



# TOWN OF LEDYARD CONNECTICUT

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

## Town Council ~ AGENDA ~

Chairman Kevin J.  
Dombrowski

Regular Meeting

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Wednesday, September 14, 2022

7:00 PM

Council Chambers - Town Hall Annex-  
Hybrid Format

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**In-Person: Council Chambers Town Hall Annex**

**Remote: Information noted below:**

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

**[https://us06web.zoom.us/j/89132227848?](https://us06web.zoom.us/j/89132227848?pwd=dGowRWVxeFBXQlRTZDNEMHZrdmt3UT09)**

**[pwd=dGowRWVxeFBXQlRTZDNEMHZrdmt3UT09](#)**

**Or by Audio Only: Telephone: +1 646 558 8656; Meeting ID 891 3222 7848; Passcode:398644**

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. ROLL CALL
- IV. PRESENTATIONS
- V. RESIDENT & PROPERTY OWNERS (COMMENTS LIMITED TO THREE (3) MINUTES)
- VI. COMMITTEE COMMISSION AND BOARD REPORTS
- VII. COMMENTS OF TOWN COUNCILORS
- VIII. REVIEW AND APPROVAL OF MINUTES

MOTION to approve the following:

Special Meeting Minutes of July 27, 2022

**Attachments:** [TC-MIN-2022-07-27-SP-EXC.pdf](#)

Regular Meeting Minutes of July 27, 2022

**Attachments:** [TC-MIN-2022-07-27.pdf](#)

Special Meeting Minutes of August 3, 2022

**Attachments:** [TC-MIN-2022-08-03-SP-.pdf](#)

- IX. COMMUNICATIONS

Communications List for September 14, 2022

**Attachments:** [C-LIST-2022-09-14.docx](#)  
[WPCA action letter Mtg-2022-07-26.pdf](#)  
[Resign Mayer - Historic-2022-07-29.pdf](#)  
[DTC Appoint Applicaiton- Peterson-Permanent Municipal Building Cmt-2022-07-26.pdf](#)  
[Mayor out of town-2022-08-01.pdf](#)  
[Agricultural Comm Invite Work Session 2022-10-18-Memo-2022-08-02.pdf](#)  
[DTC-Appoint Application-Cobb-Inland Wetland Watercourses-2022-08-03.pdf](#)  
[DTC Withdraw Cobb Appointment Applicaiton -Inland Wetland & Water Courses Commission \(IWWC\) e-mail-2022-09-11icrosoft Outlook - Memo Style.pdf](#)  
[Ledyard Garden-Invite Moriarty ltr 2022-08-05- LUPPW Mtg 2022-09-13.pdf](#)  
[Police Department-National Night Out-Resident Comments-Chief Rich-e-mail thread-2022-08-04.pdf](#)  
[Resign-Watford-Inland Wetland Watercourses \(IWWC\) 2022-06-07.pdf](#)  
[DTC Appointment Applicaiton-Troy-Farmers Market-2022-08-21.pdf](#)  
[Qualificcton Shoot- Bow Hunting--e-mail 2022-08-22-Saums.pdf](#)  
[DTC Appointment Applicaiton-Schneider -Senior Citizens Commission-2022-08-23.pdf](#)  
[Appointment Applicaiton-Harris-Senior Citizens Commission-2022-08-24.pdf](#)  
[Resignation - Dykes-Senior Citizens Commission-e-mail -2022-04-27.pdf](#)  
[Resignation - Leandri -Parks and Recreation-Letter -Received -2022-08-30.pdf](#)  
[Resignation - Maloney-Parks & Recreation e-mail=2022-08-29.pdf](#)  
[Resignation - Robinson-Beautification Cmt-e-mail=2022-08-29.pdf](#)  
[RTC Appointment Applicaiton- S. Martic-Farmers Market Cmt-2022-08-28.pdf](#)  
[Resign-J-Allyn-RTC Nominating Cmt-e-mail-2022-08-16.pdf](#)  
[Resign-Whittle-Economic Development Commission \(EDC\)-e-mail-2022-08-15.pdf](#)  
[Chidley Way -WPCA Response to Fire Hydrant Request-2022-08-17.pdf](#)  
[ASSIGNMENT OF DUTIES-CHAIRMAN PRO-TEM IRWIN-MEMO-O2022-08-18.pdf](#)  
[Board of Education ASTE Projects - Roof Projects- Increase Funding-Superintendnet of Schools ltr-2-22-09-02pdf.pdf](#)  
[Town Council Actions Mtg-2022-07-28.pdf](#)  
[MEMO-OT-KEVIN-2022-08-04.pdf](#)  
[MEMO-OT-ASSIGNMENT OF DUTIES-CHAIRMAN PRO-TEM-2022-08-04.pdf](#)

[Moriarty-Ledyard Garden- Invite to LUPPW Mtg-2022-09-13- Memo 2022-08-05.pdf](#)  
[APPT-ENORS-Beautification Cmt-2022-08-11.docx](#)  
[APPT-ENORS-Beautification Cmt-2022-08-11-DTC.docx](#)  
[APPT-ENORS-Beautification Cmt-2022-08-11-RTC.docx](#)  
[APPT-ENORS-BUILD CODE APPEALS-2022-08-11.docx](#)  
[APPT-ENORS-BUILD CODE APPEALS-DtC-2022-08-11.docx](#)  
[APPT-ENORS-BUILD CODE APPEALS-RTC-2022-08-11.docx](#)  
[APPT-ENORS-IWWC -2020-08-10.docx](#)  
[APPT-ENORS-IWWC -2020-08-10.-DTCdocx.docx](#)  
[APPT-ENORS-IWWC -2020-08-10-RTC.docx](#)  
[APPT-ENORS-P&Z-2022-08-11.doc](#)  
[APPT-ENORS-P&Z-2022-08-11-DTC.doc](#)  
[APPT-ENORS-P&Z-2022-08-11-RTC.doc](#)  
[Mayor out of Town memo-2022-09-13.pdf](#)  
[Reappointment Endorsmeent -Planning & Zoning Commission e-mail-2022-01-13.pdf](#)  
[REQEUEST DTC-REAPPOINTMENT ENDORSEMENT LIBRARY -2022-09-13.pdf](#)  
[REQEUEST REAPPOINTMENT ENDORSEMENT LIBRARY -2022-09-13.pdf](#)

X. REFERALS

XI. COUNCIL SUB COMMITTEE, LIAISON REPORTS

1. Administration Committee

Administration Committee Report 9/14/2022:

2. Community Relations Committee

Community Relations Committee Report: 9/14/2022

3. Finance Committee

3.1. Finance Committee Report: 9/14/2022

4. Land Use/Planning/Public Works Committee

Land Use/Planning/Public Works Committee Report: 9/14/2022

5. Liaison Reports

XII. REPORT OF THE MAYOR

XIII. OLD BUSINESS

XIV. NEW BUSINESS

General BusinessAdministration Committee

1. MOTION to appoint Mr. James Awrach (R) 1538 Route 12 Unite #30, Gales Ferry, to the Planning & Zoning Commission, as a Regular Member to complete a three (3) year term ending October 31, 2023 filling a vacancy left by Ms. Scanlon.

**Attachments:** [Appoint Awrach -Planning & Zoning Regular Member-e-mail -2022-07-21.pdf](#)  
[PLANNING & ZONING ROSTER-2022-07-21.docx](#)  
[Resign- Scanlon-Planning & Zoning-Ltr-2022-07-14.pdf](#)  
[CGS 9-167a- MINOIRTY REPRESENTATION .docx](#)

2. MOTION to appoint Ms. Jessica Cobb (D) 7 Whippoorwill Drive, Gales Ferry, to the Planning & Zoning Commission, as an Alternate Member to complete a three (3) year term ending December 31, 2022 filling a vacancy left by Mr. Awrach.

**Attachments:** [DTC Endorse Appointment Applicaiton-Cobb-Planning & Zoning-2022-06-21.pdf](#)  
[Appointment Application -Cobb- Planning & Zoning- DTC Nomination Cmt-2022-07-21.pdf](#)  
[PLANNING & ZONING ROSTER-2022-07-21.docx](#)  
[CGS 9-167a- MINOIRTY REPRESENTATION .docx](#)  
[Resign- Scanlon-Planning & Zoning-Ltr-2022-07-14.pdf](#)  
[Appoint Awrach -Planning & Zoning Regular Member-e-mail -2022-07-21.pdf](#)

Finance Committee

3. MOTION to authorize the Mayor to enter into an interlocal agreement and sign a “Southeastern Connecticut Special Response Team Agreement”.as presented in the draft dated August 10, 2022.

**Attachments:** [Southeastern Connecticut Special Response Team Agreement-DRAFT-2022-08-10 .docx](#)

4. MOTION to grant a bid waiver in the amount of \$34,000 to Physicians One Urgent Care for firefighter physicals and to authorize the Mayor to sign an MOU with Physicians One Urgent care to provide physicals for all town firefighters.

**Attachments:** [SiteMedFire.com - response\[17907\]](#)  
[PhysicianOne Urgent Care - response\[17906\]](#)

5. MOTION to grant a bid waiver to A & E Services Group, LLC of Cheshire, CT due to receiving fewer than three bids, as a result of RFP 2023-01 (Administrative and Technical Support for the Town’s Small Cities Program Income Housing Rehabilitation Loan Program); in accordance with Ordinance #200-001 (rev 1) “An Ordinance for Purchasing”.

**Attachments:** [A&E Services Group, LLC Bid](#)

6. MOTION to approve a bid waiver to CLA Engineers in the amount of \$25,100 for technical

services related to streamlining and consolidation of ordinances and creation of technical standards for roads, drainage, and other work in the Town rights-of way.

**Attachments:** [Ledyard Road-Drainage Ordinance and Tech Standards Consolidation.pdf](#)

7. MOTION to authorize the BOE to spend up to \$146,558 from Account #21070101-58261 (BOE CNR Ag-Science) as outlined in the Board of Education Fiscal Year 2021/2022 Supplemental Spending Plan for Agri-Science Program.

**Attachments:** [Board of Education ASTE Projects - Roof Projects- Increase Funding-Superintendnet of Schools ltr-2022-09-02.pdf](#)  
[ASTE 2022 Wish List.-TOTALS-2022-09-08xlsx.pdf](#)  
[TC-Min-2022-03-09-FY 21-22-ASTE Funding.docx](#)

#### General Business

8. Discuss Work Session Items as time permits

#### XV. ADJOURNMENT

#### **DISCLAIMER:**

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

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



# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

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**File #:** 22-401

**Agenda Date:** 9/14/2022

**Agenda #:**

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## MINUTES

### **Minutes:**

MOTION to approve the following:  
Special Meeting Minutes of July 27, 2022



# TOWN OF LEDYARD

CONNECTICUT  
TOWN COUNCIL

Chairman Kevin J. Dombrowski

## MINUTES

LEDARD TOWN COUNCIL - SPECIAL MEETING  
WEDNESDAY, JULY 27, 2022, 6:15 PM;  
COUNCIL CHAMBERS, TOWNHALL ANNEX BUILDING

I. CALL TO ORDER - Chairman Dombrowski called the special meeting to order at 6:15 p.m. in the Council Chambers, Town Hall Annex Building.

### II. ROLL CALL

Attendee Name	Title	Status
Kevin Dombrowski	Town Councilor	Present
Andra Ingalls	Town Councilor	Present
Whit Irwin	Town Councilor	Present
John Marshall	Town Councilor	Absent
Mary McGrattan	Town Councilor	Present
Gary Paul	Town Councilor	Present
S. Naomi Rodriguez	Town Councilor	Present
Timothy Ryan	Town Councilor	Present
William Saums (6:38 p.m.)	Town Councilor	Late

### III. BUSINESS OF THE MEETING

1. MOTION to enter into executive session for the purpose of reviewing records, reports and statements with respect to collective bargaining between the Town of Ledyard and the Ledyard Firefighters Association, International Association of Firefighters, AFL-CIO, Local 3167 for the period of July 1, 2022 – June 30, 2026

This action is taken without prejudice and the Town Council’s right to discuss in private, strategy and/or negotiations with respect to collective bargaining pursuant to Connecticut General Statutes Chapter 14 Section 1-200 and 1-201(b).

The executive session to include all Town Councilors present, Mayor Fred Allyn, III, and Administrator of Human Resources Don Steinhoff

Moved by Councilor Rodriguez, seconded by Councilor Irwin

VOTE: 7 – 0 Approved and so declared

RESULT:	APPROVED 7- 0
MOVER:	S. Naomi Rodriguez, Town Councilor
SECONDER	Whit Irwin, Town Councilor
AYES:	Dombrowski, Ingalls, Irwin, McGrattan, Paul, Rodriguez, Ryan
AWAY:	Saums
ABSENT:	Marshall

Entered into executive session at: 6:16 p.m.

Came out of executive session at 6:31p.m.

Mr. Steinhoff left the meeting at 6:31 p.m.

2. MOTION to enter into executive session to discuss pending land use legal matter.

The executive session to include all Town Councilors present, Mayor Fred Allyn, III.

Moved by Councilor Ingalls, seconded by Councilor Ryan

VOTE: 7 – 0 Approved and so declared

RESULT:	APPROVED 7- 0
MOVER:	S. Naomi Rodriguez, Town Councilor
SECONDER	Whit Irwin, Town Councilor
AYES:	Dombrowski, Ingalls, Irwin, McGrattan, Paul, Rodriguez, Ryan
AWAY:	Saums
ABSENT:	Marshall

Entered into executive session at: 6:32p.m.

Councilor Saums arrived at 6:38 p.m.

Came out of executive session at 6:44p.m.

3. MOTION to approve the funds necessary to implement the written proposal between the Town of Ledyard and the Ledyard Firefighters Association, International Association of Firefighters, AFL-CIO, Local 3167 for the period of July 1, 2022 – June 30, 2026.  
 Moved by Councilor Ryan, seconded by Councilor Rodriguez

VOTE: 8 – 0 Approved and so declared

RESULT:	APPROVED 8- 0
MOVER:	Tim Ryan, Town Councilor
SECONDER	S. Naomi Rodriguez, Town Councilor
AYES:	Dombrowski, Ingalls, Irwin, McGrattan, Paul, Rodriguez, Ryan, Saums
ABSENT:	Marshall

IV. ADJOURNMENT

VOTE: Councilor Rodriguez moved to adjourn, seconded by Councilor Ryan  
 8- 0 Approved and so declared. The meeting adjourned at 6:46 p.m.

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

I, Kevin J. Dombrowski, Chairman of the Ledyard Town Council, hereby certify that the above and foregoing is a true and correct copy of the minutes of the Special Town Council Meeting held on July 27, 2022.

\_\_\_\_\_  
 Kevin J. Dombrowski, Chairman







# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

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**File #:** 22-407

**Agenda Date:** 9/14/2022

**Agenda #:**

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## MINUTES

### **Minutes:**

Regular Meeting Minutes of July 27, 2022



# TOWN OF LEDYARD

CONNECTICUT  
TOWN COUNCIL

Chairman Kevin J. Dombrowski

MINUTES  
LEDARD TOWN COUNCIL – REGULAR MEETING  
WEDNESDAY, JULY 27, 2022; 7:00 PM  
HYBRID FORMAT  
VIDEO CONFERENCE VIA ZOOM

**DRAFT**

- I. CALL TO ORDER – Chairman Dombrowski called the meeting to order at 7:00 p.m. at the Council Chambers, Town Hall Annex Building

Chairman Dombrowski welcomed all to the Hybrid Meeting. He stated for the members of the Town Council and the Public who were participating via video conference that remote meeting information was available on the Agenda that was posted on the Town’s Website – Granicus-Legistar Meeting Portal.

- II. PLEDGE OF ALLEGIANCE

- III. ROLL CALL –

Attendee Name	Title	Status	Location
Kevin Dombrowski	Town Councilor	Present	In-Person
Andra Ingalls	Town Councilor	Present	In-Person
Whit Irwin	Town Councilor	Present	In-Person
John Marshall	Town Councilor	Absent	
Mary McGrattan	Town Councilor	Present	In-Person
Gary Paul	Town Councilor	Present	In-Person
S. Naomi Rodriguez	Town Councilor	Present	In-Person
Timothy Ryan	Town Councilor	Present	In-Person
William Saums	Town Councilor	Present	In-Person

- IV. INFORMATIONAL ITEMS/PRESENTATIONS

Chief Rich thanked the Town Council for inviting him to provide an overview of the following programs:

- Carter Kit
- Blue Envelope Program
- Green Envelope Program

Chief Rich stated in early June, 2022 the Police Department had a meeting with a group of residents who had children of all ages with special needs, including autism spectrum challenges. He stated the meeting was informative and well received, noting that tonight’s presentation was a continuation of that discussion.

Chief Rich went on to note in partnership with the Ledyard Rotary Grant Foundation the Police Department purchased “Carter Kits” for each police vehicle and one for each of the Fire Departments. He introduced Police Officer Matt Andrade to explain the Carter Kit program.

Police Officer Matt Andrade provided some background regarding the Carter Kit. He stated a Police Detective in Wisconsin had a son named Carter who was on the autism spectrum. He stated in responding to calls with kids in crisis the Detective realized that there was a disconnect and a need for specialized equipment to help kids at varying levels of the autism spectrum. He stated based on both his personal experience with his own son Carter and his professional experience, the Detective put together some tools to help kids when responding to a crisis.

Officer Andrade presented the Carter Kit which included the following:

- Weighted safety blanket which simulated a soft gentle hug and helped to calm kids down.

- Non-Verbal Q-Cards.
- Dark sunglasses for kids with visual triggers.
- Noise cancelling headphones for kids with auditory triggers.
- Fidget toys to occupy the kids (ball, Slinky, stuffed toys, etc.)

Officer Andrade stated the *Carter Kit* was produced by a company that had both a For-Profit and Non-Profit component. He stated to replace items in the *Carter Kit* the Police Department submitted a simple form via e-mail and the Non-Profit component of the company would replenish their *Carter Kit* stock at no cost. He stated Police Departments were seeing more calls for mental health cases and by having tools such as the *Carter Kit* they were able to address situations more efficiently and accurately. He stated using the *Carter Kit* weighted blanket instead of restraining a child, provided a soft gentle hug and was a tool to help the child cope with the situation. He stated the Police Department has used the *Carter Kits* in the field a few times, and that he has seen the tools work. He stated each of the Police cruisers as well as the Fire Departments have a *Carter Kit* that was readily available. He stated the *Carter Kits* were not only used for kids with autism, but that the Kits were also helpful to calm a kid down who has been involved in a car accident or other crisis situation. He stated the teamwork between the Police Department and the Fire Departments have been phenomenal.

Councilor Saums questioned in responding to a call who communicated with the child, the parent or the police officer? Officer Andrade stated each situation was different, noting that the police officer's first interaction would be with the parent, who knows the child to find out: (1) What caused the child to go into a crisis; (2) What were the triggers; (3) What works and what doesn't work, etc. He stated because the Police Department was the first on-scene that they triage the situation, find out if the 211 mobile outreach was on their way, and whether they need to call the ambulance to send the child for a psychological evaluation, etc.

Councilor Paul questioned whether the Police Department trained the Officers on how to use the *Carter Kit* and how to communicate with the parents and child. Officer Andrade stated the *Carter Kit* Company had on-line training which was a "Train the Trainer" module which he used to obtain all of the information needed to use the *Carter Kit*. He stated the Police Department held Roll Call Trainings at which the *Carter Kits* were presented and each item in the kit was reviewed and instructed on how the tools could be used.

Chief Rich thanked Officer Andrade for his informative presentation regarding the *Carter Kit* and he proceeded to address the *Blue Envelope* and *Green Envelope Program* used during a traffic stop to help those functioning with autism and those who were hearing impaired. He stated Councilor Rodriguez has been active in communicating with the Police Department and that she has been involved in the meetings regarding these programs. He called on Councilor Rodriguez to distribute materials regarding the *Blue Envelope*, *Green Envelope* and an example Information Form, which the Ledyard Police Department developed in-house for families to provide information regarding their loved ones who may have disabilities, etc.

Chief Rich reviewed the *Blue Envelope* and *Green Envelope Programs* as follows:

- ***The Blue Envelope Program*** – Individuals functioning with Autism – Chief Rich stated the Connecticut Police Association, and the Department of Motor Vehicles (DMV) formed a partnership which allowed Police Officers to better identify individuals within the autism spectrum disorder during traffic stops. He stated they worked with an Autism Specialist at Southern Connecticut State University to develop "The *Blue Envelope*" Program. "The *Blue Envelope*" was adopted by the State Legislature and went into effect on January 1, 2020. He stated the *Envelopes* were available at all Police Stations. He stated the purpose of *The Blue Envelope* was:
  - ✓ To hold the driver's license, registration and insurance card so they can hand it to the Police Officer during a traffic stop.
  - ✓ The outside of the *Blue Envelope* included tips and instructions for both the Police Officer and Driver on how to successfully communicate with each other during a traffic stop.

Chief Rich explained that drivers should keep the *Envelope* in the glove box or visor of their car so they can easily find it and hand it to a Police Officer, who has been trained on the envelope's meaning.

- ***The Green Envelope Program*** – Was for the hearing impaired; and was similar to the *Blue Envelope*. Chief Rich stated it helped Police Officers understand that the person had a hearing impairment and they would make adjustments to be perfectly visible to the person so they could read the Officer’s lips and better communicate with them.
- ***Information Forms*** - Chief Rich explained the Form included information that the Police Department would enter into their Special Needs Family Registry. He stated the Special Needs Profile was used for various cognizant issues, such as Alzheimer’s, Traumatic Brain Injury, Autism, and other things the family would like the Police Department to know in advance as it related to potential behavior health issues. He stated families could fill out the Form which included a picture of their loved one, medications, primary care giver, de-escalation information, physicians, and vehicle that the individual had access to. He stated if a call comes in for an address the profile would provide information regarding the individual’s disability to the Police Office who was on the way to the call, noting in many cases that time was of the essence. He stated one of the Ledyard’s Dispatchers had a child with special needs and that she was instrumental in creating the various forms for people with special needs. He noted the form he provided this evening was specifically for those who were in the Autism spectrum, but that they also had forms regarding the other cognizant issues such as Alzheimer’s, Traumatic Brain Injury, etc.

Chief Rich stated the Ledyard Police Department has offered the Special Needs Registry for many years and that they have been working with families to provide information for the Special Needs Family Registry on a case-by-case basis, noting the importance to balance privacy and the practical use for the individual with special needs. He also noted that they have been working to get the word out to the community about the many programs the Police Department offered.

Councilor Rodriguez stated the meeting at the Senior Center with the autistic children and their parents was an eye opener. She noted many families in attendance were not aware of the *Blue Envelope or Green Envelope* program or the Family Special Needs Registry Form, which would help them in the future. She went on to state it was suggested that they work to incorporate these programs within the schools, noting the importance to get this information out to the community.

Chief Rich stated the *Blue Envelope* and *Green Envelope* programs were relatively new and that the Police Department would work with MIS Director Regina Brulotte to put information regarding the *Blue Envelope* and *Green Envelope* programs and the Family Special Needs Registry on the town’s website; and that they would also use social media to publicize the programs.

Chief Rich continued to state that he has been working with the Groton Town Police Department, Waterford Police Department, and Southern Connecticut State University Center for Excellence in Autism Spectrum Disorders to provide a *Mock Traffic Stop Program* that would be directed toward individuals with Autism. He stated the *Mock Traffic Stop Presentation* would be held on October 1, 2022 at Fitch High School.

Councilor Ingalls addressed *The Blue and Green Envelope Program* and she questioned if the driver was at the Department of Motor Vehicles (DMV) and they disclosed that they had a special need whether the DMV would offer them the appropriate envelope. Chief Rich stated *The Blue and Green Envelope Program* has been mostly pushed out by Police Departments. He stated the Ledyard Police Department has the Envelopes at their front desk dispatch window and residents could stop by and pick up an Envelope. Councilor Ryan suggested using the Library as another distribution point for *The Blue and Green Envelopes*, noting that some individuals, such as those in the autism spectrum, may feel more comfortable picking up the Envelopes from the Library rather than from the Police Department. Chairman Dombrowski noted that the Town Clerk’s Office would also be a good distribution point as well.

Councilor Paul thanked Chief Rich and the Police Department for taking a pro-active approach toward mental health in the community. He stated their efforts were appreciated.

Chairman Dombrowski thanked Chief Rich and Officer Andrade for informative presentations this evening.

Chief Rich and Officer Andrade left the meeting at 7:17 p.m.

## V. RESIDENTS AND PROPERTY OWNERS

Mr. Mike Cherry, 5 Whippoorwill Drive, Gales Ferry, stated he served as one of the Town's Representatives on Southeastern Connecticut Water Authority Advisory Board (SCWA). He noted at their last Quarterly Meeting SCWA took the following actions:

- Approved a 5% Rate Increase Effective September 2022 – The numbers were based on the use of 18,000 gallons of water per quarter. The average use was about 12,000 gallons per quarter. The rate increase would equate to an increase of about \$10.00 per quarter for the *average user* ratepayers. Without the rate increase SCWA would have a budget deficit of nearly \$50,000.
- The State of Connecticut has declared a Drought-Stage 2 – Mr. Cherry stated at the Southeastern Connecticut Water Authority Advisory Board (SCWA) that State Representative Christine Conolly announced for those who were on the “Alert System” that they would receive a notification to request all SCWA customers voluntarily reduce outdoor water usage to include lawn irrigation, planting of new vegetation, washing sidewalks and driveways, or topping off pools. Mr. Cherry stated apparently the wells serving all SCWA Divisions were able to keep up with the water demands; however, SCWA had concerns that if the drought conditions continue, or worsen, that the wells may not be able to meet future needs.

Mr. Cherry stated he has been a SCWA customer for forty years and he has never had a problem, therefore, he was not too concerned regarding the SCWA water supply. He also noted that the Southeastern Connecticut Water Authority *Water Alert* did not pertain to the water the Ledyard Water Pollution Control Authority (WPCA) supplied. However, he stated that he had concerns regarding Ledyard homeowners who were on private wells. Therefore, he stated that it was important to get the word out to those residents to watch their water usage.

Mr. Cherry continued by addressing Item #3 on tonight's agenda regarding the Bush Pond property that Mr. & Mrs. Graham have offered to lease to the town. He stated during the time he served as the Interim Zoning Officer there were multiple Blight Complaints made against that property. He stated he was pleased to see Mr. & Mrs. Graham have purchased the property and clean up the blighted property with the removal of the depilated structures. He stated it was a beautiful spot noting Bush Pond was on one side of the road and Long Pond was on the other side of the road. He stated Mr. & Mrs. Graham have made a very generous offer to the town and that he strongly endorsed their proposal for the town to lease .75 acers on Bush Pond.

Ms. Nora Taylor, 9 Partridge Hollow, Gales Ferry, stated she has been a Ledyard resident for thirty-three years. She commented on the Cashman Dredging and Marine Contracting Company's recent purchase of the former Dow Chemical Property on Route 12 in Gales Ferry and their plan to construct and operate a Solid Waste Facility. She noted the number of residents that attended the July 18, 2022 Public Information Forum regarding the proposed Solid Waste Facility. She stated Cashman Dredging and Marine Contracting submitted an Environment Justice Public Participation Plan Application to the State of Connecticut Department of Energy and Environmental Protection (DEEP) to construct and operate a Solid Waste Facility. She stated DEEP tentatively approved the Application Plan on July 19, 2022. She stated among other concerns that she wanted to bring to the town's attention the dump truck traffic, noting that the DEEP Application stated “*GFI proposes to operate the Facility 24 hours per day; 7 days per week; during project operations similar to how the Facility has been run in the past. After a project has been completed the Facility Operations would likely decrease to 12 hours per day; or as necessary to complete the remaining work. GFI estimates that the Facility will be able to process 9,500 cubic yards of dredged material per day, from the incoming barge, scouse, and handle 250 trucks per 12-hour shift leaving the Facility and traveling north up to Route 12 to Interstate 395 or south using Route 12 to Interstate 95*”. Ms. Taylor noted that this would mean that there would be one truck coming out of the Solid Waste Facility onto Route 12 every 2-3 minutes. She expressed concern that transporting waste in large dump trucks on the two-lane Route 12 Highway could create many delays; especially coming from the former Dow Chemical

Facility and turning right to go up the hill; and going down the hill to the light in Gales Ferry Center. She stated backups due to large, weighted dump trucks that would most likely have to pull over to gain speed to get up the hills, would be a lot for the two-lane Highway to take on. She stated while she understood that Cashman Dredging and Marine Contracting engaged a company to perform a Traffic Study of Route 12 in the area of the property, it was her opinion that a company unaffiliated with Cashman should be engaged to evaluate the traffic patterns and to perform trial runs with full dump trucks coming out of the site every 2-3 minutes to collect real-time data regarding potential traffic pattern disruptions. Ms. Taylor thanked the Town Council for their time this evening.

Ms. Cheryl Winston, 61 Inchcliffe Drive, Gales Ferry, stated that she wanted to second Ms. Taylor's comments regarding the Cashman Dredging and Marine Contracting proposed Solid Waste Facility at the former Dow Chemical Site on Route 12, in Gales Ferry. She stated for those who attended the July 18, 2022 Public Information Forum that the information they received from Cashman was completely different from the Environment Justice Public Participation Plan Application they submitted to the State of Connecticut Department of Energy and Environmental Protection (DEEP). She stated they need to flush out what was going on, noting that there would be 250 dump trucks entering and leaving the Facility every 12 hours. She also noted that the Facility would be supported by 300 employees, which would add another 600 vehicles on the road. She stated during the July 18, 2022 Public Information Forum that Cashman stated they would only be using 10 acres of the property and that they planned to lease out the remaining property, which would mean more traffic. She requested, when Cashman Dredging and Marine Contracting Application comes before the Town of Ledyard, that they take all of these various pieces of information into account.

Chairman Dombrowski thanked the residents for their comments; and he noted that most of the members of the Town Council attended the July 18, 2022 Public Information Forum either in-person or remotely via Zoom.

IV. COMMITTEE COMMISSION AND BOARD REPORTS – None.

VI. COMMENTS OF TOWN COUNCILORS

Councilor Ryan stated he attended the Sunnyside Diner Ribbon Cutting earlier today, noting the Restaurant's oldest daughter cut the Ribbon. He stated it was a great event noting that State Senator Cathy Osten, Mayor Allyn, III and other dignitaries were in attendance. He stated he stayed and had lunch at the Diner and most importantly the food was good and he encouraged folks to patronize the Sunnyside Diner. Councilor Ryan went on to state that he was pleased to see there was progress regarding the new business *Barkin' Barley* on Route 12, which was a tap room restaurant and dog park.

Councilor Rodriguez reminded residents about "*National Night Out with the Police Department*" that was scheduled for August 2, 2022. She stated the event would be held at the Town Green starting at 5:00 p.m.

Councilor Saums complemented Councilor Paul for his organization of the Informal Conversation at the Park on East Drive that was held on July 20, 2022. He stated they had a great turn out. He also thanked Administrative Assistant Roxanne Maher, noting that letters were sent to the residents in the area of Park; and that the letters were followed-up with a mailing of flyers the week before the event. He stated they had a great conversation with the residents, noting at times it was somewhat emotional, but all-in-all he believed everyone felt good about their conversation. Councilor Rodriguez stated Parks & Recreation Director Scott Johnson, Jr. stated that the Parks & Recreation Commission would hold their September 20, 2022 meeting at the Park.

Chairman Dombrowski stated an Emergency Management practice drill at the Emergency Operations Center (EOC) was scheduled for the last week in August. He stated because the Mayor was going to be out of town that week, he was planning to attend the Drill. However, he stated there was a good possibility that he may also be out of town for business that week. Therefore, he asked whether there were any Town Councilors who would like to attend the Practice Drill, if he finds that he was going to be out of town. Mayor Allyn, III stated he would provide the date of the Drill.

VII. REVIEW AND APPROVAL OF PRIOR MEETING MINUTES

MOTION to approve the following:

Public Hearing Minutes of June 22, 2022

Regular Meeting Minutes of June 22, 2022

Moved by Councilor Irwin, seconded by Councilor Rodriguez

VOTE: 8 – 0 Approved and so declared

IX. COMMUNICATIONS

Chairman Dombrowski stated a Communications List has been provided and can be found on iCompass portal and he noted the referrals listed.

X. COUNCIL SUB COMMITTEE, LIAISON REPORTS

Administration Committee

Councilor Ingalls stated the Administration Committee met earlier this evening and moved forward two appointments to the Planning & Zoning Commission, which would be included on the Town Council's August 24, 2022 Agenda.

Community Relations Committee

Councilor Paul stated the Community Relations cancelled their July 20, 2022 Regular Meeting and held an Informal Conversation with residents at the Park on East Drive, as Councilor Saums mentioned earlier this evening (VI. Councilor Comments above). He stated about 15 residents attended the event along with many Town Councilors and Parks & Recreation Director Scott Johnson, Jr. He stated the idea was to discuss important issues regarding safety concerns at the Park. He noted at times the conversation was a bit contentious, but overall, it turned out to be a positive event, noting that they discussed a number of good ideas to bring back to their respective committees; and neighbors were encouraged to continue to talk to each other and to become more involved in the process as well. He stated they learned a lot about the Park and a lot about each other.

Councilor Paul stated the next Community Relations Committee meeting was scheduled for August 17, 2022 . He stated the Committee would be finalizing plans for their August 31, 2022 Farmers Market Booth that would be focusing on Mental Health Awareness and Town Resources.

Councilor Paul concluded his report by reminding residents that all town committee meetings were open to the public and he encouraged public attendance and participation.

