



TOWN OF LEDYARD CONNECTICUT

741 Colonel Ledyard Highway
Ledyard, CT 06339
<http://www.ledyardct.org>

Administration Committee

~ AGENDA ~

Chairman S. Naomi
Rodriguez

Regular Meeting

Wednesday, July 9, 2025

5:30 PM

Town Hall Annex- Hybrid Format

In -Person: Council Chambers, Town Hall Annex Building

Remote Participation: Information Noted Below:

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

<https://us06web.zoom.us/j/81833441420?pwd=jYYQ1LehRNei8bHCnolmfxsBq4IJyA.1>
Or by Audio Only: Telephone: +1 646 558 8656; Meeting ID: 818 3344 1420; Passcode: 536168

- I CALL TO ORDER
- II. ROLL CALL
- III. RESIDENTS & PROPERTY OWNERS COMMENTS
- IV. PRESENTATIONS / INFORMATIONAL ITEMS
- V. APPROVAL OF MINUTES

Regular Meeting Minutes of June 11, 2025

Attachments: [ADMIN-2025-06-11](#)

- VI. OLD BUSINESS
 - 1. Discussion and possible action to create an Ethics Commission for the Town of Ledyard.

Attachments: [Town Attorney-Ethics Ordinance-email-2025-07-24](#)
[DRAFT AN ORDINANCE ESTABLISHING A TOWN OF LEDYARD CODE OF ETHICS AND ETHICS COMMISSIONDRAFT-2025-06-11-CLEAN COPY Acknowledgement Form-Code of Ethics-DRAFT.docx](#)
[Town Charter-Investigation-Conflict of Interest Fraud Policy - Adopted-2014-05-28](#)
[CGS - CHAPTER 10-ETHICS PUBLIC EMPLOYEES.docx](#)
[Ethics Commission- Fothergill-dmail-2024-09-13](#)
[Ethics Commission- Franzone email-2024-09-13](#)
[Ethics Commission- Lyons-email-2024-09-13](#)
[Ethics Commission- Wilkinson-email-2024-09-13](#)
[Ethics Commission-Samos-email-2024-09-24](#)
[Ethics Commission - Wilkinson-email-2024-11-18](#)
[Ethics Commission-Edwards email-2024-12-07](#)
[Ethics Commission-Porazzi-email-2024-12-11](#)
[Ethics Commission-Schroeder ltr-2024-12-11](#)
[Jelden-Ethics Commission-email-2024-12-16](#)
[Murray - Ethics Commission-email-2025-1-08](#)
[Ethics Commission Ordinance-Ball email-2025-02-02](#)
[House of Representatives HB 6502 Ethics Reform 2008-07-09.pdf](#)
[ACC Municipal Ethics - Minimum Provisions \(2019\).docx](#)
[Representative France-Code of Ethics E-mail 2019-03-04.pdf](#)
[Ethics Commission-Ball-email-2025-02-02](#)
[Kil Ethics Commission email-2025-01-10](#)
[RTC Ethics Commission email-2025-01-10](#)
[S Pealer Ethics Commission email-2025-01-10](#)
[Saums Ethics Commission email-2025-01-10](#)
[Cherry-Ethics Commission Draft Ordinance-email-2025-02-12](#)
[D-Pealer-Ethics Commission-email-2025-02-12](#)
[Hellekson-Ethics Commissionemail-2025-02-12](#)
[Lamb Third Party Flags-Ethics Commission--email- 2025-02-12](#)
[Cassidy -email-2025-02-11-Ethics Commission](#)
[D-Pealer Ethics Commission email-2025-02-11](#)
[Hurt-Ethics Commission- email-2025-02-11](#)
[Siegel-Miles-Ethics Commission--email-2025-02-11](#)
[Shelton email-Ethics Commission-2025-03-11](#)
[Roberts-Pierson-Ethics Commission-email-2025-04-01](#)
[Consolini -ETHICS COMMISSION-EMAIL-2025-04-07](#)
[Larson-Ethics Commission-2025-04-08](#)
[Schroeder -ETHICS COMMISSION-EMAIL-2025-04-07](#)
[Berry-Ethics Commission-ltr -2025-04-08- Page 1-](#)
[Berry-Ethics Commission-ltr -2025-04-08- Page 2-](#)
[Khors-Ethics Commission-ltr -2025-04-08](#)

[Christy-Fogg-DEI-In Schools-email-2025-04-08](#)

[Porazzi-Ethics Commisstion-ltr -2025-04-08](#)

[Zeronsa-Ethics Commisstion-ltr -2025-04-08](#)

[Atwood-Ethics Commission-email-2025-04-08](#)

[Franzone-Ethics Commisstion-ltr -2025-04-08](#)

2. Any Old Business proper to come before the Committee.

VII. NEW BUSINESS

1. MOTION to approve proposed job description for Assistant to the Director of Land Use & Planning as presented in the draft dated June 10, 2025.

Attachments: [Assistant to Director of Land Use Planning Draft 061025.doc](#)

2. MOTION to approve proposed updates to Executive Assistant to the Mayor job description as presented in the draft dated June 24, 2025.

Attachments: [Executive Assistant to the Mayor Job Desc 6.24.2025](#)

3. MOTION to approve proposed Office Assistant II - Mayor's Office job description as presented in the draft dated June 24, 2025.

Attachments: [Office Assistant II Mayor's Office 6.24.2025.doc](#)

4. MOTION to reappoint Mr. Michael Cherry (U) 5 Whippoorwill Drive, Gales Ferry, as the Mayor's Representative to the Southeastern Connecticut Water Authority for a two (2) year term ending August 31, 2027.

Attachments: [SCCOG - REsoluiton 08-06 SCWA Advisory Board Representation 2008-04-18](#)

[Cherry-Reappointment-Southeastern CT Water](#)

[Authority-emal-2025-06-24](#)

[APPT-ENORS-SCWA--2025-06-24](#)

5. MOTION to appoint Mr. James Philopena (D) 80 Avery Hill Road, Ledyard, to the Board of Assessment Appeals to complete a four (4) year term ending December 5, 2027 to fill a vacancy left by Ms. Lineweaver.

Attachments: [DTC-APPOINT ENDORSMENT-BOARD OF ASSESMENET APPEALS-2025-06-23](#)

[Appoint Application-Philopena-Board of Assessment](#)

[Appeals-2025-06-09](#)

[Application- Resume-Philopena-Board of Assessment](#)

[Appeals-2025-06-09](#)

[BOARD OF ASSESSMENT APPEALS-2025-06-24](#)

6. Any New Business proper to come before the Committee

IV. ADJOURNMENT

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