



TOWN OF LEDYARD

CONNECTICUT

TOWN COUNCIL

Chairman Kevin J. Dombrowski

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

June 29, 2023

Ms. Minna DeGaetano
10 Marla Avenue
Ledyard, Connecticut 06339

Dear Ms. DeGaetano:

CONGRATULATIONS! The Town Council, at its meeting on June 28, 2023 appointed you as a member of the *Committee to Review the Budget Process* to complete a four-month term ending October 31, 2023, serving as a representative from the Community-at-Large, in accordance with the attached Resolution #002-2023/Mar 23#001-016 (rev. 1) "*Resolution Establishing a Committee to Review the Budget Process*" as revised on June 28, 2023.

You will be contacted regarding the scheduling of the Committee's Organizational meeting at which time a Chairman, Vice-Chairman, and Recording Secretary will be selected, and the Committee will decide on its meeting schedule. This is a short-term assignment; with the Committee's final report due to the Town Council by October 27, 2023.

The Town's Meeting Portal (Granicus-Legistar) will aid you in preparation for the Committee to Review the Budget Process meetings by providing materials and supporting documentation, and other reference information. This technology has enabled the town to streamline processes and implement paperless meetings. Each month you will be electronically notified of the Committee to Review the Budget Process scheduled meeting. You can access this information by visiting the Town of Ledyard Website at: <https://www.ledyardct.org/> clicking on the "Agendas & Minutes" tab.

It is customary and traditional to be sworn-in by the Town Clerk prior to assuming your duties. Please bring a copy of this letter with you and try to have this accomplished as soon as possible.

Town Hall business hours are Monday through Thursday, 7:30 a.m. to 4:45 p.m. Should your schedule conflict with regular business hours, please call the Town Clerk's Office at 860.464.3257 to arrange a time to be sworn-in.

Thank you for your willingness to serve the Town of Ledyard.

Sincerely,

Kevin J. Dombrowski
Chairman

cc: Town Clerk