



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.



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 23-2142

Agenda Date: 10/11/2023

Agenda #:

MINUTES

Minutes:

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



TOWN OF LEDYARD
 CONNECTICUT
 TOWN COUNCIL
 HYBRID FORMAT

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

Chairman Kevin J. Dombrowski

MINUTES
ADMINISTRATION COMMITTEE
REGULAR MEETING

Wednesday, September 13, 2023

5:30 PM

Town Hall Annex Building

DRAFT

- I. **CALL TO ORDER** – The Meeting was called to order by Councilor Ingalls at 5:30 p.m. at the Council Chambers Town Hall Annex Building.

Councilor Ingalls 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-**

Attendee Name	Title	Status	Location	Arrived	Departed
Andra Ingalls	Committee Chairman	Present	In-Person	6:30 pm	6:47 pm
Whit Irwin	Town Councilor	Present	In-Person	6:30 pm	6:47 pm
Mary McGrattan	Town Councilor	Present	In-Person	6:30 pm	6:47 pm
Kevin Dombrowski	Town Council Chairman	Present	In-Person	6:30 pm	6:47 pm
Bill Saums	Town Councilor	Present	In-Person	6:30 pm	6:47 pm
S. Naomi Rodriguez	Town Councilor	Present	In-Person	6:30 pm	6:47 pm
Roxanne Maher	Administrative Assistant	Present	In-Person	6:30 pm	6:47 pm

- III. **CITIZENS COMMENTS** – None.

- IV. **RPRESENTATIONS/INFORMATIONAL ITEMS** – None.

- V. **REVIEW AND APPROVAL OF PRIOR MEETING MINUTES**

MOTION to approve the Special Meeting Minutes of August 23, 2023
 Moved by Councilor Irwin, seconded by Councilor McGrattan

VOTE: 3 – 0 Approved and so declared

VI. OLD BUSINESS

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

VII. NEW BUSINESS

1. MOTION to recommend the Town Council reappoint the following members to the Agricultural Commission for a three-year term ending September 24, 2026:

Mr. Russel Holmberg (U) 12 Orchard Lane, Gales Ferry (Regular Member)

Mr. Bruce Garstka (R) 10 Pleasant View, Ledyard (Regular Member)

Mr. William Thorne (R) 3 Adios Lane, Ledyard (Alternate Member)

Moved by Councilor Irwin, seconded by Councilor McGrattan

Discussion: Councilor Ingalls noted all these members were interested in continuing to serve on the Agricultural Commission and that their reappointments have been endorsed by the Commission and their respective parties.

VOTE: 3 - 0 Approved and so declared

RESULT: 3- 0 APPROVED TO RECOMMEND
MOVER: Whit Irwin, Committee Member
SECONDER: Mary McGrattan, Committee Member
AYES: Andra Ingalls, Whit Irwin, Mary McGrattan

2. MOTION to recommend the Town Council reappoint the following members to the Inland Wetland and Water Courses Commission for a two-year term ending October 31, 2025:

Mr. Paul Maugle (R) 827 Colonel Ledyard Highway, Ledyard (Regular Member)

Mr. Justin DeBrodt (U) 5 Erins Way, Ledyard (Regular Member)

Mr. Gary St. Vil (D) 2 Thompson Street, Ledyard (Alternate Member)

Moved by Councilor McGrattan, seconded by Councilor Irwin

Discussion: Councilor Ingalls noted all these members were interested in continuing to serve on the Inland Wetland and Watercourses Commission and that their reappointments have been endorsed by the Commission and their respective parties.

VOTE: 3 - 0 Approved and so declared

RESULT: 3- 0 APPROVED TO RECOMMEND
MOVER: Mary McGrattan, Committee Member
SECONDER: Whit Irwin, Committee Member
AYES: Andra Ingalls, Whit Irwin, Mary McGrattan

3. MOTION reappoint members to the Planning & Zoning Commission for a three-year term as follows:

Mr. Gary St. Vil (D) 2 Thompson Street, Ledyard (Regular Member) term ending October 31, 2026

Mr. Paul Whitescarver (R) 6 Stoddards View. Gale Ferry (Regular Member) term ending October 31, 2026

Ms. Jessica Cobb (D) 7 Whipoorwill Drive, Gales Ferry (Alternate Member) term ending December 31, 2026

Moved by Councilor Irwin, seconded by Councilor McGrattan

Discussion: Councilor Ingalls noted all these members were interested in continuing to serve on the Agricultural Commission and that their reappointments have been endorsed by the Commission and their respective parties.

VOTE: 3 - 0 Approved and so declared

RESULT: 3- 0 APPROVED TO RECOMMEND
MOVER: Whit Irwin, Committee Member
SECONDER: Mary McGrattan, Committee Member
AYES: Andra Ingalls, Whit Irwin, Mary McGrattan

4. MOTION to recommend the Town Council appoint Ms. Sarah Martic (R) 59R Long Pond Road, Ledyard, to the Ledyard Beautification Committee to complete a three-year term ending October 26, 2026 filling a vacancy left by Ms. Levandoski.

Moved by Councilor McGrattan, seconded by Councilor Irwin

Discussion: Councilor Ingalls stated Ms. Martic has been an active member in the community, noting that she was currently serving on the Farmers' Market and was also a participating vendor at the Market. She noted Ms. Martic was interested in becoming a more involved in the Committee has volunteered to serve on the Beautification Committee.

VOTE: 3 - 0 Approved and so declared

RESULT: 3- 0 APPROVED TO RECOMMEND
MOVER: Whit Irwin, Committee Member
SECONDER: Mary McGrattan, Committee Member
AYES: Andra Ingalls, Whit Irwin, Mary McGrattan

5. Any New Business proper to come before the Committee. - None

VIII. ADJOURNMENT

VOTE: Councilor Ingalls moved the meeting be adjourned, seconded by Councilor Irwin
3 - 0 Approved and so declared, the meeting was adjourned at 5:34 p.m.

Respectfully submitted,

Andra Ingalls
Committee Chairman



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 22-089

Agenda Date: 10/11/2023

Agenda #: 1.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

Any other Old Business proper to come before the Committee

Background:

(type text here)

Department Comment/Recommendation:

(type text here)



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 23-2149

Agenda Date: 10/11/2023

Agenda #: 1.

JOB DESCRIPTION

Motion/Request:

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

Background:

The Director of Finance job description was posted as a draft to hire the most recent staff member in the position.

No details have been changed, the Human Resources Department was simply looking to finalize and replace the outdated descriptions from as early as 1988.

Department Comment/Recommendation:

(type text here)

Human Resources Comment/Recommendation:

It is the recommendation of Human Resources that these job description be approved and finalized.

Financial Information:

(type text here)

Mayor Comment/Recommendation:

(type text here)

TOWN OF LEDYARD

DIRECTOR OF FINANCE

NATURE OF WORK:

Plans, organizes, and directs the accounting, purchasing, and risk management operations of the town. Prepares supporting data for the annual operating and capital improvement budget recommendations. Oversees revenue collection, assessment operations, and budget administration.

SUPERVISION RECEIVED:

Receives general direction from the Mayor and functional direction from the Town Council.

SUPERVISION EXERCISED:

Provides general direction and supervision of the Finance Department staff, including the Tax Assessor and Tax Collector.

ESSENTIAL JOB FUNCTIONS:

- Plans work according to fiscal year schedule.
- Establishes priorities in organizing department work.
- Directs the functional areas of accounting, payroll, property assessment, purchasing, and revenue collection.
- Assists in the preparation and administration of the Mayor's budget and indebtedness program.
- Oversees Town Liability and Accident Insurance Policies, Workers Compensation Insurance, and all Health Insurance Plans.
- Work closely with Bond Counsel and consultants on the issuance of bonds and long-term debt.
- Establishes and administers funds for special grants.
- Coordinates revenue and expenditures of town funds and account groups.
- Performs calculating, posting, and verifying duties in maintaining line accounts and the General Ledger.
- Reviews purchase orders for proper account coding, mathematical accuracy, correct prices, and discounts.
- Signs purchase orders and accounts payable checks.
- Oversees reconciling of bank accounts.
- Provides budgetary control information to departments.
- Prepares cost projections for collective bargaining negotiations when requested from the negotiation team.
- Prepares statistical and technical information for bond offerings.
- Prepares regular statistical and narrative reports, including financial statements, for the Mayor, Town Council, and council committees as requested.

