



TOWN OF LEDYARD
CONNECTICUT
TOWN COUNCIL

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

Chairman Kevin J. Dombrowski

HYBRID FORMAT
MINUTES
COMMUNITY RELATIONS COMMITTEE
REGULAR MEETING

Wednesday, November 16, 2022

6:30 PM

Town Hall Annex-Video Conference

DRAFT

- I. CALL TO ORDER – The Meeting was called to order by Councilor Paul at 6:30 p.m. at the Council Chambers - Town Hall Annex Building.

Councilor Paul welcomed all to the Hybrid Meeting. He stated for the Town Council Community Relations 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-Insite Meeting Portal.

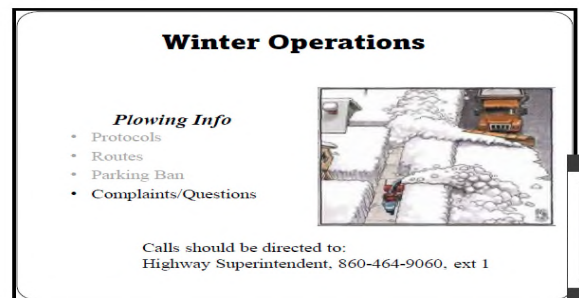
II. ROLL CALL-

Attendee Name	Title	Status	Location	Arrived	Departed
Gary Paul	Committee Chairman	Present	In-Person	6:30 pm	8:02 pm
John Marshall	Town Councilor	Present	In-Person	6:30 pm	8:02 pm
Bill Saums	Town Council	Present	Remote	6:30 p.m.	8:02 pm
Kevin Dombrowski	Chairman	Present	In-Person	6:30 pm	8:02 pm
Mary McGrattan	Town Council	Present	Remote	6:30 p.m.	8:02 pm
S. Naomi Rodriguez	Town Council	Present	In-Person	6:30 p.m.	8:02 pm
Steve Masalin	Public Works Director	Present	In-Person	6:30 pm	8:02 pm
Roxanne Maher	Administrative Assistant	Present	Remote	6:30 pm	8:02 pm
Residents	3 Residents	Present	In-Person	6:30 pm	8:02 pm

- III. CITIZENS' COMMENTS – None.

IV. INFORMATIONAL ITEMS –

1. Public Works Director/Town Engineer Steve Masalin reviewed a PowerPoint presentation outlining the services the Public Works Department provides to the town and its residents as follows:



Mailboxes


The Public Works Department will repair damaged mailboxes only if damage is the result of direct contact with the plow.

Damage will not be repaired by the Town if it is the result of:

- contact by only slush or snow
- improper installation, placement, or deteriorated condition of its post or support structure

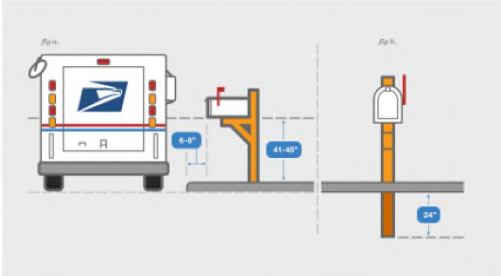
Residents should evaluate the location and condition of their mailboxes:

- Securely fastened to a sturdy post solidly anchored in the ground?
- Mailbox assembly can withstand exposure to the substantial weight of a heavy snow cast from a large plow?



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Official USPS Guidance for Mailbox Placement



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Winter Operations Facts and FAQs

For winter seasons, keeping Town roads safe and free of snow and Public Works Department (PWD). Hazardous road conditions or weather events. These events include snow, sleet, ice, or other weather conditions. Our goal is to keep roads safe and clear the streets, curbs to curbs, within the PWD limits. We apologize for any such instances. In any case, we advise you to drive carefully during the winter season. During these times, we advise you to adjust accordingly, staying off the roads if necessary if travel is essential.

