



TOWN OF LEDYARD CONNECTICUT

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

Administration Committee

~ AGENDA ~

Chairman Kevin J.
Dombrowski

Special Meeting ****PLEASE NOTE TIME 6:30 P.M.****

Wednesday, August 23, 2023

6:30 PM

Town Hall Annex- Hybrid Format

In -Person; Council Chambers-Town Hall Annex Building

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

<https://us06web.zoom.us/j/86027383667?pwd=ZmxFTytZb252Qmk0RlFaZHJlczdzQT09>

Or by Audio Only: Telephone: +1 646 558 8656; Meeting ID: 860 2738 3667; Passcode: 614415

- 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 Special Meeting Minutes of July 26, 2023.

Attachments: [ADMIN-MIN-2022-07-26-SP.pdf](#)

VI. BUSINESS OF THE MEETING

- 1. MOTION to adopt a “Town of Ledyard Policy Regarding Access and Key Control, and Key Distribution Form” as presented in the draft dated August 8, 2023.

Attachments: [POLICY RE-TOWN HALL KEYS-2023-08-14.docx](#)

- 2. MOTION to adopt the following amendment to the Employee Handbook approved on April 26, 2023:

- Page 17: Special Storm & Emergency Procedures (Paragraph 5):

“When the Town is closed, all employees designated as essential personnel are to report to work as scheduled, or in the case of an early closing, the Department Head or Supervisor

may require essential personnel to stay. Essential personnel are defined as:

- Dispatch
- Highway/Public Works/Maintenance
- Police
- Fire”.

Attachments: [Employee Handbook-2023-03.docx](#)

3. MOTION to appoint Ms. Jennifer Bingham (D) 26 West Drive, Gales Ferry, to the Ledyard Beautification Committee to complete a three (3) year term ending October 26, 2026 filling a vacancy left by Ms. Maugle.

Attachments: [Appoint Application-Bingham-Beautification Cmt-2023-08-03.pdf](#)
[LEDYARD BEAUTIFICATION COMMITTEE-2023-08-07.pdf](#)

4. MOTION to adopt a proposed “An Ordinance Concerning Liability Pertaining To First Responders Providing Emergency Assistance” as contained in the draft dated July 17, 2023.

Attachments: [ORD-GOOD SEMARITAN LAW-2023-07-19-DRAFT.docx](#)
[Good Samartian Law-CGS- 52-557b-Chapter 925-docx.docx](#)
[Good Samaritan Protection -Police-Legislative Research Report-2019-09-07 ..pdf](#)
[Ordinance-Good Samaritan-Chief Rich-email-2023-08-03.pdf](#)

5. MOTION to adopt a proposed “An Ordinance Establishing Tax Relief for Certain Modified Handicap Accessible Vehicles” as contained in draft dated July 31, 2023.

Attachments: [ORD-TAX EXEMPITON-HANDICAP ACCESSIBLE VEHICLES-2023-07-31-1.docx](#)
[Sec 12-81-c-Handicap Vehicle Tax Exemption.doc](#)
[Assesor Form-Tax Exemption-Handicap Vehicles-DRAFT-2023-07-31.docx](#)
[Ordinance- Handicap Accessible Vehicle Property Tax Exemption- Tax Impact-Tax Assessor email-2023-08-04.pdf](#)

6. MOTION to adopt proposed amendments to Ordinance #300-012 (rev. 2) “An Ordinance Concerning Blight and Public Nuisance for the Town of Ledyard” as presented in the draft dated August 14, 2023.

Attachments: [to Ordinance #300-012 \(rev. 2\) “An Ordinance Concerning Blight and Public Nuisance-DRAFT-2023-08--14](#)

7. MOTION to adopt Ordinance #500-005 (rev. 1) An Ordinance Rescinding “An Ordinance

Establishing a Nursing Service Board “ as contained in the draft dated July 31, 2023.

Attachments: [ORDINANCE-RESINDING-ORD-#500-005- NURSING BOARD-2023-05-01-.doc](#)
[Disband Nursing Board Letters 2023-07-19.pdf](#)

8. MOTION to set a Hybrid (In-Person & Video Conference) Public Hearing date on September 27, 2023 at 6:00 p.m. to be held in the Council Chambers, 741 Colonel Ledyard Highway, to receive comments and recommendations regarding the following:
- (1) An Ordinance Concerning Liability Pertaining To First Responders Providing Emergency Assistance as contained in the draft dated July 31, 2023.
 - (2) An Ordinance Establishing Tax Relief for Certain Modified Handicap Accessible Vehicles in the Town of Ledyard as contained in the draft dated July 31, 2023.
 - (3) Ordinance #500-005 (rev. 1) An Ordinance Rescinding “An Ordinance Establishing a Nursing Service Board “ as contained in the draft dated July 31, 2023.
 - (4) Proposed amendments to Ordinance #300-012 (rev. 2) “An Ordinance Concerning Blight and Public Nuisance for the Town of Ledyard” as presented in the draft dated August 14, 2023.

VII. 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 #: 23-1982

Agenda Date: 8/23/2023

Agenda #:

MINUTES

Minutes:

MOTION to approve the Administration Committee Special Meeting Minutes of July 26, 2023.



TOWN OF LEDYARD
 CONNECTICUT
 TOWN COUNCIL
 HYBRID FORMAT

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

Chairman Kevin J. Dombrowski

MINUTES
ADMINISTRATION COMMITTEE
SPECIAL MEETING

Wednesday, July, 2023

6:30 PM

Town Hall Annex Building

DRAFT

- I. **CALL TO ORDER** – The Meeting was called to order by Councilor Ingalls at 6:30 p.m. at the Council Chambers Town Hall Annex Building.

Councilor Ingalls 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
Andra Ingalls	Committee Chairman	Present	In-Person	6:00 pm	6:34 pm
Whit Irwin	Town Councilor	Present	In-Person	6:00 pm	6:34 pm
Mary McGrattan	Town Councilor	Present	In-Person	6:00 pm	6:34 pm
Kevin Dombrowski	Town Council Chairman	Present	In-Person	6:00 pm	6:34 pm
S. Naomi Rodriguez	Town Councilor	Present	In-Person	6:00 pm	6:34 pm
Kelly Lamb	Resident	Present	In-Person	6:00 pm	6:34 pm
Roxanne Maher	Administrative Assistant	Present	In-Person	6:00 pm	6:34 pm

- III. **REVIEW AND APPROVAL OF PRIOR MEETING MINUTES**

MOTION to approve the Special Meeting Minutes of June 28, 2023
 Moved by Councilor Irwin, seconded by Councilor McGrattan

VOTE: 3 – 0 Approved and so declared

- IV. **BUSINESS OF THE MEETING**

1. MOTION to recommend the Town Council appoint Ms. Kelly Lamb (U) 93R Lambtown Road, Ledyard, as an Alternate Member to the Historic District Commission to complete a five (5) year term ending December 6, 2028 filling a vacancy left by Mr. Mayer.
 Moved by Councilor McGrattan, seconded by Councilor Irwin
 Discussion: Councilor Ingalls stated Ms. Lamb had an interest in Ledyard’s history, noting that her family has lived in Ledyard for many generations. She noted Ms. Lamb’s resume was included in the Agenda packet on the meeting portal.

Councilor Ingalls thanked Ms. Lamb for attending tonight’s meeting and for volunteering to serve the town. She explained that this appointment recommendation would be forwarded to the Town Council’s August 23, 2023 meeting.

VOTE: 3- 0 Approved and so declared

<p>RESULT: 3– 0 APPROVED TO RECOMMEND MOVER: Whit Irwin, Committee Member SECONDER: Mary McGrattan, Committee Member AYES: Andra Ingalls, Whit Irwin, Mary McGrattan</p>
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V. ADJOURNMENT

Councilor Ingalls moved the meeting be adjourned, seconded by Councilor Irwin
VOTE: 3 - 0 Approved and so declared, the meeting was adjourned at 6:33 p.m.

Respectfully submitted,

Andra Ingalls
Committee Chairman



File #: 23-1957

Agenda Date: 8/23/2023

Agenda #: 1.

POLICY-PROCEDURE

Motion/Request:

MOTION to adopt a “*Town of Ledyard Policy Regarding Access and Key Control, and Key Distribution Form*” as presented in the draft dated August 8, 2023.

Background:

To ensure the safety and security of all individuals, and for more organized and manageable distribution of keyholder access, all employees will follow the attached policy and authorize the attached form.

Department Comment/Recommendation:

It is the recommendation of HR to implement the attached policy.

Mayor Comment/Recommendation:

(type text here)

Body:

DRAFT: 8/8/2023

TOWN OF LEDYARD
POLICY REGARDING
ACCESS AND KEY CONTROL

1. PURPOSE
To ensure the safety and security of all employees, visitors, buildings, and equipment of the Town of Ledyard.
2. ACCESS AUTHORIZATION AND KEY ASSIGNMENT
Each Administrator shall determine which doors their employees have access to and authorize the issuance of keys accordingly.

Upon termination, employees will be required to return all issued keys to the Human Resources Department as well as any other Town issued equipment.

Only the Director of Public Works, or designee, may issue and duplicate keys. A Key Distribution Form will be generated for each key, and all employees must personally sign for each key they are issued.

3. TEMPORARY STAFF & VOLUNTEERS

Temporary staff with assignments lasting 20 or fewer weeks will be issued a key only at the discretion of the Director of Public Works, or designee. Volunteers, student teachers, interns, contractors, and other similar guests will not be issued keys. Access to secured areas may be provided by an Administrator only. Special circumstances only will be addressed on a case-by-case basis.

4. KEY CONTROL

Employees shall keep keys in their possession and ensure that they are appropriately secured when not in their possession. Employees shall only use their keys to access authorized areas for the purpose of conducting Town business, performing their duties, or as otherwise authorized by their Administrator.

Employees shall not loan their keys to others or unlock doors for unauthorized persons. Any person who attempts to duplicate a Town-issued key by means outside of the DPW, or uses a key to access an area for purposes not authorized by the Administrator, may be disciplined up to and including termination and/or reported to the appropriate law enforcement authorities.

All employees must turn in their keys to the Human Resources Department upon separation.

5. LOST/STOLEN/MISSING/NON-RELINQUISHED/ EXTRA KEY EXPENSE RESPONSIBILITY

Keys that are lost, stolen, missing, not relinquished from exiting employees, or otherwise unaccounted for shall be reported to the Director of Public Works immediately. Employees are responsible for the expense of replacing missing keys at the then current cost of the key. The replacement fee is non-refundable, even if the old key is located.

Adopted by the Ledyard Town Council on: _____

Kevin J. Dombrowski, Chairman

Key Distribution Form

Employee Name: _____

Position: _____

Department: _____

Department Head: _____

Type of key (i.e. office/ front door to building): _____

Number of keys distributed: _____

Serial number on the key(s): _____

Distributed by: _____

My signature below confirms that I have received the key(s) listed above and I am responsible for returning these keys upon a transfer or separation of employment, or at any time my employer

requests. I will report lost or misplaced keys to my supervisor immediately.

Employee signature: _____

Date: _____

TOWN OF LEDYARD
POLICY REGARDING
ACCESS AND KEY CONTROL

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Adopted by the Ledyard Town Council on: _____

Kevin J. Dombrowski, Chairman

KEY DISTRIBUTION FORM

Employee name: _____

Position: _____

Department: _____

Department Head: _____

Type of key (i.e. office/ front door to building): _____

Number of keys distributed: _____

Serial number on the key(s): _____

Distributed by: _____

My signature below confirms that I have received the key(s) listed above and I am responsible for returning these keys upon a transfer or separation of employment, or at any time my employer requests. I will report lost or misplaced keys to my supervisor immediately.

Employee signature: _____ Date: _____



File #: 23-1956

Agenda Date: 8/23/2023

Agenda #: 2.

POLICY-PROCEDURE

Motion/Request:

MOTION to adopt the following amendment to the Employee Handbook approved on April 26, 2023:

- Page 17: Special Storm & Emergency Procedures (Paragraph 5):

“When the Town is closed, all employees designated as essential personnel are to report to work as scheduled, or in the case of an early closing, the Department Head or Supervisor may require essential personnel to stay. Essential personnel are defined as:

- ***Dispatch***
- *Highway/Public Works/Maintenance*
- *Police*
- *Fire”.*

Background:

Dispatch services have historically been treated as essential personnel.

Department Comment/Recommendation:

The Human Resources Department recommends the following amendment to the Employee Handbook that was finalized in April 2023:

Special Storm & Emergency Procedures on page 17

When the Town is closed, all employees designated as essential personnel are to report to work as scheduled, or in the case of an early closing, the Department Head or Supervisor may require essential personnel to stay. Essential personnel are defined as:

- ***Dispatch***
- *Highway/Public Works/Maintenance*
- *Police*
- *Fire*

Mayor Comment/Recommendation:

Historically, Dispatch has fallen under the Police subheading. This clarifies Dispatch as essential personnel for

Special Storm & Emergency Procedures. I support this action.

Body:
(type text here)

TOWN OF LEDYARD



EMPLOYEE HANDBOOK

Adopted by the Town Council on: April 26, 2023

INTRODUCTION

This Employee Handbook is intended as a general guide to the Town of Ledyard personnel policies, practices, and employee benefits.

The contents of this Employee Handbook are presented as a guide. Neither the Handbook nor any other personnel policies, practices, or benefits are to be understood as a promise or contract between the Town and its employees. However, violations of any of the policies stated herein could lead to discipline, up to and including termination of employment. With respect to insurance and retirement matters, the actual terms of the insurance policy, agreement, or contract will control.

Employees represented by a labor union will be governed by the policies set forth in their collective bargaining agreement to the extent that such policies differ from the policies outlined in this Employee Handbook.

The Town reserves its right to modify, change, or cancel all or any part of the Employee Handbook at any time without written or verbal notice as circumstances may require.

You are urged to read this material carefully and at your earliest convenience.

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APPENDICES

The following policies were approved separately from the Employee Handbook and are included here for ease of use:

1. DRUG AND ALCOHOL ABUSE POLICY
2. MOBILE DEVICE POLICY
3. NON-VIOLENCE POLICY
4. RETURN TO WORK POLICY
5. SOCIAL MEDIA POLICY
6. SMOKE FREE WORKPLACE POLICY
7. TECHNOLOGY USE POLICY
8. VEHICLE USE POLICY – MUNICIPAL VEHICLES
9. WORKPLACE HARASSMENT POLICY

EQUAL EMPLOYMENT OPPORTUNITY POLICY

It is the continuing policy of the Town of Ledyard to ensure equal employment opportunity in all personnel actions. Our policy is stated as follows:

1. Recruiting, hiring, training, and promoting of all job classifications will be without regard to race, religion, color, national origin, ancestry, gender, gender identity or expression, sexual orientation, marital status, age, veteran status, or physical or mental disability, except in the case of bona fide occupational qualifications.
2. Employment decisions will be based solely on the individual's experience and qualifications as related to the requirements of the position for which the individual is being considered.
3. All personnel actions such as compensation, benefits, transfers, terminations, and layoffs, return from layoffs, town sponsored training, education, social and recreational programs will be administered without regard to race, religion, color, national origin, ancestry, gender, gender identity or expression, sexual orientation, marital status, age, veteran status, or physical or mental disability unless accommodations cannot be provided under the legal standards presented.

EMPLOYMENT-AT-WILL

Those employees who (i) do not have an individualized written employment contract, (ii) are not members of a bargaining unit covered by a collective bargaining agreement, or (iii) do not hold an office to which statutory termination provisions are applicable, are employed at the will of the Town. At-will employees are subject to termination by the Town at any time, for any reason, with or without cause or notice. Nothing in this Handbook or any statement, written or oral, shall limit the Town's right to terminate employment at will. Similarly, employees are free to terminate their employment at any time without cause.

HOURS OF WORK

The normal work week is Sunday through Saturday.

