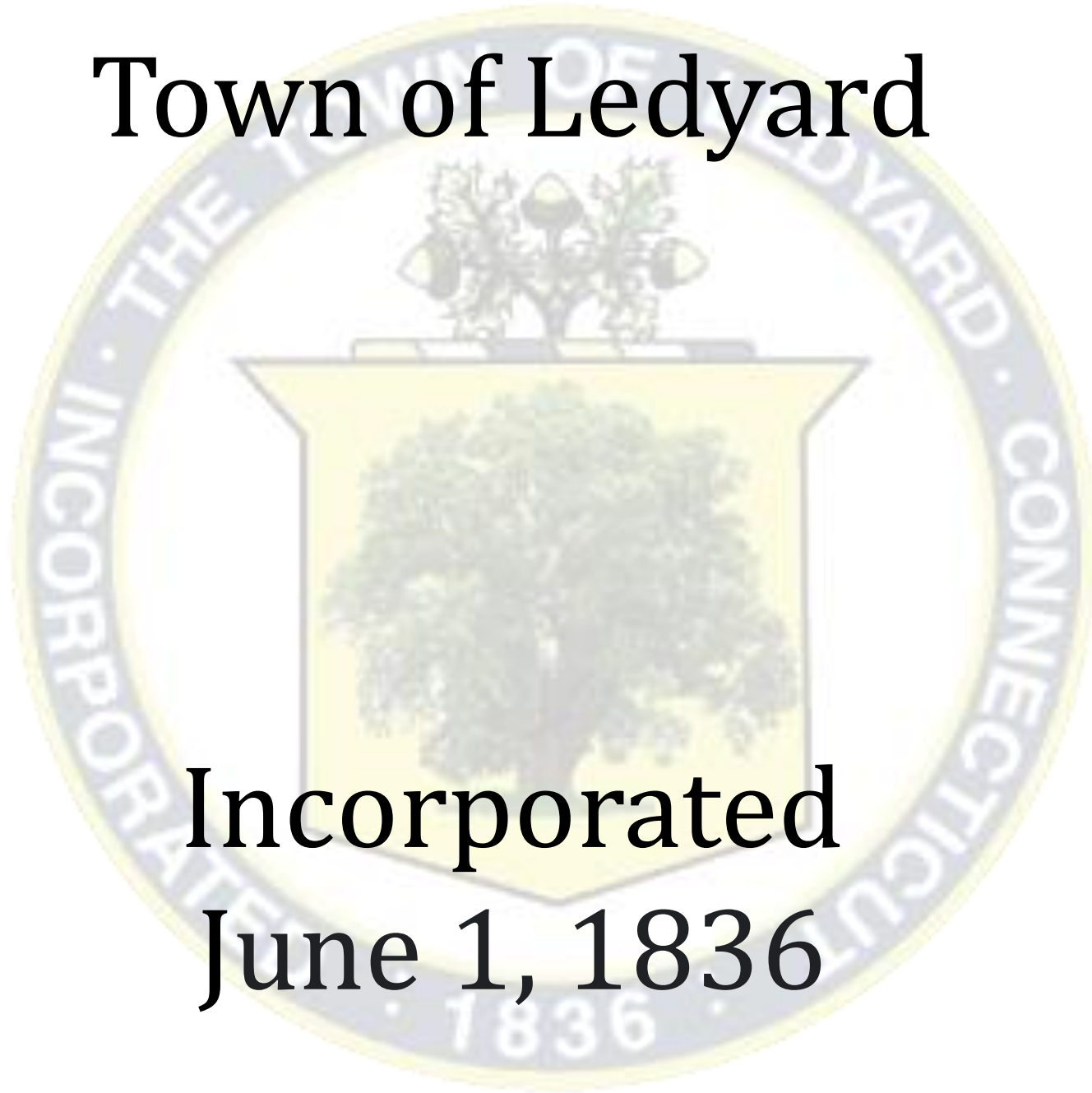


# Town of Ledyard

Incorporated  
June 1, 1836





# Government Structure

- 1836 – 1971: The Town of Ledyard operated under a Board of Selectman form of Government.
- 1971: The Town Charter was adopted and the Town changed its form of Government from a Board of Selectman to a Mayor – Town Council Form of Government.



