



TOWN OF LEDYARD CONNECTICUT

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

Administration Committee

~ AGENDA ~

Chairman Kevin J.
Dombrowski

Regular Meeting

Wednesday, January 11, 2023

5:30 PM

Town Hall Annex- Hybrid Format

Council Chambers, Town Hall Annex Building

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

<https://us06web.zoom.us/j/84863236815?pwd=Q3ZtTXcxdERpSm9VaWdkdW9tUkdCdz09>

Or by Audio Only: Telephone: +1 646 558 8656; Meeting ID: 848 6323 6815; Passcode: 479316

- 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 Regular meeting Minutes of December 14, 2022.

Attachments: [ADMIN-MIN-2022-12-14.pdf](#)

VI. OLD BUSINESS

- 1. MOTION adopt proposed amendments to Ordinance #100-016 (rev 1) "An Ordinance Combining Parks And Recreation Commission and Senior Citizens Commission for the Town of Ledyard" as contained in draft dated December 14, 2022.

Attachments: [Ord Combine PR SC -DRAFT 2022-12-14-ADMIN MTG.pdf](#)

[Sokolski-Combine Senior Commission & Parks & Recreation-e-mail-2022-12-14.pdf](#)

[Combine Parks & Recreation - Senior Citizens Commission- B. Love Comments-2022-12-20.pdf](#)

[Love-Ingalls -Combine Parks & Recreation - Senior Citizens Commission- B. Love Comments--E-Mail Thread-2023-01-04.pdf](#)

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

VII. NEW BUSINESS

1. MOTION to set a Hybrid (In-Person & Video Conference) Public Hearing date on February 22, 2023 at 6:30 p.m. to be held in the Council Chambers, 741 Colonel Ledyard Highway, to receive comments and recommendations regarding a proposed amendments to Ordinance #100-016 (rev 1) An Ordinance Combining Parks And Recreation Commission and Senior Citizens Commission For The Town Of Ledyard” as contained in draft dated December 14, 2022.

Attachments: [Ord Combine PR SC -DRAFT 2022-12-14-ADMIN MTG.pdf](#)

2. MOTION to reappoint the following members to the Retirement Board for a three (3) year term ending January 20, 2026:

- Mrs. Sharon Wadecki (D) 44 Fanning Road, Ledyard
- Mr. Daniel Panoski (R) 17 Chriswood Trace, Ledyard

Attachments: [Re-Appointment Endorsements- Retirement Board-2022-12-.pdf](#)
[Appointment](#)

3. MOTION to reappoint the following members to the Ledyard Farmers’ Market Committee for a three (3) year term ending February 26, 2026:

- Mr. William Throne, (R) 3 Adios Lane, Ledyard
- Mr. Peter Hary 973 Shewville Road, Ledyard

Attachments: [Appointment](#)
[Re-Appointment Endorsement- Farmers Market-RTC.pdf](#)

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

IV ADJOURNMENT

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



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 22-974

Agenda Date: 1/11/2023

Agenda #:

MINUTES

Minutes:

MOTION to approve the Administration Committee Regular meeting Minutes of December 14, 2022.



TOWN OF LEDYARD
CONNECTICUT
TOWN COUNCIL

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

Chairman Kevin J. Dombrowski

HYBRID FORMAT
MINUTES
ADMINISTRATION COMMITTEE
REGULAR MEETING

Wednesday, December 14, 2022

5:30 PM

Town Hall Annex Building

- I. CALL TO ORDER – The Meeting was called to order by Councilor Ingalls at 5:31 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	5:30 pm	5:49 pm
Whit Irwin	Town Councilor	Present	In-Person	5:35 pm	5:49 pm
Mary McGrattan	Town Councilor	Present	In-Person	5:30 pm	5:49 pm
Kevin Dombrowski	Chairman	Present	In-Person	5:30 pm	5:49 pm
S. Naomi Rodriguez	Town Councilor	Present	In-Person	5:30 pm	5:49 pm
Don Steinhoff	Administrator of Human Resources	Present	In-Person	5:30 pm	5:37 pm
Scott Johnson, Jr.	Director of Parks & Recreation and Senior Citizens	Present	In-Person	5:30 pm	5:49 pm
Kenneth DiRicco	Parks & Recreation Commission Chairman	Present	In-Person	5:30 pm	5:49 pm
Karen Goetchuis	Municipal Agent/Nursing Administrative Supervisor	Present	Remote	5:30 pm	5:49 pm
Carol Ann Schneider	Senior Citizens Commission	Present	Remote	5:30 pm	5:49 pm
Roxanne Maher	Administrative Assistant	Present	In-Person	5:30 pm	5:49 pm

- III. CITIZENS' COMMENTS – None.

- IV. INFORMATIONAL ITEMS – None.

- V. REVIEW AND APPROVAL OF PRIOR MEETING MINUTES

MOTION to approve the Regular Meeting Minutes of November 9, 2022
Moved by Councilor McGrattan, seconded by Councilor Ingalls

VOTE: 2 – 0 Approved and so declared (Irwin late)

- VI. OLD BUSINESS

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

VII. NEW BUSINESS

1. MOTION recommend the Town Council approve a proposed updated *Director of Parks and Leisure Services* job description as contained in the draft date May 5, 2022.

Moved by Councilor Ingalls, seconded by Councilor McGrattan

Discussion: Administrator of Human Resources Don Steinhoff provided some background noting that since the Parks & Recreation Department moved from the building on Blonders Boulevard to the Senior Citizens Center on Van Tassel Drive that Parks & Recreation Director Mr. Scott Johnson, Jr. has also taken on the role of the Director of the Senior Citizens Center, noting that he and his staff have been overseeing the operation and maintenance of the Facility as well as supporting the Senior Citizens Commission and its programs. He stated that the proposed update to the job description was drafted some time ago; however, he stated with the COVID 19 Pandemic a number of things were delayed in being presented to the Town Council, such as the two job descriptions on tonight's agenda.

Councilor Ingalls stated that later this evening the Administration Committee would be discussing a proposal to combine the Parks & Recreation Commission and the Senior Citizens Commission (Item #5). She went on to provide some clarification explaining that the proposed updates to the Job Description were separate from the proposal to combine the Parks and Recreation Commission with the Senior Citizens Commission. She stated that Mr. Johnson has been working in this role for a number of years, and she stated by approving the proposed job description that they would not be presumptuous in thinking that the two Commissions would be combined. Mr. Steinhoff stated that Councilor Ingalls' was correct, noting that the job description was only to reflect the roles and responsibilities that Mr. Johnson was currently performing as the Administrator/Director of both Departments.

Councilor Irwin arrived at 5:35 p.m.

Councilor McGrattan questioned the urgency to approve the proposed *Director of Parks and Leisure Services* Job Description at this time, pointing out the following:

- The title of this position throughout the job description did not align with the proposed amendments to Ordinance #100-016 (rev 1) "*An Ordinance Combining Parks And Recreation Commission and Senior Citizens Commission for the Town of Ledyard*"; which was Item #5 on tonight's Agenda.
- The proposed job description stated that the Director would provide monthly reports for both Commission meetings.

Councilor McGrattan noted that there were a number of clarifications in the language that were needed if the two Commissions were to be combined.

Administrator of Human Resources Don Steinhoff stated that Councilor McGrattan's comments were correct. However, he stated should the Town Council decide to combine the Parks & Recreation Commission with the Senior Citizens Commission that he would

come back with a request to again update the Job Description to align with the Ordinance. He stated the proposed Job Description, as presented in the draft dated May 5, 2022, was reflecting the current role and responsibilities that Mr. Johnson has been doing for both Departments for the past 3-years.

Councilor Irwin commented that if they were going to have revisit the proposed Job Description that he did not see the need to adopt changes at this time.

Councilor Ingalls questioned if the Administration Committee did not act on the proposed Job Description update this evening whether it would affect Mr. Johnson. Administrator of Human Resources Don Steinhoff stated that Mr. Johnson has been performing these duties for a number of years and that delaying the approval of the updated job description would not impact the roles and responsibilities that he was currently doing, noting that Mr. Johnson was operating under a draft job description.

Chairman Dombrowski suggested, because they anticipate that there may be some additional changes coming that would impact the *Director of Parks and Leisure Services* job description, that the Administration Committee remove the Director of Parks and Leisure Services job description from their agenda this evening. He explained by removing the item from the Agenda that they would not be voting the item down. He stated the proposed Job Description could come forward again at a later time.

The Administration Committee agreed by consensus not to act on the proposed updated *Director of Parks and Leisure Services* job description this evening and to remove it from the Agenda, with the understanding that proposed Job Description would come forward again at a later time.

RESULT: NO ACTION	Remove from Agenda
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2. MOTION recommend the Town Council approve a proposed updated/revised Emergency Communications Specialist (Dispatch) job description as contained in the draft dated June 15, 2021.

Moved by Councilor Ingalls, seconded by Councilor McGrattan

Discussion: Councilor Ingalls questioned whether the draft date of June 15, 2021 was correct. Administrator of Human Resources Don Steinhoff stated that June 15, 2021 was the correct draft date of the *Emergency Communications Specialist (Dispatch)* job description.

Councilor McGrattan questioned whether a disabled person, for example a person in wheelchair, would be able to perform the Emergency Communications Specialist (Dispatch) job. Mr. Steinhoff stated if the disabled person could be accommodated, they could perform the job.

