



TOWN OF LEDYARD CONNECTICUT

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

Administration Committee

~ AGENDA ~

Chairman Kevin J.
Dombrowski

Regular Meeting

Wednesday, October 11, 2023

5:30 PM

Town Hall Annex- Hybrid Format

In -Person Location goes here

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

<https://us06web.zoom.us/j/82700171872?pwd=7yyYNqTlibRp6e9F7H00bErqO58SjC.1>

Or by Audio Only: Telephone: +1 646 558 8656; Meeting ID: 827 0017 1872; Passcode: 278327

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

MOTION to approve the Administration Committee Meeting Minutes of September 13, 2023

Attachments: [ADMIN-MIN-2023-09-13.pdf](#)

VI. OLD BUSINESS

- 1. Any other Old Business proper to come before the Committee

VII. NEW BUSINESS

- 1. MOTION to approve proposed updates to the Director of Finance Job Description as presented in the draft dated September, 2021.

Attachments: [Finance Director -DRAFT -2021-09.doc](#)

- 2. MOTION to approve proposed updates to the Director of Human Resources Job Description as presented in the draft dated January, 2023.

Attachments: [Human Resources Director -Draft-2023-01-.doc](#)

- 3. MOTION to approve proposed updates to the Administrator of Emergency Services Job Description as presented in the draft dated January, 2023.

Attachments: [Finance Director -DRAFT -2021-09.doc](#)

4. MOTION to approve proposed updates to the Building Official as presented in the draft dated February 10, 2021.

Attachments: [Building Official-draft-2021-02-10-.docx](#)

5. MOTION to approve proposed updates to the Zoning and Inland Wetland Official Job Description as presented in the draft dated January, 2023.

Attachments: [Wetland & Zoning Official-Draft-2021-02-10.docx](#)

6. MOTION to approve proposed updates to the updates to the Youth Services Coordinator as presented in the draft dated March, 2023.

Attachments: [Youth Service Coordinator - DRAFT.doc](#)

7. MOTION to approve Assistant Librarian I- Adult Services job description as presented in the draft dated March 2023.

Attachments: [Assistant Librarian I- Adult Services-DRAFT.doc](#)

8. MOTION to approve the Library Associate job description as presented in the draft dated March 2023.

Attachments: [Library Associate-DRAFT-2023-03.docx](#)

9. MOTION to reappoint Mr. Eric Treaster (R) 10 Huntington Way, Ledyard, to the Board of Assessment Appeals for a four-year term ending December 5, 2027.

Attachments: [Re Appointment Endorsment-Board of Assessment Appeals-2023-10-02.pdf](#)

10. MOTION to reappoint the following members to the Library Commission for a two-year term ending November 7, 2025:

- Mr. John Bolduc (R) 14 Monticello Drive, Gales Ferry
- Ms. Ellin M. Grenger, (D) 15 Bittersweet Drive, Gales Ferry
- Ms. Barbara Candler (D) 3 Goulart Road, Ledyard
- Mr. Brian (U) 12 Erins Way, Ledyard
- Ms. Elizabeth Rumery (D) 2 Bluff Road, Gales Ferry

Attachments: [Re Appointment Endorsment-Library Commission-DTC-RTC-2023-10-02.pdf](#)

11. Appointment Application Parks, Recreation, & Senior Citizens Commission:
Ms. Carol Schneider (D) 101 Inchcliffe Drive, Gales Ferry

Attachments: [Apoinet Applicaiton- Schneider-Parsk-Rec& Senilor Citizens-2023-09-27.pdf](#)
[Resign-Winslow-Parks-Rec & Senior Citizens-ltr-2023-09-20.pdf](#)
[PARKS-REC-SENIOR CITIZENS-2023-09-28.docx](#)

12. Any other 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.