# Governing & Guidance Documents

- *Connecticut General State Statutes*
- *Town Charter* (Also Know As “Home Rule”)  
Home Rule gives towns the power to govern themselves within certain limits, as long as they don't violate state or federal law.

In Connecticut, a Municipal Home Rule does not override state statute if the matter is of **statewide concern**.

However, in areas of **local concern**, Municipal Charter provisions can prevail over general state statutes, though both state and municipal laws must be consistent with the state constitution.



# Governing & Guidance Documents

(Continued)

***Ledyard's Town Charter*** has been revised as follows:

- ✓ November 6, 1973
  - ✓ November 7, 1979
  - ✓ November 5, 1985
  - ✓ November 3, 2009
  - ✓ November 3, 2018
- 
- ***Ordinance*** – Are local laws adopted by Town Council and are used for legislation intended to have a permanent and general effect. (Ledyard currently has 89 Ordinances)



# Governing & Guidance Documents

(Continued)

- ***Resolution*** is 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*** is used to define a specific course of action that deals with procedures and processes, and are usually less circumscribed than those for an ordinance.
- ***Town Council Rules of Procedure*** – Each Town Council adopts *Rules of Procedure* that outlines how they operate.



# Governing Documents

(Continued)

***Connecticut General Statutes***

**Title 7 – Municipalities Chapter 98 - Municipal Powers**

***Freedom of Information Act (FOIA)***

***Connecticut State Statute Chapter 14***

***Link to the FOIA Site:***

**<https://portal.ct.gov/foi/quick-links/the-foi-act>**

***Roberts Rules of Order*** – For Parliamentary Procedure



# Town of Ledyard Organizational Structure

## ***Executive Branch***

***Mayor***

## ***Legislative Branch***

***Town Council***

## ***Electors***

***Residents/Voters***

### ***Mayor Elected by Voters – Term 4 Years***

***The Mayor serves as the Administrator and Chief Executive Officer of the Town***

- Oversees the day-to-day operations of the Town relative to services and local laws.
- Oversees the day-to-day operations of Town Hall and Employees.
- Hiring and firing authority of town employees.
- Prepares Annual Budget to submit to Town Council (January – March).
- Makes recommendations to the Town Council (Policies, Contracts/Leases, Financial Business Requests (FBR) etc.).
- Initiates Insurance Claims with Connecticut Interlocal Risk Manager Agency (CIRMA).  
Motor Vehicle (Police, Fire, Public Works, Parks & Recreation).
- Contracting Authority for routine services (Copiers, Water etc.).
- Contracting Authority with Town Council Approval (Grant Applications, Property Leases/Sale, etc.).



# Mayor Appoints the following:

- ***Town Attorney*** - With Town Council Approval -Town Charter- Chapter VI; Section 1
- ***Town Clerk***-Town Charter -Chapter VI- Section 2
- ***Director of Finance***- Town Charter - Chapter VI; Section 4
- ***Director of Public Works***- Town Charter - Chapter VI - Section 5
- ***Director of Public Health***- Town Charter Chapter VI - Section 8
- **Chief Building Code Official** – Town Charter Chapter VI; Section 6
- ***Town Planner/EDC Director***- Town Charter - Chapter VI - Section 6
- ***Administrator of Emergency Services*** -Town Charter - Chapter VI - Section 6
- ❖ 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.