VOTE: 3 – 0 Approved and so declared

RESULT: 3– 0 APPROVED TO RECOMMEND
MOVER: Andra Ingalls, Committee Member
SECONDER: Mary McGrattan, Committee Member
AYES: Andra Ingalls, Whit Irwin, Mary McGrattan

3. MOTION to recommend the Town Council appoint Mr. Rolf Racich (U) 18 Brewster Drive, Gales Ferry, to the Library Commission to complete two (2) year term ending November 7, 2024, filling a vacancy left by Ms. Winston.
Moved by Councilor McGrattan, seconded by Councilor Irwin
Discussion: Councilor McGrattan, Library Commission Liaison, stated that Mr. Racich has been attending the Library Commission meetings for some time. She stated that she supported his appointment.

Councilor Ingalls noted that Mr. Racich’s Appointment Application came with a letter of support from the Library Commission.

VOTE: 3 – 0 Approved and so declared

RESULT: 3– 0 APPROVED TO RECOMMEND
MOVER: Mary McGrattan, Committee Member
SECONDER: Whit Irwin, Committee Member
AYES: Andra Ingalls, Whit Irwin, Mary McGrattan

4. MOTION to recommend the Town Council adopt proposed revisions to the “*Resolution Establishing Administrator/Department Head Benefits*” as contained in the draft dated December 6, 2022.

Draft 12/6/2022

**RESOLUTION ESTABLISHING
ADMINISTRATOR/DEPARTMENT HEAD BENEFITS**

WHEREAS, The Town Council recognizes the need to compensate its Administrators/Department Heads in a fair and equitable manner;

NOW, THEREFORE BE IT RESOLVED, That the Town Council reaffirms the practices, policies, plans, and benefits set forth in the Town of Ledyard Employee Handbook which applies to all Employees, including Administrators/Department Heads and provides further that if the terms of this Resolution differ from the terms of the Town of Ledyard Employee Handbook, the provisions and terms of this Resolution shall apply exclusively.

For the purpose of this Resolution, the Town Council Chairperson shall be the immediate supervisor of the Administrative Assistant to the Town Council; the Chairperson of the Town Council Finance Committee shall be the immediate supervisor for the Town Treasurer; the Director of Finance shall be the immediate supervisor for the Assistant Director of Finance; the Mayor shall be the immediate supervisor for all other Administrators/Department Heads.

All benefits are computed based on a 40-hour work week. Benefits for employees working less than 40 hours will be pro-rated based on a 40-hour work week.

As of the date of this revision there are ~~6~~**17** non-union positions covered by the Administrator /Department Head Resolution:

1. Town Clerk
2. Director of Finance
3. Assistant Director of Finance/**Treasurer**
4. Director of Administrative Services/Mayoral Assistant
5. Director of Human Resources
6. Administrator of Emergency Services
7. Director of Civil Preparedness and Emergency Management
8. ~~Librarian~~**Library Director**
9. Public Health Nursing Administrative Supervisor
10. Director of Parks and Recreation
11. Public Works Director/Town Engineer
12. Director of Planning and Development
13. Administrative Assistant to the Town Council
14. ~~Town Treasurer~~
15. WPCA Wastewater Operations Supervisor
16. Mayor *
17. Chief of Police **
18. Police ~~Lieutenant~~**Captain** **

* Elected position. Applicable sections of this Resolution are limited to insurance, pension, and workers compensation.

** Appointed/Contracted Position. Applicable sections of this Resolution are limited to those not specifically covered in the contract.

Note: At times some of the positions listed above may be unfilled, combined, or contracted. Appropriate adjustments to benefits will be made in these circumstances.

LEAVES AND ABSENCES

All leaves and absences are based on a 40-hour work week. Leave and absences for employees working less than 40 hours will be pro-rated based on a 40-hour work week.

VACATION

See Personnel Handbook

SPECIAL LEAVE

Special Holiday leave shall be granted on the days, or portions thereof, listed below:

- a. December 24, whenever it occurs on a Monday;
- b. December 24, after having worked one-half of their normal daily work schedule, whenever it occurs on a Tuesday, Wednesday, or Thursday;
- c. December 26, whenever it occurs on a Friday;
- d. December 31, whenever it occurs on a Monday;
- e. December 31, after having worked one-half of their normal daily work schedule, whenever it occurs on a Tuesday, Wednesday, or Thursday;
- f. January 2, whenever it occurs on a Friday.

The above Holiday leave may be adjusted based on Town Hall schedules; e.g., if union contracts are negotiated to allow the Town Hall to be open on any of these days compensatory time-off may be granted.

The Administrators/Department Heads whose duties and responsibilities require them to work during periods of special leave shall be eligible for equivalent amounts of compensatory time off.

LEAVE OF ABSENCE WITHOUT PAY

All requests for a Leave of Absence Without Pay must be made in writing and approved in advance by the Mayor. If the leave is for more than five (5) days in any one month, the Administrator/Department Head shall not earn sick or vacation leave for that month. The Administrator/Department Head shall not be paid for any holiday or special leave day which may occur during the Leave of Absence Without Pay. In order to qualify to be paid for a holiday or a special leave day, an Administrator/Department Head who has been on a Leave of Absence Without Pay must have worked the last workday directly preceding said holiday or special leave day.

SICK LEAVE TERMINATION

Upon termination of service from the Town of Ledyard, all unused sick leave up to a maximum of fifty (50) days will be paid to the Administrator/Department Head in a lump sum payment, provided the individual has been an Employee of the Town for a minimum of ten (10) years, and said Administrator/Department Head is not terminated for cause.

Employees hired on or after July 1, 2014 with a minimum of ten (10) consecutive years of service will upon termination be paid for a maximum of twenty (20) days.

PERSONAL LEAVE

Each Administrator/Department Head shall be entitled to three (3) personal leave days annually without loss of pay, provided such Administrator/Department Head notifies the Supervisor at least twenty-four (24) hours in advance, except in the case of a personal

emergency. Personal days may be used in conjunction with a holiday or vacation provided a two (2) week written notice is supplied to the Supervisor and provided approval is granted by the Supervisor. During an Employee's first fiscal year, he or she shall be eligible for one (1) personal day for every four (4) months worked.

COMPENSATORY TIME

Administrator/Department Heads may, with the advanced approval of the Supervisor or Mayor, be provided compensation in the form of compensatory time at the rate of one hour of compensatory time for each hour worked in excess of the maximum work week of each employee. Salaried exempt employees shall be eligible for compensatory time off for work performed which is beyond the normal scope of duties. All compensatory time must be taken within three months, unless otherwise approved by immediate supervisor. Compensatory time which is not taken within three months of accrual will be forfeited.

INSURANCE

The Town shall continue to provide eligible Employees and their dependents substantially similar group health and dental insurance coverage and benefits as exist in the Town's conventional insurance plan. The Town reserves the right to change or provide alternate insurance carriers, health maintenance organizations, or benefit levels or to self-insure as it deems appropriate for any form or portion of insurance coverage, so long as the new coverage and benefits are substantially similar to the conventional insurance. The Town will not be responsible for changes unilaterally imposed by an insurance provider so long as the Town uses its best efforts to minimize changes by incumbent insurance providers from one plan year to another.

- a. Each Employee shall be responsible for fifty percent (50%) of the cost of the dental plan for spouse or family coverage, and the applicable Employee contribution rate, as set forth below, for the Employee's dental coverage.
- b. The Town will purchase for each Employee at no cost to Employee, life insurance which in the event of death of the Employee while employed by the Town, will provide a benefit of \$50,000 or a sum equivalent to the Employee's base salary, whichever is less.

~~c. — Effective with the adoption of this Resolution, each Employee shall be responsible for ten percent (10%) of the applicable conventional premium rate (COBRA rate) determined by the insurance carrier or administrator for all health and dental insurance benefits, excluding life insurance. An Employee with individual coverage shall have deducted from his/her monthly wages ten percent (10%) of the monthly conventional premium rate (COBRA rate) for individual coverage. An Employee and spouse or an Employee and eligible dependent, (two person coverage classification), shall have deducted from his/her monthly wages ten percent (10%) of the monthly conventional premium rate (COBRA rate) for such two person coverage. An Employee with family coverage shall have deducted from his/her monthly wages ten percent (10%) of the monthly conventional premium rate (COBRA rate) for family coverage.~~

- c. *Effective with the adoption of this Resolution, each employee shall be responsible for the percentage of the applicable conventional premium rate determined by the insurance carrier or administrator for all health and dental benefits as outlined in Paragraph d below.*
- d. Effective July 1, 2010 and each July 1 following, the co-insurance and co-pay contributions shall be the same as the lowest negotiated Town Hall labor contracts effective on that date.
- e. Employees may elect to waive all group insurance benefits, and in lieu thereof, be remunerated in the amount of twenty-five percent (25%) of the actual premium saved.
- f. Employees are required to notify Human Resources of significant changes to circumstances affecting insurance, including but not limited to births, death of dependents, marriage, adoptions, divorce, or change in eligibility of dependents.

PENSION

Employees hired prior to July 1, 2009 may be eligible to participate in the town's Defined Benefit Pension Plan. Details of this plan are provided in the Defined Benefit Summary Plan Description which will be provided to all eligible employees.

Employees hired on or after July 1, 2009 may be eligible to participate in the town's Defined Contribution Pension Plan. Details of this plan are provided in the Defined Contribution Summary Plan Description which will be provided to all eligible employees.