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Waste Services

Curbside Collection

- Service Basics



- Regulated according to Ordinance 400-007
- Contracted service, NOT private subscription
- Weekly trash, bi-weekly recycling
- Carts at curb by 6 AM day of service
- Six Holidays that may affect collection schedule:
 - New Year's Day
 - Memorial Day
 - 4th of July
 - Labor Day
 - Thanksgiving
 - Christmas

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Waste Services

Curbside Collection

- Service Basics
- Service Provisions



- One (1) Trash & one (1) single family unit (no ex
- Single stream recycling
- Overflow provisions
Trash & cardboard to Tra

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Waste Services

Curbside Collection

- Service Basics
- Service Provisions
- Cart Rules



- Owned by Contractor; stay with the house
- Needs managed directly by Town
- Enforced strictly according to Ordinance; violations may involve visit from Town staff or impact service

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Waste Services

- **Household Furniture (including mattresses)**, Maximum of two (2) pieces per pick-up.
- **Scrap Wood**, A neat pile of material not to exceed five (5) feet long, three (3) feet high, and five (5) feet wide. No Sheetrock/drywall or plaster.
- **White Goods (i.e., appliances)**, One (1) appliance per pick-up. Freon-bearing items must display a pickup decal available from Town Hall and Libraries, at the cost of \$5.00. Metal appliances will be picked up on Fridays.
- **Miscellaneous Metals**, Maximum eight (8) foot length. Unlimited quantity if properly sized. Scrap metal will be picked up on Fridays.
- **Leaves**, (Note: Service limited to period from November 1st to December 31st) *Must be in paper biodegradable bags*. Unlimited quantity. Bags available commercially at places like Walmart, Home Depot, Lowes and Holdridge's. Leaves will be collected on Wednesdays.

- Two collections per year
- Materials/limits/other details on website
- Arrangements made directly with Casella (Willi Waste) at 860-423-4527

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Waste Services

Curbside Collection

- Service Basics
- Service Provisions
- Cart Rules
- Bulky Waste
- Contacts



- Complaints or questions about a particular service incident: Casella (Willi Waste) – 860-423-4527
- Cart matters or other questions about service: Town of Ledyard – 860-464-3238

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Waste Services

Household Hazardous Waste (HHW)

- Service Basics



- Run regionally by Southern Connecticut Regional Resources Recovery Authority (SCRRA)
- Several collections a year from April to November
- Collection typically held in Ledyard first Saturday in November

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Waste Services

Household Hazardous Waste (HHW)

- Service Basics
- Provisions
- Contacts



- Numerous items accepted (list on Town website, along with items not accepted)
- SCRRA manages and may be contacted directly



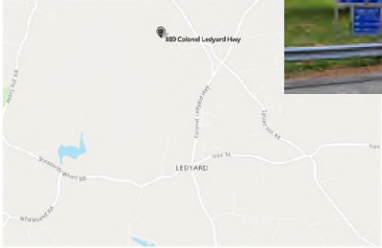

SCRRA
 Phone: 860-381-5558
 Fax: 860-381-5048
 7 Huribout RD
 Gales Ferry, CT 06335

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Waste Services

Transfer Station

- Location

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Waste Services

Transfer Station

- Location
- Services/Fees

<p>No Fee — Residents Only</p> <p>Leaves and brush</p> <p>Waste Oil and Antifreeze (*See note below)</p> <p>Scrap Metal</p> <p>Non-Freon bearing appliances</p> <p>Car Batteries</p> <p>Electronic Equipment (Computers, TVs, etc.):</p> <p>Fluorescent light bulbs</p> <p>Ni-cad — Cell phone Batteries</p> <p>Paint</p> <p>Mattresses/Box Springs</p> <p>Note: Fee schedule approved by Town Council</p>	<p>Fees Collected — Residents Only</p> <p>Tires:</p> <p>Car \$1 (with or without rims)</p> <p>Truck \$2</p> <p>Oversize \$25</p> <p>Freon-bearing Appliances - \$5 per item</p> <p>Leaves/Brush Disposal Fees (Commercial)</p> <p>Small load (pick-up) \$5</p> <p>Medium load (small dump) \$15</p> <p>Large load (large dump) \$25</p> <p>Bulky Disposal Fees (Residential and Commercial)</p> <p>Small load (pick-up) Bulk \$35 / Shingles \$75</p> <p>Medium load (small dump) Bulk \$125 / Shingles \$300</p> <p>Large load (large dump) Bulk \$250 / Shingles \$600</p>
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Waste Services

Transfer Station

- Location
- Services/Fees
- Hours
 - Tuesday*
 - Wednesday*
 - Saturday*
 - 9 AM to 3:30 PM



