



TOWN OF LEDYARD

CONNECTICUT
TOWN COUNCIL

Chairman S. Naomi Rodriguez

MINUTES

LEDYARD TOWN COUNCIL - ORGANIZATIONAL MEETING
MONDAY, DECEMBER 4, 2023, 7:00 PM; COUNCIL CHAMBERS - ANNEX BUILDING

- I. CALL TO ORDER BY DEPUTY MAYOR – Deputy Mayor Kevin J. Dombrowski called the Organizational Meeting of this Twenty-seventh Town Council to order at 7:00 p.m.

Deputy Mayor Dombrowski welcomed all to the Hybrid Meeting, noting that tonight’s meeting format would provide for both in-person and remote participation via Video Conference. He noted that the remote meeting information for members of the Public to participate in this evening’s meeting was available on the Agenda that was posted on the Town’s Website – Granicus-Legistar Meeting Portal.

- II. PLEDGE OF ALLEGIANCE

- III. SWEARING IN OF THE TWENTY-SEVENTH TOWN COUNCIL BY TOWN CLERK PATRICIA RILEY

Town Clerk Patricia Riley administered the Oath of Office to the members of the Twenty-seventh Town Council.

Deputy Mayor Dombrowski congratulated the Town Council.

- IV. ELECTION OF A CHAIRPERSON

Deputy Mayor Dombrowski called for a nomination for Town Council Chairman.

MOTION to nominate Councilor S. Naomi Rodriguez for Chairman.
Moved by Councilor Saccone, seconded by Councilor Buhle

MOVER: Tony Saccone, Town Councilor
SECONDER: Jessica Buhle, Town Councilor

MOTION to close nominations
Moved by Councilor Saccone, seconded by Councilor Buhle
VOTE: 9 - 0 Approved and so declared

RESULT: ADOPTED 9 – 0
MOVER: Tony Saccone, Town Councilor
SECONDER: Jessica Buhle, Town Councilor
AYES: Brunelle, Buhle, Garcia-Irizarry, Dombrowski, Paul, Rodriguez, Ryan, Saccone, St. Vil

VOTE: Deputy Mayor Dombrowski called for the vote on the Chairman.
9 - 0 Approved and so declared

RESULT: ADOPTED 9 – 0
AYES: Brunelle, Buhle, Garcia-Irizarry, Dombrowski, Paul, Rodriguez, Ryan, Saccone, St. Vil

RESULTS OF VOTE: Deputy Mayor Dombrowski announced that Councilor Rodriguez has been elected Chairman of the Twenty-seventh Town Council. He congratulated Chairman Rodriguez and turned the meeting over to her..

IV. ADOPTION OF THE RULES OF PROCEDURE

1. MOTION to adopt a Resolution Establishing the Rules of Procedure for the Twenty-seventh Town Council.

DRAFT: 11/8/2023

Res: 001-2023/Dec 04

**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 the 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
Adjournment

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

Moved by Councilor Dombrowski, seconded by Councilor Ryan
Discussion: None.

VOTE: 9 - 0 Approved and so declared

RESULT: APPROVED 9 - 0
MOVER: Kevin Dombrowski, Town Councilor
SECONDER: Tim Ryan, Town Councilor
AYES: Brunelle, Buhle, Garcia-Irizarry, Dombrowski, Paul, Rodriguez, Ryan, Saccone, St. Vil

2. Conduct Lottery for Chairperson Pro-Tem

Chairman Rodriguez explained in the absence of the Town Council Chairman that members of the Town Council would each serve in the capacity of Chairman Pro-tem. She stated as part of their Organizational Meeting the Town Council conducts a Lottery for Chairperson Pro-tem to determine the order of rotation in which the assignment of duties would be delegated.

The results of the Chairman Pro-Tem Lottery were as follows:
2023-2025 Lottery for Chairperson Pro-Tem

1. Councilor Ryan
2. Councilor Buhle
3. Councilor Garcia-Irizarry
4. Councilor St. Vil
5. Councilor Dombrowski
6. Councilor Paul
7. Councilor Saccone
8. Councilor Brunelle

Chairman Rodriguez explained the order of the Chairman Pro-tem list will rotate successively. She stated in the absence of the Town Council Chairperson, the Town Council Chairperson Pro-tem, would sign all ordinances or resolutions passed at the meeting over which they preside; and that they would also perform all other duties of the Town Council Chairperson at that meeting.

