



***Ledyard Academy***  
***From Town Council Office***

***Town of Ledyard Organization***

Named for Colonel William Ledyard, slain commander of Colonial Forces in the Battle of Groton Heights in September 1781. The western section, on the east bank of the Thames River, had been settled in the mid-seventeenth century by Thomas Bayley, John Gager, Robert Allyn and Robert Stoddard. The settlers were farmers, and the river their transportation.

The Town of Ledyard, Connecticut, was officially incorporated on June 1, 1836, after being set off from Groton by the Connecticut Legislature.

Ledyard operated under a Board of Selectman form of government from 1836 until 1971 when with the adoption of its Home Rule Town Charter changed to a Mayor – Town Council form of government; adhering to the provisions provided under Connecticut General State Statutes Chapter 98; Section 7-14 (Municipal Powers).

Today, Ledyard continues to operate under a home rule Charter that was last revised in 2018.

The ***Mayor*** is the full-time Administrator and Chief Executive elected to a four-year term.

The nine-member ***Town Council*** and nine-member Board of Education are elected for two-year terms.

# Town of Ledyard Organizational Structure

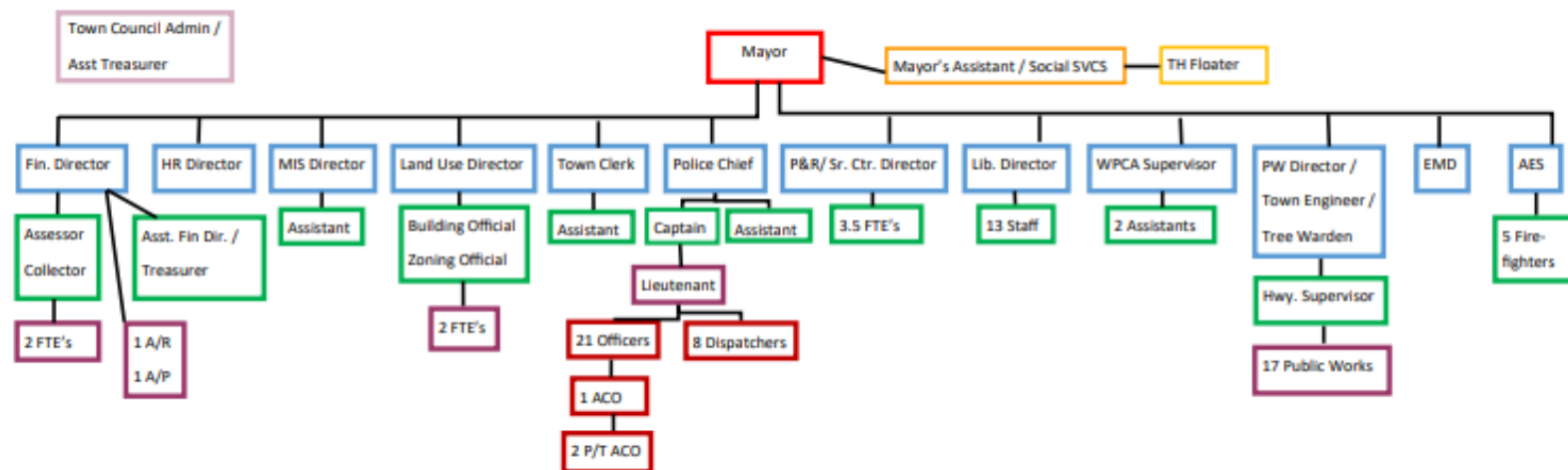
<i>Executive Branch</i>	<i>Legislative Branch</i>	<i>Electors</i>
<i>Mayor</i>	<i>Town Council</i>	<i>Residents/Voters</i>

- ❖ Except for the Treasurer, Town Council Administrative Assistant, Fire Marshal, Deputy Fire Marshals and Board of Education employees, the Mayor appoints all Town of Ledyard employees.
- ❖ Justices of the Peace are elected at local Political Party caucuses every 4 years.

