



# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

## Legislation Details (With Text)

**File #:** 22-660      **Version:** 3      **Name:**

**Type:** Ordinance      **Status:** Passed

**File created:** 10/19/2022      **In control:** Town Council

**On agenda:** 4/26/2023      **Final action:** 4/26/2023

**Title:** MOTION adopt proposed amendments to Ordinance #100-016 (rev 1) “An Ordinance Combining Parks And Recreation Commission and Senior Citizens Commission for the Town of Ledyard” as contained in draft dated February, 8, 2023.

**Attachments:** 1. ORDINANCE #100-016 (REV 2) COMBINE PARKS & RECREATION AND SENIOR CITIZENS COMMISSION -DRAFT 2023-02-08.pdf, 2. Ordinance Combine Parks & Recreation with Senior Ciitizens- e-mail 2023-01-12.pdf, 3. Combine Senior Citizens Commission & Parks & Receation Commission-ltr dated 2023-02-01.pdf, 4. Sokolski-Combine Senior Commission & Parks & Recreataion-e-mail-2022-12-14.pdf, 5. Combine Parks & Recreation - Senior Citizens Commission- B. Love Comments-2022-12-20.pdf, 6. Love-Ingalls -Combine Parks & Recreation - Senior Citizens Commission- B. Love Comments--E-Mail Thread-2023-01-04.pdf

Date	Ver.	Action By	Action	Result
4/26/2023	3	Town Council	Approved and so declared	Pass
2/8/2023	2	Administration Committee	Recommended for Approval	Pass
1/11/2023	1	Administration Committee	Continue	
12/14/2022	1	Administration Committee	Tabled	Pass

### ORDINANCE

#### Subject/Application:

MOTION adopt proposed amendments to Ordinance #100-016 (rev 1) “*An Ordinance Combining Parks And Recreation Commission and Senior Citizens Commission for the Town of Ledyard*” as contained in draft dated February, 8, 2023.

#### Background:

**Town Council Meeting 10/13/2022:** Mayor Allyn, III, requested the Town Council consider merging Ordinance #100-014 “*An Ordinance Establishing a Parks and Recreation Commission for the Town of Ledyard*” and Ordinance #100-016 “*An Ordinance Establishing a Senior Citizens Commission for the Town of Ledyard*”.

The Parks & Recreation Department has been operating in the building on Van Tassel Drive in Gales Ferry and working in tandem with the Senior Citizens Center providing oversight of the facility.

Mr. Scott Johnson, Jr. has been serving as the Director of both the Parks & Recreation and the Senior Citizens for the past few years.

Combining/Merging the duties of the Town Committees/Commissions/Boards that have similar interests into a single commission will minimize administrative support by reducing the number of Committees/Commissions/Boards in town.

Combining/Merging the two Commissions would provide a financial benefit to the Senior Citizens Commission for Aging (or the Elderly)making available the funding of the conveyance tax that is set-aside in the Parks & Recreation Capital Account Fund 203 (formerly Fund 8) established by Ordinance #200-009 “An Ordinance Providing for Transfer of Certain Revenue from Real Estate conveyance Tax to Special Town of Ledyard Funds; and in accordance with Ordinance #200-012 “An Ordinance Creating a Municipal Parks and Recreation Capital and Non Non-Recuring Expense Fund for the Town of Ledyard.

**Mayor Recommendation:**

**Meeting Action Detail:**

**Town Council Meeting 04/26/2023**

File #: [22-418](#) Version: 2

Type: Ordinance

Title: Proposed amendments to Ordinance #100-016 (rev 1) “*An Ordinance Combining (or Merging) Parks And Recreation Commission and Senior Citizens Commission for the Town of Ledyard*” as contained in the draft dated February 8, 2023.

Moved: Ingalls      Seconded: Rodriguez

Action: Approved

Minute Note:

DRAFT:~~1/11/~~ 2/8/2023

Ordinance: # 100-016 (*rev 1*)

AN ORDINANCE COMBINING  
PARKS AND RECREATION COMMISSIONAND  
SENIOR CITIZENS COMMISSION  
FOR THE TOWN OF LEDYARD

Be it ordained by the Town Council of the Town of Ledyard there is hereby established a “*Parks, ~~and~~ Recreation, and Senior Citizens Commission.*”

Section 1. Purpose

*(a) The purpose of this Ordinance is to formally combine the Senior Citizens Commission with the Parks and Recreation Commission in the Town of Ledyard. herein, to be known as Ledyard Parks, ~~and~~ Recreation, Senior Citizens Commission.*

*Combining the duties of the Town Committees/Commissions/Boards that have similar interests into a single commission will provide a financial benefit to the town as it will minimize*

*administrative support by reducing the number of Committees/Commissions/ Boards in town and provide services more effectively.*

*Combining the two Commissions will provide a financial benefit for Senior Citizens programs because they would be eligible for funding under the Parks & Recreation Capital Account Fund 203 (formerly Fund 8) established by Ordinance #200-009 “An Ordinance Providing for Transfer of Certain Revenue from Real Estate conveyance Tax to Special Town of Ledyard Funds; and in accordance with Ordinance #200-012 “An Ordinance Creating a Municipal Parks and Recreation Capital and Non Non-Recuring Expense Fund for the Town of Ledyard.*

- (b) The purpose of Ledyard Parks, Recreation, and Senior Citizens Commission is to provide services for the senior citizens within budgetary limits; and to provide recreational programs for the general population and manage properties under the administrative control of the Parks and Recreation Department.