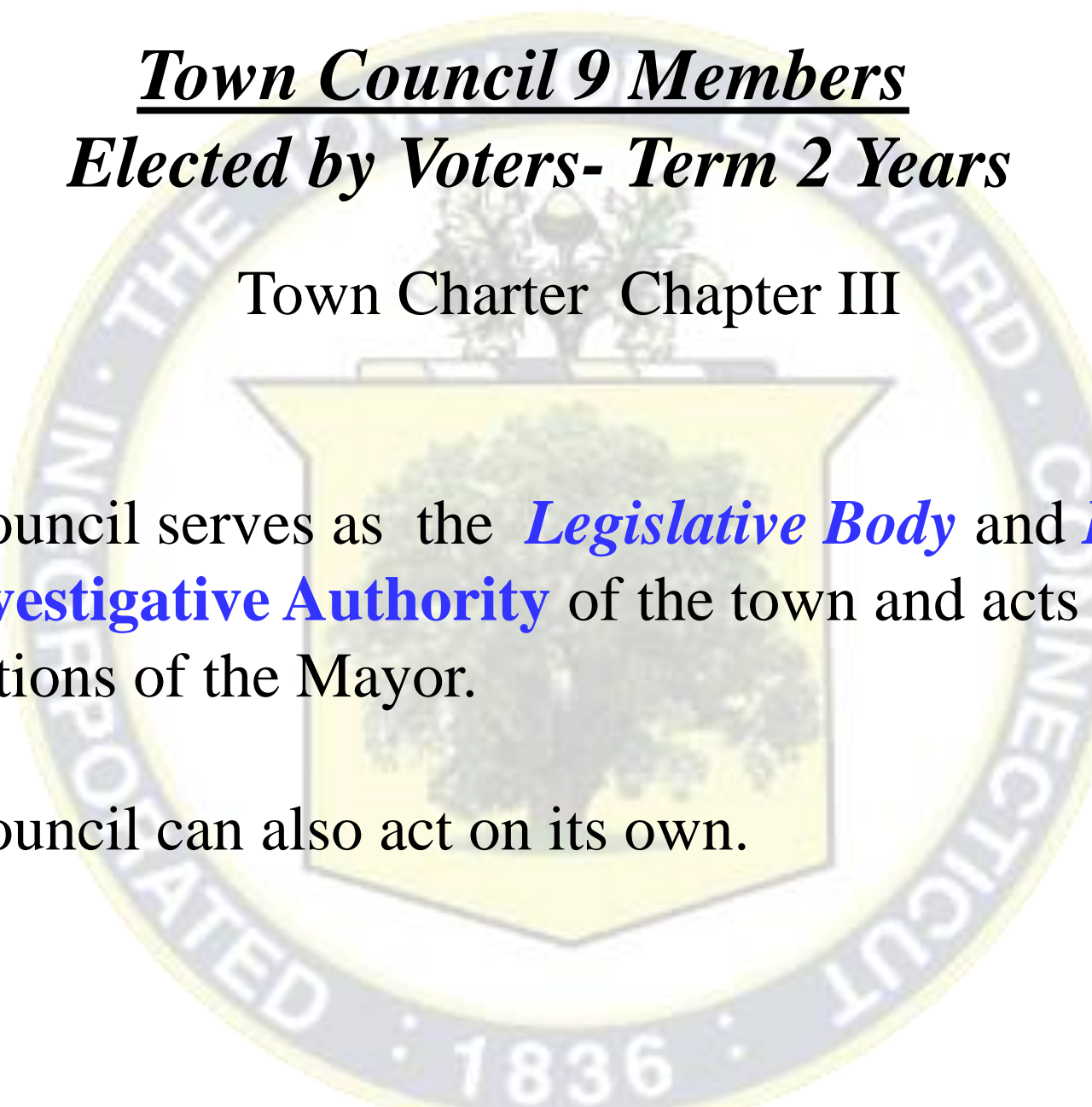


# Mayor Appoints the following:

(Continued)

- ***Director of Civil Preparedness Emergency Management*** -Town Charter - Chapter VI - Section 6
- ***Cable TV Advisory Board*** – Connecticut General State Statute 16-331
- ***Conservation Commission*** – Connecticut General State Statute 16-3317-131 (a) Ordinance #300-018
- ***Eastern Regional Tourism***
- ***Economic Development Commission*** – Connecticut General State Statute 7-136 - Ordinance #300-020
- ***Public Safety Commission***-Town Charter - Chapter VI - Section 6
- ***Social Services Board*** - Town Charter - Chapter VI - Section 9 and Ordinance #100-011 (rev. 1)
- ***Zoning Board of Appeals*** - Town Charter - Chapter VI - Section 11- Ordinance #300-011 9rev. 1)



The background of the slide features a large, faint, circular seal of the Town of New Britain, Connecticut. The seal contains a central shield with a tree, surrounded by the text "THE TOWN OF NEW BRITAIN, CONNECTICUT" and "INCORPORATED 1836".