Finance Committee

Councilor Saums stated the Finance Committee held their hybrid meeting on July 20, 2022. He noted in addition to the items on tonight's agenda the Committee also discussed the following: (1) American Rescue Plan Act (ARPA) Funding - Assistant Finance Director Ian Stammel reported that the second tranche of ARPA funds would be received shortly. The Finance Committee discussed the ARPA funds reconciliation report compiled Finance Director Matthew Bonin, noting that the line items tracked perfectly with the spreadsheet the Committee has maintained from the beginning. The Committee also noted that the Gales Ferry sidewalk infill project needed a project sponsor, because the design work has not been completed, nor has a location been selected. Councilor Saums stated the Mayor commented that the Gales Ferry Corridor Study has not been initiated, which would provide recommendations for sidewalk design and location. He stated the Finance Committee mentioned that previous studies could provide some initial concepts for sidewalk location, and that if the project had a sponsoring Committee, they thought the process could begin, noting that the ARPA Funds must be committed by December, 2024 and expended by December, 2026; (2) Fiscal Year 2021/2022 Close Out - The final numbers for fiscal year ending June 30, 2022 would likely be available in September, when all expenses have been accounted for.

Councilor Rodriguez questioned who would initiate the Route 12 Corridor Study. Mayor Allyn, III, explained because the Study would most likely cost more than \$15,000 that the town would need to solicit bids for the work. He stated once a firm has been selected that



the town would hire a consultant, as they have for the previous studies, such as the Ledyard Center Study, Route 12 Corridor Study, and for the Multi-Model Sidewalk/Pathway in Ledyard.

#### Land Use/Planning/Public Works Committee

Councilor Paul stated the LUPPW Committee has not met since the last Town Council meeting. He noted the LUPPW Committee's next meeting was scheduled for August 1, 2022 at 6:00 p.m.

#### Water Pollution Control Authority

Councilor Saums stated the WPCA met on July 26, 2022 and addressed the following: (1) Demolition of Gallup Hill Water Storage Tank – The demolition work began on July 26, 2022. There would be an additional cost of \$7,500 because the “As Built” drawings were incorrect, noting there were issues with valves and lack of valves, and shutting off schools, etc., which have been resolved; (2) Drought Conditions – Southeastern Connecticut was in a “*Moderate Drought*” and Groton has been receiving reports from residents along Route 12 and Route 117 corridors that their private wells were starting to go dry; (3) Tetrahedrane (THM) Levels - Routine flushing (twice per week) of specific fire hydrants and blow-offs were being conducted to lower water age in both the Ledyard Center and Gales Ferry water systems in an effort to maintain the lowest *tetrahedrane levels* possible. Flushing would continue through October until water temperatures decreased the production of THM Levels in both water systems. It was anticipated that the THM Levels would get below .08 milligrams per liter soon, noting the latest report showed the THM Level at .081 milligrams per liter; (4) Wastewater Pump – The installation of the Smith and Loveless Pump would be completed by mid-August, 2022. The WPCA was serving as the General Contractor for the installation of the pump. Wastewater Supervisor Steve Banks and the WPCA would be subcontracting vendors to complete the installation of the pump system; (5) Ledyard Center Water Storage Tank Painting – Groton Utilities continues to pursue companies to provide cost estimates to paint the top/roof of the Ledyard Center Water Storage Tank. To date no cost estimates have been received; (6) Ledyard Center Sewer Line Extension Project – The design work for the sewer line continues along the Multi-Model Sidewalk-Pathway on Route 117. However, there were some conflicts with the existing watermain curb stops and gate valves; therefore, some changes may need to be made to the sewer line designs and drainage plans along for the pathway.

#### Senior Citizens Commission

Councilor Rodriguez stated the Senior Citizens Commission met today at 1:30 p.m. and she reported: (1) Senior Center Power Washing - Public Works was currently power washing the Senior Center Building. The Senior Citizens Commission thanked Mayor Allyn and Public Works; (2) New Handicap Van – The Senior Citizens handicapped accessible van was delivered and has been registered and was now in operation. The van was purchased through the Transportation 5301 Grant. The Senior Citizens Center currently had two van drivers and they were continuing to look for additional drivers.

#### Agricultural Commission

Councilor Rodriguez stated the Commission met on July 19, 2022 and were planning a joint meeting with other Land Use Commissions (Conservation Commission, Planning & Zoning Commission, Inland Wetlands and Watercourses Commission). The joint meeting would focus on common issues to become aware of the goals that could benefit more than one Commission for both the short-term and long-term objectives. The Agricultural Commission would like to host this type of joint meeting on an annual basis.

#### Ledyard Beautification Committee

Councilor Ingalls stated the Beautification Committee Photo Banner Contest deadline has been extended from July 6, 2022 to Monday, August 8, 2022. She noted past Banner themes included photos of the Historic Sawmill, local farms, parks, some local living history, our schools, vineyards, libraries, the Regatta, Farmers Market, Orchards, Trails, etc. She stated the Beautification Committee was looking for Residents to provide their best photographs for the Banners. The photographs do not need to be on the past themes, the Committee could choose new themes based on the photographs submitted in the contest. Residents could submit photographs on the Ledyard Beautification Facebook page, or on the Ledyard Community Photo Page and they should indicate that the photos were for the Banner Photo Contest. The Contest Deadline was Monday, August 8, 2022. There would be no prizes, just bragging rights.

#### Board of Education

Councilor Irwin stated the Board of Education met on July 13, 2022 and he reported the following: (1) Open Positions - The Board of Education hired twenty-three new certified teachers. Nearly all open positions have been filled; (2) School Maintenance and Repair Work - Summer maintenance and repair work was progressing; (3) School(s) Consolidation/Improvement Project(s) – Middle School and Gallup Hill School – There were some outstanding items that O&G Industries did not repair. The Board of Education would present some information to the Town Council at a future meeting; (4) Fiscal Year 2021/2022 Close-Out- The Board of Education was working to close out the fiscal year.

#### Youth & Social Services Board

Councilor McGrattan stated the Youth & Social Services Board met on July 19, 2022 and addressed the following: (1) Family Counseling Services had 36 active cases; (2) Staffing - The Department currently had three Counselors. Youth Services Coordinator Kate Sikorsky-Maynard was interviewing a fourth Intern; (3) Clinician Job Description – Ms. Maynard was working to draft a job description for the clinician that would be hired using the American Rescue Plan Act Funding (\$190,000 to hire a part-time (24 per week) licensed clinician for three-years); (4) Linda C. Davis Food Pantry - June, 2022 the Food Pantry served 108 eligible clients. Since January, 2022 the Food Pantry has added 15 new clients; (5) TVCCA Energy Assistance sign-up will be in the fall; (6) Back to School Back Packs – Social Services was accepting donations of school supplies, and backpacks. Information regarding the Backpack Program was on the Ledyard News Facebook Page.

#### Ledyard Housing Authority

Councilor McGrattan stated the Kings Corner Manor Senior Housing Tenants have received a copy of the “*Tenants Rules and Regulations*”. She stated in response to a disregard of the Housing Facility Rules Director Colleen Lauer issued warning letters pertaining to violations concerning smoke detectors, smoking in the apartments and feeding wild animals. She noted that there were penalties for not complying with the Housing Facility Rules.

## XI. MAYOR’S REPORT

Mayor Allyn, III, reported on the following: (1) Land Use Positions - Mayor Allyn stated the town hired Mr. Thomas as the new Zoning Enforcement Officer noting that Mr. Thomas joined the town a couple of weeks ago. In addition, a new Land Use Office Assistant has been hired and would be starting on August 15, 2022. The current Zoning Officer would be retiring in December, and therefore, they were working to have the Zoning Official in-place for a seamless transition. He stated that the town was also considering making the position a shared position with the Town of Preston. He stated Ledyard would contract the Zoning Officer out to Preston as they were currently doing with the Tax Assessor position; (2) Long Pond Dam Sequencing – Mayor Allyn stated he met with the Department of Energy and Environmental Protection (DEEP) explaining that the Whitford Brook Bridge Replacement was part of the \$3 million of grant funding State Senator Cathy Osten secured for Ledyard. He stated because the previous DEEP Permit for the replacement of the Bridge expired they were working to update the DEEP Permit and that they would then have to reapply to the Department of Transportation (DOT) for the Whitford Brook Bridge Replacement. He stated the town would address the stone dams on Bush Pond; and the Lantern Hill Valley Association would address the earthen dam on Long Pond; (3) American Rescue Plan Act (ARPA) Funding Projects – Mayor Allyn noted the following Projects were moving forward: (a) Emergency Operations Center Dispatch Stations should be in-place next week; (b) The Linda C. Davis Food Pantry Roof Replacement work was scheduled to begin on July 29, 2022 and should be completed within a day or two; (c) Town Green Wi-Fi was installed on July 26, 2022 along with a range extender. This would also provide Wi-Fi for the Food Pantry; (4) Cashman Dredging and Marine Contracting Environmental Justice Information Session regarding the proposed Solid Waste Facility at the former Dow Chemical Site – Mayor Allyn stated he attended the July 18, 2022 Information Forum via Zoom, as a number of residents did. He stated it was a good opportunity for them to hear, for the first time, what was being proposed. He stated as Cashman Dredging and Marine Contracting comes forward with plans and requested permits through the Land Use Department that the town would learn more about project; (5) Building Permits – Mayor Allyn stated they were researching options to allow the public to submit Building Permits on-line. He stated Ledyard currently does not have on-line Permit functionality, which other area towns have. He stated having the ability for the public to apply and pay on-line would reduce the foot traffic in the Land Use Department; (6) Stormwater Utility Meeting June 29, 2022 – Mayor Allyn stated he was participating in the Stormwater Utility PILOT Program in his capacity as the Southeastern Connecticut Council of Governments Chairman. He explained the Stormwater Utility would annually bill every

property owner, including non-profit organizations, who had impervious surfaces, which would include houses, pools, sheds, barns, church roofs, parking areas, etc. He noted New London started their Stormwater Utility last year and were currently the only municipality in the State of Connecticut that has a Stormwater Utility, noting that about 50% of the property in New London was non-taxable. He stated he had reservations regarding the Stormwater Utility because they were trying to veil this fee as a Utility; when it would be viewed as another tax. He stated the Municipality would be required to use the Storm Water Utility money for specific things such as repairing and cleaning storm drains, etc.; (7) Ordinance #300-12 (rev.1) “*An Ordinance Concerning Blight and Public Nuisance for the Town of Ledyard*” – Mayor Allyn stated Ledyard has effectively used Ordinance #300-12 (rev.1) several times. He noted the Town has placed a lien on one property for blight issues. He stated in most blight property cases that once the Town has made the property owner aware of the Blight Ordinance, they have responded quickly to address the issues. He stated the town was currently working with one property owner to get the property cleaned-up; (8) State Hazard Mitigation & Coastal Resiliency Program – Mayor Allyn stated the State of Connecticut required all Municipalities to annually update their Plan. He noted the State identified Lantern Hill Road and the Whitford Brook Bridge as areas that needed to be addressed. He stated because the Lantern Hill Road Bridge was redone after the April 2010 storm, that they passed the information along to the State to update their records. He noted the State also identified a few small parcels in Gales Ferry near the Subbase as Coastal Resiliency issues. He stated they had two more meetings at which they would work to finish identifying parcels; (9) Southeastern Connecticut Council of Governments (SCCOG) - Shared Services Meeting – Mayor Allyn stated all of the eight towns that attended the July 19, 2022 meeting were facing staffing shortages for the following positions: Building Officials, Zoning Enforcement Official, Wetlands Enforcement Official, and Tax Assessor. He stated many of the towns had staff that were aging out (retiring) and they were finding that there were no people coming into those roles. He stated the eight towns were looking at creative ways to share staff among other municipalities to help close the staffing gap for now; (10) Tax Collections – Mayor Allyn stated to-date all but 6.56% (\$2.2 million) of the taxes for the first half of the year have been collected. He stated residents continue to come into Town Hall to pay their taxes, noting that the Tax Collection Period ends on August 1<sup>st</sup>; (11) Sunnyside Diner Ribbon Cutting – Mayor Allyn stated as Councilor Ryan noted earlier this evening, about five Town Councilors attended the Ribbon Cutting with him earlier today. He stated the owners, the Arpen Family was appreciative of their attendance. He stated the Arpen Family was continuing to work feverishly to reconstruct their Fireside Pizza Restaurant after the catastrophic fire that occurred on March 5, 2022; (12) Connecticut Interlocal Risk Management Agency (CIRMA) – Mayor Allyn stated today the Town received a check in the amount of \$42,535 from CIRMA, the town’s insurer. He explained the equity distribution that CIRMA issues each year was based on the annual claims. He stated CIRMA cautioned that there was a school that partially burned at the beginning of this fiscal year, and therefore, the equity distribution for fiscal year 2023 may not be as good as this year’s distribution; (13) Multimodal Sidewalk Pathway Meeting – July 27, 2022 – Mayor Allyn stated 90% of the Final Design Plan for the Multimodal Sidewalk Pathway has been completed. He stated there were a few tweaks that needed to be made to the Plan such as changing the Reinforced Concrete Pipe (RCP) to durable Ribbed Black Plastic Drainage Pipe (HDP) which would provide some cost savings; (14) School(s) Consolidation/Improvement Project(s) (Middle School & Gallup Hill School) – Mayor Allyn stated today they met with the Colliers Project Leaders International, the consultant the town hired to prepare and assemble the entire body of evidence that would meet the State’s Guidelines to close out the Project(s) for the Grant Reimbursement. He stated although Colliers has not completed their work, that as of today, there was \$1.2 million in *Change Orders* that were approved by the Permanent Municipal Building Committee (PMBC); however, the General Contractor O&G Industries did not submit the *Change Orders* to the State. He stated there was a window of time that the *Change Orders* had to be submitted to the State to be eligible for Grant Reimbursement Funding. He stated a meeting has been scheduled for August 11, 2022 with the General Contractor O&G Industries, Colliers Project Leaders, Superintendent of Schools Mr. Jason Hartling, Finance Director Matthew Bonin, and former PMBC Chairman Steve Juskiewicz would attend via Zoom. He stated pending the outcome of the meeting they would know if the General Contractor was going to make right what they were wrong on; or whether the Town was going to take a legal approach.

***Questions to the Mayor*** – None.

XII. OLD BUSINESS – None.

XI. NEW BUSINESS

Finance Committee

1. MOTION to grant a bid waiver to James K. Grant Associates in the amount of \$20,000 for the Structural and Condition Assessment of the Up-Down Sawmill due to receiving fewer than three bids as a result of RFP 2022-14 in accordance with Ordinance #200-001 (rev.1) *“An Ordinance Regarding Purchasing for the Town of Ledyard”*.

Moved by Councilor Saums, seconded by Councilor Ryan

Discussion: Councilor Saums explained the Historic District Commission applied for and received a \$20,000 Grant to conduct a Structural and Condition Assessment of the Up-Down Sawmill. He stated because only two bids were received the Commission has requested a bid waiver to move forward with the Study. He stated James K. Grant Associates was the low bidder and was very qualified. He stated the Structural Condition Assessment work would include a comprehensive review of the water tank, the penstock, and the foundation, and that other areas of the Up-Down Sawmill may also be identified for repair work. He stated the Assessment would also prioritize the most important repairs and provide rough cost estimates for repairs. He stated the Assessment work would enable the Historic District Commission to develop a plan and to seek grant funding to help off-set the costs of the repairs.

Mr. William Barnes, 1 Spruce Street, Ledyard, Historic District Commission Member was in attendance remotely. He noted the \$20,000 Structural and Condition Assessment work for the Up-Down Sawmill was being paid by the State of Connecticut Grant that was received last year. Councilor Saums thanked Mr. Barnes for his comments

VOTE: 8- 0 Approved and so declared

RESULT: APPROVED 8- 0  
 MOVER: Bill Saums, Town Councilor  
 SECONDER Tim Ryan, Town Councilor  
 AYES: Dombrowski, Ingalls, Irwin, McGrattan, Paul, Rodriguez, Ryan, Saums  
 ABSENT: Marshall

2. MOTION to approve additional appropriations from the receipt of supplemental FEMA reimbursement funding for storm Isaias in the total amount of \$5,149.69 as follows:

- \$1,000 to Fire Marshal Account #10120301-55330; and
- \$4,149.69 to Public Works Small Truck CNR Account 21040101-57313.

Moved by Councilor Saums, seconded by Councilor Ingalls

Discussion: Councilor Saums stated the town previously applied for and received FEMA Funding for expenses related to Tropical Storm Isaias that occurred on August 4, 2020. He went on to explain that FEMA increased/adjusted the allocation for Storm Isaias because the federal funding that was allocated for Storm Isaias was underspent. Therefore, FEMA asked municipalities to again review expenses that would qualify for reimbursement. He stated Director of Emergency Management Jim Mann and Public Works Director Steve Masalin worked together to submitted the requested information to FEMA and the town received an additional \$5,149.69.

VOTE: 8- 0 Approved and so declared

RESULT: APPROVED 8- 0  
 MOVER: Bill Saums, Town Councilor  
 SECONDER Tim Ryan, Town Councilor  
 AYES: Dombrowski, Ingalls, Irwin, McGrattan, Paul, Rodriguez, Ryan, Saums  
 ABSENT: Marshall

3. MOTION to authorize the Mayor to engage professional services to conduct a survey and draft a legal description of the .75-acre +/- parcel on Bush Pond in preparation to enter into a 99-year lease for \$1.00 with Robert and Betsy Graham.

In addition, appropriate up-to \$5,000 from Account # (Open Space Acquisition) to pay for the survey, the legal description and other administrative services associated to the proposed leasing of the parcel.

Moved by Councilor Saums, seconded by Councilor Ryan

Discussion: Councilor Saums provided some background noting that Bob and Betsy Graham purchased a piece of land on the twenty-three-acre Bush Pond which was parallel to Long Pond. He stated Mr. and Mrs. Graham hired a demolition contractor to remove the decrepit cottages, which included the structures and all the subsurface infrastructure, foundations, etc., and the land has been returned to its original state. He went on to explain that Mr. and Mrs. Graham would like to give/gift about 550 linear feet of the pond frontage to the Town, which was the middle section of the pond. However, he explained because Ledge Light Health District required a certain amount of reserve area for the cesspools for the remaining cottages on the parcel (one cottage on the south side and three cottages on the north side) that the property could not be divided to give a portion of the parcel to the Town. Therefore, he stated that they were discussing a 99-year lease to provide a waterfront park for the Town. He because Mr. and Mrs. Graham have already taken on a lot of the expense, with the removal of the decrepit cottages as noted above, that there would be some expenses for the town that would involve surveying and drafting a legal description of the three-quarter acre parcel to attach to the Lease. He stated the leased property would be under the Administrative Control of the Parks & Recreation Department and would allow non-motorized activities such as fishing, picnicking, canoeing, and kayaking. Councilor Saums concluded by stating that this area of Bush Pond was previously inaccessible to the public because it was surrounded by private property owners. He concluded by stating that Mr. and Mrs. Graham's generosity was amazing

Mayor Allyn stated the Town would not be able to construct a building on the parcel, but they could put in a gazebo for picnicking, and the Graham's would allow the town to put a port-a-john on the property seasonally.

VOTE: 8- 0 Approved and so declared

RESULT: APPROVED 8- 0
MOVER: Bill Saums, Town Councilor
SECONDER Tim Ryan, Town Councilor
AYES: Dombrowski, Ingalls, Irwin, McGrattan, Paul, Rodriguez, Ryan, Saums
ABSENT: Marshall

### General Items

9. Discuss Work Session Items as time permits. – None.

### XV. ADJOURNMENT

Councilor Rodriguez moved to adjourn, seconded by Councilor Irwin  
8 – 0 Approved and so declared. The meeting adjourned at 8:05 p.m.

VOTE:

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

I, Kevin J. Dombrowski, Chairman of the Ledyard Town Council,  
hereby certify that the above and foregoing is a true and  
correct copy of the minutes of the Regular Town Council  
Meeting held on July 27, 2022.

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Kevin J. Dombrowski, Chairman



# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

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**File #:** 22-404

**Agenda Date:** 9/14/2022

**Agenda #:**

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## MINUTES

### **Minutes:**

Special Meeting Minutes of August 3, 2022



# TOWN OF LEDYARD

CONNECTICUT  
TOWN COUNCIL

Chairman Kevin J. Dombrowski

## MINUTES

LEDARD TOWN COUNCIL - SPECIAL MEETING

WEDNESDAY, AUGUST 3, 2021, 5:00 P.M.

REMOTE MEETING VIA ZOOM VIDEO CONFERENCE

- I. CALL TO ORDER - Chairman Dombrowski called the special meeting to order at 5:00 p.m.

Chairman Dombrowski welcomed all to the Video Conference Meeting. He stated for the members of the Town Council and the Public who were participating via video conference that 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
Kevin Dombrowski	Town Councilor	Present
Andra Ingalls	Town Councilor	Present
Whit Irwin	Town Councilor	Present
John Marshall	Town Councilor	Present
Mary McGrattan	Town Councilor	Present
Gary Paul	Town Councilor	Present
S. Naomi Rodriguez	Town Councilor	Present
Timothy Ryan	Town Councilor	Present
William Saums	Town Councilor	Excused

- III. BUSINESS OF THE MEETING

1. MOTION to approve the Mayor’s appointment of the Law Firm Shipman and Goodwin, P.C. of Hartford, Connecticut as the Town’s Attorney in accordance with Chapter VI, Section 1 of the Town Charter.

Moved by Councilor Ryan, seconded by Councilor McGrattan

Discussion: Mayor Allyn, III, thanked the Town Council for calling tonight’s special meeting on short notice. He explained Attorney Paula Anthony, who had replaced Ledyard’s previous Attorney Meredith Diette, has left her role at Bercham Moses, P.C. to take a position with a private company. He stated because the Town had several pending legal matters which included Browns Crossing Bridge, Pumpkin Hill Road, and a Labor issue that it was important that they not have a gap in legal representation. He stated Shipman and Goodwin, P.C. have been the town’s labor attorney and because they have many attorneys within their organization that he was requesting the Town Council approve his selection of the Law Firm Shipman and Goodwin, P.C. of Hartford, Connecticut, as the Town’s Attorney. He went on to note because Shipman and Goodwin were the town’s labor attorney that they would provide the town a reduced rate for litigation matters.

Councilor McGrattan questioned whether the Law Firm of Shipman and Goodwin had a physical presence in southeastern Connecticut. Mayor Allyn stated the Firm had offices in Old Lyme, New Haven, and Hartford.

Councilor Ingalls noted that she liked having Meredith Diette as the town’s attorney because she was local and easily accessible. She questioned what were the things the town looked for when hiring an attorney for the town. Mayor Allyn stated he agreed with Councilor Ingalls’ in that Mrs. Diette took great care of Ledyard. He stated in looking for an Attorney to represent the town that he would look for:

- A Law Firm that was not local because there was a higher probability that they would not have a conflict of interest with knowing or representing a client in the area.



- A Law Firm that would have multiple professionals with a variety of specialties within the Group (labor, land use, or litigation matters).

Mayor Allyn stated the Law Firm of Shipman and Goodwin had several hundred attorneys that specialize in various areas of law.

Chairman Dombrowski stated in accordance with Chapter VI, Section 1 of the Town Charter, with the approval of the Town Council, the Mayor may appoint Attorneys for the Town.

VOTE: 8 – 0 Approved and so declared

RESULT:	APPROVED 8- 0
MOVER:	Tim Ryan, Town Councilor
SECONDER	Mary McGrattan, Town Councilor
AYES:	Dombrowski, Ingalls, Irwin, Marshall, McGrattan, Paul, Rodriguez, Ryan
ABSENT:	Saums

IV. ADJOURNMENT

VOTE: Councilor Ingalls moved to adjourn, seconded by Councilor Rodriguez  
8- 0 Approved and so declared. The meeting adjourned at 5:08 p.m.

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

I, Kevin J. Dombrowski, Chairman of the Ledyard Town Council, hereby certify that the above and foregoing is a true and correct copy of the minutes of the Special Town Council Meeting held on August 3, 2022.

\_\_\_\_\_  
Kevin J. Dombrowski, Chairman



# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

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**File #:** 22-443

**Agenda Date:** 9/21/2022

**Agenda #:**

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AGENDA ITEM  
CORRESPONDENCE

**Subject:**

Communications List for September 14, 2022

**Correspondence List:**

## COMMUNICATIONS LISTING FOR SEPTEMBER 14, 2022

### INCOMING CORRESPONDENCE

1. Mr. Bryson e-mail dated 7/25/2022 re: 575 Lantern Hill Road – Commercial Activity & Photos
2. Mayor ltr dated 7/25/2022 re: Appoint Graham to Conservation Commission
3. DTC Appointment Application dated 7/27/2022 re: Peterson to Permanent Municipal Building Committee (PMBC)
4. Mayor ltr dated 7/25/2022 re: Appoint Scott to Nursing Board
5. Mayor ltr dated 7/25/2022 re: Appoint Troy to Nursing Board
6. WPCA Action ltr dated 7/28/2022 re: WPCA Meeting of 7/26/2022
7. Mr. Mayer ltr dated 7/29/2022 re: Resign Historic District Commission
8. Mayor memo dated 8/1/2022 re: Out of Town August 17 – 28, 2022
9. Agricultural Commission Memo dated 8/2/2022 re: Invite Land Use Commissions to Joint Work Shop October 18, 2022
10. DTC Appointment Application dated 8/3/2022 re: Cobb to Inland Wetland & Water Courses Commission
11. DTC e-mail dated 9/11/2022 re: Withdraw Cobb Appointment Application to Inland Wetland & Water Courses Commission
12. Ms. Diaz/Chief Rich e-mail thread dated 8/4/2022 re: Police Department “Night Out” August 2, 2022
13. Mr. Watford e-mail dated 6/7/2022 re: Resign Inland Wetland & Water Courses Commission (IWWC)
14. Ms. Allyn e-mail at ed 8/16/2022 re: Resign RTC Nominating Committee
15. Mr. Whittle e-mail dated 8/16/2022 re: Resign Historic District Commission
16. Mayor ltr dated 8/17/2022 re: Reappointed Tashea to Economic Development Commission (EDC)
17. Mayor ltr dated 8/17/2022 re: Reappointed Buhle to Economic Development Commission (EDC)
18. Mayor ltr dated 8/17/2022 re: Reappointed P. Hary to Economic Development Commission (EDC)
19. Mayor ltr dated 8/17/2022 re: Reappointed Shipley to Youth & Social Services Commission
20. WPCA ltr dated 8/18/2022 re: Response to Chidley Way Residents Petition regarding water/fire hydrants
21. DTC Appointment Application dated 8/21/2022 re: Troy to Farmers’ Market Cmt
22. RTC Appointment Application dated 8/21/2022 re: Martic to Farmers’ Market Cmt
  
23. Saums e-mail dated 8/22/2022 re: Bow Hunting Town owned land – Qualification Shoot
24. DTC Appointment Application dated 8/21/2022 re: Schneider to Senior Citizens Commission
25. Ms. Harris Appointment Application dated 8/24/2022 re: Schneider to Senior Citizens Commission
26. WPCA e-mail thread dated 8/25/2022 re: Planning & Zoning Commission seek WPCA review/approval for subdivision applications.
27. Ms. Dykes e-mail dated 4/27/2022 re: Resign - Senior Citizens Commission
28. Ms. Leandri ltr dated 6/8/2022 re: Resign - Parks & Recreation Commission
29. Ms. Robinson e-mail dated 8/30/2022 re: Resign – Beautification Committee -Effective at end of term 10/26/2022
30. Board of Education Memo dated 9/2/2022 re: Request funding for Supplemental 2021-2022 ASTE Spending Plan & Increase costs for BOE Roof Replacement Projects.
31. Mayor ltr dated 9/13/2022 re: Out of State 9/22/2022 – 10/1/2022

## OUT GOING CORRESPONDENCE

1. Admin Asst ltr to Mayor dated 7/27/2022 re: Action ltr. Town Council Regular Meeting of July 24, 2022
2. Chairman Dombrowski Memo to Town Council dated 8/4/2022 re: Chairman Protem/Assignment of Duties McGrattan 8/9 – 8/11/2022
3. LUPPW Cmt ltr to Mr. Moriarty dated 8/4/2022 re: Invite to LUPPW Cmt 9/13/2022 meeting - Proposal for a “*Ledyard Garden*”
4. Chairman Dombrowski Memo to Town Council dated 8/19/2022 re: Chairman Protem/Assignment of Duties Irwin 8/23 – 8/26/2022
5. Saums e-mail dated 8/19 to WPCA re: WPCA Response to Chidley Way Residents Petition regarding water/fire hydrants
6. Admin Asst ltr(s) dated 8/16/2022 to Ledyard Beautification Cmt- DTC-RTC re: Request reappointment endorsements.
7. Admin Asst ltr(s) dated 8/16/2022 to IWWC Cmt- DTC-RTC re: Request reappointment endorsements.
8. Admin Asst ltr(s) dated 8/16/2022 to Planning & Zoning -RTC re: Request reappointment endorsements.
9. Admin Asst ltr(s) dated 8/16/2022 to Building Code of Appeals -DTC- RTC re: Request reappointment endorsements.
10. Admin Asst ltr(s) dated 9/13/2022 to Library Commission - DTC re: Request reappointment endorsements

## NOTICE OF AGENDAS

1. Housing Authority Agenda 9/1/2022
2. Permanent Municipal Building Cmt Agenda 8/1/2022
3. Economic Development Commission Agenda 8/2/2022
4. Inland Wetland & Water Courses Commission Agenda 8/2/2022
5. Farmers Market Committee Agenda 8/4/2022- Cancelled
6. Conservation Agenda 8/9/2022; 9/13/2022
7. Planning & Zoning Agenda 8/11/2022
8. Library Commission Agenda 8/15/2022
9. Historic District Commission Agenda 8/15/2022- Cancelled
10. Parks & Recreation Agenda 8/16/2022
11. Retirement Board Agenda 8/16/2022
12. Agricultural Commission Agenda 8/16/2022
13. Senior Citizens Agenda 8/24/2022
14. Zoning Board of Appeals Agenda 8/17//2022- Cancelled
15. WPCA Agenda 8/23/2022; 7/26/2022
16. LUPPW Cmt Agenda 8/1/2022
17. Finance Cmt Agenda 7/6/2022 - Cancelled
18. Finance Cmt Agenda 8/3/2022 & 8/17/2022 Cancelled
19. Community Relations Cmt Agenda 8/17/2022
20. Admin Cmt Agenda 7/13/2022- Cancelled

21. Admin Cmt Sp. Agenda 8/10/2022
22. Town Council Agenda 8/10/2022 & 8/24/2022 – Cancelled
23. Town Council Agenda 9/14/2022

## MINUTES

24. Housing Authority Minutes 6/6/2022 -
25. Permanent Municipal Building Cmt Minutes 6/6/2022
26. Economic Development Commission Minutes 6/7/2022
27. Inland Wetland & Water Courses Commission Minutes 7/5/2022
28. Conservation Agenda 6/14/2022
29. Planning & Zoning Minutes 7/14/2022; 7/28/2022
30. Library Commission Minutes 6/20/2022
31. Historic District Commission Minutes 6/20/2022
32. Parks & Recreation minutes 7/19/2022
33. Retirement Board Minutes 7/19/2022
34. Agricultural Commission minutes 7/19/2022
35. Youth & Social Services Sp. Minutes 5/24/2022
36. Senior Citizens Minutes 7/27/2022
37. Zoning Board of Appeals Agenda 6/20/2022- Cancelled
38. LUPPW Cmt Minutes 6/6/2022
39. Finance Cmt Minutes 6/15/2022
40. Community Relations Cmt Minutes 7/20/2022
41. Town Council Minutes 7/27/2022
42. Town Council Sp. Minutes 7/27/2022 – Executive Session
43. Town Council Minutes 8/3/2022

## MISCELLANEOUS

1. Town Council Annual Report July 1, 2021- June 30, 2022
2. Economic Development Commission Annual Report July 1, 2021 – June 30, 2022

## REFERRALS

### Administration Committee

1. DTC Appointment Application dated 8/3/2022 re: Cobb to Inland Wetland & Water Courses Commission
2. DTC e-mail dated 9/11/2022 re: Withdraw Cobb Appointment Application to Inland Wetland & Water Courses Commission
3. DTC Appointment Application dated 8/21/2022 re: Troy to Farmers' Market Cmt
4. RTC Appointment Application dated 8/21/2022 re: Martic to Farmers' Market Cmt
5. DTC Appointment Application dated 8/21/2022 re: Schneider to Senior Citizens Commission
6. Ms. Harris Appointment Application dated 8/24/2022 re: Schneider to Senior Citizens Commission
7. Ms. Dykes e-mail dated 4/27/2022 re: Resign - Senior Citizens Commission
8. Ms. Leandri ltr dated 6/8/2022 re: Resign - Parks & Recreation Commission

9. Ms. Robinson e-mail dated 8/30/2022 re: Resign – Beautification Committee -Effective at end of term 10/26/2022



**TOWN OF LEDYARD  
CONNECTICUT  
WATER POLLUTION CONTROL AUTHORITY**

Chairman Ed Lynch

741 Colonel Ledyard Highway  
Ledyard, CT 06339-1551  
(860) 464-3220  
E-Mail Address:  
[wpcaledyard@ledyardct.org](mailto:wpcaledyard@ledyardct.org)

July 28, 2022

Mayor Fred B. Allyn, III  
741 Colonel Ledyard Highway  
Ledyard, Connecticut 06339

Dear Mayor Allyn:

At its Regular Meeting held on July 26, 2022, the WPCA took the following actions. Please feel free to contact Chairman Lynch should you have any questions regarding this meeting.

- Approved Stamford Wrecking additional costs for the demolition of the Highlands Water Tank in the amount of \$7,481.25 from Capital Undesignated account 51510101-58915.
- Approved Groton Utilities invoice #22896 dated June 30, 2022, in the amount of \$1691.60 for Ledyard Meter Purchases 2017-2022.