## Section 2. Authority and Establishment of Commissions

### (a) Parks and Recreation Commission

Pursuant to the authority contained in Section 7-148, General Statutes of Connecticut, there is hereby created a Parks and Recreation Commission for the Town of Ledyard.

### (b) Senior Citizens Commission

Pursuant to Chapter III, Section 4 of the Charter of the Town Ledyard, there is hereby established a Senior Citizens Commission.

*Pursuant to Chapter III, Section 4, of the Town Charter, commencing on the nineteenth day after the effective date of this ordinance, the duties of the Senior Citizens Commission of the Town of Ledyard as set forth in Ordinance #100-016, shall be discharged in accordance with this Ordinance; and shall hereafter be known as the Ledyard Parks, Recreation, and Senior Citizens Commission.*

## Section 3. Membership

The *Ledyard Parks, Recreation, and Senior Citizens Commission* shall consist of **seven (7) regular members and two (2) alternate** members who shall be electors of the Town of Ledyard and who shall hold no salaried municipal office.

Membership on any other Board, Commission or Committee of the Town of Ledyard shall not preclude membership on the *Ledyard Parks and Recreation and Senior Citizens Commission*.

In making the original appointments under this ordinance, the Town Council shall designate **three (3) members to serve for three (3) years, three (3) members to serve for two (2) years; three (3) members to serve for one (1) year**. Thereafter, vacancies shall be filled for a three (3) year term.

## Section 4. Terms of Appointment

The members of the *Ledyard Parks, Recreation, and Senior Citizens Commission* shall be appointed for a three (3) year term by the Town Council.

Members shall commence to serve their terms immediately upon appointment and shall serve until their successor has qualified or they have been reappointed or removed by the Town Council.

As each of the terms of the members expire, the Town Council shall appoint a successor for a term of three (3) years to fill each vacant position.

Any vacancy on the Commission other than by expiration of term shall be filled for the unexpired portion of the term by the Town Council.

The Commission shall annually elect a Chairman and Secretary from its members. *In accordance with General State Statutes of Connecticut Section-1-225 a Regular Meeting schedule shall be set and filed with the Town Clerk before January 31<sup>st</sup> of the coming year, and shall be a thirteen (13) month calendar; inclusive of January of the following year.* Special meetings may be called by a majority of the members of said Commission.

Any member of the Commission who is absent from three (3) consecutive regular meetings and any intervening duly called special meetings shall be considered to have resigned from the Commission and the vacancy shall be filled as hereinbefore provided, except that the Commission may vote to waive the requirements of the section in each case where illness or other extenuating circumstances make it impossible for a member to meet the attendance requirements of this section.

It shall be the responsibility of the Chairman of the Commission to notify the Town Council when a member has not properly performed his/her duties.

Appointment and removal of any member of the *Ledyard Parks and Recreation and Commission Senior Citizens* shall be as provided for in Chapter IV, Section 9, of the Town Charter.

### ***Section 5. Implementation***

*Within two weeks after the adoption date of this ordinance, all current members of the Parks and Recreation Commission of the Town of Ledyard and the current members of the Senior Citizens Commission for the Town of Ledyard shall indicate to their respective chairman their desire to serve on the Ledyard Parks, Recreation and Senior Citizens Commission.*

*The respective chairman shall thereafter report to the Town Council the desires of their members. In addition, the respective chairman shall make recommendations to the Town Council regarding present members to serve on the combined commission.*

*The Town Council shall appoint members to the Ledyard Parks, Recreation, and Senior Citizens Commission no later than the effective date of the Ordinance.*

### **Section 6 Responsibilities and Duties**

1. To annually prepare a budget containing its estimates of expenses and revenues to carry out its programs and the purposes of this Ordinance; and to submit the same to the Mayor for inclusion in the annual budget of the Town of Ledyard. When requested, and at least annually, *the Ledyard Parks,*

*Recreation, and Senior Citizens* Commission shall make reports to the Town Council.