- Assumes responsibility for administrative functions in the absence of the Tax Assessor and Tax Collector.
- Supervises the planning and implementation of software applications for municipal financial operations.
- Provides fiscal consultation to town departments, commissions, and boards. Attends nightly meetings as required.
- Prepares and provides reports, contacts, and all requested information to external auditors throughout the annual audit process
- Administers municipal financial software applications, systems and equipment.
- Provides training on municipal fiscal software to town staff.
- Co-administers the town defined benefit pension plan and the defined contribution plan.
- Participates in professional organizations to remain current in field.
- Works closely with the Municipal Bond Advisor and Bond Counsel for all municipal borrowing considerations.

*******The duties listed above are intended only as illustrative of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. *******

QUALIFICATIONS PROFILE:

Knowledge, Skills and Ability

- A Bachelor's degree in Accounting, Public Administration, Finance, or a closely related field.
- Five years of responsible experience in financial management, including two years supervising a finance department.
- Thorough knowledge of municipal financial administration, including accounting, budgeting, and purchasing.
- Ability to prepare financial statements in accordance with generally accepted accounting principles (GAAP) and Governmental Accounting Standards Board (GASB).
- Ability to recognize weaknesses in town financial systems and to create and implement improvements for increased effectiveness.
- Ability to supervise managerial and support staffs.
- Knowledge of municipal financial software applications, Munis is highly preferred.
- Knowledge and experience with Microsoft Office Suite, and other common business and governmental software applications.
- Ability to interpret and analyze complex financial data.
- Ability to prepare clear, concise oral and written reports.

Additional Requirements

Means of transportation. Means of contact.

Physical and/or psychological examinations as may be required during employment.

Drug screening both pre-employment and as may be required during employment.

Criminal background and driving record checks are required prior to employment.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to hear, speak, stand, sit, walk, bend, twist, stoop, kneel, crouch or crawl; climb stairs to various levels; use hands to finger, feel or operate objects, tools or controls; use wrists for repetitive motion; reach with hands and arms; drive, tolerate exposure to environmental allergens.

The employee must occasionally lift and/or move up to 25 pounds. Specific abilities required by the job include normal audio ability, close vision, distant vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Hand-eye coordination is necessary to operate computers and various pieces of equipment.

Employee must be free from mental and physical disorders which would interfere with performance of duties as described and have the ability to maintain composure with the public and co-workers in every day stressful and emergency situations. Employee may occasionally be required to function in situations where he/she is subjected to aggressive verbal behavior.

******This job description does not constitute an employment agreement or contract between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.******

Adopted by Ledyard town Council on: _____

Kevin J. Dombrowski, Chairman

DRAFT SEP 2021



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 23-2148

Agenda Date: 10/11/2023

Agenda #: 2.

JOB DESCRIPTION

Motion/Request:

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

Background:

The Director of Human Resources job description was posted as a draft to hire the most recent staff member in the position.

No details have been changed, Human Resources Department was simply looking to finalize and replace the outdated descriptions from as early as 1988.

Department Comment/Recommendation:

(type text here)

Human Resources Comment/Recommendation:

It is the recommendation of Human Resources that these job description be approved and finalized.

Financial Information:

(type text here)

Mayor Comment/Recommendation:

(type text here)

TOWN OF LEDYARD
DIRECTOR OF HUMAN RESOURCES

NATURE OF WORK:

Provides support to the Mayor and the Town Council as a senior staff resource on issues of personnel administration, labor relations, collective bargaining, conflict resolution, compensation, benefits and job analysis. The position has oversight responsibility for strict adherence to all state and federal regulations concerning human resource management. The individual helps establish, and is responsible for implementing, policies for all of the Town's personnel and labor efforts; and administers programs for employee relations, personnel policy, labor negotiations and other matters.

SUPERVISION RECEIVED:

Under the administrative direction of the Mayor, this individual administers programs of employee relations, personnel policy, labor negotiations and other matters as directed by the Mayor.

SUPERVISION EXERCISED:

The individual supervises staff assigned to personnel and payroll functions for the Town.

ESSENTIAL JOB FUNCTIONS:

The following are illustrative of the duties and responsibilities associated with the position, but are not intended to be all-inclusive.

- Provides exemplary support to all employees by demonstrating a willingness to be attentive, understanding, responsive, fair, courteous and respectful, and to actively participate in maintaining a positive customer service environment in all town departments.
- Provides advice to staff and departmental representatives in the interpretation of contracts, rules, and policies governing Human Resources programs, and works with various committees on same.
- Administers the Town's employment function including recruitment, testing, certification, job description review and submission, and selection of employees, and the extension of offer letters for employment purposes.
- Manages the Town's classification, compensation and performance evaluation programs and coordinates payroll activities; recommends classification and/or salary allocations for new or existing positions. Administers personnel functions including training and management development, affirmative action and benefits administration.

- Manages and evaluates the Town's employee health, dental, life insurance and benefit programs, including retirement, employee assistance and wellness programs, and deferred compensation plans. *Where necessary work in conjunction with outside consultants or legal counsel for support in these areas.*
- Assesses the Town's training needs on a continuing basis and facilitates employee development through the coordination of employee, supervisory, and management training programs.
- Analyzes and interprets human resources laws, regulations, and legislation, and oversees the Town's efforts to comply with equal opportunity employment statutes; acts as the Town's representative to federal and state regulatory agencies.
- Supervises or conducts fact-finding and complaint investigations; prepares report of findings, makes recommendations, and assists department with resulting personnel actions.
- Represents the Town as the lead member of the labor contract negotiations team; administers the provisions of collective bargaining agreements.
- Provides written and verbal reports regarding disposition of negotiations and makes recommendations to the Mayor and Town Council as appropriate in open and closed meeting sessions; drafts Memoranda of Understanding, and other labor agreements.
- Researches and interprets labor contract provisions on behalf of Town management and employees; prepares and updates employee policies, ordinances, and resolutions to conform with statutes and address concerns.
- Advises and assists parties in resolving employee issues through fact-finding and mediation processes; resolves formal grievances through arbitration procedures.
- Works with Town management to identify employee relations issues that require resolution or clarification; interprets laws and regulations, and seeks legal opinions in order to formulate recommendations for the Mayor and Town Council as appropriate.
- Equal Employment Opportunity Officer updates and communicates non-discrimination and equal employment opportunity plans and reports. Administrator Family Medical Leave Act, COBRA, and Workmen's Comp.
- Investigates complaints and reviews workplace actions for conformance with non-discrimination standards; recommends appropriate actions.
- Researches, analyzes, and prepares reports on major employment-related projects; coordinates and conducts compensation and benefit studies, and prepares cost-impact assessments related to potential changes in practices.
- Receives questions from department heads and employees (but not questions that should be appropriately addressed with their direct supervisor or union representative) and takes action needed to provide answers.

- Examines labor trends and other external issues and evaluates Town requirements which will affect human resource planning for long term staffing needs.
- Develops programs for salaried and hourly personnel to assure their continued growth and increase contribution and effectiveness through team building and other interpersonal improvement programs.
- Plans for and supervises professional and clerical staff responsible for day-to-day Human Resources and payroll processes.
- Performs related work as required.

KNOWLEDGE, SKILLS & ABILITY:

Knowledge:

- Thorough knowledge of federal employment laws and Connecticut State Statutes and regulations, including but not limited to:
 - Fair Employment and Housing Act, Family and Medical Leave Act.
 - Fair Labor Standards Act, deferred compensation, and related compensation and benefits laws and regulations.
 - Town Charter and Town Municipal Codes, Ordinances and Resolutions; Town Human Resources policies.
- Principles of Human Resources management; employment, compensation, benefits, performance appraisal, and training practices and programs; Human Resources Information Systems.
- Project management principles and program evaluation practices.
- Negotiating techniques.
- General compensation and benefit laws, regulations, practices, and standards; sexual harassment and non-discrimination standards.
- Collective bargaining contracts, and contract administration practices.
- Principles of employee relations, employee motivation, and leadership.
- Performance appraisal programs.
- Collective bargaining methods, arbitration and mediation principles, and complaint resolution methods; negotiating principles and techniques.
- Principles and practices of employee supervision, selection, training, work evaluation and discipline.
- Coaching and intervention methods to resolve employee conflicts.
- Budgeting practices.

Skills:

- Communicates effectively, both verbally and in writing.
- Strong analytical, organizational and managerial skills.
- Strong advocacy skills and abilities with which to communicate the Town's position on various issues.