~~Effective July 1, 2014 employees eligible for the Defined Contribution Plan will be auto enrolled at an employee contribution rate of 3% of base salary effective the first day of the first full quarter of the fiscal year after the hire date. Unless the employee directs the town otherwise, the employee minimum contribution rate will increase by 1% on July 1st each year until an employee contribution rate of 15% is achieved. Employees have the right to opt out of or modify the auto enrollment by notifying Human Resources within 90 days after the actions are effective. The Town will match the employee's contributions up to a rate equal to the highest rate negotiated by Town Hall labor contracts currently in effect on July 1st of each fiscal year.~~

Effective July 1, 2022 employees eligible for the Defined Contribution Plan will be automatically enrolled at date of hire at a contribution rate of ten percent (10%) of base salary. The Town will match the employee's contribution effective six months after the date of hire.

WORKERS' COMPENSATION

If an Employee is injured in the performance of his or her duties or is otherwise qualified for benefits under the Workers' Compensation Act, the net after tax difference between his or her regular base pay, and Workers' Compensation shall be paid by the Employer for a period not to exceed six (6) months or until maximum recovery is attained (whichever is first.)

Until a determination is made as to the eligibility for Workers' Compensation payments, absences shall be charged at the Employee's option, to accumulated sick leave and/or vacation time, provided eligibility requirements are met. The Employee's time will be credited when compensation becomes effective.

Notwithstanding the above, if the Town, in its sole discretion, advances pay before an eligibility determination is made, and the Employee is thereafter found ineligible or the Employee's eligibility is terminated for any reason, the deficiency shall be charged at the Employee's option to accumulated sick leave and/or accumulated vacation leave. However, if an Employee has not accumulated sufficient sick and/or annual leave to cover the period of absence, the Employee shall be considered on leave with pay and shall be required to repay the Town for any salary advanced while on leave with pay in the following manner:

- a. Sick Leave
- b. Vacation
- c. Personal Leave
- d. Incentives
- e. Wages
- f. Welfare Benefits

WAGES AND COMPENSATION

Employees shall be paid at the rate as designated by the Mayor or contractually negotiated. Increases in wages shall be effective on the first day of July and may not be less than the percentage of the highest union contracted increase for that fiscal year.

Employees required to be available via cell phone outside of regular work hours who are not issued a Town cell phone, shall receive a monthly stipend for usage of their personal cell phone at a rate equivalent to the highest stipend paid to any of the Town's bargaining units.

With the implementation of this Resolution, retroactive reimbursement for wages and personal cell phones shall be paid to employees who were on staff as of July 1, 2022.

EDUCATION AND TRAINING

The Administrator/Department Head shall be reimbursed for travel expenses, meals, lodging, registration fees and other appropriate expenses as may be required when attending professional meetings, training and/or conducting Town business, provided prior approval to attend such meeting and incur such expenses is obtained from the immediate supervisor.

Any Administrator/Department Head who successfully completes an education or vocational course approved, in advance, by the immediate supervisor shall be reimbursed the cost of such courses up to a maximum of fifty percent (50%) not to exceed One Thousand Dollars (\$1,000) per year. Courses eligible for reimbursement must be at an accredited college or university and directly relate to the Administrator/Department Head's professional development. Employees who receive tuition reimbursement shall remain in the employment of the Town for one year following completion of the course or shall be required to reimburse the tuition.

LONGEVITY

In return for good and faithful service to the Town, each Administrator/Department Head shall receive the following longevity payments:

- a. Ten years, but less than fifteen years \$~~250.00~~-\$350.00
- b. Fifteen years, but less than twenty years \$~~350.00~~ \$450.00
- c. Twenty or more years \$~~450.00~~ \$550.00

Payment shall be paid in one lump sum annually on the pay date nearest the Administrator/Department Head’s anniversary date of employment.

Employees hired after July 1, 2014 shall not be eligible for Longevity payments.

Adopted by the Ledyard Town Council on: _____.

Kevin J. Dombrowski, Chairman

Revisions: March 10, 1989; July 13, 1998; September 26, 1990; January 27, 1993; October 8, 2003; May 28, 2014; January 13, 2016.

History:
2022: Updated the titles of the following positions:

Librarian to Library Director; Assistant Finance Director to include Treasurer; Police Lieutenant to Police Capitan.

Insurance Section paragraph (c): Removed/replaced the following language
~~Effective with the adoption of this Resolution, each Employee shall be responsible for ten percent (10%) of the applicable conventional premium rate (COBRA rate) determined by the insurance carrier or administrator for all health and dental insurance benefits, excluding life insurance. An Employee with individual coverage shall have deducted from his/her monthly wages ten percent (10%) of the monthly conventional premium rate (COBRA rate) for individual coverage. An Employee and spouse or an Employee and eligible dependent, (two-person coverage classification), shall have deducted from his/her monthly wages ten percent (10%) of the monthly conventional premium rate (COBRA rate) for such two person coverage. An Employee with family coverage shall have deducted from his/her monthly wages ten percent (10%) of the monthly conventional premium rate (COBRA rate) for family coverage.~~

(New Language): *Effective with the adoption of this Resolution, each employee shall be responsible for the percentage of the applicable conventional premium rate determined by the insurance carrier or administrator for all health and dental benefits as outlined in Paragraph d below.*

Pension Section: Removed/replaced the following language:

~~Effective July 1, 2014 employees eligible for the Defined Contribution Plan will be auto enrolled at an employee contribution rate of 3% of base salary effective the first day of the first full quarter of the fiscal year after the hire date. Unless the employee directs the town otherwise, the employee minimum contribution rate will increase by 1% on July 1st each year until an employee contribution rate of 15% is achieved. Employees have the right to opt out of or modify the auto enrollment by notifying Human Resources within 90 days after the actions are effective. The Town will match the employee's contributions up to a rate equal to the highest rate negotiated by Town Hall labor contracts currently in effect on July 1st of each fiscal year.~~

(New Language) *Effective July 1, 2022 employees eligible for the Defined Contribution Plan will be automatically enrolled at date of hire at a contribution rate of ten percent (10%) of base salary. The Town will match the employee's contribution effective six months after the date of hire.*

Added New Section : "Wages and Compensation".

Longevity Section: Updated longevity payments as follows:

- | | | |
|----|---|-------------------------------------|
| a. | Ten years, but less than fifteen years | \$250.00 \$350.00 |
| b. | Fifteen years, but less than twenty years | \$350.00 \$450.00 |
| c. | Twenty or more years | \$450.00 \$550.00 |

Moved by Councilor Irwin, seconded by Councilor McGrattan

Discussion: Councilor Ingalls noted that she was pleased to see the language to encourage staff to use their vacation days, noting that taking time off away from their job was better for peoples' well-being.

VOTE: 3 – 0 Approved and so declared

RESULT:	3– 0 APPROVED TO RECOMMEND
MOVER:	Whit Irwin, Committee Member
SECONDER:	Mary McGrattan, Committee Member
AYES:	Andra Ingalls, Whit Irwin, Mary McGrattan

5. MOTION to recommend the Town Council adopt proposed amendments to Ordinance #100-016 (rev 1) "*An Ordinance Combining Parks And Recreation Commission and Senior Citizens Commission for the Town of Ledyard*" as contained in draft dated December 7, 2022.

Moved by Councilor Ingalls, seconded by Councilor Irwin

Discussion: Councilor Ingalls noted that the Town Council received an e-mail dated December 12, 2022 from Senior Citizens Commission Chair Norma Sokolski in which she stated that "*the Senior Citizens Commission would like to remain as a separate Commission and not be combined with the Parks and Recreation Commission.*"

Councilor McGrattan suggested the following revisions be added to the proposed Ordinance #100-016 (rev 1) “*An Ordinance Combining Parks And Recreation Commission and Senior Citizens Commission for the Town of Ledyard*”:

- Title of Ordinance: It was explained that the proposed draft included a few suggestions for the title of the combined Commission for the Administration Committee to consider as follows:
 - *Parks and Recreation Commission and Senior Citizens Commission*
 - *Parks and Recreation and Commission for Aging*
 - *Parks and Recreation and Commission for the Elderly*

Councilor McGrattan suggested not using “*Commission for Aging*” or “*Commission for the Elderly*”

- Section 1 Purpose
 - Paragraph 2 - add “administrative support *and provide services more effectively....*”
 - Paragraph 3 – add “financial benefit *for Senior Citizens programs because they would be eligible for funding under the*”

In discussing whether language should be included in the Ordinance that required a certain number of members represent each of the groups (Senior Citizens and Parks and Recreation), that Councilor Ingalls noted that past experience found that the town has had difficulty filling positions on Commissions when they had too many restrictions on who could serve. Councilor McGrattan agreed with Councilor Ingalls’ comment, noting that on the Cemetery Committee a certain number of members had to be Veterans per state statute.

Councilor Irwin noted that the role of the two Commissions (Senior Citizens and Parks & Recreation) seem to be significantly different. Therefore, he questioned how much overlap they had.

Parks and Recreation/Senior Citizens Commission Director Scott Johnson, Jr., explained the following benefits to combing the two Commissions:

- Senior Citizens programs were subsidized by taxpayers’ dollars (budget was reduced from \$14,000 to \$10,000 per year); and therefore, they did not have the means to expand their programing. The cost of the Senior Citizens programs cost about \$14,000 per year.
- Parks & Recreation’s programs were self-sufficient, with 80% of the program fees going to the instructor and 20% going to the Parks & Recreation. The 20% of the program fees had been being used to pay for the quarterly magazine that advertised their Programs.

Mr. Johnson explained because the quarterly magazine was now being paid for by the advertisements, that he proposed using the 20% collected from the Parks & Recreation programs to off-set the cost of the Senior Citizens programs that were currently not breaking even. He stated by using 20% collected from the Parks & Recreation programs for the Senior Citizens programs that the \$10,000 of taxpayer dollars could be used to expand other programs/services for the Senior Center.

