

## **Roxanne Maher**

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**From:** Blair, Russell <Russell.Blair@ct.gov>  
**Sent:** Tuesday, October 28, 2025 12:53 PM  
**To:** Roxanne Maher  
**Subject:** RE: Town of Ledyard - Amended Minutes Process

Hi Roxanne,

There is no right or wrong way to amend minutes under FOIA because the Act does not specifically address it, but my guidance would be to:

- Record the Correction/Amendment in the current set of Minutes during the meeting (10/22/2025) that the

October 8, 2025 Minutes were approved at

Then you don't have to go back and repost the October 8 minutes.

Best,

### **Russell Blair**

Director of Education & Communications  
Freedom of Information Commission  
860-256-3968  
[russell.blair@ct.gov](mailto:russell.blair@ct.gov)

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**From:** Roxanne Maher <council@ledyardct.org>  
**Sent:** Tuesday, October 28, 2025 11:53 AM  
**To:** Blair, Russell <Russell.Blair@ct.gov>  
**Cc:** Roxanne Maher <council@ledyardct.org>  
**Subject:** Town of Ledyard - Amended Minutes Process

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Good Morning Mr. Blair:

I believe you are aware that there were some concerns regarding the Ledyard Town Council's October 8, 2025 meeting as you have had some

communications with some members of the Town Council.

As you are aware, a FOIA Complaint has been submitted regarding the October 8, 2025 meeting. I am looking for your guidance with regard to the Process to Amend the October 8, 2025 minutes, as a copy of the Minutes has been provided to FOIA as part of the Filed Complaint.

In my reading there seemed to be two schools of thought, and I wanted to be sure we do this properly.

At Town Council's October 22, 2025 meeting during the Approval of the Previous meeting's minutes (10/8/2025) a member of the Town Council requested the October 8, 2025 minutes be amended as follows:

MOTION to approve the Regular Meeting Minutes of October 8, 2025  
Moved by Councilor Buhle, seconded by Councilor Dombrowski  
Discussion: Councilor Garcia-Irizarry stated that she would like to amend the Minutes as follows:

The Motion was written in the October 8, 2025 Minutes as noted below:

**Item #6**

"MOTION to adopt a proposed "*An Ordinance Establishing a Town of Ledyard Code of Ethics and Ethics Commission*" as presented in the draft dated **September 10, October 8, 2025**"

Councilor Garcia-Irizarry stated the Motion should not have struck out "**September 10**" and it should not have included "**October 8**".

Please see attached Minutes of October 8, 2025; where Item #6 begins on page 12 and runs through page 26,. I have highlighted text on the following pages: 12, 13, 25, 26 for your reference:

In reading the attached, it provides two ways to amend the Minutes:

- One says to change the October 8, 2025 Minutes to reflect the correction (because the Minutes were a "Draft" until approved)
- One says to record the Correction/Amendment in the current set of Minutes during the meeting (10/22/2025) that the October 8, 2025 Minutes were approved at.

Please see attachments.

Should you have any questions, or need further clarification regarding this question, please do not hesitate to contact me.

Your guidance would be appreciated.

Thank you,  
Roxanne

*Roxanne M. Maher*

Administrative Assistant to  
The Ledyard Town Council  
(860) 464-3203  
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**Town Hall Hours:**

Monday – Thursday 7:45 a.m. – 4:45 p.m.  
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