2. Shall adopt Rules of Procedure, and establish policies for programs and the operation and use of facilities under the Commission's jurisdiction.
3. To plan the development, improvement and expansion of park lands and recreation facilities and other facilities under the Commission's jurisdiction, including the acquisition, erection, installation, improvement, and replacement of park or recreation facilities and equipment.
4. To develop, establish, improve and coordinate **recreational** programs to benefit the **general** population in the Town of Ledyard. **Including** nutrition, health, social services, transportation and other concerns of Ledyard's senior citizens.
5. To seek federal, state and private funds and may accept any money, gifts or endowment and expend the same for its designated purpose, provided such conditions does not remove any portion of the Commission from the control of the facilities or programs; or in any manner limit the use of the facility or programs to further the purpose of the Commission.
6. To engage such employees as assigned by the Mayor and other contractors hired by the Town of Ledyard to provide programs and services, and to maintain facilities under the Ledyard *Parks, Recreation, and Senior Citizens* Commission's administrative control and oversight within the budgetary limits of said Commission.
7. The *Ledyard Parks, Recreation, and Senior Citizens* Commission shall serve to represent **senior citizens** at town meetings, before the Town Council or before its committees, and if required before other organizations.

Section 7. Severability

If any section, or part of a section, of this Ordinance shall be held by a court of competent jurisdiction to be invalid, such holding shall not be deemed to invalidate the remaining provisions hereof.

Section 8. ***Cancellation and Amendment of Previous Ordinances***

- ***This Ordinance amends Ordinance #100-016 "An Ordinance Establishing a Senior Citizens Commission for the Town of Ledyard".***
- ***This Ordinance cancels and supersedes Ordinance #100-014 "An Ordinance Creating A Parks and Recreation Commission for the Town of Ledyard".***

Section 9. Effective Date

In accordance with the Town Charter this ordinance shall become effective on the twenty-first (21st) day after such publication following its final passage.

Adopted by the Ledyard Town Council on: \_\_\_\_\_

Kevin J. Dombrowski, Chairman

Approved / Disapproved on: \_\_\_\_\_

\_\_\_\_\_
Fred Allyn, III, Mayor

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Revisions:

Parks and Recreation Commission

Ordinance #12 "Ordinance Creating a Parks and Recreation Commission for the Town of Ledyard" Adopted by Town Meeting December 11, 1967; Ordinance #12 "Ordinance Creating a Parks and Recreation Commission for the Town of Ledyard" Amended and Adopted December 22, 1972; Ordinance # 137 "An Ordinance Amending an Ordinance Creating A Parks and Recreation Commission for the Town of Ledyard" adopted on October 22, 2014; Renumbered Ordinance #137 to #100-014 on September 25, 2019 as part of the Twenty-fourth Town Council 2017-2019 Ordinance Update Initiative Project.

Senior Citizens Commission

Ordinance #58 "An Ordinance Establishing a Permanent Commission for Senior Citizens for the Town of Ledyard," adopted on September 28, 2011 and overrode the Mayor's disapproval/veto on October 12, 2011. Ordinance #147 "An Ordinance Amending an Ordinance Establishing a Senior Citizens Commission in the Town of Ledyard" adopted December 13, 2017; Renumbered Ordinance #134 to #100-016 on September 25, 2019 as part of the Twenty-fourth Town Council's 2017-2019 Ordinance Update Initiative Project.

History:

2023: Ordinance #100-014 "An Ordinance Creating A Parks and Recreation Commission for the Town of Ledyard" adopted on October 22, 2014; and Ordinance #100-106 "An Ordinance Establishing a Senior Citizens Commission for the Town of Ledyard were combined. The duties of both Commissions remained in place and some minor editorials were made throughout the document creating a Parks and Recreation and Senior Citizens Commission.

Moved by Councilor Ingalls, seconded by Councilor Rodriguez

Discussion: Councilor Ingalls stated that combining the Parks & Recreation Commission with the Senior Citizens Commission has been discussed for quit sometime. She stated combining these two Commissions was a good move.

Chairman Dombrowski stated a Public Hearing was held on April 12, 2023 at which public comments were received regarding amendments to Ordinance #100-016 (rev 1) "An Ordinance Combining Parks And Recreation Commission and Senior Citizens Commission for the Town of Ledyard".

It was noted that the Parks & Recreation Department moved from the building on Blonders Boulevard to the Senior Citizens Center on Van Tassel Drive, Gales Ferry, in 2020; and have since been sharing staff and resources between the two Offices. The adoption of the amendments to Ordinance #100-016 (rev 1) "An Ordinance Combining Parks And Recreation Commission and Senior Citizens Commission for the Town of Ledyard" would complete this merger, streamline daily operations, provide financial and space benefits, as well as support additional programs and events.



Mayor Allyn, III, stated Parks & Recreation Chairman Kenneth DiRicco was present this evening if anyone had questions.

VOTE: 8 - 0 Approved and so declared

Action: Approved

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**Administration Committee Meeting 02/08/2023**

File #: [22-418](#) Version: 2

Type: Ordinance

Title: Proposed amendments to Ordinance #100-016 (rev 1) “*An Ordinance Combining (or Merging) Parks And Recreation Commission and Senior Citizens Commission for the Town of Ledyard*”.