Respectfully submitted,

Christina Hostetler  
Town Hall Assistant

cc: Mayor  
Director of Finance  
Treasurer/Assistant Director of Finance  
Town Council

July 29, 2022

Vin Godino  
Chair, Ledyard Historic District Commission

Dear Vin,

It's with great reluctance that I must announce my resignation from the Historic District Commission. The only reason for this is that Gay and I have bought a house in North Stonington and have been living there as of July 6.

I would like to say that I have enjoyed my time on the Commission very much over the years. I've enjoyed getting to know the other members and have appreciated your capable leadership in overseeing the Town's historic properties.

Sincerely,

Lance Mayer



## Roxanne Maher

---

**From:** Naomi Rodriguez  
**Sent:** Monday, August 01, 2022 11:10 AM  
**To:** Roxanne Maher  
**Subject:** PMBC Applicant - Elizabeth Peterson

Good Morning Roxanne,

The DTC Nominating Committee voted on 7/26/22 to forward/recommend Ms. Elizabeth Peterson fill the open vacancy left by Steven Juskiewicz for the Permanent Municipal Building Committee. Her application and resume were sent to you on 7/26/22. Thank you.

Respectfully,

Naomi Rodriguez, Chair  
DTC Nominating Committee

LEDYARD TOWN COMMITTEE APPLICATION

FROM:

DIC

REC

OTHER

SUBJECT: RECOMMENDATION FOR APPOINTMENT

Permanent Municipal Building Committee

TO FILL VACANCY LEFT BY: Steven Juskiewicz

FOR A PERIOD ENDING: 03/26/2023

NAME: Elizabeth Peterson

ADDRESS: 15 Browns Crossing Rd, Gates Ferry, CT 06335

HOW LONG: 31 YEARS

TELEPHONE: 860-389-2532

PARTY AFFILIATION:  D  R  U (CIRCLE ONE)

INTERVIEWED BY: Naomi Rodriguez DATE: 7/24/22

BACKGROUND/QUALIFICATIONS:

Current job: Supplier Quality Engineering Specialist  
at General Dynamics / Electric Boat  
B.S. degrees in Electrical & Computer Engineering (1985)  
MBA (1989)  
Former CT licensed general contractor

RESUME ATTACHED:  YES  NO

LETTER RECOMMENDATION ATTACHED: YES  NO

# Elizabeth W. Peterson, MBA

## Technical Program Manager

Gales Ferry, CT, USA 06335  
1-860-389-2532

[elizabethpeterson25@gmail.com](mailto:elizabethpeterson25@gmail.com)

[www.linkedin.com/in/elizabethpetersonct](http://www.linkedin.com/in/elizabethpetersonct)

Lead high-growth organizations' engineering program cross-functional teams. Adept at translating complex problems into viable solutions.

### EXPERIENCE

#### General Dynamics/ Electric Boat

2018- PRESENT Hold Department of Defense Secret Clearance.

##### Risk Program Manager

- Provide DevOps risk management leadership integrating 3D digital twin TeamCenter infrastructure software for manufacturing nuclear submarines. Utilize JIRA project management software for daily scrums.
- As liaison, collaborate with regulators, defense contractors & trade unions to ensure operational excellence. Lead diverse multi-discipline teams to perform: risk discovery, corrective action/ mitigation plans, life cycle management, change management, compliance, & closure quality assurance.
- Persuasively communicate to executives sustainable, measurable, enterprise-wide strategic & tactical initiatives solving quality issues.

##### Project Manager

- Led daily resource allocation and blocker ID meetings utilizing Artemis project management scheduling software. Core team of 10 people included electrical & mechanical engineers, NEXT 3D-modeling designers, electricians, sustainment life cycle, planning, & finance.
- Performed project leadership for \$6M- \$15M CapEx nuclear propulsion power plant purchases. Provided material and human resource budgetary estimates.

##### Nuclear Propulsion Plant Design Engineer

- Design upgrade projects included reactor plant Instrumentation and Control (I&C), steam plant control & indication, and electric plant: switchboards, circuit breakers, inverters, converters, transformers, & controllers.
- Electric plant power system analysis: fault current analysis, circuit breaker coordination, electric plant stability & voltage drop.
- Supported microprocessor control, copper & fiber optic serial communications system integration.

### TECHNICAL SKILLS

Program & Project Management  
Design & Process Engineering  
Six Sigma Black Belt  
Process Improvement  
Metrics/ Dashboards/ Trending  
Technical Trainer  
Cost Reduction & Avoidance  
Agile SAFe Roadmaps, JIRA, PMBOK,  
MS Office, MS Project, MiniTab

### TRANSFERABLE SKILLS

**Accountable. Continuous improvement, solution-oriented, growth mindset.**  
Possess stamina for tackling problems. Embrace feedback.

**Self-Starter/ Early Adopter**  
Comfortable with complexity & ambiguity. Proactive at learning new skills at high velocity. Resilient in changing environments.

**Excellent time management**  
Efficient at ensuring smooth & predictable program execution. Detail-oriented with ability to effectively prioritize.

**Strong Influencer & motivator**  
at all levels of the org, driving tangible impact & alignment. Resolve blockers. Agility to represent complex business & technical concepts to every stakeholder.

## Dominion Energy/ Millstone Nuclear Generation Station

2008 - 2018 Confidential Clearances with DOE & NRC.

### Engineering Program Manager

- Led Margin Management Risk Program Manager for 10-15 interdisciplinary teams managing \$50M YoY CapEx portfolio. Risk committee identified, assessed, analyzed & resolved design & operational risks. Ensured public safety, equipment reliability, maximum electricity generation, & electric power grid availability.
- As Engineering Duty Manager assessed risk for Eng Dept at daily station work management resource availability meetings. On-shift point of contact for all emergent work needing Eng guidance for the nuclear power station. Regularly filled as refueling outage Eng Duty Manager and Eng Outage Manager.

### Six Sigma Black Belt Lead Project Engineer

- Led \$50M Fukushima response requiring enterprise physical and cybersecurity CapEx modifications.. Contracted A&E services to complete 10 major capital projects in 1 year. Tracked resource charging and schedule adherence.
- Directed Six Sigma Black Belt initiatives using data-driven phasegate statistical analysis driving >\$1M savings & changing corporate culture.
- Regularly curated engineering self-evaluations, road maps, root causes, gap analysis, deep dive analysis, benchmarks, estimates, budgets, schedules, training, best practices, post mortem lessons learned, & government led inspections liaison.
- Spearheaded the Engineering Dept Human Performance Program - developing industrial psychology initiatives identifying and evaluating performance issues, developed corrective actions, and presented change management plans to management team & executives.
- Stationed at CT State Armory as Corporate Technical Briefer, first responder to provide technical responses to media sources regarding company announcements and emergency activities.

### EDUCATION

M.S Business Administration (MBA) – University of New Haven

B.S. Electrical Engineering & Computer Engineering – UConn

Vermont Law School Energy Law & Regulation classes:

*Energy Regulation & the Env, Energy Law & Policy in a Carbon-Constrained World, Essentials of the Electric Grid*

Project Management Certificate – Charter Oak State College

### Engineering Career Summary

- Consistently deliver value-added biz solns
- Led multi-million \$ eng projects
- The mentor who facilitates team peak performance.

### Held engineering roles in:

- Systems integration
- Electrical
- Electromagnetic
- Nuclear
- Computer Software
- Electromechanical

### Engineering roles focused in:

- Program Management
- Project Management
- Design
- Process
- Quality Assurance
- Quality Control
- Sales

### Industries served:

- Energy
- Utilities
- Defense
- Manufacturing
- Construction
- Cybersecurity
- Aerospace
- Education
- Non-profits

### Current Non-Profit Roles:

- Co-Administrative Officer Soroptimist Int'l North Atlantic Region
- Board of Directors Connecticut Lyric Opera
- Electric Boat Mgmt Association Office Manager & Webmaster

### Awards & Honors:

- Distinguished Toastmaster
- United Nations Advocate- Commission on the Status of Women
- Int'l Distinguished Woman Award - Pan American Concerned Citizens Action League
- One Woman Makes a Difference Award - Connecticut Women's Education and Legal Fund

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- Int'l Distinguished Woman Award - Pan American Concerned Citizens Action League
- One Woman Makes a Difference Award - Connecticut Women's Education and Legal Fund



# TOWN OF LEDYARD CONNECTICUT OFFICE OF THE MAYOR

Fred B. Allyn III  
Mayor

Kristen Chapman  
Executive Assistant

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

Date: August 1, 2022

To: Chairman Kevin Dombrowski, Ledyard Town Council  
Chief John Rich  
Chief Dispatcher, Paula Smith

***Subject: Mayor out of State***

This memo is to notify you that I will be out of the State beginning on the morning of August 17, 2022 and returning to CT the evening of Friday, August 26, 2022.

In accordance with the Town of Ledyard Charter, Chapter III, Section 2 the Town Council Chairman shall be the Acting Mayor. Chairman Dombrowski may be reached at 860-383-6463 or via email at [kjdom@Ledyardct.org](mailto:kjdom@Ledyardct.org).

I will have cell and email communications most mornings and evenings during this time.

Sincerely,

Fred B. Allyn III  
Mayor



Chairman Bruce Garstka

TOWN OF LEDYARD  
CONNECTICUT

LEDYARD AGRICULTURAL COMMISSION

Town of Ledyard  
Ledyard, CT 06339  
<http://www.ledyardct.org>

## *MEMORANDUM*

DATE: August 2, 2022  
TO: Town Council  
Mayor Fred Allyn, III  
Land Use Department (Planning & Zoning)  
Planning & Zoning Commission  
Inland Wetland & Watercourses Commission  
Conservation Commission  
Economic Development

FROM: Chairman Bruce P. Garstka, Agricultural Commission

**RE: Agricultural Commission joint meeting**

The Agricultural Commission, at its regular meeting, will hold a joint discussion on October 18, 2022. The meeting will begin at 6:00 p.m. in the Town Hall Annex. Members of the Land Use Department (Planning and Zoning) as well as Planning and Zoning, Economic Development, Inland Wetlands and Watercourses and Conservation Commission are invited to send two representatives from each group. If any other groups would like to participate, please contact me at (860)917-0839.

For the Agricultural Commission,

Bruce P. Garstka, Agricultural Chairman

## Roxanne Maher

---

**From:** So Rodriguez <ledyarddtcnnaomi@comcast.net>  
**Sent:** Wednesday, August 03, 2022 11:25 AM  
**To:** Roxanne Maher  
**Subject:** IWWC Candidate for Open Vacancy - Jessica Cobb  
**Attachments:** JCIWWC.jpeg; Jessica Cobb Resume.jpeg; Jessica Cobb Cert.jpeg

Good Morning Roxanne,

The DTC Nominating Committee voted on August 3, 2022 to endorse Ms. Jessica Cobb to serve on the Inland Wetlands Watercourses Commission to replace John Persano. Mr. Persano's term ends 10/31/2023. Please see attached for Ms. Cobb's application, resume and Certificate of Achievement from The Municipal Inland Wetlands Agency Comprehensive Training Program.

Respectfully,

Naomi Rodriguez, Chair  
DTC Nominating Committee



LEDYARD TOWN COMMITTEE APPLICATION

FROM:  DTC  RTC  OTHER

SUBJECT: RECOMMENDATION FOR APPOINTMENT

Inland Wetlands and Watercourses Commission

TO FILL VACANCY LEFT BY: John Persano ~~John Persano~~

FOR A PERIOD ENDING: 10/31/23 ; 10/31/23

NAME: Jessica Cobb

ADDRESS: 7 Whipperwill Dr, Gates Ferry CT

HOW LONG  YEARS

TELEPHONE:

PARTY AFFILIATION:  D  R  U (CIRCLE ONE)

INTERVIEWED BY:  DATE:

BACKGROUND/ QUALIFICATIONS:

Bachelor's in Environmental Science 2020
Certificate in Wetlands Municipal Inland Wetlands Agency Training

RESUME ATTACHED:  YES  NO

LETTER RECOMMENDATION ATTACHED:  YES  NO

# Jessica Cobb

7 Whippoorwill Dr. Gales Ferry, CT 06335 • (951) 212-8477

[jessilynn.p.cobb@gmail.com](mailto:jessilynn.p.cobb@gmail.com) • <https://sketch.maps.arcgis.com/>

I have completed a degree in Geosciences with a Concentration in GIS. I am seeking work in conservation, energy, or resource management. Coursework related to the GIS concentration includes Intro to GIS, Remote Sensing, Geospatial Programming, and Spatial Analysis. Major coursework completed includes Chemistry, Physics and Geology and the associated labs, Atmospheric Science, Earth Systems Science, Geo-statistics, Geosciences Methodologies, Natural Resources, Ethics and Leadership in the Geosciences, Python for ArcGIS, and Geohazards. Coursework has included preparing map analysis, environmental proposals, educational materials, and research projects. I am always looking for a challenge and thrive when learning new things, and I am eager to start gaining experience in the environmental field.

## Volunteer

April 2018- January 2020	Soccer coach- Ledyard Soccer Club
June 2020- Present	Commission member – Ledyard Parks and Recreation Commission

## Education

<b>BS in Geosciences w/ Conc in GIS</b> May 2018-December 2021, SNHU
<b>Certificate in Web Development</b> May 2013 – December 2015, Tidewater Community College
<b>BFA Entertainment Art/ Animation</b> Aug 2002- May 2008, California State University, Fullerton

## Technical Experience

<b>Platforms:</b> Macintosh, PC, Linux, iOS, Android
<b>Code/CMS:</b> HTML/CSS, Drupal, Wordpress, Python
<b>Software:</b> Adobe Suite; Microsoft Office Suite; Google Suite; Atlassian Jira, Bitbucket; Autodesk Maya, AutoCAD Civil 3d; Sketch; Balsamiq Mockups; ArcGIS Pro, ArcMap, ESRI Story Maps, ArcGIS Online

## Work experience

Jan '22 – Present	<u>Contractor - Project Administrator</u>
<b>Docko, Inc.</b>	As a project administrator, I support the Principal Engineer in preparing application packets for clients and bid packets for building contractors.
Jan '12- Sept '18	<u>Owner, Freelance Media Design and Web Development</u>
<b>Sketch Fin Media Services</b>	As a QA tester/ UX designer I have written manual testing scripts for over 20 individual projects in Drupal, Meteor, and mobile platforms for post-update regression tests. I reported errors and reproduction steps with supporting screenshots or video.
Feb '08- Feb '10	<u>Scuba Charters Coordinator, Sales Associate, Scuba and Bicycle Departments</u>
<b>Sport Chalet</b> Mira Loma, CA	As a sales associate in the scuba and bicycle departments I had technical knowledge of products and services provided by Sport Chalet and performed technical tasks with shop equipment. I earned a promotion to Scuba Charters Coordinator where I held simultaneous responsibilities for scheduling dive trips on 5-7 vessels, communicating availability with 47 stores, and assisting coordination between Sport Chalet corporate managers, the professional scuba training staff, and vessel operators via telephone and email. While there, I was able to automate the process for sending out the daily availability report.
Jan '06 – Feb '07	<u>Sales Associate and Framer</u>
<b>Aaron Brothers Art and Framing, Orange, CA</b>	Retail associate and Custom framing
Summers '05- '08	<u>Lifeguard II (Instructor) '05-06, Lifeguard III (Supervisor)'07, Aquatics Manager '08</u>
<b>City of Norco, Parks and Rec Department</b> Norco, CA	As a lifeguard, I always ensured the safety of pool patrons and staff in addition to providing swim lessons. As a supervisor, I oversaw the staff, facility operations, and customer service. As aquatics director, I did scheduling, discipline and budgeting.

**Certifications:** Driver's license, PADI Divemaster, DEEP CPWO, FAA TRUST

# CERTIFICATE OF ACHIEVEMENT

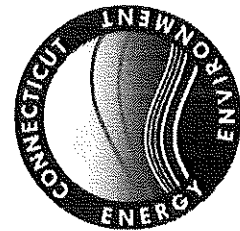
is hereby awarded pursuant to CGS section 22a-39(n) to

*Jessica Cobb*

for successfully completing the CT DEEP online training course titled

The Municipal Inland Wetlands Agency  
Comprehensive Training Program

awarded February 28, 2022



Connecticut Department of  
ENERGY AND ENVIRONMENTAL  
PROTECTION  
79 Elm Street  
Hartford, CT 06106-5127  
[www.ct.gov/deep](http://www.ct.gov/deep)

Katherine S. Dykes  
Commissioner

## Roxanne Maher

---

**From:** So Rodriguez <ledyarddtcncnaomi@comcast.net>  
**Sent:** Sunday, September 11, 2022 1:31 PM  
**To:** Roxanne Maher  
**Cc:** jessilynn.p.cobb@gmail.com  
**Subject:** IWWC Application Withdrawal - Jessica Cobb

Hello Roxanne,

For your information and per our telephone conversation, Ms. Jessica Cobb has asked for her application to fill the open vacancy on the Inland Wetlands and Watercourses Commission to be withdrawn. Ms. Cobb's Planning & Zoning application will move forward as requested by Ms. Cobb and the DTC Nominating Committee. Her application has already been approved by the Administration Committee and is now moving forward to the next Town Council meeting.

Thank you for your time.

Respectfully,  
Naomi Rodriguez, Chair,  
DTC Nominating Committee



Chairman Kevin J. Dombrowski

# TOWN OF LEDYARD CONNECTICUT

741 Colonel Ledyard Highway  
Ledyard, Connecticut 06339-1551  
(860) 464-3203  
[towncouncil@ledyardct.org](mailto:towncouncil@ledyardct.org)

August 5, 2022

Mr. Sean Moriarty  
[seanthomasmoriarty@gmail.com](mailto:seanthomasmoriarty@gmail.com)

Dear Mr. Moriarty:

The Town Council's Land Use/Planning/Public Works Committee reviewed your proposal regarding "*The Ledyard Garden*" and found your idea interesting and your background, resume' and credentials in farming impressive. The Committee invites you to our next meeting to discuss potential locations that could adequately support your idea and the process involved in taking on this type of venture with the town.

The Land Use/Planning/Public Works Committee will be meeting on Tuesday, September 13, 2022 at 5:30 p.m. in the Town Hall Annex Building - 741 Colonel Ledyard Highway. Our meetings are held in a hybrid format allowing residents to attend in -person or remotely via video conference using the Zoom Platform.

Should you have a conflict with this date, please contact the Town Council Office at (860) 464-3203; or e-mail [council@ledyardct.org](mailto:council@ledyardct.org) to arrange an alternate date. The Agenda and the Zoom invitation will be sent to you prior to the meeting.

Please do not hesitate to contact me if you have any questions regarding this meeting or if I can be of any assistance at telephone (860) 237-1471 or e-mail [gpaul@ledyardct.org](mailto:gpaul@ledyardct.org).

The Land Use/Planning/Public Works Committee looks forward to meeting with you.

Sincerely,

Gary Paul  
Chairman  
Land Use/Planning/Public Works Committee

## Roxanne Maher

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**From:** John Rich  
**Sent:** Thursday, August 04, 2022 10:10 AM  
**To:** Gary Paul; Naomi Rodriguez; William Saums  
**Cc:** Fred Allyn, III; Roxanne Maher  
**Subject:** FW: National night out

Good morning,

I'm forwarding this email communication with a resident who was dissatisfied with Ledyard Police Department's efforts at National Night Out on August 2, 2022. This is for your information only as members of the Community Relations Committee.

Have a great weekend.

Chief John Rich

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**From:** John Rich  
**Sent:** Thursday, August 4, 2022 10:06 AM  
**To:** Nina Diaz <ninadiaz24@yahoo.com>  
**Subject:** RE: National night out

Nina,

I've reached out to New London PD and spoke with Captain Galante and Captain Bergeson and I have complimented them and Chief Wright for their efforts in their community. I've also spoken with Chief Daley and SGT Rankin of Norwich PD's Community Policing Unit and gave them similar feedback.

With regard to your comments about political involvement, I spoke with the Chairman of the Ledyard Democratic Town Committee early yesterday morning and had a private discussion with him about their post to which you referred in your email.

I'm sorry to know that you weren't happy or pleased with our efforts at our first National Night Out. I'll speak for the department on that issue and if you have any suggestions for next year, I'm happy to receive them.

Sincerely,

Chief John Rich

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**From:** Nina Diaz <[ninadiaz24@yahoo.com](mailto:ninadiaz24@yahoo.com)>  
**Sent:** Wednesday, August 3, 2022 5:39 PM  
**To:** John Rich <[chief.rich@ledyardct.org](mailto:chief.rich@ledyardct.org)>  
**Subject:** Re: National night out

Given that the union set this up, I think I'd like to speak directly to them. While I understand you personally may be making an effort, at this point it looks like ledyard's first time participating in national night out turned into a back the blue political endorsement. That's not what National night out is supposed to be about. I hate to feel like I'm complaining but it hits a different nerve having a teen who wouldn't approach any of your officers (other than rick Mcswain) if her life depended on it. Then to hear "all were invited" when that is simply not true. Its frustrating to say

the least. This summer I've reached out countless times because as a parent, I genuinely want my daughters as well as others youth in our community to see that not all cops are bad. Having a black daughter makes me want that even more. Its disheartening that the community engagement officer showed such a lack of interest in meeting or even speaking with me(I still have not recieved a response to my last email asking McKinney if after 2pm was a good time to call). However as I told you " I absolutely will not beg him or the department" . I actually almost got excited for NNO. Then to see one political party present and campaigning, frankly, politics have no place at nno unless they are there with their families enjoying the community event. This should have been solely about police engagement with community. I've spoke to numerous residents who have lived in town as long or longer than myself( I've been in town 12yr) and none of them could recall names of 3 officers. Everyone knows Mcswain due to all the amazing work he did as the dare officer. He actually engages with community and honest when he stepped down from dare,our youth lost a good thing. I'm confused as to who thought bringing political candidates to the event was a good thing? If you dont want to look as if your biased or endorsing a particular party,then both or more honestly neither should be involved in a offical capacity. Did you reach out to the chief at NLPD like you told me you would?, they also held NNO last night, not a political thing involved. Norwich.... same, just community and cops, exactly how its supposed to be.

[Sent from Yahoo Mail on Android](#)

On Wed, Aug 3, 2022 at 5:14 PM, John Rich <[chief.rich@ledyardct.org](mailto:chief.rich@ledyardct.org)> wrote:

Nina,

I'm happy to take your suggestions for the department.

Sent from my iPhone

On Aug 3, 2022, at 4:12 PM, Nina Diaz <[ninadiaz24@yahoo.com](mailto:ninadiaz24@yahoo.com)> wrote:

The democratic town Committee was not invited. Having one and not the other makes it look like the PD is backing a particular party and frankly politics have no place at National night out. It's an event to bond with and educate your community. Do you happen to have an email contact for the union head who invited the Republican committee and candidates? The union hosted the event and I have some suggestions for next year. Please and thank you.

[Sent from Yahoo Mail on Android](#)

On Wed, Aug 3, 2022 at 4:09 PM, John Rich <[chief.rich@ledyardct.org](mailto:chief.rich@ledyardct.org)> wrote:

Hi Nina,

Thanks for your message. The event was a community event for everyone and open to all. It was sponsored by the Ledyard Police Union for the entire community.

Chief John Rich

Sent from my iPhone

On Aug 3, 2022, at 4:00 PM, Nina Diaz <[ninadiaz24@yahoo.com](mailto:ninadiaz24@yahoo.com)> wrote:

Good afternoon. I'm writing to ask why the democratic town Committee and or candidates werent at NNO? I didnt realize ledyard was combining their first national night out with a political meet and greet. Is there a reason why the DTC was not present?

[Sent from Yahoo Mail on Android](#)



Dear Sir/Madam,

I am writing to inform you that I will be resigning from the IWWC commission effective as of tonight June 7th, 2022. The past year has been a rewarding and productive experience for me. I am very grateful to you for giving me the fantastic opportunity with learning about IWWC and also the opportunity to help the community.

Sincerely

Corey Watford

## Roxanne Maher

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**From:** So Rodriguez <ledyarddtdcnaomi@comcast.net>  
**Sent:** Sunday, August 21, 2022 10:31 AM  
**To:** Roxanne Maher  
**Cc:** So Rodriguez  
**Subject:** Ledyard Farmers Market Candidate for Open Vacancy - Allison Troy  
**Attachments:** IMG\_2709.jpg

Good Morning Roxanne,

The DTC Nominating Committee has voted on 8/18/22 to forward/recommend Allison Troy to fill the open vacancy left by Yaras/Allyn/Favry for the Ledyard Farmers Market Committee. Attached please find Allison Troy's application. Thank you.

Respectfully,

Naomi Rodriguez, Chair  
DTC Nominating Committee

LEDYARD TOWN COMMITTEE APPLICATION

FROM:  DTC  RTC  OTHER

NAME OF COMMITTEE TO BE APPOINTED TO:

Ledyard Farmers Market - Children/Families

APPLICANT'S NAME: Allison Troy

ADDRESS: 548 Pumpkin Hill Rd Ledyard, CT 06339

HOW LONG - YEARS: 30

TELEPHONE/CELL PHONE: 860-381-9152

E-MAIL ADDRESS: allie.548@gmail.com

PARTY AFFILIATION:  D  R  U (CIRCLE ONE)

BACKGROUND/QUALIFICATIONS:

(Type Here) Master of Science in Human Services  
Previous childcare Educator  
Previous Family Resource Center site Manager  
- Extensive experience in planning and  
executing community events for children and families.

The Bottom of Form to be completed by Nominating Committee/Office Use

TO FILL VACANCY LEFT BY: Jani Allyn or Kristin Fauror or Yaras.

FOR A PERIOD ENDING: 5/9/2024

INTERVIEWED BY: Naomi Rodriguez

DATE: 8/17/22

RESUME ATTACHED: YES  NO

LETTER RECOMMENDATION ATTACHED: YES  NO

## Roxanne Maher

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**From:** William Saums  
**Sent:** Monday, August 22, 2022 7:59 AM  
**To:** Patricia A. Riley; Fred Allyn, III; Kevin J. Dombrowski; Steve Masalin; Roxanne Maher  
**Cc:** Mike Lamb (firecatman03@yahoo.com)  
**Subject:** Qualification Shoot

All:

On August 11, I received a voicemail from Mr. Chris Albanese requesting a callback because he had some questions about the requirements for the qualification shoot for hunting on town-owned property. He is one of the people who applied for and won a slot in the lottery. I returned his call the next morning but reached his voicemail. I left a message that I was returning his call. He did not call me back.

On Saturday, August 20, Mr. Albanese arrived at the qualification shoot carrying a crossbow, which I immediately reminded him was not permitted under the ordinance regulations that everyone received. He commented that he must have missed the fine print. I again told him it was in the rules he had received. It was all cordial, and he said he would remain for the shoot to watch, which he did.

After the shoot, Mr. Albanese asked in conversation with myself, Steve Martic, and Mike Lamb (our independent judge) if a person could hunt on the Clark Farm with a crossbow. I again explained that only deer hunting is allowed under the program, and that crossbows are not permitted anywhere on town property under the rules of the program, and that there are only two properties in the program, of which the Clark Farm is one. He then asked if he could hunt with a compound bow, which the program does permit. I explained that he would have to pass a qualification test to receive a permission slip. Mike Lamb very kindly offered to coordinate with him if he would like to take the test, even though prior email correspondence clearly stated that the qualification shoot would only be conducted on the same day for all participants.

Mr. Albanese received all the communications regarding this program, so none of this should have been new information for him, and I'm passing this interaction along as background in case anyone receives any questions from him.

-Bill Saums  
(O) 1-860-572-7181  
(M) 1-401-225-5362

LEDYARD TOWN COMMITTEE APPLICATION

FROM:  DTC  RTC  OTHER

SUBJECT: RECOMMENDATION FOR APPOINTMENT

Senior Citizen Commission

TO FILL VACANY LEFT BY: Marcia Dykes

FOR A PERIOD ENDING: 12/9/2023

NAME: Carol A. Schneider

ADDRESS: 101 Inghcliffe Drive, Gales Ferry

HOW LONG  YEARS

TELEPHONE: (860) 464-2220

PARTY AFFILIATION:  D  R  U (CIRCLE ONE)

INTERVIEWED BY: Naomi Rodriguez DATE: 8/23/22

BACKGROUND/ QUALIFICATIONS:

Associates Degree
Work Experience: Graphic Art
Retail
Marketing

RESUME ATTACHED: YES  NO

LETTER RECOMMENDATION ATTACHED: YES  NO

LEDYARD TOWN COMMITTEE APPLICATION

FROM: DTC RTC OTHER

NAME OF COMMITTEE TO BE APPOINTED TO:

Senior Center Commission

APPLICANT'S NAME: Claire Harris

ADDRESS: 5 Cliff Rd, Ledyard. 06339

HOW LONG - YEARS: 14 yrs

TELEPHONE/CELL PHONE: 860-245-5262

E-MAIL ADDRESS N/A

PARTY AFFILIATION: D R U (CIRCLE ONE)

BACKGROUND/ QUALIFICATIONS:

(Type Here)

Ret clergy, work with a wide range of people  
was a Registered Nurse

The Bottom of Form to be completed by Nominating Committee/Office Use

TO FILL VACANY LEFT BY:

FOR A PERIOD ENDING:

INTERVIEWED BY:

DATE:

RESUME ATTACHED: YES NO

LETTER RECOMMENDATION ATTACHED: YES NO

## Roxanne Maher

---

**From:** Scott Johnson  
**Sent:** Tuesday, August 30, 2022 11:54 AM  
**To:** Roxanne Maher  
**Subject:** FW: April Senior Center Commission Meeting

Roxanne,

Here is the email I received from Marcia regarding stepping down from the commission.

Sincerely,

*Scott Johnson Jr, CPSI*

**Director**

Ledyard Parks and Recreation Department  
Ledyard Senior Center  
12 Van Tassell Drive  
Gales Ferry, CT 06335  
860-464-9112

[www.ledyardrec.org](http://www.ledyardrec.org)



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**From:** Scott Johnson  
**Sent:** Wednesday, April 27, 2022 10:40 AM  
**To:** Marcia Dykes <mwdykes2@gmail.com>  
**Subject:** RE: April Senior Center Commission Meeting

Marcia,

No problem, Thanks for volunteering!

Sincerely,

*Scott Johnson Jr, CPSI*

**Director**

Ledyard Parks and Recreation Department  
Ledyard Senior Center  
12 Van Tassell Drive  
Gales Ferry, CT 06335  
860-464-9112



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**From:** Marcia Dykes <[mwdykes2@gmail.com](mailto:mwdykes2@gmail.com)>  
**Sent:** Wednesday, April 27, 2022 10:13 AM  
**To:** Scott Johnson <[Scott@ledyardrec.org](mailto:Scott@ledyardrec.org)>  
**Subject:** Re: April Senior Center Commission Meeting

Scott,

I apologize but I feel like I am not the best person to serve on this committee. I appreciate the opportunity to serve our community but have a young family and I just think it would be a better fit to have me serve elsewhere. I will let the town clerk know of my resignation.

Marcia Dykes

On Tue, Apr 26, 2022 at 1:21 PM Scott Johnson <[Scott@ledyardrec.org](mailto:Scott@ledyardrec.org)> wrote:

Good afternoon Senior Commission,

We have our regularly scheduled meeting this Wednesday, April 27th, at 1:30PM, in the Senior Center. Please let me know if you can attend to ensure we have a quorum.

Sincerely,

*Scott Johnson Jr, CPSI*

**Director**

Ledyard Parks and Recreation Department

Ledyard Senior Center

12 Van Tassell Drive

Gales Ferry, CT 06335

860-464-9112





June 8, 2022

Mr. Scott Johnson, Jr  
Recreation Director  
Ledyard Parks and Recreation  
12 Van Tassell Drive  
Gales Ferry, CT 06335

Dear Scott:


I am writing to inform you of my decision to resign from the Ledyard Parks and Recreation Commission effective July 1, 2022.

My schedule and family commitments have become such that I cannot continue to volunteer the time necessary to do my job on the board with the thoroughness I would like.

During the next few weeks, I am willing to help you in any way to make the transition as smooth as possible. This includes assisting in recruiting and training my replacement. Please let me know if there is anything specific that you would like me to do.

Thank you for the opportunity, and best wishes to you and the other members going forward.

Sincerely yours,

  
Barbara L. Leandri

Cc: Ken DiRico

8 Melanie Lane  
Gales Ferry, CT 06335

## Roxanne Maher

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**From:** Scott Johnson  
**Sent:** Tuesday, August 30, 2022 12:09 PM  
**To:** Roxanne Maher  
**Subject:** FW: Parks and Rec commission resignation  
**Attachments:** 20220830120410400.pdf

Roxanne,

Below is Caleb Maloney and attached is Barbara Leandri's resignation letters.

Sincerely,

*Scott Johnson Jr, CPSI*

**Director**

Ledyard Parks and Recreation Department  
Ledyard Senior Center  
12 Van Tassell Drive  
Gales Ferry, CT 06335  
860-464-9112

[www.ledyardrec.org](http://www.ledyardrec.org)



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**From:** Caleb Maloney <maloneycaj@gmail.com>  
**Sent:** Sunday, May 8, 2022 4:16 PM  
**To:** Scott Johnson <Scott@ledyardrec.org>  
**Subject:** Parks and Rec commission resignation

Good afternoon Scott. It is with great regret that I must inform you that I will need to step back from the Parks and Rec Commission. I know my time has been very short lived. I had hoped to due my full duty to the board. My current job is going to make it impossible to continue to be an active member. I will be working second shift for the foreseeable future. As well as more weekend work. Please let me know anything that I need to do to properly resign. Thank you for all you do for Ledyard.

Caleb Maloney  
8606086475

## Roxanne Maher

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**From:** Meredith Robinson <meredith.robinson@me.com>  
**Sent:** Monday, August 29, 2022 3:12 PM  
**To:** Roxanne Maher  
**Subject:** Resignation from Ledyard Beautification Committee

Good afternoon,

I'm currently Chair of the Ledyard Beautification Committee. This is to notify you that I do not intend to remain on the committee after my term expires on October 22, 2022. I've enjoyed my time on the committee, and I'm looking forward to seeing what new ideas new members will bring to the committee. Thank you for giving me the opportunity to serve.