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Waste Services

Transfer Station

- Location
- Services/Fees
- Hours
- Contacts
 - During Hours**
 - 860-464-9060 ext 4
 - At other times**
 - 860-464-9060 ext 1



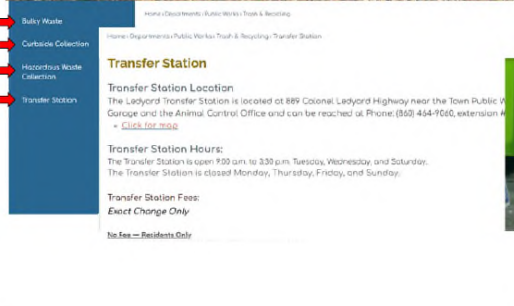
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Waste Services Website Links



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Waste Services Website Links



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Road Maintenance

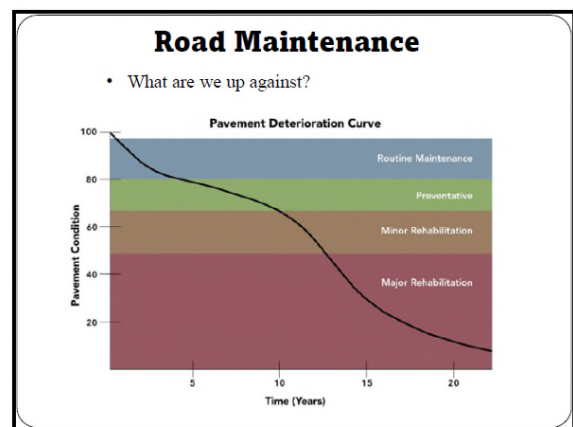
- Road Network

Roadway Type	Length (Miles)
Asphalt	111.48
Gravel	1.26
Total:	112.74

Asphalt Road Functional Class Mileages

Arterial	34.28
Collector	14.27
Local	62.93

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Road Maintenance

- Road Surface Study

Previous Versions
2011 (initial)
2014
2017

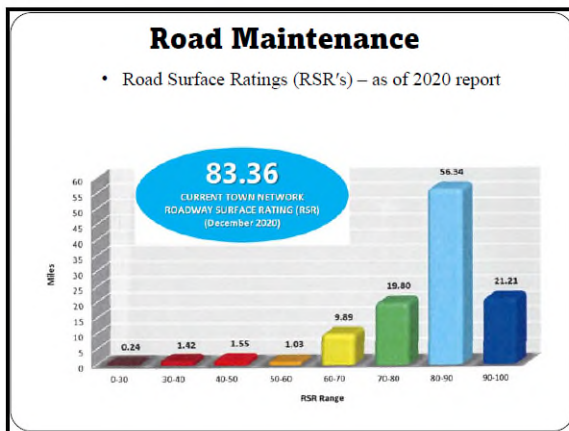
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Road Maintenance

- Ledyard Road Surface Maintenance Synopsis

The Town of Ledyard retained BETA Group, Inc. (BETA) to provide pavement management services to better maintain the Town's roadway network. Roadway inspections were originally collected in 2010, with re-inspections being performed in 2013 and 2017 utilizing a windshield survey approach. Most recently, BETA was hired in the Fall of 2020 to re-inspect the roadways using an automated approach to assess current roadway conditions. Since the inception of the program, the Town has focused on a pavement preservation approach with the mindset of keeping good roadways in good condition. This effort was achieved by applying several routine and preventative maintenance treatments including crack seal, fog seal, and micro-surfacing as roads only began to show signs of deterioration. Over this 10-year window, almost all 111 Town maintained roadway miles have been addressed, with many roadways being treated 2-3 times. BETA has worked with the Town to track each roadway improvement treatment and cost by year. Overall, this approach has led to a significant increase (roughly 10 points) in the network Road Surface Rating (RSR) over time. As a result of the longevity of success and improvement to its road network, the Town of Ledyard should be viewed as a model community in New England as they have demonstrated their full commitment to maintaining the Pavement Management Program (PMP).