## ***Town Council 9 Members***

### ***Elected by Voters- Term 2 Years***

#### Town Charter Chapter III

The Town Council serves as the ***Legislative Body*** and ***Financial Body*** and ***Investigative Authority*** of the town and acts on the recommendations of the Mayor.

The Town Council can also act on its own.



## • **Legislative Body (Town Council) Responsibilities:**

- ✓ **Ordinances** – Local Laws - Ordinance are used for legislation intended to have a permanent and general effect. Can be found on the town website at: [Ordinances | Ledyard, CT - Official Website](#); and are available in the Town Clerk's Office.
- ✓ **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. Resolutions are available in the Town Clerk's Office.
- ✓ **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.
- ✓ **Investigations** – Per Town Charter Chapter III; Section 9 and Fraud Policy adopted on May 28, 2014
- ✓ **Job Descriptions**
- ✓ **Appointments** to Town Committees/Commissions/Boards



## **Financial Body (Town Council) Responsibilities :**

- ✓ Annual Budget
- ✓ Financial Business Requests (FBR)
- ✓ Sale/Purchase/Lease of Town Property
- ✓ Leases/Contracts
- ✓ Grant Applications



**The Town Council is comprised of the following Subcommittees**  
***Sub Committees are comprised of 3 members of the Town Council***

The Town Council's Sub Committees researches topics, conducts due diligence and makes recommendations to the Town Council.

- ***Administration Committee*** – Addresses Appointments, Job Descriptions, drafts Ordinances, Resolutions, Policies and other administrative duties.
- ***Community Relations Committee for Diversity, Equity & Inclusion*** – Works to be an Advocate and a Resource for the community by listening, communicating, and engaging with the community, to ensure all residents receive fair and equal access to town services.



**The Town Council is comprised of the following Subcommittees**  
***Sub Committees are comprised of 3 members of the Town Council***

(Continued)

- ***Finance Committee*** – Prepares and provides oversight of the Annual Budget, reviews Grant Applications, Bond Authorization Documents, Ordinances, budget appropriations, transfers and expenditures.
- ***Land Use/Planning/Public Works Committee*** – Reviews purchase, sale, lease, disposal and use of town-owned property and other land use related issues. In addition, they draft Ordinances, Resolutions, Policies pertaining to land use matters.



# Town Council Appoints the Following

- ***Town Treasurer*** – Town Charter Chapter IV; Section 1
- ***Town Council Administrative Assistant***
- ***Fire Marshall*** – Town Charter Chapter IV; Section 2
- ***Deputy Marshall*** – Town Charter Chapter IV; Section 2
- ***Agricultural Commission*** – Ordinance #300-022 (Rev.1)
- ***Board of Assessment Appeals*** – Town Charter Chapter IV; Section 5; Ordinance #



# Town Council Appoints the Following

- ***Building Code Board of Appeals*** – Town Charter Chapter IV; Section 5; Connecticut State Statutes 29-266; Ordinance #300-001
- ***Cemetery Committee*** – Ordinance #100-009
- ***Historic District Commission*** – Ordinance #300-019
- ***Ledyard Housing Authority*** – Ordinance #100-010
- ***Inland Wetland & Watercourses Commission*** – Town Charter Chapter VI; Section 4 – Ordinance #



## Town Council Appoints the Following

- ***Ledyard Beautification Committee*** – Ordinance #100-008
- ***Ledyard Farmers' Market Committee*** – Ordinance #100-020
- ***Library Commission*** – Ordinance #100-013
- ***Retirement Board*** – Ordinance #200-010 (Rev .1)
- ***Parks, Recreation & Senior Citizens Commission*** – Ordinance #100-016 (Rev.1)