Sincerely,

Meredith Robinson  
860-326-6962

**Roxanne Maher**

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From: [stanjub@juno.com](mailto:stanjub@juno.com) <[stanjub@juno.com](mailto:stanjub@juno.com)>  
Sent: Sunday, August 28, 2022 9:34 PM  
To: Roxanne Maher <[council@ledyardct.org](mailto:council@ledyardct.org)>  
Subject: Sarah Martic for Ledyard Farmers' Market

Hi Roxanne,

The Ledyard Republican Town Committee endorses Sarah Martic to replace Jami Allyn on the Ledyard Farmers' Market committee.

I am the acting RTC Nominating Committee Chairman, until I can find someone to appoint to replace Jami as chair of the RTC Nominating Committee.

Thanks,

Stan Juber  
Chairman, Ledyard RTC

LEDYARD TOWN COMMITTEE APPLICATION

FROM: DTC  RTC OTHER

NAME OF COMMITTEE TO BE APPOINTED TO:

Ledyard Farmers Market

APPLICANT'S NAME: Sarah Martic

ADDRESS: 59R Long Pond Rd S. Ledyard, CT 06339

HOW LONG - YEARS: 32

TELEPHONE/CELL PHONE: #(860)-608-8433

E-MAIL ADDRESS sarahmartic21@gmail.com

PARTY AFFILIATION: D  R U (CIRCLE ONE)

BACKGROUND/ QUALIFICATIONS:

(Type Here) My family has owned property in Ledyard since 1947. My great grandparents originally purchased our farm and ran a very successful turkey farm, known as Cider Hill Turkey Farm. Where they raised a minimum of 10,000 bronze breasted turkeys for many years. It has been maintained as a farm by my grandparents and Mother since. I am fortunate enough to have grown up on this property my entire life, making me fourth generation. Keeping our family name alive we have rekindled our property name as Cider Hill Farm. I have been a full time vendor & volunteer at the Ledyard Farmers Market for a number of years. Where we sell our hand poured, soy wax candles and more. We also sell & teach wreath making classes in the winter.

The Bottom of Form to be completed by Nominating Committee/Office Use

TO FILL VACANY LEFT BY: Jami Allyn

FOR A PERIOD ENDING: 5/9/2024

INTERVIEWED BY: Stan Juber

DATE: 8/24/2022

RESUME ATTACHED: YES  NO

LETTER RECOMMENDATION ATTACHED: YES  NO

## Roxanne Maher

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**From:** Jami Allyn <jallyn@brand-svc.com>  
**Sent:** Tuesday, August 16, 2022 10:23 AM  
**To:** Roxanne Maher  
**Cc:** Stan Juber G-mail Address; Andra Ingalls; Kevin J. Dombrowski  
**Subject:** RE: Request RTC Reappointment Endorsement/Recommendations



Hello Roxanne,  
I have resigned from the RTC and am not sure whom the new chair is.

**Jami Allyn** | Vice President

**BRAND SERVICES**

39 Kings Hwy., Suite A | Gales Ferry, CT 06335  
18 Sweet Valley Road | Hunlock Creek, PA 18621  
860.464.1991 x 113 | 888.551.4055  
[BRAND-svc.com](http://BRAND-svc.com) | Offices in CT, PA & NY



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**From:** Roxanne Maher <[council@ledyardct.org](mailto:council@ledyardct.org)>  
**Sent:** Tuesday, August 16, 2022 10:14 AM  
**To:** Jami Allyn <[jallyn@brand-svc.com](mailto:jallyn@brand-svc.com)>  
**Cc:** Stan Juber G-mail Address ([stanjub@gmail.com](mailto:stanjub@gmail.com)) <[stanjub@gmail.com](mailto:stanjub@gmail.com)>; Andra Ingalls <[aingalls@ledyardct.org](mailto:aingalls@ledyardct.org)>; Kevin J. Dombrowski <[KJDom@ledyardct.org](mailto:KJDom@ledyardct.org)>; Roxanne Maher <[council@ledyardct.org](mailto:council@ledyardct.org)>  
**Subject:** Request RTC Reappointment Endorsement/Recommendations

Good Morning Chairman Allyn:

Please find attach a request for the Republican Nominating Committee Recommendation/endorsement regarding the reappointment of members to the Following Committees/Commissions:

- Building Code of Appeals

- Ledyard Beautification Committee
- Inland Wetlands & Watercourses Commission
- Planning & Zoning Commission

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

Thank you,  
Roxanne

*Roxanne M. Maher*



*Administrative Assistant to  
the Ledyard Town Council  
(860) 464-3203  
[council@ledyardct.org](mailto:council@ledyardct.org)*

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



## Roxanne Maher

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**From:** Fred Allyn, III  
**Sent:** Monday, August 15, 2022 11:15 AM  
**To:** Patricia A. Riley  
**Cc:** Kristen Chapman; Roxanne Maher  
**Subject:** Resignation of Vince Whittle from EDC

Patty,

Vince Whittle has resigned from EDC, although without a formal letter or email- despite my asking several times.

Be that as it may, Vince has moved to Preston and is therefore automatically disqualified from membership as he is no longer an elector of the Town of Ledyard.

Best,

Fred

*Fred B. Allyn III*



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

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



Chairperson Ed Lynch

TOWN OF LEDYARD  
CONNECTICUT

WATER POLLUTION CONTROL AUTHORITY

Town of Ledyard  
Ledyard, CT 06339  
<http://www.ledyardct.org>

Dear Chidley Residents

The Ledyard WPCA Commissioners have discussed your concerns and request to install fire hydrants on Chidley Way. The Commissioners want to make you aware of some of the issues and background for what is called a water main extension request. The first is the distance of connecting to an existing water main which is located at Gallup Hill Road by the high school. That distance is over a mile and at between \$150 to \$300 per foot (depending on the water main size and encountered obstacles such as ledge) would result in over a \$1.5 million investment for installing the line to Chidley Way. The town of Ledyard and the taxpayers would need to approve such investment as the town typically pays for about 75% of the cost while homeowners that benefit from the water would pick up the other 25% cost. Each homer owner would be assessed as a tax by an algorithm based on frontage and would typically be in the \$4000 to \$5000 range which can be paid one time, over a period or based on a lien that is paid upon the sale of the house. Although the owner would not have to tie into the water main immediately, any future well maintenance would require approval from the state Department of Health which has been lately encouraging city water connections.

The Commissioners also recognize the reasons for such a request and would happily help in the design and construction for such an extension but the process for such a request starts with petitioning the Town Council and the Mayor. The Town Council WPCA representative is Bill Saums, and we would recommend contacting him directly

I hope this letter answers some of your concerns and questions and would happily be available to discuss this matter further.

Sincerely,

Ed Lynch  
WPCA Chairman

Mobile 646-732-9224



**TOWN OF LEDYARD  
CONNECTICUT  
TOWN COUNCIL**

**Chairman Kevin J. Dombrowski**

**741 Colonel Ledyard Highway  
Ledyard, CT 06339  
(860) 464-8740 Ext. 203  
(860) 464-1485 FAX**

# ***MEMORANDUM***

**DATE:** August 18, 2022  
**TO:** Mayor Fred Allyn, III  
Ledyard Town Councilors

**FROM:** Chairman Kevin J. Dombrowski

**Re:** Assignment of Duties

I will be out of town beginning Tuesday, August 23, 2022 and returning on Friday, August 26, 2022. Councilor Whit Irwin is next on the Pro-tem listing and will act in my place during my absence as Chairman Pro tem.

**cc:** Dispatch  
Chairman BOE



# Ledyard Public Schools

Administrative Offices

September 2, 2022

Mr. Kevin Dombrowski  
Chair, Ledyard Town Council  
Town of Ledyard  
741 Colonel Ledyard Highway  
Ledyard, CT 06339

Dear Chairman Dombrowski:

The Ledyard Board of Education (BOE) has reviewed and approved several actions for request and communication to the Ledyard Town Council (TC). The BOE respectfully requests your review and subsequent actions where applicable.

1. Notification to TC that the Gales Ferry Classroom Renovation Project has been completed for the opening of school. The classrooms are beautiful and the students and teachers appreciate your continued support. While not requiring any formal action nor impacting the overall budget, there was a slight overage on painting that was covered from the original flooring budget. The Permanent Municipal Building Committee (PMBC) is also aware.
2. Attached is a proposed supplemental spending plan for the Agricultural Science Program at Ledyard High School. The \$146,558 spending plan was developed by the program team in coordination with district administration. The request is to utilize remaining funds from the last Fiscal Year (2022) ASTE Revenue. It is further requested that per previous TC action that any remaining funds from FY 2022 ASTE be transferred to the appropriate CNR account designated for our Agricultural Science Program.
3. The BOE and PMBC have been notified by the State of CT of required changes to our project proposals for the Gales Ferry roofing project. The State is requiring TC to authorize an increased bid of \$50.00 per ft. In addition, The State has determined that the construction of GFS was not accepted until 2006, and therefore will receive reimbursement on only 75% of the total approved project cost. Both of these changes require TC approval/acknowledgement. Further details and cost breakdowns are provided in an enclosed attachment #2.
4. The BOE and PMBC have been notified by the State of CT of required changes to our project proposals for the Juliet W. Long roofing project. The State is requiring TC to authorize an increased bid of \$50.00 per ft.. As in item 3 above, further details and cost breakdowns are provided in an enclosed attachment #2.

Mr. Dombrowski, Chair  
Ledyard Town Council

It is important to note that while item 3 and 4 above result in additional cost burden to the town, our overall project cost may be mitigated by the Inflation Reduction Act. The act allows the renewable energy credits to be passed through to municipalities and other non profit organizations. Previously these would have gone to the vendor supplying the system. Additionally, the approved HVAC system at JWL may also be eligible for State grants scheduled for release this fall.

Should you or any of the Town Councilors have any questions, please let me know. The Board of Education, Superintendent and our Director of Facilities are available.

Sincerely,



Jason S. Hartling  
Superintendent of Schools

Cc: Anthony R. Favry, Chair, Ledyard Board of Education  
William Saums, Chair, Ledyard Town Council Finance Committee  
Fred Allyn III, Mayor

ASTE Spring 2022 Wish List					Attachment #1
Item	Description	Educational Value to Students/Purpose	Estimate	Actual Price	Vendor
Kidding Panels	Behlen Country Gray 8'x4' Kidding Panel	To allow for additional pasture space for the livestock.	<a href="#">\$3,585.00</a>		Shagbark
Kidding & Lambing Supplies	Lambing jug panels and birthing supplies	To provide adequate lambing and kidding space requirements to promote successful birthing	<a href="#">\$1,790.00</a>		Premier 1
Boat Canoe Trailer	6 place canoe/kayak trailer	To store and transport our departmental canoes	<a href="#">\$5,000.00</a>		My Sports Boat
Reptile & Bird Cages	Custom reptile & bird cages	To house reptiles and birds with appropriate heating, ventilation and space	<a href="#">\$45,000.00</a>		Will vary
Fiberglass Step Ladder	10 foot fiberglass step ladder	To have students safely grab equipment and materials from the overhead storage	<a href="#">\$250.00</a>		Home Depot
Greenhouse Supplies	Propagation mats, fertilizer, soil, vermiculite	To start seeds for student sales. To teach students how to make their own soil	<a href="#">\$3,252.00</a>		<a href="#">890</a> and <a href="#">2362</a>
FFA Supplies	FFA Jackets, Certificates, Manuals	To provide students with FFA jackets to borrow at FFA events, provide certificates for awards and FFA manuals for curricular activities.	<a href="#">\$1,000.00</a>		National FFA
AgSci Student Bathrooms	Additional Lockers for Students	We need additional units for our female students.	<a href="#">\$6,600.00</a>		C & A Distributors Inc.
Calf Hutch	Calf hutch with inside hay rack	To provide appropriate housing for small ruminants	<a href="#">\$1,700.00</a>		Farmer Boy
Veterinary Supplies	Lift table, catherers, blood pressure monitor, exam lights	To create a replica of a veterinary hospital with a variety of veterinary tools and equipment	<a href="#">\$15,000.00</a>		Patterson Veterinary
FFA Official Dress	Official Dress, Slacks, Skirts, Shirts	To provide FFA Official Dress for students to borrow to attend FFA events	<a href="#">\$1,155.00</a>		Amazon
Small Animal Supplies	Rabbit supplies	To provide the rabbits with necessary supplies and enrichment	<a href="#">\$1,148.00</a>		Amazon
Hydroponics Supplies	FloraGro, Starter Plugs	Provides students with appropriate equipment and supplies to sustain the current hydroponics systems in the aquaponics greenhouse	<a href="#">\$1,648.00</a>		Farm Tek
Fish Tank Display	Fish tank and display materials and supplies	To create a professional fish tank exhibit in the AgSci office	<a href="#">\$9,400.00</a>		Wet Pets Emporium
Water Garden Supplies	Regenerative blower, pumps, digital temp controls	This equipment will be used to run the water garden and aquaculture lab	<a href="#">\$2,880.00</a>		Pentair
Aquarium Supplies	Filters	Provides our students with the opportunity to upgrade and maintain the current aquaculture filtration equipment.	<a href="#">\$758.00</a>		Amazon
Livestock Supplies	Variety of enrichment for the livestock	To provide the livestock with mental and physical stimulation	<a href="#">\$2,750.00</a>		Amazon
Ag Mechanics Supplies	Variety of deck screws and nails	To construct construction projects	<a href="#">\$375.00</a>		Home Depot
Ag Mechanics Tools	Variety of tools and supplies	To provide students with additional tools to work in smaller groups	<a href="#">\$3,200.00</a>		Amazon

Gales Ferry & Juliet Long School Roof and HVAC Projects

When applying for the state grant for the roof projects Ledyard Public Schools (LPS) was informed that due to recent inflation the State of Connecticut expects to see estimates in the range of \$50.00 per square foot. LPS original estimates were based on \$35.00, and a figure of \$38.00 was submitted for town approval to allow for escalation of costs until the project started construction the following year.

The State also stated that the Gales Ferry Roof was not 20 years old and would receive reimbursement on only 75% of the project cost. The State’s explanation was that the Board of Education did not officially accept the project until 2006 even though the school opened for students in 1999.

The State also required documentation from the town council that acknowledges that they are aware that full reimbursement for the Gales Ferry roof will be reduced by 20% based on a replacement in the summer of 2023. The States records show that the date of acceptance by the Board of Education was in 2006 well after the building was opened.

Based on this information the following chart details the cost changes the State is requesting prior to “approval of the project”:

School	Original Request	New Request	Difference	State Share	Town Share
Gales Ferry	\$1,845,000	\$2,427,000	\$582,000	\$362,818	\$219,182
Juliet Long	\$1,375,000	\$1,809,000	\$434,000	\$270,555	\$163,445
Central Office	\$200,000	\$263,000	\$63,000	\$20,267	\$42,733
total	\$3,375,000	\$4,499,000	\$1,079,000	\$653,640	\$425,360
Federal Inflation Reduction Act funding for Solar installations paid 12 months after solar installation.					(\$231,524)
Estimated increase to town share for roof and solar installation					\$198,836

Part of the recently passed Inflation Reduction Act allows the renewable energy credits to be passed through to municipalities and other non profit organizations. Previously these would have gone to the vendor supplying the system. As shown above this will significantly decrease the Town’s share of the cost increases on the roof portion of the project.

The JWL HVAC System may now be eligible for grants that are scheduled to be released in the late fall. The project was 100% town cost and the State reimbursement would offset some of the increased costs.

It is important to note that final bids may result in costs that are below what the State is currently requiring for our projection, which may result in an overall lower cost to the Town.



# TOWN OF LEDYARD CONNECTICUT TOWN COUNCIL

Chairman Kevin J. Dombrowski

741 Colonel Ledyard Highway  
Ledyard, CT 06339-1551  
(860) 464-3203  
[council@ledyardct.org](mailto:council@ledyardct.org)

July 28, 2022

Mayor Fred Allyn, III  
Town of Ledyard  
741 Colonel Ledyard Highway  
Ledyard, Connecticut 06339

Dear Mayor Allyn:

At its Special Meeting held on July 27, 2022 the Town Council took the following actions:

- Entered into executive session for the purpose of reviewing records, reports and statements with respect to collective bargaining between the Town of Ledyard and the Ledyard Firefighters Association, International Association of Firefighters, AFL-CIO, Local 3167 for the period of July 1, 2022 – June 30, 2026

This action was taken without prejudice and the Town Council's right to discuss in private, strategy and/or negotiations with respect to collective bargaining pursuant to Connecticut General Statutes Chapter 14 Section 1-200 and 1-201(b).

The executive session included all Town Councilors present, Mayor Allyn, III, and Administrator of Human Resources Don Steinhoff.

- Enter into executive session to discuss pending land use legal matter.

The executive session included all Town Councilors present and , Mayor Allyn, III,

- Approved the funds necessary to implement the written proposal between the Town of Ledyard and the Ledyard Firefighters Association, International Association of Firefighters, AFL-CIO, Local 3167 for the period of July 1, 2022 – June 30, 2026.

At its Regular Meeting held on July 27, 2022 the Town Council took the following actions:

- Granted a bid waiver to James K. Grant Associates in the amount of \$20,000 for the Structural and Condition Assessment of the Up-Down Sawmill due to receiving fewer than three bids as a result of RFP 2022-14 in accordance with Ordinance #200-001 (rev.1) "*An Ordinance Regarding Purchasing for the Town of Ledyard*".
- Approved additional appropriations from the receipt of supplemental FEMA reimbursement funding for storm Isaias in the total amount of \$5,149.69 as follows:
  - \$1,000 to Fire Marshal Account #10120301-55330; and
  - \$4,149.69 to Public Works Small Truck CNR Account 21040101-57313.



- Authorized the Mayor to engage professional services to conduct a survey and draft a legal description of the .75-acre +/- parcel on Bush Pond in preparation to enter into a 99-year lease for \$1.00 with Robert and Betsy Graham.

In addition, appropriated up-to \$5,000 from Account # (Open Space Acquisition) to pay for the survey, the legal description and other administrative services associated to the proposed leasing of the parcel.

Please feel free to contact Chairman Dombrowski should you have any questions regarding this meeting.

Respectfully submitted,



Roxanne M. Maher  
Administrative Assistant  
to the Ledyard Town Council

cc: Director of Finance  
Treasurer  
Administrator of Human Resources  
Fire Marshall  
Historic District Commission  
Public Works Director/Town Engineer



**TOWN OF LEDYARD  
CONNECTICUT  
TOWN COUNCIL**

Chairman Kevin J. Dombrowski

741 Colonel Ledyard Highway  
Ledyard, CT 06339  
(860) 464-8740 Ext. 203  
(860) 464-1485 FAX

## ***MEMORANDUM***

DATE: August 4, 2022  
TO: Mayor Fred Allyn, III  
Ledyard Town Councilors

FROM: Chairman Kevin J. Dombrowski s

Re: Assignment of Duties

I will be out of town beginning Monday, August 8, 2022 and returning on Thursday, August 11, 2022. Councilor Mary McGrattan is next on the Pro-tem listing and will act in my place during my absence as Chairman Pro tem.

cc: Dispatch  
Chairman BOE



**TOWN OF LEDYARD  
CONNECTICUT  
TOWN COUNCIL**

**Chairman Kevin J. Dombrowski**

**741 Colonel Ledyard Highway  
Ledyard, CT 06339  
(860) 464-8740 Ext. 203  
(860) 464-1485 FAX**

# ***MEMORANDUM***

**DATE:** August 4, 2022  
**TO:** Mayor Fred Allyn, III  
Ledyard Town Councilors

**FROM:** Chairman Kevin J. Dombrowski

**Re:** Assignment of Duties

I will be out of town beginning Tuesday, August 9, 2022 and returning on Thursday, August 11, 2022. Councilor Mary McGrattan is next on the Pro-tem listing and will act in my place during my absence as Chairman Pro tem.

**cc:** Dispatch  
Chairman BOE



# TOWN OF LEDYARD CONNECTICUT

Chairman Kevin J. Dombrowski

741 Colonel Ledyard Highway  
Ledyard, Connecticut 06339-1551  
(860) 464-3203  
[towncouncil@ledyardct.org](mailto:towncouncil@ledyardct.org)

August 4, 2022

Mr. Sean Moriarty  
[seanthomasmoriarty@gmail.com](mailto:seanthomasmoriarty@gmail.com)

Dear Mr. Moriarty:

The Town Council 's Land Use/Planning/Public Works Committee reviewed your proposal regarding "The Ledyard Garden" and found your idea interesting and your background, resume' and credentials in farming impressive. The Committee invites you to our next meeting to discuss potential locations that could adequately support your idea and the process involved in taking on this type of venture with the town.

The Land Use/Planning/Public Works Committee will be meeting on Tuesday, September 13, 2022 at 5:30 p.m. in the Town Hall Annex Building - 741 Colonel Ledyard Highway. Our meetings are held in a hybrid format allowing residents to attend in -person or remotely via video conference using the Zoom Platform.

Should you have a conflict with this date, please contact the Town Council Office at (860) 464-3203; or e-mail [council@ledyardct.org](mailto:council@ledyardct.org) to arrange an alternate date. The Agenda and the Zoom invitation will be sent to you prior to the meeting.

Please do not hesitate to contact me if you have any questions regarding this meeting or if I can be of any assistance at telephone (860) 237-1471 or e-mail [gpaul@ledyardct.org](mailto:gpaul@ledyardct.org).

The Land Use/Planning/Public Works Committee looks forward to meeting with you.

Sincerely,

Gary Paul  
Chairman  
Land Use/Planning/Public Works Committee



# 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](mailto:council@ledyardct.org)

Chairman Kevin J. Dombrowski

August 16, 2022

Ms. Meredith Robinson, Chairman  
Ledyard Beautification Committee  
4 Maid Marion Drive  
Gales Ferry, Connecticut 06335

Dear Ms. Robinson:

Members of the Ledyard Beautification 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 at [council@ledyardct.org](mailto:council@ledyardct.org)

**Board of Assessment Appeals**

**3 Year Term**

Member's Name	Party Affiliation	Term Expiration	Commission Recommendation	Town Committee Endorsement	Attendance
Ms. Betty Maugle 12 Thames View Pentway Gales Ferry, CT 06335	R	10/26/2022	Y N	Y N	<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor
Ms. Carol Christiansen 909 Colonel Ledyard Highway Ledyard, CT 06339	R	10/26/2022	Y N	Y N	<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor
Ms. Julie M. Brousseau 1649 Route 12 Gales Ferry, CT 06335	R	10/26/2022	Y N	Y N	<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor
Mrs. Roberta Levandoski 513 Colonel Ledyard Highway Ledyard, CT 06339	R	10/26/2022	Y N	Y N	<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor
Ms. Meredith Robinson 4 Maid Marion Drive Gales Ferry, CT 06335	U	10/26/2022	Y N	Y N	<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor
Ms. Bonnie Harris 8 Whipporwill Drive Gales Ferry, CT 06335	R	10/26/2022	Y N	Y N	<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor

Carol Ann Schneider 101 Inchcliffe Drive Gales Ferry, CT 06335	D	10/26/2022	Y N	Y N	{ }Excellent { } Good { } Fair { } Poor
Ms. Sheila Vincent 19 Friar Tuck Drive Gales Ferry, CT 06335	D	10/26/2022	Y N	Y N	{ }Excellent { } Good { } Fair { } Poor
Ms. Jessica Buhle 65 Pheasant Run Drive Gales Ferry, CT 06335	D	10/26/2022	Y N	Y N	{ }Excellent { } Good { } Fair { } Poor

Board's Comments:

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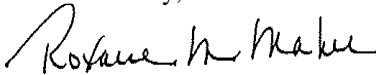
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Your assistance is greatly appreciated. Thank you for your attention regarding this request.

Sincerely,



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](mailto:council@ledyardct.org)

Chairman Kevin J. Dombrowski

August 16, 2022

Ms. S. Naomi Rodriguez, Chair  
Democratic Nominating Committee  
6 Saint Peters Court  
Ledyard, Connecticut 06359

Dear Ms. Rodriguez:

Members of the Ledyard Beautification 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 at [council@ledyardct.org](mailto:council@ledyardct.org)

**Board of Assessment Appeals**

**3 Year Term**

Member's Name	Party Affiliation	Term Expiration	Commission Recommendation	Town Committee Endorsement	Attendance
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Board's Comments:

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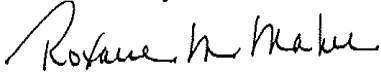
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Your assistance is greatly appreciated. Thank you for your attention regarding this request.

Sincerely,



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](mailto:council@ledyardct.org)

Chairman Kevin J. Dombrowski

August 16, 2022

Mrs. Jami Allyn, Chairman  
Republican Nominating Committee  
602 Colonel Ledyard Highway  
Ledyard, Connecticut 06339

Dear Mrs. Allyn:

Members of the Ledyard Beautification 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 at [council@ledyardct.org](mailto:council@ledyardct.org)

**Board of Assessment Appeals**

**3 Year Term**

Member's Name	Party Affiliation	Term Expiration	Commission Recommendation	Town Committee Endorsement	Attendance
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Board's Comments:

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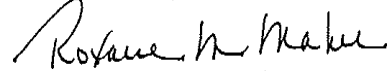
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Your assistance is greatly appreciated. Thank you for your attention regarding this request.

Sincerely,



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](mailto:council@ledyardct.org)

Chairman Kevin J. Dombrowski

August 16, 2022

Mr. Wayne Chiapperini, Chairman  
Building Code of Appeals  
150 Library Street  
Mystic, Connecticut 06355

Dear Mr. Chiapperini:

Members of the Building Code of Appeals Commission 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 in the self-addressed, return envelope.

<b>Building Code of Appeals</b>					<b>5 Year Term</b>
Member's Name	Party Affiliation	Term Expiration	Commission Recommendation	Town Committee Endorsement	Attendance
Mr. Ernest A. Maynard, Jr. 746 Shewville Road Ledyard, CT 06339	U	10/14/2022	Y N	Y N	<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor
Mr. Stanley Juber 13 Iron Street Ledyard, CT 06339	R	10/14/2022	Y N	Y N	<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor
Mr. Gabriel B. Stern 1065 Long Cove Road Gales Ferry, CT 06335	D	10/14/2022	Y N	Y N	<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor
Mr. Wayne Chiapperini 150 Library Street Mystic, CT 06355	R	10/14/2022	Y N	Y N	<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor
Mr. Hubert G. Sokolski 14 Mary Belle Circle Gales Ferry, CT 06335	R	10/14/2022	Y N	Y N	<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor

Committee Comments:

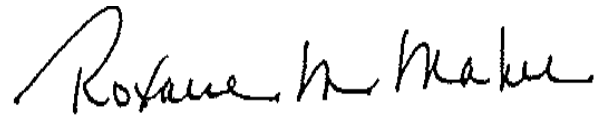
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Your assistance is greatly appreciated. Thank you for your attention regarding this request.

Sincerely,



Roxanne M. Maher  
Administrative Assistant  
to the Ledyard Town Council



# TOWN OF LEDYARD CONNECTICUT OWN COUNCIL

Chairman Kevin J. Dombrowski

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

August 16, 2022

Ms. S. Naomi Rodriguez, Chair  
Democratic Nominating Committee  
6 Saint Peters Court  
Ledyard, Connecticut 06359

Dear Ms. Rodriguez:

Members of the Building Code of Appeals Commission 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 at [council@ledyardct.org](mailto:council@ledyardct.org).

Building Code of Appeals					5 Year Term
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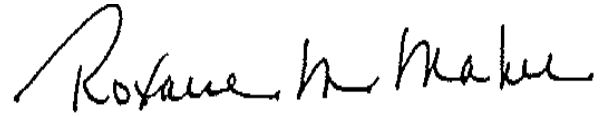
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Your assistance is greatly appreciated. Thank you for your attention regarding this request.

Sincerely,



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](mailto:council@ledyardct.org)

Chairman Kevin J. Dombrowski

August 16, 2022

Mrs. Jami Allyn, Chairman  
Republican Nominating Committee  
602 Colonel Ledyard Highway  
Ledyard, Connecticut 06339

Dear Mrs. Allyn:

Members of the Building Code of Appeals Commission 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 at [council@ledyardct.org](mailto:council@ledyardct.org).

Building Code of Appeals					5 Year Term
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Committee Comments:

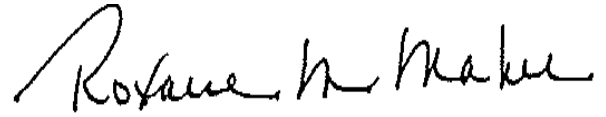
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Your assistance is greatly appreciated. Thank you for your attention regarding this request.

Sincerely,



Roxanne M. Maher  
Administrative Assistant  
to the Ledyard Town Council





# TOWN OF LEDYARD CONNECTICUT

741 Colonel Ledyard Highway  
Ledyard, Connecticut 06339-1551  
(860) 464-3200

Chairman Kevin J. Dombrowski

August 16, 2022

Mr. Justin DeBrodt, Chairman  
Inland Wetland and Water Courses Commission  
5 Erins Way  
Ledyard, Connecticut 06339

Dear Chairman DeBrodt:

Members of the Inland Wetland and Water Courses Commission 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 at [council@ledyarct.org](mailto:council@ledyarct.org)

**IWWC**

**2 Year Term**

Member's Name	Party Affiliation	Term Expiration	Commission Recommendation	Town Committee Endorsement	Attendance
Ms. Lynmarie R. Thompson 2 Blackwell Drive Gales Ferry, CT 06335	D	10/31/2022	Y N	Y N	{ } Excellent { } Good { } Fair { } Poor
Beth E. Ribe 129 Rose Hill Road Ledyard, CT 06339	U	10/31/2022	Y N	Y N	{ } Excellent { } Good { } Fair { } Poor
Mr. Dan Pealer 48 Highland Drive Ledyard, CT 06339	R	10/31/2022	Y N	Y N	{ } Excellent { } Good { } Fair { } Poor
Graebner, Glen (Alternate) 42 Eagle Ridge Drive Gales Ferry, CT 06335	D	10/31/2022	Y N	Y N	{ } Excellent { } Good { } Fair { } Poor

Committee Comments:

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

Sincerely,

Roxanne M. Maher  
Administrative Assistant



# TOWN OF LEDYARD CONNECTICUT

741 Colonel Ledyard Highway  
Ledyard, Connecticut 06339-1551  
(860) 464-3200

Chairman Kevin J. Dombrowski

August 16, 2022

Ms. S. Naomi Rodriguez, Chair  
Democratic Nominating Committee  
6 Saint Peters Court  
Ledyard, Connecticut 06359

Dear Ms. Rodriguez:

Members of the Inland Wetland and WaterCourses Commission 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 at [council@ledyarct.org](mailto:council@ledyarct.org)

**IWWC**

**2 Year Term**

Member's Name	Party Affiliation	Term Expiration	Commission Recommendation	Town Committee Endorsement	Attendance
Ms. Lynmarie R. Thompson 2 Blackwell Drive Gales Ferry, CT 06335	D	10/31/2022	Y N	Y N	{ } Excellent { } Good { } Fair { } Poor
Beth E. Ribe 129 Rose Hill Road Ledyard, CT 06339	U	10/31/2022	Y N	Y N	{ } Excellent { } Good { } Fair { } Poor
Mr. Dan Pealer 48 Highland Drive Ledyard, CT 06339	R	10/31/2022	Y N	Y N	{ } Excellent { } Good { } Fair { } Poor
Graebner, Glen (Alternate) 42 Eagle Ridge Drive Gales Ferry, CT 06335	D	10/31/2022	Y N	Y N	{ } Excellent { } Good { } Fair { } Poor

Committee Comments:

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

Sincerely,

Roxanne M. Maher  
Administrative Assistant



# TOWN OF LEDYARD CONNECTICUT

741 Colonel Ledyard Highway  
Ledyard, Connecticut 06339-1551  
(860) 464-3200

Chairman Kevin J. Dombrowski

August 16, 2022

Mrs. Jami Allyn, Chairman  
Republican Nominating Committee  
602 Colonel Ledyard Highway  
Ledyard, Connecticut 06339

Dear Mrs. Allyn:

Members of the Inland Wetland and WaterCourses Commission 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 at [council@ledyarct.org](mailto:council@ledyarct.org)

**IWWC**

**2 Year Term**

Member's Name	Party Affiliation	Term Expiration	Commission Recommendation	Town Committee Endorsement	Attendance
Ms. Lynmarie R. Thompson 2 Blackwell Drive Gales Ferry, CT 06335	D	10/31/2022	Y N	Y N	{ } Excellent { } Good { } Fair { } Poor
Beth E. Ribe 129 Rose Hill Road Ledyard, CT 06339	U	10/31/2022	Y N	Y N	{ } Excellent { } Good { } Fair { } Poor
Mr. Dan Pealer 48 Highland Drive Ledyard, CT 06339	R	10/31/2022	Y N	Y N	{ } Excellent { } Good { } Fair { } Poor
Graebner, Glen (Alternate) 42 Eagle Ridge Drive Gales Ferry, CT 06335	D	10/31/2022	Y N	Y N	{ } Excellent { } Good { } Fair { } Poor

Committee Comments:

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

Sincerely,

Roxanne M. Maher  
Administrative Assistant



# TOWN OF LEDYARD CONNECTICUT TOWN COUNCIL

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

Chairman Kevin J. Dombrowski

August 16, 2022

Mr. J.A. Capon, Chairman  
Planning and Zoning Commission  
37 Silas Dean Road  
Ledyard, Connecticut 06339

Dear Mr. Capon:

A member of the Planning and Zoning Commission 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 at [council@ledyardct.org](mailto:council@ledyardct.org)

**Planning & Zoning Commission**

**3 Year Term**

Member's Name	Party Affiliation	Term Expiration	Commission Recommendation	Town Committee Endorsement	Attendance
Mr. Thomas Baudro 135 Whalehead Road Gales Ferry, CT 06335	R	10/31/2022	Y N	Y N	<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor

Committee Comments:

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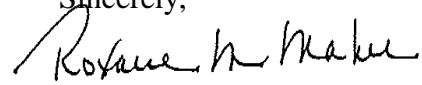


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Your assistance is greatly appreciated. Thank you for your attention regarding this request.

