



TOWN OF LEDYARD
 CONNECTICUT
 TOWN COUNCIL
 HYBRID FORMAT

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

Chairman Kevin J. Dombrowski

MINUTES
 ADMINISTRATION COMMITTEE
 REGULAR MEETING

Wednesday, January 11, 2023

5:30 PM

Town Hall Annex Building

DRAFT

- I. CALL TO ORDER – The Meeting was called to order by Councilor Ingalls at 5:30 p.m. at the Council Chambers Town Hall Annex Building.

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

II. ROLL CALL-

Attendee Name	Title	Status	Location	Arrived	Departed
Andra Ingalls	Committee Chairman	Present	In-Person	5:30 pm	5:49 pm
Whit Irwin	Town Councilor	Present	In-Person	5:35 pm	5:49 pm
Mary McGrattan	Town Councilor	Present	In-Person	5:30 pm	5:49 pm
Kevin Dombrowski	Chairman	Present	In-Person	5:30 pm	5:49 pm
S. Naomi Rodriguez	Town Councilor	Present	In-Person	5:30 pm	5:49 pm
Scott Johnson, Jr.	Director of Parks & Recreation and Senior Citizens	Present	Remote	5:30 pm	5:49 pm
Roxanne Maher	Administrative Assistant	Present	In-Person	5:30 pm	5:49 pm

III. CITIZENS' COMMENTS – None.

IV. INFORMATIONAL ITEMS

1. Mr. Love’s e-mail dated December 21, 2022 re: Proposal to combine the Parks and Recreation Commission and the Senior Citizens Commission.

V. REVIEW AND APPROVAL OF PRIOR MEETING MINUTES

MOTION to approve the Regular Meeting Minutes of December 14, 2022
 Moved by Councilor McGrattan, seconded by Councilor Irwin

VOTE: 3 – 0 Approved and so declared

VI. OLD BUSINESS

1. Proposed amendments to Ordinance #100-016 (rev 1) “*An Ordinance Combining (or Merging) Parks And Recreation Commission and Senior Citizens Commission for the Town of Ledyard*”.

Councilor Ingalls noted that she responded to Mr. Love’s e-mail dated December 21, 2022 in which he expressed concern that the joining of the two commissions would only benefit the Senior Citizens Commission.

The Administration Committee reviewed the proposed amendments to Ordinance #100-016 (rev 1) “*An Ordinance Combining (or Merging) Parks And Recreation Commission and Senior Citizens Commission For The Town of Ledyard*” as contained in draft dated December 14, 2022 and agreed to add clarifying language as noted in the draft dated January 11, 2023 below which included language to highlight the financial benefit to the town.

DRAFT: *1/11/2023*

Ordinance: # 100-016 (*rev 1*)

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

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

Section 1. Purpose

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

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

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

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

Section 2. Authority and Establishment of Commissions

(a) Parks and Recreation Commission

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

(b) Senior Citizens Commission

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

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

Section 3. Membership

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

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

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

Section 4. Terms of Appointment

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

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

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

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

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

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

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

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

Section 5. Implementation

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

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

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

Section 6 Responsibilities and Duties

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

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

Section 7. Severability

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

Section 8. *Cancellation and Amendment of Previous Ordinances*

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

Section 9. Effective Date

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

Adopted by the Ledyard Town Council on: _____

Kevin J. Dombrowski, Chairman

Approved / Disapproved on: _____

Fred Allyn, III, Mayor

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Revisions:

Parks and Recreation Commission

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

Senior Citizens Commission

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

History:

2023: Ordinance #100-014 “An Ordinance Creating A Parks and Recreation Commission for the Town of Ledyard” adopted on October 22, 2014; and Ordinance #100-106 “An Ordinance Establishing a Senior Citizens Commission for the Town of Ledyard were combined. The duties of both Commissions remained in place and some minor editorials were made throughout the document creating a Parks and Recreation and Senior Citizens Commission.

The Committee noted that they would forward the draft Ordinance to Senior Citizens Commission and Parks and Recreation Commission for their review and input. The Committee also agreed to solicit ideas from the two Commission for the title of the combined Commission, noting that they would continue to discuss the proposal at their February 8, 2023 meeting.

Councilor Ingalls provided an overview of the process, noting that once the Administration Committee finalizes the language of the proposed Ordinance that they would recommend the Town Council schedule a Public Hearing to receive citizens comments prior to the Town Council's consideration to act on the proposal to combine the two Commission.

RESULT: CONTINUED

Next Meeting: 2/8/2023 5:30 p.m.

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

VII. NEW BUSINESS

1. No Action on the Discussion and possible action on the MOTION to set a Hybrid (In-Person & Video Conference) Public Hearing date on March 22, 2023 at 6:30 p.m. to be held in the Council Chambers, 741 Colonel Ledyard Highway, to receive comments and recommendations regarding a proposed amendments to Ordinance #100-016 (rev 1) *An Ordinance Combining Parks And Recreation Commission and Senior Citizens Commission for the Town of Ledyard*” as contained in draft dated December 14, 2022.

RESULT: NO ACTION

Next Meeting: 02/06/2023 6:00 p.m.

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

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

Moved by Councilor Irwin, seconded by Councilor McGrattan

Discussion: Councilor Ingalls stated both of these Retirement Board members were interested in continuing to serve the town. She also stated that the members' respective parties have endorsed their reappointments and that the Board's Chairman noted that they were both good contributors at the meetings.

VOTE: 3 – 0 Approved and so declared

RESULT: 3– 0 APPROVED TO RECOMMEND

MOVER: Whit Irwin, Committee Member

SECONDER: Mary McGrattan, Committee Member

AYES: Andra Ingalls, Whit Irwin, Mary McGrattan

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

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

Moved by Councilor Irwin, seconded by Councilor McGrattan

Discussion: Councilor Ingalls stated both of these Farmers' Market Committee members were interested in continuing to serve on the Committee. She stated the Committee and the members' respective parties have endorsed their reappointment.

VOTE: 3 – 0 Approved and so declared

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

5. Any New Business proper to come before the Committee. – None.

VIII. ADJOURNMENT

Councilor Ingalls moved the meeting be adjourned, seconded by Councilor Irwin
VOTE: 3 - 0 Approved and so declared, the meeting was adjourned at 5:51 p.m.

Respectfully submitted,

Andra Ingalls
Committee Chairman