



TOWN OF LEDYARD CONNECTICUT

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

Town Council

~ AGENDA ~

Organizational Meeting

Monday, December 4, 2023

7:00 PM

Town Hall Council Chambers

In-Person: Council Chambers Town Hall Annex

Remote: Information noted below:

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

<https://us06web.zoom.us/j/83331724321?pwd=9HbINaZgRiEXtkurxGDorec6YyrsBQ.1>

Meeting ID: 833 3172 4321

Passcode: 458074

- I. CALL TO ORDER BY MAYOR
 - II. PLEDGE OF ALLEGIANCE
 - III. SWEARING IN OF THE TWENTY-SEVENTH TOWN COUNCIL BY STATE
SENATOR CATHY OSTEN
 - IV. ELECTION OF A CHAIRPERSON
 - V. ADOPTION OF THE RULES OF PROCEDURE
 1. MOTION to adopt a “Resolution Establishing the Rules of Procedure for the Twenty-seventh Town Council” as presented in the draft dated November 8, 2023.
Attachments: [RULES-OF-PROC-27-TOWN COUNCIL -DRAFT-CLEAN COPY-2023-11-08.-LETTER SIZEdoc.doc](#)
 2. Conduct Lottery for Chairperson Pro-Tem.
 - VI. APPOINTMENTS
 1. MOTION to appoint Mr. Ian Stammel as the Town Treasurer.
 2. MOTION to appoint Ms. Roxanne M. Maher as the Administrative Assistant to the Ledyard Town Council.
 3. MOTION to appoint the Twenty-seventh Town Council as the Flood/Erosion Control Board.
 - VII. APPOINTMENTS TO STANDING COMMITTEES AND LIAISON ASSIGNMENTS
-

1. Appointment of members to the Standing Sub Committees.

Attachments: [Subcommittees](#)

2. Town Council Liaison Assignments.

Attachments: [2023-2025-Liaison Assignments- Blanks](#)

VIII. COMMENTS

1. New Chairperson
2. Members of the Twenty-seventh Town Council

IX. MEETING SCHEDULE

1. MOTION to set the Town Council's Regular Meeting schedule for the 2024 Calendar Year.

Attachments: [MEETING SCHEDULE -2024-TOWN COUNCIL
2023-11-29-DRAFT.docx](#)

X. ADJOURNMENT

DISCLAIMER:

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

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



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 23-2251

Agenda Date: 12/4/2023

Agenda #: 1.

RESOLUITON

Motion/Request:

MOTION to adopt a “Resolution Establishing the Rules of Procedure for the Twenty-seventh Town Council” as presented in the draft dated November 8, 2023.

Background:

Each Town Council adopts their “Rules of Procedure” which outlines how the Town Council will operate over the next two years. (please see attached draft)

Department Comment/Recommendation:

(type text here)

Mayor Comment/Recommendation:

(type text here)

Body:

(type text here)

Res: 001-2023/Dec xx

RESOLUTION ESTABLISHING THE RULES OF PROCEDURE FOR THE TWENTY-SEVENTH LEDYARD TOWN COUNCIL

BE IT RESOLVED: that the Twenty -seventh Town Council of the Town of Ledyard adopts the following Rules of Procedure:

RULES OF PROCEDURE

1. Regular meetings of the Town Council will be held in the Ledyard Town Hall Annex, Council Chambers at 7:00 p.m. on the second and fourth Wednesday of each month.
2. Special meetings of the Town Council may be called by the Town Council Chairperson or upon written request to either the Town Council Chairperson or the Administrative Assistant by three (3) Town Council members.
3. The Town Council Chairperson may, with the consensus of six (6) Town Councilors, cancel any regularly scheduled meeting should the need arise.
4. All meetings of the Town Council for the transaction of business will be open to the public and the votes will be recorded as prescribed by Section 1-225 of the General Statutes of the State of Connecticut (CGS), as amended.
5. Six (6) Town Council members constitute a quorum, but no ordinance, resolution, or vote, except a vote to adjourn or to fix the time and place of the next meeting, will be adopted by less than five (5) affirmative votes.

Members of the Town Council may participate in a meeting remotely by means of electronic equipment in accordance with CGS Section 1-200; and strictly adhere to the rules set forth in the "*Town Council Policy Guidelines Remote Meeting Participation*"

6. In the absence of a quorum at a regular or special meeting of the Town Council, no business will be transacted, but the following actions may be taken and will be binding on the Town Council:
 - a. Fix the time at which to adjourn.
 - b. Recess to contact absent Town Council members.
 - c. Adjourn.