Councilor McGrattan noted that she took Tia-Chi thru the Senior Citizens programs, noting that it was the same instructor and same program offered by the Parks & Recreation Department. However, she stated there was a difference of the cost of the program, noting that the Senior Citizens Class cost less than the Parks & Recreation Class.

Mr. Johnson agreed with Councilor McGrattan's comments regarding the cost difference between the Senior Citizens Programs and the Parks & Recreation Programs. He explained as noted above, that they would be able to continue to keep the Senior Programs cost down and make them self-sufficient by using the 20% collected from the Parks & Recreation Programs.

- Senior Citizens Transportation – Mr. Johnson explained that the funding approach he has been describing this evening would free up the \$10,000 of taxpayer dollars in the General Fund that was currently being used to subsidize the Senior Citizens Programs to now be used to increase transportation services for the Seniors. He stated the Senior Center was having difficulty keeping Van Drivers because the hourly wage was not competitive. Therefore, he stated they increased the hourly wage from \$14.00 per hour to \$18.000 per hour. He stated the Senior Citizens Center now had four Van Drivers, which would allow them to efficiently operate their transportation services and to provide essential services, while also expanding programs for the Senior Citizens.
- Senior Citizens Center Facility Capital Needs – Mr. Johnson stated Parks & Recreation also used the Senior Citizens facility for programs. He stated a significant benefit of combing the Senior Citizens Commission with the Parks & Recreation Commission would allow the funding received from the conveyance tax, in accordance with Ordinance #200-009 “*An Ordinance Proving for the Transfer of Certain Revenues from Real Estate Conveyance Tax to Special Town of Ledyard Funds*”: and Ordinance #200-012 “*An Ordinance Creating a Municipal Parks and Recreation Capital and Non-Recurring Expose Fund for the Town of Ledyard*” to be used to make improvements and maintain the Senior Citizens Center Facility. He noted as an example they could add a gym at the back of the Senior Citizens Center, which would be used by both Senior Citizens Programs and Parks & Recreation Programs in the evening.

Councilor Ingalls stated that the Administration Committee would incorporate Councilor McGrattan's suggestions, as noted above, and would solicit comments and recommendations from both the Senior Citizens Commission and the Parks and Recreation Commission. She stated the Committee would continue to discuss the

proposal to combine the two Commissions (Senior Citizens and Parks & Recreation) at their January 11, 2023 meeting.

MOTION to Table the

MOTION to recommend the Town Council adopt proposed amendments to Ordinance #100-016 (rev 1) *An Ordinance Combining Parks And Recreation Commission and Senior Citizens Commission For The Town Of Ledyard*” as contained in draft dated December 7, 2022.

Moved by Councilor Ingalls, seconded by Councilor Irwin

VOTE: 3 – 0 Approved to Table

RESULT: 3 – 0 APPROVED TO TABLE
MOVER: Andra Ingalls, Committee Member
SECONDER: Whit Irwin, Committee Member
AYES: Andra Ingalls, Whit Irwin, Mary McGrattan

6. No Action on the Discussion and possible action on the MOTION to set a Hybrid (In-Person & Video Conference) Public Hearing date on February 22, 2023 at 6:30 p.m. to be held in the Council Chambers, 741 Colonel Ledyard Highway, to receive comments and recommendations regarding a proposed amendments to Ordinance #100-016 (rev 1) *An Ordinance Combining Parks And Recreation Commission and Senior Citizens Commission For The Town Of Ledyard*” as contained in draft dated December 7, 2022.

RESULT: NO ACTION	Next Meeting: 1/11/2023 5:30 p.m.
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7. Any New Business proper to come before the Committee. – None.

VIII. ADJOURNMENT

Councilor Ingalls moved the meeting be adjourned, seconded by Councilor Irwin

VOTE: 3 - 0 Approved and so declared, the meeting was adjourned at 5:56 p.m.

Respectfully submitted,

Andra Ingalls
Committee Chairman



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 22-660

Agenda Date: 1/11/2023

Agenda #: 1.

ORDINANCE

Subject/Application:

MOTION adopt proposed amendments to Ordinance #100-016 (rev 1) “*An Ordinance Combining Parks And Recreation Commission and Senior Citizens Commission for the Town of Ledyard*” as contained in draft dated December 14, 2022.

Background:

Town Council Meeting 10/13/2022: Mayor Allyn, III, requested the Town Council consider merging Ordinance #100-014 “*An Ordinance Establishing a Parks and Recreation Commission for the Town of Ledyard*” and Ordinance #100-016 “*An Ordinance Establishing a Senior Citizens Commission for the Town of Ledyard*”.

The Parks & Recreation Department has been operating in the building on Van Tassel Drive in Gales Ferry and working in tandem with the Senior Citizens Center providing oversight of the facility.

Mr. Scott Johnson, Jr. has been serving as the Director of both the Parks & Recreation and the Senior Citizens for the past few years.

Combining/Merging the duties of the Town Committees/Commissions/Boards that have similar interests into a single commission will minimize administrative support by reducing the number of Committees/Commissions/Boards in town.

Combining/Merging the two Commissions would provide a financial benefit to the Senior Citizens Commission for Aging (or the Elderly) making available the funding of the conveyance tax that is set-aside in the Parks & Recreation Capital Account Fund 203 (formerly Fund 8) established by Ordinance #200-009 “An Ordinance Providing for Transfer of Certain Revenue from Real Estate conveyance Tax to Special Town of Ledyard Funds; and in accordance with Ordinance #200-012 “An Ordinance Creating a Municipal Parks and Recreation Capital and Non Non-Recuring Expense Fund for the Town of Ledyard.

Mayor Recommendation:

Meeting Action Detail:

Administration Committee Meeting 12/14/2022

File #: [22660](#) Version: 1

Type: Ordinance

Title: MOTION adopt proposed amendments to Ordinance #100-016 (rev 1) “*An Ordinance Combining Parks And Recreation Commission and Senior Citizens Commission for the Town of Ledyard*” as contained in draft dated December 7, 2022.

Mover: Ingalls Seconded: Irwin

Action: Tabled

Minute Note:

Moved by Councilor Ingalls, seconded by Councilor Irwin

Discussion: Councilor Ingalls noted that the Town Council received an e-mail dated December 12, 2022 from Senior Citizens Commission Chair Norma Sokolski in which she stated that “*the Senior Citizens Commission would like to remain as a separate Commission and not be combined with the Parks and Recreation Commission.*”

Councilor McGrattan suggested the following revisions be added to the proposed Ordinance #100-016 (rev 1) “*An Ordinance Combining Parks And Recreation Commission and Senior Citizens Commission for the Town of Ledyard*”:

- Title of Ordinance: It was explained that the proposed draft included a few suggestions for the title of the combined Commission for the Administration Committee to consider as follows:
 - *Parks and Recreation Commission and Senior Citizens Commission*
 - *Parks and Recreation and Commission for Aging*
 - *Parks and Recreation and Commission for the Elderly*

Councilor McGrattan suggested not using “*Commission for Aging*” or “*Commission for the Elderly*”

- Section 1 Purpose
 - Paragraph 2 - add “administrative support *and provide services more effectively....*”
 - Paragraph 3 - add “financial benefit *for Senior Citizens programs because they would be eligible for funding under the*”

In discussing whether language should be included in the Ordinance that required a certain number of members represent each of the groups (Senior Citizens and Parks and Recreation), that Councilor Ingalls noted that past experience found that the town has had difficulty filling positions on Commissions when they had too many restrictions on who could serve. Councilor McGrattan agreed with Councilor Ingalls’ comment, noting that on the Cemetery Committee a certain number of members had to be Veterans per state statute.

Councilor Irwin noted that the role of the two Commissions (Senior Citizens and Parks & Recreation) seem to be significantly different. Therefore, he questioned how much overlap they had.

Parks and Recreation/Senior Citizens Commission Director Scott Johnson, Jr., explained the following

benefits to combining the two Commissions:

- Senior Citizens programs were subsidized by taxpayers' dollars (budget was reduced from \$14,000 to \$10,000 per year); and therefore, they did not have the means to expand their programming. The cost of the Senior Citizens programs cost about \$14,000 per year.
- Parks & Recreation's programs were self-sufficient, with 80% of the program fees going to the instructor and 20% going to the Parks & Recreation. The 20% of the program fees had been being used to pay for the quarterly magazine that advertised their Programs.

Mr. Johnson explained because the quarterly magazine was now being paid for by the advertisements, that he proposed using the 20% collected from the Parks & Recreation programs to off-set the cost of the Senior Citizens programs that were currently not breaking even. He stated by using 20% collected from the Parks & Recreation programs for the Senior Citizens programs that the \$10,000 of taxpayer dollars could be used to expand other programs/services for the Senior Center.

Councilor McGrattan noted that she took Tia-Chi thru the Senior Citizens programs, noting that it was the same instructor and same program offered by the Parks & Recreation Department. However, she stated there was a difference of the cost of the program, noting that the Senior Citizens Class cost less than the Parks & Recreation Class.

Mr. Johnson agreed with Councilor McGrattan's comments regarding the cost difference between the Senior Citizens Programs and the Parks & Recreation Programs. He explained as noted above, that they would be able to continue to keep the Senior Programs cost down and make them self-sufficient by using the 20% collected from the Parks & Recreation Programs.

