



TOWN OF LEDYARD CONNECTICUT

741 Colonel Ledyard Highway
Ledyard, Connecticut 06339

Ledyard Beautification Committee

~ AGENDA ~

Chairman
Jennifer Eastbourne

Regular Meeting

Tuesday, August 1, 2023

5:00 PM

Town Hall Annex - Hybrid Format

REMOTE MEETING INFORMATION

Meeting ID: 882 2228 5419

Passcode: 732063

Zoom Meeting link:

<https://us06web.zoom.us/j/88222285419?pwd=YzYzMkViU2NRcDNYUGJtVTloVGtQQT09>

One tap mobile:

+16465588656,,88222285419#,,, *732063# US (New York)

Dial by your location

+1 646 558 8656 US (New York)

I. CALL TO ORDER

II. ROLL CALL

III. PUBLIC COMMENTS

1. Public Comment and donation.

Attachments: [Coen donation 7-20-23](#)

IV. REVIEW AND APPROVAL OF MINUTES

1. Motion to APPROVE Special Meeting Minutes from July 18, 2023, as written.

Attachments: [LBC special meeting minutes 7-18-23](#)

V. FINANCIAL REPORTS

1. Ledyard Beautification Committee Financial Reports.

Attachments: [LBC GL account detail donation 7-20-23](#)

[LBC budget report 7-20-23](#)

[LBC budget report donation 7-20-23](#)

[LBC GL account detail 7-20-23](#)

VI. OLD BUSINESS

1. Event Banner discussion continued.
2. Farmer's Market Discussion continued.

Dates:

August 16

September 13

3. Holiday Pole banners.
Designs will be shared.
4. New Secretary and Treasurer continued.
5. Future Projects.
The Gales Ferry School gardens need attention before school starts continued.
6. Any Other Old Business to Come before the Committee.

VII. NEW BUSINESS

1. Any Other New Business to Come before the Committee.

VIII. 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 #: 23-1888

Agenda Date: 8/1/2023

Agenda #: 1.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

Public Comment and donation.

Background:

Mark Coen made a specific request to clean up areas such as Route 12 near McDonalds. He sent a \$500.00 donation along with the request. See attachment.

Department Comment/Recommendation:

(type text here)

July 6, 2023

To: Jennifer Eastbourne, Chairman
Ledyard Beautification Committee

From: Mark Coen
5 Library Lane
Gales Ferry, Ct. 06335

I would like to make a donation to your Committee with the hopes of cleaning up areas like the attached photo of the island on Military Highway and Route 12 and having a few flower buckets if possible.

Thank you for all your work.



Mark



Ledyard Beautification Committee Deposit Form

DATE: 7/20/23

DIME 0408 - FUND 0208 DONATIONS/GRANTS

ORG	OBJECT/PROJECT	AMOUNT	DESCRIPTION
2081020	48002 / 24200	<u>500-</u>	<u>Mark Coen - donation</u>

RECEIVED BY: C. Hostetler

FINANCE DIRECTOR: _____

MARK C. COEN 02-97
DONNA L. COEN
5 LIBRARY LANE
GALES FERRY, CT 06335
PH. 860-608-7181

51-7011/2111

9663

DATE July 6, 2023

PAY TO THE
ORDER OF

TOWN of Ledyard \$ 500.00
five Hundred and 00/100 DOLLARS

Security Features
Included.
Details on Back.

Citizens

MEMO

Ledyard Beautification Committee

Mark Coen MP

⑆ 21 1170 1141 2203 26466 10 ⑈

9663



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 23-1831

Agenda Date: 8/1/2023

Agenda #: 1.

MINUTES

Minutes:

Motion to APPROVE Special Meeting Minutes from July 18, 2023, as written.



TOWN OF LEDYARD

Ledyard Beautification Committee

Meeting Minutes

741 Colonel Ledyard Highway
Ledyard, Connecticut 06339

Chairman
Jennifer Eastbourne

SPECIAL MEETING

Tuesday, July 18, 2023

5:00 PM

Town Hall Annex - Hybrid Format

I. CALL TO ORDER

Chairperson Eastbourne called the meeting to order at 5:03 p.m.

II. ROLL CALL

Present Committee Member Carol Christiansen
Chairman Carol Ann Schneider
Committee Member Jennifer Eastbourne
Committee Member Jennifer Holdsworth
Committee Member Sheila Vincent

Excused Committee Member Kathrine Kohrs

Absent Committee Member Julie Brousseau

Also in attendance was Naomi Rodriguez, Town Council.

III. REVIEW AND APPROVAL OF MINUTES

1. Motion to APPROVE Special Meeting Minutes from July 18, 2023, as written.

RESULT: APPROVED AND SO DECLARED

MOVER: Carol Ann Schneider

SECONDER: Sheila Vincent

AYE 5 Christiansen Schneider Eastbourne Holdsworth Vincent

EXCUSED 1 Kohrs

ABSENT 1 Brousseau

IV. FINANCIAL REPORTS

1. Financial Reports.

No comments.