7. The Town Council Chairperson will preside at all meetings of the Town Council and at the stated hour and upon the appearance of a quorum, will call the Town Council to order. The Chairperson will also perform all the duties and accept all responsibilities of a Councilperson.
8. It will be the duty of the Town Council Chairperson to preserve order, to conduct Town Council business in accordance with these rules, to recognize and grant the floor to members wishing to speak and to declare all votes.
9. The Town Council Chairperson may speak on and will decide questions of parliamentary law and Town Council procedure, subject to appeal to the Town Council by a motion duly seconded. Such appeals to the Town Council will be entertained by the Town Council Chairperson and has precedence provided they are made at the time of the ruling by the Town Council Chairperson and no debate or business has intervened between the ruling and the motion to appeal.
10. The regular agenda will be ordered as follows:

Call to Order
Pledge of Allegiance
Roll Call
Residents' & Property Owners Petitions
Committees, Commissions & Boards Reports
Comments of Town Councilors
Review and Approval of Prior Meeting Minutes
Communications/Referrals
Sub-Committee/Liaison Reports
Report of the Mayor
Old Business
New Business
Adjournment

There will be a Consent Calendar and those items on the "*Consent Calendar*" will be listed under New Business with an *asterisk preceding its number. Any item(s) objected to by a Town Council member shall be removed from the Consent Calendar, but will then automatically be considered under New Business.

A short agenda will be optional as follows:

Call to Order
Pledge of Allegiance
Roll Call
Residents' & Property Owners Petitions
Committees, Commissions and Boards Reports
Communications/Referrals
New Business/Business of the Meeting

11. The Town Council Chairperson will cause to be prepared and have posted, the Town Council agenda not less than twenty-four hours prior to the regular Town Council meetings in accordance with CGS Section 1-225 (c). The agenda will also be electronically posted on the town's internet web site.
12. There will be the following standing committees of the Town Council:
 - a. Administration Committee
 - b. Community Relations Committee
 - c. Finance Committee
 - d. Land Use/Planning/Public Works Committee

The Town Council may establish additional standing committees and may dissolve standing committees by a two-thirds vote.

Additionally, there will be the following standing liaison:

- a. Agricultural Commission
 - b. Board of Education
 - c. Conservation Commission
 - d. Economic Development Commission
 - e. Gales Ferry Fire Company
 - f. Historic District Commission
 - g. Inland Wetland/WaterCourses Commission
 - h. Ledyard Fire Company
 - i. Ledyard Beautification Committee
 - j. Ledyard Farmers' Market Committee
 - k. Ledyard Housing Authority
 - l. Library Commission
 - m. Parks, Recreation & Senior Citizens Commission
 - n. Permanent Municipal Building Committee
 - o. Planning & Zoning Commission
 - p. Public Safety Commission
 - q. Retirement Board
 - r. Youth & Social Services Board
 - s. Water Pollution Control Authority
 - t. Zoning Board of Appeals
12. The Town Council Chairperson will appoint members of the Standing and Ad-Hoc Committees of the Town Council and the Standing Liaison Assignments. The Town Council Chairperson will be a member ex-officio of all Town Council Committees. The Town Council Chairperson will appoint the Committee Chairpersons.

14. Each Town Council Committee will consider matters referred to it by the Town Council Chairperson or by a majority vote of the Town Council, and will report to the Town Council respecting such matters and submit resolutions or ordinances when necessary to carry out Committee recommendations. In order that business may be handled in an expeditious manner, the Town Council Chairperson may refer items to a Committee at any time.

For any item referred to two or more Town Council Standing Committees that may result in a proposed ordinance, the Committees should resolve any differences before the proposed ordinance is recommended to the Town Council for the setting of a public hearing date.

15. Each Committee agenda will be prepared and posted not less than twenty-four hours prior to the regular meetings in accordance with CGS Section 1-225 (c).

Each Committee Chairperson will ensure that written minutes are submitted and electronically distributed to all Town Council members using the town's internet website. Roberts's Rules of Order will govern minority reporting. Committee Chairpersons will provide written reports using the meeting portal and give a verbal synopsis or outline of the report during the Committee Reports of the Town Council meeting.

Committees may conduct all of their in-person meetings in a Hybrid Format enabling both in-person and remote participation, providing the appropriate technology and equipment is available at the physical meeting location, in accordance with Policy #2022-03-23-01 "*Policy and Guidelines for Meeting Participation*".

