClassDojo, Instagram, and school websites. • Collaborate with district Library Media Team to ensure the use of best practices and the sharing of common resources. • Serve on multiple committees at the school and district levels. 		
	Grade 5 Teacher <i>Nathan Hale Arts Magnet School</i>	New London, CT	8/13 – 7/18
	<ul style="list-style-type: none"> • Led inclusive classroom with 28 students. • Coordinated instruction with grade-level team, specialists, and administration. • Established varied pathways of communication to foster parental involvement. • Championed student needs to ensure appropriate access to district resources. • Differentiated instruction to meet individualized needs of students. • Garnered appropriate data to support learning goals and develop necessary interventions. 		

- Implemented Reading Workshop model with leveled guided reading instruction.
- Curated comprehensive classroom library to promote improved literacy.
- Implemented Writers Workshop utilizing the Lucy Calkins model.
- Integrated technology into classroom instruction and assessment.
- Served on Marketing Committee to build awareness of school and magnet programming throughout community.
- Designed varied marketing materials including logos, style guide, and print advertising.
- Acted as school web master and lead daily social media efforts, including Facebook.

TEACHING
EXPERIENCE
(CONTINUED)

Long-term Substitute Teacher <i>Juliet W. Long Elementary School</i>	Ledyard, CT	5/13 – 6/13
Permanent Building Substitute Teacher <i>Ledyard Public Schools</i>	Ledyard, CT	2/13 – 6/13
Substitute Teacher <i>Horace W. Porter School</i>	Columbia, CT	11/12 – 2/13
Student Teacher <i>Thomas W. Mahan Elementary School</i>	Norwich, CT	8/12 – 11/12
Graduate Teacher Intern <i>Horace W. Porter School</i>	Columbia, CT	8/11 - 6/12
Substitute Teacher <i>Ledyard Public Schools</i>	Ledyard, CT	9/10 - 6/11
Substitute Teacher <i>Waterford Public Schools</i>	Waterford, CT	9/10 - 6/11

AWARDS,
CONFERENCES,
AND TRAINING

2026 Elementary Nutmeg Selection Committee <i>Nutmeg Book Awards</i>	Connecticut	12/23
• Comprised of Children’s Librarians and School Library Media Specialists.		
Life is Good Playmakers <i>Playmaker 101, 202, and 303 Training</i>	Mystic, CT	8/21
• SEL training in the healing power of optimism.		
Fund for Teachers Fellowship <i>Common Ground International</i>	Costa Rica	7/18
• Grant funding of three-week Spanish language immersion program and cultural exchange.		
• Development of multicultural enrichment program for school community.		
Google Certified Educator – Level 1 <i>Google for Education</i>	Google Training Center	8/17
• Online certification course demonstrating an ability to implement G Suite for Education into teaching practice to enhance learning.		
Lincoln Center Education <i>Lincoln Center for the Performing Arts</i>	New York, NY	7/17
• Week long inquiry-based workshop on Aesthetic Education Immersion.		
HOTS Summer Institute <i>Higher Order Thinking Schools</i>	Hartford, CT	7/17
• Annual weeklong Summer Institute focusing on arts education and arts integration.		
Writers Workshop Summer Institute <i>Teachers College, Columbia University</i>	New London, CT	7/16
• Instruction on implementing authentic Writers Workshop model into curriculum.		
HOTS Summer Institute <i>Higher Order Thinking Schools</i>	Hartford, CT	7/15
• Annual week long Summer Institute focusing on arts education and arts integration.		