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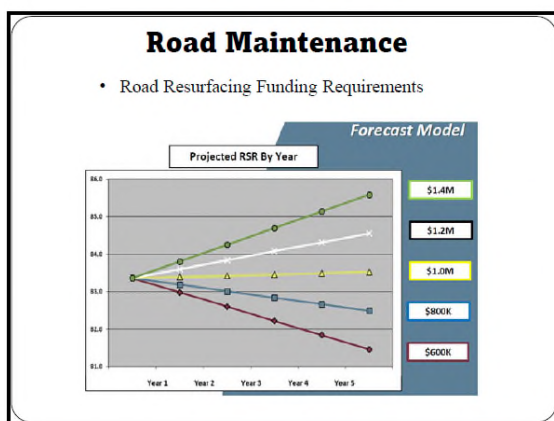


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Road Maintenance

- Funding Requirements
 - Routine Maintenance
 - potholes, patching, drainage, line striping, guiderail repairs, tree removal/canopy trimming, etc. (not including snow removal)
 - \$180,000 to \$200,000 annually
 - Road Resurfacing

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Road Maintenance

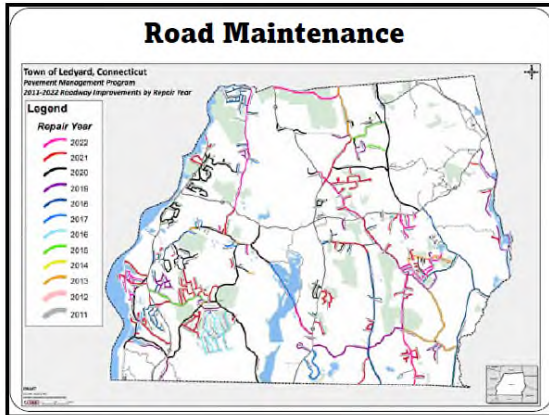
- Primary Road Repair Treatments

Repair Method

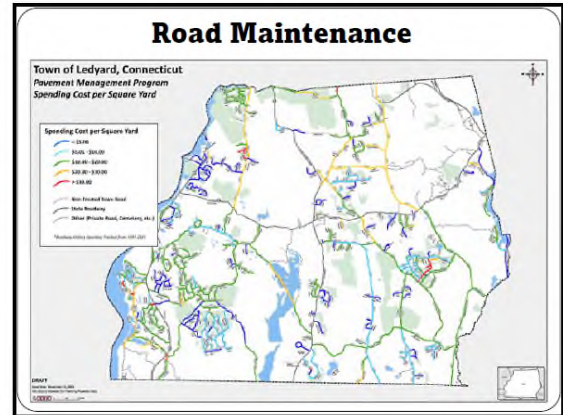
- Reconstruction
- Reclamation
- Rehabilitation
- Preventative Maintenance
- Routine Maintenance
- Defer Maintenance

} Paving
 } Microsurfacing
 } Crack Seal

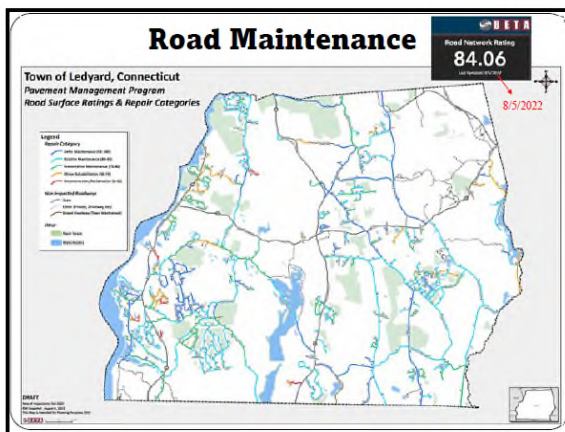
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Road Maintenance

- Road Surface Maintenance Website Info

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Road Maintenance

- Road Maintenance Plan

This is a list by road (or road segment) of the next planned maintenance treatment based on present road conditions, prospective funding, and anticipated condition at the estimated year of treatment. This plan is as of September 2022 and will be updated at least annually to reflect any needed adjustments and for actual work accomplished.

