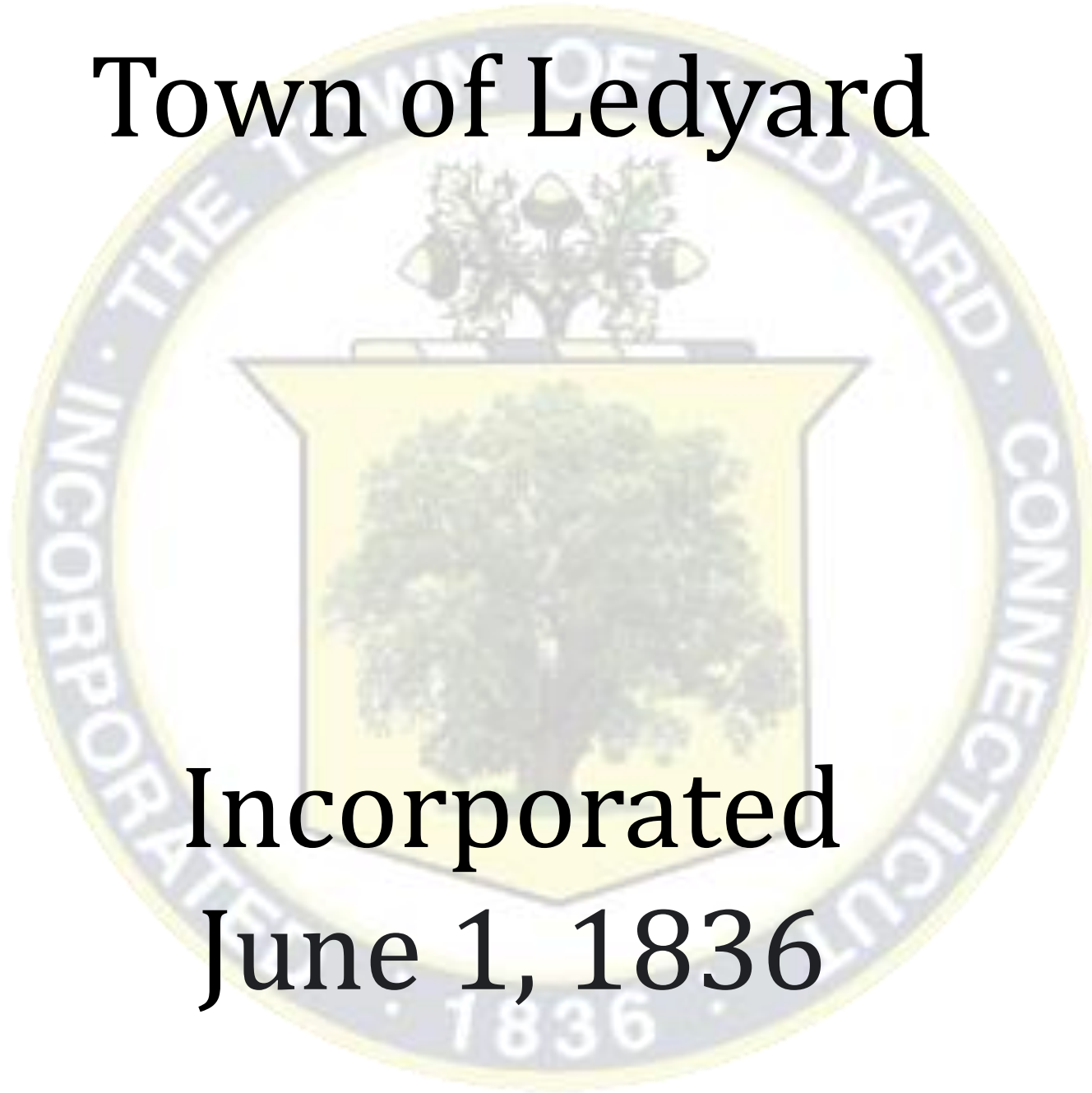


Town of Ledyard

Incorporated
June 1, 1836



Government Structure

- 1836 – 1971: The Town of Ledyard operated under a Board of Selectman form of Government.
- 1971: The Town Charter was adopted and the Town changed its form of Government from a Board of Selectman to a Mayor – Town Council Form of Government.