V. OLD BUSINESS

1. Event Banner discussion continued.

Chairperson Eastbourne reiterated that the purpose for the special meeting was to discuss pressing upcoming events.

The banner will be used for parades, farmer's market or any other Committee event.

Ms. Schneider commented that she recently purchased a free-standing vertical banner with a carrying case from Thirty Marketing. She said the cost was \$195.00 plus tax. She added that they worked with her on the design. She will send photos to the Committee. It may not be ideal for a parade but it would be good for other events.

Motion to REQUEST a draft banner and quotes from Thirty Marketing.

RESULT: APPROVED AND SO DECLARED

MOVER: Carol Ann Schneider

SECONDER: Sheila Vincent

AYE 5 Christiansen Schneider Eastbourne Holdsworth Vincent

EXCUSED 1 Kohrs

ABSENT 1 Brousseau

2. Farmer's Market Discussion continued.

Dates:

August 16

September 13

The initial Farmer's Market date is July 19, 2023, which will not be possible. The Committee will move forward with the dates of August 16, 2023 and September 13, 2023.

The Committee will need to bring a table and a pop-up tent to the market. Other items needed are a bucket for donations and craft supplies. Chairperson Eastbourne suggested either having rock painting kits for families to bring home and complete or a different smaller craft not involving paint that children could work on at the table.

RESULT: DISCUSSED

3. Holiday Pole banners.
Designs will be shared.

Ms. Kohrs designed some Holiday pole banners which she will share with the Committee at the next meeting.

RESULT: DISCUSSED

VI. NEW BUSINESS

1. New Secretary and Treasurer continued.

Ms. Holdsworth will stay on the Committee as Treasurer/Secretary until September. Chairperson

Eastbourne asked if she wanted to stay on the Committee as a member not an Officer. Ms. Holdsworth said she will think about it. Chairperson Eastbourne said the Committee needs to think about these new positions. Councilor Rodriguez said there are two women who are interested in the Committee. They reached out to Councilor Rodriguez but because they are registered as Republicans she sent them to Mike France the Town's Republican Representative, he will process their applications. Chairperson Eastbourne will follow through with Mr. France.

RESULT: DISCUSSED

2. Future Projects.

The Gales Ferry School gardens need attention before school starts continued.

The Gales Ferry School on Route 12 near United Way has a couple of small square gardens that need attention. It appears that there were flower gardens there at one point but since they weren't maintained they became overgrown. The School Principal said he would be happy to help plant in the garden. He also offered to ask classes to "adopt a garden". Chairperson Eastbourne said she wants to get advice from the Garden Club to find out which plants would stand the test of time in that specific planting area. The gardens will need to be prepped before the start of school. The PTO may be willing to help as well.

RESULT: DISCUSSED

**3. The Ledyard Beautification Committee meetings are now monthly.
2023/24 meeting dates:**

August 1
September 5
October 3
November 7
December 5
January 2, 2024

Chairperson Eastbourne said during the winter months there will be cancelled meetings when there is no event going on. She would prefer to have the meetings monthly and cancel when needed than meet quarterly and have to create special meetings. She added that the Committee can try monthly meetings then re-evaluate when next calendar year's schedule needs to be approved.

RESULT: DISCUSSED

VII. ADJOURNMENT

Motion to ADJOURN the Special meeting at 5:29 p.m.

RESULT: APPROVED AND SO DECLARED

MOVER: Sheila Vincent

SECONDER: Carol Ann Schneider

AYE 5 Christiansen Schneider Eastbourne Holdsworth Vincent

EXCUSED 2 Brousseau Kohrs

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TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 23-1887

Agenda Date: 8/1/2023

Agenda #: 1.

REPORT

Staff/Committee Report:

Ledyard Beautification Committee Financial Reports.

G/L ACCOUNT DETAIL

Org: 2081020 Object: 48002 Project: 24200
 DONATIONS 0208-00-1010-00000-48002 -24200

YEAR	PER	JOURNAL	EFF DATE	SRC	TR	PO/REF2	REFERENCE	AMOUNT	POSTED
2023	10	570	04/10/2023	CRP	1	22503		-250.00	Y
2023	05	624	11/09/2022	CRP	1	21474		-100.00	Y
2023	03	711	09/21/2022	CRP	1	21178		-100.00	Y

Total Amount: -450.00

** END OF REPORT - Generated by Christina Hostetler **

YEAR-TO-DATE BUDGET REPORT 7-20-23

FOR 2023 13								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT	
0208 DONATIONS AND GRANTS	APPROP	ADJSTMTS	BUDGET			BUDGET	USED	
20810201 DONATIONS/GRANTS EXPENSES								
20810201 53999 24200 BEAUT	0	2,328	2,328	1,455.00	.00	873.07	62.5%	
TOTAL DONATIONS/GRANTS EXPENSES	0	2,328	2,328	1,455.00	.00	873.07	62.5%	
TOTAL DONATIONS AND GRANTS	0	2,328	2,328	1,455.00	.00	873.07	62.5%	
TOTAL EXPENSES	0	2,328	2,328	1,455.00	.00	873.07		

