



# TOWN OF LEDYARD

## CONNECTICUT

### TOWN COUNCIL

Chairman S. Naomi Rodriguez

741 Colonel Ledyard Highway  
Ledyard, CT 06339  
(860) 464-3203  
[towncouncil@ledyardct.org](mailto:towncouncil@ledyardct.org)

January 25, 2024

Ms. Jennifer Reguin  
6 Mill Cove Road  
Gales Ferry, Connecticut 06335

Dear Ms. Reguin:

CONGRATULATIONS! The Town Council, at its meeting on January 24, 2024 appointed you as a Temporary Member of the Permanent Municipal Building Committee, to serve as Representatives for Board of Education Projects, in accordance with Ordinance #100-015 "*An Ordinance Establishing A Permanent Municipal Building Committee for the Town of Ledyard*":

The Town's Meeting Portal (Granicus-Legistar) will aid you in preparation for the Permanent Municipal Building Committee meetings by providing materials and supporting documentation, and other reference information. This technology has enabled the town to streamline processes and implement paperless meetings. Each month you will be electronically notified of the Permanent Municipal Building Committee scheduled meeting. You can access this information by visiting the Town of Ledyard Website at: <https://www.ledyardct.org/> clicking on the "Agendas & Minutes" tab.

It is customary and traditional to be sworn-in by the Town Clerk prior to assuming your duties. Please bring a copy of this letter with you and try to have this accomplished as soon as possible.

Town Hall business hours are Monday through Thursday, 7:30 a.m. to 4:45 p.m. Should your schedule conflict with regular business hours, please call the Town Clerk's Office at 860.464.3257 to arrange a time to be sworn-in.

Thank you for your willingness to serve the Town of Ledyard.

Sincerely,

S. Naomi Rodriguez  
Chairman

cc: Town Clerk  
Permanent Municipal Building Committee