Action: Recommend to Approve

Minute Note:

Moved by Councilor McGrattan, seconded by Councilor Irwin

Discussion: Councilor Ingalls stated at the Administration Committee’s January 11, 2023 meeting that clarifying language was added to the proposed Ordinance #100-016 (rev 1) “*An Ordinance Combining (or Merging) Parks And Recreation Commission and Senior Citizens Commission for the Town of Ledyard*” as presented in the draft this evening.

Councilor Ingalls noted Senior Citizens Commission Chairman Norma Sokolski responded to the Administration Committee’s January 12, 2023 e-mail in which both the Parks and Recreation Commission and the Senior Citizens Commission were asked for their input on the proposed Ordinance itself; and asked to provide suggestions for the title of the combined commissions.

The Administration Committee reviewed and considered the concerns provided in Ms. Sokolski’s letter as follows:

- ***Members of the Senior Commission recognize the financial benefits of the merger. However, we have some concerns that need to be addressed.***
- ***Equal representation on the new Commission.***

The Administration Committee noted that they understood the Senior Citizens concerns. However, they agreed that the intent was for all residents to be fairly represented. Councilor Ingalls stated past experience found that the town has had difficulty filling positions on Commissions when they had too many restrictions on who could serve. Councilor McGrattan stated the current Ordinance establishing the Senior Citizens Commission did not require members to be a senior citizen or to be of a certain age to serve. It was also cautioned that requiring members to be of a certain age to serve could be viewed as discriminatory. The Committee noted Section 5 of the proposed Ordinance relative to both Commissions being represented on the Combined Commission as follows:

“Section 5. *Implementation*

*Within two weeks after the adoption date of this ordinance, all current members of the*

**Parks and Recreation Commission of the Town of Ledyard and the current members of the Senior Citizens Commission for the Town of Ledyard shall indicate to their respective chairman their desire to serve on the Ledyard Parks, Recreation and Senior Citizens Commission.**

*The respective chairman shall thereafter report to the Town Council the desires of their members. In addition, **the respective chairman shall make recommendations to the Town Council regarding present members to serve on the combined commission.***

*The Town Council shall appoint members to the Ledyard Parks, Recreation, and Senior Citizens Commission no later than the effective date of the Ordinance.*

- ***Commission should meet during the day as most Seniors are reluctant to drive at night.***

The Administration Committee noted that the Ordinance did not speak to the meeting time, location, etc. The Combined Commission would set their meeting schedule at their Organizational Meeting; at which time they would choose the dates and times they would like to meet. It was also noted that with technology and hybrid meetings that members could attend meetings remotely, if they did not want to drive at night.

Councilor Rodriguez, Senior Citizens Liaison, stated some seniors did not have the capability to attend meetings remotely. The Administration Committee noted that during the summer months it stayed light outside until 7:00 p.m. - 8:00 p.m. Also, the Commission could choose to set their schedule to meet earlier in the day during the winter months and later in the day during the summer months.

- ***Meetings should be held at the Senior Center so Seniors can advise the Commissioners of any concerns.***

The Administration Committee stated the Ordinance did not speak to meeting time, location, etc. It was noted that both the Senior Citizens Commission and Parks and Recreation Commission currently meet at the Facility on Van Tassell Drive (Senior Citizens Center). However, the Combined Commission would decide on their meeting location when they set their annual meeting schedule at their Organizational Meeting.

- ***Establish a Senior Advisory Board that reports to the Commission.***

Councilor Rodriguez, Senior Citizens Liaison, stated the Senior Citizens wanted to have more than two members represent the seniors on the Combined Commission. Therefore, she explained that their idea of having an Advisory Board was that they could meet quarterly and then report to the Combined Commission.

The Administration Committee stated establishing an Advisory Board would require additional administrative support, for the posting of the agendas and minutes, etc. noting that one of the purposes for combining the two Commission was to minimize the administrative work. It was also mentioned that all town committee/commission/board meetings were open to the public and that residents could attend meetings or write a letter or an e-mail to propose an idea or to voice a concern to a Commission. Senior Citizens views, comments, ideas, etc. could be brought to the Combined Commission anytime, without having an Advisory Board.



- ***Request a 9-Person Commission with 2 Alternates verse a 7-Person Commission with 2 Alternates.***

Councilor Ingalls stated both the Senior Citizens Commission and the Parks and Recreation Commission currently had 9 members for a total of 18-members between the two Commissions. Councilor Rodriguez stated that the Senior Citizens Commission currently had one vacancy.

The Administration Committee noted the challenge in filling Commissions, noting that an 11-member commission would be quite large (9-regular members and 2-alterante members). They also discussed that the larger the Commission the more difficult it was to ensure that they would meet a quorum. They stated by having a total of 9-members (7-regular members and 2-alternate members) that should someone be absent from a meeting that one of the alternates would be seated.