	Magnet Schools of America Conference <i>Magnet Schools of America</i>	Raleigh, NC	4/15
	<ul style="list-style-type: none"> • Annual conference focusing on best practices in curriculum and instruction, technology integration, school leadership, and magnet school design. 		
	Confratute Summer Conference <i>University of Connecticut</i>	Storrs, CT	7/14
	<ul style="list-style-type: none"> • Annual conference hosted by the Renzulli Center for Creativity, Gifted Education, and Talent Development, promoting best practices in delivering enrichment-based differentiated teaching. 		
ADDITIONAL EXPERIENCE	Administrative Manager <i>William Raveis Real Estate, Inc.</i>	East Lyme, CT	2/08 - 7/10
	<ul style="list-style-type: none"> • Oversaw sales and training within high volume real estate firm. 		
	Administrative Manager <i>William Pitt Sotheby's International Realty</i>	Stonington, CT	1/07 - 2/08
	<ul style="list-style-type: none"> • Managed operations of luxury real estate office, including support and training. 		
	Realtor® , <i>William Pitt Sotheby's International Realty</i>	Stonington, CT	7/06 - 2/08
	<ul style="list-style-type: none"> • Designed and executed detailed business plan to introduce brand to target market. 		
	Realtor® , <i>RE/MAX Realty Group</i>	Gales Ferry, CT	4/04 - 7/06
	<ul style="list-style-type: none"> • Educated and serviced diverse clientele in the process of purchasing and selling real estate. 		
	Owner , <i>Pd Financial Services</i>	Gales Ferry, CT	10/96 - 7/05
	Branch Manager , <i>InterSecurities, Inc.</i>		
	<ul style="list-style-type: none"> • Owned and managed privately held financial planning firm serving 650 individual clients. • Taught financial education and money management courses through Connecticut College and adult education programs in Ledyard, East Lyme and Colchester. 		
	Manager , <i>Red Hot & Blue Restaurant</i>	Laurel, MD	3/90 - 9/96
	<ul style="list-style-type: none"> • Led daily operations of full service restaurant, including staffing and public relations. while exercising high degree of diplomacy to resolve problems. 		
INTERESTS	Reading, Technology, History, Kayaking, Soccer, Art + Design		

LIBRARY COMMISSION

	Name	Term Expiration
U	Bolduc, John (Chairman) 14 Monticello Drive Gales Ferry, Connecticut 06335	11/07/2025
D	Grenger, Ellin M. 15 Bittersweet Drive Gales Ferry, Connecticut 06335	11/ 07/ 2025
D	Candler, Barbara 3 Goulart Road Ledyard, Connecticut 06339	11/ 07/2025
U	Cronin, Brian 12 Erin's Way Ledyard, Connecticut 06339	11/ 07/ 2025
D	Hightower, Ralph 1-0 Lakeside Drive Ledyard, Connecticut 06335	11/ 07/ 2024
U	Racich, Rolf 18 Brewster Drive Gales Ferry, Connecticut 06335	11/ 07/ 2024
D	Nash, Rebecca 8 Osprey Drive Gales Ferry, Connecticut 06335	11/ 07/ 2024
U	Vacant (Ganz, Carol)	11/ 07/ 2024
D	Rumery, Elizabeth (Vice-Chairman) 22 Bluff Road Gales Ferry, Connecticut 06335	11/ 07/ 2025

Town Council Appointment

2 Year Term

9 Members

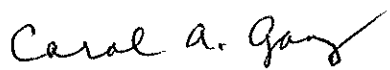
March 30, 2024
Ledyard, Connecticut

Dear Members of Ledyard Town Council:

Please accept my resignation from the Ledyard Library Commission effective April 1, 2024. After about seventeen years of serving on the Commission, various committees and several years as Treasurer, I feel it is now time to step away and prioritize my health and some other obligations. I was appointed in April 2007 to fill a vacancy. It has been my pleasure to serve the town in this way for all these years.

I have very much enjoyed working with the other Commissioners, and have made some lasting friendships, as well as receiving the satisfaction of helping provide the citizens of Ledyard with our excellent library system.

Sincerely,



Carol A. Ganz

Cc: John Bolduc, Library Commission Chair
Mayor Fred Allyn



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 24-0389

Agenda Date: 5/15/2024

Agenda #:

APPOINTMENT

Motion/Request:

MOTION to appoint Ms. Cynthia Wright (D) 6 Laurel Leaf Drive, Gales Ferry to the Library Commission to complete a two (2) year term ending November 7, 2024 filling a vacancy left by Ms. Gantz.

Background:

Ms. Wright has a Bachelor of Arts in History from Bridgewater State College (now University) Master of Library Science from the University of Rhode Island Master of Public Administration from the University of Rhode Island.

Ms. Wright was a librarian and was retired having been employed for 27 years at the Groton Public; Library and she also worked 35 years for a military contractor, a law firm, a college and public libraries.

Ms. Wright has been an active member in the community being involved in Cub Scout Pack 55 as the treasurer. for three years; and also served as the treasurer for the Ledyard Wrestling boosters. She was a room mother in various grades at the Gales Ferry School and Juliet Long School; and a member of Our Lady of Lourdes parish for 33 years.

Ms. Wright would like to volunteer to serve on the Library Commission because she believed that her background in libraries would be an asset to the Library Commission. (please see attached Appointment Application)

Administrative Notes:

Ms. Gantz resigned from the Library Commission after seventeen years of service to the town (see attached letter dated 4/1/2024)

Currently the Library Commission has one vacancy (see attached roster)

Nominating Committee Recommendation:

5/6/2024 DTC Endorsed Ms. Wright's appointment to the Library Commission.