# Town Council Appoints the Following

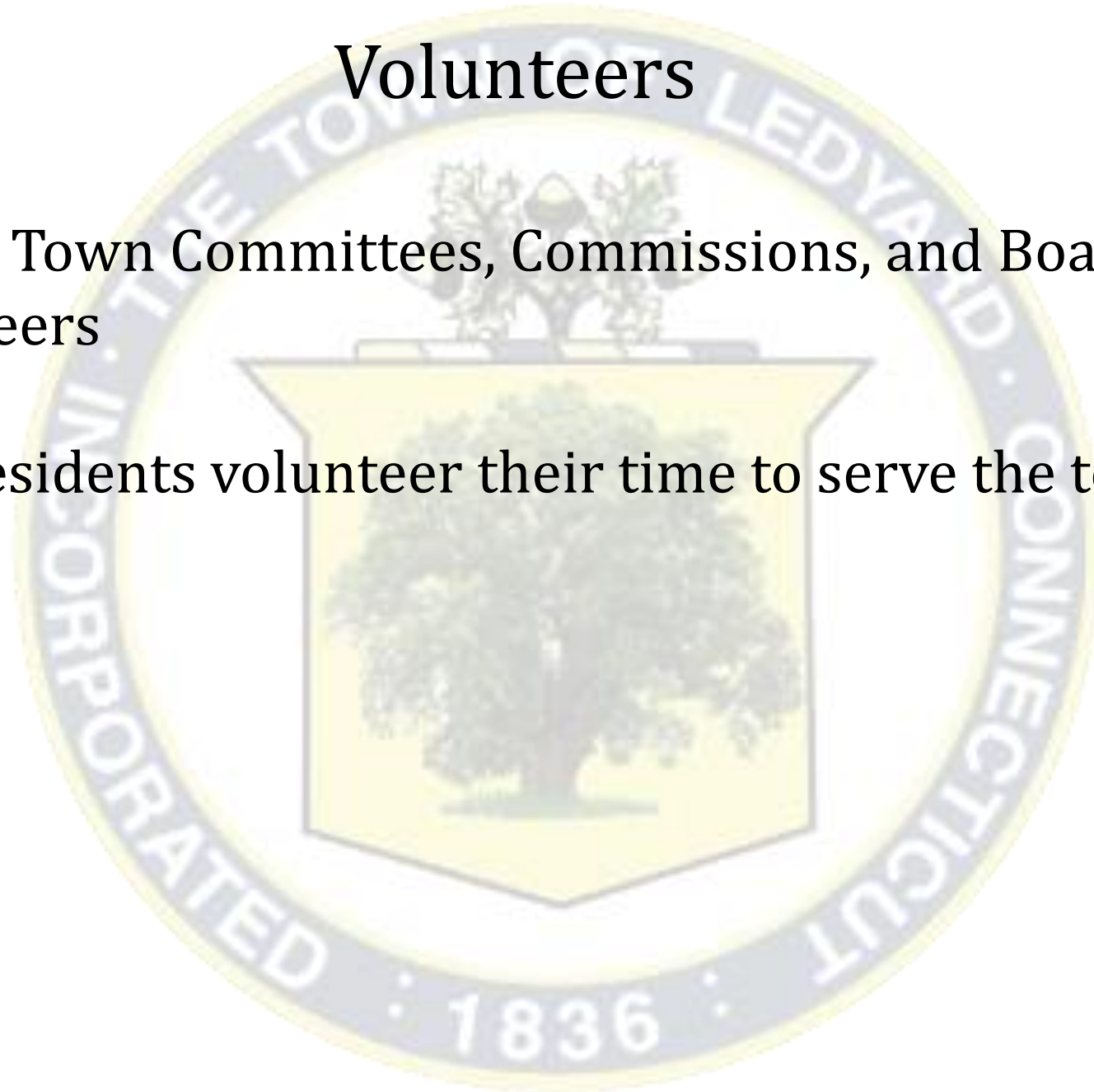
- ***Permanent Municipal Building Committee*** – Town Charter Chapter VI; Section 7; Ordinance #100-015 (Rev.1)
- ***Planning & Zoning Commission*** – Town Charter Chapter VI; Section 3; Ordinance #300-005
- ***Southeastern Connecticut Regional Resources Recovery Authority*** (SCRRRA) – Resolution
- ***Southeastern Connecticut Water Authority*** (SCWA) Resolution
- ***Water Pollution Control Authority*** – Ordinance #400-001



# Volunteers

Ledyard has 26 Town Committees, Commissions, and Boards that are filled by volunteers

187 Ledyard Residents volunteer their time to serve the town.





# Apply on-line to Volunteer to serve your community.

[Commissions, Committees & Boards | Ledyard, CT - Official Website](#)