Councilor Rodriguez, Senior Citizens Liaison, suggested they try starting off with 9-regular members and 2-alternate members (total of 11 members); and if they found in a year or two that it was not working that they could change the Ordinance to scale the membership back to 7-regular members and 2-alternate members.

Councilor Irwin responded to Councilor Rodriguez’s suggestion regarding the proposed number of members, and he suggested that they could start with 7-regular members and 2-alternate members; and if they found that it untenable that they could then increase the number of members. He stated his experience has been that the more people you have the less that gets done. He stated he would prefer to have a smaller Commission rather than larger, from a sense of a quorum, getting things done, and in filling the seats, etc.

Councilor McGrattan stated that she understood the Senior Citizens Commission’s concern. However, she stated that once the Combined Commission gets up and operating that she believed that most of their concerns would be addressed, once the Seniors see that they were welcome to attend the meetings, they could have input, like Mr. Treaster did earlier tonight, and that their opinions were listened too.

The Administration Committee also discussed “Ex-Officio Members” and agreed that although they were welcome to participate in the discussions that unless specified they carried no weight; and therefore, Ex-Officio Members were not needed. Parks and Recreation Director Scott Johnson, Jr. questioned whether staff could be included in executive sessions if they were not an Ex-Officio Member. It was explained that the Commission could invite anyone into their executive session, as long as they name them in the minutes as participating in the executive session. The following example was noted: *“Motion to enter into executive session, to include all Commission members present, and Director Scott Johnson, Jr.”*

The Administration Committee stated that the name of the Combined Commission in the proposed Ordinance was quite lengthy, however, neither the Senior Citizens Commission or the Parks and Recreation Commission provided any suggestions for the name of the Combined Commission. The Administration Committee edited the title of the Combined Commission as follows: “... to be known as **Ledyard Parks, and Recreation, and Senior Citizens Commission**”. Councilor McGrattan stated that they were looking for a title that was a little Jazzy, but that this would work.

The Administration Committee agreed to update the title of the Commission throughout the draft Ordinance as noted above as a *“friendly amendment”*. It was noted that they would be acting on the updated draft dated **February 8, 2023** this evening.

VOTE: 3 - 0 Approved and so declared

Action: Recommend to Approve

**Town Council Meeting 01/25/2023**

**Minute Note:**

**Senior Citizens Commission Liaison Report:**

Councilor Rodriguez stated at the Senior Citizens Commission meeting earlier today and they discussed the merger of the Senior Citizens Commission and the Parks and Recreation Commission. She stated an *informal* vote was taken on the proposal and that the majority were in-favor of the merger. She stated one member was against the proposal and two members said that they were on the fence but could vote either way. She stated the Senior Citizens Commission had some questions, noting that Chairman Norma Sokolski would be writing a letter to the Administration Committee with a copy to the Mayor.

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**Administration Committee Meeting 01/11/2023**

**File #:** [22-418](#) Version: 1

**Type:** Ordinance

**Title:** Proposed amendments to Ordinance #100-016 (rev 1) “*An Ordinance Combining (or Merging) Parks And Recreation Commission and Senior Citizens Commission for the Town of Ledyard*”.

**Action:** Continued

**Minute Note:**

Proposed amendments to Ordinance #100-016 (rev 1) “*An Ordinance Combining (or Merging) Parks And Recreation Commission and Senior Citizens Commission for the Town of Ledyard*”.

Councilor Ingalls noted that she responded to Mr. Love’s e-mail dated December 21, 2022 in which he expressed concern that the joining of the two commissions would only benefit the Senior Citizens Commission.

The Administration Committee reviewed the proposed amendments to Ordinance #100-016 (rev 1) “*An Ordinance Combining (or Merging) Parks And Recreation Commission and Senior Citizens Commission For The Town of Ledyard*” as contained in draft dated December 14, 2022 and agreed to add clarifying language as noted in the draft dated January 11, 2023 below which included language to highlight the financial benefit to the town.

**DRAFT: 1/11/2023**

Ordinance: # 100-016 (*rev 1*)

AN ORDINANCE COMBINING  
PARKS AND RECREATION COMMISSION AND  
SENIOR CITIZENS COMMISSION  
FOR THE TOWN OF LEDYARD

Be it ordained by the Town Council of the Town of Ledyard there is hereby established a “Parks and Recreation and *Senior Citizens Commission*.”

Section 1. Purpose

- (c) *The purpose of this Ordinance is to formally combine the Senior Citizens Commission with the Parks and Recreation Commission in the Town of Ledyard. herein, to be known as Parks and Recreation and Senior Citizens Commission.*

*Combining the duties of the Town Committees/Commissions/Boards that have similar interests into a single commission will provide a financial benefit to the town as it will minimize administrative support by reducing the number of Committees/Commissions/Boards in town and provide services more effectively.*

*Combining the two Commissions will provide a financial benefit for Senior Citizens programs because they would be eligible for funding under the Parks & Recreation Capital Account Fund 203 (formerly Fund 8) established by Ordinance #200-009 “An Ordinance Providing for Transfer of Certain Revenue from Real Estate conveyance Tax to Special Town of Ledyard Funds; and in accordance with Ordinance #200-012 “An Ordinance Creating a Municipal Parks and Recreation Capital and Non Non-Recurring Expense Fund for the Town of Ledyard.*

- (d) The purpose of Ledyard Parks and Recreation and Senior Citizens Commission is to provide services for the senior citizens within budgetary limits; and to provide recreational programs for the general population and manage properties under the administrative control of the Parks and Recreation Department.