Governing & Guidance Documents

- *Connecticut General State Statutes*
- *Town Charter* (Also Know As “Home Rule”)
Home Rule gives towns the power to govern themselves within certain limits, as long as they don't violate state or federal law.

In Connecticut, a Municipal Home Rule does not override state statute if the matter is of **statewide concern**.

However, in areas of **local concern**, Municipal Charter provisions can prevail over general state statutes, though both state and municipal laws must be consistent with the state constitution.

Governing & Guidance Documents

(Continued)

Ledyard's Town Charter has been revised as follows:

- ✓ November 6, 1973
 - ✓ November 7, 1979
 - ✓ November 5, 1985
 - ✓ November 3, 2009
 - ✓ November 3, 2018
-
- ***Ordinance*** – Are local laws adopted by Town Council and are used for legislation intended to have a permanent and general effect. (Ledyard currently has 89 Ordinances)

Governing & Guidance Documents

(Continued)

- ***Resolution*** is used for a temporary or a special course of action such as a temporary committee or bond authorization documents and are usually less circumscribed than those for an ordinance.
- ***Policy*** is used to define a specific course of action that deals with procedures and processes, and are usually less circumscribed than those for an ordinance.
- ***Town Council Rules of Procedure*** – Each Town Council adopts *Rules of Procedure* that outlines how they operate.

Governing Documents

(Continued)

Connecticut General Statutes

Title 7 – Municipalities Chapter 98 - Municipal Powers

Freedom of Information Act (FOIA)

Connecticut State Statute Chapter 14

Link to the FOIA Site:

<https://portal.ct.gov/foi/quick-links/the-foi-act>

Roberts Rules of Order – For Parliamentary Procedure

Town of Ledyard Organizational Structure

Executive Branch

Mayor

Legislative Branch

Town Council

Electors

Residents/Voters

Mayor Elected by Voters – Term 4 Years

The Mayor serves as the Administrator and Chief Executive Officer of the Town

- Oversees the day-to-day operations of the Town relative to services and local laws.
- Oversees the day-to-day operations of Town Hall and Employees.
- Hiring and firing authority of town employees.
- Prepares Annual Budget to submit to Town Council (January – March).
- Makes recommendations to the Town Council (Policies, Contracts/Leases, Financial Business Requests (FBR) etc.).
- Initiates Insurance Claims with Connecticut Interlocal Risk Manager Agency (CIRMA).
Motor Vehicle (Police, Fire, Public Works, Parks & Recreation).
- Contracting Authority for routine services (Copiers, Water etc.).
- Contracting Authority with Town Council Approval (Grant Applications, Property Leases/Sale, etc.).

Mayor Appoints the following:

- ***Town Attorney*** - With Town Council Approval -Town Charter- Chapter VI; Section 1
- ***Town Clerk***-Town Charter -Chapter VI- Section 2
- ***Director of Finance***- Town Charter - Chapter VI; Section 4
- ***Director of Public Works***- Town Charter - Chapter VI - Section 5
- ***Director of Public Health***- Town Charter Chapter VI - Section 8
- **Chief Building Code Official** – Town Charter Chapter VI; Section 6
- ***Town Planner/EDC Director***- Town Charter - Chapter VI - Section 6
- ***Administrator of Emergency Services*** -Town Charter - Chapter VI - Section 6
- ❖ Except for the Treasurer, Town Council Administrative Assistant, Fire Marshal, Deputy Fire Marshals and Board of Education employees, the Mayor appoints all Town of Ledyard employees.

Mayor Appoints the following:

(Continued)

- ***Director of Civil Preparedness Emergency Management*** -Town Charter - Chapter VI - Section 6
- ***Cable TV Advisory Board*** – Connecticut General State Statute 16-331
- ***Conservation Commission*** – Connecticut General State Statute 16-3317-131 (a) Ordinance #300-018
- ***Eastern Regional Tourism***
- ***Economic Development Commission*** – Connecticut General State Statute 7-136 - Ordinance #300-020
- ***Public Safety Commission***-Town Charter - Chapter VI - Section 6
- ***Social Services Board*** - Town Charter - Chapter VI - Section 9 and Ordinance #100-011 (rev. 1)
- ***Zoning Board of Appeals*** - Town Charter - Chapter VI - Section 11- Ordinance #300-011 9rev. 1)

Town Council 9 Members
Elected by Voters- Term 2 Years

Town Charter Chapter III

The Town Council serves as the **Legislative Body** and **Financial Body** and **Investigative Authority** of the town and acts on the recommendations of the Mayor.