- Senior Citizens Transportation - Mr. Johnson explained that the funding approach he has been describing this evening would free up the \$10,000 of taxpayer dollars in the General Fund that was currently being used to subsidize the Senior Citizens Programs to now be used to increase transportation services for the Seniors. He stated the Senior Center was having difficulty keeping Van Drivers because the hourly wage was not competitive. Therefore, he stated they increased the hourly wage from \$14.00 per hour to \$18.000 per hour. He stated the Senior Citizens Center now had four Van Drivers, which would allow them to efficiently operate their transportation services and to provide essential services, while also expanding programs for the Senior Citizens.
- Senior Citizens Center Facility Capital Needs - Mr. Johnson stated Parks & Recreation also used the Senior Citizens facility for programs. He stated a significant benefit of combining the Senior Citizens Commission with the Parks & Recreation Commission would allow the funding received from the conveyance tax, in accordance with Ordinance #200-009 "*An Ordinance Proving for the Transfer of Certain Revenues from Real Estate Conveyance Tax to Special Town of Ledyard Funds*" : and Ordinance #200-012 "*An Ordinance Creating a Municipal Parks and Recreation Capital and Non-Recurring Expose Fund for the Town of Ledyard*" to be used to make improvements and maintain the Senior Citizens Center Facility. He noted as an example they could add a gym at the back of the Senior Citizens Center, which would be used by both Senior Citizens Programs and Parks & Recreation Programs in the evening.

Councilor Ingalls stated that the Administration Committee would incorporate Councilor McGrattan's suggestions, as noted above, and would solicit comments and recommendations from both the Senior Citizens Commission and the Parks and Recreation Commission. She stated the Committee would continue to discuss the proposal to combine the two Commissions (Senior Citizens and Parks & Recreation) at their January 11, 2023 meeting.

MOTION to Table the

MOTION to recommend the Town Council adopt proposed amendments to Ordinance #100-016 (rev 1) *An Ordinance Combining Parks And Recreation Commission and Senior Citizens Commission For The Town Of Ledyard* as contained in draft dated December 7, 2022.

Moved by Councilor Ingalls, seconded by Councilor Irwin

VOTE: 3 - 0 Approved to Table

Action: Tabled

AN ORDINANCE COMBINING
PARKS AND RECREATION COMMISSION AND
SENIOR CITIZENS COMMISSION
FOR THE TOWN OF LEDYARD

Be it ordained by the Town Council of the Town of Ledyard there is hereby established a “Parks and Recreation and *Senior Citizens Commission*.”

Section 1. Purpose

(a) *The purpose of this Ordinance is to formally combine the Senior Citizens Commission with the Parks and Recreation Commission in the Town of Ledyard. herein, to be known as Parks and Recreation and Senior Citizens Commission.*

Combining the duties of the Town Committees/Commissions/Boards that have similar interests into a single commission will minimize administrative support by reducing the number of Committees/Commissions/Boards in town and provide services more effectively.

Combining the two Commissions will provide a financial benefit ~~to the Senior Citizens for Senior Citizens programs because they would be eligible for funding under the Commission for Aging (or the Elderly) making available the funding of the conveyance tax that is set aside in the Parks & Recreation Capital Account Fund 203 (formerly Fund 8) established by Ordinance #200-009 “An Ordinance Providing for Transfer of Certain Revenue from Real Estate conveyance Tax to Special Town of Ledyard Funds; and in accordance with Ordinance #200-012 “An Ordinance Creating a Municipal Parks and Recreation Capital and Non Non-Recuring Expense Fund for the Town of Ledyard.~~

(b) The purpose of *Ledyard Parks and Recreation and Senior Citizens Commission* is to **provide services for the senior citizens within budgetary limits; and improve conditions and services for the elderly of the Town of Ledyard and** to *provide recreational programs for the general population and manage properties under the administrative control of the Parks and Recreation Department.*

~~plan and control the use of parks, playgrounds, swimming pools, gymnasiums, equipment and facilities under the jurisdiction of the Ledyard Parks and Recreation and Senior Citizens Commission as authorized by the Town of Ledyard; in Appendix B “List of Real Properties Owned or Leased by the Town of Ledyard” of the “Resolution Establishing Administrative Control of Town Owned or Town Leased Properties”.~~

Section 2. Authority and Establishment of Commissions

(a) Parks and Recreation Commission

Pursuant to the authority contained in Section 7-148, General Statutes of Connecticut, there is hereby created a Parks and Recreation Commission for the Town of Ledyard.

(b) Senior Citizens Commission

Pursuant to Chapter III, Section 4 of the Charter of the Town Ledyard, there is hereby established a Senior Citizens Commission.

Pursuant to Chapter III, Section 4, of the Town Charter, commencing on the nineteenth day after the effective date of this ordinance, the duties of the Senior Citizens Commission of the Town of Ledyard as set forth in Ordinance #100-016, shall be discharged in accordance with this Ordinance; and ~~by the Parks and Recreation Commission of the Town of Ledyard which shall hereafter be known as the Parks and Recreation and Senior Citizens Commission.~~

Section 3. Membership

The *Ledyard Parks and Recreation and Senior Citizens Commission* shall consist of **seven (7) regular members and two (2) alternate** members who shall be electors of the Town of Ledyard and who shall hold no salaried municipal office.

Membership on any other Board, Commission or Committee of the Town of Ledyard shall not preclude membership on the *Ledyard Parks and Recreation and Senior Citizens Commission*.

In making the original appointments under this ordinance, the Town Council shall designate **three (3) members to serve for three (3) years, three (3) members to serve for two (2) years; three (3) members to serve for one (1) year**. Thereafter, vacancies shall be filled for a three (3) year term.

Section 4. Terms of Appointment

The members of the *Ledyard Parks and Recreation and Senior Citizens Commission* shall be appointed for a three (3) year term by the Town Council.

Members shall commence to serve their terms immediately upon appointment and shall serve until their successor has qualified or they have been reappointed or removed by the Town Council.

As each of the terms of the members expire, the Town Council shall appoint a successor for a term of three (3) years to fill each vacant position.

Any vacancy on the Commission other than by expiration of term shall be filled for the unexpired portion of the term by the Town Council.

The Commission shall annually elect a Chairman and Secretary from its members. ~~Regular meeting shall be held monthly~~ *In accordance with General State Statutes of Connecticut Section-1-225 a Regular Meeting schedule shall be set and filed with the Town Clerk before January 31st of the coming year, and shall be a thirteen (13) month calendar; inclusive of January of the following year.* Special meetings may be called by a majority of the members of said Commission.

Any member of the Commission who is absent from three (3) consecutive regular meetings and any intervening duly called special meetings shall be considered to have resigned from the Commission and the vacancy shall be filled as hereinbefore provided, except that the Commission may vote to waive the requirements of the section in each case where illness or other extenuating circumstances make it impossible for a member to meet the attendance requirements of this action.

It shall be the responsibility of the Chairman of the Commission to notify the Town Council when a member has not properly performed his/her duties.

Appointment and removal of any member of the *Ledyard Parks and Recreation and Commission Senior Citizens* shall be as provided for in Chapter IV, Section 9, of the Town Charter.

Section 5. Implementation

Within two weeks after the adoption date of this ordinance, all current members of the Parks and Recreation Commission of the Town of Ledyard and the current members of the Senior Citizens Commission for the Town of Ledyard shall indicate to their respective chairman their desire to serve on the Ledyard Parks and Recreation and Senior Citizens Commission. .

The respective chairman shall thereafter report to the Town Council the desires of their members. In addition, the respective chairman shall make recommendations to the Town Council regarding present members to serve on the combined commission.

The Town Council shall appoint members to the Ledyard Parks and Recreation and Senior Citizens Commission no later than the effective date of the Ordinance.

Section 6 Responsibilities and Duties

1. To annually prepare a budget containing its estimates of expenses and revenues to carry out its programs and the purposes of this Ordinance; and to submit the same to the Mayor for inclusion in the annual budget of the Town of Ledyard. When requested, and at least annually, *the Ledyard Parks and Recreation and Senior Citizens Commission* shall make reports to the Town Council.

2. Shall adopt Rules of Procedure, and establish policies for programs and the operation and use of facilities under the Commission’s jurisdiction.
3. To plan the development, improvement and expansion of park lands and recreation facilities and other facilities under the Commission’s jurisdiction, including the acquisition, erection, installation, improvement, and replacement of park or recreation facilities and equipment.
4. To develop, establish, improve and coordinate *recreational* programs ~~and services~~ to benefit the *general* population ~~and recreational initiatives~~ in the Town of Ledyard. *In addition, which* shall include conditions related to ~~housing~~, nutrition, health, social services, transportation and other concerns of Ledyard’s senior citizens.
5. To seek federal, state and private funds and may accept any money, gifts or endowment and expend the same for its designated purpose, provided such conditions does not remove any portion of the Commission from the control of the facilities or programs; or in any manner limit the use of the facility or programs ~~or in the opinion of Commission fail~~ to further the purpose of the Commission.
6. To engage such employees as assigned by the Mayor and other contractors hired by the Town of Ledyard to provide programs and services, and to maintain facilities under the *Parks and Recreation and Senior Citizens Commission’s* administrative control and oversight within the budgetary limits of said Commission.
7. The *Parks and Recreation and Senior Citizens Commission* shall serve to represent *senior citizens* at town meetings, before the Town Council or before its committees, and if required before other organizations.