Section 2. Authority and Establishment of Commissions

- (c) Parks and Recreation Commission

Pursuant to the authority contained in Section 7-148, General Statutes of Connecticut, there is hereby created a Parks and Recreation Commission for the Town of Ledyard.

- (d) Senior Citizens Commission

Pursuant to Chapter III, Section 4 of the Charter of the Town Ledyard, there is hereby established a Senior Citizens Commission.

*Pursuant to Chapter III, Section 4, of the Town Charter, commencing on the nineteenth day after the effective date of this ordinance, the duties of the Senior Citizens Commission of the Town of Ledyard as set forth in Ordinance #100-016, shall be discharged in accordance with this Ordinance; and shall hereafter be known as the Parks and Recreation and Senior Citizens Commission.*

Section 3. Membership

The *Ledyard Parks and Recreation and Senior Citizens Commission* shall consist of *seven (7) regular members and two (2) alternate* members who shall be electors of the Town of Ledyard and who shall hold no salaried municipal office.

Membership on any other Board, Commission or Committee of the Town of Ledyard shall not preclude membership on the *Ledyard Parks and Recreation and Senior Citizens Commission*.

In making the original appointments under this ordinance, the Town Council shall designate *three (3) members to serve for three (3) years, three (3) members to serve for two (2) years; three (3) members to serve for one (1) year*. Thereafter, vacancies shall be filled for a three (3) year term.

#### Section 4. Terms of Appointment

The members of the *Ledyard Parks and Recreation and Senior Citizens Commission* shall be appointed for a three (3) year term by the Town Council.

Members shall commence to serve their terms immediately upon appointment and shall serve until their successor has qualified or they have been reappointed or removed by the Town Council.

As each of the terms of the members expire, the Town Council shall appoint a successor for a term of three (3) years to fill each vacant position.

Any vacancy on the Commission other than by expiration of term shall be filled for the unexpired portion of the term by the Town Council.

The Commission shall annually elect a Chairman and Secretary from its members. *In accordance with General State Statutes of Connecticut Section-1-225 a Regular Meeting schedule shall be set and filed with the Town Clerk before January 31<sup>st</sup> of the coming year, and shall be a thirteen (13) month calendar; inclusive of January of the following year.* Special meetings may be called by a majority of the members of said Commission.

Any member of the Commission who is absent from three (3) consecutive regular meetings and any intervening duly called special meetings shall be considered to have resigned from the Commission and the vacancy shall be filled as hereinbefore provided, except that the Commission may vote to waive the requirements of the section in each case where illness or other extenuating circumstances make it impossible for a member to meet the attendance requirements of this section.

It shall be the responsibility of the Chairman of the Commission to notify the Town Council when a member has not properly performed his/her duties.

Appointment and removal of any member of the *Ledyard Parks and Recreation and Commission Senior Citizens* shall be as provided for in Chapter IV, Section 9, of the Town Charter.

#### **Section 5. Implementation**

*Within two weeks after the adoption date of this ordinance, all current members of the Parks and Recreation Commission of the Town of Ledyard and the current members of the Senior Citizens Commission for the Town of Ledyard shall indicate to their respective chairman their desire to serve on the Ledyard Parks and Recreation and Senior Citizens Commission. .*

*The respective chairman shall thereafter report to the Town Council the desires of their members. In addition, the respective chairman shall make recommendations to the Town Council regarding present*

*members to serve on the combined commission.*

*The Town Council shall appoint members to the Ledyard Parks and Recreation and Senior Citizens Commission no later than the effective date of the Ordinance.*

Section 6 Responsibilities and Duties

3. To annually prepare a budget containing its estimates of expenses and revenues to carry out its programs and the purposes of this Ordinance; and to submit the same to the Mayor for inclusion in the annual budget of the Town of Ledyard. When requested, and at least annually, *the Ledyard Parks and Recreation and Senior Citizens Commission* shall make reports to the Town Council.
4. Shall adopt Rules of Procedure, and establish policies for programs and the operation and use of facilities under the Commission's jurisdiction.
3. To plan the development, improvement and expansion of park lands and recreation facilities and other facilities under the Commission's jurisdiction, including the acquisition, erection, installation, improvement, and replacement of park or recreation facilities and equipment.
4. To develop, establish, improve and coordinate *recreational* programs to benefit the *general* population in the Town of Ledyard. *Including* nutrition, health, social services, transportation and other concerns of Ledyard's senior citizens.
5. To seek federal, state and private funds and may accept any money, gifts or endowment and expend the same for its designated purpose, provided such conditions does not remove any portion of the Commission from the control of the facilities or programs; or in any manner limit the use of the facility or programs to further the purpose of the Commission.
6. To engage such employees as assigned by the Mayor and other contractors hired by the Town of Ledyard to provide programs and services, and to maintain facilities under the *Parks and Recreation and Senior Citizens Commission's* administrative control and oversight within the budgetary limits of said Commission.
7. The *Parks and Recreation and Senior Citizens Commission* shall serve to represent *senior citizens* at town meetings, before the Town Council or before its committees, and if required before other organizations.