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**

Cynthia

First Name

R

Middle
Initial

Wright

Last Name

kwright8@comcast.net

Email Address

6 Laurel Leaf Drive

Home Address

Suite or Apt

GALES FERRY

City

CT

State

06335

Postal Code

Mobile: (860) 912-9378

Primary Phone

Alternate Phone

Which Boards would you like to apply for?

Library Commission: 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?

Since I retired, I have been looking for a way to get involved in Ledyard. I was a librarian for 35 years and worked for a military contractor, a law firm, a college and public libraries. My most recent experience was 27 years at the Groton Public Library. I think my background in libraries would be an asset to the Library Commission.

Community Involvement

I was involved in Cub Scout Pack 55 as the treasurer. for three years. I also served as the treasurer for the Ledyard Wrestling boosters. I was a room mother in various grades at the Gales Ferry School and Juliet Long School. I have been a member of Our Lady of Lourdes parish for 33 years.

Educational Background

Bachelor of Arts in History from Bridgewater State College (now University) Master of Library Science from the University of Rhode Island Master of Public Administration from the University of Rhode Island

Groton Public Library
(retired)

Employer

Manager of Technical
Services and Circulation

Job Title

[Cindy_resume.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)

Cynthia R. Wright

LIBRARY COMMISSION

	Name	Term Expiration
U	Bolduc, John (Chairman) 14 Monticello Drive Gales Ferry, Connecticut 06335	11/07/2025
D	Grenger, Ellin M. 15 Bittersweet Drive Gales Ferry, Connecticut 06335	11/ 07/ 2025
D	Candler, Barbara 3 Goulart Road Ledyard, Connecticut 06339	11/ 07/2025
U	Cronin, Brian 12 Erin's Way Ledyard, Connecticut 06339	11/ 07/ 2025
D	Hightower, Ralph 1-0 Lakeside Drive Ledyard, Connecticut 06335	11/ 07/ 2024
U	Racich, Rolf 18 Brewster Drive Gales Ferry, Connecticut 06335	11/ 07/ 2024
D	Nash, Rebecca 8 Osprey Drive Gales Ferry, Connecticut 06335	11/ 07/ 2024
U	Vacant (Ganz, Carol)	11/ 07/ 2024
D	Rumery, Elizabeth (Vice-Chairman) 22 Bluff Road Gales Ferry, Connecticut 06335	11/ 07/ 2025

Town Council Appointment

2 Year Term

9 Members

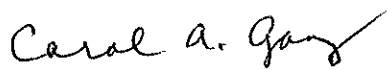
March 30, 2024
Ledyard, Connecticut

Dear Members of Ledyard Town Council:

Please accept my resignation from the Ledyard Library Commission effective April 1, 2024. After about seventeen years of serving on the Commission, various committees and several years as Treasurer, I feel it is now time to step away and prioritize my health and some other obligations. I was appointed in April 2007 to fill a vacancy. It has been my pleasure to serve the town in this way for all these years.

I have very much enjoyed working with the other Commissioners, and have made some lasting friendships, as well as receiving the satisfaction of helping provide the citizens of Ledyard with our excellent library system.

Sincerely,



Carol A. Ganz

Cc: John Bolduc, Library Commission Chair
Mayor Fred Allyn



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 24-0362

Agenda Date: 5/8/2024

Agenda #: 2.

APPOINTMENT

Motion/Request:

MOTION to appoint Ms. Beth Ribe (U) 129 Rose Hill Road, Ledyard to the Planning & Zoning Commission as an alternate member, to complete a three (3) year term ending December 31, 2026 filling a vacancy left by Ms. Cobb.

Background:

Ms. Ribe has a degree in Business Admin/Project Mgt from Devry University, Illinois 2009; Graduate from Cony High School 1990 - Augusta, Maine.

Ms. Ribe is employed as a Project Manager at Rexel/Capitol Light.

Ms. Ribe is an active member of the community, she is currently serving on the Inland Wetland and Water Courses Commission, and is serving as a Board Member of the Ledyard Soccer Club and is their Fundraiser Coordinator. She also served on the Committee to Review the Budget Process. (see attached Appointment Application).

Administrative Notes:

The Planning & Zoning Commission currently has two Alternate Member vacancies. (see attached roster).