Road	Next Treatment	Year
Abbey	Crack Seal	2025
Ados	Pave	2027
Albatross	Pave	2027
Allen	Crack Seal	2023
Allyn	Crack Seal	2027
Amber	Crack Seal	2028
Anderson	Crack Seal	2024
Appelwood	Crack Seal	2023
Arrowhead	Crack Seal	2023
Ash	Crack Seal	2026
Aspen	Pave	2026
August Meadows	Crack Seal	2024
Autumn Way	Crack Seal	2026
Avebury Berwick	Crack Seal	2024
Avery Hill	Microsurface	2025
Avery Hill Ext	Microsurface	2026
Rainier Hill	Crack Seal	2024

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- ### Road Right-of-Way Maintenance
- Mowing
 - Generally, from mid-May into October
 - Two passes on main roads; one pass on side streets
 - Residents must be careful about what they place in the Town ROW (governed by Ordinance 300-027)
 - Have added a second mower starting next year

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Road Right-of-Way Maintenance

- Mowing
- Brush Cutting
 - Seasonal & spot clearing back to edge of ROW
 - Important for several reasons
 - ✓ Sightlines
 - ✓ Traffic impacts
 - ✓ Pedestrian access
 - ✓ Snow shelf preservation
 - ✓ Proactive tree clutter prevention

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Road Right-of-Way Maintenance

- Mowing
- ROW Brush Cutting
- Tree Removal/Trimming
 - Hazard trees
 - ✓ Proactive approach
 - ✓ Dramatic increase over last several years
 - Canopy
 - ✓ Rationale
 - ✓ Systematic approach
 - ✓ About 3 miles per year
 - ✓ Almost 80% complete

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Buildings & Grounds Maintenance

- Facilities – Eight traditional primary
 - Town Hall Complex (includes Annex)
 - Police Station
 - Emergency Services Building
 - Highway Garage
 - Bill Library
 - Gales Ferry Library/Community Center
 - Senior Center
 - ACO Facility
 - Food Pantry (added 2020)

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Buildings & Grounds Maintenance

- Facilities
- Grounds
 - In addition to grounds at Town facilities, the Department maintains numerous miscellaneous ROW areas
 - The Town Green has been added and budgeted for specifically for annual miscellaneous grounds maintenance

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Buildings & Grounds Maintenance

- Capital Planning



TOWN OF LEDYARD
CONNECTICUT
PUBLIC WORKS DEPARTMENT
741 CABOT Ledyard Highway
Ledyard, CT 06259

Comprehensive
Municipal Facilities
Capital Needs
FY 2022 Update

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Other PW Areas

- Fleet management/capital planning
- Fleet Maintenance
- Engineering
- Application reviews

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Mr. Masalin concluded his presentation by stating that he would be happy to answer questions.

The Group discussed the following:

- Removal of Hazardous Trees – The town would remove hazardous trees in the right-of-way. Residents should contact the Highway Superintendent Joe Tilman at (860) 464-9060 Extension 1. Homeowners would be responsible to remove trees that were within the 10-foot fall zone.
- Evaluate hazardous and damaged trees for removal – Highway Superintendent Joe Tilman continuously monitors and evaluates trees for removal. When trees come down in areas where there were overhead wires the Public Works Department has to wait for Eversource to clear the power lines before they could remove the tree.
- Leaves that accumulate along the roadside become slippery and dangerous - Although the Public Works Department does not have a program to clean the sides of the roads, that before the first snowstorm they do try to clean the leaves from the sides of the roads in areas where they know that slippery leaves were a problem, such as the Glenwoods areas and Sherwood Trace.

Before the Spring street sweeping the Public Works Department does work to pick up the heavy debris on the shoulder of the roads.

- New Roadside Kubota mower would include a side mounted sickle.
- Snow Removal Operations and broken curbing – Throughout the winter season the Public Works Department collects the broken curbing. They keep a list and evaluate the areas that need to be addressed in the Spring. The Highway Superintendent maintains an on-going list and looks at every spot before they begin to repair curbing. Residents should contact the Highway Superintendent Joe Tilman at (860) 464-9060 Extension 1 to report damaged curbing.
- Guiderail Replacement as a result of a car accident – The Public Works Department obtains a direct quote for the guiderail repair. The Town submits the Police Report to the Insurance Company to replace damaged guiderails. The replacement of the guiderails was done by a contractor. Guiderails was a road maintenance item.