16. All voting for the transaction of business and the setting or staying of rules of procedure will be by roll call taken alphabetically, but starting at a random name established by the Town Council's Administrative Assistant.
17. In the absence of the Town Council Chairperson, a Town Council Chairperson Pro-tem, will be appointed on a lottery basis and as Town Council Chairperson Pro-tem, will sign all ordinances or resolutions passed at the meeting over which they preside. They will also perform all other duties of the Town Council Chairperson at that meeting.
18. All ordinances and resolutions will be confined to one subject which will be clearly stated in the title.
19. All ordinances and resolutions will be presented to the Town Council in writing by the Town Council member introducing such items.
20. The Town Council may, by majority vote, limit remarks of all members to a specified length of time in debating a particular subject.
21. When an Executive Session is necessary, reasons for such a session and all persons who will be in attendance will be publicly stated and all other requirements of the Freedom of Information Act will be adhered to. A two-thirds vote of the Town Council members present will be necessary to go into Executive Session.

22. Members will confine their remarks in debate to the pending question and must avoid personalities or improper motives.
23. The Administrative Assistant will be the custodian of all papers, correspondence, magnetic/electronic media and records of the Town Council and will keep for public inspection a journal of its proceedings, including all roll call votes by the Town Council and such further details of the proceedings of the Town Council as may be approved by a majority vote.

In the event the Administrative Assistant is not present at the Town Council meeting when the Chairperson calls a meeting to order, the Town Council Chairperson will appoint an Administrative Assistant Pro-tem to keep the minutes of that meeting.

The Administrative Assistant will file the record (minutes of each meeting) with the Town Clerk. All meeting records will be authenticated by the signature of the Administrative Assistant and the Town Council Chairperson or the Town Council Chairperson Pro-tem and will be posted on the town's internet meeting portal web site.

24. All requirements of the Charter of the Town of Ledyard with respect to the proceedings of the Town Council are to be strictly followed and no rules will ever be adopted by the Town Council which will be in conflict with the Charter.
25. The rules of the Town Council, excepting those specified in Chapter III, Section 3 of the Charter of the Town of Ledyard, may be altered, extended or repealed by an affirmative vote of five (5) members of the Town Council at any meeting of the Town Council, provided descriptive notice of the proposed changes will have been given in writing at a preceding regular meeting.
26. Any single rule may be suspended for the proceedings of any meeting of the Town Council upon an affirmative vote of seven (7) members present, the motion for suspension detailing the specific rule to be suspended and the reason for suspension.
27. The Town Council Chairperson or any Standing Committee Chairperson may be removed from their position of authority by an affirmative vote of at least six (6) other Town Council members. Such removal will in no way serve to restrict that person's duty, authority or responsibility as a Town Council member.
28. Beyond the aforementioned rules of procedure and for all situations not specifically covered therein, the Rules of Procedure for the Town Council and its Standing Committees will be those stipulated in Roberts Rules of Order.

Adopted by the Ledyard Town Council on: _____

, Chairman



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 23-2252

Agenda Date: 12/4/2023

Agenda #: 2.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

Conduct Lottery for Chairperson Pro-Tem.

Background:

At the Town Council's Organizational Meeting Councilors will randomly select a number from a lottery, which will determine the order in which members of the Town Council will serve as *Chairman Pro-tem* should the Town Council Chairman be out of town or not able to attend meeting.

In the absence of the Town Council Chairperson, a Town Council Chairperson Pro-tem, will be appointed on a lottery basis and as the Town Council Chairperson Pro-tem, will sign all ordinances or resolutions passed at the meeting over which they preside. They will also perform all other duties of the Town Council Chairperson at that meeting.

Department Comment/Recommendation:

(type text here)



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 23-2253

Agenda Date: 12/4/2023

Agenda #: 1.

APPOINTMENT

Motion/Request:

MOTION to appoint Mr. Ian Stammel as the Town Treasurer.

Background:

In accordance with Chapter IV; Section 1 of the Town Charter

SECTION 1. TOWN TREASURER

The Town Council shall by resolution no later than one (1) month after its organizational meeting appoint a Treasurer to serve for a two-year term, from the first Monday of January of the even numbered years or until his successor is qualified. The Town Treasurer shall have all powers and duties conferred or imposed by law, shall be the agent of the Town deposit fund, and shall have such other powers and duties prescribed by the Town Council and provided by this Charter.