Nominating Committee Recommendation:

N/A

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**

Beth _____ E _____ Ribe _____
 First Name Middle Initial Last Name

beth_ribe@live.com _____
 Email Address

129 Rose Hill Rd _____
 Home Address Suite or Apt

Ledyard _____ CT _____ 06339 _____
 City State Postal Code

Home: (860) 449-4502 _____ Home: (860) 449-4502 _____
 Primary Phone Alternate Phone

Which Boards would you like to apply for?

Planning & Zoning Commission: 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 enjoy serving on the IWWC which I've had the pleasure to serve on for the past several years, and hope to continue to serve. I particularly enjoy participating to insure the visions of the development, sustainability and the legacy of this town and its members.

Community Involvement

Currently serve on the IWWC. I am a Board Member and Fundraiser Coordinator the Ledyard Soccer Club. Most recently was on the Committee to Review the Budget Process.

Educational Background

DeVry Univ - Business Admin/Project Mgt 2009 Cony High School 1990 - Augusta ME

Rexel/Capitol Light _____ PROJ MGR _____
 Employer Job Title

[Beth_E_Ribe_2024.docx](#) _____
 Upload a Resume

Party Affiliation

Party Affiliation *

Independent

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)

Beth E Ribe

PLANNING & ZONING COMMISSION

	Name	Term Expiration
D	Cobb, Jessica 7 Whippoorwill Drive Gales Ferry, Connecticut 06335	10/31/2026
D	Wood Marcelle (Marty) 11 South Glenwoods Road Gales Ferry, Connecticut 06335	10/31/2024
D	Capon, J.A. Tony (Chairman) 37 Silas Dean Road Ledyard, Connecticut 06339	12/31/2024
U	Craig, Howard 64 Stoddards View Gales Ferry, Connecticut 06335	10/31/2025
R	Whitescarver, Paul 6 Stoddards View Gales Ferry, Connecticut 06335	12/ 31/ 2026

ALTERNATES

R	Miello, Matthew 12 Cardinal Lane Gales Ferry, Connecticut 06335	10/31/2026
D	Vacant (Cobb)	12/31/2026
D	Vacant (St. Vil Gary – J. Baudro)	12/31/2025

Town Council Appointment

3 Year Term

5 Reg. Members
3 Alt. Members

Zoning Citation Officer

Eric Treaster
10 Huntington Way
Ledyard, Connecticut 06339
Email: bsaofnl-eric@yahoo.com

Blight Enforcement Officer

Eric Treaster



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 24-0363

Agenda Date: 5/8/2024

Agenda #: 3.

APPOINTMENT

Motion/Request:

MOTION to appoint Ms. Lauren Hawes (U) 8 Warbler Way, Gales Ferry, to the Ledyard Beautification Committee, to complete a three (3) year term ending October 26, 2026 filling a vacancy left by Ms. Vincent.

Background:

Ms. Hawes is a Guilford High School Graduate Class of 2005, she has an Associates of Sciences from Full Sail University in Show Production and Touring Certified Personal Trainer Corrective Exercise Specialist Youth Exercise Specialist USA Weightlifting Level 1 Coach Team USA (Olympics) Coaching Kids Certifications (all ages and divisions) STAR Customer Service Training Former employee of US Navy's MWR Fitness Department at Subbase New London.

Ms. Hawes is an active member of the community serving as a member of the Ledyard Soccer Club; U10 Assistant Coach Ledyard Youth Basketball League; Head Coach Supporting Parks & Recreation events as Ann McBride Real Estate, Inc. Community Liaison for Ann McBride Real Estate, Inc. Every school party and event; Private investigation of resources to help Parks & Recreation acquire monetary/land donations for more facility space. (Please see attached Appointment Application)

Administrative Notes:

Ms. Hawes first choice was to serve on the Parks, Recreation, & Senior Citizens Commission. But because there were no vacancies at the time of her application she noted that she would also be interested in serving on the Ledyard Beautification Committee. However, she asked that the Appointment Application remain active and that she be considered for the next available vacancy on the Parks, Recreation, & Senior Citizens Commission.

Currently the Ledyard Beautification Committee has three vacancies. (Please see attached roster)

Nominating Committee Recommendation:

N/A

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

Lauren	B	Hawes
<small>First Name</small>	<small>Middle Initial</small>	<small>Last Name</small>

hawes.lauren@gmail.com
Email Address

8 Warbler Way	
<small>Home Address</small>	<small>Suite or Apt</small>

Gales Ferry	CT	06335
<small>City</small>	<small>State</small>	<small>Postal Code</small>

Mobile: (959) 242-3971	
<small>Primary Phone</small>	<small>Alternate Phone</small>

Which Boards would you like to apply for?

