



TOWN OF LEDYARD

Administration Committee

Meeting Minutes

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

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

the Meeting was called to order by Councilor Buhle at 5:30 p.m. at the Council Chambers Town Hall Annex Building.

Councilor Buhle 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

Present: Kevin Dombrowski
Jessica Buhle
April Brunelle

In addition the following were present:

S. Naomi Rodriguez, Town Council Chairman
Kristen Chapman, Executive Assistant to the Mayor
Christine Dias, Human Resources Director
Roxanne Maher, Administrative Assistant

III. RESIDENTS & PROPERTY OWNERS COMMENTS

IV. PRESENTATIONS / INFORMATIONAL ITEMS

V. APPROVAL OF MINUTES

Regular Meeting Minutes of June 11, 2025

Moved by Councilor Dombrowski, seconded by Councilor Brunelle

VOTE: 3-0 Approved and so declared

RESULT: APPROVED AND SO DECLARED

MOVER: Kevin Dombrowski

SECONDER: April Brunelle

AYE: 3 Dombrowski, Buhle and Brunelle

VI. OLD BUSINESS

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

Councilor Buhle stated after the Administration Committee's June 11, 2025 meeting the draft "*Ordinance Establishing a Code of Ethics and Ethics Commission for the Town of Ledyard*" was sent to Town Attorney Matt Ritter for his review. She stated that she and Attorney Ritter spoke about the proposals over the telephone. She stated that based on their conversation Mr. Ritter would be providing his recommendations/edits to the proposed Ordinance.

RESULT: CONTINUE

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

None.

VII. NEW BUSINESS

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

Moved by Councilor Buhle, seconded by Councilor Dombrowski

Discussion: Human Resources Director Christine Dias explained that the Land Use Office is looking to change the current Office Assistant II Land Use position to *Assistant to the Director of Land Use & Planning*. The new job description would require the employee to become certified by CAZEO to better serve the public in the areas of Land Use and Economic Development. The position is currently filled and the employee would be elevated to the new role. This change was included in the Fiscal Year 2025/2026 Budget.

VOTE: 3 - 0 Approved and so declared

RESULT: RECOMMENDED FOR APPROVAL

MOVER: Jessica Buhle

SECONDER: Kevin Dombrowski

AYE: 3 Dombrowski, Buhle and Brunelle

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

Moved by Councilor Brunelle, seconded by Councilor Dombrowski

Discussion: Human Resources Director Christine Dias explained that the Executive Assistant to the Mayor would be taking on some additional duties and increasing her hours to assist the Public Works Director with administrative support. She stated the job description has not been updated since 2017; and therefore, it was being updated to reflect the current and additional duties of the position. She also noted that the appropriate salary to provide for the additional hours were included in the Fiscal Year 2025/2026 Budget.

VOTE: 3 - 0 Approved and so declared

RESULT: RECOMMENDED FOR APPROVAL

MOVER: Kevin Dombrowski

SECONDER: April Brunelle

AYE: 3 Dombrowski, Buhle and Brunelle

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

Moved by Councilor Dombrowski, seconded by Councilor Brunelle

Discussion: Human Resources Director Christine Dias explained that proposal was to upgrade to the Office Assistant I position to an *Office Assistant II* within the Town Hall & Library Union because she would be taking on some additional duties to assist the Public Works Director with administrative work. Therefore, she stated that the hours of this position would be increased and the appropriate salary to provide for the additional hours were included in the Fiscal Year 2025/2026 Budget.

VOTE: 3 - 0 Approved and so declared

RESULT: RECOMMENDED FOR APPROVAL

MOVER: April Brunelle

SECONDER: Kevin Dombrowski

AYE: 3 Dombrowski, Buhle and Brunelle

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.

Moved by Councilor Buhle, seconded by Councilor Dombrowski

Background: In accordance with Resolution #08-06 "*Concerning SCCOG Member Municipality to the Southeastern Connecticut Water Authority Representative Advisory Board*" that SCCOG member municipalities were urged to appoint their Chief Elected Official or Chief Executive as one of their SCWA Members. Ledyard has followed SCCOG's recommendation for many years. However, due to other commitments Mayor Allyn, III was not able to attend SCWA's monthly meetings; and therefore; he recommended Mr. Cherry once again be reappointed to serve on the Board as his designee.

VOTE: 3 - 0 Approved and so declared

RESULT: RECOMMENDED FOR APPROVAL

MOVER: Jessica Buhle

SECONDER: Kevin Dombrowski

AYE: 3 Dombrowski, Buhle and Brunelle

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.

RESULT: RECOMMENDED FOR APPROVAL

MOVER: April Brunelle

SECONDER: Kevin Dombrowski

AYE: 3 Dombrowski, Buhle and Brunelle

6. Any New Business proper to come before the Committee
None.

IV ADJOURNMENT

The Meeting Adjourned at 5:36 p.m.

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