Sincerely,  
  
 Roxanne M. Maher  
 Administrative Assistant  
 to the Ledyard Town Council



# TOWN OF LEDYARD CONNECTICUT TOWN COUNCIL

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

Chairman Kevin J. Dombrowski

August 16, 2022

Ms. S. Naomi Rodriguez, Chair  
Democratic Nominating Committee  
6 Saint Peters Court  
Ledyard, Connecticut 06359

Dear Ms. Rodriguez:

Members of the Planning and Zoning Commission 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 at [council@ledyardct.org](mailto:council@ledyardct.org)

**Planning & Zoning Commission**

**3 Year Term**

Member's Name	Party Affiliation	Term Expiration	Commission Recommendation	Town Committee Endorsement	Attendance
Mr. Thomas Baudro 135 Whalehead Road Gales Ferry, CT 06335	R	10/31/20	Y N	Y N	{ } Excellent { } Good { } Fair { } Poor
Mr. Gary S. Vil (Alternate) 2 Thomas Street Ledyard, CT 06339	D	12/31/2022	Y N	Y N	{ } Excellent { } Good { } Fair { } Poor

Committee Comments:

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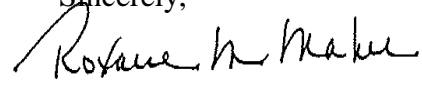


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Your assistance is greatly appreciated. Thank you for your attention regarding this request.

Sincerely,  
  
Roxanne M. Maher  
Administrative Assistant  
to the Ledyard Town Council



# TOWN OF LEDYARD CONNECTICUT TOWN COUNCIL

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

Chairman Kevin J. Dombrowski

August 16, 2022

Mrs. Jami Allyn, Chairman  
Republican Nominating Committee  
602 Colonel Ledyard Highway  
Ledyard, Connecticut 06339

Dear Mrs. Allyn:

A member of the Planning and Zoning Commission 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 at [council@ledyardct.org](mailto:council@ledyardct.org)

**Planning & Zoning Commission**

**3 Year Term**

Member's Name	Party Affiliation	Term Expiration	Commission Recommendation	Town Committee Endorsement	Attendance
Mr. Thomas Baudro 135 Whalehead Road Gales Ferry, CT 06335	R	10/31/2022	Y N	Y N	{ } Excellent { } Good { } Fair { } Poor

Committee Comments:

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

Sincerely,

Roxanne M. Maher  
Administrative Assistant  
to the Ledyard Town Council



# TOWN OF LEDYARD CONNECTICUT OFFICE OF THE MAYOR

Fred B. Allyn III  
Mayor

Kristen Chapman  
Executive Assistant

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

Date: September 13, 2022

To: Chairman Kevin Dombrowski, Ledyard Town Council  
Chief John Rich  
Chief Dispatcher, Paula Smith

***Subject: Mayor out of State***

This memo is to notify you that I will be out of the State beginning on the afternoon of September 22, 2022 and returning to CT the evening of Saturday, October 1, 2022.

In accordance with the Town of Ledyard Charter, Chapter III, Section 2 the Town Council Chairman shall be the Acting Mayor. Chairman Dombrowski may be reached at 860-383-6463 or via email at [kjdom@Ledyardct.org](mailto:kjdom@Ledyardct.org).

I will have cell and email communications most mornings and evenings during this time.

Sincerely,

Fred B. Allyn III  
Mayor

## Roxanne Maher

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**From:** Capon, J Anthony <tcapon@pitt.edu>  
**Sent:** Tuesday, September 13, 2022 9:09 PM  
**To:** Kevin J. Dombrowski; Andra Ingalls  
**Cc:** Roxanne Maher  
**Subject:** PZC Vacancies

Tom Baudro's term as a regular member of PZC ends October 31. Mr. Baudro, Mr. Wood and I are the only members of PZC who have been on the commission for more than two years. Having six members who have been on PZC for less than two years would not be good for a commission where there is no substitute for experience. At my request Mr. Baudro has agreed to stay on the commission for another year to provide membership stability and give our newer members more time to get up to speed. But Mr. Baudro wants to be an alternate member and let someone else be a regular member. I am fine with that, what we need for another year is Mr. Baudro's experience and institutional memory. Howard Craig is the senior alternate member and is doing an excellent job. I recommend that Mr. Craig be appointed to a three-year term as a regular member replacing Mr. Baudro and Mr. Baudro then be appointed to fill out Mr. Craig's term as an alternate member. Both of them have agreed to serve in these capacities. Mr. Baudro is an R and Mr. Craig is a U, this swap of positions will have no impact on the minority representation requirement. The regular members will be two R, two D, and one U, and the alternate members will be two D and one R.

Tony Capon  
Chairman, PZC





# TOWN OF LEDYARD CONNECTICUT

741 Colonel Ledyard Highway  
Ledyard, Connecticut 06339-1551  
(860) 464-3203  
e-mail: [council@ledyardct.org](mailto:council@ledyardct.org)

Chairman Kevin J. Dombrowski

September 13, 2022

Ms. S. Naomi Rodriguez, Chair  
Democratic Nominating Committee  
6 Saint Peters Court  
Ledyard, Connecticut 06359

Dear Ms. Rodriguez:

Members of the Library Commission 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 at [council@ledyardct.org](mailto:council@ledyardct.org)

**Library Commission**

**Term 2 Years**

Member's Name	Party Affiliation	Term Expiration	Commission Recommendation	Town Committee Endorsement	Attendance
Ms. Cheryl Winston 61 Inchcliffe Drive Gales Ferry, CT 06335	D	11/7/2022	Y N	Y N	{ }Excellent { } Good { } Fair { } Poor
Ms. Carol Ganz 184 Avery Hill Road Ledyard, CT 06335	U	11/7/2022	Y N	Y N	{ }Excellent { } Good { } Fair { } Poor
Mr. Ralph Hightower 1-O Lakeside Drive Ledyard, CT 06339	D	11/7/2022	Y N	Y N	{ }Excellent { } Good { } Fair { } Poor
Ms. Rebecca Nash 8 Osprey Drive Gales Ferry, CT 06335	D	11/7/2022	Y N	Y N	{ }Excellent { } Good { } Fair { } Poor

Committee Comments:

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

Sincerely,

Roxanne M. Maher  
Administrative Assistant  
to the Ledyard Town Council



# TOWN OF LEDYARD CONNECTICUT

741 Colonel Ledyard Highway  
Ledyard, Connecticut 06339-1551  
(860) 464-3203  
e-mail: [council@ledyardct.org](mailto:council@ledyardct.org)

Chairman Kevin J. Dombrowski

September 13, 2022

Ms. Rebecca Nash, Chairman  
Library Commission  
8 Osprey Drive  
Gales Ferry, Connecticut 06335

Dear Ms. Nash:

Members of the Library Commission 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 at [council@ledyardct.org](mailto:council@ledyardct.org)

Library Commission					Term 2 Years
Member's Name	Party Affiliation	Term Expiration	Commission Recommendation	Town Committee Endorsement	Attendance
Ms. Cheryl Winston 61 Inchcliffe Drive Gales Ferry, CT 06335	D	11/7/2022	Y N	Y N	{ } Excellent { } Good { } Fair { } Poor
Ms. Carol Ganz 184 Avery Hill Road Ledyard, CT 06335	U	11/7/2022	Y N	Y N	{ } Excellent { } Good { } Fair { } Poor
Mr. Ralph Hightower 1-O Lakeside Drive Ledyard, CT 06339	D	11/7/2022	Y N	Y N	{ } Excellent { } Good { } Fair { } Poor
Ms. Rebecca Nash 8 Osprey Drive Gales Ferry, CT 06335	D	11/7/2022	Y N	Y N	{ } Excellent { } Good { } Fair { } Poor

Committee Comments:

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

Sincerely,

Roxanne M. Maher  
Administrative Assistant  
to the Ledyard Town Council



# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

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**File #:** 22-065

**Agenda Date:** 9/7/2022

**Agenda #:**

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REPORT

ADMINISTRATION COMMITTEE

**Fiscal Year 2022/2023 Report:**

Administration Committee Report 9/14/2022:



# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

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**File #:** 22-066

**Agenda Date:** 9/14/2022

**Agenda #:**

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REPORT

COMMUNITY RELATIONS COMMITTEE

**Fiscal Year 2022/2023 Report:**

Community Relations Committee Report: 9/14/2022



# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

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**File #:** 22-067

**Agenda Date:** 9/14/2022

**Agenda #:** 3.1.

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REPORT

FINANCE COMMITTEE

**Fiscal Year 2022/2023 Report:**

Finance Committee Report: 9/14/2022



# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

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**File #:** 22-068

**Agenda Date:** 9/14/2022

**Agenda #:**

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REPORT  
LAND USE/PLANNING/PUBLIC WORKS COMMITTEE

**Fiscal Year 2022/2023 Report:**  
Land Use/Planning/Public Works Committee Report: 9/14/2022



# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

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**File #:** 22-296

**Agenda Date:** 9/14/2022

**Agenda #:**

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REPORT

**Mayor's Report:**

9/14/2022



# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

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**File #:** 22-143

**Agenda Date:** 9/14/2022

**Agenda #:** 1.

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## APPOINTMENT

### **Motion/Request:**

MOTION to appoint Mr. James Awrach (R) 1538 Route 12 Unite #30, Gales Ferry, to the Planning & Zoning Commission, as a Regular Member to complete a three (3) year term ending October 31, 2023 filling a vacancy left by Ms. Scanlon.

### **Background:**

Ms. Scanlon resigned from the Planning & Zoning Commission, as she would be moving out of town (please see attached resignation letter dated 7/14/2022).

### **Administrative Notes:**

The Planning & Zoning Commission currently has one Regular Member vacancy.(see attached Roster).

Mr. Awrach has been serving on the Planning & Zoning Commission as a Alternate Member. The Planning & Zoning Commission has requested Mr. Awrach be moved from an Alternate Member to a Regular Member to fill Ms. Scanlon's vacancy.

### **Nominating Committee Recommendation:**

From: Capon, J Anthony <tcapon@pitt.edu>  
Sent: Thursday, July 21, 2022 8:40 AM  
To: Roxanne Maher <council@ledyardct.org>  
Subject: Fw: PZC Vacancy

And Andra responded the same day and asked me if I had discussed it with Jim. I said I had.

TC

---

From: Capon, J Anthony <tcapon@pitt.edu>  
Sent: Thursday, July 21, 2022 8:37 AM  
To: Roxanne Maher <council@ledyardct.org>  
Subject: Fw: PZC Vacancy

Hi Roxanne,

On June 22 I sent an email to Kevin and Andra recommending that Jim Awrach be appointed to fill Katie Scanlan's unexpired term as a regular member. I have forwarded the relevant part of that email.



Tony

---

From: Capon, J Anthony

Sent: Wednesday, June 22, 2022 9:37 AM

To: Kevin J. Dombrowski <KJDom@ledyardct.org>; Andra Ingalls <aingalls@ledyardct.org>

Subject: PZC Vacancy

Katie Scanlan is resigning from the commission after our July meeting because she and her husband are moving to East Lyme. Jim Awrach is the longest serving alternate and I recommend that he be appointed to fill the remainder of Katie's term as a regular member.

Tony

(Please see attached e-mail dated 7/21/2022)

### **Meeting Action Detail:**

#### **Administration Cmt Meeting 7/27/2022**

File #: [22143 <https://ledyardct.legistar.com/LegislationDetail.aspx?ID=5735838&GUID=BC670B25-A39C-4C98-8468-2726DE56E0C0>](https://ledyardct.legistar.com/LegislationDetail.aspx?ID=5735838&GUID=BC670B25-A39C-4C98-8468-2726DE56E0C0) Version: 1

Type: Appointment

Title:  MOTION to recommend the Town Council appoint Mr. James Awrach (R) 1538 Route 12 Unite #30, Gales Ferry, to the Planning & Zoning Commission, as a Regular Member to complete a three (3) year term ending October 31, 2023 filling a vacancy left by Ms. Scanlon.

Mover: [Whit Irwin <https://ledyardct.legistar.com/PersonDetail.aspx?ID=272271&GUID=7D7C9474-6EEF-4985-B9F8-28216D19FE06>](https://ledyardct.legistar.com/PersonDetail.aspx?ID=272271&GUID=7D7C9474-6EEF-4985-B9F8-28216D19FE06) Seconder: [Mary K. McGrattan <https://ledyardct.legistar.com/PersonDetail.aspx?ID=272273&GUID=D3C0CBA1-E760-4F57-BA8E-93AA711AC89C>](https://ledyardct.legistar.com/PersonDetail.aspx?ID=272273&GUID=D3C0CBA1-E760-4F57-BA8E-93AA711AC89C)

Result: Pass

Agenda note:

Minutes note: Moved by Councilor Irwin, seconded by Councilor McGrattan Discussion: Councilor Ingalls noted that Ms. Scanlon resigned from the Planning & Zoning Commission effective July 20, 2022 because she was moving out of town. Councilor Ingalls went on to note that Mr. Awrach has been serving on the Planning & Zoning Commission as an Alternate Member. She stated in an e-mail dated July 21, 2022 Planning & Zoning Commission Chairman Capon requested Mr. Awrach be moved from an Alternate Member to a Regular Member to fill Ms. Scanlon's vacancy; and she noted that Mr. Awrach was interested in serving as a Regular Member on the Commission. She stated this was a routine appointment/process, noting when vacancies occur that Commissions often recommended that an Alternate Member be moved to fill the Regular Member seat. VOTE: 3 - 0 Approved and so declared  | -

Action: Recommended for Approval<sup>1</sup> | -

### **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.



## Roxanne Maher

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**From:** Capon, J Anthony <tcapon@pitt.edu>  
**Sent:** Thursday, July 21, 2022 8:38 AM  
**To:** Roxanne Maher  
**Subject:** Fw: PZC Vacancy

Hi Roxanne,

On June 22 I sent an email to Kevin and Andra recommending that Jim Awrach be appointed to fill Katie Scanlan's unexpired term as a regular member. I have forwarded the relevant part of that email.

Tony

---

**From:** Capon, J Anthony  
**Sent:** Wednesday, June 22, 2022 9:37 AM  
**To:** Kevin J. Dombrowski <KJDom@ledyardct.org>; Andra Ingalls <aingalls@ledyardct.org>  
**Subject:** PZC Vacancy

Katie Scanlan is resigning from the commission after our July meeting because she and her husband are moving to East Lyme. Jim Awrach is the longest serving alternate and I recommend that he be appointed to fill the remainder of Katie's term as a regular member.

Tony



Katie Scanlon  
429 Colonel Ledyard Highway  
Ledyard, CT 06339  
July 14, 2022

Patty Riley  
Town Clerk  
Town of Ledyard  
741 Colonel Ledyard Highway  
Ledyard, CT 06339

Dear Ms. Riley:

It is with regret that I submit my resignation from the Ledyard Planning and Zoning Commission effective on July 22, 2022.

I am grateful for having had the opportunity to serve on the commission over the last few years, and although I am moving to East Lyme and starting my family, I will be interested to follow all the good work being done in Ledyard.

Sincerely,



Katie Scanlon  
Vice-Chair, Planning and Zoning

CC:

Tony Capone, Chair of the Planning and Zoning Commission  
Roxanne Maher, Admin. Assistant to the Town Council  
Naomi Rodriguez, Chair of the Ledyard DTC

**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:

COLUMN I	COLUMN II
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, (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 board, commission, legislative body, committee or similar body of the state or any political subdivision thereof, 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.

(c) In the case of any election to any such body, the winner or winners shall be determined as under existing law with the following exception: The municipal clerk shall prepare a list of the candidates ranked from top to bottom according to the number of votes each receives; when the number of members of any one political party who would be elected without regard to this section exceeds the maximum number as determined under subsection (b) of this section, only the candidates of such political party with the highest number of votes up to the limit of such maximum shall be elected, and the names of the remaining candidates of such political party shall be stricken from the list. The next highest ranking candidates shall be elected up to the number of places to be filled at such election.

(d) If an unexpired portion of a term is to be filled at the same time as a full term, the unexpired term shall be deemed to be filled before the full term for purposes of applying this section. At such time as the minority representation provisions of this section become applicable to any board, commission, committee or body, any vacancy thereafter occurring which is to be filled by appointment shall be filled by the appointment of a member of the same political party as that of the vacating member.

(e) Nothing in this section shall be construed to repeal, modify or prohibit enactment of any general or special act or charter which provides for a greater degree of minority representation than is provided by this section.

(f) Nothing in this section shall deprive any person who is a member of any such body on July 1, 1960, of the right to remain as a member until the expiration of his term.

(g) For the purposes of this section, a person shall be deemed to be a member of the political party on whose enrollment list his name appears on the date of his appointment to, or of his nomination as a candidate for election to, any office specified in subsection (a) of this section, provided any person who has applied for erasure or transfer of his name from an enrollment list shall be considered a member of the party from whose list he has so applied for erasure or transfer for a period of three months from the date of the filing of such application and provided further any person whose candidacy for election to an office is solely as the candidate of a party other than the party with which he is enrolled shall be deemed to be a member of the party of which he is such candidate.



(h) For the purposes of this section, the appointing authority for any member of any board or commission shall notify all other appointing authorities for members of such board or commission of each appointment made, including the name, town of residence and political affiliation of the person appointed, not later than five calendar days after such appointment. Such notification may be transmitted by electronic means.

(1959, P.A. 665; 1963, P.A. 592; P.A. 76-173, S. 1; P.A. 77-245, S. 4; P.A. 85-333, S. 1, 2; P.A. 86-400, S. 1, 2; P.A. 87-498, S. 1, 2; P.A. 89-370, S. 14, 15; P.A. 97-154, S. 8, 27; P.A. 16-185, S. 15.)

History: 1963 act added new Subsec. (g) setting forth how membership in a political party is determined for purposes of the section; P.A. 76-173 in Subsec. (d) deleted reference to vacancies to be filled by election, in Subsec. (e) added nothing to “prohibit enactment of” to repeal or modify, and added “charter” to general or special act providing for greater degree of minority representation; P.A. 77-245 changed “town” to “municipal” clerk where appearing; P.A. 85-333 applied section to municipal legislative bodies, except for a municipality having a town meeting as the legislative body, effective January 1, 1986, and applicable to elections held on or after that date; P.A. 86-400 restructured Subsec. (a) to place exceptions in a separate subdivision and added exception for town and city councils in unconsolidated cities within towns under stated circumstances; P.A. 87-498 added, in Subsec. (a)(2), “or (ii) for which the charter or a special act, on January 1, 1987, provided otherwise”; P.A. 89-370 exempted board of directors and other officers of any district, as defined in Sec. 7-324, having annual receipts from all sources not in excess of \$250,000 from provisions of section; P.A. 97-154 amended Subsec. (g) by changing period during which applicant for erasure or transfer shall be considered a party member, from six months to three months from application filing date, effective July 1, 1997; P.A. 16-185 amended Subsecs. (a)(2), (b) and (c) to make technical changes and added Subsec. (h) re notification by appointing authority of each appointment made, effective June 7, 2016.



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**File #:** 22-144

**Agenda Date:** 9/14/2022

**Agenda #:** 2.

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## APPOINTMENT

### **Motion/Request:**

MOTION to appoint Ms. Jessica Cobb (D) 7 Whippoorwill Drive, Gales Ferry, to the Planning & Zoning Commission, as an Alternate Member to complete a three (3) year term ending December 31, 2022 filling a vacancy left by Mr. Awrach.

### **Background:**

Ms. Cobb has been an active member of the community, serving on the Parks & Recreation Commission.

Ms. Cobb has expressed an interest in serving on the Planning & Zoning Commission. She has a Bachelors of Science in Geosciences, Certificate of Achievement in Inland Wetland Agency Comprehensive Training Program and a Certificate in Web Development (see attached Resume').

### **Administrative Notes:**

Ms. Scanlon resigned from the Planning & Zoning Commission, as she would be moving out of town (please see attached resignation letter dated 7/14/2022).

The Planning & Zoning Commission recommended Alternate Member James Awrach be moved to a Regular Member to fill Ms. Scanlon's vacancy leaving ; leaving an Alternate Member Vacancy on the Commission.

The Democratic Nominating Committee has recommended the appointment of Ms. Jessica Cobb to fill the vacancy on the Planning & Zoning Commission

### **Nominating Committee Recommendation:**

**From:** So Rodriguez <ledyarddctcnaomi@comcast.net>

**Sent:** Thursday, July 21, 2022 8:59 AM

**To:** Roxanne Maher <council@ledyardct.org>

**Subject:** P & Z Candidate for Opening Vacancy

Good Morning Roxanne,

The DTC Nominating Committee has voted on 7/20/22 to forward/recommend Jessica Cobb fill the open vacancy left by Katie Scanlon for the Planning and Zoning Commission. Attached please find Jessica Cobb's application, resume and a certificate. Thank you.

Respectfully,

Naomi Rodriguez, Chair

DTC Nominating Committee

(Please see attached e-mail dated 7/21/2022)

### Meeting Action Details:

#### Administration Cmt Meeting 7/27/2022

File #: [22144 <https://ledyardct.legistar.com/LegislationDetail.aspx?ID=5735839&GUID=D6122C17-93C4-4D2B-AE2E-B118EA253EDF>](https://ledyardct.legistar.com/LegislationDetail.aspx?ID=5735839&GUID=D6122C17-93C4-4D2B-AE2E-B118EA253EDF) Version: 1

Type: Appointment

Title: MOTION to recommend the Town Council appoint Ms. Jessica Cobb (D) 7 Whippoorwill Drive, Gales Ferry to the Planning & Zoning Commission, as an Alternate Member to complete a three (3) year term ending December 31, 2022 filling a vacancy left by Mr. Awrach. □

Mover: [Mary K. McGrattan <https://ledyardct.legistar.com/PersonDetail.aspx?ID=272273&GUID=D3C0CBA1-E760-4F57-BA8E-93AA711AC89C>](https://ledyardct.legistar.com/PersonDetail.aspx?ID=272273&GUID=D3C0CBA1-E760-4F57-BA8E-93AA711AC89C) Seconder: [Whit Irwin <https://ledyardct.legistar.com/PersonDetail.aspx?ID=272271&GUID=7D7C9474-6EEF-4985-B9F8-28216D19FE06>](https://ledyardct.legistar.com/PersonDetail.aspx?ID=272271&GUID=7D7C9474-6EEF-4985-B9F8-28216D19FE06)

Result: Pass

Agenda note:

Minutes Note: Moved by Councilor McGrattan, seconded by Councilor Irwin Discussion: Councilor Ingalls noted Mr. Cherry's comments earlier this evening (Ill Citizens Comments - please see above). She stated that she agreed with Mr. Cherry, noting that Ms. Cobb's resume was attached to the Agenda packet on the Granicus-Legistar Meeting Portal. She stated Ms. Cobb had a robust background that would serve the Planning & Zoning Commission well. VOTE: 3 - 0 Approved and so declared

Action: Recommended for Approval

### 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.

## Roxanne Maher

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**From:** So Rodriguez <ledyarddtcncnaomi@comcast.net>  
**Sent:** Thursday, July 21, 2022 8:59 AM  
**To:** Roxanne Maher  
**Subject:** P & Z Candidate for Opening Vacancy  
**Attachments:** JessCobbApp.jpeg; Jessica Cobb Cert.jpeg; Jessica Cobb Resume.jpeg

You don't often get email from ledyarddtcncnaomi@comcast.net. [Learn why this is important](#)

Good Morning Roxanne,

The DTC Nominating Committee has voted on 7/20/22 to forward/recommend Jessica Cobb fill the open vacancy left by Katie Scanlon for the Planning and Zoning Commission. Attached please find Jessica Cobb's application, resume and a certificate. Thank you.

Respectfully,

Naomi Rodriguez, Chair  
DTC Nominating Committee

LEDYARD TOWN COMMITTEE APPLICATION

FROM:  DTC  RTC  OTHER

SUBJECT: RECOMMENDATION FOR APPOINTMENT

Planning and Zoning Commission

TO FILL VACANCY LEFT BY: Katie Scallion/James Awrakh

FOR A PERIOD ENDING: 10/31/23

NAME: Jessica Cobb

ADDRESS: 7 Whipoorwill Dr, Gales Ferry

HOW LONG  YEARS

TELEPHONE: 951-212-8477

PARTY AFFILIATION:  D  R  U (CIRCLE ONE)

INTERVIEWED BY: Naomi Rodriguez DATE: 7/20/22

BACKGROUND/ QUALIFICATIONS:

Bachelor's in Geosciences w/GIS 2022

RESUME ATTACHED:  YES  NO

LETTER RECOMMENDATION ATTACHED: YES  NO

# Jessica Cobb

7 Whippoorwill Dr. Gales Ferry, CT 06335 • (951) 212-8477

[jessilynn.p.cobb@gmail.com](mailto:jessilynn.p.cobb@gmail.com) • <https://sketch.maps.arcgis.com/>

I have completed a degree in Geosciences with a Concentration in GIS. I am seeking work in conservation, energy, or resource management. Coursework related to the GIS concentration includes Intro to GIS, Remote Sensing, Geospatial Programming, and Spatial Analysis. Major coursework completed includes Chemistry, Physics and Geology and the associated labs, Atmospheric Science, Earth Systems Science, Geo-statistics, Geosciences Methodologies, Natural Resources, Ethics and Leadership in the Geosciences, Python for ArcGIS, and Geohazards. Coursework has included preparing map analysis, environmental proposals, educational materials, and research projects. I am always looking for a challenge and thrive when learning new things, and I am eager to start gaining experience in the environmental field.

## Volunteer

April 2018- January 2020	Soccer coach- Ledyard Soccer Club
June 2020- Present	Commission member – Ledyard Parks and Recreation Commission

## Education

<b>BS in Geosciences w/ Conc in GIS</b> May 2018-December 2021, SNHU
<b>Certificate in Web Development</b> May 2013 – December 2015, Tidewater Community College
<b>BFA Entertainment Art/ Animation</b> Aug 2002- May 2008, California State University, Fullerton

## Technical Experience

<b>Platforms:</b> Macintosh, PC, Linux, iOS, Android
<b>Code/CMS:</b> HTML/CSS, Drupal, Wordpress, Python
<b>Software:</b> Adobe Suite; Microsoft Office Suite; Google Suite; Atlassian Jira, Bitbucket; Autodesk Maya, AutoCAD Civil 3d; Sketch; Balsamiq Mockups; ArcGIS Pro, ArcMap, ESRI Story Maps, ArcGIS Online

## Work experience

Jan '22 – Present	<b>Contractor - Project Administrator</b>
<b>Docko, Inc.</b>	As a project administrator, I support the Principal Engineer in preparing application packets for clients and bid packets for building contractors.
Jan '12- Sept '18	<b>Owner, Freelance Media Design and Web Development</b>
<b>Sketch Fin Media Services</b>	As a QA tester/ UX designer I have written manual testing scripts for over 20 individual projects in Drupal, Meteor, and mobile platforms for post-update regression tests. I reported errors and reproduction steps with supporting screenshots or video.
Feb '08- Feb '10	<b>Scuba Charters Coordinator, Sales Associate, Scuba and Bicycle Departments</b>
<b>Sport Chalet</b> Mira Loma, CA	As a sales associate in the scuba and bicycle departments I had technical knowledge of products and services provided by Sport Chalet and performed technical tasks with shop equipment. I earned a promotion to Scuba Charters Coordinator where I held simultaneous responsibilities for scheduling dive trips on 5-7 vessels, communicating availability with 47 stores, and assisting coordination between Sport Chalet corporate managers, the professional scuba training staff, and vessel operators via telephone and email. While there, I was able to automate the process for sending out the daily availability report.
Jan '06 – Feb '07	<b>Sales Associate and Framer</b>
<b>Aaron Brothers Art and Framing, Orange, CA</b>	Retail associate and Custom framing
Summers '05- '08	<b>Lifeguard II (Instructor) '05-06, Lifeguard III (Supervisor)'07, Aquatics Manager '08</b>
<b>City of Norco, Parks and Rec Department</b> Norco, CA	As a lifeguard, I always ensured the safety of pool patrons and staff in addition to providing swim lessons. As a supervisor, I oversaw the staff, facility operations, and customer service. As aquatics director, I did scheduling, discipline and budgeting.

**Certifications:** Driver's license, PADI Divemaster, DEEP CPWO, FAA TRUST

# CERTIFICATE OF ACHIEVEMENT

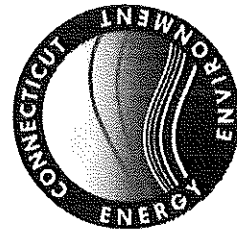
is hereby awarded pursuant to CGS section 22a-39(n) to

*Jessica Cobb*

for successfully completing the CT DEEP online training course titled

The Municipal Inland Wetlands Agency  
Comprehensive Training Program

awarded February 28, 2022



Connecticut Department of  
ENERGY AND ENVIRONMENTAL  
PROTECTION  
79 Elm Street  
Hartford, CT 06106-5127  
[www.ct.gov/deep](http://www.ct.gov/deep)

Katherine S. Dykes  
Commissioner



Katie Scanlon  
429 Colonel Ledyard Highway  
Ledyard, CT 06339  
July 14, 2022

Patty Riley  
Town Clerk  
Town of Ledyard  
741 Colonel Ledyard Highway  
Ledyard, CT 06339

Dear Ms. Riley:

It is with regret that I submit my resignation from the Ledyard Planning and Zoning Commission effective on July 22, 2022.

I am grateful for having had the opportunity to serve on the commission over the last few years, and although I am moving to East Lyme and starting my family, I will be interested to follow all the good work being done in Ledyard.

Sincerely,



Katie Scanlon  
Vice-Chair, Planning and Zoning

CC:

Tony Capone, Chair of the Planning and Zoning Commission  
Roxanne Maher, Admin. Assistant to the Town Council  
Naomi Rodriguez, Chair of the Ledyard DTC

## Roxanne Maher

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**From:** Capon, J Anthony <tcapon@pitt.edu>  
**Sent:** Thursday, July 21, 2022 8:38 AM  
**To:** Roxanne Maher  
**Subject:** Fw: PZC Vacancy

Hi Roxanne,

On June 22 I sent an email to Kevin and Andra recommending that Jim Awrach be appointed to fill Katie Scanlan's unexpired term as a regular member. I have forwarded the relevant part of that email.

Tony

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**From:** Capon, J Anthony  
**Sent:** Wednesday, June 22, 2022 9:37 AM  
**To:** Kevin J. Dombrowski <KJDom@ledyardct.org>; Andra Ingalls <aingalls@ledyardct.org>  
**Subject:** PZC Vacancy

Katie Scanlan is resigning from the commission after our July meeting because she and her husband are moving to East Lyme. Jim Awrach is the longest serving alternate and I recommend that he be appointed to fill the remainder of Katie's term as a regular member.

Tony



# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

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**File #:** 22-365

**Agenda Date:** 9/14/2022

**Agenda #:** 2.

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## CONTRACT-LEASE

### **Motion/Request:**

MOTION to authorize the Mayor to enter into an interlocal agreement and sign a “*Southeastern Connecticut Special Response Team Agreement*”.as presented in the draft dated August 10, 2022.

### **Background- Terms:**

Section 7-148 cc of the Statutes of the State of Connecticut authorizes municipalities to enter into interlocal agreements.

To address certain emergency response situations Police Departments have found a need for highly trained and skilled personnel coupled with a crisis negotiation team can substantially reduce the risk of injury or loss of life to citizens, police officers, criminal suspects and persons in crisis.

The attached “*Southeastern Connecticut Special Response Team Agreement*” would allow the towns of Ledyard and Waterford to enter into an Agreement to work together to:

- Provide police services/support in responding to specific types of emergency situations and
- Pursue grants and raise funding to obtain capital resources to further the goals provided in the terms of the proposed Agreement.

Each participating municipality would be responsible for its respective police department expenses incurred while participating in each deployment, whether that municipality's equipment and personnel was operating within or without its own jurisdiction. Any entitlement to reimbursement, except as stated in the Agreement, would be waived by the chief executive officer of each municipality that was a party to this agreement; as outlined in “Article Three” (Reimbursement and Liability) of the Agreement.

### **Meeting Action Details:**

Finance Cmt Meeting 9/7/2022

**File #:** [22365 <https://ledyardct.legistar.com/LegislationDetail.aspx?ID=5808616&GUID=9C20B5CB-E00F-47EF-B019-5A376310BC54>](https://ledyardct.legistar.com/LegislationDetail.aspx?ID=5808616&GUID=9C20B5CB-E00F-47EF-B019-5A376310BC54) Version: 1

**Type:** Contract - Lease

**Title:** MOTION to authorize the Mayor to enter into an interlocal agreement and sign a “*Southeastern Connecticut Special*”

Response Team Agreement”.as presented in the draft dated August 10, 2022. ☐

Mover: [Tim Ryan <https://ledyardct.legistar.com/PersonDetail.aspx?ID=272276&GUID=217F0B4F-15D9-4CA3-B8DB-37D6E88E2114>](https://ledyardct.legistar.com/PersonDetail.aspx?ID=272276&GUID=217F0B4F-15D9-4CA3-B8DB-37D6E88E2114) Seconder: [Bill Saums <https://ledyardct.legistar.com/PersonDetail.aspx?ID=272277&GUID=C70785B4-9E4F-4F98-AA21-78986FB8912D>](https://ledyardct.legistar.com/PersonDetail.aspx?ID=272277&GUID=C70785B4-9E4F-4F98-AA21-78986FB8912D) ☐

Result: **Pass** ☐

Agenda note: ☐

Minutes note: | –

Moved by Councilor Ryan, seconded by Councilor Saums

Moved by Councilor Ryan, seconded by Councilor Saums

Discussion: Councilor Saums stated the proposed “*Southeastern Connecticut Special Response Team Agreement*” was a lengthy document and was between the towns of Ledyard and Waterford at this time. He stated the Agreement would enable the towns to share resources including manpower, equipment, and crisis negotiation teams associated with special law enforcement responses. He noted the Agreement included language to:

- Allow the participating towns to separate from the Agreement with a thirty (30) day notice; and
- Apply for grant funding.