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. *Cancellation and Amendment of Previous Ordinances*

- *This Ordinance cancels and supersedes Ordinance #100-016 “An Ordinance Establishing a Senior Citizens Commission for the Town of Ledyard”.*
- *This Ordinance amends Ordinance #100-014 “An Ordinance Creating A Parks and Recreation Commission for the Town of Ledyard”.*

Section 10. 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 Allyn, III, Mayor

Revisions:

Parks and Recreation Commission

Ordinance #12 “*Ordinance Creating a Parks and Recreation Commission for the Town of Ledyard*” Adopted by Town Meeting December 11, 1967; Ordinance #12 “*Ordinance Creating a Parks and Recreation Commission for the Town of Ledyard*” Amended and Adopted December 22, 1972; Ordinance # 137 “*An Ordinance Amending an Ordinance Creating A Parks and Recreation Commission for the Town of Ledyard*” adopted on October 22, 2014; **Renumbered Ordinance #137 to #100-014 on September 25, 2019 as part of the Twenty-fourth Town Council 2017-2019 Ordinance Update Initiative Project.**

Senior Citizens Commission

Ordinance #58 “*An Ordinance Establishing a Permanent Commission for Senior Citizens for the Town of Ledyard,*” adopted on September 28, 2011 and overrode the Mayor’s disapproval/veto on October 12, 2011.-Ordinance #147 “*An Ordinance Amending an Ordinance Establishing a Senior Citizens Commission in the Town of Ledyard*” adopted December 13, 2017; **Renumbered Ordinance #134 to #100-016 on September 25, 2019 as part of the Twenty-fourth Town Council’s 2017-2019 Ordinance Update Initiative Project.**

History:

2022: Ordinance #100-014 “*An Ordinance Creating A Parks and Recreation Commission for the Town of Ledyard*” adopted on October 22, 2014; and Ordinance #100-106 “*An Ordinance Establishing a Senior Citizens Commission for the Town of Ledyard* were combined. The duties of both Commissions remained in place and some minor editorials were made throughout the document creating a *Parks and Recreation and Senior Citizens Commission.*

Roxanne Maher

From: Naomi Rodriguez <naocry@comcast.net>
Sent: Wednesday, December 14, 2022 9:07 AM
To: Roxanne Maher
Cc: Naomi Rodriguez
Subject: Fwd: Ordinance

From: Norma Sokolski <nsokolski@sbcglobal.net>
Date: December 12, 2022 at 10:26:44 AM EST
To: naocry@comcast.net
Subject: Ordinance

Hi Naomi,

I can not come to council meeting on Wednesday. We have some concerns the commission would like to be separate from the parks and rec commission perhaps we could meet jointly on a quarterly basis. It is difficult to get the small things taken care of we have items dating back to July of 2021 and March of 2022. Scott works very hard but has a

on his plate and day to day things for the safety and concerns of the seniors don't get resolved in a timely fashion.

We would like to have a person dedicated to the center even on a part time basis. Could you help us with this?

Norma Sokolski

Sent from my iPad

My Name is Brian Love and I live at 1 Little John CT, gales ferry, CT 06335

I am opposed to the Parks and Recreation and Senior Citizens Merger proposed by the Mayor and town Council as the senior citizens program is the only one that will see benefits of the merger.

Mayor Allyn cited the following benefits:

1. He stated Parks and Recreation has been operating in the building on Van Tassel Drive in Gales Ferry and working in tandem with the Senior Citizens Center providing oversight of the facility. From a budgetary perspective, the care and maintenance of the senior citizens center is not paid for by parks and rec or the senior citizens. It's in public work's budget. So there is no benefit from either group on this.

2. He noted Mr. Scott Johnson, Jr. has been serving as the Director of both the Parks & Recreation and the Senior Citizens for the past few years and he stated that it may be time to combine the two Commissions. This only continues to benefit the senior citizens' budget as they get a director for free.

3. He explained Ordinance #200-009 Ordinance providing for the Transfer of Revenue from the Real Estate Conveyance Tax to the Park and Recreation Capital and Non-Recurring Expense Fund", calls for forty percent (40%) of the revenue received from conveyance tax to be deposited into the Parks and Recreation Capital and Non-Recurring Expense Fund. He stated by merging the Senior Citizens Commission with the Parks & Recreation Commission that both groups could benefit from these funds. Parks and Rec is already getting the %40 percent and has asked for \$241,732 in capital improvements so how do they gain money by absorbing the senior citizens' budget and providing them access to it?

Per the towns budget for 2023, the senior center programs are allotted \$97,182. Parks and Rec is allotted \$464,467. On July 6th the state Senate appropriations committee sent a letter to Mr. Scott showing the state was making 26 million dollars in grants available to senior programs around the state. This money will only be allowed for senior programs, so our kids will not benefit from this. If we combine it will be very easy to move money from the higher budget to the lower budget especially when one organization's money comes from taxes vs grants.

Councilor Rodriguez provided the following comment to the mayor's request:

1. She stated combining the two groups would be a positive step forward for the Senior Center, noting that it would attract a higher percentage of residents to attend the Center's programs. There is no mention of how this will benefit parks and Rec and clearly, the senior citizen program is the priority in this town, even though out of a population of 15,413; 3,853 are under 18(25%) and 2,311 are over 65(15%).

That's why I urge the commission to reject the merger.

Thank you.

Roxanne Maher

From: Andra Ingalls
Sent: Wednesday, January 04, 2023 12:18 PM
To: Brian Love; Scott Johnson
Cc: Roxanne Maher; Mary K. McGrattan; Whit Irwin
Subject: Re: Parks & Rec and Senior commission merger comments

Mr. Love,

This is Andra Ingalls, the Chair of the Administration Committee. Thank you for taking the time to submit your comments. It's helpful.

Just a minor clarification - the Administration Committee does not ultimately make the decision. It considers the matter and makes a recommendation to the full Council. The full Council vote is ultimately the deciding vote.

Again, thank you for sharing your concerns.

Andra Ingalls

Town Councilor
Administration Committee Chair
Finance Committee Member
(860) 961-2414

From: Brian Love <blove577@gmail.com>
Sent: Tuesday, December 20, 2022 9:44 PM
To: Scott Johnson <Scott@ledyardrec.org>
Cc: Roxanne Maher <council@ledyardct.org>; Andra Ingalls <aingalls@ledyardct.org>; Mary K. McGrattan <MKMcG@ledyardct.org>; Whit Irwin <wirwin@ledyardct.org>
Subject: Parks & Rec and Senior commission merger comments

Some people who received this message don't often get email from blove577@gmail.com. [Learn why this is important](#)

Scott,

Attached are my remarks from tonight about the P&R merger.

I CC'd the Administration Committee as you mentioned they were the ones who would ultimately make the decision here.

Once again Thank you for the opportunity to speak tonight and participate in tonight's meeting.

Thank you,
Brian Love
941-467-4433



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 22-089

Agenda Date: 1/11/2023

Agenda #: 2.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

Any other Old Business proper to come before the Committee

Background:

(type text here)

Department Comment/Recommendation:

(type text here)



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 22-896

Agenda Date: 1/11/2023

Agenda #: 1.

ORDINANCE

Subject/Application:

MOTION to set a Hybrid (In-Person & Video Conference) Public Hearing date on February 22, 2023 at 6:30 p.m. to be held in the Council Chambers, 741 Colonel Ledyard Highway, to receive comments and recommendations regarding a proposed amendments to Ordinance #100-016 (rev 1) *An Ordinance Combining Parks And Recreation Commission and Senior Citizens Commission For The Town Of Ledyard*” as contained in draft dated December 14, 2022.

Background:

In accordance with Chapter III, Section 5 “*Public Hearing on and Passage of Ordinances*” of the Town Charter; a public hearing was required to be held prior to the adoption of an Ordinance/Ordinance Amendments.

Mayor Recommendation:

Meeting Action Detail:

Administration Committee Meeting 12/14/2022

File #: [22896](#) Version: 1

Type: General Discussion

Title: MOTION to set a Hybrid (In-Person & Video Conference) Public Hearing date on February 22, 2023 at 6:30 p.m. to be held in the Council Chambers, 741 Colonel Ledyard Highway, to receive comments and recommendations regarding a proposed amendments to Ordinance #100-016 (rev 1) *An Ordinance Combining Parks And Recreation Commission and Senior Citizens Commission For The Town Of Ledyard*” as contained in draft dated December 7, 2022.

Mover: **Seconder:**

Action: No Action

Minute Note:

Next Meeting 01/11/2023

AN ORDINANCE COMBINING
PARKS AND RECREATION COMMISSION AND
SENIOR CITIZENS COMMISSION
FOR THE TOWN OF LEDYARD

Be it ordained by the Town Council of the Town of Ledyard there is hereby established a “Parks and Recreation and *Senior Citizens Commission*.”

Section 1. Purpose

(a) *The purpose of this Ordinance is to formally combine the Senior Citizens Commission with the Parks and Recreation Commission in the Town of Ledyard. herein, to be known as Parks and Recreation and Senior Citizens Commission.*

Combining the duties of the Town Committees/Commissions/Boards that have similar interests into a single commission will minimize administrative support by reducing the number of Committees/Commissions/Boards in town and provide services more effectively.

Combining the two Commissions will provide a financial benefit ~~to the Senior Citizens for Senior Citizens programs because they would be eligible for funding under the Commission for Aging (or the Elderly) making available the funding of the conveyance tax that is set aside in the Parks & Recreation Capital Account Fund 203 (formerly Fund 8) established by Ordinance #200-009 “An Ordinance Providing for Transfer of Certain Revenue from Real Estate conveyance Tax to Special Town of Ledyard Funds; and in accordance with Ordinance #200-012 “An Ordinance Creating a Municipal Parks and Recreation Capital and Non Non-Recuring Expense Fund for the Town of Ledyard.~~

(b) The purpose of *Ledyard Parks and Recreation and Senior Citizens Commission* is to **provide services for the senior citizens within budgetary limits; and improve conditions and services for the elderly of the Town of Ledyard and** to *provide recreational programs for the general population and manage properties under the administrative control of the Parks and Recreation Department.*

~~plan and control the use of parks, playgrounds, swimming pools, gymnasiums, equipment and facilities under the jurisdiction of the Ledyard Parks and Recreation and Senior Citizens Commission as authorized by the Town of Ledyard; in Appendix B “List of Real Properties Owned or Leased by the Town of Ledyard” of the “Resolution Establishing Administrative Control of Town Owned or Town Leased Properties”.~~

Section 2. Authority and Establishment of Commissions

(a) Parks and Recreation Commission

Pursuant to the authority contained in Section 7-148, General Statutes of Connecticut, there is hereby created a Parks and Recreation Commission for the Town of Ledyard.