Section 7. Severability

If any section, or part of a section, of this Ordinance shall be held by a court of competent jurisdiction to be invalid, such holding shall not be deemed to invalidate the remaining provisions hereof.

Section 8. *Cancellation and Amendment of Previous Ordinances*

- *This Ordinance cancels and supersedes Ordinance #100-016 "An Ordinance Establishing a Senior Citizens Commission for the Town of Ledyard".*
- *This Ordinance amends Ordinance #100-014 "An Ordinance Creating A Parks and Recreation Commission*

*for the Town of Ledyard”.*

Section 9. Effective Date

In accordance with the Town Charter this ordinance shall become effective on the twenty-first (21st) day after such publication following its final passage.

Adopted by the Ledyard Town Council on: \_\_\_\_\_

\_\_\_\_\_  
Kevin J. Dombrowski, Chairman

Approved / Disapproved on: \_\_\_\_\_

\_\_\_\_\_  
Fred Allyn, III, Mayor

Revisions:

Parks and Recreation Commission

Ordinance #12 “*Ordinance Creating a Parks and Recreation Commission for the Town of Ledyard*” Adopted by Town Meeting December 11, 1967; Ordinance #12 “*Ordinance Creating a Parks and Recreation Commission for the Town of Ledyard*” Amended and Adopted December 22, 1972; Ordinance # 137 “*An Ordinance Amending an Ordinance Creating A Parks and Recreation Commission for the Town of Ledyard*” adopted on October 22, 2014; ***Renumbered Ordinance #137 to #100-014 on September 25, 2019 as part of the Twenty-fourth Town Council 2017-2019 Ordinance Update Initiative Project.***

Senior Citizens Commission

Ordinance #58 “*An Ordinance Establishing a Permanent Commission for Senior Citizens for the Town of Ledyard,*” adopted on September 28, 2011 and overrode the Mayor’s disapproval/veto on October 12, 2011. Ordinance #147 “*An Ordinance Amending an Ordinance Establishing a Senior Citizens Commission in the Town of Ledyard*” adopted December 13, 2017; ***Renumbered Ordinance #134 to #100-016 on September 25, 2019 as part of the Twenty-fourth Town Council’s 2017-2019 Ordinance Update Initiative Project.***

History:

***2023: Ordinance #100-014 “An Ordinance Creating A Parks and Recreation Commission for the Town of Ledyard” adopted on October 22, 2014; and Ordinance #100-106 “An Ordinance Establishing a Senior Citizens Commission for the Town of Ledyard were combined. The duties of both Commissions remained in place and some minor editorials were made throughout the document creating a Parks and Recreation and Senior Citizens Commission.***

The Committee noted that they would forward the draft Ordinance to Senior Citizens Commission and Parks and Recreation Commission for their review and input. The Committee also agreed to solicit ideas from the two Commission for the title of the combined Commission, noting that they would continue to discuss the proposal at their February 8, 2023 meeting.

Councilor Ingalls provided an overview of the process, noting that once the Administration Committee



finalizes the language of the proposed Ordinance that they would recommend the Town Council schedule a Public Hearing to receive citizens comments prior to the Town Council's consideration to act on the proposal to combine the two Commission.

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**Administration Committee Meeting 12/14/2022**

File #: [22660](#) Version: 1

Type: Ordinance

Title: MOTION adopt proposed amendments to Ordinance #100-016 (rev 1) "*An Ordinance Combining Parks And Recreation Commission and Senior Citizens Commission for the Town of Ledyard*" as contained in draft dated December 7, 2022.