Ledyard Beautification Committee: Not Submitted
Parks, Recreation & Senior Citizens Commission: 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?

Ledyard has been an amazing place to live, work, and raise my son. We have a fantastic team of representatives to help aim our town toward its most important investments, and we need community members to support these and other initiatives to help our community thrive. There are so many opportunities for growth and development that take the strength of the community as a whole- from volunteers sprucing up some gardens to keep our town looking as impressive as it feels, to rallying support and ideas for programs like Parks and Recreation. In order for Ledyard to continue to be the best place to thrive and grow, we need to work together to support the recreational needs of our entire population. Ledyard's Parks and Recreation & Senior Center Commission will benefit from diverse advisors who have knowledge and experience in all aspects of our community and all the moving parts involved with park maintenance, recreational programs for youth and adult populations, and senior programming. I would be honored for my knowledge and experiences to benefit the recreational opportunities Ledyard has to offer its citizens and the local community. The recreational agenda has been pushed off the table in many communities in the wake of COVID-19. Unfortunately, Ledyard is one of them. Lack of recreational opportunities is leading to both physical and mental health crises across the nation. Entities such as the World Health Organization and the US Military have been citing low activity levels as a mounting National Emergency for over a decade. Schools cite a lack of opportunities for lessons through sports on subjects such as teamwork, focus, and communication for attention and behavioral issues among school children. Doctors cite low activity levels among aging populations as a "killer." Towns that were known for their sports prowess are going bankrupt because the sports programs are not bringing money into the communities anymore. Fortunately, many organizations have seen this need and are offering grants and other funds to assist communities like ours in making sure we can take care of our citizens. Not only that, many local businesses and people see there is a need and don't know how they can help. As a U10 soccer and basketball coach, I know these kids are capable of so much, yet they're losing games and getting in fights due to not having practice space and coaching time. As a Personal Trainer, I can't stress enough how important it is that everyone in our community is given every possible opportunity to keep moving in any way they love. As a Corrective Exercise Specialist working with the elderly population, it scares me that our community members know their survival depends on their continued athleticism, but they don't have the opportunities to do what they love. As an employee of a local business, I wonder what positive financial implications a tremendous recreational program would bring to our area. As an entrepreneur, I wonder what I can do to help - whether it's re-strategizing fundraising efforts or simply having the right conversations with the right people. As a mom, I worry when parents say they'll be enrolling their children in programs in other towns due to the lack of space and programming Ledyard offers. As a member of our community, I see others criticizing our lack of initiative toward youth and community recreation programming. Our community deserves better, and I'd like to help.

Community Involvement

Ledyard Soccer Club U10 Assistant Coach Ledyard Youth Basketball League Head Coach Supporting Parks & Recreation events as Ann McBride Real Estate, Inc. Community Liaison for Ann McBride Real Estate, Inc. Every school party and event ever Private investigation of resources to help Parks & Recreation acquire monetary/land donations for more facility space

Educational Background

Guilford High School class of 2005 Associates of Sciences from Full Sail University in Show Production and Touring Certified Personal Trainer Corrective Exercise Specialist Youth Exercise Specialist USA Weightlifting Level 1 Coach Team USA (Olympics) Coaching Kids Certifications (all ages and divisions) STAR Customer Service Training Former employee of US Navy's MWR Fitness Department at Subbase New London

Ann McBride Real Estate, Inc
Employer

Office Administrator
Job Title

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)

Lauren Brunjes Hawes

LEDYARD BEAUTIFICATION COMMITTEE

	Name	Term Expiration
D	Bingham, Jennifer 26 West Drive Gales Ferry, Connecticut 06335	10/26/2026
R	Christiansen, Carol 29 Quakertown Road Ledyard, Connecticut 06339	10/26/2025
R	Brousseau, Julie 1649 Route 12 Gales Ferry, Connecticut 06335	10/26/2025
R	Martic, Sarah 59R Long Cove Road Gales Ferry, Connecticut 06335	10/26/2026
U	Eastbourne, Jennifer 4 Glenwoods Court Gales Ferry, Connecticut 06335	10/26/2024
D	Vacant (Vincent, Sheila did not want to be reappointed)	10/26/2026
D	Schneider, Carol Ann 101 Inchcliffe Drive Gales Ferry, Connecticut 06335	10/26/2025
D	Vacant (Holdsworth, Jennifer)	10/26/2024
D	Kohrs, Kathrine 65 Pheasant Run Drive Gales Ferry, Connecticut 06335	10/26/2024

Appointed by Town Council

3 Year Term

9 Members



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 24-0364

Agenda Date: 5/8/2024

Agenda #: 4.