Ability:

- Work independently and establish task priorities necessary to meet deadlines and to plan the work of subordinates.
- Conduct research and develop cohesive approaches to issues.
- Establish and maintain effective working relationships with all municipal departments.
- Analyze and solve problems; interpret contracts and requirements.
- Exercise independent judgment and initiative within established guidelines.
- Manage the selection, training, evaluation, and disciplining of Town staff and resolution of interpersonal conflicts.
- Maintain confidentiality of sensitive personnel information.
- Prepare, analyze and present a variety of programs, plans and agreements.
- Analyze and interpret laws, regulations, ordinances, labor contracts, and proposals, draft language, and make recommendations.
- Apply appropriate fact-finding and grievance resolution techniques.
- Calculate and estimate cost of proposed contract changes.

*******The duties listed above are intended only to be illustrative of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. *******

EDUCATION, EXPERIENCE AND TRAINING:

A combination of education and experience which demonstrates the ability to meet the responsibilities of this position may be considered.

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a college or university with a Bachelor's degree in Industrial/Labor Relations or Human Resources, or a related field and five or more years of professional experience in employee relations, employee supervision, strategic planning, and budgeting practices, including three or more years of collective bargaining experience, preferably with a public agency. Certification or specialized training in employee relations, contract negotiations, budgeting, project administration, and related areas is desirable.

ADDITIONAL REQUIREMENTS:

Physical and/or psychological examinations as may be required prior to and during employment.

Drug screening as may be required prior to and during employment.

Criminal background and driving record checks as may be required prior to and during employment.

Must hold and maintain valid motor vehicle operator's license and the ability to maintain

insurability ;and have means of transportation.
Ability and willingness to work extended hours.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Employees must have the ability to maintain composure with the public and co-workers in stressful and emergency situations every day. Employees must be free from mental and physical disorders which interfere with performance of the duties as described. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to hear, speak, stand, sit, walk, bend, twist, stoop, kneel, crouch or crawl; climb stairs to various levels; use hands to finger, feel or operate objects, tools or controls; use wrists for repetitive motion; reach with hands and arms; drive; tolerate exposure to environmental allergens.

The employee must occasionally lift and/or move up to 25 pounds. Specific abilities required by the job include normal audio ability; close vision, distant vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Hand/eye coordination is necessary to operate computers and various pieces of office equipment.

LICENSE OR CERTIFICATE:

Valid Connecticut driver's license.

*****This job description does not constitute an employment agreement or contract between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*****

Approved by the Ledyard Town Council on:

Kevin J. Dombrowski, Chairman



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 23-2150

Agenda Date: 10/11/2023

Agenda #: 3.

JOB DESCRIPTION

Motion/Request:

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

Background:

The Administrator of Emergency Services job description was posted as a draft to hire the most recent staff member in the position.

No details have been changed, the Human Resources Department was simply looking to finalize and replace the outdated descriptions from as early as 1988.

Department Comment/Recommendation:

(type text here)

Human Resources Comment/Recommendation:

It is the recommendation of Human Resources that these job description be approved and finalized.

Financial Information:

(type text here)

Mayor Comment/Recommendation:

(type text here)



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 23-2151

Agenda Date: 10/11/2023

Agenda #: 4.

JOB DESCRIPTION

Motion/Request:

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

Background:

The Building Official job description was posted as a draft to hire the most recent staff member in the position.

No details have been changed, the Human Resources Department was simply looking to finalize and replace the outdated descriptions from as early as 1988.

Department Comment/Recommendation:

(type text here)

Human Resources Comment/Recommendation:

It is the recommendation of Human Resources that these job description be approved and finalized.

Financial Information:

(type text here)

Mayor Comment/Recommendation:

(type text here)

DRAFT: 1/2023

TOWN OF LEDYARD
BUILDING OFFICIAL

NATURE OF WORK:

The Building Official is responsible for the enforcement of Town and State Codes, Statutes, ordinances, and regulations relating to buildings.

SUPERVISION RECEIVED:

The Building Official works under the general direction of the Mayor.

SUPERVISION EXERCISED:

The Building Official supervises office staff.

ESSENTIAL JOB FUNCTIONS:

The Building Official reviews plans, drawings, and specifications for new and revised construction to assure conformance with applicable codes, issuing permits when appropriate and collecting and accounting for proper permit fees. The Building Official conducts inspections of construction in progress, reviewing the work of plumbers, electricians, carpenters, masons, and other trades to make certain of code compliance and compliance with trades licensing regulations. Duties include the issuing of stop orders and the initiation of enforcement actions when needed. The Building Official supervises the Building Official's office, preparing the department annual budget recommendations, preparing required reports, overseeing the maintenance of records and assists the general public with information concerning building codes and administrative procedures to be followed to obtain permits. Inspections performed include the inspection of sub-surface sanitary systems, and the installation of wood stoves. Permits issue include building permits and well permits.

QUALIFICATIONS PROFILE:

Knowledge, Skills and Ability

Skills and knowledge required would generally be acquired with a full building trades apprenticeship program or two years of formal education, beyond high school or vocational school, in architectural or structural engineering design.

Experience and Training

This position requires at least five years of experience as a senior designer of structures or a supervisor of building construction.

Additional Requirements

The Building Official must have a Connecticut drivers license and must have or must be able to obtain Connecticut State certification as a Building Official as per State Statute Section 29-262.

******This job description does not constitute an employment agreement or contract between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change. ******

Adopted by the Ledyard Town Council on:

Kevin J. Dombrowski, Chairman



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 23-2152

Agenda Date: 10/11/2023

Agenda #: 5.

JOB DESCRIPTION

Motion/Request:

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

Background:

The Zoning and Inland Wetland Official job description was posted as a draft to hire the most recent staff member in the position.

No details have been changed, the Human Resources Department was simply looking to finalize and replace the outdated descriptions from as early as 1988.

Department Comment/Recommendation:

(type text here)

Human Resources Comment/Recommendation:

It is the recommendation of Human Resources that these job description be approved and finalized.

Financial Information:

(type text here)

Mayor Comment/Recommendation:

(type text here)

TOWN OF LEDYARD
LAND USE DEPARTMENT
ZONING AND INLAND WETLANDS OFFICIAL

NATURE OF WORK:

The official shall be charged with the implementation and enforcement of the policies and regulations of the Planning and Zoning Commission (PZC); Inland Wetlands and Watercourses Commission (IWWC); and Zoning Board of Appeals (ZBA) including Town ordinances relative to land use. The official shall have such other duties prescribed and mutually agreed upon by the Mayor, Director of Land Use, and these commissions.

SUPERVISION RECEIVED:

Works under the general supervision of the Director of Land Use, or designate, in accordance with enforcement Town ordinances and policies.

SUPERVISION EXERCISED: Supervises department staff as necessary.

ESSENTIAL JOB FUNCTIONS:

Advises various commissions and boards on land-use matters and State law with regard to comprehensive plan of zoning regulations, inland wetlands and watercourses regulations.

Performs other duties as the Director of Land Use may prescribe not inconsistent with the duties and functions as prescribed by relevant State statutes.

Performs research and investigation as required to prepare summaries and reports on PZC and IWWC matters.

Interaction with town residents, town board and commission members, auditors, state officials and officials of other towns.

Administer and enforce the Blight Ordinance; serves as the Blight Enforcement Officer.

Act in an advisory capacity to the PZC on interpretations, drafting and researching new regulations, strategic planning, identification of problems and enforcement and other related activities.

Responsible for receiving and acting on zoning including any required investigations or written notice and for maintaining a log with status of each complaint.

Reviews all zoning and inland wetlands and watercourses applications along with plans and supporting documentation, The official reviews all zoning applications and plot plans for residential building permits; approves (with or without conditions) or denies such applications based on conformance with the zoning regulations and/or conformance with any approved variances.

Maintain a system for inspections and verification that approved projects are constructed in accordance with approved plans. Issue compliance certifications.

Supervises the maintenance of a searchable permit records database capable of tracking and providing the status of all current and completed applications as well as periodic reports and handouts regarding zoning and wetlands activities.

Attend PZC, IWWC, and ZBA meetings as required.

QUALIFICATIONS PROFILE:

Knowledge, Skills and Ability

Knowledge of principles and practices of land use planning; inland wetlands and watercourses protection and zoning regulations.

Ability to read and interpret drawings, plans, and specifications.

Possesses knowledge of, and skill in utilizing computers and appropriate software programs.