Full-time employees are those who are regularly scheduled for thirty (30) or more hours per week. Part-time employees are those who are regularly scheduled for fewer than thirty (30) hours per week.

The schedule of working hours for employees is determined by each department head, including work breaks and meal periods. All employees who work at least eight hours per day are entitled to a meal break after four hours of work. Meal periods are unpaid unless specifically authorized as paid time by the supervisor or department head. You may not work through your meal break without supervisor or department head approval as such time may cause overtime or comp time to

be incurred. Supervisors or department heads may find it necessary to change work schedules to meet the operational needs of the department.

Employees may be requested, on occasion, to work more than their regularly scheduled work hours. Employees are not permitted to work additional hours or overtime without the prior approval of their supervisor or department head.

ATTENDANCE AND PUNCTUALITY

Employees who are unable to report to work at their regular starting time are required to contact their supervisor as soon as possible to explain the reason for their absence and when they expect to return at work. An absence that is a no-call and no-show is a serious matter and if not excused by an emergency may be regarded as job abandonment.

The major function of Town employees is to serve the citizens of the Town. Absenteeism and tardiness increase the workload of other employees and affect the cost and quality of services provided. It is important that all employees are punctual in starting work in order that this service is assured during working hours.

Employees reporting to work after their scheduled starting times will be considered tardy. Employees are expected to work their entire shifts. Tardiness also includes leaving early without permission.

PROBATIONARY PERIOD

The first six (6) months of employment for new employees shall be a probation period to assess whether the job is a proper fit for both the new employee and the Town. Upon completion of six (6) months of employment, employees will be entitled to applicable fringe benefits as described in this Handbook. Employees are not allowed to schedule time off during the probationary period except for emergencies. Employees will accrue appropriate benefits during the probationary period and will receive pay for any Town designated holidays.

The new employee's supervisor will submit a job performance evaluation to the department head or Director of Human Resources by the end of the probationary period, including a recommendation as to whether the employee should continue in the position.

EMPLOYEE CLASSIFICATIONS

Regular Full-Time Employees. Full-time status is given to employees working thirty (30) hours or more per week. Regular status is used to describe those employees whose jobs are ongoing with the Town. Regular full-time employees are eligible for all Town benefits prorated from a forty (40) hour week.

Regular Part-Time Employees. Part-time status is given to non-temporary employees working fewer than thirty (30) hours per week. Regular Part-time employees are eligible for certain Town benefits as defined in this Handbook or in their terms of hire.

Temporary Employees. Temporary employees are hired on an interim or temporary basis to supplement the workforce and are given a limited duration of employment or a specific work-ending date. Employment beyond an initially-stated period will not imply a change in employment status. Temporary employees are not eligible for Town benefits.

Seasonal Employees. Seasonal employees are employees who work less than 120 days in a calendar year. Seasonal employees are not eligible for Town benefits.

Rehired Employees. Eligibility for employee benefits of rehired employees will be based on their rehire date.

Non-exempt Employees. Nonexempt employees are subject to the minimum wage and overtime provisions of the Fair Labor Standards Act and the Connecticut wage and hour laws.

Exempt Employees. Exempt employees are exempt from the provisions of the Fair Labor Standards Act and Connecticut wage and hour laws and are not entitled to overtime pay. Exempt employees may include personnel employed in executive, administrative, and professional capacities.

Elected Officials. Elected Officials are elected by the citizens of the Town of Ledyard. Certain elected officials are treated as employees for the purposes of salary and benefits and will be guided by the Town's policies, the Resolution Establishing Administrator/Department Head Benefits, or to individual specifications for their positions.

EMPLOYEE TERMINATIONS

Employee terminations may occur for numerous reasons, including the following:

- Employee's Resignation
- Employee's Retirement
- Reduction in the Workforce
- Expiration of an Employment Contract
- Employee's Discharge

Discharge can be for any reason not prohibited by law. In the absence of a specific written agreement, and in conformance with the Town's employment-at-will policy, employees are free to resign at any time and for any reason and the Town reserves the right to terminate employment at any time and for any reason.

Employees are requested to give written notice of their intent to resign and should be guided by the following criteria:

- Supervisory and managerial employees - four weeks' notice.
- All other employees - at least two weeks' notice.

Once notice is given, employees are required to work the entire two or four week notice period and vacation or personal time will not be allowed unless prior approval is granted by the employee's supervisor.

Recommendation by a supervisor for the discharge of an employee must have final approval by the Mayor.

The Director of Human Resources will be responsible for conducting exit interviews of all terminating employees and for securing the return of all Town property such as automobiles, keys, credit cards, tools, phones, and so forth.

Termination and discharge procedures are only guidelines and do not create a binding agreement between the Town and its employees.

SALARY ADMINISTRATION

It is the Town's policy to provide equitable compensation for each employee based on the responsibilities of the individual's position and performance.

Non-union salaries are established by the Mayor with the approval of the Town Council on an annual basis and are based on the education and experience required to perform the duties and the responsibilities of the position and how those responsibilities relate to those responsibilities of other Town positions.

In order to maintain a fair and consistent pay structure, the Town may participate in local salary surveys to compare Town salaries with those of similar positions in other similar municipalities.

It has been the practice of the Town to implement salary increases to non-union employees, as recommended by the Mayor, effective July 1 of each year. This practice is only a guideline and does not create a binding commitment. The percentage of salary increases given is determined during the Town's budget deliberations.

PAYDAY

Employees are paid the following week of each bi-weekly period. Employees enter their time each day into the Town's digital time keeping and attendance system. Department heads review and submit approved time entries to the payroll office by 7:00 a.m. on the Monday following the close of the bi-weekly pay period, reporting all hours worked by all department employees except elected officials. Time should also be recorded for all paid time off.

Deductions are made from paychecks, as required by law, for federal and state withholding for taxes and social security and Medicare, as well as any other payroll deductions employees authorize the Town to make or that the Town is legally required to make, such as retirement plan contributions.

Employees shall have their pay automatically deposited into checking or savings accounts by making a request to the Payroll officer.

OVERTIME

Non-exempt employees shall be paid at the straight time rate for all hours worked more than regularly scheduled hours and up to forty hours in one workweek. In accordance with the Fair Labor Standards Act, all non-exempt employees shall be paid at the rate of time and one-half the straight time rate for all hours worked more than forty hours in one work week. All hours worked on a holiday will be paid at the rate of time and one-half or at the rate determined in collective bargaining units if specified.

Exempt employees do not receive either overtime pay or compensatory time in lieu of overtime pay.

Exempt employees are expected to work beyond the normal workday when necessary, including attendance at Town board or commission meetings in the evenings.

All overtime must be requested and approved by department heads before overtime work will be allowed.

Overtime is computed on the basis of hours actually worked in the payroll week; pay for time not worked, such as vacation or sick leave, will not be counted.

PERSONNEL RECORDS

Employees are responsible for informing the Director of Human Resources of any change in name, address, telephone number, marital status, number of dependents, beneficiary designations for any of the Town's benefit plans, and person to be notified in case of emergency.

Employees may inspect their own personnel records, and may receive copies of, but not remove, documents in the file. An appointment for inspection of an employee's own personnel file should be made with the Director of Human Resources. An employee may request removal of what the employee believes to be erroneous information in the personnel file. However, the decision to remove is within the sole discretion of the Town.

If an employee disagrees with a personnel record (e.g., performance evaluation, discipline record) they may submit a rebuttal for inclusion in their personnel file.

JOB POSTING

After approval by the Town's Director of Human Resources and Finance Director, job vacancies will be posted on Town bulletin boards and the Town website for a minimum period of seven (7) days. Employees may apply for any posted position for which they are qualified. Applicants shall be selected based on qualifications including, but not limited to, ability, education, training, seniority, experience, and general background, in accordance with the job description and the equal employment opportunity policy.

SOLICITATIONS

Employees may not engage in solicitations for any purpose during working time, which includes the working time of both the employee who seeks to solicit, and the employee being solicited. Distributions of any type, whether documents or goods, are prohibited in working areas and areas accessible to the public for Town services. Non-employees may not solicit employees or make distributions of any kind on Town premises.

EMPLOYEE DISCIPLINE

Whenever an employee's performance, attitude, work habits or personal conduct in the workplace fails to meet the expected level of performance, supervisors shall promptly inform the employee, and specify such lapses and give counsel and assistance. In some instances, the employee's conduct may justify disciplinary action, up to and including discharge. The purpose of discipline is not to punish the employee, but rather to make the employee aware of the consequences of continued substandard performance, and to serve as an inducement for improvement.

The type of disciplinary action taken will be based on the severity of the situation. In general, disciplinary actions will follow a progressive order of severity, including verbal warning, written warning, suspension without pay, demotion, and discharge. The Town has the right in its discretion

to determine the appropriate level of disciplinary action based on the circumstances involved. The use of progressive discipline does not change the at-will nature of the employment relationship, which may be terminated at any time by either party.

SAFETY

The Town will comply with all applicable federal, state, and local safety statutes and regulations and will provide a work environment as free as practicable from safety hazards.

Employees should practice safety awareness by thinking defensively, anticipating risks, and reporting unsafe conditions immediately. Employees should know the location, contents and use of emergency aid and fire-fighting equipment, and the location of emergency exits.

The Town has appointed a Public Safety Committee to oversee the Town's safety policies and procedures. The Safety Committee's responsibilities include:

- Developing safety plans or programs as needed;
- Investigating and correcting unsafe working conditions or potential hazards;
- Conducting periodic safety and health inspections of all work areas;
- Organizing safety-training seminars for employees.

Employees are expected to comply with all safety requirements whether established by the Town or by federal, state, or local law. Accidents, and violations of safety rules and regulations, must be reported immediately to a supervisor or responsible Town official. Failure to comply with safety requirements will be grounds for discipline, up to and including termination of employment.

Please see your supervisor for a copy of your department's safety policies and procedures.

VACATION

Vacation eligibility is based on continuous service with the Town in accordance with the guidelines established below. The established vacation year is the calendar year, January 1 through December 31, each year.

LENGTH OF SERVICE

VACATION HOURS

Thirty-five (35) hour work week:

One (1) year to five (5) years

5.833 hours per month/70 hours per annum

Five (5) years to fifteen (15) years

8.75 hours per month/105 hours per annum

More than fifteen (15) years

12.833 hours per month/154 hours per annum

Forty (40) hour work week:

One (1) year to five (5) years

6.666 hours per month/80 hours per annum

Five (5) years to fifteen (15) years

10 hours per month/120 hours per annum

More than fifteen (15) years

14.666 hours per month/176 hours per annum

Vacation leave shall not be taken until a new employee has completed six months of service with the Town.

Vacations must be taken within the calendar year, except that employees may carry over no more than a year's worth of vacation days into the next calendar year when department schedules and workload so require. Carry-over vacation time must be approved by the Mayor no later than November 15 for the following calendar year.

Payment in lieu of vacation is not allowed except upon termination of employment. Accrued but unused vacation shall be paid in the event of termination, except in the event of discharge for cause.

Personal days may not be used to extend the vacation. Holidays occurring during a vacation will not be counted as a vacation day.

Vacations must be scheduled at least ten (10) days in advance and are subject to department head approval. Employees must enter their vacation request into the Time and Attendance online portal. Requests will be reviewed by the department head and either granted or denied through the online portal based on several factors, including the operational and staffing requirements of the Town and the employee's length of service.

HOLIDAYS

Employees are entitled to the following holidays with pay:

New Year's Day
Martin Luther King Day
Presidents' Day
Memorial Day
Independence Day
Labor Day
Columbus Day
Veterans' Day
Thanksgiving Day
Day after Thanksgiving
Christmas Day
Two (2) Floating Holidays*

A holiday that falls on a Saturday shall be observed on the preceding workday. A holiday that falls on a Sunday will be observed on the following Monday.

Employees who do not actually work their last scheduled workday before or the first scheduled workday after a holiday are ineligible for paid holiday leave unless their absence is excused due to an emergency or illness which must be accompanied by a medical provider's note.

If eligible nonexempt employees are required to work on a recognized holiday, they will receive holiday pay, plus wages at their regular rate, for all hours worked on the holiday. Paid time off for holidays is not treated as hours worked for the purposes of calculating overtime.

Employees requesting to take time off from work for any religious or ethnic holiday not considered a Town paid holiday may utilize personal leave time, accrued vacation time, or a day without pay.

Regular part-time employees will receive holiday pay when the holiday falls on their regularly scheduled workday.

Employees who are required to work on a holiday will receive holiday pay in addition to the employee's regular pay.

*The Town provides two (2) floating holidays. One may be designated by the Mayor and the other will be the employee's choice. The Mayor may decide not to designate a universal floating holiday in which case the employee chooses both.

PERSONAL LEAVE

Regular full-time employees are eligible for three (3) personal days each fiscal year with approval from the employee's department head. These days are to allow employees time to conduct personal business that can only be accomplished during regular work hours.

Regular part-time employees scheduled for five workdays each week are eligible for three (3) personal days per fiscal year prorated to the number of hours normally worked.

FUNERAL LEAVE

Upon the death of a member of the employee's family, full-time employees will receive time off with pay in accordance with the following schedule or as provided by union contract:

- Up to three (3) days in the event of the death of a spouse, child, stepchild, foster child, mother, father, mother-in-law, father-in-law, brother, sister, grandparents, grandparents-in-law, and grandchildren.
- Up to one (1) day in the event of the death of all other relatives.

Regular part-time employees will be eligible for paid funeral leave in the event the funeral leave days occur on regularly scheduled workdays. Such funeral leave pay shall be based upon the number of hours normally worked.

JURY DUTY LEAVE

While serving on jury duty, employees will receive pay equal to the difference between the jury duty pay and their regular salary.

Employees who receive notice of jury duty must present the official court documentation to their supervisor as soon as possible in order that arrangements may be made to cover absences.

Employees called to jury duty will furnish the Director of Human Resources with confirmation of actual hours of jury duty worked and the pay received.

Employees who are released from jury duty with three or more hours remaining in their regular workday are expected to report for work.

Regular part-time employees will be eligible for paid jury duty leave provided that the jury duty occurs on a regularly scheduled workday. Such jury duty leave will be based upon the number of hours normally worked.

MILITARY RESERVE LEAVE

Employees who are members of the National Guard or the reserve corps of any branch of the armed forces of the United States and who are required to attend training, meetings, or drills during regular working hours will be allowed a leave of absence for such purpose. Employees will receive their regular compensation during such leave not to exceed ten (10) paid working days per year.

Employees who are required to participate in military reserve duty will furnish the Director of Human Resources with confirmation of actual hours of military reserve duty worked and the pay received. The amount of compensation from the Town shall be the difference between the employee's military pay and the amount due them as an employee. If the employee's military pay exceeds his compensation as an employee, the military pay shall be the employee's sole compensation.

Employees who enter, or are called to active duty in, the armed forces of the United States, will receive unpaid leave of absence for the duration of the original enlistment and reinstatement rights as provided by state and federal law.

The Town complies with all aspects of the Uniformed Services Employment and Reemployment Rights Act.

SICK LEAVE

The Town recognizes that on occasion employees may be physically unable to perform the duties of their positions due to non-job-related illness or accident.

Absence due to non-job-related illness or accident will be paid at regular wages. A physician's letter confirming legitimate sick leave absence and is required for absences of more than three (3) consecutive days and may be required for repetitious absences regardless of number of consecutive days.

Employees are required to call in to their supervisor and request sick leave prior to the beginning of the scheduled workday.

All sick days must be approved by the employee's supervisor and so noted in the payroll time and attendance portal. Where the absence qualifies for federal FMLA leave, the Town may designate the absence as FMLA leave running concurrently with sick leave.

Regular part-time employees who are eligible for sick leave will receive the benefit prorated to the number of hours or days normally worked.

SHORT TERM DISABILITY
LONG TERM DISABILITY BENEFIT

Both short term disability benefits and long-term disability benefits are applicable as addressed in union contracts or the Department Head Resolution. Specific details of this benefit and procedures for making a claim may be obtained from the Director of Human Resources.