APPOINTMENT

Motion/Request:

MOTION to make the following appointment adjustments to the Cemetery Committee:

- Appoint Ms. Marth Reynolds (R) 1684 Center Groton Road, as a Regular Member, to complete a three (3) year term ending April 26, 2026 filling a vacancy left by Ms. Sheila Godino.
- Appoint Mr. Vincent Godino (D) 1906 Center Groton Road, Ledyard, as an Alternate Member, to complete a three (3) year term ending April 26, 2025 filling a vacancy left by Ms. Reynolds.

Background:

The Cemetery Committee has requested these two Members be changed from Alternate Member to Regular Member (Reynolds) and Regular Member to Alternate Member (V. Godino). (see attached email request dated 4/23/2024)

Administrative Notes:

Mrs. Sheila Godino resigned from Cemetery Committee leaving a Regular Member position vacant.

The Commission has requested Ms. Reynolds be appointed to fill Mrs. Godino’s vacancy.(see attached roster).

Nominating Committee Recommendation:

N/A

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”.

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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:

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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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Roxanne Maher

From: William Vidal III <william.vidalii@gmail.com>
Sent: Tuesday, April 23, 2024 7:11 PM
To: Roxanne Maher
Subject: Fwd: New Member

You don't often get email from william.vidalii@gmail.com. [Learn why this is important](#)

Good evening Roxanne,

I was informed Kristie Lundgren submitted her application for the committee. I agree with Mr. Godino below and recommend Mrs. Reynolds be appointed as a full member and appoint Mrs. Lundgren as an alternate. Thank you for your consideration with this matter. Please let me know if you need any further information from me.

Will Vidal

----- Forwarded message -----

From: **Sheila Godino** <sgodino@snet.net>
Date: Mon, Apr 22, 2024, 7:15 PM
Subject: New Member
To: William Vidalii <william.vidalii@gmail.com>

Hi Will,

I talked to Roxanne today and she informed me that Kristie had submitted her application and would be processed as a member of the Committee. Since we have a Regular member vacancy I suggest that we promote Martha from alternate to full member. Then Kristie come in as an Alternate filling Martha's old seat. If you agree could you e-mail Roxanne to request these changes. She needs this from the Committee to make it happen.

Thanks,

Vin

CEMETERY COMMITTEE

	Name		Term Expiration
U	Mr. Paul Krug 67 Pheasant Drive Gales Ferry, CT 06335	(Military Veteran)	4/26/2026
D	Vacant (Mrs. Sheila M. Godino)		4/26/2026
D	Mr. Vincent Godino 1906 Center Groton Road Ledyard, Connecticut 06339		4/26/2026
D	Mr. William Vidal, III 183 Spicer Hill Road Ledyard, Connecticut 06339	(Military Veteran)	4/26/2025
U	Staley, Jessica 497 Colonel Ledyard Highway Ledyard, Connecticut 06339	(Military Veteran)	4/26/2025

Alternate Members

R	Reynolds, Martha 1684 Center Groton Road Ledyard, Connecticut 06339		4/26/2025
R	Marshall, Kimlyn 987 R Long Cove Road Gales Ferry, Connecticut 06335		4/26/2025

Town Council Appointment 3 Year Term 5 Regular Members 2 Alternate Members
(2 Military Veterans Required)



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 24-0365

Agenda Date: 5/8/2024

Agenda #: 5.

APPOINTMENT

Motion/Request:

MOTION to appoint Ms. Kristie Gardiner-Lundgren (U) 70 Iron Street, Ledyard, to the Cemetery Committee, as a regular member, to complete a three (3) year term ending April 26, 2026 filling a vacancy left by Mr. Godino.

Background:

Ms. Gardiner-Lundgren enjoys working to maintain abandoned cemeteries. Her family has been an active participant in the Adopt a Cemetery Program through the Cemetery Committee and she was interested in volunteering more time and to take on more responsibility in caring for the town's cemeteries.

Ms. Gardiner-Lundgren is an Artist and is currently self-employed.

Administrative Notes:

(type text here)

Nominating Committee Recommendation:

(type text here)

Minority Representation - CGS 9-167a:

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

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

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

Connecticut General Statutes

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

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

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

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

Application Form

Profile

Kristie _____ M _____ Gardiner-Lundgren _____
First Name Middle Initial Last Name

kristielundgren@hotmail.com _____
Email Address

70 Iron St _____ Suite or Apt _____
Home Address

Ledyard _____ CT _____ 06339 _____
City State Postal Code

Home: (360) 620-7192 _____
Primary Phone Alternate Phone

Which Boards would you like to apply for?