Ability to establish and maintain effective working relationships with the public, Town Officials, agencies and other office staff.

Experience and Training

Graduation from an accredited university with a minimum of a bachelor's degree in planning, natural resources conservation, construction management or related field with two or more years experience in a land-use development field. Or an associates degree or equivalent from a two-year college or technical school in building construction architecture or related field plus a minimum of 3 years' experience.

In lieu of the above requirements; five years experience in land use law application, administration and enforcement, or construction supervision may be accepted.

Certification by the Connecticut Association of Zoning Enforcement Officers (C.A.Z.E.O) within 2 years of date of hire and certification by the Department of Environmental Protection (DEP) of having attended Inland Wetlands and Watercourses Commissioner/Agent Training - Segments I, II, III.

Town of Ledyard reserve the right to accept a combination of experience and education along with a commitment to obtain the minimum certifications within a mutually agreed

to time frame, if they determine that such existing experience and education is sufficient to perform the required duties until such certifications can be obtained.

Additional Requirements

- Two years of Zoning/Inland Wetlands experience
- Means of transportation.
- Means of contact.
- Physical and/or psychological examinations as may be required during employment.
- Drug screening both pre-employment and as may be required during employment.
- Criminal background and driving record checks are required prior to employment.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to hear, speak, stand, sit, walk, bend, twist, stoop, kneel, crouch or crawl; climb stairs to various levels, use hands to finger, feel or operate objects, tools or controls; use wrists for repetitive motion, reach with hands and arms; drive, tolerate exposure to environmental allergens.

The employee must occasionally lift and/or move up to 25 pounds. Specific abilities required by the job include normal audio ability, close vision, distant vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Hand-eye coordination is necessary to operate computers and various pieces of equipment.

Employee must be free from mental and physical disorders which would interfere with performance of duties as described and have the ability to maintain composure with the public and co-workers in every day stressful and emergency situations. Employee may occasionally be required to function in situations where subjected to aggressive verbal behavior.

While performing the duties of this job, the employee is regularly required to attend night meetings and perform site inspections. The employee must be able to work harmoniously, cooperatively, and courteously with others at all times. While performing the duties of this job, the employee may work in outside weather conditions and is occasionally exposed to wet, cold and/or humid conditions.

LICENSE OR CERTIFICATE

Certification by the Connecticut Association of Zoning Enforcement Officers (CAZEO)

Inland Wetlands and Watercourses Commissioner/Agent Training – Segments I, II, and III as available through DEEP.

Licensing and certification within one (1) years of hire date.

Valid Motor Vehicle Operator's License

******This job description does not constitute an employment agreement or contract between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.******

Adopted by Ledyard Town Council:

Kevin J. Dombrowski, Chairman



File #: 23-2153

Agenda Date: 10/11/2023

Agenda #: 6.

JOB DESCRIPTION

Motion/Request:

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

Background:

The Youth Services Coordinator job description was being updated to:

- Change Title of Job Description from *Youth Services Coordinator/Director* to *Youth Services Coordinator*/~~Director~~
- Changed the Supervisor from the ~~Mayor~~ to the *Nursing Administrator* (see track changes).

The Human Resources Department is looking to update the description to reflect the current staffing structure.

Department Comment/Recommendation:

(type text here)

Human Resources Comment/Recommendation:

It is the recommendation of Human Resources that these job description be approved and finalized.

Financial Information:

(type text here)

Mayor Comment/Recommendation:

(type text here)

DRAFT: 9/13/2023

**TOWN OF LEDYARD
YOUTH SERVICES COORDINATOR**

NATURE OF WORK:

This is highly responsible, professional and administrative work developing, implementing, supervising and evaluating education, counseling, and services for youth and their families. The Youth Services Coordinator ensures and provides counseling, therapy, and intervention services for “at-risk” (i.e. truant, delinquent, neglected, abused) children, youth, and their families.

This position requires the use of professional judgement and skills, as well as an educational background that supports the use of independent judgement and discretion in carrying out the responsibilities of the position.

SUPERVISION RECEIVED:

The Youth Services Coordinator receives general direction from the Nurses Administrator.

SUPERVISION EXERCISED:

Conducts clinical supervision for graduate student interns per agreement with the sponsoring College or University. Supervision is provided to unlicensed therapists. The Coordinator is responsible for completing regular evaluations of Interns and submitting them to the sponsoring college or university

Coordinates assignment of cases with all counselors and student interns.

ESSENTIAL FUNCTIONS:

Plans, organizes, and directs the Town of Ledyard’s Youth Services Bureau.

Prepares and administers the departmental budget. Works with State agencies to seek grants and other funding to support the program and special projects.

Conducts intake assessments involving interviewing children and/or the family.

Provides individual, couple, family and group therapy.

Will provide appropriate referrals to support services when needed.

Facilitates support groups and parenting programs.

Provides emergency crisis intervention services as needed, including the reporting of suspected abuse or neglect situations to the appropriate authorities.

Organizes and participates in educational and prevention services designed to help children and

youth build character and develop positively.

Participates in Planning & Placement Team (PPT's) and Student Study Team (SST) meetings within the Ledyard school system as an advocate for current clients.

Provides consultation to schools and the police in preventive measures.

Maintains liaison with groups and agencies concerned with the municipalities youth. Works with the school system, police department, juvenile court system and business and non-profit corporations on program development and individual cases.

Reviews all intakes and referrals to ensure that LYS is the appropriate resource for each case.

Assigns cases to Youth and Family Counselors (includes contractual counselor and students).

Coordinates requests from residents and local agencies (i.e., schools, churches, etc.) for support groups/workshops and matches therapists to meet those needs.

Serves as the Case Manager for the Ledyard Juvenile Review Board, community-based Diversion Program, which aims to divert youth ages 12-17 from Juvenile Court System.

Prepares and distributes narrative and statistical reports as needed (i.e., schools).

Provides orientation for counselors, undergraduate and graduate student interns.

Maintains accurate, detailed, case records and related files with absolute confidentiality.

Keeps current with professional programs and services through review of literature and publications and attendance at professional meetings and conferences.

Attends and is active at appropriate monthly meetings to stay informed of community needs and resources.

Provides weekly supervision to unlicensed staff and students and schedules peer supervision groups for all counseling staff.

The Ledyard YSB is the Community Hub for truancy related cases. Cases are evaluated by the Coordinator to determine family needs and referrals are provided.

Regular attendance is a requirement of this position.

ADDITIONAL DUTIES:

Performs related work, as required.

******* The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. *******

QUALIFICATIONS PROFILE

KNOWLEDGE, SKILLS AND ABILITY:

Considerable knowledge, skills, and ability in direct counseling, group process, family dynamics, clinical supervision and the ability to gain and maintain the respect of youth and adults.

Advanced knowledge of youth counseling principles and practices, family and group therapy.

Ability to follow written and oral instructions and to organize and express thoughts and ideas, orally and through written communication; present oral and written reports with clarity; and to plan, prepare and make presentations.

Considerable ability to relate to and communicate with youths and adults on an individual and group basis; youth services agencies; educational facilities; state officials; service organizations; clergy; police and court officials. Ability to act as a liaison between the youth and/or the family and applicable agencies.

Considerable ability to establish and maintain effective working relationships with associates; co-workers; supervisors; youth; the general public; and a variety of public, private, and social agencies, including Human Services agencies, schools, police, court, local and state government systems.

Ability to ensure confidentiality and protect the integrity of the Town of Ledyard.

Possess qualities of flexibility, independence, resourcefulness and motivation.

Excellent working knowledge of the needs of child and adolescent population.

The employee must be able to read and interpret professional journals and governmental regulations, write standard reports and correspondence, and effectively present information in one-on-one and small group situations.

EXPERIENCE AND TRAINING:

Possession of a Master's Degree in counseling, marriage and family therapy, psychology, social work, or a closely related field, and four years of full-time employment experience serving youth

and families. Appropriate candidates will also hold a professional license in their professional field. In addition, candidates must have completed the Supervisor Education and Training required by their profession to provide supervision toward licensing of unlicensed staff and students.

Physical and psychological examinations, as may be required during employment. Drug screening may be required.

OTHER:

Criminal background and driving record checks required prior to employment.

Reliable means of transportation.

PHYSICAL AND MENTAL DEMANDS:

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function.

While performing the duties of this job, the employee works predominantly in an office setting. The noise level in the work environment is usually quiet in the office.