WORK RELATED ABSENCE

Employees who are injured on the job or who develop a work-related illness will be provided compensation for lost wages and medical expenses under the Workers' Compensation Act.

Any injury connected with work (no matter how minor!) must be reported immediately to the employee's supervisor to receive first aid treatment and to complete the appropriate injury report form for Human Resources, to obtain benefits under workers compensation.

If an employee qualifies for workers' compensation benefits, the Town will pay the difference between the workers' compensation payment and the employee's normal weekly salary for up to 12 weeks. At the expiration of this period, the Town's differential payment will cease and the employee, if still disabled, will continue to be eligible for workers' compensation benefits.

In the event that the workers' compensation claim is denied, and the employee remains disabled from work, the employee's absence will be treated under the FMLA, as applicable.

Employees who are totally disabled from work for twelve weeks will be separated from employment. The employee may reapply for employment once they are able to perform the essential functions of the job with or without a reasonable accommodation in accordance with relevant state and federal laws.

REPORTING PROCEDURE - JOB RELATED INJURY

In the event an employee is involved in a job-related injury, the following procedure should be followed:

- The injury must be reported to the employee's supervisor immediately;
- The supervisor must complete and forward the Town's First Report of Injury Form to the Director of Human Resources within 24 hours;
- The employee should get immediate medical care from the nearest or nearest hospital emergency department;
- Any medical service or prescription bills should be forwarded to the Director of Human Resources.

FAMILY AND MEDICAL LEAVE

The Town of Ledyard will comply with all requirements of the federal Family and Medical Leave Act of 1993 (FMLA). The provisions of the Act are complex, and this policy is only intended to provide a summary. Any questions about a specific situation should be addressed to the Director of Human Resources.

Employees who have worked for the Town for at least twelve (12) months and at least 1,250 hours over the previous twelve (12) months may take up to twelve (12) weeks of unpaid Family and Medical Leave for the following reasons:

1. Birth and/or care of a child of the employee;
2. Placement of a child into the employee's family by adoption or by a foster care arrangement;
3. Care of the employee's spouse, child or parent who has a serious health condition;
4. Inability of the employee to perform the functions of the employee's position due to a serious health condition;
5. Qualifying exigencies arising from a spouse, child or parent of the employee who is on active military duty or is called to active duty in support of a contingency operation;
6. Care for a spouse, son, daughter, parent or next of kin who is a military member and who has a serious health condition.

The relevant twelve-month period is measured from the date that an employee first uses any leave. The entitlement for leave for military caregiving is a maximum of 26 weeks in a single twelve-month period.

Spouses who are both employed by the Town are limited to a combined total of twelve weeks in a twelve-month period when the leave is for birth or adoption or foster care placement of a child, or the serious health condition of a parent. Likewise, spouses are limited to a combined total of 26 weeks for military caregiver leave.

Employees may also request leave to serve as an organ donor or bone marrow donor, provided the employee provides sufficient written certification from a physician of the proposed donation and the probable duration of the employee's recovery.

Employees shall be required to use their accrued paid leave time available under the Town's benefit programs (i.e., personal leave and/or vacation time), and available paid sick leave when the leave is taken because of a serious health condition of the employee. Paid leave time will run concurrently with FMLA leave and will not extend the amount of available leave time.

During FMLA leaves the Town will continue to pay its portion of employees' health and dental insurance premiums. Employees shall be required to pay their portion of insurance premiums as they would while actively employed. Employees are required to pay their pension plan contributions. The employees' health, dental, and retirement contributions shall be paid directly to the Town of Ledyard and addressed to the Director of Human Resources.

Any FMLA leave request which is based on a family member's or employee's own serious health condition must be supported by medical certification from a physician. For leave to be taken on an intermittent or reduced-schedule basis, the employee must provide information which establishes the medical necessity for such leave, and an estimate of the dates, duration and frequency of absence for such leave.

When the necessity of FMLA leave is foreseeable, employees are requested to provide the Town at least thirty (30) days' notice of intention to take leave. For unforeseeable situations, employees must give as much notice as is reasonably possible. Employees undergoing planned medical treatment are required to make a reasonable effort to schedule the treatment in order to minimize disruptions to Town operations.

An employee returning from FMLA leave should contact the Director of Human Resources [or equivalent Town administrative employee] at least two weeks prior to the date of return. An employee who has taken leave because of the employee's own serious health condition must provide a fitness-for-duty certification from the attending healthcare provider. Employees who return to work from FMLA leave of absence no later than the business day following the expiration of the twelve (12) weeks are entitled to their job or an equivalent position, including equivalent benefits and pay.

Employees may obtain a request form and further information regarding Family and Medical Leave from the Director of Human Resources.

MATERNITY LEAVE

Maternity Leave is administered under the Town's Family and Medical Leave policy.

Employees who are not eligible for family and medical leave will be granted a reasonable leave of absence for disability resulting from pregnancy and will be reinstated to their original job or to an equivalent position with equivalent pay, benefits, and service credits.

Employees requesting maternity leave must provide a statement from a physician to the Town stating the date on which the birth of the baby is anticipated and the date on which the employee will no longer be physically able to perform the duties of her position.

The Town will make reasonable efforts to transfer a pregnant employee to any suitable temporary position which may be available in any case in which an employee gives written notice of her pregnancy and either the Town or the employee reasonably believe that continued employment in the employee's current position may cause injury to the employee or the fetus. Issues concerning such a transfer may be appealed to the Connecticut Commission on Human Rights and Opportunities.

An employee on Maternity Leave is required to provide to the Town a written certification from her physician of her physical capability to return to her normal duties and the approved date of her return.

LIFE AND ACCIDENTAL DEATH AND DISMEMBERMENT INSURANCE

The Town provides all full-time benefited employees with a life and accidental death and dismemberment insurance policy. The face value of the policy differs depending upon the union contract or Department Head Resolution as applicable. Specific details of this benefit and the procedure for making claims may be obtained from the Director of Human Resources.

HEALTH INSURANCE

The Town provides group medical, dental, and vision insurance to eligible employees. The cost of coverage is shared by the employee and the Town. Employees who elect coverage will be required to contribute their portion of the premium cost through automatic payroll deduction on a bi-weekly basis. Employees who work fewer than full-time hours will pay the same premium share as full-time employees. Premium share percentages are determined by collective bargaining agreements for union employees and by the Department Head Resolution for non-union professional employees.

Employees who opt out of the health insurance may be eligible for an annual waiver stipend. Employees who are covered under a spouse or parent under the town health insurance are not eligible for the waiver stipend.

Specific details on the insurance policies and premiums and the procedure for making claims may be obtained from the Director of Human Resources.

COBRA (Continuation of Health Insurance Benefits)

The Town of Ledyard will comply with all requirements of the Consolidated Omnibus Budget Reconciliation Act (COBRA).

This Act provides continuation of health and/or dental insurance coverage for employees and dependents in certain situations where medical and dental coverage would otherwise terminate. The employees or dependents must pay the full required premiums if they elect continuation of coverage.

Continuation coverage goes into effect for employees, surviving spouses, and/or dependents for 18 months if coverage is lost due to:

- Employee's termination (except for gross misconduct);
- Employee layoff;
- Reduction in employee's hours.

Continuation coverage is provided under certain conditions up to 36 months for:

- Surviving spouses and dependents of deceased employees;
- Legally separated and divorced spouses and dependent children of currently covered employees;
- Children whose dependent coverage ceases under the plan;
- Spouses and dependents of employees who are eligible for Medicare but who, themselves, are not eligible for Medicare.

The Director of Human Resources will notify an employee of the right to choose continuation coverage if employment is terminated or a reduction in work hours results in the loss of eligibility for health and dental insurance benefits. The employee will have sixty (60) days from the date of notice of the loss of coverage to inform the Town that the employee or family member wishes continuation coverage. The employee or family member has the responsibility to inform the Director of Human Resources of a divorce, legal separation, or a child losing dependent status.

PENSION and RETIREMENT PLANS

The Town provides a pension plan to employees hired before the Plan was closed to new employees in 2012. Any employee hired on or after July 1, 2012, is entitled to participate in the Town's defined contribution retirement plan.

Participation in the defined contribution plan is directed by union contract or the Department Head Resolution for mandatory contribution levels and the Town matching contribution.

Specific details of these benefits may be obtained from the Director of Human Resources.

SPECIAL STORM AND EMERGENCY PROCEDURES

In the event of a significant storm or other hazardous condition, the Town may decide that specific Town buildings or operations will open late, close early or not open for the entire day. The Mayor will be responsible for the decision to close or delay opening. The Mayor's assistant will create an outgoing voicemail message on the Town office telephone by a reasonable time the day of the closing or late opening.

When operations are officially closed due to emergency conditions, leave from scheduled work will be paid for full-time employees. Part-time employees are eligible for pay when the Town is closed due to emergency conditions for only those hours that they were scheduled to work.

If an employee is unable to work due to inclement weather when the Town is open, the employee will not be paid, but may elect to use vacation or personal time for the time not worked.

Employees in essential operations may be asked to work on a day when the Town is officially closed. In these circumstances, employees who work will receive pay based on their union contract or the Department Head Resolution.

When the Town is closed, all employees designated as essential personnel are to report to work as scheduled, or in the case of an early closing, the Department Head or Supervisor may require essential personnel to stay. Essential personnel are defined as:

- Highway/Public Works/Maintenance
- Police
- Fire

EMPLOYEE ASSISTANCE PROGRAM

Unexpected problems or issues during employment may negatively impact your job performance. These problems may be related to emotional difficulties, marital or family difficulties, alcohol or drug abuse, or financial concerns. Sometimes these problems are of such a serious nature that they require outside professional help. The Town strongly supports the Employee Assistance Program to help employees deal with such issues.

The Town provides professional assessment, counseling, and referral services for employees experiencing personal problems impairing work performance or having the potential to do so. This service is extended to all members of the employee's immediate family because their problems may also adversely affect the employee's ability to perform satisfactorily. The purpose of this policy is to assure employees that if personal problems are the cause of unsatisfactory job performance, they will receive consideration, understanding, and an offer of professional assistance to help resolve the problems in a confidential manner.

Utilization of this program by employees is completely confidential and will in no way jeopardize job security, opportunity for promotion, or reputation. Employee referrals will be handled with the

highest degree of confidentiality. The information and records of this program are maintained in the same confidential manner as health and medical information.

TOWN EXPENSE REIMBURSEMENT

Employees who incur an authorized and documented expense while conducting Town of Ledyard business will be reimbursed for the expense.

Employees are responsible for payment of expenses when they are incurred and should claim reimbursement from the Town by submitting a report to the Director of Human Resources or directly to the Finance Department, of the expenses incurred with the following information:

- Item, amount, and date of the expense;
- Name and location where the expense was incurred;
- Documentation of the expense, preferably a charge card receipt;
- Authorization from a supervisor designating approval of the expense.

Reimbursement claims must be submitted within 30 days after the expense is incurred.

The Town's mileage allowance will be determined by IRS guidelines.

VEHICLES AND OPERATING EQUIPMENT

All vehicles, and operating equipment, whether police, highway, or other vehicles or equipment in use, are the property of the Town of Ledyard. They are to be operated safely, with proper standard operating procedures and care in use, and in full compliance with motor vehicle and safety laws. Any employee who operates licensed vehicles on roadways must be a listed driver on the Town's auto insurance policy. Any employee using a Town vehicle must complete a Vehicle Use Policy for Municipal Vehicles available through Human Resources or the Mayor's office.

Any mishandling of Town equipment observed must be reported to the Mayor's office.

It is a violation of state law for any vehicle operator to engage in the operation of a motor vehicle while using a hand-held mobile/cell phone unless through "hands-free" operation or any other mobile electronic device while a vehicle is in motion. Employees operating a Town vehicle may not use text or view the hand-held mobile/cell phone while the vehicle is in motion.

Texting while driving a Town vehicle is strictly prohibited.

NON SMOKING

The Town of Ledyard provides a healthy environment for all staff, town residents and visitors. To eliminate the documented health hazards of secondhand smoke and to maintain good air quality in all working environments, smoking is strictly prohibited in all areas of all buildings, grounds, and parking lots owned and managed by the Town of Ledyard.

Smoking includes cigarettes, cigars, pipes, smokeless tobacco, snuff, chew, e-cigarettes, and vaping products. This prohibition includes all work areas or visitor areas, vehicles, corridors, stairwells, restrooms, meeting rooms, and closed offices. If you smoke off site, please ensure that you dispose of your butts and debris in an appropriate receptacle.

All employees share the responsibility for adhering to this policy and cooperating in its enforcement. Any concerns should be brought to the attention of the employee's supervisor, the Director of Human Resources or Mayor.

DRESS GUIDELINES

Appearance is a basic part of the professionalism that we must project to inspire the confidence and trust of the residents of our community. Employees should dress in an appropriate, professional, and reasonable manner.

Employees whose work takes place predominantly in a Town of Ledyard office must avoid the following: revealing tops, shorts, short skirts, sweatshirts, sweatpants, lounge pants, yoga pants, t-shirts, or blue jeans. Shoes should be safe and clean therefore employees shall avoid flip-flops, slippers, or ill-fitting sandals.

Clothing on "casual days" may include clean jeans, t-shirts, and sneakers. Torn or ragged clothing or shoes are inappropriate. Employees who must be sent home to change inappropriate attire will not be paid for time lost. T-shirts, which display offensive language or graphics, are strictly prohibited.

Employees may be required to wear uniforms and safety equipment as designated by their department policy.

NEPOTISM POLICY

The Town may employ two or more persons who are related. However, immediate relatives will not be employed, promoted, or transferred to any position, whether regular or seasonal, where one relative would have the authority to supervise, appoint, remove, discipline, audit or evaluate the performance of the other. The Town will avoid other circumstances that would place relatives in a situation of actual or reasonably foreseeable favoritism, appearance of favoritism, or conflict of interest.

Immediate relatives include spouse, domestic partner, or co-habitant; children; parents, grandparents, and grandchildren; siblings; including step and in-law relationships; and any other permanent member of an employee's household.

CONFIDENTIALITY

Employees hold a position of responsibility and trust to the Town of Ledyard and its residents that may require an employee to have access to confidential and proprietary information, including protected health information. The Town has disclosed such information to employees in reliance on their promise to protect such information from loss or misuse. Employees may not remove from the workplace items containing confidential information such as Town files, computer files/programs, or any other documents or electronically stored information, without permission.

The Freedom of Information Act (FOIA) requires the disclosure of many public records, and the Town responds promptly to Freedom of Information requests. However, the Act exempts certain types of personal, proprietary, and confidential information from disclosure. Employees should not discuss confidential information with anyone not directly concerned with Town business to which the information applies. If you receive a FOIA request, you must inform the Town Clerk immediately and forward the request(s) for processing.

CONFLICTS OF INTEREST

Employment with the Town of Ledyard imposes a special obligation to conduct all business and personal affairs with the highest standards of integrity. Any concern as to whether a particular action poses an actual or apparent conflict of interest should be discussed with the employee's supervisor or an appropriate Town official.

An employee shall be considered to have a conflict-of-interest if:

- The employee has existing or potential financial or other interests which impair or might reasonably appear to impair an independent, unbiased judgment in the discharge of responsibilities to the Town of Ledyard; or

- The employee is aware that a member of their family (spouse, parent, sibling, children, or other relative living in the same residence), or organization in which the employee (or member of their family) is an officer, director, employee, member, partner, trustee, or controlling stockholder, has such existing potential financial or other interests; or
- The employee is unable to act impartially or without bias in performing their duties.

Employees shall neither solicit nor accept gratuities, favors, or anything of monetary value from residents or from contractors or potential contractors.

An employee must disclose any possible conflicts of interest so that the Town may assess and prevent potential conflicts of interest from arising. It is not possible to specify every action that might create a conflict of interest. Employees who have any questions concerning an action or proposed course of conduct should seek guidance from the department head or Director of Human Resources.