The Town Council can also act on its own.

• **Legislative Body (Town Council) Responsibilities:**

- ✓ **Ordinances** – Local Laws - Ordinance are used for legislation intended to have a permanent and general effect. Can be found on the town website at: [Ordinances | Ledyard, CT - Official Website](#); and are available in the Town Clerk's Office.
- ✓ **Resolutions** - One and Done – Resolutions are used for a temporary or a special course of action such as a temporary committee or bond authorization documents and are usually less circumscribed than those for an ordinance. Resolutions are available in the Town Clerk's Office.
- ✓ **Policy** – Policies and Procedures are used to define a specific course of action that deals with procedures and processes, and are usually less circumscribed than those for an ordinance.
- ✓ **Investigations** – Per Town Charter Chapter III; Section 9 and Fraud Policy adopted on May 28, 2014
- ✓ **Job Descriptions**
- ✓ **Appointments** to Town Committees/Commissions/Boards

Financial Body (Town Council) Responsibilities :

- ✓ Annual Budget
- ✓ Financial Business Requests (FBR)
- ✓ Sale/Purchase/Lease of Town Property
- ✓ Leases/Contracts
- ✓ Grant Applications

The Town Council is comprised of the following Subcommittees
Sub Committees are comprised of 3 members of the Town Council

The Town Council's Sub Committees researches topics, conducts due diligence and makes recommendations to the Town Council.

- ***Administration Committee*** – Addresses Appointments, Job Descriptions, drafts Ordinances, Resolutions, Policies and other administrative duties.
- ***Community Relations Committee for Diversity, Equity & Inclusion*** – Works to be an Advocate and a Resource for the community by listening, communicating, and engaging with the community, to ensure all residents receive fair and equal access to town services.

The Town Council is comprised of the following Subcommittees
Sub Committees are comprised of 3 members of the Town Council

(Continued)

- ***Finance Committee*** – Prepares and provides oversight of the Annual Budget, reviews Grant Applications, Bond Authorization Documents, Ordinances, budget appropriations, transfers and expenditures.
- ***Land Use/Planning/Public Works Committee*** – Reviews purchase, sale, lease, disposal and use of town-owned property and other land use related issues. In addition, they draft Ordinances, Resolutions, Policies pertaining to land use matters.

Town Council Appoints the Following

- ***Town Treasurer*** – Town Charter Chapter IV; Section 1
- ***Town Council Administrative Assistant***
- ***Fire Marshall*** – Town Charter Chapter IV; Section 2
- ***Deputy Marshall*** – Town Charter Chapter IV; Section 2
- ***Agricultural Commission*** – Ordinance #300-022 (Rev.1)
- ***Board of Assessment Appeals*** – Town Charter Chapter IV; Section 5; Ordinance #

Town Council Appoints the Following

- ***Building Code Board of Appeals*** – Town Charter Chapter IV; Section 5; Connecticut State Statutes 29-266; Ordinance #300-001
- ***Cemetery Committee*** – Ordinance #100-009
- ***Historic District Commission*** – Ordinance #300-019
- ***Ledyard Housing Authority*** – Ordinance #100-010
- ***Inland Wetland & Watercourses Commission*** – Town Charter Chapter VI; Section 4 – Ordinance #

Town Council Appoints the Following

- ***Ledyard Beautification Committee*** – Ordinance #100-008
- ***Ledyard Farmers' Market Committee*** – Ordinance #100-020
- ***Library Commission*** – Ordinance #100-013
- ***Retirement Board*** – Ordinance #200-010 (Rev .1)
- ***Parks, Recreation & Senior Citizens Commission*** – Ordinance #100-016 (Rev.1)