While performing the duties of this job, the employee is frequently required to: talk; hear; speak; stand; walk; bend; twist; stoop or crouch; lift and carry up to 30 lbs.; sit; climb stairs to various levels; use hands, fingers, wrist for repetitive motion; handle/feel objects; reach; drive; get in and out of vehicles; tolerate exposure to weather and environmental allergens. Continuous visual acuity including close vision and the ability to adjust focus and normal audio ability to perform client assessments and provide technical care.

The employee must be free from mental and/or physical disorders which would interfere with performance of duties as described, and have the ability to maintain his/her composure with the public and co-workers in everyday, stressful and emergency situations. Employee may occasionally be required to function in situations where subjected to aggressive physical and/or verbal behavior.

******* This job description does not constitute an employment agreement or contract between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change. *******

LICENSE OR CERTIFICATE

Must have and retain a valid Motor Vehicle Operator's license.

Adopted by Ledyard Town Council on _____

Kevin J. Dombrowski, Chairman



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 23-2083

Agenda Date: 10/11/2023

Agenda #: 7.

JOB DESCRIPTION

Motion/Request:

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

Background:

The Assistant Librarian job description was outdated and the position title didn't best reflect the responsibilities of the role. The Director made suggestions that will work best for the department needs. (see attached track changes).

Department Comment/Recommendation:

To approve the job description as presented.

Human Resources Comment/Recommendation:

To approve the job description as presented.

Financial Information:

(type text here)

Mayor Comment/Recommendation:

(type text here)

DRAFT: 3/2023

**TOWN OF LEDYARD
ASSISTANT LIBRARIAN I – ADULT SERVICES**

GENERAL STATEMENT OF DUTIES:

The Assistant Librarian I – Adult Services is responsible for the operation of one of the library buildings and also provides specialized professional services.

SUPERVISION RECEIVED:

The Assistant Librarian I – Adult Services is supervised by the Library Director.

SUPERVISION EXERCISED:

The Assistant Librarian I – Adult Services supervises the staff and volunteers in the library to which assigned.

ESSENTIAL JOB FUNCTIONS:

- Oversee the operation of the library building and equipment
- Give work assignments to staff at the circulation desk
- Train new staff in library procedures and the use of the library's circulation system
- Provide reference and reader's advisory for patrons
- Arrange interlibrary loans for patrons
- Provide instruction and/or assistance with technology and library equipment to staff and library users
- Interpret library policies and procedures
- Monitor patron behavior and conduct
- Assist with staff evaluations
- Assist with the selection of materials for the collection
- Prepare press releases detailing adult activities and programs
- Provide collection maintenance such as weeding and shelf reading supervision
- Assist with circulation duties as needed including checking books out to patrons, discharging returned materials, entering patron data into the computer, collecting fines, clearing patron records, placing holds, and renewing items
- Oversee the return of material to proper locations, providing assistance if needed
- Attend meetings as required
- Secure the building at closing time

ADDITIONAL DUTIES:

- Plan and implement adult programs
- Develop community awareness of library materials and services
- Help to plan and implement staff development programs
- Attend continuing education workshops and conferences
- Resolve library equipment malfunctions
- Schedule the facility for library programs and outside meetings
- Other duties as required.

******The duties listed above are intended only as illustrative of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.******

QUALIFICATIONS PROFILE

Knowledge, Skills, and Ability:

- Knowledge of the principles and practices of public library functions
- Knowledge of print and online resources
- Knowledge of the use of computers in libraries
- Ability to supervise the work of others
- Ability to establish and maintain effective working relationships with superiors, subordinates, officials of other agencies, and the general public
- Ability to communicate orally and in writing.

Education, Experience, and Training:

This position requires a four-year college degree preferably in Library Science plus two years of experience in a library. Supervisory experience is preferred.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to talk; sit; bend or twist; stoop or crouch; use hands, fingers, wrists, or perform repetitive motions; handle/feel objects or controls; and reach with hands and arms. The employee must occasionally walk, climb stairs to various levels, and lift and/or move up to 25 pounds. The employee must maintain continuous visual acuity including close vision, the ability to focus, and hand-eye coordination. The employee must maintain normal auditory ability and the ability to communicate conversationally and by phone.

The employee must be free from mental and physical disorders which would interfere with performance of duties as described and have the ability to maintain composure with the public and coworkers in everyday stressful and emergency situations.

********This job description does not constitute an employment agreement or contract between the employer and the employee and is subject to change by the employer as the needs of the employer and job requirements.********

Adopted by the Ledyard Town Council on December 13, 2017.

Revised; 03/2023

Kevin J. Dombrowski, Chairman



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 23-2084

Agenda Date: 10/11/2023

Agenda #: 8.

JOB DESCRIPTION

Motion/Request:

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

Background:

The Library Assistant job description was outdated and the position title didn't best reflect the responsibilities of the role. The Director made suggestions that will work best for the department needs. (see attached track changes).

Department Comment/Recommendation:

To approve the job description as presented.

Human Resources Comment/Recommendation:

To approve the job description as presented.

Financial Information:

(type text here)

Mayor Comment/Recommendation:

(type text here)

**TOWN OF LEDYARD
LIBRARY ASSOCIATE**

GENERAL STATEMENT OF DUTIES:

The Library Associate will provide assistance to the public at the library circulation desk and by telephone.

SUPERVISION RECEIVED:

The Library Associate is supervised by an Assistant Librarian or by a Library Technician I in the Assistant Librarian's absence.

SUPERVISION EXERCISED:

The Library Associate does not have supervising responsibilities unless they are the Sunday Supervisor.

ESSENTIAL JOB FUNCTIONS:

- Greet and serve patrons as they come into the library
- Understand and use the library's computerized circulation system to check out items to patrons; check in returned materials; place holds and renew materials as needed; register new patrons; update expired cards and make changes as needed; collect money; clear items from patron records as necessary; and prepare materials returned from other libraries for transit.
- Answer the telephone and provide routine information or refer and transfer calls
- Answer directional, policy, and procedural questions
- Refer reference and informational questions as well as questions about the use of library materials to Assistant Librarians
- Assist patrons in the operation of photocopiers and printers; resupply equipment with paper and toner as needed
- Notify patrons when a requested item has arrived
- Shelf materials when necessary and shelf read assigned collections

ADDITIONAL DUTIES:

- Assist with library programs as needed
- Provide assistance and instruction in the use of the online catalog
- Assist with monitoring patron behavior and conduct
- Perform routine catalog maintenance and book processing such as deleting holdings or preparing materials for circulation
- Assist patrons with basic computer questions when asked
- Assist with opening and closing procedures
- May be assigned Sunday work responsibilities
- Other duties as required

******The duties listed above are intended only as illustrative of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.******

QUALIFICATIONS PROFILE

Knowledge, Skills, and Ability:

- Knowledge of basic computer functions
- Knowledge of basic library materials
- Ability to deal with the public in a professional and courteous manner
- Ability to understand and follow written and oral instruction
- Ability to pay attention to detail
- Ability to establish and maintain effective working relationships with coworkers

Education, Experience, and Training:

A high school diploma or equivalent is required. Previous work experience indicative of ability to work independently on support staff functions requiring many skills a plus.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to talk; sit; bend or twist; stoop or crouch; use hands, fingers, wrists, or perform repetitive motions; handle/feel objects or controls; and reach with hands and arms. The employee must occasionally walk, climb stairs to various levels, and lift and/or move up to 25 pounds. The employee must maintain continuous visual acuity including close vision, the ability to focus, and hand-eye coordination. Employee must maintain normal auditory ability and the ability to communicate conversationally and by phone.

Employee must be free from mental and physical disorders which would interfere with performance of duties as described, and have the ability to maintain composure with the public and coworkers in every day stressful and emergency situations.

******This job description does not constitute an employment agreement or contract between the employer and the employee and is subject to change by the employer as the needs of the employer and job requirements change.******

Adopted by Ledyard Town Council on.

Revised; 03/2023



File #: 23-2146

Agenda Date: 10/11/2023

Agenda #: 9.

APPOINTMENT

Motion/Request:

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.

Background:

The Board of Assessment Appeals meets annually (as needed) to review property owners questions regarding their assessment.

As members terms come due to expire, the Board and the member's respective representatives are contacted to obtain their recommendation/endorsement regarding their reappointment to the Board.

Nominating Committee Recommendation:

The Board indicated that Ms. Jennifer Lineweaver had decided not to continue to serve on the Board when her term ends on December 5, 2023.