OUTSIDE EMPLOYMENT

Employees may hold outside jobs which do not interfere with the employee's obligations to the Town of Ledyard or performance standards expected by the Town. However, employees must disclose to their supervisor and Director of Human Resources all outside jobs that they hold. Employees will not hold themselves out or otherwise create the impression that they are representing the Town in any such endeavor.

If the Town determines that an employee's outside work interferes with performance or the ability to meet the requirements of the Town position as they may be modified from time to time, the employee may be asked to terminate the outside employment in order to remain a Town employee.

Outside employment that constitutes a conflict of interest is prohibited. To determine the possibility of a conflict of interest or other detrimental effects, employees are required to disclose any such outside employment to their department heads.

HARASSMENT COMPLAINT PROCEDURE

Any individual who believes they have been subjected to harassment of any type should immediately report the occurrence to their Supervisor, Director of Human Resources or Mayor. (In the event the harassment complaint is against the Mayor, the complaint should be reported to the Director of Human Resources). Reported allegations of harassment, discrimination, or retaliation shall be investigated promptly. To the extent possible, the Town will honor an employee's request for confidentiality, consistent with adequate investigation and appropriate corrective action.

The investigation may include interviews with the parties involved, witnesses, or others with relevant knowledge. The investigator will, as soon as possible, begin the investigation of the harassment complaint, including the following steps:

- If the investigator has reason to believe the complaint may be justified, the investigator will meet with the person against whom the complaint was filed as well as any witnesses to the incident or incidents;
- The investigator will complete a written report which will include a determination as to whether harassment has occurred.

After reviewing the harassment complaint and investigative report, the Mayor or Director of Human Resources shall take all appropriate corrective or disciplinary action or, when necessary, recommend that such disciplinary action be taken by the Town official or body charged with the authority to discipline the individual.

Retaliation against any employee who has made a harassment complaint or against any witnesses or other persons connected with the investigation of the complaint is prohibited.

Any person faced with the accusation of harassment is entitled to due process. False and malicious complaints of harassment, discrimination or retaliation may be the subject of appropriate disciplinary action.

ACKNOWLEDGEMENT OF RECEIPT OF THE TOWN OF LEDYARD

EMPLOYEE HANDBOOK AND NOTICE OF DISCLAIMER

I acknowledge having received a copy of the Town of Ledyard Employee Handbook. I understand my responsibility to read the Handbook and familiarize myself with its contents.

I understand that this Employee Handbook contains guidelines only. The Town shall have the maximum discretion permitted by law to interpret, administer, change, modify or delete the rules, policies and benefits contained in the Handbook at any time. No statement or representation by a supervisor or other department head, whether oral or written, can supplement or modify this Handbook. Changes can be made only by a written notice issued by the Mayor. I also understand that any failure or delay by the Town to enforce any work policy or rule will not constitute a waiver of the Town's right to do so in the future. To the extent that any of the policies in this Handbook are different from previous policies, those previous policies are null and void and superseded by the policies contained herein.

I understand that neither this Handbook nor any other communication by a representative of the Town administration, whether oral or written, is intended to, in any way, create a contract of employment. Unless governed by a union contract, employment with the Town is voluntarily entered into and on an at-will basis. Similarly, the Town may terminate my employment at any time with or without notice. Any contract of employment must be in writing and signed by the Mayor.

Please sign and date below to verify that you have received the Town's Employee Handbook and accept your obligation to read and understand it.

Signature

Date

Name (Please Print)

Appendices



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 23-1955

Agenda Date: 8/23/2023

Agenda #: 3.

APPOINTMENT

Motion/Request:

MOTION to appoint Ms. Jennifer Bingham (D) 26 West Drive, Gales Ferry, to the Ledyard Beautification Committee to complete a three (3) year term ending October 26, 2026 filling a vacancy left by Ms. Maugele.

Background:

Ms. Bingham has been a Ledyard Resident for fourteen years.

Ms. Bingham graduated Cum Laude with a Bachelor of Science degree in Health Education.

She is an active member in the community serving as a Girl Scout Leader and on the PTO

Administrative Notes:

The Ledyard Beautification Committee currently has two vacancies. (See attached Roster)

Nominating Committee Recommendation:

The DTC Nominating Committee reviewed Ms. Jennifer Bingham's application on August 8, 2023 and unanimously endorsed her appointment to fill the vacancy on the Ledyard Beautification Committee.
NR - 8/14/23

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

Jennifer

First Name

A

Middle Initial

Bingham

Last Name

jennifer.bingham@icloud.com

Email Address

26 West Dr

Home Address

Suite or Apt

Gales Ferry

City

CT

State

06335

Postal Code

Home: (401) 595-9077

Primary Phone

Alternate Phone

Which Boards would you like to apply for?

Ledyard Beautification Committee: Submitted

Education & Experiences

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

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

As a fourteen year resident of this town, I've seen so many people work together to make it such a welcoming place to live. I've been searching for the perfect opportunity to be involved as a volunteer and this vacancy was brought to my attention.

Community Involvement

Girl Scout Leader PTO member

Educational Background

I graduated in 1995 from Warwick Veterans Memorial High School, in Warwick, Rhode Island, ranked 7th in my class. In January of 2000, I graduated cum laude with my Bachelor of Science degree in Health Education.

Stop and Shop

Employer

Cash Office Manager

Job Title

 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)

Jennifer A Bingham

LEDYARD BEAUTIFICATION COMMITTEE

	Name	Term Expiration
R	Vacant (Maugle)	10/26/2023
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	Vacant (Levandoski)	10/26/2023
U	Eastbourne, Jennifer 4 Glenwoods Court Gales Ferry, Connecticut 06335	10/26/2024
D	Vincent, Sheila 19 Friar Tuck Drive Ledyard, Connecticut 06339	10/26/2023
D	Schneider, Carol Ann 101 Inchcliffe Drive Gales Ferry, Connecticut 06335	10/26/2025
D	Holdsworth, Jennifer 3 Spruce Street Ledyard, Connecticut 06339	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 #: 23-1911

Agenda Date: 8/16/2023

Agenda #: 4.

ORDINANCE

Motion/Request:

MOTION to adopt a proposed “*An Ordinance Concerning Liability Pertaining To First Responders Providing Emergency Assistance*” as contained in the draft dated July 17, 2023.

Background:

Recently the town received a bill for damage to a door when the Police Department responded to an emergency call. When the Police arrived at the resident’s home their vehicle was in the driveway, and the house was locked. The Police looked into the house and being concerned for the wellness of the individual; they breached the door. As it turned out, the individual was not in the home, because a friend had already taken the individual to the emergency room. However, when the Police arrived at the home they did not know this, noting that the individual could have been unconscious and laying on the floor.

The proposed “*An Ordinance Concerning Liability Pertaining To First Responders Providing Emergency Assistance*” cites the State Statute 52-557(b) regarding the “*Good Samaritan Law*” exempting emergency responders from liability. The purpose of having such an Ordinance on file was to bring the law to the attention of residents.

Pursuant to provisions of Connecticut General Statutes 52-557(b) “*Good Samaritan Law*”.

(b) **A paid or volunteer firefighter or police officer**, a teacher or other school personnel on the school grounds or in the school building or at a school function, a member of a ski patrol, a lifeguard, a conservation officer, patrol officer or special police officer of the Department of Energy and Environmental Protection, or emergency medical service personnel, who (1) has completed a course in first aid offered by the American Red Cross, the American Heart Association, the National Ski Patrol, the Department of Public Health, any director of health or an organization using guidelines for first aid published by the American Heart Association and the American Red Cross, that is certified by the organization or director of health offering the course, and, (2) renders emergency first aid to a person in need thereof, shall not be liable to such person assisted for civil damages for any personal injuries which result from acts or omissions by such person in rendering the emergency first aid, which may constitute ordinary negligence. **No paid or volunteer firefighter, police officer or emergency medical service personnel who forcibly enters the residence of any person in order to render emergency first aid to a person whom such firefighter, police officer or emergency medical service personnel reasonably believes to be in need thereof shall be liable to such person for civil damages incurred as a result of such entry.** The immunity provided in this subsection does not apply to acts or omissions constituting gross, wilful or wanton negligence.

The proposed Ordinance has been drafted to exempt the Town of Ledyard from liability; and its agents from liability, including paid and volunteers firefighters, police officers, emergency medical services personnel in

providing emergency services to people in need.

By enacting the proposed Ordinance the Town was clearly putting on record that they would not be liable for damages incurred in response to a call for emergency assistance. (see attached CGS 52-557b and Legislative Research dated September 7, 2018.

Proposed Ordinance:

DRAFT: 7/19/2023

Ordinance #

AN ORDINANCE
CONCERNING LIABILITY PERTAINING TO
FIRST RESPONDERS PROVIDING
EMERGENCY ASSISTANCE

Be it ordained by the Town Council of the Town of Ledyard: *“An Ordinance Concerning Liability Pertaining To First Responders Providing Emergency Assistance”* is hereby enacted.

Section 1: Authority

Pursuant to provisions of Connecticut General Statutes 52-557(b) “Good Samaritan Law”.

Section 2. Exempt from Liability

The Good Samaritan Law exempts the Town of Ledyard from liability; and its agents from liability, including paid and volunteer firefighters, police officers, emergency medical services personnel in providing emergency services to people in need.

This includes protection from civil liability for damages as a result of forcible entry believing that a person inside is in need of assistance or first aide.

Section 3 . Severability.

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

Section 4. Effective Date

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

Adopted by the Ledyard Town Council on: _____

Kevin J. Dombrowski, Chairman

Approved / Disapproved on: _____

Fred B. Allyn, III, Mayor

Published on:

Effective Date:

Patricia A. Riley, Town Clerk

History: There has been some incidents for which the Town received a bill for damages due to the breaching of a home in responding to an Emergency 911 Call and concern for the wellness of the individual and concern that the individual could have been unconscious and laying on the floor.

In accordance with the “*Good Samaritan Law*” the town decided to adopt an Ordinance to clearly state that the town as a non-profit and their agents were exempt from liabilities.

Mayor Comment/Recommendation:

(type text here)

Body:

(type text here)

AN ORDINANCE
CONCERNING LIABILITY PERTAINING TO
FIRST RESPONDERS PROVIDING
EMERGENCY ASSISTANCE

Be it ordained by the Town Council of the Town of Ledyard: “*An Ordinance Concerning Liability Pertaining To First Responders Providing Emergency Assistance*” is hereby enacted.

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This includes protection from civil liability for damages as a result of forcible entry believing that a person inside is in need of assistance or first aide.

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

Section 4. Effective Date

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

Adopted by the Ledyard Town Council on: _____

Kevin J. Dombrowski,-Chairman

Approved / Disapproved on: _____

Fred B. Allyn, III, Mayor

Published on:

Effective Date:

Patricia A. Riley, Town Clerk

Background: There has been some incidents for which the Town received a bill for damages due to the breaching of a home in responding to an Emergency 911 Call and concern for the wellness of the individual and concern that the individual could have been unconscious and laying on the floor.

In accordance with the “*Good Samaritan Law*” the town decided to adopt an Ordinance to clearly state that the town as a non-profit and their agents were exempt from liabilities.

Connecticut's Good Samaritan Law

By: Michelle Kirby, Senior Legislative Attorney
September 7, 2018 | 2018-R-0227

Issue

Provide a summary of Connecticut's Good Samaritan Law. This report updates OLR report [2013-R-0199](#).

Summary

Connecticut, like most states, has Good Samaritan Laws with the overriding purpose of encouraging professionals and laypersons to help those in need of emergency medical assistance or first aid, even when the actor is under no legal obligation to do so. Although there are a few exceptions, the immunity shields volunteers from claims involving ordinary negligence only. Volunteers may be held liable for claims arising from acts of gross or wanton and willful negligence or intentional misconduct (see sidebar). The organizations for which a person volunteers or works may also be held liable, with exceptions (e.g., railroad companies and nonprofit organizations).

The protection against liability applies in cases where a person:

1. provides emergency assistance;
2. administers first aid;

“Ordinary negligence” is the failure to exercise the care that a prudent and reasonable person would (or would not) use under the same circumstances. (57A Am. Jur. 2d Negligence § 226).

“Gross negligence” generally signifies more than ordinary inadvertence or inattention, but less than a conscious indifference to consequences (Prosser on Torts, Gross Negligence).

“Willful or wanton negligence” is an act intentionally done that is unreasonable, taken in disregard of a risk known to the actor or so obvious that he or she must be taken to have been aware of it, and so great as to make it highly probable that harm would follow (Restatement (2nd) of Torts, § 500).

3. uses Epinephrine Cartridges (e.g., EpiPens);
4. prescribes or administers opioid antagonists (e.g., Narcan);
5. seeks care for a drug overdose; or
6. rescues a child or animal from a motor vehicle.

Connecticut law grants immunity from liability under other circumstances. For example: food donors are protected from law suits filed by someone injured by the donated food or its packaging (CGS § [52-557l](#)).

Providing Emergency Assistance

Medical Personnel

The law grants negligence immunity to the following people who voluntarily, gratuitously, and other than in the ordinary course of employment or practice, provide emergency assistance to people in need:

1. licensed physicians and dentists,
2. registered nurses and licensed practical nurses,
3. medical technicians,
4. those operating (a) cardiopulmonary resuscitators trained in CPR in accordance with Red Cross or Heart Association standards and (b) automatic external defibrillator users, and
5. people providing or maintaining defibrillators (CGS § [52-557b\(a\)](#)).

The law also protects teachers and other school personnel who administer medication by injection in emergencies on school grounds, in school buildings, or at school functions. They must have completed both a first aid course that meets the standards described above and one given by the school's medical advisor or a licensed physician (CGS § [52-557b\(f\)](#)). The law does not require teachers or after-school personnel to render emergency first aid or administer medication by injection (CGS § [52-557b\(g\)](#)).

Property Damage

The Good Samaritan Law also exempts from liability firefighters, police officers, or emergency medical service personnel who forcibly enter homes believing that a person inside is in need of emergency first aid. This includes protection from civil liability for damages incurred as a result of the forcible entry (CGS § [52-557b\(g\)](#)).

Administering First Aid

The following people who render emergency first aid are not liable for ordinary negligence if they have completed a course in first aid offered by the American Red Cross, the American Heart Association, the National Ski Patrol, the Department of Public Health (DPH), or any health director as certified by the agency or health director offering the course:

1. paid or volunteer firefighters or police officers;
2. teachers or other school personnel on school grounds, in school buildings, or at school functions;
3. ski patrol members;
4. lifeguards;
5. conservation officers;
6. patrol officers or special police officers of the Department of Energy and Environmental Protection;
7. emergency service personnel;
8. railroad employees (who, if trained by one of the entities listed above, are also immune from liability for performing CPR); and
9. people operating automatic external defibrillators (CGS § [52-557b\(a\), \(b\), and \(c\)](#)).

As exceptions to the general rule that the law does not protect the organizations for which a person volunteers or works, railroad companies are immune from suits from individuals claiming that they negligently trained the person who provided the assistance or claiming negligence in providing the equipment (CGS § [52-557b\(d\)](#)).

Using Epinephrine Cartridge Injectors

Trained Volunteers

Volunteers who have (1) completed a first aid course meeting the standards described above or (2) been trained to use cartridge injectors by a licensed physician, physician assistant, or advanced practice or registered nurse are immune from liability when they use these devices in emergencies (CGS § [52b-557b\(h\)](#)).

Cartridge Injectors

A “cartridge injector” is an automatic prefilled cartridge injector or similar automatic injectable equipment used to deliver epinephrine in a standard dose for emergency first aid response to allergic reactions (CGS § [52-557b\(e\)\(1\)](#)).

Nonprofit Organizations' Volunteers and Employees

The law provides the same immunity to volunteers associated with, and employees of, programs offered by federally tax-exempt, nonprofit corporations for children under age 17 when the user has been trained to use the injector by one of the medical professionals listed above, has parental permission, and the person in need of the medication is a program participant (CGS § [52b-557\(e\)\(2\)](#)).