Cemetery 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 enjoy the duties maintaining the abandoned cemeteries my family and I have already accepted for the committee. I would like to offer more time and assume more responsibility in caring for the town's cemeteries.

Community Involvement

Currently a volunteer maintaining cemeteries in Ledyard.

Educational Background

Self-employed _____ Artist _____
Employer Job Title

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)

Kristie Gardiner-Lundgren

Roxanne Maher

From: William Vidal III <william.vidalii@gmail.com>
Sent: Tuesday, April 23, 2024 7:11 PM
To: Roxanne Maher
Subject: Fwd: New Member

You don't often get email from william.vidalii@gmail.com. [Learn why this is important](#)

Good evening Roxanne,

I was informed Kristie Lundgren submitted her application for the committee. I agree with Mr. Godino below and recommend Mrs. Reynolds be appointed as a full member and appoint Mrs. Lundgren as an alternate. Thank you for your consideration with this matter. Please let me know if you need any further information from me.

Will Vidal

----- Forwarded message -----

From: **Sheila Godino** <sgodino@snet.net>
Date: Mon, Apr 22, 2024, 7:15 PM
Subject: New Member
To: William Vidalii <william.vidalii@gmail.com>

Hi Will,

I talked to Roxanne today and she informed me that Kristie had submitted her application and would be processed as a member of the Committee. Since we have a Regular member vacancy I suggest that we promote Martha from alternate to full member. Then Kristie come in as an Alternate filling Martha's old seat. If you agree could you e-mail Roxanne to request these changes. She needs this from the Committee to make it happen.

Thanks,

Vin



File #: 24-0382

Agenda Date: 5/8/2024

Agenda #: 6.

APPOINTMENT

Motion/Request:

MOTION to appoint Ms. Lauren Hawes (U) 8 Warbler Way, Gales Ferry, to the Parks, Recreation & Senior Citizens Commission, as an Alternate Member, to complete a three (3) year term ending June 28, 2027 filling a vacancy left by Mr. Gallagher.

Background:

Ms. Hawes is a Guilford High School Graduate Class of 2005, she has an Associates of Sciences from Full Sail University in Show Production and Touring Certified Personal Trainer Corrective Exercise Specialist; Youth Exercise Specialist USA Weightlifting Level 1; Coach Team USA (Olympics); Coaching Kids Certifications (all ages and divisions); STAR Customer Service Training Former employee of US Navy's MWR Fitness Department at Subbase New London.

Ms. Hawes is an active member of the community serving as a member of the Ledyard Soccer Club; U10 Assistant Coach Ledyard Youth Basketball League; Head Coach Supporting Parks & Recreation events as Ann McBride Real Estate, Inc. Community Liaison for Ann McBride Real Estate, Inc. Helps at every school party and event; Private investigation of resources to help Parks & Recreation to acquire monetary/land donations for more facility space. (Please see attached Appointment Application)

Administrative Notes:

Ms. Hawes first choice was to serve on the Parks, Recreation, & Senior Citizens Commission. Because there were no vacancies on the Commission at the time of her Appointment Application Ms. Hawes indicated that she would also be interested in serving on the Beautification Committee.

In recent reappointment requests Parks, Recreation & Senior Citizens Chairman indicated that Mr. Gallagher was not interested in continuing to serve when his term ends on June 28, 2024. (please see attached)

Nominating Committee Recommendation:

N/A

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

Lauren	B	Hawes
<small>First Name</small>	<small>Middle Initial</small>	<small>Last Name</small>

hawes.lauren@gmail.com
Email Address

8 Warbler Way	
<small>Home Address</small>	<small>Suite or Apt</small>

Gales Ferry	CT	06335
<small>City</small>	<small>State</small>	<small>Postal Code</small>

Mobile: (959) 242-3971	
<small>Primary Phone</small>	<small>Alternate Phone</small>

Which Boards would you like to apply for?

Ledyard Beautification Committee: Not Submitted
Parks, Recreation & Senior Citizens Commission: 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?