Mr. Eric Treaster was interested in continuing to serve on the Board of Assessment Appeals and his reappointment has been endorsed by the Board and his respective party.

Minority Representation - CGS 9-167a:

In accordance with Chapter IV; Section 8 of the Town Charter "Except as otherwise provided for in this Charter, the Town Council may appoint members to fill vacancies in other offices, boards, and commissions established by this Charter and by ordinance as vacancies may occur, and appointing members to such offices, boards, and commissions as may be created in the future. Such appointments shall be made by the Town Council for such terms and upon such conditions as provided in the respective ordinance".

Chapter IV, Section 9: "In making appointments and removals, the Town Council shall act by the affirmative votes of at least a majority of all its members.

All members of boards, commissions, and committees contained in this Charter, or subsequently created under this Charter, except members of the Building Code Board of Appeals, the Fire Marshal, and the Deputy Fire Marshal(s), shall be electors of the Town at the time of their appointment and during their terms of office."

Connecticut General Statutes

Sec. 9-167a. Minority representation. (a) (1) Except as provided in subdivision (2) of this subsection, the maximum number of members of any board, commission, legislative body, committee or similar body of the state or any political subdivision thereof, whether elective or appointive, who may be members of the same

political party, shall be as specified in the following table:

Total Membership	Maximum from One Party
3	2
4	3
5	4
6	4
7	5
8	5
9	6
More than 9 Two-thirds of total membership	

(2) The provisions of this section shall not apply (A) to any such board, commission, committee or body whose members are elected wholly or partially on the basis of a geographical division of the state or political subdivision, (B) to a legislative body of a municipality (i) having a town meeting as its legislative body or (ii) for which the charter or a special act, on January 1, 1987, provided otherwise or (C) to the city council of an unconsolidated city within a town and the town council of such town if the town has a town council and a representative town meeting, the town charter provides for some form of minority representation in the election of members of the representative town meeting, and the city has a city council and a body having the attributes of a town meeting or (D) to the board of directors and other officers of any district, as defined in section 7-324, having annual receipts from all sources not in excess of two hundred fifty Thousand dollars.

(b) Prior to any election for or appointment to any such body, the municipal clerk, in cases of elections, and the appointing authority, in cases of appointments, shall determine the maximum number of members of any political party who may be elected or appointed to such body at such election or appointment. Such maximum number shall be determined for each political party in the following manner: From the number of members of one political party who are members of such body at the time of the election or appointment, subtract the number of members of such political party whose terms expire prior to the commencement of the terms for which such election or appointment is being held or made and subtract the balance thus arrived at from the appropriate number specified in column II of subsection (a) of this section.

Meeting Detail:

Administration Committee Meeting 9/28/2022

File #: [22501 <https://ledyardct.legistar.com/LegislationDetail.aspx?ID=5814186&GUID=E2C7069F-CBA6-4209-A4C0-5F8D44613280>](https://ledyardct.legistar.com/LegislationDetail.aspx?ID=5814186&GUID=E2C7069F-CBA6-4209-A4C0-5F8D44613280) Version: 1

Type: Appointment

Title: MOTION to reappoint the following members to the Building Code of Appeals for a five-year (5) term ending October 14, 2027: Mr. Ernest A. Maynard, Jr. (U) 746 Shewville Road, Ledyard Mr. Stanley Juber (R) 13 Iron Street, Ledyard Mr. Gabriel B. Stern, (D) 1065 Long Cove Road, Gales Ferry Mr. Wayne Chiapperini (R) 150 Library Street, Mystic Mr. Hubert B. Sokolski (R) 14 Mary Belle Circle, Gales Ferry

Mover: Irwin **Seconder:** McGrattan

Action: Recommend to Approve

Meeting Note:

Moved by Councilor Irwin, seconded by Councilor McGrattan

Discussion: Councilor Ingalls stated the five-member Building Code Board of Appeals only meets when there is an appeal. She noted these members were interested in continuing to serve on the Board and that their reappointments have been endorsed by their respective parties.

Councilor Irwin noted that Mr. Chiapperini lived in Mystic; and therefore, he questioned whether the members of the Board had to be electors of the town.

It was noted that in accordance with CGS 29-266 that a Member of the Board of Assessment Appeals of one municipality may also be a member of a Board of Assessment Appeals in another municipality. Therefore, he did not need to be an elector of the town. Councilor McGrattan stated that Mr. Chiapperini formerly lived in Ledyard.

VOTE: 3 - 0 Approved and so declared

Action: Recommend to Approve



TOWN OF LEDYARD CONNECTICUT OWN COUNCIL

741 Colonel Ledyard Highway
Ledyard, CT 06339-1551
(860) 464-3203
FAX (860) 464-1485
E-Mail Address:
council@ledyardct.org

Chairman Kevin J. Dombrowski

September 5, 2023

Mr. Roger Codding, Chairman
Board of Assessment Appeals
13 Hemlock Circle
Gales Ferry, Connecticut 06335

Dear Mr. Codding:

Members of the Board of Assessment Appeals are due for re-appointment as listed below. The Administration Committee of the Town Council would like your recommendations.

Please complete the shaded areas of each Commission members block and kindly return to the Town Council Office.

Board of Assessment Appeals					4 Year Term	
Member's Name	Party Affiliation	Term Expiration	Commission Recommendation	Town Committee Endorsement	Attendance	
Ms. Jennifer Lineweaver 15 Hillcrest Avenue Ledyard, CT 06339	U	12/05/2023	Y <input checked="" type="radio"/> N	Y N	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good
Mr. Eric Treaster 10 Huntington Way Ledyard, CT 06339	R	12/5/2023	<input checked="" type="radio"/> Y N	Y N	<input checked="" type="checkbox"/> Excellent	<input type="checkbox"/> Good
					<input type="checkbox"/> Fair	<input type="checkbox"/> Poor

Board's Comments: Ms Lineweaver has decided not to run again.

Your assistance is greatly appreciated. Thank you for your attention regarding this request.

Sincerely,
Roxanne M. Maher
Roxanne M. Maher
Administrative Assistant
to the Ledyard Town Council



TOWN OF LEDYARD CONNECTICUT OWN COUNCIL

741 Colonel Ledyard Highway
Ledyard, CT 06339-1551
(860) 464-3203
FAX (860) 464-1485
E-Mail Address:
council@ledyardct.org

Chairman Kevin J. Dombrowski

September 5, 2023

Mr. Mike France, Chairman
Republican Nominating Committee
17 Garden Drive
Gales Ferry, Connecticut 06335

Dear Chairman France:

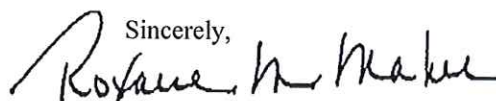
Members of the Board of Assessment Appeals are due for re-appointment as listed below. The Administration Committee of the Town Council would like your recommendations.

Please complete the shaded areas of each Commission members block and kindly return to the Town Council Office.

Board of Assessment Appeals					4 Year Term	
Member's Name	Party Affiliation	Term Expiration	Commission Recommendation	Town Committee Endorsement	Attendance	
Ms. Jennifer Lineweaver 15 Hillcrest Avenue Ledyard, CT 06339	U	12/05/2023	Y N	Y N	{ } Excellent { } Good { } Fair { } Poor	
Mr. Eric Treaster 10 Huntington Way Ledyard, CT 06339	R	12/5/2023	Y N	<input checked="" type="radio"/> Y N	{ } Excellent { } Good { } Fair { } Poor	

Board's Comments:

Your assistance is greatly appreciated. Thank you for your attention regarding this request.

Sincerely,

 Roxanne M. Maher
 Administrative Assistant
 to the Ledyard Town Council



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 23-2147

Agenda Date: 10/11/2023

Agenda #: 10.

APPOINTMENT

Motion/Request:

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

Background:

The Library Commission Members serve for a two-year term.

As members' terms come due to expire, the Commission and the members's party are contacted to obtain their recommendation/endorsement regarding their reappointment.

Nominating Committee Recommendation:

These Members were interested in continuing to serve on the Library Commission and reappointments have been endorsed by the Commission and their respective party (see attached).

Minority Representation - CGS 9-167a:

In accordance with Chapter IV; Section 8 of the Town Charter "Except as otherwise provided for in this Charter, the Town Council may appoint members to fill vacancies in other offices, boards, and commissions established by this Charter and by ordinance as vacancies may occur, and appointing members to such offices, boards, and commissions as may be created in the future. Such appointments shall be made by the Town Council for such terms and upon such conditions as provided in the respective ordinance".