Nonprofit corporations are immune from liability that is based on a claim that they negligently trained volunteers regarding epinephrine cartridge use (CGS § [52-557b\(e\)\(3\)](#)).

Staff Members of Before- or After- School Programs, Day Camps, or Child Care Facilities

In emergencies, people identified as staff members of before- or after- school programs, day camps, or child care facilities are immune from claims arising from their use of such devices on anyone in distress (CGS § [52-557b\(h\)](#)). It appears that the training described above is not required of such staff for the immunity to apply (CGS §§ [52-557b\(e\)\(2\)](#) and [\(h\)](#)).

School Bus Drivers

[PA 18-185](#) (§ 7), effective July 1, 2018, grants school bus drivers immunity from civil liability that may arise from administering a cartridge injector to a student with a medically diagnosed allergic condition requiring treatment on or near a school bus (CGS § [52-557b\(i\)](#)).

Prescribing or Administering Opioid Antagonists

Connecticut law allows licensed health care practitioners authorized to prescribe an opioid antagonist to prescribe, dispense, or administer it to treat or prevent a drug overdose without being (1) civilly or criminally liable for the action or for its subsequent use or (2) deemed as violating their professional standard of care (CGS § [17a-714a\(b\)](#)).

The law also provides immunity from civil and criminal liability to all licensed health care professionals who administer an opioid antagonist in accordance with the law. Any such health care professional must not be deemed to have violated his or her professional standard of care (CGS § [17a-714a\(c\)](#)).

The law also allows anyone, if acting with reasonable care, to administer an opioid antagonist to someone he or she believes, in good faith, is experiencing an opioid-related drug overdose. It generally gives civil and criminal immunity to such a person regarding the administration of the opioid antagonist (CGS § [17a-714a\(d\)](#)).

Seeking Emergency Medical Care for a Drug Overdose

The law provides immunity from civil and criminal liability to individuals who in good faith seek or receive emergency medical care for themselves or another person they reasonably believe is experiencing an overdose from the ingestion, inhalation, or injection of intoxicating liquor or any drug or substance (CGS § [21a-279\(d\)](#)).

Rescuing a Child or an Animal from a Vehicle

Under certain circumstances, the law provides an affirmative defense against civil damages or criminal penalties for entering another person's passenger motor vehicle, including forcibly, to remove a child. It covers the person's actions or omissions in removing the child as long as the person:

1. reasonably believes, at the time of entry, that entering the vehicle is necessary to remove the child from imminent danger of serious bodily injury;
2. uses no more force than is reasonably necessary, under the circumstances the person knows at the time, to enter the vehicle to remove the child;
3. reports the entry and related circumstances to a law enforcement or public safety agency within a reasonable time after entering the vehicle; and
4. takes reasonable steps to ensure the child's safety, health, and well-being after removing the child from the vehicle (CGS § [52-557u](#)).

[PA 18-164](#), effective October 1, 2018, extends these same protections to individuals who take such actions to rescue an animal.

MK:cmg

Roxanne Maher

From: John Rich
Sent: Thursday, August 03, 2023 12:24 PM
To: Fred Allyn, III
Cc: Roxanne Maher
Subject: RE: LF #23-1911- Proposed Ordinance-Good Samaritan Law

I think the Good Samaritan law is a great basis for this.

No edits from me.

Chief

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

From: Fred Allyn, III <mayor@ledyardct.org>
Sent: Thursday, August 3, 2023 11:57 AM
To: John Rich <chief.rich@ledyardct.org>
Subject: FW: LF #23-1911- Proposed Ordinance-Good Samaritan Law

Chief,

Please take a look at the attached proposed ordinance for any edits you feel appropriate.

Best,

Fred

Fred B. Allyn III

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

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

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

From: Roxanne Maher <council@ledyardct.org>

Sent: Monday, July 31, 2023 1:40 PM
To: Fred Allyn, III <mayor@ledyardct.org>
Cc: Roxanne Maher <council@ledyardct.org>
Subject: LF #23-1911- Proposed Ordinance-Good Samaritan Law

Good Afternoon Fred:

Please visit Granicus/Legistar and review Legislative File #23-1911 regarding the Draft Ordinance-Good Samaritan Law.

Please let me know if you think there should be any Changes before I include it on the Community Relations Committee's August 16, 2023 Agenda.

Also, do you think Chief Rich may be interested in Reviewing the draft?

Thank you,
Roxanne



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 23-1935

Agenda Date: 8/23/2023

Agenda #: 5.

ORDINANCE

Motion/Request:

MOTION to adopt a proposed “*An Ordinance Establishing Tax Relief for Certain Modified Handicap Accessible Vehicles*” as contained in draft dated July 31, 2023.

Background:

Town Council Meeting 7/26/2023: A Resident appealed to the Town Council to for relief from personal property tax for Modified Handicap Accessible Vehicles that complied with and was in accordance with Connecticut General Statutes § 12-81c “*Municipal option to exempt certain motor vehicles*”.

“Sec. 12-81c. Municipal option to exempt certain motor vehicles. *The legislative body of any municipality may, by ordinance, exempt from personal property taxation (1) any ambulance-type motor vehicle which is used exclusively for the purpose of transporting any medically incapacitated individual, except any such vehicle used to transport any such individual for profit, (2) any property owned by a nonprofit ambulance company, and (3) any motor vehicle owned by a person with disabilities, or owned by the parent or guardian of such person, which vehicle is equipped for purposes of adapting its use to the disability of such person, provided the legislative body of the municipality adopts a definition of such vehicle.”*

The cost to purchase handicap accessible a vehicle was about \$90,000. Several manufactures such as Chrysler, Toyota, Honda, etc. produce handicap accessible vehicles which would be based on the person’s disability. Some that some v handicap accessible a vehicle had lifts for wheelchair access, or a ramp that slides out; and that some vehicles kneel down so that it was lower on one side and a ramp that folded out. He also noted that the side door on some vehicles open with a remote control.

Proposed Ordinance:

DRAFT: 7/31/2023

Ordinance #200 - _____

AN ORDINANCE
ESTABLISHING TAX RELIEF FOR
CERTAIN MODIFIED HANDICAP ACCESSIBLE VEHICLES
IN THE TOWN OF LEDYARD

Be it ordained by the Town Council of the Town of Ledyard: *“An Ordinance Establishing Tax Relief for Certain Modified Handicap Accessible Vehicles in the Town of Ledyard”* is hereby enacted.

Section 1: Authority

Pursuant to provisions of Chapter 203 of the Connecticut General Statutes § 12-81c “Municipal option to exempt certain motor vehicles”.

Section 2: Purpose

Individuals who have permanent legal residence in the town defined as those who occupy that property as their principal residence at least 183 days of each year, and who individually or jointly own a motor vehicle for the use of a disabled person as described herein, may receive a town tax exemption on the amount of taxes assessed on said motor vehicle provided that the requirements of this Ordinance are met.

Section 2: Definitions

For the purpose of this subchapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

- (a) **Adaptive Control Devices:** Includes, but shall not be limited to, any mechanical or electrical devices added to a standard motor vehicle to enable an individual with mobility restrictions to control the accelerator, foot brake, turn signals, dimmer switch, steering wheel and/or parking brake.
- (b) **Motor Vehicle:** A vehicle that has been altered, reconfigured or has undergone mechanical or structural changes that permit a person with a disability to safely drive such vehicle or ride as a passenger therein. Motor Vehicle shall include, but shall be limited to, vehicles equipped with hand controls, hoists, lifts and other adaptive control devices.

Section 3: Eligibility

Any individual who is a resident with disabilities or parent or guardian of a person with disabilities and owns a motor vehicle described herein shall be eligible for exemption of the personal property taxes for one said motor vehicle.

Section 4: Exemption

The town hereby ordains, pursuant to Connecticut General Statute § 12-81c, that an exemption from personal property taxation for the following:

- (a) Any ambulance-type motor vehicle that is used exclusively for the purpose of transporting any medically incapacitated individual, except for any such vehicle used to transport any such individual for profit; and
- (b) Any property owned by nonprofit ambulance company; and

(c) Any motor vehicle owned by a person with disabilities or owned by the spouse, parent or guardian of such person, which vehicle is equipped for purposes of adapting it use to the disability of such person.

Section 6: Application

Applications for benefits under this program shall:

- (a) Be made on forms provided by the Assessor Office of the town; and
- (c) Be filed each year with the Assessor’s Office of the town between October 1 and November 1 to obtain a tax exemption for the next fiscal year.
- (d) This program shall be applicable to the assessment year commencing with the grand list of October 1, 2023 and thereafter until modified or repealed.

Section 7 . Severability.

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

Section 8. Effective Date

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

Adopted by the Ledyard Town Council on: _____

Kevin J. Dombrowski, Chairman

Approved / Disapproved on: _____

Fred B. Allyn, III, Mayor

Published on:

Effective Date:

Patricia A. Riley, Town Clerk

Background: This Ordinance was enacted in response to a resident’s appeal for relief from personal property tax for Modified Handicap Accessible Vehicles that complied with and was in accordance with Connecticut General Statutes § 12-81c “Municipal option to exempt certain motor vehicles”.

The draft Form below is provided for Informational Purposes.
It is not part of the Ordinance.

Town of Ledyard
Assessor's Office

741 Colonel Ledyard Highway, Ledyard, CT 06339

860-464-3237; E-mail: assessor@ledyardct.org <<mailto:assessor@ledyardct.org>>

Exemption for *Certain Modified Handicap Accessible Vehicles*

(To be filed October 1st - and November 1st)

CGS §12-81c allows a municipality to exempt from taxation certain specially equipped motor vehicles by local option. The Town of Ledyard has by Ordinance #300-XXX, provided for an exemption from personal property taxation, non-profit ambulance-type motor vehicles and motor vehicles owned by a person with disabilities, or owned by the spouse, parent or guardian of such person, which is equipped, after its original manufacture, for purposes of adapting its use to the disability of such individual. The ambulance-type motor vehicle must be used exclusively for the purpose of transporting a medically incapacitated individual. A motor vehicle used to transport any such individual for payment is excluded from this ordinance.

MOTOR VEHICLE INFORMATION

Name of Owner _____

Street Address Town State/Zip Code

Name of individual being transported _____

Year Make Model Plate#

VIN# Body Style Class Code

Description of adaptation: _____

The Applicant herein claims a property tax exemption under provisions of the Connecticut General Statutes and deposes that the above statements are true and complete in accordance with §12-81c.

Signature: _____

Date: _____

Assessor/Staff: _____

Date Inspected: _____

Proof of Claim: If vehicle is unavailable for inspection, attach a copy of an invoice/bill of sale of adaptation. No further application is

required unless a new vehicle is purchased and adapted for such individual.

Approved: Yes

No

Date: _____

Mayor Comment/Recommendation:

(type text here)

Body:

(type text here)

AN ORDINANCE
ESTABLISHING TAX RELIEF FOR
CERTAIN MODIFIED HANDICAP ACCESSIBLE VEHICLES
IN THE TOWN OF LEDYARD

Be it ordained by the Town Council of the Town of Ledyard: “*An Ordinance Establishing Tax Relief for Certain Modified Handicap Accessible Vehicles in the Town of Ledyard*” is hereby enacted.

Section 1: Authority

Pursuant to provisions of Chapter 203 of the Connecticut General Statutes § 12-81c “Municipal option to exempt certain motor vehicles”.

Section 2: Purpose

Individuals who have permanent legal residence in the town defined as those who occupy that property as their principal residence at least 183 days of each year, and who individually or jointly own a motor vehicle for the use of a disabled person as described herein, may receive a town tax exemption on the amount of taxes assessed on said motor vehicle provided that the requirements of this Ordinance are met.

Section 2: Definitions

For the purpose of this subchapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

- (a) Adaptive Control Devices: Includes, but shall not be limited to, any mechanical or electrical devices added to a standard motor vehicle to enable an individual with mobility restrictions to control the accelerator, foot brake, turn signals, dimmer switch, steering wheel and/or parking brake.
- (b) Motor Vehicle: A vehicle that has been altered, reconfigured or has undergone mechanical or structural changes that permit a person with a disability to safely drive such vehicle or ride as a passenger therein. Motor Vehicle shall include, but shall be limited to, vehicles equipped with hand controls, hoists, lifts and other adaptive control devices.

Section 3: Eligibility

Any individual who is a resident with disabilities or parent or guardian of a person with disabilities and owns a motor vehicle described herein shall be eligible for exemption of the personal property taxes for one said motor vehicle.

Section 4: Exemption

The town hereby ordains, pursuant to Connecticut General Statute § 12-81c, that an exemption from personal property taxation for the following:

- (a) Any ambulance-type motor vehicle that is used exclusively for the purpose of transporting any medically incapacitated individual, except for any such vehicle used to transport any such individual for profit; and
- (b) Any property owned by nonprofit ambulance company; and
- (c) Any motor vehicle owned by a person with disabilities or owned by the spouse, parent or guardian of such person, which vehicle is equipped for purposes of adapting it use to the disability of such person.

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Applications for benefits under this program shall:

- (a) Be made on forms provided by the Assessor Office of the town; and
- (c) Be filed each year with the Assessor’s Office of the town between October 1 and November 1 to obtain a tax exemption for the next fiscal year.
- (d) This program shall be applicable to the assessment year commencing with the grand list of October 1, 2023 and thereafter until modified or repealed.

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

Section 8. Effective Date

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

Adopted by the Ledyard Town Council on: _____

Kevin J. Dombrowski,-Chairman

Approved / Disapproved on: _____

Fred B. Allyn, III, Mayor

Published on:

Effective Date:

Patricia A. Riley, Town Clerk

Background: This Ordinance was enacted in response to a resident’s appeal for relief from personal property tax for Modified Handicap Accessible Vehicles that complied with and was in accordance with Connecticut General Statutes § 12-81c “*Municipal option to exempt certain motor vehicles*”.

CHAPTER 203*

PROPERTY TAX ASSESSMENT

Sec. 12-81c. Municipal option to exempt certain motor vehicles. The legislative body of any municipality may, by ordinance, exempt from personal property taxation (1) any ambulance-type motor vehicle which is used exclusively for the purpose of transporting any medically incapacitated individual, except any such vehicle used to transport any such individual for profit, (2) any property owned by a nonprofit ambulance company, and (3) any motor vehicle owned by a person with disabilities, or owned by the parent or guardian of such person, which vehicle is equipped for purposes of adapting its use to the disability of such person, provided the legislative body of the municipality adopts a definition of such vehicle.

Sec. 12-40. Notice requiring declaration of personal property. The assessors in each town, except as otherwise specially provided by law, shall, on or before the fifteenth day of October annually, post on the signposts therein, if any, or at some other exterior place near the office of the town clerk, or publish in a newspaper published in such town or, if no newspaper is published in such town, then in any newspaper published in the state having a general circulation in such town, a notice requiring all persons therein liable to pay taxes to bring in a declaration of the taxable personal property belonging to them on the first day of October in that year in accordance with section 12-41 and the taxable personal property for which a declaration is required in accordance with section 12-43.

Sec. 12-41. Filing of declaration. (a) **Definitions.** “Municipality”, whenever used in this section, includes each town, consolidated town and city, and consolidated town and borough.

(b) **Motor Vehicles.** (1) For assessment years commencing prior to October 1, 2023, no person required by law to file an annual declaration of personal property shall include in such declaration motor vehicles that are registered in the office of the state Commissioner of Motor Vehicles. With respect to any vehicle subject to taxation in a town other than the town in which such vehicle is registered, pursuant to section 12-71, information concerning such vehicle may be included in a declaration filed pursuant to this section or section 12-43, or on a report filed pursuant to section 12-57a.