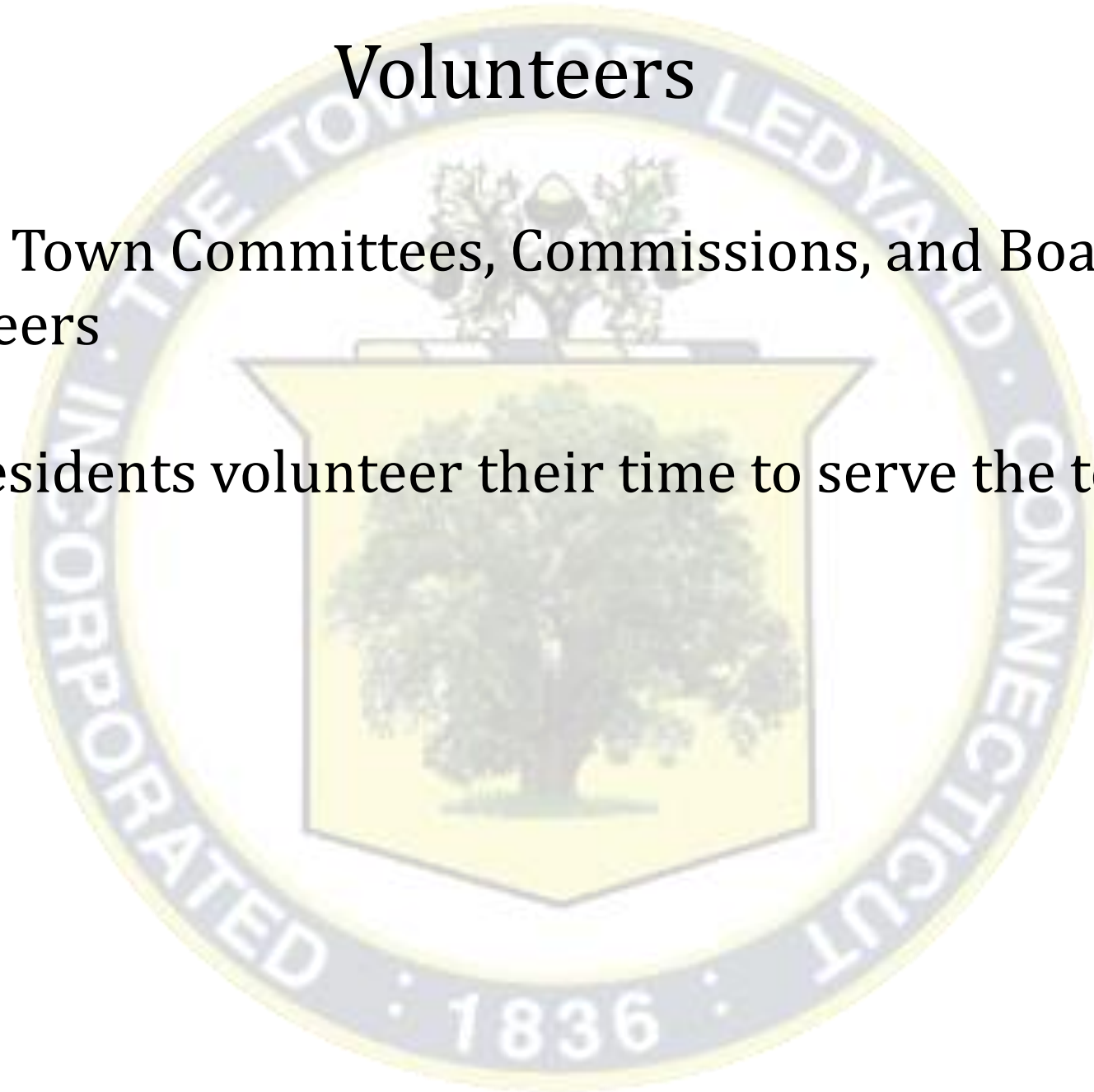
Town Council Appoints the Following

- ***Permanent Municipal Building Committee*** – Town Charter Chapter VI; Section 7; Ordinance #100-015 (Rev.1)
- ***Planning & Zoning Commission*** – Town Charter Chapter VI; Section 3; Ordinance #300-005
- ***Southeastern Connecticut Regional Resources Recovery Authority*** (SCRRRA) – Resolution
- ***Southeastern Connecticut Water Authority*** (SCWA) Resolution
- ***Water Pollution Control Authority*** – Ordinance #400-001

Volunteers

Ledyard has 26 Town Committees, Commissions, and Boards that are filled by volunteers

187 Ledyard Residents volunteer their time to serve the town.



Apply on-line to Volunteer to serve your community.

[Commissions, Committees & Boards | Ledyard, CT - Official Website](#)