Councilor Paul thanked Mr. Masalin for his informative presentation. He stated Ledyard's Public Works Department does a great job. He stated tonight's presentation was video recorded and he encouraged residents to visit the town's meeting portal to view the presentation at:

http://ledyardct.granicus.com/player/clip/192?view_id=1&redirect=true&h=bd23ab972a0e24b535507656ebf47292

V. REVIEW AND APPROVAL OF MINUTES

MOTION to approve the Regular Meeting Minutes of October 19, 2022
Moved by Councilor Marshall, seconded by Councilor Saums

VOTE: 3 – 0 Approved and so declared

VI. OLD BUSINESS

1. Black History Month 2023 Activity/Contest

Councilor Rodriguez provided an update regarding the status of planning for the Black History Month 2023 Activity/Contest, and she noted the following:

- National Association for the Advancement of Colored People (NAACP) Organization – Councilor Rodriguez stated that she spoke with NAACP President Jean Jordan and Secretary Juliet Parker and Mashantucket Pequot Tribal Councilor Crystal Whipple. She stated they have all agreed to help with the program. She stated they planned to meet after the holidays to discuss the program.
- Superintendent of Schools Jason Hartling – Councilor Rodriguez stated as a follow-up to the Community Relations Committee October 19, 2022 meeting that she spoke with Mr. Hartling about transitioning the Black History Month Essay and Poster Activities to the Board of Education. She noted that Mr. Hartling stated the Schools did not have the time or resources to take on the initiative.

Chairman Dombrowski suggested Councilor Rodriguez talk with the Board of Education about transitioning the Black History Month Essay and Poster Activities to them. Councilor Rodriguez stated that she would forward the suggestion to the Board of Education as well.

- February 1, 2023 Black History Month Ceremony – Councilor Rodriguez stated she spoke with Mayor Allyn, III about the town having a short ceremony for Black History Month. She stated that she would keep Mayor Allyn updated on the planning of the ceremony.

Councilor Paul stated he liked the idea of the Board of Education being involved with Black History Month Essay and Poster Activities. He stated he had hoped the Board of Education would agree to take the lead on the Black History Poster Activity and Essay Contest, noting that he believed the schools would be able to do more with the students by focusing additional programs on Black History Month with things like school assemblies, etc. He stated as the Community Relations Committee discussed at their October 19, 2022 meeting that perhaps the Essay Contest winner could read their essay at a Town Council meeting; and as they did last year, the winning posters could be displayed.

RESULT: CONTINUED

Next Meeting: 12/21/2022 6:30 p.m.

2. Public Information Forums to present to residents the types of services the town offers; how to access services, and the authority residents should direct concerns regarding services.

Councilor Paul stated he learned a lot from Public Works Director/Town Engineer Steve Masalin's presentation this evening. He stated that he yearned for more residents to attend the Community Relations Committee's meetings and their Informational Forums because they provide a lot of great information regarding the services to the community.

Chairman Dombrowski noted at their November 7, 2022 meeting the Land Use/Planning/Public Works Committee discussed working with the Land Use Departments to put together a presentation to help residents understand the Land Use processes relative to the approval of applications, etc. He noted the complexities of Land Use stating that it involved Regulatory, the Plan of Conservation & Development (POCD), etc., He stated Land Use matters were not discretionary, explaining that an Application either met the Regulations or it did not meet the Regulations.

Councilor Paul stated in-light of some of new developments in Gales Ferry such as the Dollar General Store and the Cashman Marine Dredging at the former Dow Chemical property, that residents have been questioning the Land Use process and approvals. He noted the LUPPW Committee discussed ways to provide information to residents pertaining to the structure and

operations of the Town's Land Use process which included posting a *Frequently Asked Question* (FAQ) Sheet and/or uploading short videos on the town's website which would answer land use questions and that could be linked to social media pages. He suggested the Community Relations Committee invite Land Use Director Juliet Hodge to give a presentation regarding the Land Use Departments in February or March, 2023.

Councilor Saums thanked the residents who attended tonight's meeting in-person at the Council Chambers to see the Public Works Department Presentation, noting that there were no residents in attendance on-line. He stated it was very informative and that he wished more residents could have seen the presentation.

RESULT: CONTINUED

Next Meeting: 12/21/2022 6:30 p.m.

3. No Action
Identify various town venues to host "*Informal Conversations in the Park*" to engage residents in discussions regarding their concerns and their ideas for potential solutions.

Councilor Paul noted at their Community Relations Committee October 19, 2022 meeting the Committee agreed that they would put conversations in the park off until the spring, noting with the shorter daylight hours and colder weather that it would be difficult to gather people outside.