Chapter IV, Section 9: "In making appointments and removals, the Town Council shall act by the affirmative votes of at least a majority of all its members.

All members of boards, commissions, and committees contained in this Charter, or subsequently created under this Charter, except members of the Building Code Board of Appeals, the Fire Marshal, and the Deputy Fire Marshal(s), shall be electors of the Town at the time of their appointment and during their terms of office."

Connecticut General Statutes

Sec. 9-167a. Minority representation. (a) (1) Except as provided in subdivision (2) of this subsection, the maximum number of members of any board, commission, legislative body, committee or similar body of the state or any political subdivision thereof, whether elective or appointive, who may be members of the same political party, shall be as specified in the following table:

Total Membership	Maximum from One Party
3	2
4	3
5	4
6	4
7	5
8	5
9	6
More than 9 Two-thirds of total membership	

(2) The provisions of this section shall not apply (A) to any such board, commission, committee or body whose members are elected wholly or partially on the basis of a geographical division of the state or political subdivision, (B) to a legislative body of a municipality (i) having a town meeting as its legislative body or (ii) for which the charter or a special act, on January 1, 1987, provided otherwise or (C) to the city council of an unconsolidated city within a town and the town council of such town if the town has a town council and a representative town meeting, the town charter provides for some form of minority representation in the election of members of the representative town meeting, and the city has a city council and a body having the attributes of a town meeting or (D) to the board of directors and other officers of any district, as defined in section 7-324, having annual receipts from all sources not in excess of two hundred fifty Thousand dollars.

(b) Prior to any election for or appointment to any such body, the municipal clerk, in cases of elections, and the appointing authority, in cases of appointments, shall determine the maximum number of members of any political party who may be elected or appointed to such body at such election or appointment. Such maximum number shall be determined for each political party in the following manner: From the number of members of one political party who are members of such body at the time of the election or appointment, subtract the number of members of such political party whose terms expire prior to the commencement of the terms for which such election or appointment is being held or made and subtract the balance thus arrived at from the appropriate number specified in column II of subsection (a) of this section.

Meeting Detail:

Administration Committee Meeting 9/28/2022

File #: [22501 <https://ledyardct.legistar.com/LegislationDetail.aspx?ID=5814186&GUID=E2C7069F-CBA6-4209-A4C0-5F8D44613280>](https://ledyardct.legistar.com/LegislationDetail.aspx?ID=5814186&GUID=E2C7069F-CBA6-4209-A4C0-5F8D44613280) Version: 1

Type: Appointment

Title: MOTION to reappoint the following members to the Building Code of Appeals for a five-year (5) term

ending October 14, 2027: Mr. Ernest A. Maynard, Jr. (U) 746 Shewville Road, Ledyard Mr. Stanley Juber (R) 13 Iron Street, Ledyard Mr. Gabriel B. Stern, (D) 1065 Long Cove Road, Gales Ferry Mr. Wayne Chiapperini (R) 150 Library Street, Mystic Mr. Hubert B. Sokolski (R) 14 Mary Belle Circle, Gales Ferry □

Mover: Irwin **Seconder:** McGrattan

Action: Recommend to Approve

Meeting Note:

Moved by Councilor Irwin, seconded by Councilor McGrattan

Discussion: Councilor Ingalls stated the five-member Building Code Board of Appeals only meets when there is an appeal. She noted these members were interested in continuing to serve on the Board and that their reappointments have been endorsed by their respective parties.

Councilor Irwin noted that Mr. Chiapperini lived in Mystic; and therefore, he questioned whether the members of the Board had to be electors of the town.

It was noted that in accordance with CGS 29-266 that a Member of the Board of Assessment Appeals of one municipality may also be a member of a Board of Assessment Appeals in another municipality. Therefore, he did not need to be an elector of the town. Councilor McGrattan stated that Mr. Chiapperini formerly lived in Ledyard.

VOTE: 3 - 0 Approved and so declared

Action: Recommend to Approve



TOWN OF LEDYARD CONNECTICUT TOWN COUNCIL

Chairman Kevin J. Dombrowski

741 Colonel Ledyard Highway
Ledyard, CT 06339-1551
(860) 464-3203
FAX (860) 464-1485
E-Mail Address:
council@ledyardct.org

September 5, 2023

Ms. Rebecca Nash, Chairman
Library Commission
8 Osprey Drive
Gales Ferry, Connecticut 06335

Dear Ms. Nash:

Members of the Library Commission are due for re-appointment as listed below. The Administration Committee of the Town Council would like your recommendations.

Please complete the shaded areas of each Commission members block and kindly return to the Town Council Office.

Library Commission					2 Year Term
Member's Name	Party Affiliation	Term Expiration	Commission Recommendation	Town Committee Endorsement	Attendance
Mr. John Bolduc 14 Monticello Drive Gales Ferry, CT 06335	R	11/7/2023	(Y) N	Y N	<input checked="" type="checkbox"/> Excellent { } Good { } Fair { } Poor
Mr. Ellin M. Grenger 15 Bittersweet Drive Gales Ferry, CT 06335	D	11/7/2023	(Y) N	Y N	<input checked="" type="checkbox"/> Excellent { } Good { } Fair { } Poor
Ms. Barbara Candler 3 Goulart Road Ledyard, CT 06339	D	11/7/20213	(Y) N	Y N	<input checked="" type="checkbox"/> Excellent { } Good { } Fair { } Poor
Mr. Brian Cronin 12 Erin's Way Ledyard, CT 06339	U	11/7/2023	(Y) N	Y N	<input checked="" type="checkbox"/> Excellent { } Good { } Fair { } Poor
Ms. Elizabeth Rumery 2 Bluff Road Gales Ferry, CT 06339	D	11/7/2023	(Y) N	Y N	<input checked="" type="checkbox"/> Excellent { } Good { } Fair { } Poor

Committee Comments:

Your assistance is greatly appreciated. Thank you for your attention regarding this request.

Sincerely,
Roxanne M. Maher
Roxanne M. Maher
Administrative Assistant
to the Ledyard Town Council



TOWN OF LEDYARD CONNECTICUT TOWN COUNCIL

Chairman Kevin J. Dombrowski

741 Colonel Ledyard Highway
Ledyard, CT 06339-1551
(860) 464-3203
FAX (860) 464-1485
E-Mail Address:
council@ledyardct.org

September 5, 2023

Ms. S. Naomi Rodriguez, Chairman
Democratic Nominating Town Committee
6 Saint Peters Court
Ledyard, Connecticut 06339

Dear Chairman Rodriguez:

Members of the Library Commission are due for re-appointment as listed below. The Administration Committee of the Town Council would like your recommendations.

Please complete the shaded areas of each Commission members block and kindly return to the Town Council Office.

Library Commission					2 Year Term
Member's Name	Party Affiliation	Term Expiration	Commission Recommendation	Town Committee Endorsement	Attendance
Mr. John Bolduc 14 Monticello Drive Gales Ferry, CT 06335	R	11/7/2023	Y N	Y N	{ } Excellent { } Good { } Fair { } Poor
Mr. Ellin M. Grenger 15 Bittersweet Drive Gales Ferry, CT 06335	D	11/7/2023	Y N	(Y) N	{x} Excellent { } Good { } Fair { } Poor
Ms. Barbara Candler 3 Goulart Road Ledyard, CT 06339	D	11/7/20213	Y N	(Y) N	{x} Excellent { } Good { } Fair { } Poor
Mr. Brian Cronin 12 Erin's Way Ledyard, CT 06339	U	11/7/2023	Y N	Y N	{ } Excellent { } Good { } Fair { } Poor
Ms. Elizabeth Rumery 2 Bluff Road Gales Ferry, CT 06339	D	11/7/2023	Y N	(Y) N	{x} Excellent { } Good { } Fair { } Poor

Committee Comments:

Your assistance is greatly appreciated. Thank you for your attention regarding this request.

Sincerely,
Roxanne M. Maher
Roxanne M. Maher
Administrative Assistant
to the Ledyard Town Council



TOWN OF LEDYARD CONNECTICUT TOWN COUNCIL

741 Colonel Ledyard Highway
Ledyard, CT 06339-1551
(860) 464-3203
FAX (860) 464-1485
E-Mail Address:
council@ledyardct.org

Chairman Kevin J. Dombrowski

September 5, 2023

Mr. Mike France, Chairman
Republican Nominating Committee
17 Garden Drive
Gales Ferry, Connecticut 06335

Dear Chairman France:

Members of the Library Commission are due for re-appointment as listed below. The Administration Committee of the Town Council would like your recommendations.