RESULT: COMPLETED

V. APPOINTMENTS

1. MOTION to appoint Mr. Ian Stammel as the Town Treasurer.
Moved by Councilor Ryan, seconded by Councilor Dombrowski
Discussion: None.

VOTE: 9 - 0 Approved and so declared

RESULT: ADOPTED 9- 0
MOVER: Tim Ryan, Town Councilor
SECONDER: Kevin Dombrowski, Town Councilor
AYES: Brunelle, Buhle, Garcia-Irizarry, Dombrowski, Paul, Rodriguez, Ryan, Saccone, St. Vil

2. MOTION to appoint Ms. Roxanne M. Maher as the Administrative Assistant to the Ledyard Town Council.
Moved by Councilor Buhle, seconded by Councilor Ryan
Discussion: None.

VOTE: 9 - 0 Approved and so declared

RESULT: ADOPTED 9 - 0
MOVER: Jessica Buhle, Town Councilor
SECONDER: Tim Ryan, Town Councilor
AYES: Brunelle, Buhle, Garcia-Irizarry, Dombrowski, Paul, Rodriguez, Ryan, Saccone, St. Vil

3. MOTION to appoint the Twenty-seventh Town Council as the Flood/Erosion Control Board.
Moved by Councilor Dombrowski, seconded by Councilor Ryan
Discussion: None.

VOTE: 9 - 0 Approved and so declared

RESULT: ADOPTED 9 - 0
MOVER: Kevin Dombrowski, Town Councilor
SECONDER: Ryan, Town Councilor
AYES: Brunelle, Buhle, Garcia-Irizarry, Dombrowski, Paul, Rodriguez, Ryan, Saccone, St. Vil

VI. APPOINTMENTS TO STANDING COMMITTEES AND LIAISON ASSIGNMENTS

1. Appointment of Standing Committees

Chairman Rodriguez announced the 2023 - 2025 Standing Committee Assignments as follows:

ADMINISTRATION COMMITTEE

Chairman Councilor Garcia-Irizarry
Councilor Dombrowski
Councilor Brunelle

COMMUNITY RELATIONS COMMITTEE

Chairman Councilor Brunelle
Councilor Paul
Councilor St. Vil

FINANCE COMMITTEE

Chairman Councilor Saccone
Councilor Buhle
Councilor Ryan

LAND USE/PLANNING/PUBLIC WORKS COMMITTEE

Chairman Councilor St. Vil
Councilor Buhle
Councilor Dombrowski

RESULT: COMPLETED

2. Assignment of Town Council Liaisons

**TOWN COUNCIL LIAISON ASSIGNMENTS
2023-2025**

<u>Commission/Committee Board</u>	<u>Town Councilor</u>
Agricultural Commission	Councilor Dombrowski
Beautification Committee	Councilor Ryan
Board of Education	Councilor Garcia-Irizarry
Conservation Commission	Councilor Paul
Economic Development Commission	Councilor Buhle
Gales Ferry Fire Company	Councilor Saccone
Historic District Commission	Councilor Ryan
Inland Wetland/WaterCourses Commission	Councilor St. Vil
Ledyard Farmers' Market Committee	Chairman Rodriguez
Ledyard Fire Company	Councilor Saccone
Ledyard Housing Authority	Councilor Paul

Library Commission	Councilor Garcia-Irizarry
Parks, Recreation & Senior Citizens Commission	Councilor Paul
Planning & Zoning Commission	Councilor St. Vil
Public Safety Commission	Councilor Saccone
Permanent Municipal Building Committee	Councilor Buhle
Retirement Board	Councilor Rodriguez
Youth & Social Services Board	Councilor Brunelle
Water Pollution Control Authority	Councilor Dombrowski
Zoning Board of Appeals	Councilor Brunelle

RESULT: COMPLETED

VII. COMMENTS

Comments of the Chairman

Chairman Rodriguez thanked everyone who voted on Election Day. She stated that she was humbled and honored to have the opportunity to serve all the residents of Ledyard. She stated their confidence and faith in her was truly humbling and that she promised to do her very best. She thanked the Twenty-seventh Town Council for their confidence in her to serve as their Chairman. She stated this Town Council brings new members from diverse backgrounds, which was a true representation of Ledyard. She stated their diverse backgrounds would only help to bring out the best of Ledyard. She welcomed the new Town Council members; and she welcomed back the continuing Town Council members. She stated that they have a fantastic Team and that she looked forward to all of them working together in a positive manner for their Town. Thank you.