(2) For assessment years commencing on or after October 1, 2023, any person required to file an annual declaration of tangible personal property shall include in such declaration the motor vehicle listing, pursuant to subdivision (2) of subsection (f) of section 12-71, of any motor vehicle owned by such person. If, after the annual deadline for filing a declaration, a motor vehicle is deemed personal property by the assessor, such motor vehicle shall be added to the declaration of the owner of such vehicle or included on a new declaration if no declaration was submitted in the prior year. The value of the motor vehicle shall be determined pursuant to section 12-63. If applicable, the value of the motor vehicle for the current assessment year shall

be prorated pursuant to section 12-71b, and shall not be considered omitted property, as defined in section 12-53, or subject to a penalty pursuant to subsection (f) of this section.

(c) **Property included. Confidentiality of commercial and financial information.** The annual declaration of the tangible personal property owned by such person on the assessment date, shall include, but is not limited to, the following property: Machinery used in mills and factories, cables, wires, poles, underground mains, conduits, pipes and other fixtures of water, gas, electric and heating companies, leasehold improvements classified as other than real property and furniture and fixtures of stores, offices, hotels, restaurants, taverns, halls, factories and manufacturers. Tangible personal property does not include a sign placed on a property indicating that the property is for sale or lease. On and after October 1, 2023, tangible personal property shall include motor vehicles listed on the schedule of motor vehicle plate classes recommended pursuant to section 12-71d. Commercial or financial information in any declaration filed under this section, except for commercial or financial information which concerns motor vehicles, shall not be open for public inspection but may be disclosed to municipal officers for tax collection purposes.

(d) **Form.** For assessment years commencing on or after October 1, 2023, the Office of Policy and Management shall, in consultation with the Connecticut Association of Assessing Officers, prescribe a form for the annual declaration of personal property.

(e) **Electronic filing.** Any person required by law to file an annual declaration of personal property may sign and file such declaration electronically, provided the municipality in which such declaration is to be filed (1) has the technological ability to accept electronic signatures, and (2) agrees to accept electronic signatures for annual declarations of personal property.

(f) **Penalty.** (1) Any person who fails to file a declaration of personal property on or before the first day of November, or on or before the extended filing date as granted by the assessor pursuant to section 12-42 shall be subject to a penalty equal to twenty-five per cent of the assessment of such property; (2) any person who files a declaration of personal property in a timely manner, but has omitted property, as defined in section 12-53, shall be subject to a penalty equal to twenty-five per cent of the assessment of such omitted property. The penalty shall be added to the grand list by the assessor of the town in which such property is taxable; and (3) any declaration received by the municipality to which it is due that is in an envelope bearing a postmark, as defined in section 1-2a, showing a date within the allowed filing period shall not be deemed to be delinquent.

Sec. 12-85. Veterans' exemptions, residence and record ownership requirements. The words “any resident of this state”, when used in any section of the general statutes as applied to the eligibility of veterans or their relatives for tax exemption, mean a resident on the date of assessment of the property concerning which exemption is claimed, and record ownership of the property in question by husband or wife, or other claimant, on the date of assessment shall be held necessary to the exemption of all or any part of the ensuing tax.



Town of Ledyard Assessor's Office

741 Colonel Ledyard Highway, Ledyard, CT 06339
860-464-3237; E-mail: assessor@ledyardct.org

Exemption for *Certain Modified Handicap Accessible Vehicles*

(To be filed October 1st - and November 1st)

CGS §12-81c allows a municipality to exempt from taxation certain specially equipped motor vehicles by local option. The Town of Ledyard has by Ordinance #300-XXX, provided for an exemption from personal property taxation, non-profit ambulance-type motor vehicles and motor vehicles owned by a person with disabilities, or owned by the spouse, parent or guardian of such person, which is equipped, after its original manufacture, for purposes of adapting its use to the disability of such individual. The ambulance-type motor vehicle must be used exclusively for the purpose of transporting a medically incapacitated individual. A motor vehicle used to transport any such individual for payment is excluded from this ordinance.

MOTOR VEHICLE INFORMATION

Name of Owner			
# Street Address	Town	State/Zip Code	
Name of individual being transported			
Year	Make	Model	Plate#
VIN#	Body Style		Class Code

Description of adaptation: _____

The Applicant herein claims a property tax exemption under provisions of the Connecticut General Statutes and deposes that the above statements are true and complete in accordance with §12-81c.

Signature: _____ Date: _____

Assessor/Staff: _____ Date Inspected: _____

Proof of Claim: If vehicle is unavailable for inspection, attach a copy of an invoice/bill of sale of adaptation. No further application is required unless a new vehicle is purchased and adapted for such individual.

Approved: Yes No Date: _____

Roxanne Maher

From: Roxanne Maher
Sent: Monday, August 07, 2023 6:55 AM
To: Roxanne Maher
Subject: FW: Data - Projected Tax Loss for Modified Handicap Accessible Vehicles

Roxanne M. Maher



Administrative Assistant to
 the Ledyard Town Council
 (860) 464-3203
council@ledyardct.org

Town Hall Hours:
 Monday - Thursday 7:30 a.m. to 4:45 p.m.
 CLOSED FRIDAYS

From: Roxanne Maher <council@ledyardct.org>
Sent: Monday, August 07, 2023 6:54 AM
To: Roxanne Maher <council@ledyardct.org>
Subject: Data - Projected Tax Loss for Modified Handicap Accessible Vehicles

From: Adrianna Hedwall <assessor@ledyardct.org>
Sent: Friday, August 04, 2023 2:29 PM
To: Roxanne Maher <council@ledyardct.org>
Subject: Re: Data - Projected Tax Loss for Modified Handicap Accessible Vehicles

At this time, to my knowledge, this is the only vehicle that this exemption would effect. If the vehicle is valued at \$90000, the tax loss would be approximately \$2000.

Adrianna

Adrianna S. Hedwall, CCMA II

On Aug 3, 2023 7:46 AM, Roxanne Maher <council@ledyardct.org> wrote:



Good Morning Adrianna:

As we discussed the Finance Committee will be considering an Ordinance to provide tax relief for *Certain Modified Handicap Accessible Vehicles*.

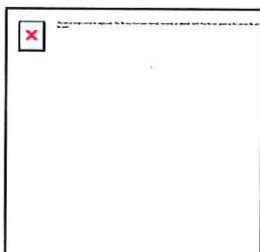
Could you provide an email or memo regarding the projected loss of taxes should the proposed Ordinance be approved.

I sincerely appreciate your help,

Thank you,

Roxanne

Roxanne M. Maher



Administrative Assistant to

the Ledyard Town Council

(860) 464-3203

council@ledyardct.org

Town Hall Hours:

Monday - Thursday 7:30 a.m. to 4:45 p.m.

CLOSED FRIDAYS

From: Adrianna Hedwall <assessor@ledyardct.org>

Sent: Wednesday, August 02, 2023 10:03 AM

To: Roxanne Maher <council@ledyardct.org>

Subject: RE: Draft - An Ordinance Establishing Tax Relief for Certain Modified Handicap Accessible Vehicles

I made a couple of small changes, but it looks good to me. I think all of the tax ordinances are 200's, but I'll defer to you for that. The application form looks good as well.

Let me know if you need anything else.

Adrianna

Adrianna S. Hedwall, CCMA II



Assessor, Town of Ledyard

741 Colonel Ledyard Hwy.

Ledyard, CT 06339

(860) 464-3237

www.ledyardct.org

*** EFFECTIVE JUNE 11, 2018 OUR NEW OFFICE HOURS WILL BE: ***

MON – THURS 7:30AM TO 4:45PM

TOWN HALL WILL BE CLOSED ON FRIDAYS

From: Roxanne Maher <council@ledyardct.org>

Sent: Tuesday, August 01, 2023 8:21 AM

To: Adrianna Hedwall <assessor@ledyardct.org>

Cc: William Saums <WSaums@ledyardct.org>; Kevin J. Dombrowski <KJDom@ledyardct.org>; Roxanne Maher <council@ledyardct.org>; Fred Allyn, III <mayor@ledyardct.org>

Subject: Draft - An Ordinance Establishing Tax Relief for Certain Modified Handicap Accessible Vehicles

Good Morning Adrianna:

Per our conversation, please find attached for your review the following:

Draft An Ordinance Establishing Tax Relief for Certain Modified Handicap Accessible Vehicles in the Town of Ledyard

- Draft Assessor Office Form
- CGS Sec. 12-81c; 12-40; 12-85

I left a question in the text of the Ordinance that I need some help with.

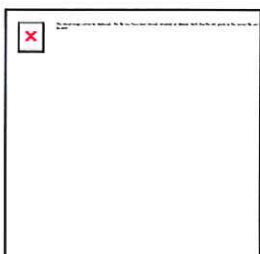
I modeled the draft documents after others that were being used by other towns.

Please feel free to update as you see appropriate.

I appreciate your help,

Roxanne

Roxanne M. Maher



Administrative Assistant to

the Ledyard Town Council

(860) 464-3203



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 23-1980

Agenda Date: 8/23/2023

Agenda #: 6.

ORDINANCE

Motion/Request:

MOTION to adopt proposed amendments to Ordinance #300-012 (rev. 2) “*An Ordinance Concerning Blight and Public Nuisance for the Town of Ledyard*” as presented in the draft dated August 14, 2023.

Background:

Mr. Eric Treaster has been appointed by Mayor Allyn, III as the Zoning Citation Official and the Blight Citation Official.

In reviewing Ordinance #300-012 (rev.1) “*An Ordinance Concerning Blight and Public Nuisance for the Town of Ledyard*” Mr. Treaster noted some editorial corrections regarding references pointing to other Section in the Ordinance.

These editorials were not substantive but needed to be corrected because if a case were to go to court the incorrect references (typos) in the Ordinance could invalidate the case.

Department Comment/Recommendation:

(type text here)

Mayor Comment/Recommendation:

(type text here)

Body:

(type text here)

AN ORDINANCE
CONCERNING BLIGHT AND PUBLIC NUISANCE
FOR THE TOWN OF LEDYARD

Section 1. Purpose/Declaration

It is hereby found and declared that there exist in the Town of Ledyard a number of blighted properties and that continued existence of blighted properties constitutes a continuing nuisance and contributes to the decline of our neighborhoods. Existence of blighted properties adversely affects the economic well-being of the Town of Ledyard.

Section 2. Authority

This Ordinance is enacted pursuant to the Connecticut General Statutes (C.G.S.), Section 7-148(c)(7) and Section 14-150a. This Ordinance is to be enforced as a blight ordinance, pursuant to Section 7-148(c)(7)(H)(xv), and as a nuisance ordinance, pursuant to C.G.S. Section 7-148(c)(7)(E).

Section 3. Scope of Provisions

Many of the blighted properties may be rehabilitated, reconstructed, demolished, cleaned up, groomed, maintained, returned to satisfactory condition or reused to provide decent, safe, sanitary housing or commercial facilities. Such rehabilitation, reconstruction, demolition, cleanup or reuse of the blighted and nuisance properties would eliminate, remedy and prevent adverse conditions.

This Ordinance shall apply to the maintenance of all properties now in existence or hereafter constructed, maintained, or modified but shall exclude: agricultural lands as defined in Section 22-3(b) of the Connecticut General Statutes, land preserved in its natural state through conservation easements, or areas designated as inland wetlands and watercourses.

Section 4. Definitions

For the purpose of this Ordinance, the following words, terms and phrases shall have the following meanings, unless the context indicates otherwise:

- A. Legal Occupancy - Occupancy in accordance with state building, state fire, local zoning, or all other pertinent codes and Connecticut General Statutes.
- B. New Owner Or New Occupant - Per PA 12-146(3)(b) , "new owner" means any person or entity who has taken title to a property, and "new occupant" means any person who has taken occupancy of a property, within thirty days of the notice, of violation and reasonable opportunity to remediate required by C.G.S. 7-148 (c) (7)(h)(xv).
- C. Dilapidated - Any building or structure or part thereof that would not qualify for a Certificate of Occupancy or which is deemed an unsafe structure as defined in the Connecticut State Building Code, or any dwelling or unit which is designated as unfit or unsafe for human habitation as defined by the Connecticut Health Code.
- D. Abandoned Motor Vehicle or Marine Vessel - Any motor vehicle or marine vessel which has the appearance that the owner has relinquished control without the intent of reclaiming it including but not limited to, a vehicle or marine vessel with no marker plates, or one which is unregistered, damaged, vandalized, dismantled, partially dismantled, inoperative or in such condition as to be unusable as a motor vehicle.

- E. Abandoned Property - Any real property on which there is a vacant structure and on which (1) real property taxes have been delinquent for one year or more and orders have been issued by the Fire Marshal, Building and Zoning Official or Health District and there has been no compliance with these orders within the prescribed time given by such official or within 90 days, whichever is longer, (2) the owner has declared in writing to the Building and Zoning Official that the property is abandoned or (3) there has been a determination by the Zoning Official, in accordance with this Ordinance, that the vacant structure contributes to blight.
- F. Blighted Property -Any building, structure or parcel of land in or on which at least one of the following conditions exists:
1. It is dilapidated as documented by the Building and Zoning Official.
 2. It is being used for or used as storage or harbor for illegal activity as documented by the Police Department, including criminal activities per investigations, arrest warrant applications and actual arrest convictions.
 3. It is a fire hazard as determined by the Fire Marshal or as documented by the Fire Department.
 4. The condition of the building, structure or parcel of land constitutes an unsafe structure as defined by the Connecticut Building Code and poses a serious or immediate danger to the safety, health or general welfare of the community as documented by the Building and Zoning Official or by the Health District.
 5. It is not being adequately maintained, as determined by the following factors:
 - a. missing or boarded windows or doors, collapsing or missing walls, roof or floors,
 - b. seriously damaged or missing siding, or the building is otherwise dilapidated,
 - c. a structurally faulty foundation, fire damage, or physical hazards,
 - d. rodent harborage and infestation, improper storage of garbage, trash, rubbish, discarded household appliance or furniture, tires, discarded motor vehicle parts,
 - e. an overgrown plot of grass, customarily tended or mowed, adjacent to and/or part of a residence, business, commercial entity, or estate, wherein the grass has not been mowed and has grown to at least nine inches in length,
 - f. peeling or chipping paint exceeding thirty-three percent (33%) of the structure's total exposed surface area.
 6. Any unregistered, abandoned or inoperable motor vehicle or marine vessel located on a parcel of land for a period exceeding 30 days.

Exceptions:

- a. Vehicles or marine vessels under cover. One unregistered motor vehicle or marine vessel being offered for sale by the owner or tenant provided said motor vehicle or vessel does not remain on the same property for a period exceeding 60 days.
- b. Motor vehicles located on a property of a business enterprise lawfully licensed by the Town of Ledyard and Connecticut Department of Motor Vehicles.
- c. Any motor vehicle, which is in operable condition specifically adapted or designated for operation on drag strips or raceways.
- d. Any inoperable or unregistered motor vehicle or marine vessel being actively restored to operating condition provided:

- i. Only two such vehicles or vessels shall be allowed at one time on the property in question.
 - ii. Parts used in the restoration must be stored in the vehicle or marine vessel or in a structure.
 - iii. Such motor vehicles or marine vessels shall be covered and secured with a cover or tarp, provided the tarp is securely attached whenever work is not being done on them.
 - iv. The brush and growth under and around the motor vehicle(s) or marine vessel(s) shall be controlled and mowed.
- 7. It creates substantial and unreasonable interference with the reasonable and lawful use and enjoyment of other space within the neighborhood as documented by neighborhood complaints, which complaints have been independently substantiated.
- 8. Its inadequate maintenance or dilapidated condition has led to the cancellation of insurance on proximate properties.
- 9. Its inadequate maintenance or dilapidated condition has materially contributed to a decline or diminution in property values on proximate properties.
- 10. It is adjacent to a sidewalk, for which the property's owner, agent, tenant or responsible person is responsible for maintaining safe conditions for the use of the public pursuant to ordinances and regulations of the Town of Ledyard, and its sidewalk is in any way obstructed by or littered with any substance, including trees, bushes, overgrowth, leaves, gravel, dirt, rubbish, garbage, bulky waste or trash, which would in any way impede or imperil public travel upon said sidewalk or render it unsafe.
- 11. It attracts or harbors rodents, insects, vermin or disease-carrying animals.
- G. Building and Zoning Official - Building Official as defined in C.G.S., Section 29-260.
- H. Citation Hearing Committee - The Mayor shall appoint one or more Citation Hearing Officer(s), as defined in and pursuant to C.G.S., Section 7-152c to serve on the Citation Hearing Committee.
- I. Enforcement Officer - The Enforcement Officer(s) are those authorized by the Mayor to take such enforcement actions and to issue citations as specified in this Ordinance.
- J. Exempt Property - Any property acquired by the Town of Ledyard through foreclosure, eminent domain, or by a deed in lieu of foreclosure would be exempt from the provisions of this Ordinance only during the first six (6) months following the date of the foreclosure, and any building or structure undergoing remodeling being diligently conducted and pursued under an active building permit would only be exempt during such remodeling period.
- K. Inoperable Motor Vehicle or Marine Vessel - Any motor vehicle or marine vessel that is incapable of performing the function for which it was designed by virtue of missing parts or broken or severely damaged components.
- L. Marine Vessel - A ship, boat or other craft used in water navigation
- M. Motor Vehicle - Any device propelled by any power other than human power that is or was capable for the conveyance, drawing or other transportation of person or property and is suitable for operation on a highway. Excepted are agricultural tractors or farm implements.