Mayor Allyn, III, stated he supported the town entering into “*Southeastern Connecticut Special Response Team Agreement*” with the Town of Waterford. He stated a few years ago Ledyard entered into a similar agreement with 5-6 area towns. He noted “*Article Three - Reimbursement and Liability*” which addressed the resources that would be used for training such as equipment and personnel, etc. He stated Ledyard police officers would be going out of town, as needed, for training and Waterford police officers would be coming to Ledyard for training. He commented on the critical importance to provide a regional presence and to be ready to respond to regional events, should they occur.

Police Chief John Rich explained Section 7-148 cc of the Statutes of the State of Connecticut authorizes municipalities to enter into interlocal agreements. He stated about three years ago Ledyard began discussions to develop a partnership for a *Regional Special Response Team* with former Waterford Police Chief Mahoney. He stated although the State had resources available for high impact emergency situations that it takes a significant amount of time for those resources to be deployed to any one of their municipalities. Therefore, he stated that they wanted to have the capability to handle situations when they arise locally and regionally, noting that both Ledyard and Waterford have personnel who have been trained to, at the very least, hold things down in the event they had a major expanding incident. He noted the training their Police Officers have had to handle events in the schools, such as an active shooter, etc. He stated Ledyard and Waterford were hoping this regional effort would be expanded to other Police Departments in the region, which would provide the resources they would need to access very quickly in an emergency. He stated he was in full support of Ledyard’s participation in the *Southeastern Connecticut Special Response Team Agreement* and he appreciated the Mayor’s support and the consideration of the Finance Committee.

Councilor Saums questioned whether it would be fair to say that Ledyard and Waterford were the initial organizations entering into this Agreement; and that they hoped other area Police Departments such as

Groton and Montville would join the *Southeastern Connecticut Special Response Team Agreement*. Chief Rich responded by stating Ledyard and Waterford were the two Agencies that were kicking off this regional effort and that the door was open to other area towns to participate in this regional effort.

Councilor Rodriguez questioned whether anyone was reaching out to neighboring Police Departments to discuss joining the *Southeastern Connecticut Special Response Team*. Chief Rich explained that much of these discussions occur at the Law Enforcement Council (Police Chiefs Association and Training Organization) which was the organization in our region that keeps all of the Police Officers certified, noting that the arena for this discussion has taken place. He stated Waterford has approved the *Southeastern Connecticut Special Response Team Agreement*; and he believed that should Ledyard also approve the Agreement that the conversation regarding this regional program would start to pick up steam.

VOTE: 2 - 0 Approved and so declared

Action: Recommend for Approval

\*\*\*\*\*

DRAFT: 8/10/2022

SOUTHEASTERN CONNECTICUT  
SPECIAL RESPONSE TEAM AGREEMENT

WHEREAS, Section 7-148 cc of the Statutes of the State of Connecticut authorizes municipalities to enter into interlocal agreements; and

WHEREAS, the undersigned municipalities find that the deployment of a highly trained and skilled special response team coupled with a crisis negotiation team can substantially reduce the risk of injury or loss of life to citizens, police officers, criminal suspects and persons in crisis; and

WHEREAS, the undersigned municipalities recognize the inherent manpower and training demands associated with special response and crisis negotiation teams and agree that it is in the best interest of the participating municipalities to share manpower, resources, and equipment associated with special law enforcement responses; and

WHEREAS, the undersigned municipalities find that an interlocal agreement is beneficial in order to protect the safety and well-being of the citizens of the respective municipalities; and

WHEREAS, the undersigned municipalities wish to cooperate on providing police services and in pursuing grants and raising monies to obtain capital resources in furtherance of these goals under the terms of this agreement;

NOW, THEREFORE, the undersigned municipalities, acting by their respective chief executive officers, duly authorized, mutually agree, pursuant to this Interlocal agreement (hereafter, "Agreement") to establish the Southeastern Connecticut Special Response Team (hereafter "SCSRT") in accordance with the following:

**ARTICLE ONE: Provision of Personnel and Equipment**

- 1. The chief executive officers of the undersigned municipalities hereby delegate to the chiefs of police of their

respective municipalities the authority to determine when the provision of police personnel and equipment best serves the purposes of this agreement.

2. The participating chiefs, hereinafter collectively designated and referred to as the "Board", shall meet periodically as determined by the needs of the Unit, but at least once per year, and each Chief of Police shall have an equal vote on decisions affecting the administration of the SCSRT.
3. The chiefs of police, collectively, as the decision-making authority, have the responsibility for the coordination of grant applications and the administration of funding awards and other initiatives.
4. The Board anticipates and agrees to make resources available for at least one full or partial deployment per quarter of personnel and equipment pursuant to this agreement for the duration of this agreement. Additional deployments are authorized, without further action, by the mutual consent of the participating municipalities.
5. During the deployment of personnel and equipment pursuant to this agreement, the officers so deployed shall be deemed members of their respective departments acting to further the goals of this agreement and each shall have the same powers, duties, privileges and immunities as are conferred on the police officers of the municipality in whose jurisdiction the Unit or any of its officers is operating.
6. During a SCSRT emergency deployment, it is expected that the undersigned municipalities shall provide at a minimum the following quantity of personnel and equipment:

One or more specially trained and equipped police officers and one or more marked and/or unmarked police vehicles.
7. A municipality may elect not to participate in a deployment if it has a good faith reason to do so. However, each municipality, in its discretion, may determine the extent of its participation in any deployment through the specific assignment of personnel and equipment.
8. The Board shall appoint collectively a supervisor from one of the participating departments to function as the SCSRT Team Commander. The Team Commander must at least hold the rank of sergeant in his/her department. The Board acknowledges appointment of a Unit Commander is necessary to maintain continuity of the unit and its members especially in the case of an emergency deployment. It will be preferable that the Team Commander have experience and training in the area of tactical command. The Team Commander shall have the authority to appoint assistant team leaders as necessary.
9. The SCSRT Commander will act as the liaison between the departments for all activities of the unit.
10. During each full deployment, the host municipality, which is the municipality requesting the services, shall make every effort to provide a sergeant or higher-ranking officer to coordinate operations with the SCSRT Team Commander while in the field.

## **ARTICLE TWO: Duties of Personnel**

1. The Chief of Police or designee in the host municipality shall retain ultimate responsibility for operational decisions and act as incident commander during any operation or team deployment.

2. Each officer assigned to the SCSRT shall wear the unit's approved uniform.
3. All custodial arrests or investigations shall be processed in a manner designated by the host agency.
4. In the case of a planned deployment for a warrant service or other planned event, the host agency shall prepare and distribute to all participating officers an operations plan for each deployment of a non-emergency nature.

#### ARTICLE THREE: Reimbursement And Liability

1. Each participating municipality agrees that it shall be responsible for its respective police department expenses incurred while participating in each deployment, whether that municipality's equipment and personnel was operating within or without its own jurisdiction. Any entitlement to reimbursement, except as stated herein, is hereby waived by the chief executive officer of each municipality that is a party to this agreement. Such expenses may include, but are not limited to:
  - a) The actual payroll (including overtime) cost to the municipalities of all personnel assigned;
  - b) The replacement cost of all equipment lost, destroyed or made unavailable for further service as a result of proper use in a SCSRT deployment. Nothing in this section waives a municipality's right to seek reimbursement for equipment lost or destroyed negligently, recklessly, willfully, or purposefully.
  - c) Fuel and maintenance for police vehicles;
  - d) The cost of repairing damaged equipment;
  - e) Awards for death, disability or injury to personnel arising as a result of services provided pursuant to this agreement to the extent that such awards exceed Worker's Compensation coverage;
  - f) Worker's Compensation claims as set forth in C.G.S. 31-275, et seq.;
  - g) Survivor's benefits as set forth in C.G.S. 7-323.
2. In the event outside funding becomes available to pay for the expenses of the municipalities operating under this agreement such funds shall be allocated among the participating municipalities on a proportional cost basis agreed to in advance. This does not include subrogation. The proportional cost basis may be adjusted to each deployment or initiative depending on the location of the host, number of personnel assigned to the deployment by each agency, etc.
3. The services performed under this agreement shall be deemed for public and governmental purposes, and all immunities from liability enjoyed by the local government within its boundaries shall extend to its participation under this agreement outside its boundaries.
4. Each municipality shall indemnify and hold harmless the other municipalities to this agreement from all claims, including, but not limited to, third party claims, for property damage or personal injury (including death) which may arise out of and be attributable to a municipality or to the actions of those acting on behalf

of each municipality. Each town shall be liable only for their own percentage of negligence as determined by the courts or a jury.

**ARTICLE FOUR: Appointment of a Depository Municipality, Pursuit of Regional Grant Initiatives, and Revenue Sharing/Usage**

1. Appointment of a Depository Municipality; Functions of Depository Municipality

- a) The Board of SCSRT shall mutually select a depository municipality from one of the members of SCSRT which shall receive and hold in trust for SCSRT all monies obtained by SCSRT from grants or other sources. Said monies shall be held in a special revenue account (hereafter, the "SCSRT Joint Account") or an account with like budgetary permissions that will allow the convenient use of said funds as needed by SCSRT. The depository municipality agrees, in furtherance of the goals of this agreement, to pass any ordinance or resolution required by its own municipal Charter in order to effectuate the creation of said SCSRT Joint Account.
- b) Upon a request from any member municipality, the depository municipality shall provide an accounting of all funds contained in the SCSRT Joint Account.
- c) Upon affirmative vote of two-thirds of the member municipalities, the depository municipality may be changed. Upon a vote to change the depository municipality, the prior depository municipality shall, within 60 days of said vote, turn over all funds and provide a full accounting to the successor depository municipality.
- d) In the event that a depository municipality withdraws from SCSRT or no longer wishes to serve in said capacity, a successor depository municipality shall be appointed by the members of SCSRT. At such time, the prior depository municipality shall, within 60 days of said appointment, turn over all funds and equipment purchased with funds from the Shared Revenue Account to the successor municipality. The prior depository municipality shall, within 60 days, provide a full accounting, and an itemized list of transferred equipment to the successor depository municipality.

2. Pursuit of Regional Grant Initiatives, Development of Capital Goals

- a) It shall be an essential function and purpose of SCSRT to pursue grants and other initiatives to raise monies in order to purchase capital resources to further the purposes of this agreement.
- b) From time to time, and as necessary, SCSRT shall meet to develop a short-term (1 year) and long term (5-year) capital plan for the SCSRT. The monies raised pursuant to this agreement shall be utilized to further the capital goals set by SCSRT.

3. Revenue Sharing

- a) All revenue raised and remitted to the SCSRT Joint Account shall be shared and used for the collaborative and joint purposes of the SCSRT. Nothing in this provision shall be construed to conflict with or alter the reimbursement or funding provisions of Article III regarding deployments.
- b) Expenditures from the SCSRT Joint Account of \$500 or less can be made by the Team Commander, without prior approval. All expenditures greater than \$500 from the SCSRT Joint Account shall



require the unanimous vote of all SCSRT member municipalities in writing via electronic mail (e-mail).

- c) Any property obtained with funds from the SCSRT Joint Account shall be considered property of the depository municipality, held for the benefit of itself and all other SCSRT municipalities. No property obtained with monies from the SCSRT Joint Account or with funds attributable to said account shall be sold, modified, gifted, or otherwise transferred without the unanimous vote of all member municipalities in writing.
- d) Any depository municipality which misappropriates funds from the SCSRT Joint Account or otherwise disposes of property obtained with SCSRT funds in violation of this section shall be liable to all of the other member municipalities for the loss to SCSRT and any and all costs, including court costs and attorney's fees, incurred in recovering said funds or property from the depository municipality or any other third party.
- e) Funds from the SCSRT Joint Account are intended for equipment and services for the unit and shall not be used to pay salary or overtime to SCSRT members.

**ARTICLE FIVE: Miscellaneous**

- 1. The Chief of Police of the municipality providing assistance may, if necessary to protect the safety and well-being of said municipality, recall any personnel or equipment provided pursuant to this agreement.
- 2. Withdrawal from this agreement by any municipality hereto shall be made by thirty (30) days' written notice to all other municipalities but shall not terminate the agreement among the remaining municipalities.
- 3. If any provision of this agreement shall be unlawful, void, or for any reason unenforceable, then that provision shall be deemed severable from this agreement and shall not affect the validity and enforceability of any remaining provisions.
- 4. This Agreement contains the entire understanding between the parties hereto and supersedes any and all prior understandings, negotiations, and agreements whether written or oral, between them respecting the written subject matter, hereof.
- 5. This Agreement, to the extent permitted herein, shall inure to the benefit of and be binding upon the parties hereto and any and all successors and assigns.
- 6. This Agreement shall be governed by and construed in accordance with the laws and relevant ordinances and regulations of the State of Connecticut and the participating municipalities.

IN WITNESS WHEREOF, the parties hereto have executed this agreement as follows:

TOWN OF LEDYARD

By: \_\_\_\_\_  
Frederic B. Allyn, III, Mayor

TOWN OF WATERFORD

By: \_\_\_\_\_  
Robert J. Brule, First Selectman

**Department Comment/Recommendation:**  
(type text here)

**Finance Director Comment/Recommendation:**  
(type text here)

**Mayor Comment/Recommendation:**  
(type text here)



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**File #:** 22-059

**Agenda Date:** 9/14/2022

**Agenda #:** 3.

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## FINANCIAL BUSINESS REQUEST (FBR)

### **Motion/Request:**

MOTION to grant a bid waiver in the amount of \$34,000 to Physicians One Urgent Care for firefighter physicals and to authorize the Mayor to sign an MOU with Physicians One Urgent care to provide physicals for all town firefighters.

### **Background:**

Approximately 2 years ago, discussion began regarding the availability of physicals for existing and new candidate firefighters for LFD/GFFC/TOLFD. One of the issues at hand was the limited availability of physicals - the old practice was to have a clinic at a Ledyard School once per month from September to June. The lack of summer appointments and the fixed time (normally 3:30 on a weekday) effected volunteer recruitment and retention negatively.

The AES and Finance Director distributed an RFP for bids for these physicals. We received responses from two (2) vendors - Physicians One Urgent Care and Site Med. Site Med only offers a clinic style of service where the members will have to attend fixed dates; Physicians One offers physicals by appointment at any of their locations including Norwich and Groton. To maximize appointment options for our current and future members, it is recommended to utilize Physicians One as our preferred provider.

### **Department Comment/Recommendation:**

(type text here)

### **Finance Director Comment/Recommendation:**

Recommend moving forward with bid waiver based on background information provided.

### **Mayor Comment/Recommendation:**

Concur with request. This is part of a program we have been working to deploy to provide independent physicals for our firefighters going forward.

### **Meeting Action Details:**


**Finance Cmt Meeting 9/7/2022** File #: [22059](#)


[https://ledyardct.legistar.com/LegislationDetail.aspx?](https://ledyardct.legistar.com/LegislationDetail.aspx?ID=5759713&GUID=CE71DCF5-B790-43DA-8A1A-A773B95E827B)

[ID=5759713&GUID=CE71DCF5-B790-43DA-8A1A-A773B95E827B](https://ledyardct.legistar.com/LegislationDetail.aspx?ID=5759713&GUID=CE71DCF5-B790-43DA-8A1A-A773B95E827B)>

Version: 1



**Type:** Financial Business Request (FBR) 

**Title:** MOTION to recommend the Town Council grant a bid waiver in the amount of \$34,000 to Physicians One Urgent Care for firefighter physicals and to authorize the Mayor to sign an MOU with Physicians One Urgent care to provide physicals for all town firefighters. 

**Mover:** [Jim Ryan <https://ledyardct.legistar.com/PersonDetail.aspx?ID=272276&GUID=217F0B4F-15D9-4CA3-B8DB-37D6E88E2114>](https://ledyardct.legistar.com/PersonDetail.aspx?ID=272276&GUID=217F0B4F-15D9-4CA3-B8DB-37D6E88E2114) **Seconder:** [Bill Saums <https://ledyardct.legistar.com/PersonDetail.aspx?ID=272277&GUID=C70785B4-9E4F-4F98-AA21-78986FB8912D>](https://ledyardct.legistar.com/PersonDetail.aspx?ID=272277&GUID=C70785B4-9E4F-4F98-AA21-78986FB8912D) 

**Result:** Pass 

**Agenda note:** 

**Minutes note:** Moved by Councilor Ryan, seconded by Councilor Saums Discussion: Administrator of Emergency Services Steve Holyfield stated about two years ago, they began discussing the availability of physicals for existing and new candidate firefighters for the fire departments ( LFD/GFFC/TOLFD). He explained that one of the issues they found was the limited availability of physicals, nothing that the old practice was to have a physical clinic at a Ledyard School once per month from September to June. However, he stated the lack of summer appointments and the fixed time (normally 3:30 on a weekday) effected volunteer recruitment and retention negatively. Mr. Holyfield went on to state that he worked with Finance Director Matthew Bonin to solicit Requests for Proposals - RFP #2023-003 (Firefighter Physical Exams). He stated the town only received two responses as follows: (1) Physicians One Urgent Care; and (2) Site Med, noting that it appears that Yale did not want to get involved with the bid process. He explained Site Med only offered a clinic style of service where the firefighters would have to attend fixed dates. He stated Physicians One not only was the low bidder they were their preferred provider because they offered physicals by appointment, including Saturdays, at any of their locations including Norwich and Groton, maximizing appointment options for the town's current and future members. He concluded by stating because the required three bids were not received that a Bid Wavier has been requested in accordance with Ordinance #200-001 (rev.1) "An Ordinance for Purchasing". Mr. Holyfield addressed the Memorandum of Understanding (MOU) stating the original MOU included some pricing differences for interior and exterior personnel and different services based on new recruits, existing personnel, age, etc. He stated because the terms and pricing were included in the bid, which was a four-year proposal commitment, that he was not sure if a Memorandum of Understanding (MOU) was required. Councilor Ryan questioned whether the \$34,000 to *Physicians One Urgent Care* was the annual contract price. Mr. Holyfield stated the town would be paying per physical explaining the \$34,000 was the ceiling for the year. He stated \$38,000 was included in the emergency services budget for physicals and he explained that he opened a Purchase Order for \$4,000 to pay for physicals starting on July 1<sup>st</sup> until they had a provider in place. He noted the average cost of a physical was about \$500.00. He stated the cost of a physical for a new volunteer firefighter was about \$587.00; which included a chest x-ray and the annual physicals for existing firefighters was about \$413.00, which averaged out to about \$500.00 per physical. He went on to explain that chest x-rays would be repeated about every four years. VOTE: 2 - 0 Approved and so declared  VOTE: 2 - 0 Approved and so declared 

**Action:** Recommended for Approval 



Kristen Chapman  
Administrator of Emergency Services  
Town of Ledyard  
741 Colonel Ledyard Highway  
Ledyard, CT 06339-1511

August 3, 2022  
Proposal Pricing is guaranteed for 120 days

Please find the attached proposal for your Request for Proposal #2023-03 Firefighter Physical Exams. We have listed several key factors that differentiate us from other companies.

### **Detailed Executive Summary**

SiteMed is a physician-owned health care company specializing in on-site NFPA 1582 firefighter medical exams. Our comprehensive approach combines proven lifesaving screenings with one-on-one personalized medical counseling.

Our medical providers have performed over 70,000 NFPA 1582 firefighter, HAZMAT, Police, EMS and fire brigade exams, and have over 50 years combined experience with NFPA 1582 and OSHA standards. SiteMed is an Equal Opportunity Employer and an E-Verify participant employer since October 15, 2010. Our E-Verify company ID # 364885.

SiteMed uses state of the art equipment and trained experienced staff. Testing is done under NFPA, OSHA, NIOSH and CAOHK procedures. We value your firefighter's privacy and maintain medical confidentiality throughout the entire testing process.

### **The SiteMed Difference**

#### **We are a physician owned company.**

Our physicians specialize in NFPA 1582 medical exams. They lecture and write articles on firefighter health and wellness on the local, state and national level. They have performed over 70,000 NFPA 1582 Firefighter, Fire Brigade, EMS and HAZMAT exams. They understand the inherent medical risks firefighters face and know that a comprehensive NFPA 1582 firefighter evaluation program is the key to keeping firefighters healthy and reducing your department's health care costs. What does this mean for you? Consistency, Reliability, & Dependability.

Other companies owned by non-physicians will often hire temporary outside doctors who may not have experience with firefighter physicals. We specialize in Occupational Medicine and firefighter exams; this is what we do all day every day. Let us put our experience to work for you.

#### **Our Physicians and Staff are Licensed in all 50 states.**

From Alaska to Florida and coast to coast we have you covered. You will never have to worry if your provider is in compliance with Medical Practice Laws.

#### **We insist on the highest medical standards.**

This means that all lab and imaging studies are ordered by a State licensed physician. All imaging studies are interpreted by a State licensed board-certified radiologist and a written report of all studies are given to all members.

### **ON-SITE FIREFIGHTER PHYSICALS**



**Our examination meets and can exceed the NFPA 1582 standard**

The SiteMed NFPA 1582 medical exam program meets and with optional specialized testing, can exceed all aspects of the NFPA 1582 standard. We work with hundreds of departments, and our program has been effective for large 1000+ member departments as well as small volunteer departments.

**We come on-site to you.**

We realize yearly exams can be a daunting process. By coming on-site, we are able to perform up to 50 exams per day and can complete a department in just days instead of weeks or months. We perform 4-8 exams per hour, which greatly helps minimize time away from work. Typically, all we need is a conference room and office to perform all of our testing. There is no need to sit and wait at an urgent care, local clinic or hospital, which puts firefighters and trucks out of service for hours at a time. This saves your department time, money and minimizes hassles related to annual physical exams. Firefighters are able to remain in service and respond to emergencies if needed. Our office hours are from 8:30-5:00 Monday through Friday at the locations noted at bottom of the page. We can come on site on weekends if preferred.

**We focus on prevention.**

The purpose of an effective wellness program is to enhance the health of your firefighters. It is not a punitive process. Anyone can issue a clearance letter, but our focus is on preventing disease and improving firefighter health and safety. This starts with a complete NFPA 1582 physical exam and our one-on-one counseling.

**We manage medical problems.**

If medical issues are discovered, we coordinate with the firefighter and their personal physician to make sure your employee is safe to perform **the 14 Essential Job Tasks**. We can usually keep your firefighters working during this process until the issue is resolved. We are available 365 days a year to help you manage and mitigate medical issues.

**We care about your health.**

As a physician owned company, we will customize your NFPA 1582 program to reflect your specific needs. This means that we can include extras not offered by other companies such as cardiac CT scanning, ultrasound imaging, advanced genetic testing for heart disease and advanced cancer screenings.

**We use a unique two-phase process.**

Blood and urine specimens are collected on site if applicable 2-4 weeks prior to Phase 2 testing. This process enables providers to examine and consult with your firefighters with the information in front of them (labs, X-Rays, ultrasounds and medical history) just like when they see their primary care physician. This means that during their individual one-on-one counseling session; we can make health recommendations individualized to each person at the time of the consultation.

**Year-round access.**

What happens after the testing when you have a medical question? With SiteMed, you have year-round access to our Fire Department Doctors for medical consultations. There is no extra charge for this service; it is part of our commitment to your department.

These are just a few of the benefits we can offer your department. Once you have had a chance to review our proposal, please feel free to contact me with any questions you may have. Thanks for giving us the opportunity to bid on this proposal. We look forward to working with you soon.

Bill Orlansky  
Business Development  
[borlansky@sitemed.net](mailto:borlansky@sitemed.net)  
978-621-1494

**ON-SITE FIREFIGHTER PHYSICALS**



## REFERENCES:

The following is a list of some of our most recent public safety jobs. I encourage you to contact our clients listed to discuss the key differences in our services vs. our competitors.

- **Bloomington Fire Department (IL)** – Deputy Chief Jeff Flairty – 309-434-2631 [jflairty@cityblm.org](mailto:jflairty@cityblm.org)
- **Peoria Fire Department (IL)** – Chief Anthony Ardis – 309-494-8731 [aardis@peoriagov.org](mailto:aardis@peoriagov.org)
- **Marietta Fire Department (GA)** – Commander Robert Moss – 770-794-5460 [rmoss@mariettaga.gov](mailto:rmoss@mariettaga.gov)
- **Cobb County Fire & Emergency Services (GA)** – Chief Carl Crumbley – 770-528-8304 [carl.crumbley@cobbcounty.org](mailto:carl.crumbley@cobbcounty.org)
- **Maryville Fire Department (TN)** Captain Andrew Puckett 865-273-3610 [apuckett@maryville-tn.gov](mailto:apuckett@maryville-tn.gov)
- **Pelham Fire Department (AL)** – Chief Brian Cleveland – 205-249-0372 [bcleveland@pelhamonline.com](mailto:bcleveland@pelhamonline.com)
- **Anniston Fire Department (AL)** – Chief Jeff Waldrep – 256-231-7647 [jwaldrep@anniston.al.gov](mailto:jwaldrep@anniston.al.gov)
- **Romulus Fire Department (MI)** – Kevin Krause – 734-941-8585 [kkrause@romulusgov.com](mailto:kkrause@romulusgov.com)
- **Leavenworth County Fire District #1 (KS)** – Chief Mike Stackhouse – 913-727-5844 [mstackhouse@fd1lvco.org](mailto:mstackhouse@fd1lvco.org)
- **Lee's Summit Fire Department (MO)** – Chief Arby Todd – 816-935-3462 [arby.todd@cityofls.net](mailto:arby.todd@cityofls.net)
- **Jefferson City Fire Department (MO)** – Chief Matt Schofield – 573-634- 6404 [mschofield@jeffcitymo.org](mailto:mschofield@jeffcitymo.org)
- **Eestero Fire Department (FL)** – Division Chief Todd Coulter – 239-390-8000 [coulter@esterofire.org](mailto:coulter@esterofire.org)
- **City of Fayetteville (NC)** – Asst. Fire Chief Kevin Dove – 910-433-1429 [kdove@ci.fay.nc.us](mailto:kdove@ci.fay.nc.us)



**Firefighter Program meets OSHA 29 CFR 1910.95, 1910.134, 1910.120, 1910.1030, NFPA1582**

**SiteMed Value-Additional Standard Components (Included in Standard Physical)**

- **One-on-One consultation with a licensed medical provider**  
Medical provider may be a Physician, Physician's Assistant or Nurse Practitioner
- **Confidential copy of results and interpretations provided to each firefighter**
- **A Physician will evaluate all charts and issue clearance letters**  
Clearance letters will be provided within 7 Business days of the physical examination if there are no medical issues requiring follow up
- **Department Summary report including relevant averages, ranges, and annual comparison statistics**

**Medical Component per NFPA 1582 Chapters 6&7 (Included in Standard Physical)**

- **Comprehensive Medical History**  
All necessary forms will be Provided
- **Medical Examination- Comprehensive physical exam**  
includes- Head, Eyes, Ears, Nose, Throat, Neck, Heart, Lungs, Gastrointestinal, Genitourinary, Lymph nodes, Musculoskeletal, skin, neurological and hernia check  
Screening for Skin, Thyroid and Testicular Cancer
- **Vitals-**  
Height, Weight and Blood Pressure
- **Body Composition**  
Bio Impedance Analysis (BIA)
- **Vision-**  
Snellen(distance) screening
- **Lab Analysis-**  
Chemistry Screen, CBC, Lipid panel, TSH, and Urinalysis, PSA (Males over 40), Hemoglobin A1C
  - Bloodwork will be drawn in the morning approximately 2-4 weeks prior to testing
- **Hearing Test-**  
Audiogram using our Benson audiometers or whisper test
- **Pulmonary Function Testing**
- **EKG- 12-lead resting electrocardiogram**

**Fitness Component per NFPA 1582 Chapter 8 (Included in Standard Physical)**

- **WFI Submaximal Graded Treadmill Evaluation**  
To evaluate aerobic capacity (per NFPA 1582 C.2.1.3)
- **Hand grip strength evaluation (NFPA 1582C.2.1.5)**
- **Vertical Jump Assessment (NFPA 1582 C.2.1.8) or Leg Strength Evaluation (C.2.1.6)**
- **Arm Strength Evaluation (NFPA 1582 C.2.1.7)**
- **Push-up muscle endurance evaluation (NFPA 1582 C.2.1.9)**
- **Prone static plank core stabilization assessment (NFPA 1582 C.2.1.11)**
- **Sit and Reach Flexibility evaluation (NFPA 1582 C.2.1.12)**





**Standard Labs and Screening included in physicals**

**Chemistry Screening**

**Screens for Liver Cancer, Biliary Cancer, Diabetes, Gout, Kidney function, Anemia and Liver Disorders**

- |                      |                        |
|----------------------|------------------------|
| Glucose              | Total Protein          |
| Sodium               | Albumin                |
| Potassium            | Globulin               |
| Chloride             | Albumin/Globulin Ratio |
| Blood Urea Nitrogen  | Total Bilirubin        |
| eGFR                 | Alkaline Phosphatase   |
| BUN/Creatinine ratio | Gamma-GT               |
| Uric Acid            | AST (SGOT)             |
| Inorganic Phosphorus | ALT (SGPT)             |
| Calcium              | LDH                    |
| Iron                 |                        |

**Complete Blood Count**

**Screens for Lymphoma & Leukemia, Anemia and other Blood Disorders**

- White Blood Cell Count (WBC)
- Red Blood Cell Count (RBC)
- Hemoglobin
- Hematocrit
- Platelets
- RDW
- Mean Corpuscular Volume (MCV)
- Mean Corpuscular Hemoglobin (MCH)
- Mean Corpuscular Hemoglobin Concentration (MCHC)

**Lipids**

**Screening for Cardiovascular Risk**

- Triglycerides
- Cholesterol, Total
- HDL-High Density Lipoprotein Cholesterol
- LDL-Low Density Lipoprotein Cholesterol
- VLDL- Very Low-Density Lipoprotein Cholesterol
- Cholesterol/ HDL-Cholesterol
- Estimated Coronary Heart Disease Risk

**Urinalysis (sent out to lab, not a dipstick)**

**Screens for Bladder and Kidney Cancers**

- |   |                    |
|---|--------------------|
| Color                                     | Leukocyte esterase |
| Ketones                                   | pH                 |
| Appearance                                | Nitrate            |
| Occult Blood                              | Protein            |
| Specific Gravity                          | Bilirubin          |
| Glucose                                   | Urobilinogen       |
| Microscopic examination of urine sediment |                    |

**Thyroid Stimulating Hormone**

**Screens for Thyroid Disease**

**Hemoglobin A1C**

**Screening for Diabetes**

**Prostate-Specific Antigen (PSA)**

**Screens for Prostate Cancer**

Performed on males 40 years of age and older

**American Heart Association / American College of Cardiology**

**Atherosclerotic Cardiovascular Disease Risk**

Calculation of an individual's risk of developing a cardiovascular problem such as a heart attack or stroke within the next 10 years. Calculated for those individuals over the age of 40.



## Agreement

<b>Phase 1</b> (labs and imaging)	<b>3 Days</b>	<b>Up to 6 Hrs per day</b>	<b>Maximum # of 40 People per day</b>
<b>Phase 2</b> (Medical and Fitness)	<b>3 Days</b>	<b>Up to 8 Hrs per day</b>	<b>Maximum # of 28 People per day</b>

- \*Scheduled days to be consecutive unless otherwise noted
- \*Minimum program Charge includes up to 65 total exams. Additional exams will be billed at \$ 495 per exam
- \*Maximum of 28 exams per 8-hour day unless otherwise noted.
- \*Two-day jobs are to be scheduled as afternoon/evening on day 1 and morning on day 2 unless otherwise noted.
- \*Ultrasound imaging will be completed on scheduled days only; makeup ultrasounds are not available.

NOTES: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### Invoicing Terms and Conditions

I acknowledge that the services marked will be provided for 2022-2024 physicals. If changes are made after this agreement is signed an addendum sheet will be provided and signed by both parties. Additional Services Prices are guaranteed for the first year of this agreement and may increase in subsequent years.

\_\_\_\_\_  
(Initial)

SiteMed will invoice for 50% of the total minimum program charge plus additional services if applicable following Phase 1. The Remaining 50% and any other additional services not previously invoiced will be invoiced following phase 2. Invoices are "Due Upon Receipt". Invoices not paid within 30 days will incur a 1.5% late fee charge.

\_\_\_\_\_  
(Initial)

Any Cancellations made less than 30 days prior to scheduled dates will incur charges of 50% of the Minimum charge for time scheduled if not rescheduled for a later date. Cancellations made more than 30 days prior to scheduled dates will incur charges of 25% of the minimum charge if not rescheduled for a later date. Rescheduling services will not incur a cancellation fee.

\_\_\_\_\_  
(Initial)

If applicable Make Up Exams must be completed within 45 Days following the completion of Phase 2. Exceeding 45 days will incur multiple invoices.

\_\_\_\_\_  
(Initial)

This agreement made and entered on this Day \_\_\_\_\_ of \_\_\_\_\_, 2022 between SiteMed and Fire Department. This agreement shall exist for an initial period of two (2) years with annual scheduling on the below listed date for the above listed services and will automatically renew for successive scheduling annually thereafter, unless otherwise notified by either party 60 days prior to scheduled testing.