Comments of the Members of Twenty-seventh Town Council

Councilor Paul thanked everyone for the opportunity to serve their community once again. He stated that he hoped that he would continue to serve the town well over the next two-years.

Councilor Brunelle stated that she was thankful for all of the residents who came out to vote in November; and for taking the time to talk to her to let her know what was important to them. She stated that she hoped that she would continue to hear more from the residents about what was important to them and about what they would like to see in town. She stated that she would do her best to stand-up for everyone in town and to work to make Ledyard a better place to live, noting that it was already a great town.

Councilor Ryan stated that he was humbled to have a second term serving on the Town Council. He stated the past two-years were truly a learning experience; and that he looked forward to serving the town and doing the best he possibly could to make sure their residents were served as best as possible. He stated as Chairman Rodriguez stated that he also looked forward to a Town Council that would work well together.

Councilor Saccone noted he and his wife moved to Ledyard thirty-four years ago, noting that it was recommended as one of the best towns in Southeastern Connecticut; and he commented that the recommendation held to be true. He stated after serving his country he thought about what else he could do, which led him to serving his town during the past twenty-three years as a member of the Gales Ferry Volunteer Fire Company. He went on to explain having an opportunity to serve on the Town Council would enable him to continue to serve his community in other ways. He stated that the Town Council was here

to serve their residents; and he thanked the community for voting and for their confidence in all of them.

Councilor Garcia-Irizarry stated that she has lived in Gales Ferry for sixteen years. She stated over the years that she was compelled to serve her community, noting that she previously served on different town commissions; and that she was looking forward to serving on the Town Council. She thanked everyone for voting and for their confidence in her. She stated that she would work to do her best to serve the town.

Councilor Dombrowski stated that he was once again humbled to be elected to serve on the Town Council, noting that this would be his seventh term. He stated that he looked forward to continuing to serve the town, and to working with all the members of the Town Council both new and past members. He welcomed everyone to the Town Council, and he stated that he would like to say to the new in-coming members of the Town Council that Administrative Assistant Roxanne Maher was the person that keeps the Town Council on task. He stated the Town Council serves the town, noting that they were the ones who vote and make the decisions for the town, but that Ms. Maher has their back ensuring they follow the processes provided in the Town Charter, State Statutes, Ordinances, Resolutions and other Policies. Thank you,

Councilor St. Vil thanked the voters of the Town of Ledyard for the tremendous opportunity to serve them on the Twenty-seventh Town Council. He stated that he takes this opportunity seriously and that he promised to do his best; he promised to carry back all the messages that they received over the past year while knocking on doors and talking to folks; and that he promised to work with his fellow Councilors to accomplish and do our very best for the Town of Ledyard. Thank you.

Councilor Buhle noted as everyone has said this evening, that she wanted to thank the voters for having confidence in her and in all of these wonderful people to serve our town. She stated that she was grateful that the US Navy brought her family to Ledyard nine-years ago; and that she was glad to make it their home, noting that Ledyard was a great place to be; and she was glad to be a part of it.

VIII. MEETING SCHEDULE

1. MOTION to approve the Town Council meeting schedule for the 2024 calendar year as follows:

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 [^]

[^] Denotes meeting cancelled due to holiday

* Denotes regular meeting date scheduled is different from regular schedule

Moved by Councilor Dombrowski, seconded by Councilor Ryan

Discussion: Chairman Rodriguez noted the "*Rules of Procedure*" set the Town Council's regular meeting date for the second and fourth Wednesday of the month at 7:00 p.m. She stated the Town Council and its Sub Committees' meetings would be held in a Hybrid format (in-person and remote) in accordance with Policy #2022-03-0 "*Policy and Guidelines for Remote Meeting Participation*".

VOTE: 9- 0 Approved and so declared

RESULT: ADOPTED 9 – 0

MOVER: Kevin Dombrowski, Town Councilor

SECONDER: Tim Ryan, Town Councilor

AYES: Brunelle, Buhle, Garcia-Irizarry, Dombrowski, Paul, Rodriguez, Ryan, Saccone, St. Vil

IX. ADJOURNMENT

VOTE: Councilor Buhle, moved to adjourn, seconded by Councilor Dombrowski
9 - 0 Approved and so declared. The meeting was adjourned at 7:19 p.m.

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

I, S. Naomi Rodriguez, Chairman of the Ledyard Town Council,
hereby certify that the above and foregoing is a true and
correct copy of the minutes of the Town Council
Organizational Meeting held on December 4, 2023.

S. Naomi Rodriguez, Chairman