- N. Neighborhood - An area of the Town of Ledyard comprised of premises or parcels of land any part of which is within a radius of 800 feet of any part of another parcel or lot within the Town of Ledyard.
- O. Public View - Visible from any public right of way or neighboring property.
- P. Sidewalk. Any public way adjacent to streets, highways and those public rights of ways used for vehicular traffic that are used for pedestrian traffic.
- Q. Under Cover Completely enclosed in a garage or other building serving the same purpose of a garage.
- R. Unregistered Motor Vehicle or Marine Vessel Any motor vehicle or marine vessel that in its present condition is able to be registered but does not have a valid registration.
- S. Vacant - A period of sixty (60) days or longer during which a building subject to this Ordinance is not legally occupied. Vacant status in and of itself does not constitute a blighted building.

Section 5. Designation of Blighted Property

- A. The Enforcement Officer(s) shall be responsible for determining whether a property which comes to the attention of the Town, whether through written complaint or through the normal operations of the Town, is blighted according to the definitions in this Ordinance.
- B. The Enforcement Officer(s) shall investigate and document conditions of blight, if any, and file a written report with the Mayor or his/her designee. The Enforcement Officer's report shall state whether or not the property is a blighted property within the meaning of this Ordinance. Such report shall be kept by the Town and may be available to the property owner upon request.

Section 6. Property Owner Notification

1. Whenever the Town of Ledyard identifies a blighted premises, written notice of the violation shall be given to the owner and/or the occupant of the property, by posting a notice of the violation in a conspicuous location at the blighted premises, and delivering a copy of the notice of the violation to an owner, either by hand delivery or by mail. Said notice shall specify that the owner or occupant has seven days, from the date notice was posted and mailed, to remediate the blighted conditions, or the Town will take enforcement action. In the case of an unidentified owner or one whose address is unknown, the Enforcement Officer shall publish a notice in in a local newspaper stating the property is cited for blight and, if applicable, whether the property has been determined to be abandoned.

The notice shall contain the following information:

- a. The address of the affected property.
 - b. The exact nature of the violation.
 - c. The time allowed for corrective action shall be in accordance with CGS 7-148.
 - d. The penalty for continued violation of this Ordinance.
 - e. The availability of a hearing procedure before the Blight Appeals Committee pursuant to CGS 7-152c; and
 - f. The penalty for violation of this ordinance shall be \$100 for each day that a violation continues.
2. Prior to the expiration of the seven-day period specified in subsection ~~(A)~~ 6-1 of this section, the property owner may request additional time for remediation. The Enforcement Officer may determine an alternate timetable of a reasonable length of time, if warranted. Such timetable will be in writing and must be signed by both the Enforcement Officer and the property owner. Failure to comply with the agreed upon timetable will make the property owner liable for retroactive fines and penalties as designated in Section ~~7, 8~~ subsections (A) and (B).

3. After the expiration of the seven-day period specified in subsection ~~(A) 6-1~~ of this section and without the alternate timetable specified in subsection (B) above, the Town of Ledyard, through its designated agents, may enter blighted premises during reasonable hours for the purposes of remediating blighted conditions, provided neither the Town of Ledyard, nor its designated agents, enter any dwelling house or structure on such property. Costs associated with the remediation of blight may be recovered by the Town in accordance with C.G.S. Section 49-73(b).

Section 7. Creation or Continuation of Blighted Property Prohibited

No person, firm or corporation, no owner, agent, tenant, operator, possessor of real property, and no other person responsible for the care, maintenance and/or condition of real property, shall cause or allow any blighted property, as defined in Section ~~H-4~~ of this Ordinance, to be created or continued.

Section 8. Enforcement: Criminal Violations And Civil Penalties

- A. Criminal Violations: Pursuant to C.G.S. 7-148 (c) (7) (H) (xv), any person or entity who, after written notice and a reasonable opportunity to remediate blighted conditions as specified in Section ~~6-1(A)~~ of this Ordinance, willfully violates Section ~~4-7~~ of this Ordinance, may be fined by the State of Connecticut not more than two hundred and fifty dollars (\$250.00) for each day for which it can be shown, based upon an actual inspection of the property on each such day, the blighted conditions continued to exist after written notice to the owner or occupant, as provided in Section ~~6-1 (A)~~. This section is designated as a violation pursuant to C.G.S. 53a-27.
 1. No person or entity shall be found guilty of a violation pursuant to Section ~~7-8(A)~~ and a civil penalty pursuant to Section ~~7-8(B)~~ of this Ordinance for the same occurrence.
 2. Any person who is a new owner or occupant shall, upon request, be granted a thirty-day extension of the notice and opportunity to remediate, provided pursuant to Section ~~6-1 (A)~~, prior to imposition of a fine; if the blight is remediated during said extension, the case shall be dismissed.
- B. Civil Penalties: Any person or entity who fails to comply with Section ~~4-7~~ of this ordinance, and, thereafter, fails to remediate the blighted conditions within five days of the notice provided pursuant to Section ~~6-1 (A)~~ may be assessed a civil penalty for each building, structure or parcel of land in violation of this Ordinance. The amount of the civil penalty shall be one hundred dollars (\$100.00) per day. Each day a building, structure or parcel of land remains in violation of this Ordinance shall constitute grounds for the assessment of a separate civil penalty. The issuing officer shall deliver written notice of the civil penalty, either by hand delivery or by mail, to the owner or occupant responsible for the blighted premises. Said notice will include the nature of the violation and the penalty being assessed.
 1. Penalties assessed pursuant to subsection (B) of this section shall be enforceable by citation pursuant to C.G.S. Section 7-152c.
 2. Persons or entities assessed a penalty pursuant to subsection (B) of this section shall remit fines for said violation within ten (10) days of the mailing of notice thereof. The fine imposed shall be payable to the Town of Ledyard. Uncontested payments received pursuant to this subsection shall be inadmissible in any proceeding, civil or criminal, to establish the conduct of the person or entity making the payment.

Section 9. Civil Penalty Citation Hearing Procedure

- A. Notification of right to hearing. At the time that the civil penalty is assessed, the property owner shall be notified in writing of the availability of a hearing before the Citation Hearing Officer to contest the determination of blight and/or the assessed penalty. Specifically, the property owner will be notified:

1. that the owner may request a hearing to contest the determination of blight and/or the assessed penalty,
2. that the owner must provide a written request for such a hearing within ten days of the date of notification,
3. that if the property owner does not demand such a hearing, an assessment and judgment shall be entered against the property owner
4. that the judgment may be issued without further notice.

B. Rights of the Respondent

1. Admission of Liability. If the property owner who is sent notice pursuant to subsection (A) above wishes to admit liability for any alleged violation, the owner may, without requesting a hearing, pay the full amount of the fines, penalties, costs or fees admitted to in person or by mail in accordance with Section ~~7-8~~ (A) (2) above and remediate the blighted property. Payment shall be inadmissible in any proceeding, civil or criminal, to establish the conduct of the property owner making the payment.
2. Constructive Admission of Liability. Any person or entity who fails to deliver or mail written demand for a hearing within ten days of the date of the first notice provided for in subsection A above shall be deemed to have admitted liability, and the Citation Hearing Board shall certify the property owner's failure to respond to the Citation Hearing Board. The Citation Hearing Board shall thereupon enter and assess the fines, penalties, costs or fees provided for in this ordinance including per diem penalties retroactive to the original date of expected remediation as specified in Section ~~6-1 (A)~~ and shall follow the procedures set forth in Section ~~8-9~~ (C) of this ordinance.
3. Right to Hearing. Any person or entity who requests a hearing shall be given written notice of the date, time and place for the hearing. The hearing shall be held not less than fifteen days, nor more than thirty days, from the date of the mailing of notice, provided, the Citation Hearing Board may grant, upon good cause shown, any reasonable request by any interested party for continuance.

C. Formal Hearing Procedure. The Citation Hearing Officer shall preside over a hearing which shall be held in the manner outlined in Connecticut General Statutes, Section 7-152c. The Citation Hearing Officer shall render the decision in writing and file it within five days with the Enforcement Officer, the Mayor, and send it by certified mail, return receipt requested, to the property owner or other responsible person and to all parties in the proceedings. The Citation Hearing Officer may decide one of the following:

1. Dismissal. If the Citation Hearing Officer determines that the respondent is not liable, the Citation Hearing Officer shall dismiss the matter, and enter the determination in writing.
2. Finding of Liability: Assessment. If the Citation Hearing Officer determines that the respondent is liable for the violation, the Citation Hearing Officer shall enter and assess the fines, penalties, costs or fees against the respondent, as provided by the Section ~~7-8~~ (A) including per diem penalties retroactive to the expected date of remediation as set forth in Section ~~5-(A) 6-1~~.

D. Notice of Assessment; Effect.

1. Assessments must be paid to the Town of Ledyard within 10 days of receipt of the Citation Hearing Officer's determination.
2. Not less than thirty days, but not more than twelve months, after the mailing, as set forth in subsection (D) (1) above, the Citation Hearing Officer shall file a certified copy of the notice of assessment with the clerk of a Superior Court designated by the Chief Court Administrator (as of the date of adoption hereof, the New London

judicial district civil courthouse), together with the appropriate entry fee. The certified copy of the notice of assessment shall constitute a record of assessment. Within the twelve-month period, assessments against the same person may be accrued and filed as one record of assessment.

- a. Entry of judgment. The court clerk shall enter judgment in the amount of the record of assessment, and court costs, allowed by the General Statutes, in favor of the Town pursuant to C.G.S. 7152(c).
- b. Effect of judgment; levy of execution permitted. Notwithstanding any provision of the General Statutes, the Citation Hearing Officer's assessment, when so entered as a judgment, shall have effect of a civil monetary judgment, and a levy of execution on the judgment may issue without further notice, to the respondent.

E. A decision of the Citation Hearing Officer may be appealed to Superior Court in accordance with the provisions of C.G.S., Section 7-152c(g).

Section 10. Failure to Respond to Citation

- A. If the property owner, agent, tenant or responsible person fails to respond to the citation of blight or is unwilling or unable to rehabilitate, demolish, groom, or maintain the blighted property according to the provisions of this Ordinance, the Town may:
1. Take the necessary steps to acquire blighted properties, which have been certified by the Building and Zoning Official to be abandoned pursuant to the Urban Homestead Act of the Connecticut General Statutes.
 2. Take the necessary steps to acquire and rehabilitate the blighted premises in accordance with the Town of Ledyard Plan of Conservation and Development.
 3. Take the necessary steps to acquire blighted properties using other state or federal means as they may be available.

Section 11. Removal of Abandoned, Inoperable or Unregistered Motor Vehicles

For all properties declared blighted properties within the meaning of this Ordinance as a result of the presence of an abandoned, inoperable or unregistered motor vehicle, which blighted condition has remained in effect for thirty (30) days or which motor vehicle has remained abandoned, inoperable or unregistered on site for thirty (30) days after:

1. Notice by hand delivery or by certified mail, return receipt requested, to the last known address of the owner of the property on which such motor vehicle remains, or the owner of the abandoned motor vehicle, if different from the owner of the property requesting the removal of such motor vehicle; and
2. Notice in a newspaper having a general circulation in the Town of Ledyard.

The Chief of Police may provide for the removal and storage of said motor vehicle or parts thereof. The costs of the removal and storage of said motor vehicle or parts thereof and the costs of notices shall be borne by the owner of the property from which the motor vehicle or parts thereof are removed or, if the owner of the property is not the owner of the abandoned motor vehicle, by the owner of the abandoned motor vehicle.

Any motor vehicle that is removed pursuant to this Ordinance may not be returned to the same property unless it has been made operable and has been registered.

If the costs of the removal and storage of the motor vehicle remain unpaid for a period of thirty (30) days, the Chief of Police may order the motor vehicle or parts thereof sold at public auction and no such public auction shall occur without being sent, certified mail, return receipt requested, to the owner of the property involved or, if the owner of the property is different from the owner of the motor vehicle, the motor vehicle is to be auctioned and the proceeds of the auction applied to the cost of removal and storage. Notice of the auction shall be published in a newspaper having circulation in the Town of

Ledyard at least ten (10) days prior to said auction date. The proceeds of such sale will be used by the Chief of Police to defray the costs of removal, storage and notice. If there should be any money left over after the payment of said costs, the excess proceeds shall be turned over to the owner of the property involved, or if the owner of the property is different from the owner of the abandoned motor vehicle, or if neither property is known, said funds shall be deposited in the General Fund of the municipality.

Any person aggrieved by a notice requesting the removal of a motor vehicle or by the removal of same may, within 15 days of receipt of notice, appeal said ruling to the Citation Hearing Officer. Said appeal shall be heard and appeals may be taken from any such hearing in accordance with the procedures as set forth in the C.G.S., Section 7152c.

Section 12. Collection of Fines Imposed and Costs Incurred

- A. All fines imposed for violation of this Ordinance shall be payable to the Town of Ledyard and deposited in the General Fund.
- B. Upon petition of the property owner, the Town Council may waive and release the penalties and liens (excluding motor vehicle violations) if:
 - 1. The Town of Ledyard acquires the property; or
 - 2. At the time of the sale of the blighted property, in the Town Council's opinion, the buyer has the financial ability and intention and has indicated in writing to the Town Council his, her, or its intent to immediately rehabilitate the blighted property. Failure to rehabilitate the blighted property, within the agreed upon timeframe will result in reinstatement of the previous penalties and liens as well as accrual of additional penalties and liens from the date of the waiver.
- C. Pursuant to C.G.S., Section 7-148aa, any unpaid fine imposed pursuant to this Ordinance shall constitute a lien upon the real estate against which the fine was imposed from the date of such fine. In addition, pursuant to C.G.S. 49-73, any expenses incurred by the Town pursuant to this Ordinance shall be subject to a lien. Said lien may be foreclosed upon and enforced in the same manner as property tax liens. The Town of Ledyard Tax Collector is hereby empowered to place a lien on the land records in the manner as specified by Connecticut General Statutes provided a copy of said lien is mailed by first class mail to the owner as set forth on the most recent tax assessment list.

Section 13. Municipal Abatement

In any action to enforce this Ordinance or to enforce any violation hereof, including the failure to pay a fine or penalty, the Town of Ledyard may recover its costs, any and all fines provided for herein, equitable and legal relief, along with any reasonable attorney fees and its witness fees and such other relief as permitted by law.

Section 14. Administrative Responsibility

The Enforcement Officer(s) may prescribe administrative procedures necessary for the purpose of effectuating this Ordinance, which procedure shall be approved by the Town Council.