Please complete the shaded areas of each Commission members block and kindly return to the Town Council Office.

Library Commission					2 Year Term
Member's Name	Party Affiliation	Term Expiration	Commission Recommendation	Town Committee Endorsement	Attendance
Mr. John Bolduc 14 Monticello Drive Gales Ferry, CT 06335	R	11/7/2023	Y N	<input checked="" type="radio"/> Y <input type="radio"/> N	<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor
Mr. Ellin M. Grenger 15 Bittersweet Drive Gales Ferry, CT 06335	D	11/7/2023	Y N	Y N	<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor
Ms. Barbara Candler 3 Goulart Road Ledyard, CT 06339	D	11/7/20213	Y N	Y N	<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor
Mr. Brian Cronin 12 Erin's Way Ledyard, CT 06339	U	11/7/2023	Y N	Y N	<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor
Ms. Elizabeth Rumery 2 Bluff Road Gales Ferry, CT 06339	D	11/7/2023	Y N	Y N	<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor

Committee Comments:

Your assistance is greatly appreciated. Thank you for your attention regarding this request.

Sincerely,
Roxanne M. Maher
Roxanne M. Maher
Administrative Assistant
to the Ledyard Town Council



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 23-2144

Agenda Date: 10/11/2023

Agenda #: 11.

APPOINTMENT

Motion/Request:

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

Background:

Ms. Schneider served on the Senior Citizens Commission for many years; and was interested in continuing to serve; and is an active member of the Senior Citizens Center.

With combining the Parks & Recreation Commission with the Senior Citizens Commission the number of members were reduced, which did not provide the ability for all of the current members to move to the combined Commission.

Ms. Marjorie Winslow resigned from the Parks, Recreation, & Senior Citizens Commission (see attached letter dated 9/20/2023)

Administrative Notes:

The Parks, Recreation, & Senior Citizens Commission currently had one vacancy. (see attached Roster)

Nominating Committee Recommendation:

(type text here)

Minority Representation - CGS 9-167a:

In accordance with Chapter IV; Section 8 of the Town Charter “Except as otherwise provided for in this Charter, the Town Council may appoint members to fill vacancies in other offices, boards, and commissions established by this Charter and by ordinance as vacancies may occur, and appointing members to such offices, boards, and commissions as may be created in the future. Such appointments shall be made by the Town Council for such terms and upon such conditions as provided in the respective ordinance”.

Chapter IV, Section 9: “In making appointments and removals, the Town Council shall act by the affirmative votes of at least a majority of all its members.

All members of boards, commissions, and committees contained in this Charter, or subsequently created under

this Charter, except members of the Building Code Board of Appeals, the Fire Marshal, and the Deputy Fire Marshal(s), shall be electors of the Town at the time of their appointment and during their terms of office.”

Connecticut General Statutes

Sec. 9-167a. Minority representation. (a) (1) Except as provided in subdivision (2) of this subsection, the maximum number of members of any board, commission, legislative body, committee or similar body of the state or any political subdivision thereof, whether elective or appointive, who may be members of the same political party, shall be as specified in the following table:

Total Membership	Maximum from One Party
3	2
4	3
5	4
6	4
7	5
8	5
9	6
More than 9 Two-thirds of total membership	

(2) The provisions of this section shall not apply (A) to any such board, commission, committee or body whose members are elected wholly or partially on the basis of a geographical division of the state or political subdivision, (B) to a legislative body of a municipality (i) having a town meeting as its legislative body or (ii) for which the charter or a special act, on January 1, 1987, provided otherwise or (C) to the city council of an unconsolidated city within a town and the town council of such town if the town has a town council and a representative town meeting, the town charter provides for some form of minority representation in the election of members of the representative town meeting, and the city has a city council and a body having the attributes of a town meeting or (D) to the board of directors and other officers of any district, as defined in section 7-324, having annual receipts from all sources not in excess of two hundred fifty Thousand dollars.

(b) Prior to any election for or appointment to any such body, the municipal clerk, in cases of elections, and the appointing authority, in cases of appointments, shall determine the maximum number of members of any political party who may be elected or appointed to such body at such election or appointment. Such maximum number shall be determined for each political party in the following manner: From the number of members of one political party who are members of such body at the time of the election or appointment, subtract the number of members of such political party whose terms expire prior to the commencement of the terms for which such election or appointment is being held or made and subtract the balance thus arrived at from the appropriate number specified in column II of subsection (a) of this section.

Application Form

Profile

Carol _____ Schneider _____
First Name Middle Initial Last Name

estherosenbee@gmail.com _____
Email Address

101 Inchcliffe Drive _____ Suite or Apt _____
Home Address

Gales Ferry _____ CT _____ 06335 _____
City State Postal Code

Home: (860) 464-2220 _____ Mobile: (860) 608-1185 _____
Primary Phone Alternate Phone

Which Boards would you like to apply for?

Parks, Recreation & Senior Citizens Commission: Submitted

Education & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board or commission?

I have previous experience with recreation as I worked at Moral, Welfare and Recreation at the Navy Base.

Community Involvement

Prior Senior Commission Member (2023) Member of Economic Development Commission Member of Ledyard Beautification Committee

Educational Background

Associate's Degree - Mitchell College

NA _____
Employer Job Title

Upload a Resume

Party Affiliation

Party Affiliation *

Democrat

Disclaimer & FOIA Information

Your attendance and active participation is important for the Committee to conduct its business. Any member of a Committee/Commission/Board who is absent from three (3) consecutive regular meetings and any intervening duly called special meetings shall be considered to have resigned from the Committee and the vacancy shall be filled, except that the Committee may vote to waive attendance requirements in each case where illness or other extenuating circumstances make it impossible for a member to meet the attendance requirements. It shall be the responsibility of the Chairman of the Committee to notify the Town Council or Mayor's office when a member has not properly performed his/her duties.

Please Agree with the Following Statement

If selected as a board member, I understand that information on this application is subject to the Freedom of Information Act (FOIA) and may be disclosed to anyone requesting this information.

I Agree

Signature (type full name below)

Carol a Schneider

September 20, 2023


Marjorie Winslow
3 Wolf Ridge Gap
Ledyard, CT 06339

Mr. Kevin J. Dombrowski
Town of Ledyard, Town Council
741 Colonel Ledyard Highway
Ledyard, CT 06339

Dear Mr. Dombrowski:

This is to inform you that I no longer am able to serve on the Parks, Recreation & Senior Citizens Commission. Driving at night is no longer an option for me. Since the meetings are held in the evening 7:00 on, I feel it best for me to resign and give a younger senior an opportunity to serve. I thank you for allowing me to serve on this Commission to serve the needs of the Ledyard seniors.

Sincerely,


Marjorie Winslow
cc: Scott Johnson

PARKS, RECREATION AND SENIOR CITIZENS COMMISSION

	Name	Term Expiration
(D)	Cobb, Jessica 7 Whippoorwill Drive, Gales Ferry, Connecticut 06335	6/28/2025
(U)	Crocker, Paula P.O. Box 452 1500 Route 12 Gales Ferry, Connecticut 06335	6/28/2025
(U)	DiRico, Kenneth Melanie Lane Gales Ferry, Connecticut 06335	6/28/2026
(R)	Finegan, Lucrezia 1331 Baldwin Road Gales Ferry, Connecticut 06335	6/28/2026
(R)	Harding, Margaret Anne 50 Pheasant Run Drive Gales Ferry, Connecticut 06335	6/28/2025
(D)	Kent, Loretta 1363 Baldwin Hill Road Gales Ferry, Connecticut 06335	6/28/2024
(R)	Sokolski, Norma 14 Mary Belle Circle Ledyard, Connecticut 06339	6/28/2026

Alternate Members

(R)	Gallagher, Charles 12 Sherwood Trac Gales Ferry, Connecticut 06335	6/28/2024
(D)	Vacant (Winslow, Marjorie)	6/28/2024

Town Council Appointment

3 Year Term 7 Regular Members; 2 Alternate Members



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 22-090

Agenda Date: 10/11/2023

Agenda #: 12.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

Any other New Business proper to come before the Committee.

Background:

(type text here)

Department Comment/Recommendation:

(type text here)