(b) Senior Citizens Commission

Pursuant to Chapter III, Section 4 of the Charter of the Town Ledyard, there is hereby established a Senior Citizens Commission.

Pursuant to Chapter III, Section 4, of the Town Charter, commencing on the nineteenth day after the effective date of this ordinance, the duties of the Senior Citizens Commission of the Town of Ledyard as set forth in Ordinance #100-016, shall be discharged in accordance with this Ordinance; and ~~by the Parks and Recreation Commission of the Town of Ledyard which shall hereafter be known as the Parks and Recreation and Senior Citizens Commission.~~

Section 3. Membership

The *Ledyard Parks and Recreation and Senior Citizens Commission* shall consist of *seven (7) regular members and two (2) alternate* members who shall be electors of the Town of Ledyard and who shall hold no salaried municipal office.

Membership on any other Board, Commission or Committee of the Town of Ledyard shall not preclude membership on the *Ledyard Parks and Recreation and Senior Citizens Commission*.

In making the original appointments under this ordinance, the Town Council shall designate *three (3) members to serve for three (3) years, three (3) members to serve for two (2) years; three (3) members to serve for one (1) year*. Thereafter, vacancies shall be filled for a three (3) year term.

Section 4. Terms of Appointment

The members of the *Ledyard Parks and Recreation and Senior Citizens Commission* shall be appointed for a three (3) year term by the Town Council.

Members shall commence to serve their terms immediately upon appointment and shall serve until their successor has qualified or they have been reappointed or removed by the Town Council.

As each of the terms of the members expire, the Town Council shall appoint a successor for a term of three (3) years to fill each vacant position.

Any vacancy on the Commission other than by expiration of term shall be filled for the unexpired portion of the term by the Town Council.

The Commission shall annually elect a Chairman and Secretary from its members. ~~Regular meeting shall be held monthly~~ *In accordance with General State Statutes of Connecticut Section-1-225 a Regular Meeting schedule shall be set and filed with the Town Clerk before January 31st of the coming year, and shall be a thirteen (13) month calendar; inclusive of January of the following year.* Special meetings may be called by a majority of the members of said Commission.

Any member of the Commission who is absent from three (3) consecutive regular meetings and any intervening duly called special meetings shall be considered to have resigned from the Commission and the vacancy shall be filled as hereinbefore provided, except that the Commission may vote to waive the requirements of the section in each case where illness or other extenuating circumstances make it impossible for a member to meet the attendance requirements of this action.

It shall be the responsibility of the Chairman of the Commission to notify the Town Council when a member has not properly performed his/her duties.

Appointment and removal of any member of the *Ledyard Parks and Recreation and Commission Senior Citizens* shall be as provided for in Chapter IV, Section 9, of the Town Charter.

Section 5. Implementation

Within two weeks after the adoption date of this ordinance, all current members of the Parks and Recreation Commission of the Town of Ledyard and the current members of the Senior Citizens Commission for the Town of Ledyard shall indicate to their respective chairman their desire to serve on the Ledyard Parks and Recreation and Senior Citizens Commission. .

The respective chairman shall thereafter report to the Town Council the desires of their members. In addition, the respective chairman shall make recommendations to the Town Council regarding present members to serve on the combined commission.

The Town Council shall appoint members to the Ledyard Parks and Recreation and Senior Citizens Commission no later than the effective date of the Ordinance.

Section 6 Responsibilities and Duties

1. To annually prepare a budget containing its estimates of expenses and revenues to carry out its programs and the purposes of this Ordinance; and to submit the same to the Mayor for inclusion in the annual budget of the Town of Ledyard. When requested, and at least annually, *the Ledyard Parks and Recreation and Senior Citizens Commission* shall make reports to the Town Council.

2. Shall adopt Rules of Procedure, and establish policies for programs and the operation and use of facilities under the Commission’s jurisdiction.
3. To plan the development, improvement and expansion of park lands and recreation facilities and other facilities under the Commission’s jurisdiction, including the acquisition, erection, installation, improvement, and replacement of park or recreation facilities and equipment.
4. To develop, establish, improve and coordinate *recreational* programs ~~and services~~ to benefit the *general* population ~~and recreational initiatives~~ in the Town of Ledyard. *In addition, which* shall include conditions related to ~~housing~~, nutrition, health, social services, transportation and other concerns of Ledyard’s senior citizens.
5. To seek federal, state and private funds and may accept any money, gifts or endowment and expend the same for its designated purpose, provided such conditions does not remove any portion of the Commission from the control of the facilities or programs; or in any manner limit the use of the facility or programs ~~or in the opinion of Commission fail~~ to further the purpose of the Commission.
6. To engage such employees as assigned by the Mayor and other contractors hired by the Town of Ledyard to provide programs and services, and to maintain facilities under the *Parks and Recreation and Senior Citizens Commission’s* administrative control and oversight within the budgetary limits of said Commission.
7. The *Parks and Recreation and Senior Citizens Commission* shall serve to represent *senior citizens* at town meetings, before the Town Council or before its committees, and if required before other organizations.

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. *Cancellation and Amendment of Previous Ordinances*

- *This Ordinance cancels and supersedes Ordinance #100-016 “An Ordinance Establishing a Senior Citizens Commission for the Town of Ledyard”.*
- *This Ordinance amends Ordinance #100-014 “An Ordinance Creating A Parks and Recreation Commission for the Town of Ledyard”.*

Section 10. 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 Allyn, III, Mayor

Revisions:

Parks and Recreation Commission

Ordinance #12 “*Ordinance Creating a Parks and Recreation Commission for the Town of Ledyard*” Adopted by Town Meeting December 11, 1967; Ordinance #12 “*Ordinance Creating a Parks and Recreation Commission for the Town of Ledyard*” Amended and Adopted December 22, 1972; Ordinance # 137 “*An Ordinance Amending an Ordinance Creating A Parks and Recreation Commission for the Town of Ledyard*” adopted on October 22, 2014; **Renumbered Ordinance #137 to #100-014 on September 25, 2019 as part of the Twenty-fourth Town Council 2017-2019 Ordinance Update Initiative Project.**

Senior Citizens Commission

Ordinance #58 “*An Ordinance Establishing a Permanent Commission for Senior Citizens for the Town of Ledyard,*” adopted on September 28, 2011 and overrode the Mayor’s disapproval/veto on October 12, 2011.-Ordinance #147 “*An Ordinance Amending an Ordinance Establishing a Senior Citizens Commission in the Town of Ledyard*” adopted December 13, 2017; **Renumbered Ordinance #134 to #100-016 on September 25, 2019 as part of the Twenty-fourth Town Council’s 2017-2019 Ordinance Update Initiative Project.**

History:

2022: Ordinance #100-014 “*An Ordinance Creating A Parks and Recreation Commission for the Town of Ledyard*” adopted on October 22, 2014; and Ordinance #100-106 “*An Ordinance Establishing a Senior Citizens Commission for the Town of Ledyard*” were combined. The duties of both Commissions remained in place and some minor editorials were made throughout the document creating a *Parks and Recreation and Senior Citizens Commission*.



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 22-971

Agenda Date: 1/11/2023

Agenda #: 2.

APPOINTMENT

Motion/Request:

MOTION to reappoint the following members to the Retirement Board for a three (3) year term ending January 20, 2026:

- Mrs. Sharon Wadecki (D) 44 Fanning Road, Ledyard
- Mr. Daniel Panoski (R) 17 Chriswood Trace, Ledyard

Background:

As Committee & Board Member terms come to an end they are asked if they would like to continue to volunteer to serve the Town.

In addition, the Committee/Board and the Member's respective parties are also asked for their recommendation/endorsement regarding the reappointment of members to ensure that they were active participants.

Both Mrs. Wadecki and Mr. Panoski are interested in continuing to serve on the Retirement Board.

Their reappointments to the Board have been endorsed by both the Board and their respective parties. (please see attached).

Minority Representation - CGS 9-167a:

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

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

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

Connecticut General Statutes

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

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

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

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

Meeting Action Detail:



TOWN OF LEDYARD CONNECTICUT TOWN COUNCIL

Chairman Kevin J. Dombrowski

741 Colonel Ledyard Highway
Ledyard, CT 06339-1551
(860) 464-3203
E-Mail Address:
council@ledyardct.org

December 1, 2022

Mr. John Rodolico, Chairman
Retirement Board
40 Long Pond Road
Ledyard, Connecticut 06339

Dear Mr. Rodolico:

Members of the Retirement Board are due for re-appointment as listed below. The Administration Committee of the Town Council would like your recommendations.

Please complete the shaded areas of the member's block and kindly return to the Town Council Office.

Retirement Board		3 Year Term			
Member's Name	Party Affiliation	Term Expiration	Commission Recommendation	Town Committee Endorsement	Attendance
Mrs. Sharon Wadecki 44 Fanning Road Ledyard, CT 06339	D	1/20/2023	(Y) N	Y N	<input checked="" type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor
Mr. Daniel Panosky 17 Chriswood Trace Ledyard, CT 06339	R	1/20/2023	(Y) N	Y N	<input checked="" type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor

Board's Comments:

Sharon and Dan have been consistent contributors to the Retirement Board and are highly recommended for re-appointment.