YEAR-TO-DATE BUDGET REPORT 7-20-23

FOR 2023 13								
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
GRAND TOTAL	0	2,328	2,328	1,455.00	.00	873.07	62.5%	
** END OF REPORT - Generated by Christina Hostetler **								

YEAR-TO-DATE BUDGET REPORT 7-20-23

FOR 2023 13								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT	
0208 DONATIONS AND GRANTS	APPROP	ADJSTMTS	BUDGET			BUDGET	USED	
2081020 DONATIONS/GRANTS REVENUES								
2081020 48002 24200 DONATIONS	0	0	0	-450.00	.00	450.00	100.0%	
TOTAL DONATIONS/GRANTS REVENUES	0	0	0	-450.00	.00	450.00	100.0%	
TOTAL DONATIONS AND GRANTS	0	0	0	-450.00	.00	450.00	100.0%	
TOTAL REVENUES	0	0	0	-450.00	.00	450.00		

YEAR-TO-DATE BUDGET REPORT 7-20-23

FOR 2023 13								
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
GRAND TOTAL	0	0	0	-450.00	.00	450.00	100.0%	
** END OF REPORT - Generated by Christina Hostetler **								

G/L ACCOUNT DETAIL

Org: 20810201 Object: 53999 Project: 24200
BEAUTIFICATION 0208-00-1020-00000-53999 -24200

YEAR	PER	JOURNAL	EFF DATE	SRC TR	PO/REF2	REFERENCE	AMOUNT	POSTED
2023	10	613	04/26/2023	API 1	20233550	W 050423T	1,455.00	Y

Total Amount: 1,455.00

** END OF REPORT - Generated by Christina Hostetler **



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 23-1827

Agenda Date: 8/1/2023

Agenda #: 1.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

Event Banner discussion continued.

Background:

From the July 18, 2023, Special meeting:

The banner will be used for parades, farmer's market or any other Committee events.

Ms. Schneider commented that she recently purchased a free-standing vertical banner with a carrying case from Thirty Marketing. She said the cost was \$195.00 plus tax. She added that they worked with her on the design. She will send photos to the Committee. It may not be ideal for a parade but it would be good for other events.

A motion was passed to request a draft banner and quotes from Thirty Marketing.

Department Comment/Recommendation:

(type text here)



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 23-1825

Agenda Date: 8/1/2023

Agenda #: 2.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

Farmer's Market Discussion continued.

Dates:

August 16

September 13

Background:

From the July 18 Special meeting:

The initial Farmer's Market date is July 19, 2023, which will not be possible. The Committee will move forward with the dates of August 16, 2023 and September 13, 2023.

The Committee will need to bring a table and a pop-up tent to the market. Other items needed are a bucket for donations and craft supplies. Chairperson Eastbourne suggested either having rock painting kits for families to bring home and complete or a different smaller craft not involving paint that children could work on at the table.

Department Comment/Recommendation:

(type text here)



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 23-1829

Agenda Date: 8/1/2023

Agenda #: 3.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

Holiday Pole banners.
Designs will be shared.

Background:

From the July 18, 2023, special meeting:
Ms. Kohrs designed some Holiday pole banners which she will share with the Committee at the next meeting.

Department Comment/Recommendation:

(type text here)



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 23-1826

Agenda Date: 8/1/2023

Agenda #: 4.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

New Secretary and Treasurer continued.

Background:

From the July 18, 2023, special meeting:

Ms. Holdsworth will stay on the Committee as Treasurer/Secretary until September. Chairperson Eastbourne asked if she wanted to stay on the Committee as a member not an Officer. Ms. Holdsworth said she will think about it. Chairperson Eastbourne said the Committee needs to think about these new positions. Councilor Rodriguez said there are two women who are interested in the Committee. They reached out to Councilor Rodriguez but because they are registered as Republicans she sent them to Mike France the Town's Republican Representative, he will process their applications. Chairperson Eastbourne will follow through with Mr. France

Department Comment/Recommendation:

(type text here)



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 23-1828

Agenda Date: 8/1/2023

Agenda #: 5.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

Future Projects.

The Gales Ferry School gardens need attention before school starts continued.

Background:

From the July 18, 2023, Special meeting:

The Gales Ferry School on Route 12 near United Way has a couple of small square gardens that need attention. It appears that there were flower gardens there at one point but since they weren't maintained they became overgrown. The School Principal said he would be happy to help plant in the garden. He also offered to ask classes to "adopt a garden". Chairperson Eastbourne said she wants to get advice from the Garden Club to find out which plants would stand the test of time in that specific planting area. The gardens will need to be prepped before the start of school. The PTO may be willing to help as well.

Department Comment/Recommendation:

(type text here)



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 23-1883

Agenda Date: 8/1/2023

Agenda #: 6.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

Any Other Old Business 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 #: 23-1885

Agenda Date: 8/1/2023

Agenda #: 1.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

Any Other New Business to Come before the Committee.

Background:

(type text here)

Department Comment/Recommendation:

(type text here)