We, the undersigned, duly authorized representatives of the above parties do hereby agree to the statement and conditions outlined above.

\_\_\_\_\_  
**Fire Department – Representative**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**SiteMed – Representative**

\_\_\_\_\_  
**Date**

**ON-SITE FIREFIGHTER PHYSICALS**



Services	Quantity	Price	Year 1 (2022)	Year 2 (2023)	Year 3 (2024)	Year 4 (2025)	Year 5 (2026)
<b>Standard NFPA 1582 Physical</b>	Base Program Minimum (65)	\$32,175	\$32,175		\$32,175		\$32,175
<b>Additional NFPA 1582 Physicals</b>	10	\$495	\$4,950		\$4,950		\$4,950
<b>Additional Services</b>							
Lab Corp Collection Fee		\$20					
Front Line Behavioral Health Assessment		\$55					
DOT Medical Cards		\$50					
Titmus Vision Screening		\$35					
Cardiopulmonary Exercise Testing (Offered in Marietta office location only)		\$300					
<b>Imaging Services</b>							
Chest -X-rays	75	\$110	\$8,250				
CT Coronary Calcium Scoring <i>*Not available at all locations * Pricing may vary</i>		\$160-and up					
Thyroid Ultrasound		\$95					
Abdominal Ultrasound		\$95					
Pelvic / Testicular Ultrasound		\$95					
Abdominal Aortic Aneurysm Ultrasound		\$95					
Carotid Ultrasound		\$95					
Echocardiogram		\$150					
<b>Screening Services</b>							
Tuberculosis Skin Test Read by FD Personnel		\$30					
Tuberculosis Skin Test Read by SiteMed Personnel		TBD					
Hepatitis B Antibody Screening		\$32					
Hepatitis C Screening		\$32					
Varicella Antibody Screening		\$55					
Measles, Mumps, Rubella Antibody Screening		\$75					
<b>Blood Testing Services</b>							
Blood Typing (ABO Grouping & Rho)		\$22					
HIV Screening		\$32					
CRP (C-reactive Protein)		\$21					
Cholinesterase, RBC (For Hazmat)		\$42					
Heavy Metals Panel (For Hazmat)		\$150					
NMR Particle Test for Cholesterol		\$45					
Fecal Occult Blood Screening		\$25					
Ovarian Cancer Screening		\$35					
<b>Vaccination Services</b>							
Hepatitis A Vaccine (2-Dose Series)		\$95 Per Dose					
Hepatitis B Vaccine (3- Dose Series)		\$85 Per Dose					
Tetanus/ Diphtheria/Pertussis		\$65					
Measles, Mumps, Rubella Vaccine		\$110					
Varicella Vaccine		\$160					
Influenza Vaccine		\$40					
<b>Totals</b>			\$45,375		\$37,125		\$37,125

**ON-SITE FIREFIGHTER PHYSICALS**

1634 White Circle – Suite 101  
 Marietta, GA 30066  
 SiteMedFire.com

112 Donmoor Court  
 Garner, NC 27529  
 Phone/Fax 888-837-4819



**Billing Information**

Invoices will be addressed to: **contact person** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_

**PAYMENT/INVOICE PORTAL** \_\_\_\_\_

Special billing instructions: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Agreement Addendum Notes:**

**Date:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**SiteMed Initial**      **FD Personnel Initial**

**Date:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**SiteMed Initial**      **FD Personnel Initial**

**Date:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**SiteMed Initial**      **FD Personnel Initial**

**Notes:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Town of Ledyard  
REQUEST FOR PROPOSAL  
#2023-03  
FIREFIGHTER PHYSICALS  
PROPOSAL RESPONSE

Submitted by:

Dan Saia  
PhysicianOne Urgent Care, Employer Services  
P:413-330-0045  
[dsaia@p1uc.com](mailto:dsaia@p1uc.com)

July 25, 2022

Attention: Town of Ledyard,

PhysicianOne Urgent Care is honored to participate in the Town of Ledyard's Request for Proposal RFP 2023-03, Firefighter Physical Examinations Program. We have carefully read the Town of Ledyard's requirements for the Request for Proposal RFP 2023-03 and PhysicianOne complies with and agrees to all specified requirements within the RFP. We have extensive experience with firefighter physical exams, partnering with fire departments across the state in providing best in class services and we believe we are the right healthcare partner for the Town of Ledyard's Firefighter Physical Examination Program.

The services outlined in our response are grounded in clinical quality care, following stringent NFPA OSHA standards and guidelines. Through our experience with other Fire Department partnerships, we have fostered strong relationships and have helped advance their firefighter programs through our collaborative consultative partner approach. At PhysicianOne, we pride ourselves on understanding the unique needs of each individual fire department and delivering exceptional services tailored to meet their specific needs.

**Why the Town of Ledyard should select PhysicianOne Urgent Care  
for their Annual Firefighter Physical Examinations Program:**

- **PhysicianOne Best Practice Firefighter Occupational Health Service Protocols:** Our best practice firefighter physical examination program has been developed using the National Fire Protection Association (NFPA) medical recommendation standards (includes the latest 2022 edition) and the OSHA regulatory standards for general firefighter health considerations, including CT state, and federal regulations. This ensures the Town of Ledyard receives the best and appropriate required services stated within the guidelines of the RFP for keeping its firefighter team members compliant for the demands of their responsibilities.
- **Ease of Access and Convenience:** PhysicianOne Urgent Care has 16 Connecticut clinic locations. Our local PhysicianOne Centers are open Monday-Friday 8 am to 8 pm, Saturdays and Sundays from 9 am to 5 pm, 365 days a year. PhysicianOne has two clinics that are conveniently located near the town of Ledyard. PhysicianOne of Norwich CT, at 607 West Main Street, and PhysicianOne of Groton, CT, located at 220 Rt 12. With two nearby clinics and extensive hours of operation, this ensures that the demand for convenient and accessible appointment availability is met for the Town of Ledyard's Firefighters with their busy day schedules.
- **In-center Service Delivery:** The PhysicianOne In-Center service will provide ease of access; convenience and a high quality of care experience to meet the service demands and requirements for the Town's fire departments. PhysicianOne medical providers have an average of 13 years of occupational medicine experience and dedication to providing exceptional medical services.

- **Single Point of Contact and Support for the Town of Ledyard:** The Town of Ledyard's fire departments and town administration will have a single point of contact, **Dan Saia**, to provide all support required needs. The Fire Department Stakeholders will also have access to our Director of Employer Services & Quality Assurance, who oversees our firefighter physical exam program, who can be a resource or answer questions related to the Town's Firefighter Physical Exam program, all at no additional cost to the Town. As part of this service, we recommend having periodic "check-in" meetings to review the performance of our services and to determine if improvements can or should be made to Program.
- **Firefighter Physical Exam Experience:** PhysicianOne currently partners with 20+ Firefighter Departments within the state of CT. We have performed over 1,800 Firefighter Physical Examinations in the past 3 and a half years, both within the 16 Connecticut PhysicianOne Centers and on-site at various departments.

### Conclusion

We are honored at the opportunity to partner with and serve the Town of Ledyard for its Fire Firefighter Physical Examination Program. PhysicianOne has the clinical quality, expertise, ease of access and experience in delivering a first-class experience and program. We believe our successful partnerships with other fire departments uniquely qualifies us to perform the services for the Town of Ledyard and its associated fire departments.

We understand that decision making for this important program requires careful thought and analysis and we welcome the opportunity to answer questions and discuss our services in more detail.

We look forward to hearing from you soon on this important process!

Best Regards,

*Dan Saia*

Employer Services Sales Manager  
PhysicianOne Urgent Care  
P: 413-330-0045  
E: [dsaia@p1uc.com](mailto:dsaia@p1uc.com)

## PhysicianOne Best Practice Requirements for Firefighter Physical Exams New Recruits and Annual Firefighters

All Requirements are based on the 2022 National Fire Protection Association (NFPA) Standard on Comprehensive Occupational Medical Program for Fire Departments. NFPA, A Committee of leading experts has developed and updates regularly guidance for physicians and other healthcare providers responsible for fire department occupational medical programs. These standards are applicable to public, governmental, military, private and industrial fire department organizations providing rescue, fire suppression, hazardous materials mitigation, special operations, and other emergency services.

\*Recommendations from Firefighter Safety Through Advanced Research (FSTAR) – Published in 2016 the “Healthcare Provider’s Guide to Firefighter Physicals” – This is an organization that works on the basis that research can improve the lives and safety of firefighters. FSTAR works closely with the International Fire Chiefs Association.

MUST BE COMPLETED TO CERTIFY FF:	New/ Recruit	Annually Interior	Annually Exterior
Medical/Behavioral Health History	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Physical Exam	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
DOT Exam If required by department	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vital Signs	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Vision Exam	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Audiometry	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Spirometry (OSHA Questionnaire) <input type="checkbox"/> COVID Rapid Test or <input type="checkbox"/> PCR within 72 hours required to perform	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Blood Work – CBC, CMP (includes liver function testing) and Fasting Lipids	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Urinalysis	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Chest Xray - Baseline and every 5 years	<input checked="" type="checkbox"/>	Every five years* <input checked="" type="checkbox"/>	<input type="checkbox"/>
EKG – Baseline and annually over the age of 40 years old	<input checked="" type="checkbox"/>	EKG Annually if over the age of 40 years old <input checked="" type="checkbox"/>	EKG Annually if over the age of 40 years old <input checked="" type="checkbox"/>



**Other Recommended Firefighter Exam Components (Not Required to Certify Firefighter but are Recommended by NFPA):**

Services that can also be completed at P1UC:	New Recruit	Annually (Exterior and Interior)
Tuberculosis (TB) Screening <input type="checkbox"/> PPD or <input type="checkbox"/> QuantiFERON	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Tetanus Vaccine Status Verify up to date every 10 years	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Hepatitis A Vaccine Status – should be offered to high-risk personnel (i.e., SCUBA, USAR, HAZMAT) (P1UC does not carry)	Review Vaccine Status	
HIV screening – Baseline	<input checked="" type="checkbox"/>	
Hep C screening – Baseline	<input checked="" type="checkbox"/>	
Hep B – Baseline titer verification – offer immunization if not immune	<input checked="" type="checkbox"/>	
MMR – proof of vaccination OR titers of immunity	<input checked="" type="checkbox"/>	
Varicella – proof of vaccination OR titers of immunity	<input checked="" type="checkbox"/>	
Influenza vaccine – offered annually	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

**Additional Screening Tests of Consideration\***

- Stress Tests
- Mammography
- Colon Cancer Screening – Stool Testing
- Colon Cancer Screening – Visual exam (colonoscopy, flexible sigmoidoscopy)
- Prostate Cancer
- Lung Cancer Screening
- Cervical Cancer Screening
- Skin Cancer Screening
- Sleep Disturbance Screening
- Body Composition
- Annual Fitness Evaluation

\*While PhysicianOne does not provide these services, should your fire department require, PhysicianOne will provide referral coordination with local providers at no additional cost.

## Best Practice Firefighter Physical Exam Checklist

*We at PhysicianOne would like to help make this process as smooth as possible. To be prepared for your Firefighter Physical please be sure to complete the steps below. You must bring with you the completed authorization form to convey the services required. If drug screening is required, your reservation will be scheduled no less than 3 hours prior to closing; please arrive to your visit well-hydrated.*

- Schedule your physical exam by calling the PhysicianOne Call Center (203) 456-1839. This phone number is also located on the authorization form provided to you by your designate department contact (please have your authorization form in front of you when you call).
- If labs are needed, go to a Quest Diagnostics Lab 2 weeks before your scheduled physical appointment to have your labs drawn. Bring with you the Quest Lab slip that will be given to you by your department contact.
- Registration should be completed via link sent by text after scheduling your physical exam with PhysicianOne call center. We recommended completing registration process prior to scheduled appointment to minimize waiting or, please arrive to the center at least 15 minutes ahead of scheduled reservation to complete registration process.
- If applicable, complete OSHA questionnaire form prior to physical exam.
- If applicable, complete the Medical Examination Report Form (for DOT certification).
- On the day of your exam please bring with you:
  - Completed authorization form
  - Your driver's license
  - Contact lenses/glasses
  - List of current medications
  - All necessary clearances from your primary care physician or specialist providers, i.e., internist, cardiologist, pulmonologist, orthopedist, etc.
  - If applicable, completed OSHA Questionnaire
  - If applicable, completed Medical Examiner Report Form (for DOT Certification)
  - If applicable, partial face masks (at least 2 types of masks required) for FIT testing
  - If applicable, copy of your chest x-ray if taken within 5 years of scheduled exam

*Due to the services to be performed it can take up to 2 or more hours to complete the entire examination. Please plan accordingly*

### Town of Ledyard Individual Test Unit Price Form

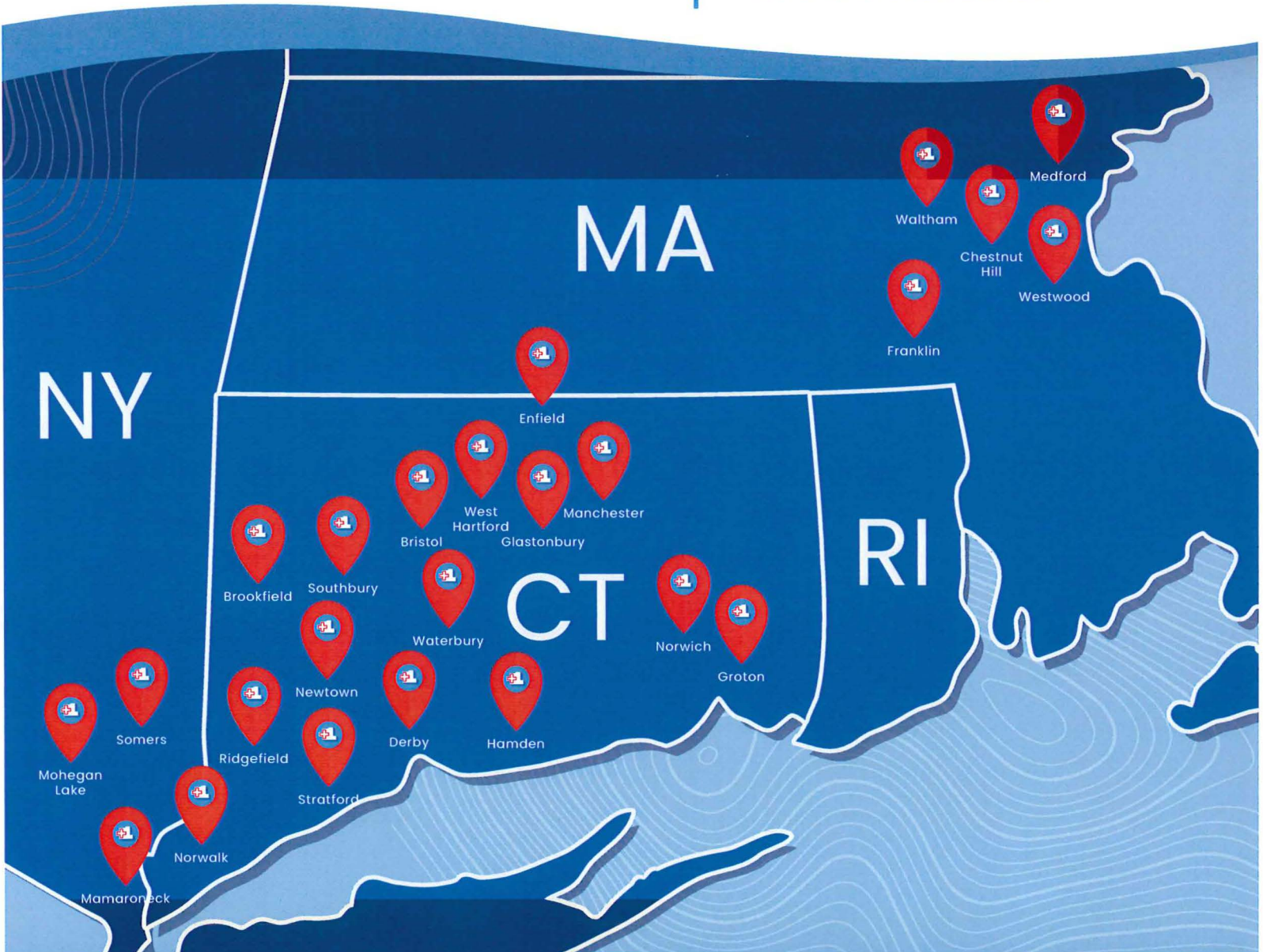
The following is a pricing guide for the services requested in the Town of Ledyard RFP. PhysicianOne's Firefighter Physical Examination Program includes a comprehensive exam and complies with the Town of Ledyard's RFP 2023-03 medical evaluation specified requirements, outlined on page 2 of the Request for Proposal.

Item No.	Description	Unit Price
1.	Physical Examination as specified, including comprehensive medical history and vision	\$80.00
2.	DOT Physical	\$106.00
3.	CBC, CMP & Lipid Panel	\$82.00
4.	Audiology	\$52.00
5.	EKG	\$70.00
6.	Spirometry	\$65.00
7.	Chest X-Ray	\$79.00
8.	OSHA Questionnaire	\$30.00
9.	Urinalysis (included in DOT Physical)	\$23.00
<b>PhysicianOne Optional Services</b>		
	Vaccine, Flu Flucelvax	\$25.00
	Vaccine, Tetanus & Diphtheria	\$65.00
	QuantiFERON Gold TB Test	\$95.00
	Titer, Antibody, Mumps	\$38.00
	Titer, Antibody, Rubella	\$40.00
	Titer, Antibody, Rubeola	\$36.00
	Titer, Varicella	\$75.00
	PPD Placement and Read	\$35.00

587

**We're here for you  
when you need us.**

PhysicianOne Urgent Care offers expert, walk-in care for non-life threatening illnesses and injuries, from the common cold to broken bones.



**Experienced providers are on-site 365 days per year, when your company needs us most.**  
Weekdays 8:00am – 8:00pm; Weekends and holidays 9:00am – 5:00pm  
Thanksgiving and Christmas Day 8:00am – 3:00pm

**No appointment needed**  
Insurances accepted.  
Convenient locations across **Connecticut, New York, and Massachusetts**



# Connecticut

Occupational Medicine and Workers' Compensation services offered at all centers. \*Denotes Breath Alcohol Testing (BAT) and Respiratory Certification center.

## Bristol, CT

576 Farmington Avenue  
Bristol, CT 06010  
☎ 860.650.3848

## Brookfield, CT

31 Old Route 7  
Brookfield, CT 06804  
☎ 860.650.3848

## Derby, CT

78 Pershing Drive  
Derby, CT 06418  
☎ 860.650.3848

## Enfield, CT

55 Hazard Avenue  
Enfield, CT 06082  
☎ 860.650.3848

## Glastonbury, CT

2928 Main Street  
Glastonbury, CT 06033  
☎ 860.650.3848

## Groton, CT

220 Route 12  
Groton, CT 06340  
☎ 860.650.3848

## Hamden, CT

2165 Dixwell Ave  
Hamden, CT 06514  
☎ 860.650.3848

## Manchester, CT

370 Middle Turnpike  
Manchester, CT 06040  
☎ 860.650.3848

## Newtown, CT

266 South Main Street  
Newtown, CT 06470  
☎ 860.650.3848

## Norwalk, CT

346 Main Ave.  
Norwalk, CT 06851  
☎ 860.650.3848

## Norwich, CT

607 West Main Street  
Norwich, CT 06360  
☎ 860.650.3848

## Ridgefield, CT

10 South Street Suite 101  
Ridgefield, CT 06877  
☎ 860.650.3848

## Southbury, CT

900 Main Street South Building 2 Suite 100  
Southbury, CT 06488  
☎ 860.650.3848

## Stratford, CT

1040 Barnum Avenue  
Stratford, CT 06614  
☎ 860.650.3848

## Waterbury, CT

920 Wolcott St  
Waterbury, CT 06705  
☎ 860.650.3848

## West Hartford, CT

21 North Main Street, Suite B  
West Hartford, CT 06107  
☎ 860.650.3848



# Massachusetts

Worker's Compensation and DOT/CDL physical exam services offered at all Massachusetts centers.

## Chestnut Hill, MA

1210 Boylston Street  
Chestnut Hill, MA 02467  
☎ 860.650.3848

## Waltham, MA

1019 Trapelo Road  
Waltham, MA 02452  
☎ 860.650.3848

## Franklin, MA

648 Old West Central St.  
Franklin, MA 02038  
☎ 860.650.3848

## Westwood, MA

211 University Avenue  
Westwood, MA 02090  
☎ 860.650.3848

## Medford, MA

4110 Mystic Valley Parkway  
Medford, MA 02155  
☎ 860.650.3848



# New York

Occupational Medicine services offered at all New York centers. Please visit PIUC.com for a full list of services available.

## Mamaroneck, NY

1030 West Boston Post Road  
Mamaroneck, NY 10543  
☎ 860.650.3848

## Mohegan Lake, NY

Cortlandt Town Center  
3085 East Main Street, Suite 12A  
Mohegan Lake, NY 10547  
☎ 860.650.3848

## Somers, NY

80 Route 6  
Somers, NY 10505  
☎ 860.650.3848



# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

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**File #:** 22-256

**Agenda Date:** 9/14/2022

**Agenda #:** 4.

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## FINANCIAL BUSINESS REQUEST (FBR)

### **Motion/Request:**

MOTION to grant a bid waiver to A & E Services Group, LLC of Cheshire, CT due to receiving fewer than three bids, as a result of RFP 2023-01 (Administrative and Technical Support for the Town's Small Cities Program Income Housing Rehabilitation Loan Program); in accordance with Ordinance #200-001 (rev 1) "An Ordinance for Purchasing".

### **Background:**

A& E Services Group, LLC was the sole respondent to RFP 2023-01. Peter Testa from A & E Services Group, LLC has been working with the Town for several years and is well respected in his field. His services are utilized by many of our neighboring Cities and Towns.

### **Department Comment/Recommendation:**

(type text here)

### **Finance Director Comment/Recommendation:**

Recommend moving forward with the bid waiver.

### **Mayor Comment/Recommendation:**

A&E Services Group has performed well in the past with the Housing Rehab Loan Program. The rebid was due and this allows us to move ahead with the town version of the State program as well. I support this bid waiver.

### **Meeting Details:**

#### **Finance Cmt Meeting 9/7/2022**

**File #:** [22256 <https://ledyardct.legistar.com/LegislationDetail.aspx?ID=5808613&GUID=2073CAB6-3A6F-4FBF-933E-C4F790ED6B96>](https://ledyardct.legistar.com/LegislationDetail.aspx?ID=5808613&GUID=2073CAB6-3A6F-4FBF-933E-C4F790ED6B96) Version: 1

**Type:** Financial Business Request (FBR)


**Title:** MOTION to grant a bid waiver to A & E Services Group, LLC of Cheshire, CT due to receiving fewer than three bids, as a result of RFP 2023-01 (Administrative and Technical Support for the Town's Small Cities Program Income Housing Rehabilitation Loan Program); in accordance with Ordinance #200-001 (1) "An Ordinance for Purchasing".

**Mover:**  Jim Ryan <<https://ledyardct.legistar.com/PersonDetail.aspx?ID=272276&GUID=217F0B4F-15D9-4CA3-B8DB->

[37D6E88E2114> Seconder: Bill Saums <https://ledyardct.legistar.com/PersonDetail.aspx?ID=272277&GUID=C70785B4-9E4F-4F98-AA21-78986FB8912D>](https://ledyardct.legistar.com/PersonDetail.aspx?ID=272277&GUID=C70785B4-9E4F-4F98-AA21-78986FB8912D) 

**Result:**  

**Minutes note:** 

Moved by Councilor Ryan, seconded by Councilor Saums Discussion: Mayor Allyn, III, stated the town has been involved in the Small Cities Program Income Housing Rehabilitation Loan Program) for over a decade. He stated the program provided no interest loans to residents who qualified for certain home repairs such as the replacement of a furnace, new roof, septic system, etc. He stated Wagner & Associates was the contractor that that managed the program for the town. He stated Mr. Peter Testa spun off of Wagner & Associates and started his own company (A&E Services Group , LLC). He stated A & E Services Group, LLC was the sole respondent to RFP 2023-01 (Administrative and Technical Support for the town's Small Cities Program Income Housing Rehabilitation Loan Program). He stated Peter Testa from A & E Services Group. LLC has been working with the Town for several years and was well respected in his field. He stated Mr. Testa services were utilized by many of our neighboring Cities and Towns. Mayor Allyn, III, concluded by stating because the town had a waiting list of nine-applications; and because the State did not fund the Small Cities Program Income Housing Rehabilitation Loan Program, the town allocated \$100,000 to continue the Program. He stated the town had a waiting list of nine-applications. He stated A & E Services Group, LLC, Peter Testa acts as the General Contractor on the projects, and handles all the paperwork which involved coming into Town Hall and placing the lien on the property. VOTE: 2 - 0 Approved and so declared Moved by Councilor  | -

**Action:**  Recommended for Approval  | -

**A&E SERVICES GROUP, LLC**

609 West Johnson Avenue, Suite 408  
Cheshire, CT 06410  
203-808-6497

July 25, 2022

Honorable Fred B Allyn III  
Mayor, Town of Ledyard  
741 Colonel Ledyard Highway  
Ledyard, CT 06339

Re: Request for Proposal Bid # 2023-01  
*Administrative & Technical Support*  
for Small Cities Program Income

Dear Mayor Allyn:

It is my pleasure to submit this proposal for the administrative and technical support relevant to the Town's Small Cities Program Income Program.

As displayed in the administration of the Town current Housing Rehabilitation Program Income my firm possesses the ability to perform the duties outlined in the request for proposal referenced above. Having over 30 years of experience in the administration of Small Cities, Community Development Block Grant funds A&E Services Group provides a wealth of knowledge and experience in this complex and specialized field.

I look forward to the opportunity to discuss our qualifications and the ability to continue to serve the Towns community development needs.

Thank you for your time and consideration.

Respectfully,



Peter J. Testa, Jr.  
A&E Services Group, LLC



# Proposed Scope of Work

## Project Approach

## **Proposed Scope of Work & Project Approach**

The proposed scope of services to be offered relevant to the administration of the Town's Small Cities Community Development Block Grant Housing Rehabilitation Program shall include, but not be limited, to the following:

Specific activities to be carried out by A&E Services Group, LLC, hereinafter referred to as the "Program Manager" under this Agreement include but are not necessarily limited to the following:

### **General Services**

1. Review status of existing Program to determine waiting list, account balances, housing rehab project status, percentage of completion, pending payments and any other outstanding issues.
2. Review the existing internal programmatic procedures incorporated by the Town to familiarize and acquaint oneself with existing practices.
3. Provide general administrative, grant management and technical support to the Municipality as deemed necessary by the Municipality to implement the Program/Project on an on-going basis during the approved budget period.
4. Provide Municipal staff with information pertinent to changes in Federal and/or State policy or regulations affecting the implementation of the Program.
5. Provide technical assistance as required by the Municipality to ensure compliance with Federal, State and local requirements.
6. Provide advice and training to Municipal staff as requested, in order that they may effectively administer the Program.
7. Prepare and submit monthly and Semi-Annual Progress Reports to the Municipality and/or Department of Housing (DOH).
8. Monitor project specific activities for requirements included in the approved Application for compliance with Federal and State program requirements.
9. Assist the Municipality in the financial administration and management of program funds and tracking program expenses.
10. Prepare drawdown requests to DOH during the project period for the required funds.
11. Prepare and submit a payment requisition(s) to the Municipality for program expenses. Information shall include the amount, payee, program year and budget line items.
12. Maintain financial forms in a manner suitable for DOH review of program expenses and encumbrances. Tracking and expenditure of any program income generated by project activities.

13. Provide such financial data and reports as may be required by the Municipality, DOH or others, including Bi-Annual Program progress reports. This does not include the Municipalities Single Audit; however, the Program Manager shall provide support data and be available for clarification of financial records as necessary.
14. Provide assistance to the Municipality for Department of Housing monitoring visits.
15. The Program Manager shall provide the services identified pursuant to this Agreement for all funds available under the approved Program including any funds generated as Program Income during the term of this agreement.

### **Services Relevant to the Housing Rehabilitation Program**

1. Provide application intake, income qualification of applicants and determination of eligibility.
2. Coordinate with 3<sup>rd</sup> party title searching companies to perform title searches on subject property.
3. Perform initial property inspections to assess the conditions and needs for the structure. Inspections are focused upon Housing Quality Standards, (HQS) lead-based paint mitigation/abatement, code compliance, weatherization, and energy conservation.
4. Prepare Estimated Scope of Work & Budgets for review and approval of the owner.
5. Coordinate with 3<sup>rd</sup> party lead-based paint risk assessors for property inspections on an as needed basis.
6. Prepare technical specifications for review and approval by owner.
7. Coordinate bid dates and publications of invitation to bid notices, and DAS postings.
8. Perform contractor outreach to contractors including Section 3 firms, Woman Owned Businesses, Small Businesses and Minority Owned Businesses.
9. Attend Pre-bid meeting. Issue addendum when applicable.
10. Review bids received for proposed renovations.
11. Verify status of low bidder on SAMS website, State DOL Debarment lists, Consumer Protection and Secretary of the State.
12. Provide owner with relevant contractor information for review and of selection of contractor.
13. Prepare loan documents, schedule and conduct loan closing.

14. Prepare contract documents, schedule and conduct contract signing.
15. Conduct Preconstruction/Contract signing meeting with owner and awarded Contractor.
16. Prepare Preconstruction Meeting Minutes.
17. Issue Notice to Proceed.
18. Attend job meetings as required and submit monthly construction reports to DOH.
19. Review/approval of all payments (including Change Orders, lien waivers, etc.).
20. Assist in obtaining all documentation for close out of project.

# Experience Qualifications

## **Experience & Qualifications**

A&E Services Group was created in 2017 and currently provides technical and administrative services to 40 communities in the State of Connecticut. Administering a variety of projects including Housing Rehabilitation Programs funded by both program income and active grant funds, public housing modernization and a public service program.

Having completed several hundred housing units of residential property Mr. Testa has a vast knowledge in the administration of CDBG funded projects as well as the personal skills to work cohesively and effectively with the State and Town personal, Owners and Contactors alike.

A&E Services Group recent Small Cities awards include \$3 million in the 2021 Small Cities application round securing 1.5 million for the Towns of North Haven and Westbrook. Funding is slated for improvements to Temple Pines in North Haven and Worthington Manor in Westbrook.

A&E Services Group submitted and received three project awards totaling \$3.5 million in 2020. The Town of Cheshire received \$1.5 million for renovations to the Cheshire Housing Authority Beachport Property, \$1,000,000.00 for the Borough of Naugatuck Cherry Street Flood & Drainage Project and \$1,000,000.00 for the Brough of Jewett City Flood Control Project. The Naugatuck and Jewett City projects were the first infrastructure projects to be funded in several years.

A&E Services Group secured an additional \$2.5 million in the 2019 Small Cities awards. The City of Derby received \$1,000,000.00 for Public Housing Modernization at CiCia Manor and the Town of Plainville received \$1,500,000.00 also for Public Housing Modernization at the Plainville Housing Authority.

The Town of Vernon was awarded \$480,000 in the SC18 application round to initiate a Regional Crumbling Foundation Testing Program. This application was a multi-jurisdictional application with the Towns of Ellington and Stafford Springs participating in the program.

A&E Services Group has been retained by Town of Sprague to administer their 2018 Town-wide Housing Rehabilitation Revolving Loan Program.

Additional project activities include commercial façade, public housing modernization, private residential rehabilitation, radon mitigation, Davis Bacon wage rate compliance, street scape improvements, limited clientele, and the removal of architectural barriers in publicly owned buildings. This represents the range and diversity of the grants and projects administered.

Having over 40 years of construction related experience, first as a self-employed, hands on building and remodeling contractor, specializing in residential remodeling, additions and new home construction. Acquiring a broad knowledge and personal understanding of construction materials, means and methods has served as a valuable resource when performing property inspections and the creation or review of technical plans and specifications. This understanding of building components allows for the identification and proper resolve to most any residential construction related condition.

This knowledge allows for the prescription of the most effective and logical approach to the renovations. This appeals to both the applicant and prospective construction contractor knowing that the materials are readily available, and methods specified are feasible, cost effective and practical.

Utilizing the construction knowledge and dovetailing it to coincide with the Federal and State regulations that dictate the usage of Small Cities Community Development Block Grant has proved to be effective and beneficial to all parties involved.

With a sound understanding of Federal Regulations CFR 24, Section 3, Lead Based Paint- Hazard Reduction Act, Labor Standards and Fair Housing has allowed for the understanding and basis to administer regulatory compliant Programs.

Having a longstanding and mutually respectful working relationship with the staff at the State Department of Housing facilitates the ability to have constructive interaction with their department obtaining information as needed concerning regulatory issues. Resource material includes scores of various technical specifications, resulting in less time to prepare the information based on the project condition and need.

All members of A&E Services Group LLC are Department of Housing certified grant administrators. Mr. Testa has completed training and certification in the following areas relevant to the Small Cities & CDBG funding: DOH CDBG 101 Training & 201 Training, ERR Training, National Community Development Associates CDBG Basics Training, CCDA Housing Rehabilitation Training, University of Massachusetts, Division of Continuing Education Lead Inspector, U.S. Dept. of Housing and Urban Development, Cook College, Radon Measurement & Mitigation, Visual Assessment Course, Lead Safe Work Practices, RRP Certified, Construction Lien Law, Construction Law OSHA 10 Certified.

Staff members are Certified Grant Administrators.

# Resumes

# References



## A & E SERVICES GROUP, LLC

A & E Services Group, LLC was established in 2017 to provide administrative support and technical assistance to both the public and private sectors for projects and programs in the areas of housing and community development and economic planning and development.