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

Sincerely,
Roxanne M. Maher

Roxanne M. Maher
Administrative Assistant
to the Ledyard Town Council

Roxanne Maher

From: John Rodolico <reppop@sbcglobal.net>
Sent: Thursday, December 01, 2022 11:30 AM
To: johnrodolico@gmail.com; Roxanne Maher
Cc: Christina Hostetler; Kevin J. Dombrowski; Andra Ingalls
Subject: Re: Request Retirement Board Reappointment Endorsement

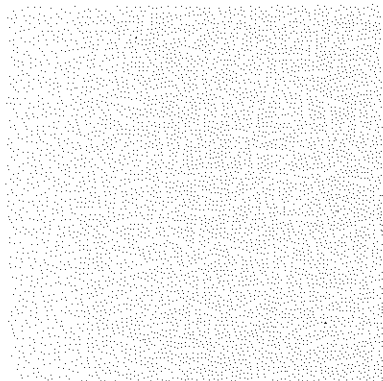
All:

Dan and Sharon are experience, highly qualified, and contributing members of the Retirement Board and I enthusiastically endorse their reappointment. My scanner is not working so please fill out the endorsement sheet for me and I will sign during my next TH visit.

Thank you.

John

On Thursday, December 1, 2022 at 10:42:35 AM EST, Roxanne Maher <council@ledyardct.org> wrote:



Good Morning Chairman Rodolico:

Please find attach a request for the Retirement Board's recommendation regarding the reappointment of a members to the Board.

Please feel free to contact me if you have any questions.



TOWN OF LEDYARD CONNECTICUT TOWN COUNCIL

Chairman Kevin J. Dombrowski

741 Colonel Ledyard Highway
Ledyard, CT 06339-1551
(860) 464-3203
E-Mail Address:
council@ledyardet.org

December 1, 2022

Mr. Stanley Juber, Chairman
Republican Town Committee
13 Iron Street
Ledyard, Connecticut 06339

Dear Chairman Juber:

Members of the Retirement Board are due for re-appointment as listed below. The Administration Committee of the Town Council would like your recommendations.

Please complete the shaded areas of the member's block and kindly return to the Town Council Office.

Member's Name	Party Affiliation	Term Expiration	Commission Recommendation	3 Year Term		Attendance
				Town Committee Endorsement		
Mrs. Sharon Wadecki 44 Fanning Road Ledyard, CT 06339	D	1/20/2023	Y N	Y N		{ }Excellent { } Good { } Fair { } Poor
Mr. Daniel Panosky 17 Chriswood Trace Ledyard, CT 06339	R	1/20/2023	Y N	Y N		{ }Excellent { } Good { } Fair { } Poor

Board's Comments:

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

Sincerely,
Roxanne M. Maher

Roxanne M. Maher
Administrative Assistant
to the Ledyard Town Council



TOWN OF LEDYARD CONNECTICUT TOWN COUNCIL

Chairman Kevin J. Dombrowski

741 Colonel Ledyard Highway
Ledyard, CT 06339-1551
(860) 464-3203
E-Mail Address:
council@ledyardct.org

December 1, 2022

Ms. S. Naomi Rodriguez, Chairman
Democratic Nominating Town Committee
6 Saint Peters Court
Ledyard, Connecticut 06339

Dear Chairman Rodriguez:

Members of the Retirement Board are due for re-appointment as listed below. The Administration Committee of the Town Council would like your recommendations.

Please complete the shaded areas of the member's block and kindly return to the Town Council Office.

Retirement Board

3 Year Term

Member's Name	Party Affiliation	Term Expiration	Commission Recommendation	Town Committee Endorsement	Attendance
Mrs. Sharon Wadecki 44 Fanning Road Ledyard, CT 06339	D	1/20/2023	Y N	<input checked="" type="radio"/> Y <input type="radio"/> N	<input checked="" type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor
Mr. Daniel Panosky 17 Chriswood Trace Ledyard, CT 06339	R	1/20/2023	Y N	Y N	<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor

Board's Comments:

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

Sincerely,
Roxanne M. Maher

Roxanne M. Maher
Administrative Assistant
to the Ledyard Town Council



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 22-972

Agenda Date: 1/11/2023

Agenda #: 3.

APPOINTMENT

Motion/Request:

MOTION to reappoint the following members to the Ledyard Farmers' Market Committee for a three (3) year term ending February 26, 2026:

- Mr. William Throne, (R) 3 Adios Lane, Ledyard
- Mr. Peter Hary 973 Shewville Road, Ledyard

Background:

As Committee & Board Members terms come to an end they are asked if they would like to continue to volunteer to serve the Town.

In addition, the Committee/Board and the Member's respective parties are also asked for their recommendation/endorsement regarding the reappointment of members to ensure that they were active participants.

Both Mr. Thorne and Mr. Hary are interested in continuing to serve on the Retirement Board.

Their reappointments to the Board have been endorsed by both the Board and their respective parties. (please see attached).

Minority Representation - CGS 9-167a:

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

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

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

Connecticut General Statutes

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

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

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

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

Meeting Action Detail:



TOWN OF LEDYARD CONNECTICUT OWN COUNCIL

741 Colonel Ledyard Highway
Ledyard, CT 06339-1551
(860) 464-3203
FAX (860) 464-1485
E-Mail Address:
council@ledyardct.org

Chairman Kevin J. Dombrowski

December 1, 2022

Mrs. Lauriann Hary, Chairman
Ledyard Farmers' Market Committee
973 Shewville Road
Ledyard, Connecticut 06339

Dear Mrs. Hary:

Members of the Ledyard Farmers' Market Committee are due for re-appointment as listed below. The Administration Committee of the Town Council would like your recommendations.

Please complete the shaded areas of each Commission members block and kindly return to the Town Council Office. .

Ledyard Farmers' Market Committee

Member's Name	Party Affiliation	Term Expirat	Committee Recommendat	Town Commit Endorsement	3 Year Term
					Attendance
Mr. William Thorne 3 Adios Lane Ledyard, CT 06339	R	2/26/2023	(Y) N	Y N	{X} Excellent { } Good { } Fair { } Poor
Mr. Peter Hary 973 Shewville Road Ledyard, CT 06335	U	2/26/2023	(Y) N	Y N	{X} Excellent { } Good { } Fair { } Poor

Committee Comments:

Both Mrs. Thorne & Mr. Hary are great assets to the LFM committee. They both work hard & bring great ideas to the team

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

Sincerely,
Roxanne M. Maher

Roxanne M. Maher
Administrative Assistant
to the Ledyard Town Council



TOWN OF LEDYARD CONNECTICUT OWN COUNCIL

741 Colonel Ledyard Highway
Ledyard, CT 06339-1551
(860) 464-3203
FAX (860) 464-1485
E-Mail Address:
council@ledyardct.org

Chairman Kevin J. Dombrowski

December 1, 2022

Mr. Stanley Juber, Chairman
Republican Town Committee
13 Iron Street
Ledyard, Connecticut 06339

Dear Mr. Juber

Members of the Ledyard Farmers' Market Committee are due for re-appointment as listed below. The Administration Committee of the Town Council would like your recommendations.

Please complete the shaded areas of each Commission members block and kindly return to the Town Council Office. .

Ledyard Farmers' Market Committee

3 Year Term

Member's Name	Party Affiliation	Term Expiration	Committee Recommendation	Town Commit Endorsement	Attendance
Mr. William Thorne 973 Shewville Road Ledyard, CT 06339	R	2/26/2023	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	{ } Excellent { } Good { } Fair { } Poor
Mr. Peter Hary 973 Shewville Road Ledyard, CT 06335	U	2/26/2023	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	{ } Excellent { } Good { } Fair { } Poor

Committee Comments:

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

Sincerely,
Roxanne M. Maher

Roxanne M. Maher
Administrative Assistant
to the Ledyard Town Council

Roxanne Maher

From: stanjub@juno.com
Content: Wednesday, December 21, 2022 10:02 AM
To: Roxanne Maher
Cc: mikefrance17@comcast.net
Subject: Re: Request RTC Reappointment Endorsement/Recommendation
Attachments: APPT-ENORS-FARMERS MKT-RTC-2022-12-01 (1).pdf; APPT-ENORS-RETIREMENT - RTC-2022-12-01 (1).pdf; ATT00001.htm

Hi Roxanne,

The Ledyard RTC approves of re-appointing both Republican members. One correction: Bill Thorne lives at 3 Adios Lane, not 973 Shewville Road (his wife wondered how he moved without her knowing!).

FYI, Mike France will be chairing our Nominating Committee, so you can send future appointment correspondence to him at mikefrance17@comcast.net.

Thank you - and Merry Christmas!

Stan Juber
Chairman, Ledyard RTC

Please note: message attached

From: Roxanne Maher <council@ledyardct.org>
To: "Stanley Juber (stanjub@juno.com)" <stanjub@juno.com>
Cc: Roxanne Maher <council@ledyardct.org>, "Kevin J. Dombrowski" <KJDom@ledyardct.org>, Andra Ingalls <aingalls@ledyardct.org>
Subject: Request RTC Reappointment Endorsement/Recommendation
Date: Thu, 1 Dec 2022 15:32:23 +0000



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 22-090

Agenda Date: 1/11/2023

Agenda #: 4.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

Any other New Business proper to come before the Committee.

Background:

(type text here)

Department Comment/Recommendation:

(type text here)