RESULT: NO ACTION

Next Meeting: 12/21/2022 6:30 p.m.

4. Joint meetings with the Mashantucket Pequot Tribal Nation.

Councilor Saums stated he did not have an update, noting that it was unfortunate that the previously scheduled had to be cancelled due to illness. He stated that he would continue to work with MPTN Council Member Crystal Whipple to discuss possible dates to reschedule their Informal Gathering.

Councilor Paul stated it was great to see all of the area First Responders from Ledyard, Gales Ferry and the Mashantucket Pequot Tribal Nation come together at the October 9, 2022 *First Responders Clam Chowder Fish Fry Community Event*.

RESULT: CONTINUED

Next Meeting: 12/21/2022 6:30 p.m.

5. *“Depression and Mental Health Month”*

Councilor Paul stated October was *“Depression and Mental Health Month”* and he noted Brian’s Healing Hearts Foundation Ann Dagle attended the Town Council’s October 26, 2022 meeting to provide information regarding depression, suicide prevention and the support services the Foundation provided. He stated the presentation was video recorded and he encouraged residents to visit the town’s meeting portal to view the presentation at:

http://ledyardct.granicus.com/player/clip/165?view_id=1&redirect=true&h=894724b1ff5232685bb383f743e8b7eb.

Councilor Paul concluded by stating 211 was available for those suffering from depression to call 211 to obtain counseling. He also noted the new Mental Health Hotline number was 988, noting that people could call or text the Hotline number.

RESULT: COMPLETED

6. Review comments received at the July 20, 2022 Informal Conversation with residents at the Park on East Drive (Christy Hill Park).

Councilor Rodriguez stated she spoke to a woman who lived on a street close to East Drive. She stated the woman noted that she was a lifetime Ledyard resident and that she provided positive comments regarding the improvements to the Park on East Drive.

Chairman Dombrowski stated Mr. Jamison has reached out to him a few times and he noted that Mr. Jamison had positive comments regarding the work that Parks & Recreation has done with the new lights, and the wood chips for the playscape areas, etc.

Councilor Paul stated he visited the Park on East Drive (Christy Hill Park), and he noted the lights and other improvements looked great. He thanked Parks & Recreation Director Scott Johnson, Jr. and the Parks & Recreation Department for the work they have done in the Park. He stated during the July 20, 2022 gathering members of the Town Council had discussed following-up with residents and revisiting the Park once the improvements were completed. However, he stated with the shorter day light hours that they may need to wait until spring. He noted because some of the work took some time, that he wanted to also thank the residents for their patience.

Councilor Saums suggested inviting the residents in the East Drive Park area to a Community Relations Committee to follow up with them on the progress of the improvements and security issues.

Councilor Paul stated the Committee could invite the East Park Drive residents to their January or February, 2023 meeting.

RESULT: CONTINUED

Next Meeting: 12/21/2022 6:30 p.m.

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

VI. NEW BUSINESS

1. National League of Cities “*Responding to Racial Tension in your Municipality*”.

Councilor Paul noted the National League of Cities “*Responding to Racial Tension in your Municipality*” was included in the Agenda packet on the meeting portal. He stated the Community Relations Committee briefly discussed the Guide at their October 19, 2022 meeting and that they kept it on their agenda for discussion this evening to answer questions.

Councilor Paul went on to note that the Guide was an interesting read, noting that it provided the following:

- How to respond and defuse to racial tension in the community; and
- Offered checklists and ideas to the town’s administration and to local law enforcement.

Councilor Saums noted the Guide suggested establishing a Chief Spokesman and that it included a specific Checklist for Police Departments. He offered to forward the Guide to Police Chief John Rich and the Mayor.

The Committee agreed to keep this on the December 21, 2022 Agenda to follow-up with the Police Department and the Mayor.

RESULT: CONTINUED

Next Meeting: 12/21/2022 6:30 p.m.

2. Any new business proper to come before the Committee – None.

VIII. ADJOURNMENT

Councilor Marshall moved the meeting be adjourned, seconded by Councilor Saums
3 – 0 Approved and so declared. The meeting was adjourned at 8:02 p.m.

VOTE:

Respectfully submitted,

Gary Paul
Committee Chairman
Community Relations Committee