



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 S. Naomi Rodriguez

MINUTES
ADMINISTRATION COMMITTEE
REGULAR MEETING

Wednesday, December 13, 2023

5:30 PM

Town Hall Annex Building

DRAFT

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

Councilor Garcia-Irizarry 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
April Brunelle	Town Councilor	Present	In-Person	5:30 pm	5:41 pm
Kevin Dombrowski	Town Councilor	Present	In-Person	5:30 pm	5:41 pm
Carmen Garcia-Irizarry	Committee Chairman	Present	In-Person	5:30 pm	5:41 pm
S. Naomi Rodriguez	Town Council Chairman	Present	In-Person	5:30 pm	5:41 pm
Jessica Buhle	Town Councilor	Present	In-Person	5:30 pm	5:41 pm
Roxanne Maher	Administrative Assistant	Present	In-Person	5:30 pm	5:41 pm

- III. CITIZENS COMMENTS- None.

- IV. PRESENTATIONS/INFORMATIONAL ITEMS – None.

- V. REVIEW AND APPROVAL OF PRIOR MEETING MINUTES

MOTION to approve the Regular Meeting Minutes of November 8, 2023
Moved by Councilor Dombrowski, seconded by Councilor Brunelle

VOTE: 3 – 0 Approved and so declared

- VI. BUSINESS OF THE MEETING

1. MOTION to recommend the Town Council appoint Ms. Jessica Cobb (D) 7 Whippoorwill Drive, Gales Ferry, as a Regular Member to the Planning & Zoning Commission to complete a three (3) year term ending October 31, 2026; filling a vacancy left by Mr. St. Vil.

Moved by Councilor Dombrowski, seconded by Councilor Brunelle

Discussion: Administrative Assistant Roxanne explained with Mr. St. Vil's election to the Town Council (November 7, 2023) he has stepped down from the Planning & Zoning Commission, in accordance with the Chapter III; Section 1; of the Town Charter. She stated Planning & Zoning Commission Chairman Capon has requested that Alternate Member Jessica Cobb be appointed as a Regular Member to fill Mr. St. Vil's vacancy.

VOTE: 3 – 0 Approved and so declared

2. MOTION to recommend the Town Council appoint Ms. Minna DeGaetano, (D) 10 Marla Avenue, Ledyard, as an Alternate Member to the Retirement Board as an Alternate Member to Retirement Board for a three year term ending August 26, 2026.

Moved by Councilor Dombrowski, seconded by Councilor Brunelle

Discussion: Councilor Dombrowski stated that Ms. DeGaetano had a background in finance and that she recently served on the Committee to Review the Budget Process. He stated that Ms. DeGaetano would be an asset to the Retirement Board.

VOTE: 3 – 0 Approved and so declared

3. Discussion regarding the proposed “*An Ordinance Establishing a Farmers Market for the Town of Ledyard*” as presented in the draft dated September 27, 2023.

Councilor Dombrowski provided some background explaining when the Ledyard Farmers Market Committee was originally established in 2018 it was done using a Resolution. However, he stated because the Farmers Market Committee has been very successful, that it was time to convert the authorizing document into an Ordinance. He explained the difference between the use of a Resolution and the use of an Ordinance as follows:

- **Resolutions** were used to establish short-term Committees for specific Projects, and therefore, the terms all end at the same time, which was when The project was completed.
- **Ordinances** were used for long-term ongoing Committees, which at this time, would be more appropriate for the Farmers Market Committee.

Administrative Assistant Roxanne Maher explained that the Farmers' Market Committee currently has nine Regular Members, but because they have had some issues regarding members' attendance that they have not been able to obtain a quorum at their meetings. Therefore, she stated the Farmers Market Committee has requested their membership structure be changed to call for five Regular Members and four Alternate Members, to make it easier to have a quorum at their meetings and to conduct business. She also noted that because there were farmers from neighboring communities that the Committee would like to involve to increase their volunteer workforce, that language was proposed (included) to provide for “*Friends of the Market*”. However, she explained per Section 9 of the Town Charter Members of Town Committees/Commissions **shall be electors** of the Town.

Councilor Dombrowski stated when the Ordinance was being drafted that Administrative Assistant Roxanne Maher discussed the language that was included in the proposed

Ordinance to provide for “*Friends of the Market*” and because members had to be electors of the town that he suggested the following language be reviewed by the Town Attorney:

“In addition, the Farmers Market Committee may, by a two-thirds vote of the Committee, select and engage “Friends of the Market” who may not be electors of the town. “Friends of the Market” may attend and participate in Committee meetings, and at the Markets. “Friends of the Market shall not have any voting rights or carry any weight or influence the decisions of the Committee.””

Administrative Assistant Roxanne Maher explained that the Farmers Market Committee was not trying to circumvent the Town Charter but would like to have the ability to increase their volunteer workforce in putting on the weekly Farmers’ Market that takes place from June to September in Ledyard Center attracting over 1,200 visitors each week. Therefore, she stated language was included to clearly state that the “*Friends of the Market will not have any voting rights or influence the decisions of the Farmers Market Committee*”

Councilor Garcia-Irizarry questioned when they expected to receive a legal opinion from the Town Attorney. Councilor Dombrowski stated that they did not know how long it would take to hear back from the Town Attorney. Therefore, he suggested that the Administration Committee not take any action on the draft “*An Ordinance Establishing a Farmers Market for the Town of Ledyard*” this evening.

The Administration Committee, by consensus, agreed to defer action on the proposed “*An Ordinance Establishing a Farmers Market for the Town of Ledyard*” to their January 10, 2024 meeting; or until they receive the legal opinion.

RESULT: DEFERRED

Next Meeting: 1/10/2023 5:30 pm

4. No Action on the Discussion and possible action on the MOTION to recommend the Town Council set a Hybrid (In-Person & Video Conference) Public Hearing date on February 28, 2024 at 6:30 p.m. to be held in the Council Chambers, 741 Colonel Ledyard Highway, to receive comments and recommendations regarding the proposed “*An Ordinance Establishing a Farmers Market for the Town of Ledyard*” as presented in the draft dated September 27, 2023.

Councilor Dombrowski suggested that the Administration Committee not act to schedule a Public Hearing date until they have received the legal opinion and were ready to move the proposed “*An Ordinance Establishing a Farmers Market for the Town of Ledyard*” forward to the Town Council.

Administrative Assistant Roxanne Maher explained that in accordance with Chapter II; Section 5 of the Town Charter that a Public Hearing was required before the adoption of an Ordinance.

RESULT: NO ACTION

Next Meeting: 1/10/2023 5:30 pm

5. Any other Business proper to come before the Committee. – None.

VII. ADJOURNMENT

VOTE: Councilor Dombrowski moved the meeting be adjourned, seconded by Councilor Brunelle.
3 - 0 Approved and so declared, the meeting was adjourned at 5:41 p.m.

Respectfully submitted,

Carmen Garcia-Irizarry
Committee Chairman
Administration Committee