Mover: Ingalls      Seconder: Irwin

Action: Tabled

**Minute Note:**

Moved by Councilor Ingalls, seconded by Councilor Irwin

Discussion: Councilor Ingalls noted that the Town Council received an e-mail dated December 12, 2022 from Senior Citizens Commission Chair Norma Sokolski in which she stated that "*the Senior Citizens Commission would like to remain as a separate Commission and not be combined with the Parks and Recreation Commission.*"

Councilor McGrattan suggested the following revisions be added to the proposed Ordinance #100-016 (rev 1) "*An Ordinance Combining Parks And Recreation Commission and Senior Citizens Commission for the Town of Ledyard*":

- Title of Ordinance: It was explained that the proposed draft included a few suggestions for the title of the combined Commission for the Administration Committee to consider as follows:
  - *Parks and Recreation Commission and Senior Citizens Commission*
  - *Parks and Recreation and Commission for Aging*
  - *Parks and Recreation and Commission for the Elderly*

Councilor McGrattan suggested not using "*Commission for Aging*" or "*Commission for the Elderly*"

- Section 1 Purpose
  - Paragraph 2 - add "administrative support *and provide services more effectively...*"
  - Paragraph 3 - add "financial benefit *for Senior Citizens programs because they would be eligible for funding under the .....*"



In discussing whether language should be included in the Ordinance that required a certain number of members represent each of the groups (Senior Citizens and Parks and Recreation), that Councilor Ingalls noted that past experience found that the town has had difficulty filling positions on Commissions when they had too many restrictions on who could serve. Councilor McGrattan agreed with Councilor Ingalls' comment, noting that on the Cemetery Committee a certain number of members had to be Veterans per state statute.

Councilor Irwin noted that the role of the two Commissions (Senior Citizens and Parks & Recreation) seem to be significantly different. Therefore, he questioned how much overlap they had.

Parks and Recreation/Senior Citizens Commission Director Scott Johnson, Jr., explained the following benefits to combing the two Commissions:

- Senior Citizens programs were subsidized by taxpayers' dollars (budget was reduced from \$14,000 to \$10,000 per year); and therefore, they did not have the means to expand their programing. The cost of the Senior Citizens programs cost about \$14,000 per year.
- Parks & Recreation's programs were self-sufficient, with 80% of the program fees going to the instructor and 20% going to the Parks & Recreation. The 20% of the program fees had been being used to pay for the quarterly magazine that advertised their Programs.

Mr. Johnson explained because the quarterly magazine was now being paid for by the advertisements, that he proposed using the 20% collected from the Parks & Recreation programs to off-set the cost of the Senior Citizens programs that were currently not breaking even. He stated by using 20% collected from the Parks & Recreation programs for the Senior Citizens programs that the \$10,000 of taxpayer dollars could be used to expand other programs/services for the Senior Center.

Councilor McGrattan noted that she took Tia-Chi thru the Senior Citizens programs, noting that it was the same instructor and same program offered by the Parks & Recreation Department. However, she stated there was a difference of the cost of the program, noting that the Senior Citizens Class cost less than the Parks & Recreation Class.

Mr. Johnson agreed with Councilor McGrattan's comments regarding the cost difference between the Senior Citizens Programs and the Parks & Recreation Programs. He explained as noted above, that they would be able to continue to keep the Senior Programs cost down and make them self-sufficient by using the 20% collected from the Parks & Recreation Programs.

- Senior Citizens Transportation - Mr. Johnson explained that the funding approach he has been describing this evening would free up the \$10,000 of taxpayer dollars in the General Fund that was currently being used to subsidize the Senior Citizens Programs to now be used to increase transportation services for the Seniors. He stated the Senior Center was having difficulty keeping Van Drivers because the hourly wage was not competitive. Therefore, he stated they increased the hourly wage from \$14.00 per hour to \$18.000 per hour. He stated the Senior Citizens Center now had four Van Drivers, which would allow them to efficiently operate their transportation services and to provide essential services, while also expanding programs for the Senior Citizens.
- Senior Citizens Center Facility Capital Needs - Mr. Johnson stated Parks & Recreation also used the Senior Citizens facility for programs. He stated a significant benefit of combing the Senior

Citizens Commission with the Parks & Recreation Commission would allow the funding received from the conveyance tax, in accordance with Ordinance #200-009 *“An Ordinance Providing for the Transfer of Certain Revenues from Real Estate Conveyance Tax to Special Town of Ledyard Funds”* : and Ordinance #200-012 *“An Ordinance Creating a Municipal Parks and Recreation Capital and Non-Recurring Expose Fund for the Town of Ledyard”* to be used to make improvements and maintain the Senior Citizens Center Facility. He noted as an example they could add a gym at the back of the Senior Citizens Center, which would be used by both Senior Citizens Programs and Parks & Recreation Programs in the evening.

Councilor Ingalls stated that the Administration Committee would incorporate Councilor McGrattan’s suggestions, as noted above, and would solicit comments and recommendations from both the Senior Citizens Commission and the Parks and Recreation Commission. She stated the Committee would continue to discuss the proposal to combine the two Commissions ( Senior Citizens and Parks & Recreation) at their January 11, 2023 meeting.

MOTION to Table the

MOTION to recommend the Town Council adopt proposed amendments to Ordinance #100-016 (rev 1) *An Ordinance Combining Parks And Recreation Commission and Senior Citizens Commission For The Town Of Ledyard’* as contained in draft dated December 7, 2022.

Moved by Councilor Ingalls, seconded by Councilor Irwin

VOTE: 3 - 0 Approved to Table

Action: Tabled