## Administrative Departments of the Town of Ledyard

- Finance Director
  - Public Works Director/Town Engineer
  - Land Use and Planning Director
  - Emergency Management Director
  - Parks, Recreation, & Senior Citizens Director
  - Police Chief
  - Public Health- Ledge Light Health District
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- Public Safety- Administrator of Emergency Ser
  - Social Services – Social Services Coordinator
  - Town Clerk
  - Executive Assistant to the Mayor
  - Town Council - Administrative Assistant
  - Waste Water Sewer Supervisor

Town of Ledyard  
General Government Organizational Chart



## **Town Council 9 Members- Elected by Voters- Term 2 Years**

The Town Council serves as the ***Legislative Body*** and ***Financial Body*** of the town and acts on the recommendations of the Mayor. The Town Council can also act on its own. The Town receives its authority in accordance with Municipal Powers Connecticut General Statutes (CGS) Chapter 98; Section 7-148, Town Charter (Home Rule) and other relative CGS. In addition, the Town complies with the Connecticut Freedom of Information Act (FOIA).

- **Legislative Body :**

- ✓ Ordinances – Local Laws - Ordinances are used for legislation intended to have a permanent and general effect.
- ✓ Resolutions - One and Done – Resolutions are used for a temporary or a special course of action such as a temporary committee or bond authorization documents and are usually less circumscribed than those for an ordinance.
- ✓ Policy – Policies and Procedures are used to define a specific course of action that deals with procedures and processes, and are usually less circumscribed than those for an ordinance.
- ✓ Job Descriptions – Outlines the roles and responsibilities of employees

### **Financial Body**

- ✓ Annual Budget
- ✓ Set the Mil Rate/Tax Levy
- ✓ Provides for the Annual Audit
- ✓ Financial Business Requests (FBR)
- ✓ Sale/Purchase/Lease of Town Property
- ✓ Leases/Contracts
- ✓ Grant Applications
- ✓ Bond Authorization Documents (Borrowing)

**The Town Council is comprised of the following Subcommittees (each committee is comprised of 3 members)**

- ***Administration Committee:***

- ✓ Ordinances
- ✓ Resolutions
- ✓ Policies & Procedures
- ✓ Appointments to Town Committees
- ✓ Job Descriptions

- ***Community Relations Committee for Diversity, Equity, & Inclusion***

- ✓ Serve as a resource to the community ensuring all are treated fairly in receiving services provided by the Town.
- ✓ Maintain a welcoming community.
- ✓ Encourage dialogue, promote unity to build a strong community, make sure no-one is left behind.

- ***Finance Committee***

- ✓ Budgetary Matters
- ✓ Grant Resolutions/Applications
- ✓ Bond Authorization (Borrowing)
- ✓ Labor Contracts/ Other Contracts

- ***Land Use/Planning/Public Works Committee***

- ✓ Land/Property Leases
- ✓ Assignment of Oversight of Town Property
- ✓ Sale/Purchase/Conveyance of Town Owned Land
- ✓ Designation of Open Space/ Historic Property

***\*\* Per Connecticut General Statutes the Town Council & its Subcommittees have no jurisdiction and are to have no influence regarding Land Use Matters under the Planning, Zoning or Inland Wetlands and Water Courses Commissions***

**Town Council Appoints the following:**

- Town Treasurer
- Town Council Administrative Assistant
- Fire Marshal
- Deputy Fire Marshals
- Agricultural Commission
- Board of Assessment Appeals
- Building Code Board of Appeals
- Cemetery Committee
- Historic District Commission
- Housing Authority
- Inland Wetlands and Watercourses Commission
- Ledyard Beautification Committee
- Ledyard Farmers' Market Committee
- Library Commission
- Retirement Board
- Parks, Recreation & Senior Citizens Commission
- Permanent Municipal Building Committee
- Planning & Zoning Commission
- Southeastern CT Regional Resources Recovery Authority
- Southeastern CT Water Authority
- Water Pollution Control Authority

Committee/Commissions/Boards are established per the Town Charter and/or Ordinances, and are required to comply with their governing Connecticut General State Statutes.

In 2015 the Town embraced the technology to provide transparency and to engage the community enabling residents to attend meetings in-person or remotely.

If you are interested in volunteering to serve your Community, please see the  
***“Apply on Line” Step by Step Presentation***