Section 15. Severability

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

Section 16. Violation

A violation of this Ordinance is a public nuisance.

Section 17. 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 by the Ledyard Town Council on: October 23, 2019

Linda C. Davis, Chairman

Approved / Disapproved on: _____

Fred Allyn, III, Mayor

Published on:

Effective Date:

Patricia A. Riley, Town Clerk

Revision: Ordinance #130 “*Town of Ledyard Blight Ordinance*” Adopted March 12, 2013.

History: The Twenty-fourth Town Council (2017- 2019) Ordinance Update Initiative: Renumbered Ordinance #130 “*Town of Ledyard Blight Ordinance*” to Ordinance #300-012. No changes were made to the Ordinance (Town Council September 25, 2019 meeting).

2013: Ordinance #130 “*Town of Ledyard Blight Ordinance*” was adopted after several years of work and debate. The intent of the Ordinance is to protect property values by providing the town with another tool to deal with problem properties in town, such as foreclosed properties/bank owned properties that have not been maintained for years. The Ordinance provides the town with a tool to request the bank mow the grass, trim the hedges, etc., because the neighbors are affected by the unmaintained property. The Ordinance also enabled the Town to request certain commercial and industrial properties be cleaned up and be maintained. The intent of the Ordinance is not intended to cause conflict between neighbors.

2019: The “*An Ordinance Concerning Blight and Public Nuisance for the Town of Ledyard*” was a complete rewrite of the Town of “*Ledyard Blight Ordinance*”, to more clearly define the intent.



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 23-1910

Agenda Date: 8/23/2023

Agenda #: 7.

ORDINANCE

Motion/Request:

MOTION to adopt Ordinance #500-005 (rev. 1) An Ordinance Rescinding “*An Ordinance Establishing a Nursing Service Board*” as contained in the draft dated July 31, 2023.

Background:

The Fiscal Year 2023/2024 Budget did not provide funding to support the Ledyard Visiting Nurses Association (LVNA).

For the past decade the Ledyard Visiting Nurses Association (LVNA) was not sustaining their operational costs, as large healthcare organizations began to dominate the home healthcare market.

This shortfall in LVNA revenues had fallen to the taxpayers, with the hope that this revenue slide would reverse itself, to no avail.

As all our residents budgets and our municipal budgets were being impacted by the inflationary environment, it was imperative that the town evaluate expense in an effort to continue to mitigate the tax burden to our residents.

On June 30, 2023, after 75 years of service to our community the Ledyard Visiting Nurses Association (LVNA) closed its doors.

The Nursing Board has provided oversight of the Ledyard Visiting Nurses Association (LVNA) and was established by Ordinance 500-005 “*An Ordinance Establishing a Nursing Board of the Town of Ledyard*”. With the Mayor’s letters to the Nursing Board thanking them for their service and disbanding the Board, canceling the ordinance was an required Administrative action to remove the Ordinance from its governing documents.

Proposed Ordinance:

DRAFT: 7/31/2023

Ordinance #500-005 (rev. 1)

AN ORDINANCE RESCINDING "AN ORDINANCE ESTABLISHING A NURSING BOARD FOR THE TOWN OF LEDYARD"

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

Section 1: Statement

The Ordinance # 500-005 entitled "*An Ordinance Establishing a Nursing Service Board*" amended and adopted by the Town Council on September 25, 2019 is hereby rescinded.

Adopted by the Ledyard Town Council on : _____

Kevin J. Dombrowski, Chairman

Approved/Disapproved on _____

Fred B. Allyn, III, Mayor

Published on:

Patricia A. Riley, Town Clerk

Effective Date:

Revisions: Ordinance #76 "*Ordinance Establishing a Public Health Nursing Service Board of the Town of Ledyard*" Adopted December 11, 1980; #76 "*Ordinance Amending an Ordinance Establishing a Public Health Nursing Service Board of the Town of Ledyard*" Amended and Adopted June 8, 1983; Ordinance #76 Amended and Adopted August 11, 1999; Ordinance #76 Amended and Adopted August 11, 2004; Ordinance #117 *Ordinance Amending an Ordinance Establishing a Public Health Nursing Service Board of the Town of Ledyard*" Adopted: February 27, 2008; Effective: March 21, 2008. Amended, Adopted and Renumbered by the Town Council on: September 25, 2019

History:

The Twenty-fourth Town Council (2017- 2019) Ordinance Update Initiative: Renumbered Ordinance #117 to Ordinance #500-005.

2019: Section 2 added language regarding member attendance relative to being considered resigned; Section 7 "Severability: language updated for consistency with town ordinances. Added Section 8 "Effective Date" to be consistent with town ordinances. Removed Section 8 "Cancellation of Previous Ordinances" - Per Town Attorney the "Revisions" and "History" paragraph indicates that the previous ordinance has been updated and replaced.

2023: The Fiscal Year 2023/2024 Budget did not provide funding to support the Ledyard Visiting Nurses Association (LVNA). During the past decade the Ledyard Visiting Nurses Association (LVNA) was not sustaining their operational costs, as large healthcare organizations began to dominate the home healthcare market. This shortfall in LVNA revenues had fallen to the taxpayers, with the hope that this revenue slide would reverse itself, to no avail. On June 30, 2023, after 75 years of service to our community the Ledyard Visiting Nurses Association (LVNA) closed its doors.

Mayor Comment/Recommendation:
(type text here)

Body:
(type text here)

AN ORDINANCE RESCINDING
"AN ORDINANCE ESTABLISHING A NURSING BOARD
FOR THE TOWN OF LEDYARD"

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Section 1: Statement

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Adopted by the Ledyard Town Council on : _____

Kevin J. Dombrowski, Chairman

Approved/Disapproved on _____

Fred B. Allyn, III, Mayor

Published on:

Patricia A. Riley, Town Clerk

Effective Date:

Revisions: Ordinance #76 "*Ordinance Establishing a Public Health Nursing Service Board of the Town of Ledyard*" Adopted December 11, 1980; #76 "*Ordinance Amending an Ordinance Establishing a Public Health Nursing Service Board of the Town of Ledyard*" Amended and Adopted June 8, 1983; Ordinance #76 Amended and Adopted August 11, 1999; Ordinance #76 Amended and Adopted August 11, 2004; Ordinance #117 "*Ordinance Amending an Ordinance Establishing a Public Health Nursing Service Board of the Town of Ledyard*" Adopted: February 27, 2008; Effective: March 21, 2008. Amended, Adopted and Renumbered by the Town Council on: September 25, 2019

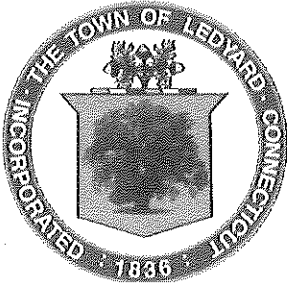
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DRAFT



TOWN OF LEDYARD
CONNECTICUT
OFFICE OF THE MAYOR

Fred B. Allyn III
Mayor

Kristen Chapman
Executive Assistant to the Mayor

741 Colonel Ledyard Highway
Ledyard, CT 06339-1551
(860) 464-3222
FAX (860) 464-1126

July 19, 2023

Collen Miller
3 Reuven Drive
Ledyard, CT 06339

Dear Ms. Miller:

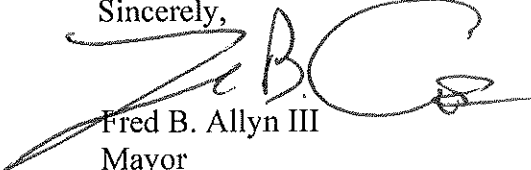
I would like to extend a sincere thank you for your time and dedication to the town as a member of the Ledyard Visiting Nursing Board.

We are grateful for the outstanding service you have given to the town and appreciated your time spent on the board overseeing the skilled nursing and other therapeutic services that were provided by the Ledyard Visiting Nurses Association.

The decision to remove the Visiting Nursing Department from the 2024 Town of Ledyard Operating Budget was carefully considered. The health care industry landscape coupled with declining revenues has resulted in the difficult decision to defund the agency. Karen Goetchius and her team of dedicated nursing and healthcare providers are to be commended for their years of service to Ledyard residents.

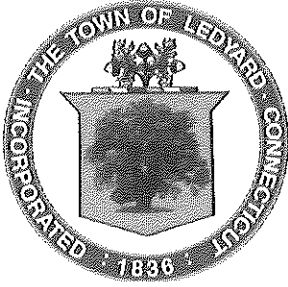
The work of your Board has been a significant contribution in promoting a healthy community. I sincerely hope that you will consider serving the town in another capacity as your knowledge and experience would be a great resource to others. To view available positions on Town Commissions, Committees and Boards please visit www.ledyardct.org/244/Commission-Committess-Boards.

Sincerely,



Fred B. Allyn III
Mayor

cc: Town Clerk



**TOWN OF LEDYARD
CONNECTICUT
OFFICE OF THE MAYOR**

Fred B. Allyn III
Mayor

Kristen Chapman
Executive Assistant to the Mayor

741 Colonel Ledyard Highway
Ledyard, CT 06339-1551
(860) 464-3222
FAX (860) 464-1126

July 19, 2023

Jacquelyn Baudro
69 Stoddards Wharf Road
Ledyard, CT 06339

Dear Ms. Baudro:

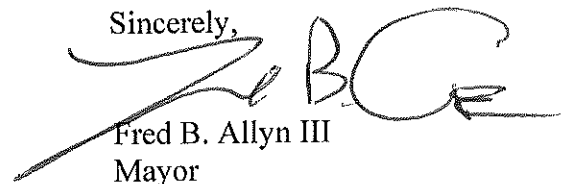
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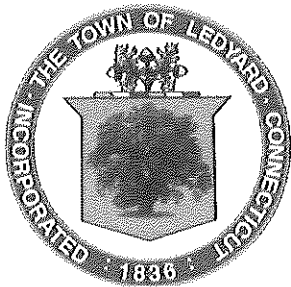
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Sincerely,



Fred B. Allyn III
Mayor

cc: Town Clerk



**TOWN OF LEDYARD
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OFFICE OF THE MAYOR**

Fred B. Allyn III
Mayor

Kristen Chapman
Executive Assistant to the Mayor

741 Colonel Ledyard Highway
Ledyard, CT 06339-1551
(860) 464-3222
FAX (860) 464-1126

July 19, 2023

Joan Guarino
5 Hillcrest Avenue
Ledyard, CT 06339

Dear Ms. Guarino:

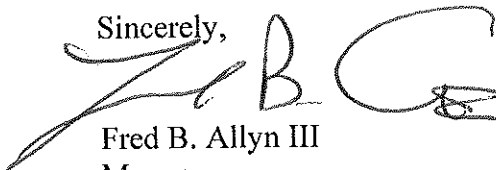
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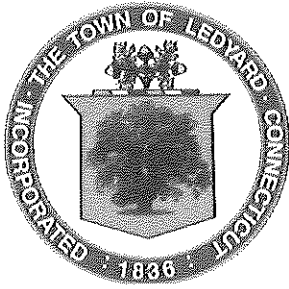
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Sincerely,



Fred B. Allyn III
Mayor

cc: Town Clerk



**TOWN OF LEDYARD
CONNECTICUT
OFFICE OF THE MAYOR**

Fred B. Allyn III
Mayor

Kristen Chapman
Executive Assistant to the Mayor

741 Colonel Ledyard Highway
Ledyard, CT 06339-1551
(860) 464-3222
FAX (860) 464-1126

July 19, 2023

Heather France
17 Garden Drive
Gales Ferry, CT 06335

Dear Ms. France:

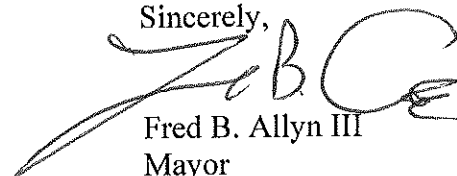
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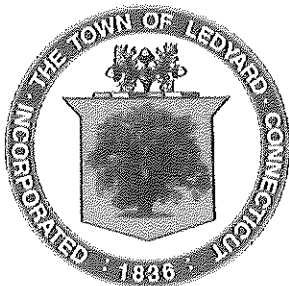
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Sincerely,



Fred B. Allyn III
Mayor

cc: Town Clerk



**TOWN OF LEDYARD
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Fred B. Allyn III
Mayor

Kristen Chapman
Executive Assistant to the Mayor

741 Colonel Ledyard Highway
Ledyard, CT 06339-1551
(860) 464-3222
FAX (860) 464-1126

July 19, 2023

Adrienne Parad
5 Birch Street
Ledyard CT, 06339

Dear Ms. Parad:

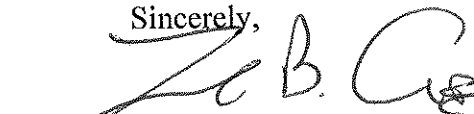
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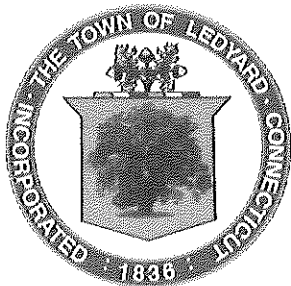
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Sincerely,



Fred B. Allyn III
Mayor

cc: Town Clerk



**TOWN OF LEDYARD
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Fred B. Allyn III
Mayor

Kristen Chapman
Executive Assistant to the Mayor

741 Colonel Ledyard Highway
Ledyard, CT 06339-1551
(860) 464-3222
FAX (860) 464-1126

July 19, 2023

Marcia Reece
79 Iron Street
Ledyard, CT 06339

Dear Ms. Reece:

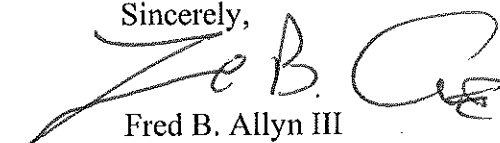
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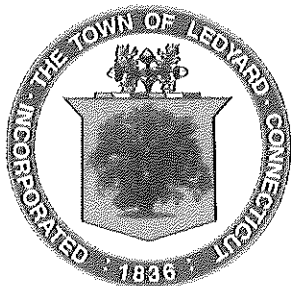
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Sincerely,



Fred B. Allyn III
Mayor

cc: Town Clerk



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Fred B. Allyn III
Mayor

Kristen Chapman
Executive Assistant to the Mayor

741 Colonel Ledyard Highway
Ledyard, CT 06339-1551
(860) 464-3222
FAX (860) 464-1126

July 19, 2023

Elizabeth Scott
4 Overlook Road
Gales Ferry, CT 06335

Dear Ms. Scott:

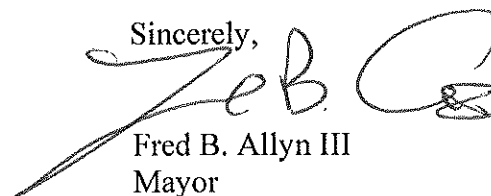
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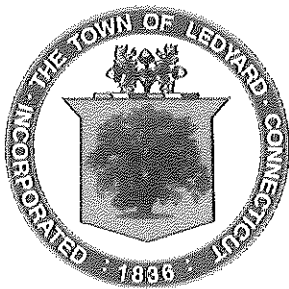
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Sincerely,



Fred B. Allyn III
Mayor

cc: Town Clerk



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Fred B. Allyn III
Mayor

Kristen Chapman
Executive Assistant to the Mayor

741 Colonel Ledyard Highway
Ledyard, CT 06339-1551
(860) 464-3222
FAX (860) 464-1126

July 19, 2023

Mary Beth Warwick
62 Church Hill Road
Ledyard, CT 06339

Dear Ms. Warwick:

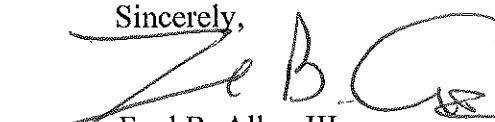
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Sincerely,



Fred B. Allyn III
Mayor

cc: Town Clerk