Ledyard has been an amazing place to live, work, and raise my son. We have a fantastic team of representatives to help aim our town toward its most important investments, and we need community members to support these and other initiatives to help our community thrive. There are so many opportunities for growth and development that take the strength of the community as a whole- from volunteers sprucing up some gardens to keep our town looking as impressive as it feels, to rallying support and ideas for programs like Parks and Recreation. In order for Ledyard to continue to be the best place to thrive and grow, we need to work together to support the recreational needs of our entire population. Ledyard's Parks and Recreation & Senior Center Commission will benefit from diverse advisors who have knowledge and experience in all aspects of our community and all the moving parts involved with park maintenance, recreational programs for youth and adult populations, and senior programming. I would be honored for my knowledge and experiences to benefit the recreational opportunities Ledyard has to offer its citizens and the local community. The recreational agenda has been pushed off the table in many communities in the wake of COVID-19. Unfortunately, Ledyard is one of them. Lack of recreational opportunities is leading to both physical and mental health crises across the nation. Entities such as the World Health Organization and the US Military have been citing low activity levels as a mounting National Emergency for over a decade. Schools cite a lack of opportunities for lessons through sports on subjects such as teamwork, focus, and communication for attention and behavioral issues among school children. Doctors cite low activity levels among aging populations as a "killer." Towns that were known for their sports prowess are going bankrupt because the sports programs are not bringing money into the communities anymore. Fortunately, many organizations have seen this need and are offering grants and other funds to assist communities like ours in making sure we can take care of our citizens. Not only that, many local businesses and people see there is a need and don't know how they can help. As a U10 soccer and basketball coach, I know these kids are capable of so much, yet they're losing games and getting in fights due to not having practice space and coaching time. As a Personal Trainer, I can't stress enough how important it is that everyone in our community is given every possible opportunity to keep moving in any way they love. As a Corrective Exercise Specialist working with the elderly population, it scares me that our community members know their survival depends on their continued athleticism, but they don't have the opportunities to do what they love. As an employee of a local business, I wonder what positive financial implications a tremendous recreational program would bring to our area. As an entrepreneur, I wonder what I can do to help - whether it's re-strategizing fundraising efforts or simply having the right conversations with the right people. As a mom, I worry when parents say they'll be enrolling their children in programs in other towns due to the lack of space and programming Ledyard offers. As a member of our community, I see others criticizing our lack of initiative toward youth and community recreation programming. Our community deserves better, and I'd like to help.

Community Involvement

Ledyard Soccer Club U10 Assistant Coach Ledyard Youth Basketball League Head Coach Supporting Parks & Recreation events as Ann McBride Real Estate, Inc. Community Liaison for Ann McBride Real Estate, Inc. Every school party and event ever Private investigation of resources to help Parks & Recreation acquire monetary/land donations for more facility space

Educational Background

Guilford High School class of 2005 Associates of Sciences from Full Sail University in Show Production and Touring Certified Personal Trainer Corrective Exercise Specialist Youth Exercise Specialist USA Weightlifting Level 1 Coach Team USA (Olympics) Coaching Kids Certifications (all ages and divisions) STAR Customer Service Training Former employee of US Navy's MWR Fitness Department at Subbase New London

Ann McBride Real Estate, Inc
Employer

Office Administrator
Job Title

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)

Lauren Brunjes Hawes



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 24-0367

Agenda Date: 5/8/2024

Agenda #: 7.

ORDINANCE

Motion/Request:

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 April 29, 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 continuing 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, fee shall not be the sole basis for award.

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 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.

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 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 temporary member 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, Board of Education Business Manager and/or his designee, 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 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 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.

When an Owner's Representative is required for the project, the Permanent Building Committee shall hire the 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. The Owner's Representative shall also be responsible for developing a project cash flow projection for review by the Town Director of Finance.*

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 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: _____

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” 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 Committee shall hire the 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.

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 5 of the Town Charter, a Permanent Municipal Building Committee is hereby established.

Section 2. Purpose

The Permanent Municipal Building Committee shall have continuing 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 fee shall not be the sole basis for award.

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; 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 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.

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 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. 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.

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

Ex-Officio Members: The Town Finance Director, Board of Education Business Manager and/or his designee, 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 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 retain the services of architects and/or engineers for the purpose of planning, designing, building and administering 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. When an Owner's Representative is required for the project, the Permanent Building Committee shall hire the 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, 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 develop schedules and budgets 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. The Owner's Representative shall also be responsible for developing a project cash flow projection for review by the Town Director of Finance.

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 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: June 12, 2024

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.*

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:

2024:

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

Section 3: “Membership” 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 Committee shall hire the 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.



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 22-090

Agenda Date: 5/8/2024

Agenda #: 8.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

Any other New Business proper to come before the Committee.

Background:

(type text here)

Department Comment/Recommendation:

(type text here)