If a vacancy occurs in said office, from whatever cause arising, it shall be filled by appointment by the Town Council for the unexpired portion of the term of said office.

The Treasurer shall receive such compensation and shall have such assistants as the Town Council may determine. The Treasurer shall designate, subject to the approval of the Town Council, a Deputy Treasurer who, in the absence or inability of the Treasurer to act, may assume the duties of the Treasurer as assigned by the Town Council.

Administrative Notes:

With the retirement of Treasurer Nancy Gosselin in 2018 the Town Council appointed Assistant Finance Director to serve as the Town Treasurer; and he has been serving in this role since.

In 2021 the 26th Town Council reappointed Assistant Finance Director Ian Stammel to serve as the Town Treasurer.



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 23-2254

Agenda Date: 12/4/2023

Agenda #: 2.

APPOINTMENT

Motion/Request:

MOTION to appoint Ms. Roxanne M. Maher as the Administrative Assistant to the Ledyard Town Council.

Background:

As part of the Town Council's Organizational Meeting an Administrative Assistant is appointed support and oversee the daily operations of the Town Council Office.

Administrative Notes:

Ms. Maher was hire by the Town in 1996 and in 1997 was appointed as the Town Council's Administrative Assistant. Ms. Maher and has continued to serve in this role, providing support and continuity to the Town Council.



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 23-2255

Agenda Date: 12/4/2023

Agenda #: 3.

APPOINTMENT

Motion/Request:

MOTION to appoint the Twenty-seventh Town Council as the Flood/Erosion Control Board.

Background:

In accordance with state statutes the Town Council is appointed as the Flood and Erosion Board. This Board will only meet on an “*as needed basis*”.



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 23-2256

Agenda Date: 12/4/2023

Agenda #: 1.

APPOINTMENT

Motion/Request:

Appointment of members to the Standing Sub Committees.

Background:

The Town Council and its Subcommittees act on the recommendations of Mayor.

The Town Council currently has the following four Subcommittees that are comprised of three members from the Town Council:

- Administrative Committee
- Community Relations Committee
- Finance Committee
- Land Use/Planning/Public Works Committee

The Town Council Chairman will assign the members and designate the Chairman to each of the Subcommittees.

The role of the subcommittees is to research, vet, and deliberate the business items that are assigned to them; and to prepare and forward a recommendation to the Town Council for action.

The Subcommittees work may include but is not limited to budgeting, financial actions, Grant Applications, drafting Resolutions, Ordinances, appointments, job descriptions, Policies and Procedures, land use matters such as the acceptance of new roads, widening strips, easements, transfer, sale or acquisition of property, assignment of property oversight, review and approve updates to the Plan of Conservation & Development, etc.

**STANDING COMMITTEES OF THE
LEDYARD TOWN COUNCIL
2023-2025**

ADMINISTRATION COMMITTEE

Chairman Councilor _____

Councilor _____

Councilor _____

COMMUNITY RELATIONS COMMITTEE

Chairman Councilor _____

Councilor _____

Councilor _____

FINANCE COMMITTEE

Chairman Councilor _____

Councilor _____

Councilor _____

LAND USE/PLANNING/PUBLIC WORKS COMMITTEE

Chairman Councilor _____

Councilor _____

Councilor _____



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 23-2257

Agenda Date: 12/4/2023

Agenda #: 2.

APPOINTMENT

Motion/Request:

Town Council Liaison Assignments.

Background:

The Town has 21 Committees/Commissions/Boards. (see attached list)

The Town Council Chairman will assign members of the Town Council to serve as Liaison to each of the Committees/Commissions/Board.

The Town Council Liaison's role is to follow the work of their Assignments and to provide support relative process/procedures and to advise/assist with requests to the Town Council and to provide updates/reports to the Town Council regarding their activities.

TOWN COUNCIL LIAISON ASSIGNMENTS

2023-2025

<u>Commission/Committee Board</u>	<u>Town Councilor</u>
Agricultural Commission	Councilor
Beautification Committee	Councilor
Board of Education	Councilor
Conservation Commission	Councilor
Economic Development Commission	Councilor
Gales Ferry Fire Company	Councilor
Historic District Commission	Councilor
Inland Wetland/WaterCourses Commission	Councilor
Ledyard Farmers' Market Committee	Chairman
Ledyard Fire Company	Councilor
Ledyard Housing Authority	Councilor
Library Commission	Councilor
Nursing Board	Councilor
Parks, Recreation & Senior Citizens Commission	Chairman
Planning & Zoning Commission	Councilor
Public Safety Commission	Councilor
Permanent Municipal Building Committee	Councilor
Retirement Board	Councilor
Youth & Social Services Board	Chairman
Water Pollution Control Authority	Councilor
Zoning Board of Appeals	Councilor



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 23-2268

Agenda Date: 12/4/2023

Agenda #: 1.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:
New Chairperson



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 23-2269

Agenda Date: 12/4/2023

Agenda #: 2.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

Members of the Twenty-seventh Town Council



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 23-2258

Agenda Date: 12/4/2023

Agenda #: 1.