**Peter J. Testa Jr.**, - Owner and managing member. Mr. Testa has over 32 years of Community Development Block Grant (CDBG) Small Cities project management experience. A&E Services Group has secured over \$10.5 million in CDBG funding since 2018. Peter personally administered over \$30 million of CDGB related construction activities while employed at L. Wagner & Associates.

Technical training includes State of Connecticut Department of Housing Certified Grant Administrator, National Community Development Program Practitioner, National Community Development Certified in HOME Program Basics, National Environmental Health Association Healthy Home Specialist, EPA Lead Certified Renovator and Radon Measurement and Mitigation Certified.

**Cynthia S. Testa** - Cyndi is a State of Connecticut Department of Housing Certified Grant Administrator. Her responsibilities include processing of drawdown requests to the State of Connecticut Department of Housing, processing payment requisitions and financial management. Mrs. Testa has worked as office manager for Eastern Maine Medical Credit Department.

**Jessica L. Johnson** - Jessica provides administrative assistance for A&E Services Group. In addition to running her own business, her abilities reflect a decade of office management. She is experienced in billing, client management as well as federal and state regulatory compliance. Current duties include project oversight, financial management, contractor compliance, application processing and the preparation of bid packages, contracts, and loan documents.

**Linda Galvin** – Linda provides administrative support and assists in the processing of application intake and file set up, eligibility review, preparation of contracts, loan documents and general correspondence.

**Emily Whaley** - Emily provides administrative support and assists in the processing of application intake and file set up, eligibility review, preparation of contracts, loan documents and general correspondence.

**Professional References**

<p><b>Thomas G. Dunn</b>  <b>Mayor</b>  <b>Town of Wolcott</b>  <b>10 Kenea Avenue</b>  <b>Wolcott, CT 06716</b>  <b>203-879-8100</b></p>	<p><b>Edmund V. Moen</b>  <b>First Selectman</b>  <b>Town of Thomaston</b>  <b>158 Main Street</b>  <b>Thomaston, CT 06787</b>  <b>860-283-4421</b></p>
<p><b>Robert E. Lee</b>  <b>Town Manager</b>  <b>Town of Plainville</b>  <b>1 Central Square</b>  <b>Plainville, CT 06062</b>  <b>860-793-0221 x 205</b></p>	<p><b>Mr. Timothy Sharkey</b>  <b>Borough Warden</b>  <b>Borough of Jewett City</b>  <b>28 Main Street</b>  <b>Jewett City, CT 0631</b>  <b>860-376-6405</b></p>
<p><b>Cheryl Allen Blanchard</b>  <b>First Selectman</b>  <b>Town of Sprague</b>  <b>1 Main Street</b>  <b>Baltic, CT 06330</b>  <b>860-822-3000</b></p>	<p><b>Fred B Allyn</b>  <b>Mayor</b>  <b>Town of Ledyard</b>  <b>741 Colonel Ledyard Highway</b>  <b>Ledyard, CT 06339</b>  <b>860-464-3221</b></p>
<p><b>Mr. Michael Purcaro</b>  <b>Town Administrator</b>  <b>Town of Vernon</b>  <b>14 Park Place</b>  <b>Vernon, CT 06066</b>  <b>860-870-3665</b></p>	<p><b>Elinor Carbone</b>  <b>Mayor</b>  <b>City of Torrington</b>  <b>140 Main Street</b>  <b>Torrington, CT 06790</b>  <b>860-489-2228</b></p>
<p><b>Mary Ann Chinatti</b>  <b>Town Planner</b>  <b>Town of Plainfield</b>  <b>8 Community Avenue</b>  <b>Plainfield, CT 06374</b>  <b>860-230-3028</b></p>	<p><b>Abigail St. Peter Kenyon, AICP</b>  <b>Director of Community Development</b>  <b>Town of Granby</b>  <b>15 North Granby Road</b>  <b>Granby, CT 06035</b>  <b>860-844-5318</b></p>
<p><b>Edward Carter</b>  <b>ZEO, Blight Officer &amp; Small Cities</b>  <b>Borough of Naugatuck</b>  <b>229 Church Street</b>  <b>Naugatuck, CT 06770</b>  <b>203-720-7208</b></p>	<p><b>Tabitha Harkin, LEED AP ND</b>  <b>Town Planner</b>  <b>Town of Groton</b>  <b>134 Groton Long Point Road</b>  <b>Groton, Connecticut 06340</b>  <b>(860) 446-5990</b></p>
<p><b>Lisa Metayer</b>  <b>Community Dev. Coordinator</b>  <b>Town of Plainville</b>  <b>1 Central Square</b>  <b>Plainville, CT 06062</b>  <b>860-793-0221</b></p>	<p><b>Mary Morrone</b>  <b>Municipal Agent for the Elderly</b>  <b>Town of Wolcott</b>  <b>Center Street</b>  <b>Wolcott, CT 06716</b>  <b>203-89-8100</b></p>

**STATE OF CONNECTICUT  
DEPARTMENT OF HOUSING  
GRANT ADMINISTRATION CERTIFICATION**

THE OFFICE OF HOUSING & COMMUNITY  
DEVELOPMENT CERTIFIES THAT

*Peter Testa*

*has successfully completed the CDBG 101 Grants Administration Training & Certification as a  
Certified Connecticut Grants Administrator (CCGA)*

Certified this 27<sup>th</sup> day of January, 2020

  
Miguel A. Rivera  
Housing & Community Development Director

  
Sella Mosquera Bruno  
Commissioner



Certificate expires: November 5, 2022

**STATE OF CONNECTICUT  
DEPARTMENT OF HOUSING  
GRANT ADMINISTRATION CERTIFICATION**

THE OFFICE OF HOUSING & COMMUNITY  
DEVELOPMENT CERTIFIES THAT

*Jessica Johnson*

*has successfully completed the CDBG 101 Grants Administration Training & Certification as a  
Certified Connecticut Grants Administrator (CCGA)*

Certified this 6<sup>th</sup> day of January, 2021

*Miguel A. Rivera*

Miguel A. Rivera  
Housing & Community Development Director



**CONNECTICUT**  
Department of Housing

*Seila Mosquera-Bruno*

Seila Mosquera-Bruno  
Commissioner

Certificate Expires: November 30, 2023


**STATE OF CONNECTICUT  
DEPARTMENT OF HOUSING  
GRANT ADMINISTRATION CERTIFICATION**

THE OFFICE OF HOUSING & COMMUNITY  
DEVELOPMENT CERTIFIES THAT

*Cynthia Testa*

*has successfully completed the CDBG 101 Grants Administration Training & Certification as a  
Certified Connecticut Grants Administrator (CCGA)*

Certified this 27<sup>th</sup> day of January, 2020

  
Miguel A. Rivera  
Housing & Community Development Director

  
Seila Mosquera-Bruno  
Commissioner



**CONNECTICUT**  
Department of Housing

Certificate expires: November 5, 2022

# Fee Schedule

## **Fixed Fee Schedule**

Invoicing will detail project address, task performed, and time spent. Billing occurs in 10<sup>th</sup> of an hour increments. Invoicing will establish category of administration which are General Administration and Program costs.

General Administrative Costs are costs associated with the overall management of the Program such as but not limited to, application intake and file set up, financial management, monthly reports to the Department of Housing and the Municipality, Semi-annual reports, fair housing and section 3 compliance.

Program costs are costs associated with the delivery of a project or projects. These costs include but are not limited to staff salaries, preparation of specifications, bid documents, construction contracts, wage rate compliance and review, inspections, reports and payments directly related to the delivery of a project or projects.

Per Diem Rates are as follows:

Classification	Rates
1. Principal in Charge	\$ 120.00 per hour
2. Rehabilitation Specialist	\$ 100.00 per hour
3. Administrative Assistant	\$ 70.00 per hour

Hourly rates shall include all normal operating costs of the Program Manager including routine reproduction costs, local travel, burden, overhead, and fringes. Local travel is defined as any travel or transportation expense within the State of Connecticut. Hourly rates do not include the cost of major reproduction of plans or specifications, advertising, or the cost of postage for mass mailings.

Compensation to A&E Services Group, LLC shall be based on the rates as listed above for projects approved, and administrative services required and provided under an approved Contract to be drafted by and between the Town & A&E Services Group, LLC.

# Sample Insurance





A&ESERV-01

MPAULINO

# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

TBD

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

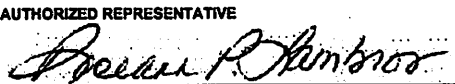
PRODUCER Lambert Corporation 1980 Main Street Stratford, CT 06615	CONTACT NAME:		
	PHONE (A/C, No, Ext): (203) 377-2300	FAX (A/C, No): (203) 386-9520	
INSURED  A&E Services Group LLC 145 Brooks Hill Rd Wolcott, CT 06716	E-MAIL ADDRESS:		
	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A : Citizens Insurance Company of America		
	INSURER B : The Hanover Insurance Company		22292
	INSURER C :		
	INSURER D :		
INSURER E :			
INSURER F :			

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR			OHED45668700			EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:						
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			OHED45668700			COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB DED <input checked="" type="checkbox"/> RETENTION \$ 0			OHED45668700			EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y <input checked="" type="checkbox"/> N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	WHED45668500			PER STATUTE <input checked="" type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

<b>CERTIFICATE HOLDER</b>  *****SAMPLE***** <b>COVERAGE TYPES AND AMOUNTS TYPICAL COI ISSUED UPON CONTRACT AWARD</b>	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 



# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

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**File #:** 22-305

**Agenda Date:** 9/14/2022

**Agenda #:** 6.

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## FINANCIAL BUSINESS REQUEST (FBR)

### **Motion/Request:**

MOTION to approve a bid waiver to CLA Engineers in the amount of \$25,100 for technical services related to streamlining and consolidation of ordinances and creation of technical standards for roads, drainage, and other work in the Town rights-of way.

### **Background:**

The Town's road and drainage ordinances are dated, and additional road right-of-way and stormwater management ordinances have been created to deal with specific issues beyond technical standards associated with these areas. This has been needed for some time, and serious efforts have been undertaken to update the road ordinance, but these have fallen short of ultimate action.

A central part of the initiative would be to separate technical standards into a single reference that would be independently, and more readily maintained/updated. Another important facet of this initiative would be streamlining the ordinance side by consolidating and updating the administrative requirements in managing and enforcing standards as applied to infrastructure in Town rights-of-way. Additionally, specific recommendations would be generated to synchronize Land Use regulations with the new standards and revised ordinance(s).

CLA Engineers is presently the Town's technical agent in providing substantial assistance in the management of administrative efforts toward compliance with the Municipal Separate Storm System (MS4) program. CLA Engineers operates under a standing bid waiver in this capacity. A significant portion of this effort overlaps with the MS4 area, but a number of elements are outside of this. Therefore, a bid waiver would be needed to engage them directly for this work.

I will be working closely with CLA to incorporate any other ordinance elements necessary to bring our guidelines up to date (e.g., road cut permitting and restoration).

CLA's proposal is attached for further review and consideration.

### **Department Comment/Recommendation:**

I recommend proceeding with this initiative. No additional funding is needed at this time. I will use appropriated FY23 funding in account 10140101-53300 (Professional/Tech Services) and will seek supplemental funding only if necessary. This is uncertain at this time depending on the amount of regular MS4 activity that is required this year.

### **Finance Director Comment/Recommendation:**

Account 10140101-53300 (Professional/Tech Services) is budgeted for \$70,000 and currently has an unencumbered, remaining balance of \$26,250.


**Mayor Comment/Recommendation:**  
(type text here)


**Meeting Action Details:**

**Finance Cmt Meeting 9/7/2022**

**File #:** [22305 <https://ledyardct.legistar.com/LegislationDetail.aspx?ID=5808615&GUID=BF936A7F-1414-4C62-BBBF-CFAF311DF291>](https://ledyardct.legistar.com/LegislationDetail.aspx?ID=5808615&GUID=BF936A7F-1414-4C62-BBBF-CFAF311DF291) Version: 1

**Type:** Financial Business Request (FBR) 

**Title:** MOTION to approve a bid waiver to CLA Engineers in the amount of \$25,100 for technical services related to streamlining and consolidation of ordinances and creation of technical standards for roads, drainage, and other work in the Town rights-of way. 

**Mover:** [Jim Ryan <https://ledyardct.legistar.com/PersonDetail.aspx?ID=272276&GUID=217F0B4F-15D9-4CA3-B8DB-37D6E88E2114>](https://ledyardct.legistar.com/PersonDetail.aspx?ID=272276&GUID=217F0B4F-15D9-4CA3-B8DB-37D6E88E2114) **Seconder:** [Bill Saums <https://ledyardct.legistar.com/PersonDetail.aspx?ID=272277&GUID=C70785B4-9E4F-4F98-AA21-78986FB8912D>](https://ledyardct.legistar.com/PersonDetail.aspx?ID=272277&GUID=C70785B4-9E4F-4F98-AA21-78986FB8912D) 

**Result:** Pass 

**Minues note:** Moved by Councilor Ryan, seconded by Councilor Saums Discussion: Public Works Director/Town Engineer Steve Masalin explained that the Town's road and drainage ordinances were dated, and additional road right-of-way and stormwater management ordinances have been created to deal with specific issues beyond technical standards associated with these areas. He stated rewriting the ordinances have been needed for some time, and although efforts have been undertaken to update the road ordinance, that the work has fallen short of ultimate action. Mr. Masalin went on to explain that a central part of the initiative would be to separate the technical standards into a single reference that would be independent from the Ordinance, and be more readily maintained/updated, as the State currently does with their technical standards. He stated another important facet of this initiative would be to streamline the Ordinances by consolidating and updating the administrative requirements in the managing and enforcing standards, as applied to the infrastructure in Town rights-of-way. He stated in addition, specific recommendations would be generated to synchronize the Land Use Regulations with the new standards and the revised Ordinance(s). Mr. Masalin stated CLA Engineers was currently operating under a Standing Bid Waiver as the Town's technical agent in providing substantial assistance in the management of administrative efforts toward compliance with the Municipal Separate Storm System (MS4) program. He stated because a significant portion of updating the technical standards of the town's ordinances overlapped with the MS4 area, that he was requesting a bid waiver to engage them directly for their technical work related to rewriting Town's road and drainage ordinances. Mr. Masalin concluded by stating that he would be working closely with CLA to incorporate any other ordinance elements necessary to bring the town's guidelines up to date (e.g., road cut permitting and restoration). He noted CLA's proposal was included in the Agenda packet on the meeting portal for further review and consideration. He stated that no additional funding was needed at this time, explaining that he planned to use funding appropriated to Account 10140101-53300

(Professional/Tech Services) in the Fiscal Year 2022/2023 Budget (\$70,000 was budgeted; remaining balance of \$26,250). He stated because the amount of regular MS4 activity was uncertain that should additional funding be necessary that he would seek supplemental funding at that time. Mayor Allyn, III, addressed the many hats Public Works Director/Town Engineer Steve Masalin wears. Therefore, he stated this was a good opportunity to bring in a consultant to help supplement the work that Mr. Masalin does. He noted prior to the passing of Mr. Bob Lamb in 2014, that he addressed the need and importance to update Ordinance #300-25 "*An Ordinance Regulating the Addition of Any New Street or Highway to the Highway System of the town of Ledyard*". VOTE: 2- 0 Approved and so declared

Action: Recommended for Approval

# CLA Engineers, Inc.

Civil • Structural • Survey

317 MAIN STREET • NORWICH, CT 06360 • (860) 886-1966 • (860) 886-9165 FAX

February 24, 2022  
(Revised August 17, 2022)

Mr. Steve Masalin  
Director of Public Works  
Ledyard Town Hall  
741 Col. Ledyard Highway  
Ledyard, CT 06339

RE: Proposal – Town Ordinance Review and Technical Standards Consolidation  
Ledyard, CT  
CLA-p3605

Dear Steve:

The following is our proposal for providing professional engineering services to review and consolidate the Town's current Ordinances and Technical Standards as they pertain to stormwater management, roadway design and the new requirements set forth in the Small Municipal Separate Storm Sewer Systems (MS4) Permit.

## **Project Understanding**

The Town's current requirements governing the technical design of public and private development is disseminated across multiple Ordinances including a 'Road' Ordinance and two 'Stormwater' Ordinances.

The creation of a single Technical Standards Document for Land Development and Roadway Construction would provide for a single reference to which all Regulations (including the Subdivision and Zoning Regulations) would refer. Updates to technical standards occur as new products and practices are adopted within the environmental and engineering industries. Updates to technical standards would be conducted administratively under the authority of the Public Works Director without the need for Town Council approval process.

## **Scope of Services**

1. Collect, digitize and review existing town Regulations and Ordinances to identify references to technical standards including:
  - a. Ordinance 300-016 Stormwater Ordinance
  - b. Ordinance 300-017 Regulating the Management of Stormwater Runoff
  - c. Ordinance 300-025 Regulating the Addition of Any New Street or Highway to the Highway System of the Town of Ledyard
  - d. Subdivision Regulation
  - e. Zoning Regulations
  - f. Inland Wetlands and Watercourses Regulations
2. Create outline of Technical Standards Document and submit for Review
3. Meet with Client to review and update Document outline

4. Update existing town technical standards to ensure compliance with current industry practices and specifications.
5. Update existing design requirements to ensure compliance with current environmental policy and guidelines and the General Permit for the Discharge of Stormwater from Small Municipal Separate Storm Sewer Systems (MS4 General Permit).
6. Create a singular Technical Standards Document for Land Development and Road Construction Document (Microsoft Word and Adobe PDF format).
7. Review and update Standard Infrastructure Details for incorporation into the Technical Standards Document (assume approx. 40 details).
8. Provide 'Redline' recommendations for revisions to Subdivision and Zoning Regulations for review and comment.
9. Extract technical requirements from drainage and roadway Ordinances
10. Address comments from Preliminary Submission and submit Final Submission

**Deliverables**

1. Technical Standards Document for Land Development and Roadway
2. Recommendations for revisions to Subdivision and Zoning Regulations.
3. New consolidated roadway and drainage Ordinance stripped of technical requirements.

**Fee Schedule**

The above engineering services are proposed at the following lump sum fees to be billed monthly based on work complete:

1. Create Technical Standards Document Outline (Tasks 1 thru 3)	\$ 4,200.00
2. Preliminary Submission (Tasks 4 thru 8)	\$ 18,200.00
3. Final Submission (Task 9)	\$ 2,700.00

**Total Fee**      **\$ 25,100.00**

Thank you for the opportunity to submit our proposal for engineering services and we look forward to hearing from you.

Sincerely,



Robert A. DeLuca, P.E.



# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

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**File #:** 22-417

**Agenda Date:** 9/14/2022

**Agenda #:** 7.

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## FINANCIAL BUSINESS REQUEST (FBR)

### **Motion/Request:**

MOTION to authorize the BOE to spend up to \$146,558 from Account #21070101-58261 (BOE CNR Ag-Science) as outlined in the Board of Education Fiscal Year 2021/2022 Supplemental Spending Plan for Agri-Science Program.

### **Background:**

For Fiscal Year 2021/2022 the town was slated to receive \$997,428 in their Fiscal Year 2022 Agricultural Technology Education (ASTE) grant from the State.

**Town Council Meeting 3/9/2022:** At the Board of Education's request the Town Council authorized the BOE to spend 695,736 of the ASTE Funding.

In addition, the Town Council transferred and appropriated the remaining \$301,692 from Account 10188210-59300 (Transferred Funds) to Account #2101402-49002 (CNR Transfers In). (see attached)

In a letter dated *September 2, 2022* the Board of Education has submitted a Fiscal Year 2021/2022 Supplemental ASTE Spending Plan in the amount of \$146,558 and has requested authorization to spend these funds from the BOE CNR Ag-Science Account #21070101-58261 and to appropriate any remaining to the appropriate CNR Account designated for the Agricultural Science (Agri-Science) Program.(see attached)

### **Department Comment/Recommendation:**

(type text here)

### **Finance Director Comment/Recommendation:**

The transfer of ASTE funding received by the town in excess of the budgeted appropriation (\$301,692) as previously approved by the Council on March 9, 2022 has already taken place. There is no additional funding to be transferred.

### **Mayor Comment/Recommendation:**


(type text here)


### **Meeting Action Details:**

**Finance Cmt Meeting 9/7/2022**

File #: [22417 <https://ledyardct.legistar.com/LegislationDetail.aspx?ID=5814180&GUID=892DF58D-A5DB-4DDF-90C6-C413DE8E67A8>](https://ledyardct.legistar.com/LegislationDetail.aspx?ID=5814180&GUID=892DF58D-A5DB-4DDF-90C6-C413DE8E67A8) Version: 1

Type: Financial Business Request (FBR) 

Title: MOTION to authorize the BOE to spend up to \$146,558 as outlined in the Board of Education Fiscal Year 2021/2022 Supplemental Spending Plan for Agri-Science Program from Account #21070101-58261 (BOE CNR Ag-Science). 

Mover: [Tim Ryan <https://ledyardct.legistar.com/PersonDetail.aspx?ID=272276&GUID=217F0B4F-15D9-4CA3-B8DB-37D6E88E2114>](https://ledyardct.legistar.com/PersonDetail.aspx?ID=272276&GUID=217F0B4F-15D9-4CA3-B8DB-37D6E88E2114) Seconder: [Bill Saums <https://ledyardct.legistar.com/PersonDetail.aspx?ID=272277&GUID=C70785B4-9E4F-4F98-AA21-78986FB8912D>](https://ledyardct.legistar.com/PersonDetail.aspx?ID=272277&GUID=C70785B4-9E4F-4F98-AA21-78986FB8912D) 

Result:  

Action:  Recommended for Approval  | -

Moved by Councilor Ryan, seconded by Councilor Saums

Discussion: Board of Education Director of Facilities and Grounds Wayne Donaldson stated the requested \$146,558 was to enhance the Ag-Science Program. He stated the List was developed by the Ag-Science Director and included equipment and items to support their curriculum needs.

Councilor Saums went on to note in a letter dated September 2, 2022 the Board of Education has submitted a ***Fiscal Year 2021/2022 Supplemental ASTE Spending Plan*** in the amount of \$146,558 and has requested:

- (1) Authorization to spend these funds from the BOE CNR Ag-Science Account #21070101-58261; and
- (2) To appropriate any remaining to the appropriate CNR Account designated for the Agricultural Science (Agri-Science) Program.

Finance Director Matthew Bonin provided some background noting for the Fiscal Year 2021/2022 the town was slated to receive \$997,428 in the Agricultural Technology Education (ASTE) grant from the State. He stated at their March 9, 2022 meeting the Town Council authorized the Board of Education to spend 695,736 of the ASTE Funding. He stated the Town Council's action also included transferring and the remaining balance in the amount of \$301,692 from Account 10188210-59300 (Transferred Funds) to Account #2101402-49002 (CNR Transfers In).

Mr. Bonin went on to note that the ASTE Funding was received in three payments. He stated all three payments have been received and the funding has been transferred as previously approved by the Council on March 9, 2022 has already taken place. Therefore, he stated no additional funding needed to be transferred Account #2101402-49002 (CNR Transfers In).

Superintendent of Schools Jason Hartling thanked Mr. Bonin for providing the background regarding the

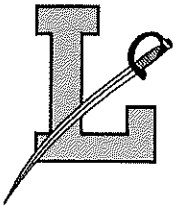


ASTE Funding and he noted that the request to transfer the any remaining to the appropriate CNR Account designated for the Agricultural Science (Agri-Science) Program was extraneous to make sure the funding had been transferred to the appropriate account.

Councilor Saums stated the ASTE Funding must be spent on the Ag-Science program; and he explained rather than use the funding for on-going operational expenses that Ledyard has chosen to spend the funds on capital or one-time expenses. He stated he was comfortable with allocating the ASTE Funding as recommended by the Ag-Science Director.

VOTE: 2 - 0 Approved and so declared

Action: Recommended for  
Approval



# Ledyard Public Schools

Administrative Offices

September 2, 2022

Mr. Kevin Dombrowski  
Chair, Ledyard Town Council  
Town of Ledyard  
741 Colonel Ledyard Highway  
Ledyard, CT 06339

Dear Chairman Dombrowski:

The Ledyard Board of Education (BOE) has reviewed and approved several actions for request and communication to the Ledyard Town Council (TC). The BOE respectfully requests your review and subsequent actions where applicable.

1. Notification to TC that the Gales Ferry Classroom Renovation Project has been completed for the opening of school. The classrooms are beautiful and the students and teachers appreciate your continued support. While not requiring any formal action nor impacting the overall budget, there was a slight overage on painting that was covered from the original flooring budget. The Permanent Municipal Building Committee (PMBC) is also aware.
2. Attached is a proposed supplemental spending plan for the Agricultural Science Program at Ledyard High School. The \$146,558 spending plan was developed by the program team in coordination with district administration. The request is to utilize remaining funds from the last Fiscal Year (2022) ASTE Revenue. It is further requested that per previous TC action that any remaining funds from FY 2022 ASTE be transferred to the appropriate CNR account designated for our Agricultural Science Program.
3. The BOE and PMBC have been notified by the State of CT of required changes to our project proposals for the Gales Ferry roofing project. The State is requiring TC to authorize an increased bid of \$50.00 per ft. In addition, The State has determined that the construction of GFS was not accepted until 2006, and therefore will receive reimbursement on only 75% of the total approved project cost. Both of these changes require TC approval/acknowledgement. Further details and cost breakdowns are provided in an enclosed attachment #2.
4. The BOE and PMBC have been notified by the State of CT of required changes to our project proposals for the Juliet W. Long roofing project. The State is requiring TC to authorize an increased bid of \$50.00 per ft.. As in item 3 above, further details and cost breakdowns are provided in an enclosed attachment #2.

Attachment 2

Gales Ferry & Juliet Long School Roof and HVAC Projects

When applying for the state grant for the roof projects Ledyard Public Schools (LPS) was informed that due to recent inflation the State of Connecticut expects to see estimates in the range of \$50.00 per square foot. LPS original estimates were based on \$35.00, and a figure of \$38.00 was submitted for town approval to allow for escalation of costs until the project started construction the following year.

The State also stated that the Gales Ferry Roof was not 20 years old and would receive reimbursement on only 75% of the project cost. The State's explanation was that the Board of Education did not officially accept the project until 2006 even though the school opened for students in 1999.

The State also required documentation from the town council that acknowledges that they are aware that full reimbursement for the Gales Ferry roof will be reduced by 20% based on a replacement in the summer of 2023. The States records show that the date of acceptance by the Board of Education was in 2006 well after the building was opened.

Based on this information the following chart details the cost changes the State is requesting prior to "approval of the project":

School	Original Request	New Request	Difference	State Share	Town Share
Gales Ferry	\$1,845,000	\$2,427,000	\$582,000	\$362,818	\$219,182
Juliet Long	\$1,375,000	\$1,809,000	\$434,000	\$270,555	\$163,445
Central Office	\$200,000	\$263,000	\$63,000	\$20,267	\$42,733
total	\$3,375,000	\$4,499,000	\$1,079,000	\$653,640	\$425,360
Federal Inflation Reduction Act funding for Solar installations paid 12 months after solar installation.					(\$231,524)
Estimated increase to town share for roof and solar installation					\$198,836

Part of the recently passed Inflation Reduction Act allows the renewable energy credits to be passed through to municipalities and other non profit organizations. Previously these would have gone to the vendor supplying the system. As shown above this will significantly decrease the Town's share of the cost increases on the roof portion of the project.

The JWL HVAC System may now be eligible for grants that are scheduled to be released in the late fall. The project was 100% town cost and the State reimbursement would offset some of the increased costs.

It is important to note that final bids may result in costs that are below what the State is currently requiring for our projection, which may result in an overall lower cost to the Town.

Mr. Dombrowski, Chair  
Ledyard Town Council

It is important to note that while item 3 and 4 above result in additional cost burden to the town, our overall project cost may be mitigated by the Inflation Reduction Act. The act allows the renewable energy credits to be passed through to municipalities and other non profit organizations. Previously these would have gone to the vendor supplying the system. Additionally, the approved HVAC system at JWL may also be eligible for State grants scheduled for release this fall.

Should you or any of the Town Councilors have any questions, please let me know. The Board of Education, Superintendent and our Director of Facilities are available.

Sincerely,



Jason S. Hartling  
Superintendent of Schools

Cc: Anthony R. Favry, Chair, Ledyard Board of Education  
William Saums, Chair, Ledyard Town Council Finance Committee  
Fred Allyn III, Mayor

ASTE Spring 2022 Wish List					Attachment #1
Item	Description	Educational Value to Students/Purpose	Estimate	Actual Price	Vendor
Kidding Panels	Behlen Country Gray 8'x4' Kidding Panel	To allow for additional pasture space for the livestock.	3,585		Shagbark
Kidding & Lambing Supplies	Lambing jug panels and birthing supplies	To provide adequate lambing and kidding space requirements to promote successful birthing	1,790		Premier 1
Boat Canoe Trailer	6 place canoe/kayak trailer	To store and transport our departmental canoes	5,000		My Sports Boat
Reptile & Bird Cages	Custom reptile & bird cages	To house reptiles and birds with appropriate heating, ventilation and space	45,000		Will vary
Fiberglass Step Ladder	10 foot fiberglass step ladder	To have students safely grab equipment and materials from the overhead storage	250		Home Depot
Greenhouse Supplies	Propagation mats, fertilizer, soil, vermiculite	To start seeds for student sales. To teach students how to make their own soil	3,252		<a href="#">890 and 2362</a>
FFA Supplies	FFA Jackets, Certificates, Manuals	To provide students with FFA jackets to borrow at FFA events, provide certificates for awards and FFA manuals for curricular activities.	1,000		National FFA
AgSci Student Bathrooms	Additional Lockers for Students	We need additional units for our female students.	6,600		C & A Distributors Inc.
Calf Hutch	Calf hutch with inside hay rack	To provide appropriate housing for small ruminants	1,700		Farmer Boy
Veterinary Supplies	Lift table, catherers, blood pressure monitor, exam lights	To create a replica of a veterinary hospital with a variety of veterinary tools and equipment	15,000		Patterson Veterinary
FFA Official Dress	Official Dress, Slacks, Skirts, Shirts	To provide FFA Official Dress for students to borrow to attend FFA events	1,155		Amazon
Small Animal Supplies	Rabbit supplies	To provide the rabbits with necessary supplies and enrichment	1,148		Amazon
Hydroponics Supplies	FloraGro, Starter Plugs	Provides students with appropriate equipment and supplies to sustain the current hydroponics systems in the aquaponics greenhouse	1,648		Farm Tek
Fish Tank Display	Fish tank and display materials and supplies	To create a professional fish tank exhibit in the AgSci office	9,400		Wet Pets Emporium
Water Garden Supplies	Regenerative blower, pumps, digital temp controls	This equipment will be used to run the water garden and aquaculture lab	2,880		Pentair
Aquarium Supplies	Filters	Provides our students with the opportunity to upgrade and maintain the current aquaculture filtration equipment.	758		Amazon
Livestock Supplies	Variety of enrichment for the livestock	To provide the livestock with mental and physical stimulation	2,750		Amazon
Ag Mechanics Supplies	Variety of deck screws and nails	To construct construction projects	375		Home Depot

Ag Mechanics Tools	Variety of tools and supplies	To provide students with additional tools to work in smaller groups	3,200	Amazon
Welder	Welder, welding gloves	To provide students with an additional welder and supplies	4,200	Airgas
Filter supplies	Filter bags	To replace the filter bags for the Air Filters in the shop	1,147	A.J. Astle
Agricultural Mechanics Supplies	A variety of band saws, flute tap, etc	To provide students with additional agricultural mechanics experiences using saws	2,395	MSC Industrial
Small Animals	A variety of small animals	To ensure healthy history and age while providing students with experiences with different companion and small exotic species	750	Various Vendors
Small Animal Bedding	Small animal bedding	To reduce the rising costs of animal bedding	1,500	Flemings Feed Store
Horticulture Printer	Tag & Label Printer	To create on-demand printing for flower and vegetable tags	1,790	Griffin Greenhouse
Rodent Repellent Plants	A variety of rodent repellent plants for the side of the barn	To help keep rodents from overtaking the barn	5,000	Quote from Wayne
Paving Barn Driveway	Pavement	To reduce the loss of gravel during the winter and other soil movement	4,000	Quote from Wayne
Livestock Wash Rack	Concrete and metal	To create a space to wash the livestock	1,500	Quote from Wayne
Gravel	Yards of gravel	To store the trailers and prevent moisture causing rust from the wet grass. Reduce the need for mowing or weedwacking by using gravel (trailers are up near the barn)	2,000	Quote from Wayne
Industry Certification Programs	A variety of industry certification programs	To provide students with an opportunity to obtain industry certifications within our agricultural pathways	2,740	<a href="#">iCEV, ACT, ProTrainings</a>
Electrical Supplies	Greenhouse	Electric supplies for the greenhouse	1,448	Granite City
Cabinets	Cabinetry for Horticulture Classroom	With the updated painting and floors, the cabinets that were in the room need to be replaced, if possible. We will delete other items from the list to match this price.	11,597	Hertz Furniture
			<b>146,558</b>	
			<b>146,558</b>	

Cell: A13

Note: This is a duplicate of #21

-Robert Williams  
Thanks

Mrs. Devon O'Keefe  
Instructional Leader, Agri-Science Department  
Animal Science Teacher  
24 Gallup Hill Road  
Ledyard, CT 06339  
(Phone) 860-464-9600 ext. 2128  
(Fax) 860-464-1990  
[www.ledyardagriscience.com](http://www.ledyardagriscience.com) <<http://www.ledyardagriscience.weebly.com>>

\*Lear\*\*ning to Do, Doing to Learn, \*\*Earning\*\* to Live, Living to Serve\*

\*\*\*FFA makes a positive difference in the lives of students by developing their potential for \*premier leadership\*, \*personal \*\*growth\* and \*career success\* through agricultural education."  
-Devon O'Keefe