



# TOWN OF LEDYARD

## Administration Committee

### Meeting Minutes

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

Chairman Kevin J.  
Dombrowski

#### Regular Meeting

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Wednesday, May 10, 2023

5:30 PM

Town Hall Annex- Hybrid Format

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In -Person: Council Chambers, Town Hall Annex Building

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

**<https://us06web.zoom.us/j/86978950125?pwd=U3A3dTcybTJScXBoMm0rTjg5WnpjZz09>**

**Or by Audio Only: Telephone: +1 646 558 8656; Meeting ID: 869 7895 0125; Passcode: 700161**

#### 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

**Present:** Councilor Andra Ingalls  
Councilor Mary K. McGrattan  
Councilor Whit Irwin

In addition, the following were in attendance.

S. Naomi Rodriguez, Town Councilor  
Roxanne Maher, Administrative Assistnat

#### III. RESIDENTS & PROPERTY OWNERS COMMENTS

None.

#### IV. PRESENTATIONS / INFORMATIONAL ITEMS

None.

V. APPROVAL OF MINUTES

MOTION to approve the Administration Committee Regular Meeting Minutes of April 12, 2023.

Moved by Councilor McGrattan, seconded by Councilor Irwin

VOTE: 3 - 0 Approved and so declared

**RESULT:** APPROVED AND SO DECLARED

**MOVER:** Mary K. McGrattan

**SECONDER:** Whit Irwin

**AYE:** 3 Ingalls, McGrattan and Irwin

VI. OLD BUSINESS

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

None.

VII. NEW BUSINESS

1. MOTION to reappoint Ms. Paula Crocker, 1500 Route 12, Gales Ferry, to the Housing Authority to complete a five (5) year term ending March 31, 2028.

Moved by Councilor McGrattan, seconded by Councilor Irwin

Discussion: Councilor Ingalls stated the reappointment of Ms. Crocker has been endorsed by the Housing Authority, noting that Chairman Duzy provided some nice comments regarding Ms. Crocker's contributions to the Board.

Councilor McGrattan, Liaison to the Housing Authority, stated Ms. Crocker serves as the Board's Recording Secretary and that she does a great job with the Minutes.

VOTE: 3 - 0 Approved and so declared

**RESULT:** RECOMMENDED FOR APPROVAL

**MOVER:** Mary K. McGrattan

**SECONDER:** Whit Irwin

2. MOTION to approve a proposed Director of Parks, Recreation and Senior Citizens job description as contained in the draft dated May 9, 2023.

Moved by Councilor Irwin, seconded by Councilor McGrattan

Discussion: Councilor Ingalls provided some background explaining that Mr. Scott Johnson, Jr., has been serving in this combined role since the Parks & Recreation Department moved from Blonders Boulevard to the Senior Citizen Center on Van Tassel Drive in 2020.

Councilor Ingalls went on to explain at their December 14, 2022 meeting the Administration Committee reviewed the proposed Job Description to combine the responsibilities and duties of the Parks & Recreation Director with the Senior Citizens Director. However, she stated because the Town Council was in the process of updating Ordinance #100-016 (rev 1) “*An Ordinance Combining Parks And Recreation Commission and Senior Citizens Commission for the Town of Ledyard*” the Committee withdrew the proposed Job Description until the proposed Ordinance update work was completed.

Councilor Ingalls stated at their April 26, 2023 meeting the Town Council adopted the proposed updates to Ordinance #100-016 (rev 1) *An Ordinance Combining Parks And Recreation Commission and Senior Citizens Commission for the Town of Ledyard*”. Therefore, she stated some additional work was done to ensure the draft Job Description accurately reflected the work that Mr. Johnson, Jr., and was currently doing and was also in-keeping with Ordinance #100-016 (rev 1). She stated that updating the Job Description was the final step to complete the process to combine the Parks & Recreation Department with the Senior Citizens. She noted that Mr. Johnson was present this evening and she invited him to provide some additional background.

Parks, Recreation and Senior Citizens Director Scott Johnson, Jr., stated the proposed Job Description was basically a total rewrite to combine the responsibilities of both positions. He stated approving the proposed Job Description would be the final step in the restructuring of the staff in the Senior Citizens Center and the Parks & Recreation Office. He stated functioning as one Department would streamline daily operations by eliminating the need to open two purchase orders for routine office supplies such as toner, the as well as the processing of two invoices for services like the printers, utilities, and other work providing more efficiencies in their office operations.

VOTE: 3 - 0 Approved and so declared

**RESULT:** RECOMMENDED FOR APPROVAL

**MOVER:** Whit Irwin

**SECONDER:** Mary K. McGrattan

3. Any other New Business proper to come before the Committee.

None.

#### IV ADJOURNMENT

Councilor Ingalls moved the meeting be adjourned, seconded by Councilor McGrattan  
VOTE: 3 - 0 Approved and so declared, the meeting was adjourned at 5:37 p.m.

Respectfully submitted,

Andra Ingalls

Committee Chairman

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