AGENDA REQUEST GENERAL DISCUSSION ITEM

Subject:

MOTION to set the Town Council's Regular Meeting schedule for the 2024 Calendar Year.

Background:

In accordance with General State Statutes of Connecticut Section-1-225 meeting schedules must be filed with the Town Clerk for the coming year no later January 31st.

Also the schedule must be a thirteen (13) month calendar; inclusive of January 2025.

Meeting schedules must be on-file in the Town Clerk's Office 30 days prior to the first Regular Meeting of the year; and therefore, it is recommended that meeting schedules be submitted as soon as possible.

The Town Council has historically met on the first and third Wednesday of each month at 7:00 p.m. Please see below schedule:

2024 CALENDAR MEETING SCHEDULE

Town Council (2nd & 4th Wednesday, Council Chambers 7:00 p.m.)

January 10, 24	February 14, 28	March 13, 27		
	April 10, 24			
May 8, 22	June 12, 26	July 10, 24	August	
	14, 28			
September 11, 25	October 9, 23	November 11, 25 [^]	December 13, 27 [^]	January 8, 22,
2025				

[^] Denotes meeting cancelled due to holiday

^{*} Denotes regular meeting date scheduled is different from regular schedule



TOWN OF LEDYARD CONNECTICUT TOWN COUNCIL

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

Chairman Kevin J. Dombrowski

MEMORANDUM

TO: Administration Committee, Community Relations Committee, Finance Committee, Land Use/Planning/Public Works Committee, Town Council
FROM: Roxanne M. Maher, Administrative Assistant *Roxanne M. Maher*
DATE: November 29, 2023
SUBJECT: 2024 Calendar Meeting Dates

RE: General State Statutes of Connecticut Section-1-225

In accordance with the above Statute; it is time to file your meeting dates for the coming year.

You may want to note if your meeting falls on a Monday please check the calendar for the legal holidays, in which case you might want to cancel or change the meeting date. Also the schedule must be a thirteen (13) month calendar; inclusive of January 2025.

Please review the attached meeting schedule with your Committee for accuracy and changes. Please initial your schedule and return to me at the Town Council Office by December 21, 2023 so that I may be able to file your schedule with the Town Clerk in a timely fashion to comply with the January 31st requirement.

2024 CALENDAR MEETING SCHEDULE

Town Council (2nd & 4th Wednesday, Council Chambers 7:00 p.m.)

January 10, 24	February 14, 28	March 13, 27	April 10, 24
May 8, 22	June 12, 26	July 10, 24	August 14, 28
September 11, 25	October 9, 23	November 13, 27 [^]	December 11,
25 [^] January 8, 22, 2025			

Administration Committee (1st Wednesday, Annex Building 5:30 p.m.)

January 10	February 14	March 13	April 10
May 8	June 12	July 10	August 14
September 11	October 9	November 13	December 11
January 8, 2025			

Community Relations Committee (3rd Wednesday, Annex Building 6:30 p.m.)

January 17	February 21	March 20	April 17
May 15	June 19	July 17	August 21
September 18	October 16	November 20	December 18
January 15, 2025			

Finance Committee (1st & 3rd Wednesday, Annex Building 5:00 p.m.)

January 3, 17	February 7, 21	March 6, 20	April 3, 17
May 1, 15	June 5, 19	July 3, 17	August 7, 21
September 4, 18	October 2, 16	November 6, 20	December 4, 18
January 1 [^] , 15, 2025			

Land Use/Planning/Public Works Committee (1st Monday, Annex Building 6:00 p.m.)

January 8*	February 5	March 4	April 1
May 6	June 3	July 1	August 5
September 9*	October 7	November 4	December 2
January 6, 2025			

Flood/Erosion Control Board

This Board will meet on an as needed basis.

[^] Denotes meeting cancelled due to holiday

* Denotes regular meeting date scheduled is different from regular schedule